

Regular Meeting

Monday, August 10, 2020 7:00 PM

Virtual Meeting via Google Hangout, To view or listen to this meeting, send request to: jkilian@isd110.org, or , call: 952-442-0600

1. PUBLIC COMMENT

first 10 minutes will be available for public comment, if no comments, meeting will be called to order

2. CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE

Presenter: Chair
Geller

3. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE

3.A. Upcoming Meetings:

4. MINUTES OF PREVIOUS MEETING

Regular Meeting
Monday, July 13, 2020 7:00 PM Central

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1. PUBLIC COMMENT

2. CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE

Call to order by Chair Geller

Members present: Geller, Johnson, Weinand, Thom, Myers, Varble, Bullis

Members absent: none

Motion by Weinand to adopt agenda

Thom second

Roll Call vote taken

All in favor

Motion carried

3. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE

3.A. Welcome Irv Andrews, WMS Assistant Principal

3.B. Upcoming Meetings:

3.B.1. July 27 School Board Work Session 7:00 PM (via Google Hangout)

Aug. 3 Finance & Facilities Committee 6:00 PM (via Google Hangout)

Aug. 10 Policy Committee 6:00 PM (via Google Hangout)

Aug. 10 Regular Meeting 7:00 PM (via Google Hangout)

Aug. 27 Work Session 7:00 PM (via Google Hangout)

4. MINUTES OF PREVIOUS MEETING

Motion by Weinand to approve minutes of June Regular Meeting, June Closed Meeting, June Special Meeting, and July Work Session minutes

Thom second

Roll Call vote taken

All in favor

Motion carried

5. CONSENT AGENDA

Motion by Weinand to approve consent agenda

Thom second

Roll Call vote taken

All in favor

Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

5.B.1. Proposed 2020-2021 Terms and Conditions of Employment for Community Education Employees

5.C. Receipts of Donation

5.C.1. \$928 donated by BV PTO for yearbooks
\$500 donated by Kutzke Construction for Andrew Kutzke Memorial Scholarship
\$2000. donated by Backyard Wishes for high school scholarships
\$25. donated by Mary Klehr In memory of Nurse Whitney's mom. (SV)
\$42. donated by Your Cause for SV General Supplies
\$20. donated by Anonymous for Cafe 110 Plateful Account

5.D. PSEO Agreement

6. REPORTS

6.A. Finance Report

6.B. Superintendent's Report

6.B.1. Fundraising Proposal

7. ACTION ITEMS

7.A. Resolution Relating to \$7,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2020A

Motion by Thom to adopt Resolution Relating to \$7,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2020A

Weinand second

Roll Call vote taken

All in favor

Motion carried

7.B. Second Read Board Policies

Motion by Weinand to adopt policies as presented

Thom second

Roll Call vote taken

All in favor

Motion carried

7.B.1. 601 Academic Standards and Instructional Curriculum

7.B.2. 602 Organization of School Calendar

7.B.3. 603 Curriculum

7.B.4. 604 Instructional Curriculum

7.B.5. 605 Alternative Programs

7.B.6. 606 Textbooks and Instructional Materials

- No MSBA updates since last review.

7.B.7. 607 Organization of Grade Levels

7.B.8. 609 Religion

- No MSBA updates since last review.

7.B.9. 613 Graduation Requirements

7.B.10. 614 School District Testing Plan and Procedure

7.B.11. 616 School District Accountability

7.B.12. 618 Assessment of Student Achievement

7.B.13. 619 Staff Development for Standards

7.B.14. 624 Online Learning Options

8. DISCUSSION ITEMS

8.A. First Read Board Policies

8.A.1. 701 Establishment and Adoption of School District Budget

8.A.2. 701.1 Modification of School District Budget

8.A.3. 702 Accounting

8.A.4. 702.1 Accounting Policy for Student Activity Funds (not MSBA)

- Recommended for removal

8.A.5. 702.2 Cash in School Buildings (not MSBA)

- Recommended for removal

8.A.6. 703 Annual Audit

8.A.7. 706 Acceptance of Gifts

8.A.8. 707 Transportation of Public School Students

8.A.9. 708 Transportation of Nonpublic School Students

8.A.10. 710 Extracurricular Transportation

8.A.11. 712 Video Surveillance Other Than on Buses

8.A.12. 720 Vending Machines

- Recommended for removal

8.A.13. 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources

8.A.14. 801 Equal Access to Facilities

8.A.15. 802 Disposition of Obsolete Equipment and Material

8.A.16. 803 Warning Systems and Emergency Plans (not MSBA)

- Recommended for removal

8.A.17. 805 Waste Reduction and Recycling

8.A.18. 903 Visitors & Volunteers to School Buildings and Sites

8.A.19. 904 Distribution of Materials on School District Property by Nonschool Persons

8.A.20. 905 Advertising

9. BOARD COMMITTEE REPORTS

9.A. Self-Governance & Superintendent Relations Committee

9.A.1. Superintendent Evaluation Report

9.B. Leadership & District Service Committee

9.C. Finance & Facilities Committee-of-the-Whole

9.D. Policy & Advocacy Committee

9.E. Southwest Metro Intermediate District 288 Representative

9.F. Teaching & Learning Advisory Council Representative

9.G. Community Education Advisory Council Representative

9.H. MSHSL Representative

9.I. Technology Committee Representative

9.J. District 110 Foundation Representative

9.K. Schools for Equity in Education (SEE) Representative

9.L. Carver County Elected Leaders Representative

9.M. City of Waconia Liaison

9.N. City of Minnetrista Liaison

9.O. City of Victoria Liaison

9.P. City of St. Bonifacius Liaison

9.Q. City of New Germany Liaison

10. ADJOURNMENT

Motion by Weinand to adjourn

Thom second

Roll Call vote taken

Meeting adjourned at 8:05 PM

Special Meeting RE: LTFM Resolution
and MSHSL Membership Renewal
Monday, July 27, 2020 7:00 PM Central

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1. CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE

Call to order by Chair Geller at 7:00 PM

Members present: Geller, Johnson, Weinand, Thom, Myers, Varble, Bullis

Members absent: none

2. ACTION ITEMS

2.A. Approve SY2019-20 Long Term Facilities Maintenance Programs Budget

Motion by Weinand to approve SY2019-20 Long Term Facilities Maintenance Programs Budget

Thom second

Roll Call vote taken

All in favor

Motion carried

2.B. 2020-2021 Resolution for Membership in the MNSHSL

Motion by Weinand to approve 2020-2021 Resolution for Membership in the MNSHSL

Thom second

Roll Call vote taken

All in favor

Motion carried

2. ADJOURNMENT

Motion by Weinand to adjourn

Thom second

Roll Call vote taken

All in favor

Motion carried

Meeting adjourned at 7:11 PM

5. **CONSENT AGENDA**

5.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
598380	RIESGRAF, BECKY	07/06/2020	R	225.00	July
598381	AMAZON CAPITAL SERVICES	07/09/2020	R	4,247.47	July
598382	APPLE INC	07/09/2020	R	4,495.00	July
598383	GOVERNMENT LEASING & FINANCE I	07/09/2020	R	94,165.63	July
598384	LOFFLER COMPANIES	07/09/2020	R	12,826.33	July
598385	MESPA	07/09/2020	R	924.00	July
598386	Mobile Beacon	07/09/2020	R	360.00	July
598387	SKYWARD ACCOUNTING DEPT	07/09/2020	R	27,923.82	July
598388	SUNBURST DIGITAL	07/09/2020	R	1,140.00	July
598389	WELLS FARGO VENDOR FIN SERV	07/09/2020	R	28,092.22	July
598390	APPLE INC	07/10/2020	R	3,032.00	July
598391	BIFFS, INC	07/10/2020	R	369.00	July
598392	BNR IRRIGATION SERVICES INC	07/10/2020	R	607.77	July
598393	BROADBENT, KATHRYN	07/10/2020	R	325.00	July
598394	CHARBONNEAU, CHRISTY	07/10/2020	R	120.00	July
598395	COLONY PLAZA, INC	07/10/2020	R	9.46	July
598396	DAHLIN, MARK	07/10/2020	R	325.00	July
598397	DONNELLY, JAMES	07/10/2020	R	82.96	July
598398	ECM PUBLISHERS, INC	07/10/2020	R	250.67	July
598399	EGGERS, HOLLY	07/10/2020	R	60.00	July
598400	EVERSONS HARDWARE HANK	07/10/2020	R	29.13	July
598401	FALKMAN, WILL	07/10/2020	R	75.00	July
598402	FRANKLIN PRINTING INC	07/10/2020	R	24.99	July
598403	FREITAS, SARAH	07/10/2020	R	325.00	July
598404	GARLETS, QUENTIN	07/10/2020	R	325.00	July
598405	GKSS RADIN LLC	07/10/2020	R	617.40	July
598406	GRANT, MARIA	07/10/2020	R	14.70	July
598407	HALLIWILL, PAUL	07/10/2020	R	325.00	July
598408	HARAN, DOUG	07/10/2020	R	325.00	July
598409	HERC-U-LIFT	07/10/2020	R	102.72	July
598410	HERTEL, ANGIE	07/10/2020	R	270.00	July
598411	HICKEY, MECHELE	07/10/2020	R	325.00	July
598412	HOLM, STEVE	07/10/2020	R	325.00	July
598413	INDIANHEAD FS DISTRIBUTOR	07/10/2020	R	2,046.07	July
598414	INFINITE CAMPUS, INC	07/10/2020	R	99.00	July
598415	JANS, DENNIS	07/10/2020	R	309.76	July
598416	JESKA, JEFFREY	07/10/2020	R	40.00	July
598417	JOHNSON, JAROD	07/10/2020	R	585.68	July
598418	JOHNSTON, THOMAS	07/10/2020	R	314.16	July
598419	KIRSCH, JENNIFER	07/10/2020	R	145.00	July
598420	LAUWAGIE, CRISY	07/10/2020	R	409.44	July
598421	LEE'S REFRIGERATION	07/10/2020	R	140.00	July
598422	LENZMEIER, JEFF	07/10/2020	R	325.00	July
598423	LORUSSO, JOHN	07/10/2020	R	325.00	July
598424	LVC COMPANIES INC	07/10/2020	R	1,527.68	July
598425	MACKENTHUN'S FINE FOODS	07/10/2020	R	17.66	July
598426	MATTHYS, MARIA	07/10/2020	R	167.02	July
598427	MCNULTY, LEAH	07/10/2020	R	325.00	July
598428	METTLER, JOHN	07/10/2020	R	325.00	July
598429	MICHCO	07/10/2020	R	93.60	July
598430	MOSLEY, SANDY	07/10/2020	R	254.00	July
598431	MYSA	07/10/2020	R	1,059.00	July
598432	OFFICE OF MNIT SERVICES	07/10/2020	R	54.21	July
598433	PARTS CITY WACONIA	07/10/2020	R	52.58	July
598434	PAULSEN, TERRI	07/10/2020	R	325.00	July
598435	PEARSON, CHAD	07/10/2020	R	44.40	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
598436	QUILL CORP	07/10/2020	R	569.70	July
598437	SCHLINGER, RYAN	07/10/2020	R	325.00	July
598438	SEIM, GRACE	07/10/2020	R	312.50	July
598439	SELTZ, MARTIN	07/10/2020	R	325.00	July
598440	SFM	07/10/2020	R	55,344.00	July
598441	SIEVE, MIKE	07/10/2020	R	319.80	July
598442	SMITH, RUTH	07/10/2020	R	325.00	July
598443	SOUTHWEST METRO INTERMEDIATE D	07/10/2020	R	14,341.36	July
598444	STEFFEN, CHRISTINE	07/10/2020	R	120.00	July
598445	STEJSKAL, TRAMPUS	07/10/2020	R	300.00	July
598446	SWANSON, LYDIA	07/10/2020	R	75.00	July
598447	THEIS, JESSA	07/10/2020	R	583.88	July
598448	TRIO SUPPLY COMPANY	07/10/2020	R	1,085.49	July
598449	VAN EYLL, TONI	07/10/2020	R	325.00	July
598450	WACONIA FORD MERCURY	07/10/2020	R	699.17	July
598451	WALKE, CHRIS	07/10/2020	R	60.00	July
598452	WOYTCKE, KELLY	07/10/2020	R	325.00	July
598453	US POSTAL SERVICE	07/10/2020	R	1,066.20	July
598454	ALL IN ONE - TRANSLATION AGENC	07/16/2020	R	3,436.80	July
598455	ALL STAR TROPHY & AWARDS INC	07/16/2020	R	25.00	July
598456	ARCADIA SOLAR LLC	07/16/2020	R	44.79	July
598457	BABER, DOANE	07/16/2020	R	190.00	July
598458	BAILEY, AMY	07/16/2020	R	300.00	July
598459	BAISCH, ALLISON	07/16/2020	R	300.00	July
598460	BARKOSKY, BRIDGET	07/16/2020	R	300.00	July
598461	BELL, ANTHONY	07/16/2020	R	270.58	July
598462	BREEDEN, WILL	07/16/2020	R	300.00	July
598463	BRIDEN, VERONICA	07/16/2020	R	300.00	July
598464	BRUEGGEMEIER, LISA	07/16/2020	R	300.00	July
598465	BRUEGGEMEIER, STEVE	07/16/2020	R	175.00	July
598466	BUCH, SUSANNA	07/16/2020	R	300.00	July
598467	BUTLER, MATTHEW	07/16/2020	R	373.83	July
598468	CENTRICITY	07/16/2020	R	120.00	July
598469	CITY OF WACONIA	07/16/2020	R	4,524.19	July
598470	CONKLIN, VIONKA	07/16/2020	R	576.77	July
598471	DAHL, STEPHANIE	07/16/2020	R	300.00	July
598473	DEMING, JON	07/16/2020	R	270.00	July
598474	DEYOUNG, STEPHANIE	07/16/2020	R	300.00	July
598475	DICKSON, KATE	07/16/2020	R	300.00	July
598476	DIETZ, KRISTLE	07/16/2020	R	300.00	July
598477	DOEDEN, OLIVIA	07/16/2020	R	450.00	July
598478	DORE, CHERYL	07/16/2020	R	300.00	July
598479	DORMANN, STACY	07/16/2020	R	300.00	July
598480	ECM PUBLISHERS, INC	07/16/2020	R	724.83	July
598481	EDGERLY SCHLOUGH, LISA	07/16/2020	R	300.00	July
598482	ENKJER, JENNY	07/16/2020	R	300.00	July
598483	ESS, JAIME	07/16/2020	R	600.00	July
598484	FRISKE, MARK	07/16/2020	R	300.00	July
598485	FRITZ, JAIME	07/16/2020	R	300.00	July
598486	GAMMELL, AMANDA	07/16/2020	R	300.00	July
598487	GERBER, TANYA	07/16/2020	R	300.00	July
598488	GOHLKE, LISA	07/16/2020	R	300.00	July
598489	GOLKA, TANYA	07/16/2020	R	300.00	July
598490	GOTHMANN, HOLLY	07/16/2020	R	190.00	July
598491	GRAVES, JESSI	07/16/2020	R	300.00	July
598492	HACKLER, KELSEY	07/16/2020	R	259.90	July

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598493	HANSON, KELLY	07/16/2020	R	300.00	July
598494	HAPPY FEET SOCCER TWIN CITIES	07/16/2020	R	648.00	July
598495	HARRIS, ALISSA	07/16/2020	R	300.00	July
598496	HAYDEN, BRENT	07/16/2020	R	300.00	July
598497	HILTNER, MIKE	07/16/2020	R	300.00	July
598498	HOEHN, EMILY	07/16/2020	R	300.00	July
598499	HUGHES, BILL	07/16/2020	R	270.00	July
598500	HUSKEY, HEATHER	07/16/2020	R	50.00	July
598501	INDIANHEAD FS DISTRIBUTOR	07/16/2020	R	929.37	July
598502	INNOVATIONAL WATER SOLUTIONS I	07/16/2020	R	1,157.00	July
598503	IVERSON, LISA	07/16/2020	R	288.39	July
598504	JOHNSON, ASHLEY	07/16/2020	R	300.00	July
598505	JOHNSON, CHRISTINA	07/16/2020	R	80.00	July
598506	JONES, TINA	07/16/2020	R	300.00	July
598507	KAMANN, TARA	07/16/2020	R	408.91	July
598508	KEARNEY, JULIE	07/16/2020	R	270.00	July
598509	KELLEY, TED	07/16/2020	R	300.00	July
598510	KIRSCH, TINA	07/16/2020	R	300.00	July
598511	KLEMBARSKY, JOSEPH	07/16/2020	R	190.00	July
598512	KOPP, MARK	07/16/2020	R	300.00	July
598513	LADWIG, MICHEL	07/16/2020	R	300.00	July
598514	LOEGERING, STEPHANIE	07/16/2020	R	300.00	July
598515	LOEHRS, LISA	07/16/2020	R	190.00	July
598516	LOFFLER COMPANIES	07/16/2020	R	389.30	July
598517	LOPEZ, NORA	07/16/2020	R	303.00	July
598518	LORENZ, MOLLY	07/16/2020	R	300.00	July
598519	MACKIN LIBRARY SERVICE	07/16/2020	R	973.36	July
598520	MAJERUS, LINDSAY	07/16/2020	R	300.00	July
598521	MCCROHAN, BEN	07/16/2020	R	300.00	July
598522	MCCROHAN, HEATHER	07/16/2020	R	300.00	July
598523	MCPADDEN, JAIMEE	07/16/2020	R	185.00	July
598524	MELANCON, PATRICIA	07/16/2020	R	300.00	July
598525	MEYER, TODD	07/16/2020	R	300.00	July
598526	MILLER, ADAM	07/16/2020	R	600.00	July
598527	MOORE, STEPHANIE	07/16/2020	R	300.00	July
598528	MORTON, DAWN	07/16/2020	R	288.39	July
598529	MOYER, BRIAN	07/16/2020	R	175.00	July
598530	MUELLER, GEORGE	07/16/2020	R	600.00	July
598531	NAUGHTON, MOLLIE	07/16/2020	R	300.00	July
598532	NORRBOM, DAWN	07/16/2020	R	300.00	July
598533	NYSTROM, CHERI	07/16/2020	R	600.00	July
598534	OHM, MISSY	07/16/2020	R	600.00	July
598535	OHNSORG, TONY	07/16/2020	R	300.00	July
598536	PIKE, LAURA	07/16/2020	R	300.00	July
598537	PINE PRODUCTS	07/16/2020	R	361.00	July
598538	PUCHNER, JESSICA	07/16/2020	R	300.00	July
598539	REINDERS, JENNIFER	07/16/2020	R	300.00	July
598540	REINHARDT, KELLI	07/16/2020	R	300.00	July
598541	SALDEN, JESSICA	07/16/2020	R	300.00	July
598542	SCHMIDT, LINDSAY	07/16/2020	R	300.00	July
598543	SCHNEIDER, STACEY	07/16/2020	R	300.00	July
598544	SCHULAR, ANN	07/16/2020	R	300.00	July
598545	SCHWALBE, HEIDI	07/16/2020	R	20.00	July
598546	SCHWICHTENBERG, MATTHEW	07/16/2020	R	270.00	July
598547	SIEGLE, DARLENE	07/16/2020	R	300.00	July
598548	SIEVE, MIKE	07/16/2020	R	300.00	July

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598549	SIME, ELIZABETH	07/16/2020	R	200.00	July
598550	SINGEWALD, ANN	07/16/2020	R	300.00	July
598551	SOUTHWEST METRO INTERMEDIATE D	07/16/2020	R	15,643.30	July
598552	STEEN, TROY	07/16/2020	R	300.00	July
598553	STEINHAGEN, JENNIFER	07/16/2020	R	288.39	July
598554	STEJSKAL, AMANDA	07/16/2020	R	300.00	July
598555	STENDER, JULIANNE	07/16/2020	R	200.00	July
598556	STIFTER, ANN	07/16/2020	R	300.00	July
598557	STINEMAN, JILL	07/16/2020	R	320.00	July
598558	STOKES, JENNIFER	07/16/2020	R	142.00	July
598559	STONER, KIM	07/16/2020	R	600.00	July
598560	STREI, KELLY	07/16/2020	R	300.00	July
598561	SWENSON, ANDREW	07/16/2020	R	300.00	July
598562	TECHAU, LYN	07/16/2020	R	300.00	July
598563	TOLLEFSRUD, KRISTI	07/16/2020	R	300.00	July
598564	TOMES, SCOTT	07/16/2020	R	300.00	July
598565	TREGARTHEN, MARK	07/16/2020	R	395.19	July
598566	UHL CO	07/16/2020	R	2,531.55	July
598567	UNITED STATES TREASURY	07/16/2020	R	296.45	July
598568	WALTERS, ELENA	07/16/2020	R	259.90	July
598569	WILLEMSSEN, JOAN	07/16/2020	R	288.39	July
598570	WILLENBRING, SANDRA	07/16/2020	R	190.00	July
598571	WINGERT, MOLLY	07/16/2020	R	25.00	July
598572	WITSCHORIK, KURT	07/16/2020	R	631.11	July
598573	YARD, ROBERTA	07/16/2020	R	302.63	July
598574	21ST CENTURY SPORTS LLC	07/17/2020	R	760.00	July
598575	ARROW BUILDING CENTER	07/17/2020	R	1,281.60	July
598576	CULLIGAN BOTTLED WATER	07/17/2020	R	203.55	July
598577	DEMCO, INC	07/17/2020	R	271.94	July
598578	FOLLETT SCHOOL SOLUTIONS	07/17/2020	R	2,042.81	July
598579	IASCO	07/17/2020	R	138.57	July
598580	ILLUMINATE EDUCATION INC	07/17/2020	R	18,914.00	July
598581	INNOVATIVE OFFICE SOLUTIONS LL	07/17/2020	R	443.95	July
598582	NAHAN, SHELLY	07/17/2020	R	1,137.60	July
598583	PLANSOURCE BENEFITS ADMIN INC	07/17/2020	R	2,337.50	July
598584	QUADIENT INC	07/17/2020	R	5,256.00	July
598585	SAND CREEK EAP LLC	07/17/2020	R	9,990.00	July
598586	SPOKES	07/17/2020	R	1,890.00	July
598587	SPORTS UNLIMITED	07/17/2020	R	1,377.00	July
598588	TIERNEY BROS	07/17/2020	R	3,600.00	July
598589	CATRON, CHRISTI	07/21/2020	R	250.00	July
598590	CD PRODUCTS INC	07/21/2020	R	3,630.00	July
598591	COMMITTEE FOR CHILDREN	07/21/2020	R	2,749.00	July
598592	FRONTLINE TECH GROUP LLC	07/21/2020	R	19,840.77	July
598593	HAPARA	07/21/2020	R	14,571.35	July
598594	KULLY SUPPLY COMPANY	07/21/2020	R	653.80	July
598595	MN INSURANCE SCHOLASTIC TRUST	07/21/2020	R	242,938.96	July
598596	rSCHOOL TODAY (DWC)	07/21/2020	R	2,982.00	July
598597	SCHOLASTIC BOOK CLUBS	07/21/2020	R	367.50	July
598598	SCHOOLGY INC	07/21/2020	R	29,952.00	July
598599	TEAMGENIUS	07/21/2020	R	1,500.00	July
598600	ABDEL-KHALIQ, ERICA	07/21/2020	R	302.63	July
598601	ADAMS PEST CONTROL CO	07/21/2020	R	115.43	July
598602	ARCADIA SOLAR LLC	07/21/2020	R	393.83	July
598603	BEHRING, MIKE	07/21/2020	R	302.63	July
598604	CAMPBELL, GRETCHEN	07/21/2020	R	341.79	July

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598605	DANIELSON, STEVE	07/21/2020	R	395.19	July
598606	EASTERN CARVER CO COM ED	07/21/2020	R	217.50	July
598607	ECM PUBLISHERS, INC	07/21/2020	R	82.92	July
598608	EDUCATORS BENEFIT CONSULTANTS	07/21/2020	R	476.85	July
598609	EGLI, ANDREA	07/21/2020	R	259.00	July
598610	FAMILY CAREER & COMMUNITY LEAD	07/21/2020	R	275.00	July
598611	FREDRICKSON, MARK	07/21/2020	R	348.91	July
598612	GIESEN, LARYSA	07/21/2020	R	302.63	July
598613	GREGOIRE, TODD	07/21/2020	R	323.99	July
598614	HILLYARD/HUTCHINSON	07/21/2020	R	714.50	July
598615	INDIANHEAD FS DISTRIBUTOR	07/21/2020	R	290.28	July
598616	KEEGAN, KEVIN	07/21/2020	R	573.21	July
598617	KNOWLEDGE MATTERS	07/21/2020	R	2,600.00	July
598618	KULLY SUPPLY COMPANY	07/21/2020	R	801.91	July
598619	LANGER, MICHELLE	07/21/2020	R	605.26	July
598620	LANO EQUIPMENT INC	07/21/2020	R	45.78	July
598621	LEARNING SCIENCES INT'L LLC	07/21/2020	R	8,309.00	July
598622	LOPEZ, JENNA	07/21/2020	R	270.58	July
598623	LVC COMPANIES INC	07/21/2020	R	1,280.01	July
598624	MICHELS, JEOVANA	07/21/2020	R	288.39	July
598625	MOEN, BRITTANY	07/21/2020	R	704.94	July
598626	MORTON, DEANN	07/21/2020	R	320.43	July
598627	MUNT, CLAYTON	07/21/2020	R	259.90	July
598628	ROTHSTEIN, APRIL	07/21/2020	R	341.79	July
598629	SCHIFFLER, SHANNA	07/21/2020	R	288.39	July
598630	SEDGWICK, COURTNEY	07/21/2020	R	259.90	July
598631	SFGFII, LLC	07/21/2020	R	16,907.74	July
598632	SHOP DECA	07/21/2020	R	778.45	July
598633	SIEFKER, KAREN	07/21/2020	R	259.90	July
598634	STIER, JANELLE	07/21/2020	R	259.90	July
598635	STROM, JULIE	07/21/2020	R	259.90	July
598636	TEACHER'S DISCOVERY	07/21/2020	R	237.30	July
598637	TWIN CITIES SOCCER LEAGUES	07/21/2020	R	1,725.00	July
598638	UNITED FARMERS COOPERATIVE	07/21/2020	R	3,478.88	July
598639	WEINZIERL, KRISTIN	07/21/2020	R	960.00	July
598640	WELLNITZ, HEIDI	07/21/2020	R	395.19	July
598641	DISTRICT 110 FOUNDATION	07/31/2020	R	21.00	July
598642	EYE MED-FIDELITY SECURITY LIFE	07/31/2020	R	2,130.79	July
598643	LIFE INS CO OF NORTH AMERICA	07/31/2020	R	10,151.80	July
598644	NCPERS GROUP LIFE INS	07/31/2020	R	104.00	July
598645	SCHOOL SERVICE EMPLOYEES	07/31/2020	R	1,481.70	July
598646	A-1 ELECTRIC SERVICE	07/31/2020	R	373.29	July
598647	AASERUDE, ANDREA	07/31/2020	R	75.00	July
598648	ADAMS PEST CONTROL CO	07/31/2020	R	115.50	July
598649	ADAMS, BARTON	07/31/2020	R	40.00	July
598650	ALLENSON, PATRICIA	07/31/2020	R	40.00	July
598651	ALLYN, ANANI	07/31/2020	R	40.00	July
598652	ALMJELD, JOANNIE	07/31/2020	R	40.00	July
598653	ALTHAUS, PETER	07/31/2020	R	40.00	July
598654	AMUNDSON, MILTON	07/31/2020	R	40.00	July
598655	ANDERSON, JODI	07/31/2020	R	40.00	July
598656	ANDERSON, JULIE	07/31/2020	R	40.00	July
598657	ANDERSON, KELLY	07/31/2020	R	40.00	July
598658	ANDERSON, TERRILL	07/31/2020	R	40.00	July
598659	APPELGREN, DAWN	07/31/2020	R	40.00	July
598660	ARNITA, HEATHER	07/31/2020	R	40.00	July

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598661	ARNTZ, SUSAN	07/31/2020	R	40.00	July
598662	BACKES, CHAD	07/31/2020	R	40.00	July
598663	BAKER, JEREMY	07/31/2020	R	40.00	July
598664	BANKEN, JEREMY	07/31/2020	R	80.00	July
598665	BARRIEAU, KRISTY	07/31/2020	R	40.00	July
598666	BARTELL, AMY	07/31/2020	R	40.00	July
598667	BARTLEY, PATRICK	07/31/2020	R	40.00	July
598668	BEHRENS, VAL	07/31/2020	R	40.00	July
598669	BEILKE, JEREMY	07/31/2020	R	40.00	July
598670	BENSON, JOSEPH	07/31/2020	R	40.00	July
598671	BENZ, KILEY	07/31/2020	R	180.00	July
598672	BERG, JENNIFER	07/31/2020	R	40.00	July
598673	BERTOSSI, STEVE	07/31/2020	R	40.00	July
598674	BIEHN, LINDA	07/31/2020	R	40.00	July
598675	BIERBAUM-RICE, JILL	07/31/2020	R	40.00	July
598676	BINGHAM RANEE	07/31/2020	R	40.00	July
598677	BLOEM, JENNIFER	07/31/2020	R	40.00	July
598678	BNR IRRIGATION SERVICES INC	07/31/2020	R	8,404.89	July
598679	BOBERG, EDWARD	07/31/2020	R	40.00	July
598680	BOCKELMANN, DARRIN	07/31/2020	R	40.00	July
598681	BODEM, BRAD	07/31/2020	R	40.00	July
598682	BOLLMANN, ELIZABETH	07/31/2020	R	40.00	July
598683	BORG, JEFF	07/31/2020	R	100.00	July
598684	BORG, LEANN	07/31/2020	R	40.00	July
598685	BORTZ, ANN	07/31/2020	R	40.00	July
598686	BRAKEFIELD, MATTHEW	07/31/2020	R	40.00	July
598687	BREEGEMANN, PATRICK	07/31/2020	R	40.00	July
598688	BREHMER, ANNE	07/31/2020	R	55.00	July
598689	BRENNECKE, LYNELLE	07/31/2020	R	40.00	July
598690	BROSE, DEANNE	07/31/2020	R	40.00	July
598691	BRUEGGEMEIER, DEB	07/31/2020	R	40.00	July
598692	BUCK, DAWN	07/31/2020	R	40.00	July
598693	BUESGENS, NIKKA	07/31/2020	R	40.00	July
598694	BUSCH, KELLY	07/31/2020	R	40.00	July
598695	BUSHMAN, CARRIE	07/31/2020	R	40.00	July
598696	BUTLER, LAURA	07/31/2020	R	225.00	July
598697	BYERS, SHELLY	07/31/2020	R	40.00	July
598698	CARRABRE, CATHERINE	07/31/2020	R	40.00	July
598699	CARROLL, CHIMENE	07/31/2020	R	40.00	July
598700	CAULFIELD, MELANIE	07/31/2020	R	40.00	July
598701	CEBULLA, JOE	07/31/2020	R	80.00	July
598702	CEDERSUND, PER	07/31/2020	R	40.00	July
598703	CHABOT, ANGELA	07/31/2020	R	40.00	July
598704	CHAMBUNDABONGSE, KATIE	07/31/2020	R	290.00	July
598705	CHECCO, MARLO	07/31/2020	R	40.00	July
598706	CHEN, YAN-XIN	07/31/2020	R	40.00	July
598707	CHRISTIANS, KRISTINE	07/31/2020	R	40.00	July
598708	CLARK, JEFF	07/31/2020	R	55.00	July
598709	CLARK, MARY	07/31/2020	R	40.00	July
598710	CLEMENS, ERIN	07/31/2020	R	727.92	July
598711	COLE, CARRIE	07/31/2020	R	40.00	July
598712	COLE, KATHERINE	07/31/2020	R	40.00	July
598713	COMPART, RITA	07/31/2020	R	40.00	July
598714	CORBETT, MELISSA	07/31/2020	R	40.00	July
598715	CORRIGAN, TIFFANY	07/31/2020	R	40.00	July
598716	COSGROVE, SHERI	07/31/2020	R	40.00	July

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598717	COUNTRYSIDE CUSTOM APPAREL	07/31/2020	R	114.60	July
598718	D'VINCI'S	07/31/2020	R	37.36	July
598719	DAMMANN, RYAN	07/31/2020	R	40.00	July
598720	DANIELSON, KATIE	07/31/2020	R	70.00	July
598721	DAVID, PAUL	07/31/2020	R	40.00	July
598722	DEBOER, GINA	07/31/2020	R	348.91	July
598723	DENZER, MARVIN	07/31/2020	R	40.00	July
598724	DEWES, MARK	07/31/2020	R	55.00	July
598725	DIAMOND VOGEL PAINT	07/31/2020	R	1,058.64	July
598726	DIERCKS, KATIE	07/31/2020	R	120.00	July
598727	DOBMEIER, KOREY	07/31/2020	R	40.00	July
598728	DOCK, JAYSON	07/31/2020	R	40.00	July
598729	DONLEY, CHERYL	07/31/2020	R	40.00	July
598730	DOTY, STEPHANIE	07/31/2020	R	40.00	July
598731	DOVENMUEHLER, RYAN	07/31/2020	R	55.00	July
598732	DUENAS, MARIA	07/31/2020	R	40.00	July
598733	DUSTIN, ERIC	07/31/2020	R	40.00	July
598734	DYKSTRA, JILL	07/31/2020	R	40.00	July
598735	EDER, RONALD	07/31/2020	R	40.00	July
598736	EGGERS, HOLLY	07/31/2020	R	40.00	July
598737	EGGERS, JIM	07/31/2020	R	40.00	July
598738	EGLI, ANDREA	07/31/2020	R	259.90	July
598739	EIDEN, RACHELLE	07/31/2020	R	40.00	July
598740	ELDRIDGE, ANN	07/31/2020	R	40.00	July
598741	FADZIEJEWSKI, MICHELE	07/31/2020	R	40.00	July
598742	FEDDEMA, REBECCA	07/31/2020	R	40.00	July
598743	FEIST, CHRISTY	07/31/2020	R	300.00	July
598744	FERRIN, JULIE	07/31/2020	R	40.00	July
598745	FINK, SHANNA	07/31/2020	R	40.00	July
598746	FITZSIMONDS, SCOTT	07/31/2020	R	40.00	July
598747	FLECK, STEVEN	07/31/2020	R	40.00	July
598748	FOSS, ANGELA	07/31/2020	R	40.00	July
598749	FRANKE, CHRIS	07/31/2020	R	40.00	July
598750	FRISINGER, JANETTE	07/31/2020	R	40.00	July
598751	GENTZ, RYAN	07/31/2020	R	55.00	July
598752	GETZ, SHELIA	07/31/2020	R	40.00	July
598753	GIESEKE, STEPHANIE	07/31/2020	R	260.00	July
598754	GILMER, NINA	07/31/2020	R	40.00	July
598755	GLAESER, ABBY	07/31/2020	R	55.00	July
598756	GLASER, STEPHAN	07/31/2020	R	40.00	July
598757	GNESS, GLORIA	07/31/2020	R	40.00	July
598758	GOLDSMITH, SHANE	07/31/2020	R	40.00	July
598759	GOOD, JILL	07/31/2020	R	40.00	July
598760	GOTHMANN, ROBERTA	07/31/2020	R	40.00	July
598761	GOTHMANN, WILLIAM	07/31/2020	R	40.00	July
598762	GRAUPMANN, SUSAN	07/31/2020	R	40.00	July
598763	GRELL, STEPHANIE	07/31/2020	R	975.00	July
598764	GRENGS, SCOTT	07/31/2020	R	40.00	July
598765	HAGEN, KAMILLE	07/31/2020	R	40.00	July
598766	HALVERSON JESSY	07/31/2020	R	10.00	July
598767	HANES, RACHEL	07/31/2020	R	320.00	July
598768	HANSON, DENISE	07/31/2020	R	40.00	July
598769	HARDER, JILL	07/31/2020	R	100.00	July
598770	HARMS, KEVIN	07/31/2020	R	40.00	July
598771	HAUGLAND, DAVE	07/31/2020	R	40.00	July
598772	HAZLETT, MARK	07/31/2020	R	40.00	July

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598773	HEDBERG, STACY	07/31/2020	R	40.00	July
598774	HEFFELE, KELLE	07/31/2020	R	300.00	July
598775	HEIMERL, JAMES	07/31/2020	R	40.00	July
598776	HENNEN, RHONDA	07/31/2020	R	40.00	July
598777	HERTZENBERG, SCOTT	07/31/2020	R	40.00	July
598778	HESS, PETER	07/31/2020	R	259.90	July
598779	HEUER, SARAH	07/31/2020	R	40.00	July
598780	HINRICHS, SARA	07/31/2020	R	40.00	July
598781	HOERNEMANN, KERRI	07/31/2020	R	40.00	July
598782	HOFFMAN, BRENDA	07/31/2020	R	40.00	July
598783	HOLCOMB, CAMMIE	07/31/2020	R	40.00	July
598784	HOLMEN, DUSTIN	07/31/2020	R	40.00	July
598785	HONCOMP, ANGELA	07/31/2020	R	40.00	July
598786	HOUGH, TARA	07/31/2020	R	55.00	July
598787	HUGHES, DONNA	07/31/2020	R	40.00	July
598788	HUSKEY, BONNIE	07/31/2020	R	40.00	July
598789	IEA, INC	07/31/2020	R	1,004.85	July
598790	INFINITE CAMPUS, INC	07/31/2020	R	99.00	July
598791	INSTRUMENTALIST AWARDS LLC	07/31/2020	R	618.00	July
598792	ISCHE, JENNY	07/31/2020	R	55.00	July
598793	JANSSEN, JAY	07/31/2020	R	40.00	July
598794	JOHNSON, AMY	07/31/2020	R	40.00	July
598795	JOHNSON, BECKY	07/31/2020	R	55.00	July
598796	JOHNSON, CARRIE	07/31/2020	R	40.00	July
598797	JOHNSON, ELAINE	07/31/2020	R	40.00	July
598798	JOHNSON, JAY	07/31/2020	R	40.00	July
598799	JOHNSON, JENNIFER	07/31/2020	R	40.00	July
598800	JOHNSON, SARA	07/31/2020	R	40.00	July
598801	JOSTENS	07/31/2020	R	41.04	July
598802	KACZMAREK-KIENHOLZ, LYN	07/31/2020	R	40.00	July
598803	KAEDING, JEREMY	07/31/2020	R	40.00	July
598804	KEEFE, TIMOTHY	07/31/2020	R	120.00	July
598805	KEEGAN, KIM	07/31/2020	R	40.00	July
598806	KELLEN, ANN	07/31/2020	R	40.00	July
598807	KELLY, NANCY	07/31/2020	R	40.00	July
598808	KERN, TIMOTHY	07/31/2020	R	40.00	July
598809	KISNER, ELIZABETH	07/31/2020	R	40.00	July
598810	KLEMBARSKY, JANE	07/31/2020	R	40.00	July
598811	KNUTSON, CHAD	07/31/2020	R	40.00	July
598812	KOOIMAN, KEITH	07/31/2020	R	13.39	July
598813	KOPPI, SUE	07/31/2020	R	40.00	July
598814	KRUPSKI, MARY	07/31/2020	R	40.00	July
598815	KUEHN, RACHEL	07/31/2020	R	55.00	July
598816	KUMPULA, MICHELLE	07/31/2020	R	40.00	July
598817	LACUGNATO, JENNIFER	07/31/2020	R	40.00	July
598818	LANGE, KRISTIN	07/31/2020	R	40.00	July
598819	LANSKA, PAM	07/31/2020	R	40.00	July
598820	LARSIN, DESIREE	07/31/2020	R	40.00	July
598821	LARSON, LISA	07/31/2020	R	40.00	July
598822	LEHN, SARA	07/31/2020	R	40.00	July
598823	LEINER, ROBERT	07/31/2020	R	40.00	July
598824	LEIVERMANN, MICHAEL	07/31/2020	R	40.00	July
598825	LEUCK, SHELLEY	07/31/2020	R	40.00	July
598826	LEYS, KRISTINE	07/31/2020	R	40.00	July
598827	LILLY, TESS	07/31/2020	R	40.00	July
598828	LINDELL, MARCY	07/31/2020	R	55.00	July

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598829	LINDSTROM, PAUL	07/31/2020	R	40.00	July
598830	LOFFLER COMPANIES	07/31/2020	R	142.69	July
598831	LOOMIS, KELSEY	07/31/2020	R	55.00	July
598832	LORENZ, MOLLY	07/31/2020	R	342.63	July
598833	LUDFORD, CHRIS	07/31/2020	R	40.00	July
598834	LUECK, CRYSTAL	07/31/2020	R	40.00	July
598835	LUEDLOFF, JENNIFER	07/31/2020	R	40.00	July
598836	LUETHNER, VICTORIA	07/31/2020	R	40.00	July
598837	LUGER, KRISTI	07/31/2020	R	55.00	July
598838	LUNDGREN, KENNETH	07/31/2020	R	40.00	July
598839	LUNDY, CYNTHIA	07/31/2020	R	40.00	July
598840	LYMAN, GENELL	07/31/2020	R	40.00	July
598841	LYNCH, JAIME	07/31/2020	R	40.00	July
598842	MACHACEK, MICHELLE	07/31/2020	R	40.00	July
598843	MACK, MICHELLE	07/31/2020	R	40.00	July
598844	MACKIN LIBRARY SERVICE	07/31/2020	R	207.37	July
598845	MADSEN, CRYSTAL	07/31/2020	R	40.00	July
598846	MAIR, MICHELLE	07/31/2020	R	40.00	July
598847	MARRS, MIKE	07/31/2020	R	40.00	July
598848	MARTIN, BRIAN	07/31/2020	R	40.00	July
598849	MARTINSON, JULIE	07/31/2020	R	40.00	July
598850	MARTIN, KRISTYN	07/31/2020	R	95.00	July
598851	MATZKE, AIRIN	07/31/2020	R	80.00	July
598852	MAURER, MARK	07/31/2020	R	40.00	July
598853	MCCABE, STEPHANIE	07/31/2020	R	40.00	July
598854	MCDONOUGH, KYLE	07/31/2020	R	40.00	July
598855	MCENELLY, BRET	07/31/2020	R	40.00	July
598856	MCLAIN, BECKY	07/31/2020	R	57.00	July
598857	MCQUILLAN, LAUREN	07/31/2020	R	10.00	July
598858	MEDINA, PEDRO	07/31/2020	R	40.00	July
598859	MESSIER, TERESA	07/31/2020	R	40.00	July
598860	MEYERS, JENNIFER	07/31/2020	R	40.00	July
598861	MEYER, RICHARD	07/31/2020	R	40.00	July
598862	MEYER, TANA	07/31/2020	R	40.00	July
598863	MEYER, TANYA	07/31/2020	R	300.00	July
598864	MICHAEL, JOSEPH	07/31/2020	R	40.00	July
598865	MICKE, LYNETTE	07/31/2020	R	40.00	July
598866	MIELKE, DARIN	07/31/2020	R	40.00	July
598867	MIELKE, KARI	07/31/2020	R	40.00	July
598868	MINI BIFF LLC	07/31/2020	R	84.66	July
598869	MORAN, JENNY	07/31/2020	R	40.00	July
598870	MURRAY, COURTNEY	07/31/2020	R	40.00	July
598871	MUSIC MART	07/31/2020	R	3,784.62	July
598872	NAUDE, STEPHANIE	07/31/2020	R	40.00	July
598873	NELSON, ERIN	07/31/2020	R	40.00	July
598874	NELSON, LISA	07/31/2020	R	40.00	July
598875	NELSON, STACY	07/31/2020	R	40.00	July
598876	NESLUND, SCOTT	07/31/2020	R	40.00	July
598877	NICHOLS, JOSH	07/31/2020	R	40.00	July
598878	NORLING, CRISTAL	07/31/2020	R	40.00	July
598879	NOTCH, MINDY	07/31/2020	R	40.00	July
598880	O'BRIEN, PATRICK	07/31/2020	R	40.00	July
598881	OFFICE OF MNIT SERVICES	07/31/2020	R	12.51	July
598882	OHM, MISSY	07/31/2020	R	40.00	July
598883	OLSON, ANN MARIE	07/31/2020	R	40.00	July
598884	OLSON, BRAD	07/31/2020	R	40.00	July

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598885	OLSON, CAROLYN	07/31/2020	R	40.00	July
598886	OLSON, KIMBERLY	07/31/2020	R	40.00	July
598887	OLSON, KRISTIN	07/31/2020	R	40.00	July
598888	OLSON, MAURA	07/31/2020	R	40.00	July
598889	OLYMPUS LOCKERS & STORAGE PROD	07/31/2020	R	398.03	July
598890	PAINTER, APRIL	07/31/2020	R	40.00	July
598891	PALORANTA, JEFF	07/31/2020	R	160.00	July
598892	PANNIER, BETH	07/31/2020	R	40.00	July
598893	PARADEIS, JEREMY	07/31/2020	R	80.00	July
598894	PARTS CITY WACONIA	07/31/2020	R	22.80	July
598895	PEITZ, THERESA	07/31/2020	R	40.00	July
598896	PHENIX, AMANDA	07/31/2020	R	120.00	July
598897	PHENIX, ROBERT	07/31/2020	R	10.00	July
598898	PICCIOLI, ALISSA	07/31/2020	R	40.00	July
598899	PIRO, GENINE	07/31/2020	R	40.00	July
598900	PEPELKA, KRISTIN	07/31/2020	R	10.00	July
598901	PORT, BENJAMIN	07/31/2020	R	40.00	July
598902	POWELL, TRACY	07/31/2020	R	40.00	July
598903	PRICE, KATHLEEN	07/31/2020	R	40.00	July
598904	RADDE, CARL	07/31/2020	R	40.00	July
598905	RADEMACHER, BOB	07/31/2020	R	300.00	July
598906	RADKE, GINA	07/31/2020	R	40.00	July
598907	RAETHER, KEANE	07/31/2020	R	5.69	July
598908	RAIDT, JOHN	07/31/2020	R	40.00	July
598909	RANKIN, CARI	07/31/2020	R	40.00	July
598910	RASCH, LISA	07/31/2020	R	155.00	July
598911	READING, MICHAEL	07/31/2020	R	40.00	July
598912	RECH, ERIN	07/31/2020	R	40.00	July
598913	REIGHARD, BRIAN	07/31/2020	R	40.00	July
598914	REIS, FRANCES	07/31/2020	R	40.00	July
598915	RHODE II, JOHN	07/31/2020	R	40.00	July
598916	ROEHL, HEIDI	07/31/2020	R	40.00	July
598917	ROELOFS, JASON	07/31/2020	R	40.00	July
598918	ROGERS, TAMI	07/31/2020	R	40.00	July
598919	ROTARY CLUB OF WACONIA-WEST CA	07/31/2020	R	80.00	July
598920	ROTHSTEIN, CHANDRA	07/31/2020	R	40.00	July
598921	RUD, ANGELA	07/31/2020	R	40.00	July
598922	RUPP, ANDERSON, SQUIRES&WALDSPUR	07/31/2020	R	3,222.18	July
598923	SALZER, TIM	07/31/2020	R	40.00	July
598924	SAULSBURY, JAKE	07/31/2020	R	520.00	July
598925	SCARROW, LISA	07/31/2020	R	40.00	July
598926	SCHEUBLE, VICI	07/31/2020	R	40.00	July
598927	SCHIFFLER, SHANNA	07/31/2020	R	40.00	July
598928	SCHIRO, BLAIN	07/31/2020	R	40.00	July
598929	SCHMIEG, JAEL	07/31/2020	R	40.00	July
598930	SCHMIDT, MICHELLE	07/31/2020	R	40.00	July
598931	SCHNEIDER, STACEY	07/31/2020	R	300.00	July
598932	SCHOCHENMAIER, ROSS	07/31/2020	R	40.00	July
598933	SCHRAMM, LORI	07/31/2020	R	40.00	July
598934	SCHROEDER, SCOTT	07/31/2020	R	40.00	July
598935	SCHRUPP, TAMMY	07/31/2020	R	40.00	July
598936	SCHWAB, AMY	07/31/2020	R	40.00	July
598937	SCHWICHTENBERG, LISA	07/31/2020	R	40.00	July
598938	SEEHUSEN, JEANNE	07/31/2020	R	40.00	July
598939	SFGFII, LLC	07/31/2020	R	18,015.89	July
598940	SHANKLIN, NATHAN	07/31/2020	R	40.00	July

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598941	SHAW, MICHELE	07/31/2020	R	40.00	July
598942	SHAW, SHANNON	07/31/2020	R	40.00	July
598943	SHEA, DEB	07/31/2020	R	40.00	July
598944	SHOUTZ, ERIC	07/31/2020	R	40.00	July
598945	SIEWERT, BRANDY	07/31/2020	R	40.00	July
598946	SIMONSON, ELLEN	07/31/2020	R	40.00	July
598947	SJODIN, ERIN	07/31/2020	R	302.63	July
598948	SKOMSOYVOG, KAMI	07/31/2020	R	40.00	July
598949	SMITH, AMY	07/31/2020	R	40.00	July
598950	SMITH-INMAN, LISA	07/31/2020	R	40.00	July
598951	SOLIS, LIANA	07/31/2020	R	40.00	July
598952	SOLTIS, LEAH	07/31/2020	R	280.00	July
598953	SORENSEN, JODI	07/31/2020	R	40.00	July
598954	SOUTHWEST METRO INTERMEDIATE D	07/31/2020	R	16,575.92	July
598955	STANGRET, LORI	07/31/2020	R	80.00	July
598956	STAPLETON, AMY	07/31/2020	R	363.99	July
598957	STARNER, TODD	07/31/2020	R	300.00	July
598958	STEEN, STACEY	07/31/2020	R	40.00	July
598959	STEEN, TROY	07/31/2020	R	40.00	July
598960	STEFFEN, AMY	07/31/2020	R	40.00	July
598961	STELICK, SARAH	07/31/2020	R	702.22	July
598962	STOCKMANN, WENDY	07/31/2020	R	40.00	July
598963	STREI, KELLY	07/31/2020	R	40.00	July
598964	STRONG, ERIKA	07/31/2020	R	40.00	July
598965	STUEWE, RENAE	07/31/2020	R	40.00	July
598966	STURM, SHERRI	07/31/2020	R	40.00	July
598967	SUEKER, KATHY	07/31/2020	R	40.00	July
598968	SUGISAKA, REIKO	07/31/2020	R	40.00	July
598969	SWANSON, DAVE	07/31/2020	R	40.00	July
598970	SWEENEY, WENDY	07/31/2020	R	40.00	July
598971	TELFORD, GABRIELLE	07/31/2020	R	40.00	July
598972	THEIS, RENEE	07/31/2020	R	40.00	July
598973	THIESFELD, JEANNE	07/31/2020	R	40.00	July
598974	THURK, JENNIFER	07/31/2020	R	40.00	July
598975	THURK, KIM	07/31/2020	R	40.00	July
598976	TOLL GAS & WELDING SUPPLY	07/31/2020	R	10.98	July
598977	TOLLEFSRUD, KRISTI	07/31/2020	R	40.00	July
598978	TOLLEFSRUD, LAURA	07/31/2020	R	40.00	July
598979	TOMES, SCOTT	07/31/2020	R	40.00	July
598980	TONSAGER, CARLEEN	07/31/2020	R	40.00	July
598981	UHL CO	07/31/2020	R	3,284.91	July
598982	ULRICH, JENNIFER	07/31/2020	R	40.00	July
598983	USA Security	07/31/2020	R	55.00	July
598984	VANDERLINDE, JOANN	07/31/2020	R	40.00	July
598985	VETTEL, SHONDA	07/31/2020	R	40.00	July
598986	VICK, JENNIFER	07/31/2020	R	300.00	July
598987	VOGEL, KATHRYN	07/31/2020	R	40.00	July
598988	VOGT, MELISSA	07/31/2020	R	40.00	July
598989	VOS, BRYAN	07/31/2020	R	40.00	July
598990	WACONIA ROLL-OFF SERVICE	07/31/2020	R	399.00	July
598991	WAGENER, JACKLYN	07/31/2020	R	40.00	July
598992	WAGENER, JONIE	07/31/2020	R	40.00	July
598993	WEBER, JODI	07/31/2020	R	40.00	July
598994	WEINBERGER, APRIL	07/31/2020	R	40.00	July
598995	WHITE, SCOTT	07/31/2020	R	395.19	July
598996	WIDMER, DEBORAH	07/31/2020	R	40.00	July

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598997	WIESE, PAM	07/31/2020	R	40.00	July
598998	WILCOX, LAURA	07/31/2020	R	40.00	July
598999	WINKELS, JAMES	07/31/2020	R	40.00	July
599000	WINSTED SOLAR LLC	07/31/2020	R	8,140.21	July
599001	WISNIEWSKI, PATRICK	07/31/2020	R	40.00	July
599002	WOODLE, SOPHIE	07/31/2020	R	40.00	July
599003	WRIGHT, BILL	07/31/2020	R	325.00	July
599004	YOUNG, JOHN	07/31/2020	R	40.00	July
599005	YOUNG, KEVIN	07/31/2020	R	40.00	July
599006	ZIESEMER, JODI	07/31/2020	R	40.00	July
599007	21ST CENTURY SPORTS LLC	07/31/2020	R	939.00	July
599008	A-1 ELECTRIC SERVICE	07/31/2020	R	1,075.12	July
599009	ADAMS PEST CONTROL CO	07/31/2020	R	877.52	July
599010	AFFINETY SOLUTIONS, INC	07/31/2020	R	610.00	July
599011	CMERDC	07/31/2020	R	11,267.75	July
599012	CROW RIVER PRESS INC	07/31/2020	R	2,944.34	July
599013	DIGITAL INS LLC	07/31/2020	R	16,391.42	July
599014	DON'S SOD SERVICE	07/31/2020	R	150.00	July
599015	EDUCATORS BENEFIT CONSULTANTS	07/31/2020	R	756.79	July
599016	FOLLETT SCHOOL SOLUTIONS	07/31/2020	R	6,459.00	July
599017	HIGH POINT NETWORKS, LLC	07/31/2020	R	51,913.00	July
599018	HOPKINS SPORTS CAMPS LLC	07/31/2020	R	2,267.20	July
599019	IXL Learning	07/31/2020	R	1,250.00	July
599020	KIDCREATE STUDIO	07/31/2020	R	567.00	July
599021	LANO EQUIPMENT INC	07/31/2020	R	480.88	July
599022	LEARNINGCITY	07/31/2020	R	1,856.40	July
599023	MEI TOTAL ELEVATOR SOLUTIONS	07/31/2020	R	549.15	July
599024	MERRITT, MAKENZIE	07/31/2020	R	80.00	July
599025	MN STATE UNIVERSITY- MANKATO	07/31/2020	R	1,155.00	July
599026	NAHAN, SHELLY	07/31/2020	R	408.00	July
599027	PARTS CITY WACONIA	07/31/2020	R	174.43	July
599028	QUADIENT INC	07/31/2020	R	139.73	July
599029	RANDYS ENVIRONMENTAL SERV	07/31/2020	R	199.06	July
599030	SECURITY BANK & TRUST CO	07/31/2020	R	51,237.33	July
599031	UHL CO	07/31/2020	R	7,250.00	July
599032	WEST METRO RECYCLE INC.	07/31/2020	R	1,500.00	July
599033	WOOD GUYS LLC	07/31/2020	R	1,500.00	July
599034	WOODWORKER'S SUPPLY, INC	07/31/2020	R	395.11	July
599035	CARVER COUNTY FINANCE	08/06/2020	R	197,251.50	August
599036	EASTERN CARVER CO COM ED	08/06/2020	R	5,950.00	August
599037	ECM PUBLISHERS, INC	08/06/2020	R	218.70	August
599038	HANSEN, MELISSA	08/06/2020	R	300.00	August
599039	INDIANHEAD FS DISTRIBUTOR	08/06/2020	R	59.40	August
599040	JOHNSON, JEFF	08/06/2020	R	40.00	August
599041	KIRKPATRICK, JOSH	08/06/2020	R	300.00	August
599042	MUSIC MART	08/06/2020	R	642.76	August
599043	PLAINVIEW MILK PRODUCTS COOP	08/06/2020	R	2,793.50	August
599044	ANDERSON, ASHLEE	08/07/2020	R	12.10	August
599045	ARROW BUILDING CENTER	08/07/2020	R	720.90	August
599046	BIFFS, INC	08/07/2020	R	507.00	August
599047	BNR IRRIGATION SERVICES INC	08/07/2020	R	1,085.41	August
599048	BSN SPORTS LLC	08/07/2020	R	502.78	August
599049	CLEARVIEW LAMINATING PRODUCT	08/07/2020	R	335.40	August
599050	CREATIVE LEARNING SYSTEMS LLC	08/07/2020	R	3,000.00	August
599051	ECM PUBLISHERS, INC	08/07/2020	R	113.60	August
599052	FLOETER, LISA	08/07/2020	R	99.00	August

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599053	GRAINGER	08/07/2020	R	82.39	August
599054	HILLYARD/HUTCHINSON	08/07/2020	R	657.68	August
599055	HOUGHTON MIFFLIN	08/07/2020	R	42,276.00	August
599056	INNOVATIVE OFFICE SOLUTIONS LL	08/07/2020	R	391.70	August
599057	JAMF SOFTWARE LLC	08/07/2020	R	17,172.00	August
599058	LEARNING A-Z	08/07/2020	R	923.60	August
599059	LVC COMPANIES INC	08/07/2020	R	380.00	August
599060	LYNCH, KEVIN	08/07/2020	R	4,560.00	August
599061	MACKENTHUN'S FINE FOODS	08/07/2020	R	43.21	August
599062	MYSTERY SCIENCE INC	08/07/2020	R	999.00	August
599063	ORIENTAL TRADING/FUN EXPRESS	08/07/2020	R	148.48	August
599064	PETERSON COMPANIES, INC	08/07/2020	R	59,471.04	August
599065	REGION V	08/07/2020	R	721.25	August
599066	SOUTHWEST METRO INTERMEDIATE D	08/07/2020	R	67,920.84	August
599067	SPORTS UNLIMITED	08/07/2020	R	1,125.00	August
599068	SUMDOG INC	08/07/2020	R	994.50	August
599069	SUPREME SCHOOL SUPPLY	08/07/2020	R	111.07	August
599070	TUMBLEWEED PRESS INC.	08/07/2020	R	599.00	August
599071	TURNITIN LLC	08/07/2020	R	1,913.75	August
599072	WRITE STUFF	08/07/2020	R	199.50	August
5191804	ARROW BUILDING CENTER	07/20/2020	R	1,736.13	July
5191805	EVERSONS HARDWARE HANK	07/20/2020	R	23.34	July
5191806	FIRST ST CONSTRUCTION & REMODE	07/20/2020	R	9,641.00	July
5191807	JT FLOOR COVERING INSTALL LLC	07/20/2020	R	2,983.50	July
5191808	MAYER LUMBER CO, INC	07/20/2020	R	75.96	July
5191809	NEW IMAGES DECK CONSTR INC	07/20/2020	R	700.00	July
5191810	ARROW BUILDING CENTER	07/20/2020	R	30.19	July
202000001	STATE MN DEPT OF PUBLIC SAFETY	07/10/2020	W	337.96	July
202000002	SSLS	07/10/2020	W	67.52	July
202000003	MN DEPT OF HEALTH	07/10/2020	W	180.00	July
202000004	MN BD OF SCHOOL ADMINISTRATORS	07/10/2020	W	102.49	July
202000005	VIMEO	07/10/2020	W	240.00	July
202000006	Quizlet	07/10/2020	W	35.99	July
202000007	Hoefler & Co	07/10/2020	W	106.30	July
202000008	BLUE CROSS AND BLUE SHIELD OF	07/15/2020	W	224,183.29	July
202000010	INTERNAL REVENUE SERVICE	07/15/2020	W	199,855.26	July
202000011	MN CHILD SUPPORT PYMT CENTER	07/15/2020	W	503.90	July
202000012	MN DEPT OF REVENUE	07/15/2020	W	32,411.63	July
202000013	MN TEACHERS RETIREMENT ASSN	07/15/2020	W	117,987.44	July
202000014	PERA	07/15/2020	W	15,068.50	July
202000015	EDUCATORS BENEFIT CONSULTANTS	07/15/2020	W	47,277.45	July
202000016	FURTHER	07/15/2020	W	633.38	July
202000017	BLUE CROSS AND BLUE SHIELD OF	07/15/2020	W	53,495.24	July
202000019	INTERNAL REVENUE SERVICE	07/15/2020	W	59,079.82	July
202000020	MN DEPT OF REVENUE	07/15/2020	W	10,243.18	July
202000021	MN TEACHERS RETIREMENT ASSN	07/15/2020	W	12,899.17	July
202000022	PERA	07/15/2020	W	21,562.43	July
202000023	EDUCATORS BENEFIT CONSULTANTS	07/15/2020	W	10,735.73	July
202000024	FURTHER	07/15/2020	W	5,062.74	July
202000028	MN DEPT OF REVENUE	07/15/2020	W	0.00	July
202000031	BLUE CROSS AND BLUE SHIELD OF	07/15/2020	W	1,837.28	July
202000033	INTERNAL REVENUE SERVICE	07/15/2020	W	125.12	July
202000034	MN DEPT OF REVENUE	07/15/2020	W	16.33	July
202000035	PERA	07/15/2020	W	142.18	July
202000037	INTERNAL REVENUE SERVICE	07/15/2020	W	419.87	July
202000038	MN DEPT OF REVENUE	07/15/2020	W	59.83	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
202000039	PERA	07/15/2020	W	313.06	July
202000040	EDUCATORS BENEFIT CONSULTANTS	07/15/2020	W	71.42	July
202000041	INTERNAL REVENUE SERVICE	07/31/2020	W	2,129.24	July
202000042	MN DEPT OF REVENUE	07/31/2020	W	726.41	July
202000043	MN TEACHERS RETIREMENT ASSN	07/31/2020	W	848.73	July
202000044	BLUE CROSS AND BLUE SHIELD OF	07/31/2020	W	212,236.92	July
202000046	INTERNAL REVENUE SERVICE	07/31/2020	W	168,976.22	July
202000047	MN CHILD SUPPORT PYMT CENTER	07/31/2020	W	503.90	July
202000048	MN DEPT OF REVENUE	07/31/2020	W	26,942.97	July
202000049	MN TEACHERS RETIREMENT ASSN	07/31/2020	W	114,045.18	July
202000050	PERA	07/31/2020	W	9,434.52	July
202000051	EDUCATORS BENEFIT CONSULTANTS	07/31/2020	W	46,642.75	July
202000052	FURTHER	07/31/2020	W	583.38	July
202000053	BLUE CROSS AND BLUE SHIELD OF	07/31/2020	W	130,559.37	July
202000055	INTERNAL REVENUE SERVICE	07/31/2020	W	73,386.61	July
202000056	MN DEPT OF REVENUE	07/31/2020	W	11,889.93	July
202000057	MN TEACHERS RETIREMENT ASSN	07/31/2020	W	14,266.55	July
202000058	PERA	07/31/2020	W	25,236.72	July
202000059	EDUCATORS BENEFIT CONSULTANTS	07/31/2020	W	12,028.83	July
202000060	FURTHER	07/31/2020	W	22,425.16	July
202000061	INTERNAL REVENUE SERVICE	07/31/2020	W	66.72	July
202000062	MN DEPT OF REVENUE	07/31/2020	W	0.00	July
202000063	PERA	07/31/2020	W	61.04	July
Totals for checks				3,132,847.35	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,576,360.87	11,505.00	1,117,812.43	2,705,678.30
02	Food Service	43,002.49	0.00	9,508.68	52,511.17
04	Community Service	81,528.13	52,765.12	33,283.63	167,576.88
06	Building Construction	0.00	0.00	15,190.12	15,190.12
07	Debt Redemption	0.00	51,237.33	0.00	51,237.33
20	Internal Service	0.00	0.00	140,653.55	140,653.55
***	Fund Summary Totals ***	1,700,891.49	115,507.45	1,316,448.41	3,132,847.35

***** End of report *****

5.B. Human Resource Items:

5.B.1. HR Recommendations

**Waconia Public Schools
Independent School District No. 110
Waconia, Minnesota**

BOARD OF EDUCATION

Regular Meeting – August 10, 2020

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

AGENDA ITEM: Human Resource Recommendations

ITEM ADDED BY: Sonya Sailer, Director of Human Resources

Employment

Merry Anquist Replacement	Special Education Teacher Long-Term Substitute	LT
Lindsay Hackman Replacement	Grade 6 Teacher Long-Term Substitute	WMS
James Habeck Replacement	STEM Teacher 0.5 FTE	WMS
Carly Haskins Replacement	Health Associate 7 hours/day; 179 days	BV
Jessica Stockstead Replacement	Grade 7 Life Science Teacher Long-Term Substitute	WMS

Employee Status Changes

Kristie Dustin, from SPED Educational Asst at 32.5 hrs/week to Long-term Sub SPED Teacher at SV.

Extended Contracts

Lynette Alger, Guidance Counselor, up to 17 additional duty days.

James Bettcher, Guidance Counselor, up to 17 additional duty days.

Stephanie DeYoung, EBD Teacher, up to 6 additional duty days.

Sara Eischens, Health Services Coordinator, up to 25 additional duty days.

Cindy Finke, WLC/Targeted Services Coordinator, up to 10 additional duty days.

Dana Henn, Guidance Counselor, up to 8 additional duty days.

Jacob Hockinson, Instructional Coach, up to 3 additional duty days.

Kelly Joe Raether, Work Experience Coordinator, up to 7 additional duty days.

Linday Seim, Instructional Coach, up to 3 additional duty days.

Leaves of Absence

Jessica Burdick, Special Education Teacher at LT.

Ashley Karels, Kids' Company Lead in Community Ed.

Toni Lofgren, Nutritional Assistant at WHS.

Retirements/Resignations/Terminations

Angela Bitzan, Nutritional Assistant at SV.

Doug Lakes, Performing Arts Facilities Coordinator in Community Ed.

Elizabeth Roberts, Head Cook at WMS.

Anthony Torres, Kids' Company Aide in Community Ed.

Kailia Young, Nutritional Assistant at LT.

It is recommended that the ISD 110 Board of Education approve the above human resource actions as proposed.

5.B.2. Proposed 2020-2021 Terms and Conditions
of Employment for Nutritional Services



Nutritional Services

Terms and Conditions of Employment
July 1, 2020 through June 30, 2021

Approved by the ISD 110 School Board **XX.XX.XXXX.**

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INDEPENDENT SCHOOL DISTRICT NO. 110

**Nutritional Services Employees
Terms and Conditions of Employment**

**ARTICLE I
Classification of Nutritional Services Employees**

Section 1. Classification of Employees: Nutritional Services’ job classifications are established by the School District with regard to the level of responsibility inherent in each position, the required skills in each position, and the School District’s comparable worth placement. Nutritional Services’ employees are non-exempt, hourly employees who are entitled to overtime. Overtime is owed for all hours worked in excess of forty (40) hours in a workweek.

<u>Position Grade</u>	<u>Position Title</u>
Grade 4	Nutritional Assistant
Grade 7	Assistant Head Cook
Grade 11	Head Cook

**ARTICLE II
Employment Status**

Section 1. Full-Time Employees: Employees regularly employed and scheduled to work a minimum of six (6) hours per day are considered full-time employees.

Section 2. Part-Time Employees: Employees regularly employed and scheduled to work a minimum of four and one-half (4.5) hours per day, but less than full-time are considered part-time employees.

Section 3. Part-Time Employees II: Employees employed and scheduled to work less than four and one-half (4.5) hours per day are considered part-time employees II.

**ARTICLE III
Terms and Hours of Employment**

Section 1. Work Year Defined: Nutritional Services’ employees shall work on a schedule that is commensurate with the school calendar. Employees shall generally work on student days only, except with the approval of the Director of Nutritional Services.

The School District reserves the right to alter an employee’s hours due to increases or decreases in school lunch participation levels or budgetary concerns. In the event of a change in work hours, a one (1) week notice will be given to the employee.

Section 2. Work Day Defined: The length of the work day will be established by the School District.

Section 3. Work Breaks: Employees scheduled to work more than four (4) consecutive hours in a day will be entitled to a fifteen (15) minute break as arranged with their immediate supervisor. An unpaid, thirty (30) minute meal break will be provided for employees who work eight (8) or more consecutive hours.

Section 4. Termination of Employment: A minimum of two (2) weeks written notice to the Director of Nutritional Services shall be required from an employee before termination of employment. A minimum of a two (2) week notice shall be given the employee by the School District before layoff.

Section 5. Disciplinary Process: The School District's disciplinary process is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the School District intends that progressive discipline will be administered in most cases, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in another manner is solely at the discretion of the School District.

Section 6. District In-Services: All employees will be expected to attend staff in-service activities sponsored by the School District.

ARTICLE IV Performance Review

Section 1. Performance Review: Employees shall receive an annual written performance evaluation by their direct supervisor. The evaluation will be completed by June 1. A copy of the written evaluation will be shared with each person by the supervisor in a conference setting. A copy of the written evaluation will be placed in the employee's personnel file.

ARTICLE V School Closings

Section 1. School Closings: When the School District is closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed to do so by the School District. Employees will be paid for their regular daily work hours and will not be required to make-up the first for up to two (2) school closings as called by the School District in a given school year. ~~Employees who are directed to report to work when the schools have been closed, and report as directed, shall receive an equivalent number of compensatory hours that may be used at a future date that is approved by their supervisor.~~ If the School District schedules a make-up day for a third or subsequent school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay ~~or compensatory time.~~

In the event that school starts late due to inclement weather conditions, emergencies, or other unforeseen events, employees will be paid for their regularly scheduled work day if they report

to duty as directed by the School District. When school is released after arrival time, employees may leave as directed by the School District and will be paid for their regularly scheduled work day. Routine duties necessary to the daily operation of the school will be performed by employees prior to departure.

In the event that students are released to attend a state tournament event, employees will have the option to perform other duties as determined by the Director of Nutritional Services for the balance of the employee's regularly scheduled work day. Employees who would prefer to leave early may do so with the approval of their immediate supervisor. An employee's working hours during other school events will be left to the discretion of his/her immediate supervisor.

ARTICLE VI

Leaves

Section 1. Sick Leave: Employees shall earn ten (10) days of sick leave each year of employment by the School District. The number of hours of sick leave earned by an employee will be based on the employee's regular daily work schedule. Unused sick leave may accumulate to a maximum of ninety (90) days of sick leave per employee, which will be based on the employee's regular daily work schedule.

Sick leave may be granted for reasons of personal illness. An employee may utilize sick leave for the illness or injury of the employee's child pursuant to the provisions of Minn. Stat. § 181.9413. Repeated and systematic use of sick leave may require a certificate from a physician at the request of the School District.

Section 2. Personal Leave: Employees shall earn personal leave based on their completed years of service in the School District according to the following schedule:

<u>Years of Service</u>	<u>Personal Leave</u>
0-5 years	1 day
6-10 years	2 days
11+ years	3 days

The number of hours of personal leave earned by an employee will be based on the employee's regular daily work schedule. Personal leave must be used prior to May 15 and be taken with the approval of the Director of Nutritional Services. A maximum of two (2) personal leave days may be carried over to the next school year.

Section 3. Unpaid Leave: Employees may be granted unpaid leave by the School District at the discretion of the Superintendent or his/her designee.

Section 4. Family Bereavement and Emergency Leave: All employees may be granted up to five (5) days, non-accumulative, of leave each school year, the days to be deducted from sick leave, in the event of a death or family emergency in an employee's immediate family. An employee's immediate family shall be deemed to include his/her spouse, children, father, mother, guardian, stepparent, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law,

aunt, uncle, grandparent or grandchildren. Leave for other family members, and significant others, may be granted upon approval by the School District. Requests for family bereavement and emergency leave must be made in writing to the Director of Nutritional Services in advance, except in the event of emergencies. The request shall state the reason for the proposed leave.

The School District may require an employee to furnish competent evidence of family illness in order to qualify for emergency family leave. However, the final determination as to the eligibility of an employee for emergency family leave is reserved to the School District based upon competent medical evidence. The School District reserves the right to refuse to grant such leave if under the circumstances involved, the School District determines that such leave should not be granted.

Section 5. Other Bereavement Leave: In case of death of anyone not specifically addressed by the immediate family, all full-time employees shall receive non-accumulative bereavement leave each school year equivalent to the number of hours in the employee's workday, to be deducted from sick leave. A part-time employee shall receive non-accumulative bereavement leave in a prorated amount proportional to his/her employment. All leave used under this section shall be deducted from sick leave.

Section 6. Childcare/Adoption and Medical Leaves: Childcare/adoption and medical leaves will be granted in accordance with the current Master Agreement between Independent School District No. 110 and the Waconia Education Association.

Section 7. Family and Medical Leave Act: Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

Section 8. Support School Activity Leave: All employees will be allowed two (2) hours per year of non-accumulative time to support a school activity (i.e., reading in the classroom, helping with vision & screening, attending a performance). The leave will be granted when coverage can be provided and preapproval is received from the administration. Additional unpaid leave shall be granted pursuant to Minn. Stat. § 181.9412, subd. 2.

Section 9. Workers' Compensation: An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

ARTICLE VII Compensation

Section 1. Rates of Pay and, Initial Wage and Pay Schedule: The wage schedule is contained in Appendix A. All new employees shall be placed on the step of the salary schedule for the appropriate classification as agreed between the School District and the new employee. Wage payments shall be made in accordance with the calendar of pay dates established by the business

office. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

Section 2. Anniversary Date: An employees' anniversary date for the purpose of wage advancement and benefit accrual will be July 1. Employees hired from July 1 through December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired from January 1 through June 30 will not be considered employed one year until after the second July 1 following their employment date.

Section 3. Change in Pay Classification: An employee who transfers from a lower pay classification to a higher pay classification shall be compensated on the new pay classification at the lowest step that results in a pay increase for the employee unless otherwise determined by the School District. An employee who transfers from a higher pay classification to a lower pay classification will be compensated on the same step of the salary schedule at the lower pay classification as occupied in the higher pay classification unless otherwise determined by the School District.

Section 4. Additional Work Hours: Employees shall be compensated at their regularly scheduled wage for additional hours worked related to their yearly assignment. All hours worked in excess of forty (40) in a given workweek will be compensated at one and one-half the employee's regularly scheduled wage. Additional work hours must have preapproval by the Director of Nutritional Services.

Section 5. Saturday/Sunday Premium Rate: Employees who work on a Saturday or a Sunday will be paid a premium rate of \$5.00 per hour over their regularly scheduled hourly wage for those hours if they have not worked forty (40) hours during that workweek and, therefore, are not eligible for overtime rates.

Section 6. Secondary Head Cook Stipend: The Waconia High School and Middle School Head Cooks will each receive an annual stipend, prorated for a partial year, in the amount of \$650.00. Stipends will be paid in equal installments over the course of the school year.

Section 7. Longevity Pay: Employees will receive \$100 per year after fifteen (15) years of continuous service, \$200 per year after twenty (20) years of continuous service, and \$300 per year after twenty-five (25) years of continuous service.

Section 8. Wellness Bonus: After employed one year with the School District, as defined in the anniversary date section of this agreement, full-time and part-time employees will be paid \$300.00 annually if no sick leave is used during a school year and \$100.00 annually if no more than two (2) days of sick leave are used during a school year. A part-time employee will receive a prorated wellness bonus in an amount proportional to his/her employment. Approved bereavement leave will not be considered an absence for the purposes of this section.

Section 9. Holiday Pay: Employees shall receive ~~three (3)~~ four (4) paid holidays per school year, which will be observed on Thanksgiving, Friday after Thanksgiving Day, ~~and~~ New Year's

Day, and Martin Luther King Jr. Day. An employee will receive pay for such holiday based upon his/her regularly scheduled work day.

Section 10. Uniforms: The School District will provide each employee with up to five (5) uniform shirts. Employees will receive up to \$50.00 annually for the purchase of uniform pants. In order to receive reimbursement, uniform pants must be approved by the Director of Nutritional Services and the employee must provide a receipt for the purchase. Employees who terminate their employment with the School District within five (5) months of receiving new uniforms shall surrender such uniforms to the Director of Nutritional Services immediately. Failure to surrender the uniforms could result in a deduction for the cost of such uniforms from an employee’s final direct deposit.

**ARTICLE VIII
Insurance Benefits**

Section 1. Hospitalization and Medical Insurance: The School District will contribute a monthly sum, not to exceed the amounts listed below, towards the cost of the premium for the current medical/hospitalization plan for each full-time and part-time employee who qualifies for and is enrolled in the group medical/hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

School District Monthly Contribution	2020-2021 9/1/2020
Full-time Employees	
Single	\$ 767.13
Single + 1	\$ 1,185.91
Family	\$1,476.88
Part-time Employees	
Single	\$ 383.57
Single + 1	\$ 592.96
Family	\$ 738.44
Part-time Employees II	\$ 0

Section 2. High Deductible Insurance Plan: ~~The School District will offer a High Deductible Insurance Plan for single, single plus one, and family health insurance coverage.~~ Employees selecting ~~this option~~ the High Deductible Insurance Plan will have a contribution made to a VEBA Trust. The School District contribution towards the VEBA Trust and premium will not exceed the amounts listed in the monthly contribution amounts listed above.

Section 3. Dental Insurance: Employees working twenty (20) hours or more per week are eligible to participate in the School District’s dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 4. Income Protection Insurance (Long-term Disability): The School District shall provide income protection insurance in an amount equal to the group income protection insurance plan approved by the School District to full-time and part-time employees.

Section 5. Term Life Insurance: The School District shall provide a \$30,000 term life insurance policy for full-time and part-time employees.

Section 6. Hospitalization Insurance Access Upon Retirement. Pursuant to Minn. Stat. § 471.61, subd. 2b, a retired employee may access the School District’s hospitalization insurance program, at the employee’s expense, with coverage available until the employee’s sixty-fifth (65th) birthday. For purposes of this section, a retiree shall mean an employee who is eligible for or is drawing a retirement annuity from the State of Minnesota. Access shall also be available to an employee, at the employee’s expense, who is receiving a disability benefit from a Minnesota public pension plan.

ARTICLE IX
Defined Contribution Plan and Severance

Section 1. Introduction. The purpose of the Career Transition Trust (hereinafter called PLAN) is to encourage employees to develop a financial plan for their future by providing money for investment during the course of employment with the School District. The PLAN will require participation by the employee coupled with a matching contribution from the School District.

Section 2. Defined Contribution Plan.

The School District will make matching contributions to a 403(b) plan as follows:

<u>Years of Service</u>	<u>District Matching Contribution</u>
0-3 years	No District Match
4-10 years	\$375 Match
11-15 years	\$625 Match
16-20 years	\$925 Match
21-25 years	\$1,225 Match
26+ years	\$1,525 Match

Lifetime Maximum School District Contribution \$17,000

Employees working twenty (20) hours or more per week (minimum of 688 hours per year) shall be eligible for a pro rata share of the School District’s matching contribution.

Section 3. Administration of PLAN:

Subd. 1. Benefits Cannot be Accumulated. The School District contribution will begin when the employee initiates an eligible investment program at an amount not to exceed the benefit schedule set out in Section two (2) above. An employee may elect to contribute to the selected program more than the School District match. The PLAN only defines the limits of the School District's participation in the selected program. The School District match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

Subd. 2. Definition – Years of Service. Years of service is defined as full-time equivalent (FTE) service. Employees defined in this agreement as "full-time" shall receive 1.0 FTE for each year of full-time service. Employees defined in this agreement as "part-time" or "part-time II," and who work twenty (20) hours or more per week (minimum of 688 hours per year), shall receive 0.5 FTE for each year of service.

Subd. 3. Plan Year. The annual year for the School District contributions shall be July 1 through June 30. Changes in School District matching amounts, based on years of service, shall occur on July 1 of each year. Employees must establish participation in an eligible Deferred Income or TSA plan, as defined by Minnesota Statutes, before the School District will begin matching contributions.

Subd. 4. District Contribution. When an employee has an eligible plan in effect, the District matching shall be automatic unless the employee requests otherwise.

Subd. 5. Compliance with Law. The PLAN is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b), and IRS Code Section 457.

ARTICLE X Meet and Discuss

Section 1. Purpose: If requested by either the School District or the employees, meetings will be held to clarify work agreements between the employees and the School District. The School District shall schedule the meetings and provide the facilities.

ARTICLE XI Miscellaneous

Section 1. Retroactive Pay: Retroactive pay pursuant to the provisions of this agreement shall be made to all employees who are employed as of the date of School Board approval. Employees who have terminated employment prior to School Board approval of this agreement shall not be entitled to any retroactive payments.

APPENDIX A

**Nutritional Services Employees
Wage Rates for 2020-2021**

2020-2021	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Head Cook	11	\$17.86	\$18.50	\$19.11	\$19.71	\$20.33	\$20.93	\$21.55	\$22.17	\$22.79	\$23.40	\$24.03
Assistant Head Cook	7	\$15.16	\$15.58	\$15.99	\$16.41	\$16.82	\$17.25	\$17.66	\$18.07	\$18.50	\$18.89	\$19.29
Nutritional Assistant	4	\$14.59	\$15.00	\$15.43	\$15.86	\$16.26	\$16.68	\$17.09	\$17.49	\$17.91	\$18.33	\$18.74

Nutritional Services

Summary of Proposed 2020-2021 Terms and Conditions of Employment

The School District is proposing to update the terms and conditions of employment for its Nutritional Services' employees for a one-year period beginning July 1, 2020 through June 30, 2021. These terms and conditions of employment are typically updated for a two-year period, but the School District is proposing a one-year period to simply align with the improvements provided to other employee groups for 2020-2021 due to the current uncertainty caused by the pandemic.

The proposed terms and conditions of employment for Nutritional Services' employees match those provided to other employee groups for the 2020-2021 year and include step advancement and a 0.5% increase on the wage schedule. The district's monthly contribution towards employee health insurance will be equal to the amounts provided to the Waconia Education Association. Martin Luther King Jr. Day will be added as a paid holiday for eligible employees.

The school closing language was modified to for consistency with other employee groups. Significant others were added to the discretionary list provided in the bereavement leave provision for immediate family members. Language was modified to improve readability, follow current school district practices, and ensure consistency.

5.C. Receipts of Donation

6. **REPORTS**

6.A. Finance Report

Presenter: Todd
Swanson, Director of
Finance & Operations

Budget and Finance Report

August 10, 2020

Discussion Items:

1.0 – Construction Projects Update – Southview House Remodel Project and Tennis Courts

2.0 – ASBO Certificate of Excellence

The District was awarded ASBO's Certificate of Excellence in Financial reporting recently. This is the ninth year in a row that the district has been able to achieve this award.

Action Items:

1.0 - Aid Anticipation Certificates Resolution

Steve Pumper with PMA will be on hand to review with the board the resolution regarding the aid anticipation issuance and sale.

2.0 – Operating Referendum Resolution

District staff will ask the board for a recommendation for approval of an operating levy resolution to be placed on the Fall Ballot

6.B. Superintendent's Report

Presenter: Pat
Devine,
Superintendent

LEADERSHIP HIGHLIGHTS

August 2020

Elementary:

As we prepare to open schools, we were given the task of identifying a safe learning environment that allowed our young learners in grades K-5 to move fluidly between three forms of learning:

1. In-person learning
2. Hybrid learning
3. Distance learning

We were also tasked with ensuring our Safe Learning Model has the following:

- Daily opportunity to attend school
- Developmental levels of support for young learners
- Classroom environment that allows for social distancing
- Limited cross contamination to the best of our abilities
- Design for social interaction and movement for young learners
- Ability to transition from a least restrictive (in-person) learning environment to a highly restrictive (distance learning) environment in responding to COVID-19
- Design a team approach to delivering instruction to our young learners from least restrictive to highly restrictive

Based on the Safe Learning Plan for 2020-21 and [COVID-19 cases in Carver County](#), at the K-5 level we will transition between the three forms of learning In-Person, Hybrid, and Distance Learning. Each of the three forms of learning will be used in response to various conditions created by the COVID-19 pandemic.

At the K-5 Elementary level parents/guardians have 2 choices:

1. Waconia Elementary Schools Learning Pod Model which is designed to be fluid and allow for routines and consistency for our young learners. K-5 will attend their elementary school locations: Bayview, Laketown, Southview. K - 5 will have every day (Monday - Friday) in-person learning in small groups we call Learning Pods (students will stay within their learning pods during the school day using social distancing and safety and cleaning protocols). A learning pod is a community of learners consisting of two classrooms of students split into three learning spaces. Instruction, support, and supervision throughout the school day for each learning pod will be delivered by two licensed elementary teachers, and one educational assistant identified as a Learning Coach. The student school day is adjusted to a start time of 8:30am with dismissal at 2:30pm
2. Waconia Elementary Schools Online Model (100% On-line Only)
Online Teachers will be dedicated to teaching students who opt for 100% online learning. In an effort to best serve students choosing the Waconia Elementary Online option, staff will be dedicated solely to providing services in this program. Live instruction with interactive feedback will be employed whenever possible. Learning will be robust and consistent to the learning happening in school. Students choosing online can expect to engage in interesting, rigorous learning with timely feedback and assistance from teachers. Students will be able to personalize work time to fit individual

needs. Support services (Special Education, 504 supports, EL) will be available to students in this program in a distance format.

Meetings continue to be held throughout the next few weeks to cement detailed planning in delivering a safe, equitable and engaging learning model for all K-5 students.

As of August 6, 2020 Elementary Enrollment:

5%: Not attending

10%: Waconia Elementary Online Learning Model

85%: Attending Waconia Elementary Learning Pod Model

Middle School:

The news providing guidelines for returning to school has launched many of us into overdrive at WMS.

Principals and directors have been consumed by developing, adjusting, and re-designing schedules based on new hybrid learning plans. In a typical year, students' schedules would have been available Monday and students would be at the County Fair checking to see who else is in their classes. Releasing schedules have been delayed and we hope to have them completed, reviewed, and shared with families next week. Now that students know they will most likely be on-site in a hybrid model they are itching to know who their teachers are and if there are friends in their classes-- vital information for middle school students.

There have been design teams meeting this week to explore options and possibilities with the 6th-grade model mirroring the K-5 model and the 7th and 8th-grade A/B model. We will be able to safely have 6th-grade students on-site all day every day from 8:05-3:05. There are many benefits of having 6th-grade students on-site daily but a major driving factor is the extreme academic value to the students in a transitional year. So far we have enjoyed two 3-hour design sessions and the checkbook will allow a final 3-hour design session with teachers on Monday. There is a lot to consider and it is not possible to cover every detail. The teams have made excellent progress and plans will be completed well before students walk through the doors. I know the thought of students walking through the doors causes mixed emotions for staff students and families, but the administrative team is ecstatic for life and energy to return to our building.

Early numbers show about 93% of WMS students would elect to participate in our Hybrid model. We expect that number may rise as we release news that 6th grade will be every day.

High School:

We have been consumed with creating a hybrid model for the start of the 2020-21 school year. We have been focusing our time and attention on building a model that will allow us to move quickly and efficiently between our hybrid and distance learning approaches. Time has been spent on building on our work in the area of distance learning, and raising expectations for student learning and engagement. We are addressing some of the logistics of delivering instruction to students face to face and virtually at the same time, but our team has been focusing on finding ways to keep students engaged and motivated. Our greater challenge is finding ways to ease the concerns and uncertainties created by the Covid virus. We're committed to finding ways to address the safety concerns but know we aren't able to control everything.

As of Wednesday, over 90% of our high school students are planning to participate in the hybrid learning model we're working on. Approximately 8% of students have chosen to start the year in a distance learning model and a handful of students have chosen to enroll in other school programs. As of today, the incoming 9th grade class is the largest in school history as their enrollment sits at 368 students.

Activities:

The Minnesota State High School League (MSHSL) Board of Directors approved moving forward as scheduled on August 17th with four Fall sports (Boys and Girls Cross Country, Boys and Girls Soccer, Girls Swimming and Diving and Girls Tennis) with limitations. The MSHSL Board of Directors also approved moving Football and Volleyball to a modified spring season (dates TBD with limited overlap of traditional Spring Sports).

MSHSL Fall athletics that were approved for play will have reductions to the total number of games and the length of season. The directive demonstrates a 30% reduction in the total number of events and a 20% reduction in the number of weeks to the regular & postseason. Competitions and travel will also be limited to conference/section and "local" schedules only and participation in scrimmages, tournaments and invitationals is prohibited. Culminating Section and State events are still TBD, with more information to come. Other general modifications included: safety recommendations for practice and play, guidelines for crowd limitations and transportation.

Online Athletics Registration:

Our Waconia Wildcat fall registration system opened for **the following sports only** on Thursday morning, August 6th

Boys' and Girls' Cross Country – 9th-12th grade only

- All returning Cross Country Senior student athletes and 11th-9th grade students are eligible to register. Program roster will be limited to 30 male and 30 female participants total. Rosters will be determined based on a try-out process.

Boys' and Girls' Soccer – 9th-12th grade only

- Student athletes in 9th-12th grade are eligible to register. The Varsity, JV and C squad rosters will be determined based on a try-out process.

Girls' Swim and Dive – 8th-12th grade only

- Student athletes in 8th-12th grade are eligible to register. The Varsity and JV rosters will be determined based on a try-out process.

Girls' Tennis – 9th-12th grade only

- Student athletes in 9th-12th grade are eligible to register. The Varsity and JV rosters will be determined based on a try-out process.

** Please note that while districts are operating in an in-person or hybrid learning model, students who opt into a full time distance learning model will maintain their eligibility to participate in Waconia Wildcat athletics and activities programs.

Sports Qualifying Physicals:

Student-athletes participating in a school-sponsored athletic program must have an updated sports qualifying physical every three years. Due to the demand on clinics during the COVID19 pandemic, the MSHSL Board of Directors approved an extension of the expiration date, thus all current physicals on file with the Waconia

athletics department will extend for one additional year, essentially a four-year clearance for the 2020-2021 school year.

Status of Middle School Sports, Activities, Clubs & other non-MSHSL organizations:

Waconia Middle School team sports of Volleyball and Football scheduled for the 2020 Fall season have been cancelled. Additionally, 7th and 8th grade students' participation in cross country running and 7th grade Girls' Swimming has also been cancelled due to limits on roster size. Other opportunities that can be offered for WMS students' are under consideration.

A decision about Fine Arts, Activities, Student Clubs & other non-MSHSL organizations will be made soon by District 110 administrators and communicated with our school community.

Crowd Size Limitations

As of today, the total number of spectators allowed at an outdoor event will not exceed the recommendations of the Minnesota Department of Health. (25% capacity up to 250 people, inclusive of event participants/staff). Spectators will not be allowed indoors (Girls Swim & Dive).

Transportation

Waconia High School plans to provide team transportation to away events. We will follow MDH guidelines in terms of how many athletes will be allowed on a bus at a time. (50% capacity during hybrid learning, 100% capacity during full in-person learning). Masks will be required when traveling to events on a district school bus.

Our department will be working collaboratively with coaches, directors and district administration over the next couple weeks to make necessary game schedule adjustments, along with creating plans and protocols that safely support our student learners and coaching staff through their engagement in fall athletics and activities participation. We appreciate and thank you for your support, patience and flexibility during these unique times.

Community Ed:

Community Ed is working on our back to school plan in regards to preschool, Kids' Co and our youth recreation programs. Our Preschool program has sent out a survey to see who is still planning on coming to preschool in the fall. We have gotten a good response and a lot of families have said they were coming back.

Kids' Company is also working on how many kids will need care before and after school. Along with figuring out what spaces we can use and still being able to follow all of the health guidelines.

Our recreation program is planning on offering our fall sports. Volleyball, football and soccer. We are working on making some modifications on how we normally have done things. We are working very hard on how to plan a great program but still following all of the health and safety guidelines.

Human Resources:

Our new teachers will get a jump start on the new school year during our "virtual" new faculty orientation, which will be held on August 18-19. Training sessions will be provided on the topics of technology, student activities, teaching license renewal and recertification, teacher evaluation, probationary status, and the D110 instructional framework and resources. New teachers will also have the opportunity to virtually connect with their mentor teachers and meet with their principals and/or department directors and other new members of their building's faculty. Our tradition of having new teachers lunch with our school board members will sadly be sidelined this year, but we hope that fun event will return next year.

Student Services:

Since all students with disabilities are regular education students first, special education administration and staff have been working closely with building level administrators and regular education staff in the planning process. Special education has had representatives on all subcommittees and design groups. This collaboration with regular education is appreciated, and essential to setting students up for success. In addition, special education staff have met virtually to provide input, feedback, and complete design work on special education specific programming and services. The District's center based programming staff has made significant progress in determining how they will serve students, however these programs also have the most details to get figured out prior to school starting.

Teaching & Learning:

Teaching and Learning has been working in close partnership with building leadership teams on their reopening schedules and logistical plans. We are now preparing for phase 2, which is to provide guidance on instructional models for each scenario. This is extremely complex work as teachers need to be prepared to pivot between scenarios throughout the school year.

We are also working collaboratively with the technology department to provide as much instructional support as possible via digital learning platforms, software, and subscription-based resources. I am grateful for the support of principals, directors, and managers in this challenging work. It is a productive struggle.

We also continue to move forward with two strategic initiatives for the 2020-2021 school year: 1) Professional Growth, Reflection, and Evaluation Model and 2) Cultural Competence Cohort. Professional Development training for both of these cohorts will occur in the next few weeks.

Superintendent:

Planning of the Fall of 2020

The planning for the 2020-21 school year has been an incredible undertaking for our ONE10 leadership and staff. We realize there is a lot of angst, wonder and excitement about what the school model will look like this year. This will be a year like no other. It is taking an incredible ONE10 team effort to make this year be the best it can be. There are a lot of questions and there is anxiety thinking about coming back to school. We continue to do our best to answer your questions and develop the safest environment possible. We are working with our staff that have concerns of underlying medical conditions and returning to onsite work. Even though there are a lot of unknowns and concerns, our staff is continuing to maintain the enthusiasm we all have for our students and our work.

ISD ONE10 continues to [keep staff and parents informed of our progress with weekly updates](#). I have created another video to summarize some of the information from this week. These weekly videos are longer than my normal videos but the information is essential.

[Superintendent Devine Video Message 8/7/20](#)

The health and safety of all our students and employees are at the forefront of all our planning. We realize there is a lot of anxiety and stress over what school may look like at ONE10. I can assure you, we are doing

everything we can within the expectations from the state to deliver a model that will meet our safety concerns and continue our high standards of academics we have come to expect.

Last week I sent out the framework to the Hybrid Model of education we plan to deliver at ONE10. We have since produced an easier to read document, but, there is one major change to last week's framework....the 6th grade team has developed a way to offer in person classes to all our 6th grade students 5 days a week. More information to follow in the upcoming weeks. A BIG Thanks to our 6th grade staff for making this work!!

As protocols become more defined and are ready to be shared, we will be updating you and will be placing them on the website. Here is an overview of some of the protocols you can expect.

[ISD110 Back-to-School Overview](#)

We have posted our current back-to-school planning results to date on our website. We have designated a Question and Answer location on our website to help clarify the common questions we are hearing. We are asking those with questions to submit a question to: covidquestions@isd110.org or 952-442-0611 and we will post answers on our website.

We are also organizing two Virtual Town Hall Meetings. Details of how to join the meetings will be shared next Tuesday. The virtual meetings will be held:

Thursday, August 13 from 7:00pm - 8:00pm

Monday, August 17 from 7:00pm - 8:00pm

We are asking our parents and staff for their continued support and patience as we work through this planning process. We know there are a lot of questions and uncertainties and we will continue to address them as soon as we have answers.

One of the changes that we are asking the school board to approve at this Monday's school board meeting is a modification to the calendar for the school year. In order to provide the planning time needed to be ready for this Hybrid Model of education, we are recommending to start the school year with students in grades 1-12 on September 8th. Kindergarten would start on September 10th. This planning time is vital for us to deliver a high quality product and implement all the safety protocols needed.

Providing planning time is so crucial because of all that will be expected for staff to accomplish. Knowing that the daily lessons you design will need to be delivered to three student audiences (in-person, the A/B student at home and the distance learner) will take a new way of planning. We will work together to provide the support needed to make this happen. We know the ONE10 Distance Learning model of education will have a much more enhanced and robust expectations as compared to last spring. Students will be receiving the same curriculum and lesson concepts as students who are in-person.

All students at ONE10 will have the same curriculum, attendance, grading and engagement expectations no matter the method they choose to attend school. Distance Learning students will be expected to follow a daily virtual schedule of interacting with teachers and other students.

We are building something that has never been built before. We know that our plan won't be perfect, yet our commitment to creating the best it can be and making adjustments along the way will lead us to a plan that will match our high standards. Support and trust in ONE10 is appreciated.

Our plan is to deliver an exceptional and safe educational environment for our ONE10 students. We have a great staff, great students and great parents who will work together through this journey to excellence during a pandemic. We are all part of this ONE10 family and together we will take care of each other.

We want to give a Big Thanks to our staff for all they are doing to provide an excellent school option for our students during this pandemic...their work is very much Appreciated!!!

We ARE ONE10!!!!

For those who may have missed last week's back-to-school planning message

[Click here for July 31 Message](#)

Operating Levy Question to be on the Fall Ballot

With the passing of the resolution at Monday's School Board meeting ISD ONE10 will be placing an Operating Levy question on the November 3 ballot. This is the result of many detailed and thorough discussions at the school board level. This decision does not come easy, but due to our current financial situation we know that we want to give our voters the power to choose the fate of our school district. The \$410 per student increase to our operating levy will give us the finances needed to get out of SOD and it will allow us to avoid over one million dollars in staff reductions moving forward. More information about the specifics of this operating levy will be shared with the public in September and October.

**Continue having an Incredible Summer!
WE Are ONE10!!**

7. **ACTION ITEMS**

7.A. Sale Award of the District's 2020A Aid
Anticipation Certificates

Presenter: Steve
Pumper and Michael
Hart, PMA Securities

CERTIFICATION OF MINUTES RELATING TO
\$7,000,000 GENERAL OBLIGATION AID ANTICIPATION CERTIFICATES OF
INDEBTEDNESS, SERIES 2020A

Issuer: Independent School District No. 110 (Waconia Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on August 10, 2020 at 7:00 p.m. by videoconference as permitted by law.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO \$7,000,000 GENERAL OBLIGATION AID
ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2020A;
AUTHORIZING THE ISSUANCE, AWARDING THE SALE AND ESTABLISHING
THE TERMS THEREOF

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 10th day of August, 2020.

School District Clerk

It was reported that three (3) sealed proposals for the purchase of General Obligation Aid Anticipation Certificates of Indebtedness, Series 2020A of the District were received prior to 10:00 a.m., pursuant to the Official Statement distributed to potential purchasers of the Certificates by PMA Securities, LLC, independent municipal advisor to the District. The proposals have been publicly opened, read and tabulated and were found to be as follows:

(See Attached)

Bids Summary
Waconia ISD #110
\$7,000,000 General Obligation Aid Anticipation
Certificates
of Indebtedness, Series 2020A
(Minnesota School District Credit Enhancement
Program)

	9/30/2021		TIC	Purchase Price
	Amount	Coupon		
Piper Sandler & Co.	7,000	1.25	0.41783	7,058,940.00
Oppenheimer & Co., Inc.	7,000	1.00	0.48637	7,036,330.00
BNYMellon Capital Markets	7,000	1.25	0.52382	7,051,355.50

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO \$7,000,000 GENERAL OBLIGATION AID
ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2020A;
AUTHORIZING THE ISSUANCE, AWARDED THE SALE AND
ESTABLISHING THE TERMS THEREOF

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 110 (Waconia Public Schools), Minnesota (the District), as follows:

SECTION 1. AUTHORIZATION. It is hereby found, determined and declared that certain state aids for schools receivable by the District during the July 1, 2020 to June 30, 2021 fiscal year will not be received in time to meet necessary expenditures for the purposes for which such aids are receivable. The District is authorized, pursuant to Minnesota Statutes, Sections 126C.50 through 126C.56, to borrow money by the issuance of its aid anticipation certificates of indebtedness in a principal amount not greater than 75% of the amount of such aids receivable by the District during the 2020-2021 fiscal year and has determined to issue its General Obligation Aid Anticipation Certificates of Indebtedness, Series 2020A in the amount of \$7,000,000 (the Certificates) against aids receivable for funds 1, 2 and 4 (the Operating Funds). The principal amount of the Certificates to be issued pursuant to this resolution is within said statutory borrowing limitation.

SECTION 2. SALE AND AWARD. The District has retained PMA Securities, LLC, in Albertville, Minnesota (PMA), as independent municipal advisor in connection with the sale of the Certificates. Pursuant to the Preliminary Official Statement which was distributed to potential purchasers by PMA, sealed proposals for the purchase of the Certificates were received at or prior to the time specified for opening proposals. The proposals have been opened and publicly read and considered, and the purchase price, interest rate and net interest cost under the terms of each proposal have been determined. The most favorable proposal received is that of Piper Sandler & Co., in Minneapolis, Minnesota (the Purchaser) to purchase the Certificates at a price of \$7,058,940, with interest at the annual rate of 1.25%, payable at maturity. The sale of the Certificates is hereby awarded to the Purchaser, and the Chairperson and Clerk are hereby authorized and directed on behalf of the District to execute a contract for the sale of the Certificates in accordance with the terms of the proposal. The good faith deposit of the Purchaser shall be retained and deposited by the District until the Certificates have been delivered, and shall be deducted from the purchase price paid at settlement. Any good faith deposit of other bidders shall be returned to them forthwith.

SECTION 3. CERTIFICATE TERMS. The Certificates shall be prepared under the supervision of the Clerk and shall bear interest at the rate stated in Section 2 hereof from date of issue until paid. The Certificates shall be dated September 24, 2020, shall mature on September 30, 2021, without option of prior payment, and shall be in the denomination of \$5,000 or any integral multiple thereof. The Certificates shall be issuable only in fully registered form, and the ownership of the Certificates shall be transferred only upon the bond register of the District hereinafter described. Upon presentation and surrender of each Certificate, the principal amount

thereof and the interest thereon shall be payable to the registered owner thereof by check or draft issued by the registrar, transfer agent and paying agent hereinafter described.

SECTION 4. APPOINTMENT OF INITIAL REGISTRAR. The District hereby appoints Northland Trust Services, Inc., in Minneapolis, Minnesota as the initial registrar, transfer agent and paying agent (the Registrar). The Chairperson and Clerk are authorized to execute and deliver, on behalf of the District, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, such corporation shall be authorized to act as successor Registrar. The District agrees to pay the reasonable and customary charges of the Registrar for the services performed. The District reserves the right to remove any Registrar upon thirty (30) days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Certificates in its possession to the successor Registrar and shall deliver the certificate register to the successor Registrar.

SECTION 5. REGISTRAR, TRANSFER AGENT AND PAYING AGENT. The effect of registration and the rights and duties of the District and the Registrar with respect thereto shall be as follows:

- (a) The Registrar shall keep at its principal corporate trust office a register in which the Registrar shall provide for the registration of ownership of and the registration of transfers and exchanges of Certificates entitled to be registered, transferred or exchanged.
- (b) Upon surrender for transfer of any Certificate duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Certificates of a like aggregate principal amount as requested by the transferor.
- (c) All Certificates surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the District.
- (d) When any Certificate is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Certificate or separate instrument of transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.
- (e) The District and the Registrar may treat the person in whose name any Certificate is at any time registered in the register as the absolute owner of such Certificate, whether such Certificate shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Certificate and for all other purposes, and any such payment so made to any such registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability of the District upon such Certificate to the extent of the sum or sums so paid.

(f) For every transfer or exchange of Certificates, the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(g) In case any Certificate shall become mutilated or be lost, stolen or destroyed, the Registrar shall deliver a new Certificate of like amount and tenor in exchange and substitution for and upon cancellation of any such mutilated Certificate or in lieu of and in substitution for any such Certificate lost, stolen or destroyed, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Certificate lost, stolen or destroyed, upon filing with the Registrar of evidence satisfactory to it that such Certificate was lost, stolen or destroyed, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the District and the Registrar shall be named as obligees. All Certificates so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the District. If the mutilated, lost, stolen or destroyed Certificate has already matured, it shall not be necessary to issue a new Certificate prior to payment.

SECTION 6. SECURITIES DEPOSITORY. (a) For purposes of this section the following terms shall have the following meanings:

“Beneficial Owner” shall mean, whenever used with respect to a Certificate, the person in whose name such Certificate is recorded as the beneficial owner of such Certificate by a Participant on the records of such Participant, or such person’s subrogee.

“Cede & Co.” shall mean Cede & Co., the nominee of DTC, and any successor nominee of DTC with respect to the Certificates.

“DTC” shall mean The Depository Trust Company of New York, New York.

“Participant” shall mean any broker-dealer, bank or other financial institution for which DTC holds Certificates as securities depository.

“Representation Letter” shall mean the Representation Letter pursuant to which the sender agrees to comply with DTC’s Operational Arrangements.

(b) The Certificates shall be initially issued as separately authenticated fully registered Certificates, and one Certificate shall be issued in the principal amount of each stated maturity of the Certificates. Upon initial issuance, the ownership of such Certificates shall be registered in the bond register in the name of Cede & Co., as nominee of DTC. The Registrar and the District may treat DTC (or its nominee) as the sole and exclusive owner of the Certificates registered in its name for the purposes of payment of the principal of or interest on the Certificates, selecting the Certificates or portions thereof to be redeemed, if any, giving any notice permitted or required to be given to registered owners of Certificates under this resolution, registering the transfer of Certificates, and for all other purposes whatsoever; and neither the Registrar nor the District shall be affected by any notice to the contrary. Neither the Registrar nor the District shall have any responsibility or obligation to any Participant, any person claiming a beneficial ownership interest in the Certificates under or through DTC or any

Participant, or any other person which is not shown on the bond register as being a registered owner of any Certificates, with respect to the accuracy of any records maintained by DTC or any Participant, with respect to the payment by DTC or any Participant of any amount with respect to the principal of or interest on the Certificates, with respect to any notice which is permitted or required to be given to owners of Certificates under this resolution, with respect to the selection by DTC or any Participant of any person to receive payment in the event of a partial redemption of the Certificates, or with respect to any consent given or other action taken by DTC as registered owner of the Certificates. So long as any Certificate is registered in the name of Cede & Co., as nominee of DTC, the Registrar shall pay all principal of and interest on such Certificate, and shall give all notices with respect to such Certificate, only to Cede & Co. in accordance with DTC's Operational Arrangements, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to the principal of and interest on the Certificates to the extent of the sum or sums so paid. No person other than DTC shall receive an authenticated Certificate for each separate stated maturity evidencing the obligation of the District to make payments of principal and interest. Upon delivery by DTC to the Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the Certificates will be transferable to such new nominee in accordance with paragraph (e) hereof.

(c) In the event the District determines that it is in the best interest of the Beneficial Owners that they be able to obtain Certificates in the form of bond certificates, the District may notify DTC and the Registrar, whereupon DTC shall notify the Participants of the availability through DTC of Certificates in the form of certificates. In such event, the Certificates will be transferable in accordance with paragraph (e) hereof. DTC may determine to discontinue providing its services with respect to the Certificates at any time by giving notice to the District and the Registrar and discharging its responsibilities with respect thereto under applicable law. In such event the Certificates will be transferable in accordance with paragraph (e) hereof.

(d) The execution and delivery of the Representation Letter to DTC by the Chairperson or Clerk is hereby authorized and directed.

(e) In the event that any transfer or exchange of Certificates is permitted under paragraph (b) or (c) hereof, such transfer or exchange shall be accomplished upon receipt by the Registrar of the Certificates to be transferred or exchanged and appropriate instruments of transfer to the permitted transferee in accordance with the provisions of this resolution. In the event Certificates in the form of certificates are issued to owners other than Cede & Co., its successor as nominee for DTC as owner of all the Certificates, or another securities depository as owner of all the Certificates, the provisions of this resolution shall also apply to all matters relating thereto, including, without limitation, the printing of such Certificates in the form of bond certificates and the method of payment of principal of and interest on such Certificates in the form of bond certificates.

SECTION 7. EXECUTION AND DELIVERY. The Certificates shall be executed by the signatures of the Chairperson and the Clerk, provided that such signatures may be printed, engraved or lithographed facsimiles thereof. Notwithstanding such execution, no Certificate shall be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on such Certificate has been duly

executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Certificates need not be signed by the same representative. The executed certificate of authentication on each Certificate shall be conclusive evidence that it has been authenticated and delivered under this resolution. When the Certificates have been fully executed and authenticated, they shall be delivered to the Purchaser upon receipt of payment of the purchase price, including accrued interest to the date of delivery. The Purchaser shall not be required to see to the application of the proceeds of the Certificates.

SECTION 8. FORM OF CERTIFICATES. The Certificates shall be prepared in substantially the form found at EXHIBIT A.

SECTION 9. USE OF PROCEEDS. The proceeds of the Certificates shall be deposited in the Operating Funds of the District and shall be used solely to pay claims duly approved and allowed with respect to current operating expenses of the kinds and within the amounts provided in the official budget of the District. Such proceeds shall be recorded as liabilities of such funds, pursuant to Minnesota Statutes, Section 123B.78.

SECTION 10. DEBT SERVICE FUND. A General Obligation Aid Anticipation Certificates of Indebtedness, Series 2020A Debt Service Fund (the Debt Service Fund) shall be created for the repayment of the principal of and interest on the Certificates and shall be maintained by the School District Treasurer separate and apart from all other funds of the District. There shall be credited to the Debt Service Fund any amount in excess of the principal amount of the Certificates received by the District in the sale of the Certificates. At such time as state aids for schools distributable to the District for the current fiscal year, receipts of which are to be recorded as assets of the Operating Funds of the District pursuant to the Uniform Financial Accounting and Reporting System for Minnesota school districts, and which remain to be received, are in the amount of 105% of the principal and interest due on the Certificates issued to fund the deposit to the Operating Funds, on their maturity date, there shall be deposited in the Debt Service Fund all subsequent receipts of such aids or other moneys of the District legally available therefor, until the balance in the Debt Service Fund is sufficient to pay all principal and interest due on the Certificates at maturity.

The full faith and credit of the District are pledged to the payment of the Certificates, and, in accordance with Minnesota Statutes, Section 475.61, the District hereby covenants and agrees that in the event of a deficiency in moneys to pay principal of and interest on the Certificates when due, it will levy and cause to be extended upon all taxable property within its corporate limits such ad valorem taxes as may be required for the payment of such principal and interest in full.

SECTION 11. TAX COVENANTS AND ARBITRAGE MATTERS.

11.01. Restrictive Action. The District covenants and agrees with the owners from time to time of the Certificates that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest on the Certificates to become includible in gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the Code), and applicable Treasury Regulations (the Regulations), and covenants to take any and all actions within its powers to ensure that the interest on the

Certificates will not become includible in gross income for federal income tax purposes under the Code and the Regulations.

11.02. Statement of Capital Expenditures and Arbitrage Certificate. The Board estimates that the principal amount of the Certificates will not exceed (i) the largest amount by which the District's working capital expenditures exceed available amounts for payment thereof during the period for which such aids are anticipated and during which the Certificates will be outstanding, and (ii) the amount of a working capital reserve equal to five percent of the District's working capital expenditures in the Operating Funds for the prior fiscal year, all as contemplated by the Regulations. The District Treasurer is directed to prepare a statement of estimated capital expenditures during the period for which such aids and other funds are anticipated and during which the Certificates will be outstanding for the purpose of verifying the correctness of this estimate. In the event that such statement does not verify such estimate, the principal amount of the Certificates shall be reduced to such amount as will not exceed the amount permitted by the Regulations. Prior to the issuance of the Certificates, the Chairperson and the Clerk, being the officers of the District charged with the responsibility for issuing the Certificates pursuant to this resolution, shall execute and deliver to the Purchaser a certificate as contemplated by the Regulations stating the facts, estimates and circumstances in existence on the date of issuance and delivery of the Certificates which indicate that the proceeds of the Certificates will not be used in a manner that would cause the Certificates to be "arbitrage bonds" within the meaning of the Code and Regulations.

11.03. Arbitrage Rebate. The District acknowledges that the Certificates are subject to the rebate requirements of Section 148(f) of the Code. The District covenants and agrees to retain such records, make such determinations, file such reports and documents and pay such amounts at such times as are required under Section 148(f) and applicable Regulations to preserve the exclusion of interest on the Certificates from gross income for federal income tax purposes, unless the Certificates qualify for an exception from the rebate requirement pursuant to one of the spending exceptions set forth in Section 1.148-7 of the Regulations and no "gross proceeds" of the Certificates (other than amounts constituting a "bona fide debt service fund") arise during or after the expenditure of the original proceeds thereof.

11.04. Qualified Tax-Exempt Obligations. The Board hereby designates the Certificates as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions, and hereby finds that the reasonably anticipated amount of tax-exempt obligations which are not private activity bonds (not treating qualified 501(c)(3) bonds under Section 145 of the Code as private activity bonds for the purpose of this representation) which will be issued by the District and all subordinate entities during calendar year 2020 does not exceed \$10,000,000.

SECTION 12. CERTIFICATION OF PROCEEDINGS.

12.01. County Auditors' Registration. The Clerk is hereby authorized and directed to file a certified copy of this resolution with the County Auditors of Carver and Hennepin Counties and to obtain from the County Auditors a certificate that the Certificates have been duly entered upon the bond register as required by law.

12.02. Proceedings. The officers of the District and the County Auditors are hereby authorized to furnish to the Purchaser and to Dorsey & Whitney LLP, the attorneys approving the legality of the issuance of the Certificates, certified copies of any resolution of the District relating thereto, and such certificates and affidavits as to other matters appearing in their official records or otherwise known to them as may be reasonably required to evidence the legality and marketability of the Certificates. All such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed to constitute representations and recitals of the District as to the correctness of all statements contained therein.

12.03. Payment of Issuance Costs. The District authorizes the Purchaser to pay, from the proceeds of the Certificates, the issuance expenses associated with the Certificates on the closing date.

12.04. Official Statement. The Preliminary Official Statement relating to the Certificates, dated August 3, 2020, prepared and distributed by PMA, is hereby approved. PMA, within seven business days from the date hereof, is authorized to prepare and distribute a Final Official Statement listing the offering price, the interest rate, selling compensation, delivery date, the underwriter and such other information relating to the Certificates required to be included in the Official Statement by Rule 15c2-12 adopted by the Securities and Exchange Commission (the SEC) under the Securities Exchange Act of 1934. The Chairperson, Clerk and Superintendent, or their designees, are authorized and directed to execute such certificates as may be appropriate concerning the accuracy, completeness and sufficiency of the Official Statement.

SECTION 13. CONTINUING DISCLOSURE. The following undertakings are assumed by the District with respect to the Certificates.

(a) Rule 15c2-12; Limited Exemption.

(i) Background. The Securities and Exchange Commission (the SEC) has promulgated amendments to Rule 15c2-12 under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12) (as in effect and interpreted from time to time, the Rule) which govern the obligations of certain underwriters to require that issuers of municipal securities enter into agreements for the benefit of holders of the municipal securities to provide continuing disclosure with respect to the securities.

(ii) Applicability of the Rule. This Board hereby finds, determines and declares that the Certificates are exempt from the application of paragraph (b)(5) of the Rule by reason of the exemption granted in paragraph (d)(3) thereof. The exemption from the Rule for the Certificates is conditioned upon the District agreeing to provide certain continuing disclosure as hereinafter provided.

(b) Purpose and Beneficiaries.

(i) Covenant. To provide for the public availability of certain information relating to the Certificates and the security therefor and to permit underwriters of the Certificates to comply with the Rule, which will enhance the marketability of the Certificates, the District hereby makes the covenants and agreements contained in this

undertaking for the benefit of the Owners (as hereinafter defined) from time to time of the outstanding Certificates.

(ii) Enforcement of Undertaking. If the District fails to comply with any provisions of this undertaking, any person aggrieved thereby, including the Owners of any outstanding Certificates, may take whatever action at law or in equity may appear necessary or appropriate to enforce performance and observance of any agreement or covenant contained in this undertaking. Direct, indirect, consequential and punitive damages shall not be recoverable for any default hereunder to the extent permitted by law. Notwithstanding anything to the contrary contained herein, in no event shall a default under this undertaking constitute a default under the Certificates or under any other provision of this resolution.

(iii) Definition of "Owner". As used in this undertaking, Owner or Certificateowner means, in respect of a Certificate, the registered owner or owners thereof appearing in the bond register maintained by the Registrar or any Beneficial Owner (as hereinafter defined) thereof, if such Beneficial Owner provides to the Registrar evidence of such beneficial ownership in form and substance reasonably satisfactory to the Registrar.

"Beneficial Owner" means, in respect of a Certificate, any person or entity which:

- (A) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, such Certificate (including persons or entities holding Certificates through nominees, depositories or other intermediaries), or
- (B) is treated as the owner of the Certificate for federal income tax purposes.

(c) Information To Be Disclosed. The District will provide, either directly or indirectly through an agent designated by the District, in a timely manner not to exceed 10 business days, to the Municipal Securities Rulemaking Board (the MSRB), in an electronic format as prescribed by the MSRB from time to time, notice of the occurrence of any of the following:

- (A) principal and interest payment delinquencies;
- (B) non-payment related defaults, if material;
- (C) unscheduled draws on debt service reserves reflecting financial difficulties;
- (D) unscheduled draws on credit enhancements reflecting financial difficulties;
- (E) substitution of credit or liquidity providers, or their failure to perform;
- (F) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the security or other material events affecting the tax status of the security;
- (G) modifications to rights of security holders, if material;
- (H) certificate calls, if material and tender offers;
- (I) defeasances;
- (J) release, substitution, or sale of property securing repayment of the securities if material;

- (K) rating changes;
- (L) bankruptcy, insolvency, receivership, or similar event of the District;
- (M) consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (N) appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (O) incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; “financial obligation” means a (a) debt obligation; (b) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (c) guarantee of a debt obligation or any such derivative instrument; provided that “financial obligation” shall not include municipal securities as to which a final official statement (as defined in the Rule) has been provided to the MSRB consistent with the Rule; and
- (P) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

As used herein, for those events that must be reported if material, a Material Fact is a fact as to which a substantial likelihood exists that a reasonably prudent investor would attach importance thereto in deciding to buy, hold or sell a Certificate or, if not disclosed, would significantly alter the total information otherwise available to an investor from the Official Statement, information disclosed hereunder or information generally available to the public. Notwithstanding the foregoing sentence, a Material Fact is also an event that would be deemed “material” for purposes of the purchase, holding or sale of a Certificate within the meaning of applicable federal securities laws, as interpreted at the time of discovery of the occurrence of the event.

(d) Term; Amendments and Interpretation.

(i) Term of this Undertaking; Termination. The covenants of the District in this undertaking shall remain in effect so long as any Certificates are outstanding. Notwithstanding the preceding sentence, however, the obligations of the District under this undertaking shall terminate and be without further effect as of any date on which the District delivers to the Registrar an opinion of Bond Counsel to the effect that, because of legislative action or final judicial or administrative actions or proceedings, the failure of the District to comply with the requirements of this undertaking will not cause participating underwriters in the primary offering of the Certificates to be in violation of the Rule or other applicable requirements of the Securities Exchange Act of 1934, as amended, or any statutes or laws successory thereto or amendatory thereof.

(ii) Amendments. This undertaking may be amended or supplemented by the District from time to time, without notice to or the consent of the Owners of any Certificates, by a resolution of this Board filed in the office of the recording officer of the District accompanied by an opinion of Bond Counsel, who may rely on certificates of the District and others and the opinion may be subject to customary qualifications, to the effect that:

(a) such amendment or supplement:

(1) is made in connection with a change in circumstances that arises from a change in law or regulation or a change in the identity, nature or status of the District or the type of operations conducted by the District, or

(2) is required by, or better complies with, the provisions of paragraph (d)(3) of the Rule;

(b) this undertaking as so amended or supplemented would have complied with the requirements of paragraph (d)(3) of the Rule at the time of the primary offering of the Certificates, giving effect to any change in circumstances applicable under clause (a)(1) and assuming that the Rule as in effect and interpreted at the time of the amendment or supplement was in effect at the time of the primary offering; and

(c) such amendment or supplement does not materially impair the interests of the Certificateowners under the Rule.

(iii) Interpretation. This undertaking is entered into to comply with, and should be construed so as to satisfy the requirements of, paragraph (d)(3) of the Rule.

SECTION 14. STATE PAYMENT; DISTRICT AND REGISTRAR OBLIGATIONS.

The District hereby covenants and obligates itself to notify the Commissioner of Education (the Commissioner) of any potential default in the payment of the principal of or interest on the Certificates and to use the provisions of Minnesota Statutes, Section 126C.55 (the State Payment Law), to guarantee, to the extent permitted by Minnesota law, payment of the principal of and interest on the Certificates when due. The District further covenants to deposit with the Registrar not less than three business days prior to September 30, 2021, an amount sufficient to make that payment or to notify the Commissioner as provided in the State Payment Law that it will be unable to make all or a portion of such payment. The Registrar will notify the Commissioner if it becomes aware of a potential default in the payment of principal of and interest on the Certificates at maturity or, if on the date two business days prior to maturity, there are insufficient funds on deposit with the Registrar to pay the Certificates in full at maturity. The Registrar will cooperate with the District, the Commissioner and the Commissioner of Management and Budget in implementing the provisions of the State Payment Law. The District shall do all other things which may be necessary to perform the obligations hereby undertaken under the State Payment Law, including any requirements hereafter adopted by the Commissioner of Management and Budget or the Commissioner.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

UNITED STATES OF AMERICA
STATE OF MINNESOTA
CARVER AND HENNEPIN COUNTIES

INDEPENDENT SCHOOL DISTRICT NO. 110 (WACONIA PUBLIC SCHOOLS)

GENERAL OBLIGATION AID ANTICIPATION
CERTIFICATE OF INDEBTEDNESS, SERIES 2020A

R-1 \$7,000,000

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>
___%	September 30, 2021	September 24, 2020

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: DOLLARS

Independent School District No. 110 (Waconia Public Schools), in Carver and Hennepin Counties, State of Minnesota (the School District), a duly organized and existing independent school district, hereby acknowledges itself to be indebted and for value received, hereby promises to pay to the registered owner named above, or registered assigns, the principal amount specified above, on the maturity date specified above, without option of prior payment, with interest thereon at the rate per annum specified above, payable on the maturity date specified above, to the person in whose name this Certificate is registered at the close of business on the date which is 15 days prior to the maturity date specified above (whether or not a business day) upon presentation and surrender of this Certificate. The interest hereon and, upon presentation and surrender hereof at the principal office of the Registrar described below, the principal hereof, are payable in lawful money of the United States of America by check or draft drawn on Northland Trust Services, Inc., Minneapolis, Minnesota, as bond registrar, transfer agent and paying agent, or its successor designated under the Resolution described herein (the Registrar). For the prompt and full payment of the principal and interest as the same become due, the full faith and credit and taxing powers of the School District have been and are hereby irrevocably pledged.

This Certificate is one of an issue in the aggregate principal amount of \$7,000,000, issued pursuant to and in accordance with the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes, Sections 126C.50 through 126C.56, and pursuant to a resolution duly adopted by the School Board of the School District on August 10, 2020 (the Resolution), for the purpose of anticipating receipt of certain unpaid state aids for schools receivable by the School District for the fiscal year in which this Certificate is issued.

The Certificates are issuable only in fully registered form, in denominations of \$5,000 or any integral multiple thereof.

The Certificates have been designated by the District as “qualified tax exempt obligations” pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986.

As provided in the Resolution and subject to certain limitations set forth therein, this Certificate is transferable upon the books of the School District at the principal office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Certificates of other authorized denominations. Upon such transfer or exchange, the School District will cause a new Certificate or Certificates to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The School District and the Registrar may deem and treat the person in whose name this Certificate is registered as the absolute owner hereof, whether this Certificate is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the School District nor the Registrar shall be affected by any notice to the contrary.

Notwithstanding any other provisions of this Certificate, so long as this Certificate is registered in the name of Cede & Co., as nominee of The Depository Trust Company, or in the name of any other nominee of The Depository Trust Company or other securities depository, the Registrar shall pay all principal of and interest on this Certificate, and shall give all notices with respect to this Certificate, only to Cede & Co. or other nominee in accordance with the operational arrangements of The Depository Trust Company or other securities depository as agreed to by the District.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by law to be done, to exist, to happen and to be performed precedent to and in the issuance of this Certificate in order to make it a valid and binding general obligation of the School District according to its terms have been done, have happened, do exist and have been performed in regular and due form, time and manner as required by law; and that the issuance of this Certificate does not cause the indebtedness of the School District to exceed any constitutional or statutory limitation.

This Certificate shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, Independent School District No. 110 (Waconia Public Schools), Minnesota, by its School Board, has caused this Certificate to be executed on its behalf by the facsimile signatures of the Chairperson and Clerk.

INDEPENDENT SCHOOL DISTRICT NO. 110
(WACONIA PUBLIC SCHOOLS), MINNESOTA

(Facsimile Signature - Clerk)

(Facsimile Signature - Chairperson)

CERTIFICATE OF AUTHENTICATION

This is one of the Certificates delivered pursuant to the Resolution mentioned within.

Date of Authentication: _____

NORTHLAND TRUST SERVICES, INC.,
as Registrar

By _____
Authorized Representative

CERTIFICATE OF CARVER COUNTY AUDITOR AS TO REGISTRATION

The undersigned, being the duly qualified and acting County Auditor of Carver County, hereby certifies that there has been filed in my office a certified copy of a resolution of the School Board of Independent School District No. 110 (Waconia Public Schools), Minnesota, adopted August 10, 2020, setting forth the form and details of an issue of \$7,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2020A of the District, to be dated originally as of September 24, 2020 (the Certificates).

I further certify that the Certificates have been entered on my bond register as required by Minnesota Statutes, Sections 475.62 and 475.63.

WITNESS my hand and official seal this _____ day of _____, 2020.

Carver County Auditor

(SEAL)

CERTIFICATE OF HENNEPIN COUNTY AUDITOR AS TO REGISTRATION

The undersigned, being the duly qualified and acting County Auditor of Hennepin County, hereby certifies that there has been filed in my office a certified copy of a resolution of the School Board of Independent School District No. 110 (Waconia Public Schools), Minnesota, adopted August 10, 2020, setting forth the form and details of an issue of \$7,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2020A of the District, to be dated originally as of September 24, 2020 (the Certificates).

I further certify that the Certificates have been entered on my bond register as required by Minnesota Statutes, Sections 475.62 and 475.63.

WITNESS my hand and official seal this _____ day of _____, 2020.

Hennepin County Auditor

(SEAL)



PMA[™]
SECURITIES

ISD 110 Waconia Public Schools

Sale Summary

General Obligation Aid Anticipation Certificates of
Indebtedness, Series 2020A

August 10, 2020

Michael Hart

Director, Public Finance

mhart@pmanetwork.com

612-509-2569

Steve Pumper

Vice President

spumper@pmanetwork.com

612-509-2565



Certificate Details

Financing - \$7 Million Aid Anticipation Certificates:

- ▶ G.O. Aid Anticipation Certificates – authorized to borrow for cash flow purposes up to 75% of remaining state aids for the Fiscal Year
- ▶ Competitive Sale - PMA acted as Financial Advisor
- ▶ Minnesota School District Credit Enhancement Program

Dates:

- | | |
|-----------------------------------|--------------------|
| ▶ Authorizing Resolution Adopted: | July 13, 2020 |
| ▶ Sale/Pricing Date: | August 10, 2020 |
| ▶ Award Resolution: | August 10, 2020 |
| ▶ Closing Date: | September 24, 2020 |
| ▶ Maturity: | September 30, 2021 |



Certificate Details

Number of Bids:	3	Low Bid (TIC):	0.41783%
Winning Bidder:	Piper Jaffray & Company	High Bid (TIC):	0.52382%
Net Total Interest:	\$30,018.33	Net Interest Difference:	\$7,584.50

Waconia ISD #110 \$7,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2020A (MN SD Credit Enhancement Program)				
	9/30/2021			
	Amount (m)	Coupon (%)	TIC (%)	Purchase Price
Piper Sandler & Co.	7,000	1.25	0.41783	7,058,940.00
Oppenheimer & Co., Inc.	7,000	1.00	0.48637	7,036,330.00
BNYMellon Capital Markets	7,000	1.25	0.52382	7,051,355.50



Available Funds

Par Amount	\$ 7,000,000.00
Plus: Reoffering Premium	74,550.00
Gross Production	7,074,550.00
Less: Underwriter's Discount (0.233%)	(15,610.00)
Total Purchase Price	<u>\$ 7,058,940.00</u>
<hr/>	
Gross Funds Available to the District	\$ 7,058,940.00
Less: Cost of Issuance	
Financial Advisor (PMA Securities)	(6,000.00)
Bond Counsel (Dorsey & Whitney)	(7,000.00)
Paying Agent/Registrar (Northland Trust)	(325.00)
County Auditor Certificate (Carver)	(375.00)
County Auditor Certificate (Hennepin)	(275.00)
Total Cost of Issuance	<u>(13,975.00)</u>
Deposit to Operating Fund	<u>\$7,044,965.00</u>



Debt Service Schedule

Independent School District No. 110 (Waconia)

\$7,000,000 - Final

General Obligation Aid Anticipation Certificates of Indebtedness, Series 2020A

Dated: September 24, 2020

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Total
09/24/2020	-	-	-	-	-
09/30/2021	7,000,000.00	1.250%	88,958.33	7,088,958.33	7,088,958.33
Total	\$7,000,000.00	-	\$88,958.33	\$7,088,958.33	-



Disclosure

The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive. The information set forth herein was gathered from sources which we believe, but do not guarantee, to be accurate. Neither the information, nor any options expressed, constitute a solicitation by us for purposes of sale or purchase of any securities or commodities. Investment/financing decisions by market participants should not be based on this information.

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v04.22.20



2020 – 2021 Academic Calendar

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8/24-8/27 Workshop Week
 - Faculty/Staff Communication
 - PD and Protocol Training (flexible as much as possible)
 - Logistical Planning
 - WEA and D110 Welcome Back

8/31-9/3 Planning Week
 - Teacher Collaboration
 - Instructional Planning
 - Logistical Planning

8/24-9/3 E-12 Open House
 - Building level redesign TBD

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/4 Flex Day
 - Additional information to come

9/7 Labor Day (No School)

9/8 First Day of School (1-12)

9/10 First Day of School (Kinder)
 - Listening Conferences 9/8-9/9

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Middle School Evening Conferences

12 Middle School/High School Evening Conferences

13 K-5 Evening Conferences

14 K-5 Conferences - Day Middle School/High School Flex Day (No School K-12)

15 Ed MN State Conference (No School K-12)

16 No School K-12

21 High School Evening Conferences

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 End of Quarter 1- Middle School

15 K-12 In-service (No School K-12)

24 End of Trimester 1

25 Teacher Flex Day (No School K-12)

26-27 Thanksgiving Holiday (No School K-12)

30 Teacher Work Day/Middle School Flex Day (No School K-12)

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10 Middle School Evening Conferences

23-31 Winter Break (No School K-12)

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Winter Break (No School K-12)

18 MLK Day/Teacher Personalized In-service Day (No School K-12)

21 End of Quarter 2 - Middle School

25 High School Evening Conferences

27 High School Evening Conferences

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

4 K-5 Conferences - Evening

5 K-5 Conferences - Day High School In-service Day Middle School Flex Day (No School K-12)

12 Annual Early Release K-12

15 Presidents' Day - Teacher Flex Day (No School K-12)

25 Middle School Evening Conferences

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Middle School Evening Conferences

4 End of Trimester 2

5 Teacher Workday/Middle School Flex Day (No School K-12)

8-12 Spring Break (No School K-12)

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 End of Quarter 3 - Middle School
 2-Hour Early Release K-12

5 No School K-12

19 High School Evening Conferences

21 High School Evening Conferences

MAY 2021						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

30 Class of 2021 Graduation

31 Memorial Day Holiday (No School K-12)

Proposal:

- Move 11/13 inservice day and 3 early release days to Workshop Week for professional development and instructional planning.
- For continuity of instruction, inservice days become full instructional days.
- Utilize 2 of 5 days from Governor's Executive Order to expand pre-school planning days.
- Reserve 3 of 5 days from Governor's Executive Order to use on an as needed/emergency basis.

7.C. Resolution Calling for a Special Election

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 110 (Waconia Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on August 10, 2020 at 7:00 p.m. by videoconference as permitted by law.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION AND
CALLING A SPECIAL ELECTION THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on August 10, 2020.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION AND CALLING A SPECIAL ELECTION THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 110 (Waconia Public Schools), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to increase the School District's general education revenue by \$410 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2020 for taxes payable in 2021 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

2. The question on approving new referendum revenue authorization of the School District shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held in conjunction with the state general election on Tuesday, November 3, 2020, between the hours of 7:00 a.m. and 8:00 p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the School District which have been established by the governing bodies located in whole or in part within the School District.

4. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to the County Auditors at least seventy-four (74) days before the date of the special election; (b) provided to the Commissioner of Education at least seventy-four (74) days before the date of the special election; (c) mailed to every taxpayer in the School District, at least fifteen (15) days but no more than forty-five (45) days before the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 110
(WACONIA PUBLIC SCHOOLS), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 110 (Waconia Public Schools), Minnesota, on November 3, 2020, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following question:

**School District Question
Approval of New School District Referendum Revenue Authorization**

The board of Independent School District No. 110 (Waconia Public Schools), Minnesota has proposed to increase the School District's general education revenue by \$410 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2020 for taxes payable in 2021 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

Shall the increase in the general education revenue proposed by the board of Independent School District No. 110 (Waconia Public Schools), Minnesota be approved?

PASSAGE OF THIS REFERENDUM WILL RESULT IN AN INCREASE IN YOUR PROPERTY TAXES.

For the ballot question, the property tax portion of the revenue authorized will require an estimated referendum tax rate of 0.06517% for taxes payable in 2021 of the referendum market value of all classes of taxable property in the School District, as defined by Minnesota Statutes, Section 126C.01, Subdivision 3, which excludes certain agricultural property, seasonal property and post-secondary student housing.

The projected annual dollar increases for typical residential homesteads, apartments, commercial-industrial properties, and most other classes of property within the School District are as shown in the table below[, subject to an annual increase at the rate of inflation].

For agricultural property (both homestead and non-homestead), the taxes for the proposed referendum will be based on the value of the house, garage and one acre of land. There will be no referendum taxes paid on the value of agricultural land and buildings. For seasonal recreational residential property (e.g., cabins), there will be no taxes paid for the proposed referendum.

The figures in the table below are based on taxes for the voter approved referendum levy only, and do not include taxes for other purposes:

Homestead Residential, Apartments, and Commercial/Industrial Properties

<u>Market Value</u>	<u>New Levy Authority Taxes Payable in 2021</u>
\$ 50,000	\$32.58
75,000	48.88
100,000	65.17
125,000	81.46
150,000	97.75
200,000	130.33
250,000	162.92
300,000	195.50
350,000	228.08
400,000	260.67
450,000	293.25
500,000	325.83
750,000	488.75
1,000,000	651.87

The precincts and polling places for the special election will be the precincts and polling places used for the state general election.

All qualified electors residing in said School District may cast their ballots at the polling places for the precincts in which they reside during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling places on election day.

Dated: August 10, 2020

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk


5. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

6. The Clerk is authorized and directed to cause a printed ballot for the question to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

**Special Election Ballot
School District Ballot
Independent School District No. 110
(Waconia Public Schools), Minnesota**

November 3, 2020

Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: 

To vote for a question, fill in the oval next to the word "Yes" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

School District Question

Approval of New School District Referendum Revenue Authorization

The board of Independent School District No. 110 (Waconia Public Schools), Minnesota has proposed to increase the School District's general education revenue by \$410 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2020 for taxes payable in 2021 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES** Shall the increase in the general education revenue proposed by the board
 NO of Independent School District No. 110 (Waconia Public Schools),
Minnesota be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A
PROPERTY TAX INCREASE**

(Reverse side of ballot)

OFFICIAL BALLOT

November 3, 2020

Judge

Judge

(The ballot is to be initialed by two judges)

7. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish in accordance with Minnesota Statutes, Section 204D.04 a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

8. The individuals designated as judges for the state general election shall act as election judges for this special election and shall conduct the special election at the various polling places in the manner prescribed by law.

9. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, November 6, 2020, and the tenth day, November 13, 2020, after the special election for the purpose of canvassing the results thereof.

10. Pursuant to Minnesota Statutes, Section 126C.17, Subdivision 9(e) and Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

11. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

7.D. Resolution Calling for a General Election

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS

AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 110, State of Minnesota as follows:

(a) It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2020.

Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with

such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

General Election Ballot

Independent School District No. 110

Waconia Public Schools

November 3, 2020

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this:

School Board Member

Vote for Up to Three

Candidate U

Candidate V

Candidate W

Candidate X

write-in, if any

write-in, if any

write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

7.E. Student Handbook Review



August 24, 2020

Dear students and parents/guardians:

Welcome to Waconia High School and the 2020-2021 school year. A special welcome back goes to this year's group of seniors, the Class of 2021. The coming year should be another exciting one, full of lasting memories and accomplishments. Enrollment for the 2020-2021 year will be close to 1300 students, with an incoming freshman class of over 330 students. The faculty and staff have been working hard this summer to make certain the coming school year is both exciting and rewarding.

Please take some time to read this handbook and bookmark it for future reference during the school year. While the handbook does not cover every situation encountered during the year, it should help to provide clarification and guidance to a wide variety of subjects. In addition to the handbook, our website will contain many of the district policies in their entirety. Inevitably, questions will arise during the school year so please call or stop in and we will do our best to clarify and resolve any problems.

It is our goal at Waconia High School to provide a positive learning environment for each and every student. We enjoy the advantage of being large enough to offer a comprehensive program for all students, yet small enough to customize students' schedules to meet their individual needs and abilities. Research has proven that students who choose to get involved with school activities, both extra- and co-curricular programs, perform better in school and come away with a richer, more fulfilling, high school experience. With that in mind, I encourage all students to take advantage of the many opportunities available at WHS, and to get actively involved in our school community.

I would also encourage both parents and students to take full advantage of the opportunities to meet with the teachers, counselors, administrators, and other support staff on an individual basis so we can better serve you in your educational pursuits. In addition, the parent portal has proven to be an effective tool to provide feedback to parents regarding their students' progress, as well as opening communication between parents and the school. If you have questions or concerns, please stop by our offices, drop an e-mail, or call at 952.442.0670. With everyone working together, we can make the 2020-2021 school year a memorable one!

Sincerely,

Mark Fredericksen
WHS Principal

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2020-21 WACONIA HIGH SCHOOL CALENDAR

August 24-27	Teacher Workshop
August 26	Ninth grade orientation -3:30-5:00
August 26	High School Open House – 5:00-7:30
August 31	Opening Day of Classes for Grades 9 - 12
September 7	Labor Day (No School)
September 11	Jostens – Student Photo Day
September 14-18	Homecoming Week
September 18	Homecoming Football Game vs. Bloomington Jefferson, 7:00pm
October 4	2 Hour Early Release
October 6	ACT (seniors), and Pre-ACT (9 th / 10 th)
October 9	Jostens Student Photos – Retakes
October 12	Parent/Teacher Conferences Evening, 5:30 – 8:00
October 14	Teacher Flex Day – No School
October 15	Ed MN State Conference – No School
October 16	No School
October 21	Parent/Teacher Conferences Evening, 5:30 – 7:30
November 13	In Service Day - No School
November 24	End Trimester 1
November 25	Teacher Workday - No School
November 26-27	Holiday - No School
November 30	No School
Dec 23–Jan 1	Winter Break. No School
January 2	School Resumes
January 18	MLK Day – No School
January 25	Parent/Teacher Conferences, 5:30 – 8:00
January 27	Parent/Teacher Conferences, 5:30 – 8:00
February 5	In-Service – No School
February 12	2 Hour Early Release
February 15	Presidents Day – No School
February 27	End of Trimester 2
February 28	Teacher Workday No School
March 4	End of Trimester 2
March 5	No School
March 8-12	Spring Break - No School
March 16-17	Early MCA reading (grade 10)
March 18-19	Early MCA Science (grade 10)
March 30	ACT (grade 11)
April 2	2 Hour Early Release
April 5	No School – K-12
April 13	ACT Make-Up
April 19	Parent/Teacher Conferences, 5:30 – 8:00
April 20-23	MCA math (grade 11)
April 21	Parent/Teacher Conferences, 5:30 – 8:00
April 26-27	MCA reading (grade 10)
April 28-29	MCA science (grade 10)
May 30	Commencement – 1:00 p.m.
May 31	Memorial Day Holiday – No School
June 3	End of Trimester 3. Last Student Day
June 4	Last Teacher Day

Open House and Parent/Teacher Conferences

The high school staff will host an open house on August 26. Parent/teacher conferences will be October 12 & 21 (Trimester 1), January 25 & 27 (Trimester 2), and April 19 & 21 (Trimester 3). In addition to these scheduled events, school personnel and parents/guardians may request individual parent conferences as deemed necessary by either party. Phone calls and e-mail contacts are also welcomed and encouraged.

Waconia Public Schools District 110
District Strategic Roadmap
June 25th, 2018

<p>Mission Statement <i>Our Core Purpose</i></p> <div style="text-align: center;">  </div> <p style="text-align: center;">Waconia Area Public Schools provides a world of opportunities for our students’ academic, social, emotional, and life skills growth, while empowering all to “Explore Your Passions, Create Your Success”</p> <p style="text-align: center;">“We are ONE10”</p> <p><i>The Waconia Area Public Schools logo is an intentional and unifying image for all the communities we serve (gold lines) across the district (big W) in a shared commitment to our students (Explore Your Passions, Create Your Success)</i></p>	<p>Core Values <i>Drivers of Our Words & Actions</i></p> <p>Respect: <i>Treat others in the way you want to and should be treated</i></p> <p>Collaboration: <i>We all do better when we work together</i></p> <p>Inclusiveness: <i>Accept and connect with others, including those different than me</i></p> <p>Optimism: <i>Hopeful, confident, and secure in all I do</i></p> <p>Resilience: <i>Work through challenges and setbacks with courage, persistence, and resourcefulness</i></p>
<p>Vision Statement <i>What we Commit to Create</i></p> <p>To be a district ONE10 community where each student will:</p> <ul style="list-style-type: none"> • Achieve high academic expectations with choice, challenge, relevance, and ownership, • Have a sense of belonging and find their place by building meaningful and lasting relationships, • Be inspired to explore who they are & can be, and • Be excited to be at school and proud to be a part of ONE10 now and into the future 	<p>Strategic Direction <i>The Focus for Continuous Improvement</i></p> <ol style="list-style-type: none"> A. Improving Our Student Learning Structures and Systems B. Engaging Students in a Shared Responsibility of Their Learning C. Improving Our Whole Student Supports and Practices D. Securing and Stewardship of Our Resources: Human, Financial, and Physical E. Developing a Collaborative Culture and Supportive Practices

Waconia High School Personnel

Mr. Mark Fredericksen, Principal ~ Mr. Paul Sparby, Assistant Principal ~ Ms. Jill Johnson, Activities Director

ART	MUSIC	UNIQUE LEARNER (SPED)	ADMINISTRATION
Sarah Christian-Garceau	Evan Jones	Paul Tordoff (Dir. Special Services)	<i>Mr. Patrick Devine - Superintendent</i>
Amy Fischer	John Pohland	Brady Aretz	<i>Mr. Mark Fredericksen – H.S. Principal</i>
	Aaron Olson	Amy Dettman	<i>Mr. Paul Sparby – Assistant Principal</i>
BUSINESS	Allison Wilmes	Les Haack	<i>Ms. Jill Johnson – Activities Director</i>
Mary Mitchell		Tracy Johnson	
Lee Moen	PHY ED/HEALTH	Joanna Johnston-Richard	SECURITY MONITOR
	Pat Hayes	Kari Klein	Ben Karnes
EDUCATIONAL MEDIA	Audra Lehrke	Nate Larsen	
Melissa Weinand	Derek Myhre	Colleen Stanley	HEALTH SERVICES
	Becky Riesgraf	Joel Thayer	Sara Eischens, RN, LSN (District Coord.)
FACS	Corey Shea	Rebecca Zander	Cindy Van Kirk, RN (WHS)
Katherine Mann			Rachel Muchow, LPN
Lynn Honnold	SCIENCE	SPEECH/LANGUAGE CLINICIAN	
	Libby Barrie	Kim Peterson	WACONIA ALC
INDUSTRIAL TECH	Mel Berg		Carol Esser
Dave Aeling	Joshua Dumas	OCCUPATIONAL THERAPIST	Cindy Finke
Peter Brown	Michael Hamann	Molly Wingert – (WHS)	Griffie Jess
	Michael Jensen		Jenna Wolff
LANGUAGE ARTS	Anna Husman	SCHOOL PSYCHOLOGIST	
Adam Bristor	Roxanne Kuerschner	Rebecca Sonneck – (WHS)	Waconia WLC Staff
Amanda Byrne	Michelle Sperle-Berg		Telephone: 952.442.0673
Megan Gregor	Wayne Trapp	SCHOOL SOCIAL WORKER	FAX #: 952.856.4511
Stephanie Kappel		Laura Bergjord – (WHS)	
Katie Keogh	SOCIAL STUDIES		SW Metro
Brooke McMeen	Terry Gammell	ESL	Chaska, MN – Phone: 952-567-8000
Dusty Neibauer	Nick Giese	Shannon Kohlei	Beth Beenken - Intro to Education
Katie Niemczyk	Alyssa Larsen		Lee Berger – Automotive Mechanics
Sara Peoples	Clark Machtemes	GUIDANCE OFFICE	Joan Berkland – Cosmetology
	Carl Pierson	Lynette Alger	Wright Braudt - Photography
MATHEMATICS	Tyrel Seim	James Bettcher	Susan Burnison – Medical Careers
Amy Davison	Nelia Von Glan	Dana Henn	David Dettmann – Criminal Justice
Mark Grundhofer	Ashley Westphal		Gregg Flekke – A+ Cert.; CISCO
Nick Hackman		Waconia Staff	David Fuller – Cosmetology
Eric Hansen	WORLD LANGUAGES	Main Office: 952.442.0670	Sarah Schurmann – Ag Careers
Jodi Hunter	Marjorie Andersen (Spanish)	Attendance Line: 952.442.0680	Cindy Walters – CTE Director
Kathy Kurtz	Pam Melchert (French)	Fax #: 952.442.0679	Paul Wilson – Medical Careers
Lauren Leshner	Kate Neibauer (Spanish)	E-mail: firstinitial/lastname@isd10.org	Brian Wurtzberger – Construction Trades
Heather Prondzinski	Erik Olson (Spanish)	(Ex. mfredericksen@isd110.org)	
Ashlyn Schreiner	Kari Stevenson (Spanish)		
Drew Sodey			

Daily Time Schedule – Monday, Wednesday, Friday

7:30 – 8:00	Professional Time
8:00 – 9:14	Period 1
9:20 – 10:34	Period 2
10:40 – 11:53	Period 3
11:59 – 1:35	Period 4 and Lunch

11:53 – 12:19 (L)	11:59 – 12:19 (C)	11:58 – 12:45 (C)	11:59 – 1:11 (C)
12:23 – 1:35 (C)	12:19 – 12:45 (L)	12:45 – 1:11 (L)	1:11 – 1:35 (L)
	12:49 – 1:35 (C)	1:15 – 1:35 (C)	

1:41 – 2:55	Period 5
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Daily Time Schedule – Tuesday, Thursday

7:30 – 8:00	Professional Time
8:00 – 9:03	Period 1
9:09 – 10:11	Period 2
10:17 – 10:57	Wildcat Advisory or WILD
11:03 – 12:05	Period 3
12:11 – 1:47	Period 4 and Lunch

12:05 – 12:31 (L)	12:11 – 12:31 (C)	12:11 – 12:57 (C)	12:11 – 1:23 (C)
12:35 – 1:47 (C)	12:31 – 12:57 (L)	12:57 – 1:23 (L)	1:23 – 1:47 (L)
	1:01 – 1:47 (C)	1:27 – 1:47 (C)	

1:53 – 2:55	Period 5
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Alternative Schedules

(2-Hour Late Start, School Closing or Early Dismissal)

When severe weather or other conditions cause a late start, school to be closed, or an early dismissal, students and parents/guardians will be advised through radio stations WCCO (830 AM), KDUZ (1260 AM), KKCM (1530 AM), KARE-TV, WCCO-TV, and KSTP-TV. Parents/guardians are expected to use their judgment in sending students to school on stormy days and should arrange for emergency accommodations if buses cannot get students home. Please do not call the high school office to see if we are operating on a regular schedule, but rather, listen to WCCO/KDUZ/KKCM/KARE-TV or check the District website at www.isd110.org, or call the School Closing Hotline (weather-related only) at (952) 442-0640.

2-Hour Late Start Schedule – Monday, Wednesday, Friday Schedule

10:00 – 10:42	Period 1**
10:48 – 11:30	Period 2
11:36 – 1:16	Period 4 & Lunch ***
1:22 – 2:04	Period 3
2:10 – 2:55	Period 5

11:30 – 11:57 (L)	11:36 – 11:57 (C)	11:36 – 12:23 (C)	11:36 – 12:53 (C)
12:01 – 1:16 (C)	11:57 – 12:23 (L)	12:23 – 12:49 (L)	12:53 – 1:16 (L)
	12:27 – 1:16 (C)	12:53 – 1:16 (C)	

** Vocational Center students are expected to attend through Period 2 and are then dismissed to the Co-Op at 11:36 a.m.

2-Hour Late Start Schedule – Tuesday, Thursday Schedule

10:00 – 10:34	Period 1**
10:40 – 11:14	Period 2
11:20 – 11:54	Wildcat Advisory
12:00 – 1:34	Period 4 & Lunch
1:40 – 2:14	Period 3
2:20 – 2:55	Period 5

11:54 – 12:21 (L)	12:00 – 1:21 (C)	12:00 – 12:47 (C)	12:00 – 1:13 (C)
12:25 – 1:34 (C)	12:21 – 12:47 (L)	12:47 – 1:13 (L)	1:13 – 1:34 (L)
	12:51 – 1:34 (C)	1:13 – 1:34 (C)	

** Vocational Center students are expected to attend through Wildcat Advisory and are then dismissed to the Co-Op at 12:00 p.m.

2-Hour Early Release Schedule – 2020-2021

Friday, October 2, Friday, February 12, Friday, April 2

8:00 – 8:49	Period 1
8:55 – 9:44	Period 2
9:50 – 10:39	Period 3
10:45 – 11:34	Period 4
11:40 – 12:30	Period 5

** Vocational Center students are expected to attend through Period 3 and are then dismissed to the Co-Op at 10:45 a.m.

PART I - LAWS, POLICIES, GENERAL REGULATIONS, SERVICES, SAFETY, AND ASSOCIATED INFORMATION

Administrative Discretionary Action Disclaimer

It is impossible to anticipate and address every circumstance that may occur in the course of a school year. To ensure safety and order, students and others are subject to all school rules, regulations and policies, and the reasonable and prudent interpretation, thereof, by responsible school officials, regardless of whether or not they are specifically addressed in this handbook. Students are required to provide accurate information when asked by school personnel. Failure to do so may result in detention or suspension.

Board of Education

All school policies, regulations, and rules are approved by the Board of Education by action taken to adopt the contents of school handbooks. The handbooks become an extension of school board policy. All policies, regulations, and rules apply equally to each student enrolled, regardless of age.

Non-Discrimination Policy

It is the policy of Independent School District 110 and the Carver-Scott Educational Cooperative not to discriminate on the basis of sex, race, creed, color, sexual orientation, or physical disability in their educational programs, activities, or employment practices and policies. Inquiries regarding compliance with the non-discrimination titles and statutes may be directed to: Ms. Sonya Sailer, 512 Industrial Blvd., Waconia, MN 55387 or by telephone at (952) 442-0645; or to: The Director, Office of Civil Rights, Region 5, 300 South Wacker Drive, Chicago, IL 60606.

Violence Prevention [Applicable to Students and Staff], Policy #525

I. Purpose

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Weapons, Policy #501

I. Purpose

The purpose of this policy is to assure a safe school environment for students, staff and the public.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Harassment and Violence, Religious, Racial, and Sexual, Policy #413

[Note: State law requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms to the Minnesota Human Rights Act, Minn. Stat. Ch. 363A. This policy complies with this statutory requirement but, in addition, addresses other classifications protected by state and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not required to do so. The Minnesota Department of Education (MDE) will maintain and make available Model Policy 413 – Harassment and Violence in accordance with Minn. Stat. § 121A.03. Each school board must submit a copy of the policy the board has adapted to the Commissioner of MDE.]

I. Purpose

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Bullying Prohibition, Policy #514

[Note: School districts are required by statute to have a policy addressing bullying.]

I. Purpose

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. **The Waconia High School primary contact person for questions or concerns related to bullying is Paul Sparby, Assistant Principal (psparby@isd110.org).** *To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.*

Hazing Prohibition, Policy #526

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education will maintain and make available Model Policy 526 – Hazing Prohibition in accordance with Minn. Stat. § 121A.69.]

I. Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. *To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.*

The Pledge of Allegiance, Policy #531

[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]

I. Purpose

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. *To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.*

Chemical/Tobacco Free Workplace

Waconia Public Schools recognize that other drug abuse is a significant social problem with the potential for adversely affecting job performance. No employee of the District will engage in chemical use which adversely affects work performance or which poses a risk to students, other employees, or self, while carrying out his/her responsibilities as an employee of the District. In addition, the District maintains "Smoke Free" buildings and grounds. Faculty, staff, and students are prohibited from smoking anywhere in buildings, vehicles, or on the school grounds.

Privacy and Access to School Records

The school has on file your grades, attendance, standardized test scores, etc., since you began school. If you have attended several different schools, these records have followed you to this school and are on file here.

You and/or your parent/guardian may see the contents of these records by making an appointment with the principal or high school counselor. You may have copies made of anything in the school record, at a cost to you of ten cents per sheet, but you are not permitted to take the original record out of the office. You and/or your parent/guardian may place any statement or items in your record that you wish to, if it pertains to your schoolwork.

You may also request that items be removed from your file. In the event that you and/or your parent/guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately, to the school board.

Your records, or any part thereof (except directory information), cannot be transferred in writing or orally to any other place without the written consent of you and/or your parent/guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not, and cannot by law, without first receiving written consent from you and/or your parent/guardian:

1. send a transcript of your school record to a college, vocational school, or university;
2. Give information from your record to a prospective employer (except directory information).

Written consent can be given by using a form available in the office of the principal or high school counselor, or by writing a letter to the office, requesting the transfer of such records.

Students who are eighteen years of age or older need not seek consent of their parent/guardian to exercise their rights of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota.

These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

Students' and Parents'/Guardians' Rights Regarding Student Records

Independent School District No. 110 gives notice to students and parents/guardians of students in attendance in the district of their rights regarding student records.

The School Board has adopted a board policy in order to assist in the dissemination of information to the public. Certain information is personal in nature and will be disseminated only with specific permission of the parents/guardians or students, 18 years old or older.

Some information regarding students is defined by this policy as Directory Information, and therefore, is public information. Directory information is available to the public upon request to the principal or his/her designee.

Directory Information is limited to the following: student's name and address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received. Student telephone numbers will be made available upon specific request for the following district-recognized support groups: Athletic Boosters, Band Boosters, Choral Boosters, Parent/Teacher organizations, and the Post-Prom Party Committee. Parents/guardians or students, 18 years old or older, may refuse to permit release of any or all of the Directory Information to the public by submitting a notification, in writing, to the principal.

In order to make any or all of the Directory Information "private" (i.e., subject to consent prior to disclosure), the parent/guardian or student must make a written request to the principal within thirty (30) days after receipt of this Student Handbook. This written request must include the following information:

- ❖ Name of student
- ❖ Home address
- ❖ School presently attended by student
- ❖ Specific category or categories of Directory Information which is not to be made public without parent/guardian or student prior to written consent.

Complaints regarding alleged violation of rights accorded parents/guardians or students by Federal Law may be submitted, in writing, to: Family Educational Rights and Privacy Act Office, Department of Education, 330 C Street S.W., Room 4511, Switzer Building, Washington, D.C. 20202.

Student Fee Regulations

The Minnesota Legislature enacted the "Minnesota Public School Fee Law," which went into effect on July 21, 1975. In accordance with the law and school board policy, the following guidelines are set up for fees in Waconia High School.

Permitted Fees:

A school board may charge fees in the following areas:

1. In any program where the resultant product, in excess of minimum requirements and at the pupil's option, becomes the property of the pupil.
2. Admission fees or charges for extra-curricular activities, where attendance is optional.
3. A security deposit for the return of materials, supplies, or equipment. A student may be charged a security deposit for items such as locks, keys, tools, and science, athletic, or audio-visual equipment.
4. Personal physical education and athletic equipment and apparel, although any pupil may provide his/her own if it meets reasonable requirements and standards relating to health and safety established by the school board.
5. Items of personal use or products that a student may purchase at his/her own option, such as student publications, class rings, yearbooks, and graduation announcements.
6. Field trips considered supplementary to a district's educational program.
7. Any authorized voluntary student health and accident benefit plan.
8. For the use of musical instruments owned or rented by the district, a reasonable rental fee not to exceed either the rental cost to the district or the annual depreciation plus the actual annual maintenance cost for each school-owned instrument.
9. Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, and notebooks.
10. Fees may be charged for lost books and/or intentionally damaged books and/or supplies and equipment.
11. Fees specifically permitted by any other statute.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes, and other items of personal equipment.

These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 - 120.76.

Student Activity Fees

The Board of Education has determined that student activity fees are necessary and has taken action to formally put the system into action. The coach or activity director will inform participants of the fee and collection terms. All high school sports and extra-curricular fine arts activities are included in the fee structure.

The rate fee for students in grades 9-12 will be \$200 per each activity.

Football, Lacrosse, and Hockey will be \$250.

Competitive clubs such as Robotics, Knowledge Bowl, & Jazz Bands will be \$80.00 each.

No student shall be assessed a fee for more than three activities during one school year. In addition, scholarships are available.

School Publications and News Media: Student Pictures and Names

Student pictures and identifying names will be printed in the school yearbook and given to the local news media on those occasions that warrant it. However, any student, or the student's parent/guardian, if the student is under the age of eighteen, may request that his/her picture and name not be published in the media or in the school yearbook, with such request to be made in writing to the principal of the school. This does not cover pictures taken by the news media unless we specifically have signed statements to the contrary.

Distribution of Non-School Sponsored Materials on School Premises by Students and Employees, Policy #505

I. Purpose

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Eighteen-Year Old Students

Students eighteen years of age or older are not exempted from any regular school rules and regulations established for the general student body. Eighteen-year olds are bound to school rules.

Students who become eighteen years of age during their school careers will be accorded those rights of majority which are not in violation of school regulations. Examples:

1. Eighteen-year old students may, upon request, receive trimester mark reports personally. Parents/guardians will continue to receive copies of the mark reports as long as the student remains a dependent.
2. Eighteen-year olds are responsible for their own bills and financial obligations.
3. Student absences for eighteen-year-olds will still require parent/guardian verification. The only exception to this is for students who are legally independent and are no longer claimed as dependents by the parent/guardian.

Minnesota State High School League Regulations

All students, teachers, directors, coaches, and administrators participating in League activities are bound by League rules and regulations. Each student participating in League activities will receive online and must read, as well as sign, an individual copy of the League regulations. The school administration is also empowered to make local rulings on individual student misconduct incidents that may not serve the best interests of the school, its student body, or its programs. Some student misconduct may not be prescribed by the League, but may, nevertheless, require local attention.

WHS Academic Eligibility Requirements

1. All students competing or participating in extra-curricular activities must have passing grades and must maintain a 1.67 average in the trimester prior to and during their season (not a cumulative average).
2. In the event a student's GPA is below 1.67 (C- average) or the student receives an "F" in any course at the end of a trimester, he/she will be ineligible for a period of two weeks. After two weeks, a review of the student's grades will be made, and if found to be an overall 1.67 (C- average), eligibility will be restored. If a 1.67 GPA (C- average) is not attained, the student shall remain ineligible for an additional two weeks. This process will continue up to 3 reviews; at which time, a student still not achieving a 1.67 GPA (C- average) will be declared ineligible for the remainder of the trimester.
3. The individual student does carry the responsibility to initiate and complete the grade review process after academic ineligibility is declared.
4. The activities director, a counselor, and a head coach or director not immediately coaching or directing the student shall make up the review board. Decisions of this review board are final.
5. Students operating under an IEP are held accountable to the academic eligibility standards under the terms of the IEP.
6. Students found academically ineligible and without an IEP can be declared eligible by the review board if the student is found to be working to his/her academic potential.
7. Transfer students will be given a reasonable amount of time to establish their academic eligibility before being held accountable to the policy.
8. A student shall be eligible to practice during this time.
9. A student shall also be academically eligible according to the Minnesota State High School League guidelines.

Internet Acceptable Use, Policy #524

I. Purpose

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Citizenship Awareness

Students are school citizens who need to cooperate with reasonable rules of good behavior. What follows are some expectations that the school has of its students.

Care of School Property

Students will not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, paint, or any other instrument. Do not tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, will be subject to school discipline that may include full restitution for cost of repairs or replacement and/or work detail on detention, suspension, etc., and the student may be referred to county authorities.

Lockers

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. **Inspection of the interior of lockers may be conducted by school authorities, or a law enforcement canine, for any reason at any time, without notice, without student consent, and without a search warrant.** The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Each locker has its own lock, with a different combination each year. Students are responsible for helping maintain security by not sharing combinations and reporting lock or locker problems to the office promptly. **Students are not authorized to move from locker to locker without approval from the principal's office.**

If personal items are missing from your locker, report the loss to the Assistant Principal's office as soon as possible. We will help you try to recover your items, but we cannot guarantee recovery and we are not able to pay for the cost of replacement.

Lost and Found

Recovery of lost articles will be more likely if students report their loss immediately, to their teacher or activity supervisor. Check "lost and found" near the High School Guidance office.

Textbooks

Textbooks are supplied free of charge. Students are responsible for reasonable care of their books. Students will meet the costs of lost or damaged books.

Media Center

The media center is a place of quiet study, not a social center. Students who need to use the media center in group assignment settings reserved by teachers have first priority on media center facilities and staff.

Student Valuables

Students are cautioned not to bring large amounts of money, radios, headsets, tape players, or cameras to school. Students who wear glasses, jewelry, or watches should protect them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring valuable items or more money than needed to pay for lunch, leave the items, or money, at the high school office, for safekeeping. Do not leave valuables in your locker.

Visitors

The District discourages the practice of allowing student visitors. On rare occasions and for educational reasons, visitors will be allowed. Arrangements for student visitors must be made at least one day in advance with the Principal or Assistant Principal unless unusual circumstances exist. Visitors must register and secure a pass in the high school office with their student host. A host student must accompany his/her guest throughout the day and will be responsible for his/her conduct. No student visitors are

allowed on exam days, or during the first or final week of any trimester. Teachers should also inform former students they need prior approval for visiting.

Fundraising

All fundraising projects must be approved by the principal. Projects that involve selling merchandise will be limited by the Board of Education and the administration. Tickets or articles of any kind, other than those approved by the administration, may not be sold on school property, or in the name of the school, by students or outside organizations.

Student Phone and Cell Phone Use

Students may make emergency calls from the High School Office area.

From time to time it may be necessary to get a message from home to a student at school. We invite you to call if we can help in this regard. Please be aware that students will not be called from class for anything other than emergency messages. Non-emergency messages will be delivered at lunchtime or prior to the end of the day. Please help us conserve on secretarial and teaching time by communicating messages to your youngster outside of school time whenever possible.

The use of cell phones is not permitted to interfere with the educational process. Therefore, students are not permitted to use cell phones during class time. Student use of cell phones between classes and during lunch is acceptable.

Operation of Motor Vehicles

The safe operation of motor vehicles in parking lots, driveways, and on the streets surrounding the school is essential. There will be no speeding over 15 miles per hour, or any form of reckless driving on the school grounds. State law specifies 15 miles per hour speed limits on streets adjacent to school buildings. Dangerous operation of motor vehicles will result in referral to Carver County authorities and withdrawal of school parking privileges. Violations may result in a fine and/or a parking suspension.

Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches, Policy #527

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

I. GENERAL STATEMENT OF POLICY

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Parking and Parking Lots

Students are encouraged to ride the bus rather than drive to school. For those who choose to drive, student parking is available in lots located on the south & west sides of the high school.

In addition, overflow parking is available in the WLC lot on the west side of County Rd 10.

All students who park on school property must purchase and display a WHS parking permit. The student parking fee is \$120.00 for the entire school year. Students receiving their driver's license mid-year can pay accordingly—i.e., \$80 for 2nd and 3rd trimester only, and \$40 for the 3rd trimester only.

Student parking is not permitted in the east lot, as this is reserved for staff. Parking is not permitted on sidewalks, grass areas, fire lanes, handicapped zones, visitors' zones, reserved areas, in front of entryways, walkways, yellow painted curb areas or in designated staff parking areas. Persons violating this rule will be subject to parking tickets, towing, and/or suspension from school. Students park their vehicles on school property at their own risk. The school district is not responsible for theft or vandalism to vehicles.

Special Services

Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and transition subjects. Support with emotional, behavioral, social, and other disability services are also provided.

Concerns about the need for special help may be alleviated by a pre-referral meeting with the SAT (Student Assistance Team). The SAT will consist of counselors, school psychologists, school nurse, building administration, social worker, and regular and special education teachers. The SAT will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.

Requests for special education evaluations and potential services may be made by parents/guardians, teachers, counselors, etc., on behalf of a student. (Students sometimes refer themselves.) Please contact a teacher, counselor, principal, or the Director of Secondary Student Support Services (Paul Tordoff) if you believe special education evaluation is needed.

Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individual or small groups in a resource room, or a combination of both.

If your child receives or will be evaluated for special education services, Waconia Public Schools will share your child's name and date of birth with the Minnesota Department of Human Services (DHS) in order to determine if your child is on Medical Assistance or MinnesotaCare. If you do not wish to share your child's name and date of birth with the DHS, you must inform Waconia Public Schools in writing no later than October 1.

Send your request to:
Chris Steffen
512 Industrial Blvd. Waconia,
MN 55387
csteffen@isd110.org
(952) 856-4513

Guidance Services

Guidance services are available for all students. In order to visit the counselor, students are to contact the secretary in the guidance office to arrange for an appointment. Among the many duties of the counselor are the following:

1. Withdrawals and Transfers. Students planning to withdraw or transfer from Waconia High School should see the counselor.
2. Registration and Change of Schedule. Registration is held about mid-year for the following year. Students should not expect to change their schedules, but those who feel there is a strong need for a schedule change should see the counselor as a first step.
3. Career and Post-Secondary Education. Information and planning help is available in this critical area. Contact the counselor.
4. Testing. Various academic and vocational tests are given each year through the guidance department. Information regarding other testing opportunities such as ACT and SAT is also available. Dates and times will be announced in daily announcements.
5. Enrollment options, as provided by the State of Minnesota, are available to qualifying students of Independent School District No. 110. These programs include open enrollment, post-secondary enrollment, and students-at-risk. Contact the counselor for additional information.
6. Other concerns such as study skills help with home, school, and/or social problems may also be discussed with the counselor.

It is the professional responsibility of school counselors to fully respect the right to privacy of those with whom they enter counseling relationships. A counseling relationship requires an atmosphere of trust and confidence between the student and counselor. A student has the right to privacy and to expect confidentiality. This confidentiality may be abridged by the counselor where there is clear and present danger to the student or to others.

Health and Safety

Fire Drills

Fire drills are scheduled periodically, in accordance with State Fire Marshall regulations. As soon as the alarm sounds, students should pass quickly and quietly out of the building, according to the directions posted in each classroom. When outside, students are to remain at least fifty feet from the building and wait until the bell sounds again before returning to their classes.

WARNING - Setting off false fire alarms is a violation of state law. Student violators will be suspended and prosecuted.

Safety Glasses

Safety glasses must be worn in all hazardous areas of the building. There is no exception. Safety glasses must be purchased by students in some situations.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the supervisor in charge or to the administration.

Health Services

The mission of Health Services is to provide services to maintain, improve, and promote good health for the learner and ensure that health concerns do not become obstacles to learning. Health Services provides the following services:

- ❖ Assesses individual student health and developmental status
- ❖ Promotes/maintains the health/well-being of all students
- ❖ Develops health plans for students with health conditions
- ❖ Coordinates prevention/control of communicable disease
- ❖ Develops a system of first aid/emergency care
- ❖ Participates in health education
- ❖ Recommends new/updated health policies

Health Records

Students are required to have an individual health record on file in the health office. It contains a cumulative health history, screening results, and immunization history. **Parents/guardians are expected to keep Health Services informed of current or chronic medical problems** (that could affect the student's comfort and ability to learn) **and medications, even if they are not administered at school.**

Health Census Forms

At the beginning of each school year, parents/guardians are expected to complete a health census form for each child, which provides up-to-date medical information. It is the parent's/guardian's responsibility to notify the school of any changes to a student's medical information. This information also provides additional health information for assessments in emergency situations and in advocating for children in the educational setting. **No student may leave school without parent/guardian emergency contact permission.** This form is located at the link below:

<https://docs.google.com/a/isd110.org/forms/d/e/1FAIpQLSdc0zql53HHuke8gGiOsDumTGncOyOjM7eOCX5Ctib5gmgqUQ/vie/wform>

Immunizations

State law requires parents/ guardians to present proof that all immunizations are up-to-date before the first day of school. Students not meeting the minimum requirements will be excluded from school. Students can be exempt for medical reasons with a physician signature or as a conscientious objector (with a notary public signature and seal).

- ❖ Tdap (Tetanus-Diphtheria-Acellular Pertussis) - booster at or after 11 years of age
- ❖ MMR (Measles-Mumps-Rubella) - verification of second dose
- ❖ Hepatitis B Vaccination - series of three doses for grades 9-12 – (Mandatory for K and 7th Grade.)
- ❖ Varicella (Chickenpox) Vaccine – series of two doses—or physician documented date and history of disease – (Mandatory for K and 7th Grade.)
- ❖ Meningococcal Vaccine — (First booster is mandatory for 7th Grade and a recommended 2nd booster dose at age 16). The 2nd meningococcal booster is strongly recommended for all 12th graders in school year 2020-2021.
- ❖ Polio Vaccine – series of at least three doses.

Physical Education Class Excuse

All students are required to take physical education. Following any injury or illness, physician's orders are required for any student to be excused from physical education classes for more than three days.

Injury/Illness/Emergency Care

In case of illness, the school will contact the parent/guardian. The parent/guardian will be expected to pick up the child or make arrangements for someone else to do so promptly. If the school is unable to contact the parent/guardian, the person identified as a contact on the student's emergency contact form will be notified. Parents/guardians should make sure that the emergency contact person has agreed to assume this responsibility, is available, and has transportation. The parent/guardian of each student must establish a workable emergency plan.

If a student leaves the building without permission from authorized school personnel, they will be considered truant and unexcused from any class.

In case of injury or medical emergency, the school will attempt to notify the parents/guardians first, when possible. In a medical emergency, the local emergency system will be used, and the student will be transported to Ridgeview Medical Center, via ambulance, at parent/guardian expense. The student emergency contact and health census forms will be sent with the student to the hospital.

Exclusion for Illness

Students will be excluded from school when they exhibit any of the following symptoms:

- ❖ Oral temperature over 100 degrees F
- ❖ Undiagnosed rash
- ❖ Breathing difficulties
- ❖ Vomiting
- ❖ Diarrhea

Health Services should be notified of any communicable disease and treatment to assure control in other students. Health Service will consult with the Minnesota Department of Health and Carver County Public Health regarding specific health conditions and guidelines.

We will also use the Hennepin County Infectious Disease Manual for childcare settings and schools for guidelines for specific health conditions.

This information can be located at: <https://www.hennepin.us/childcaremanual>

Health Screening Programs

Health Services is available to conduct hearing, vision and scoliosis screening for individual students via parent/guardian request. If you have a concern about your child's hearing, vision or curvature of the spine please contact health services at 952.442.0674 to request a screening. If a teacher has a concern related to your child's hearing or vision, health services will contact the parent/guardian for permission to conduct the screening.

Medications

In accordance with the MN Department of Health recommendations, the school will **NOT** provide any medications, including Aspirin, Tylenol, or Ibuprofen.

Medications will be administered by the district Licensed School Nurse, Health Associate, or other school-trained designated employee under these circumstances:

1. **Prescription and non-prescription medication requires a completed signed authorization form from the student's parent/guardian. For prescription medications a physician signature is required.** The school district may rely on an oral request to administer medication for up to two days until written authorization is received. It is to include:
 - ❖ Student's name
 - ❖ Name of medication
 - ❖ Time of administration
 - ❖ Possible side effects
 - ❖ Dosage and route of administration
 - ❖ Termination date of administration
 - ❖ Reason for medication
 - ❖ Number of tablets sent to school
2. Prescription or non-prescription medication must be in the prescription or OTC labeled container. The pharmacy will divide medication for home and school into two bottles with proper labels.
3. Parents are encouraged to bring medication (especially controlled substances such as ADHD/ADD medication) to the health office for the health and safety of your child and other students. If parents/guardians are unable to bring the medication to school, they should contact the health office at (952) 442-0674 to set up an alternative plan.

4. Students will not be allowed to self-administer or carry medications without a written plan that is agreed upon between the district Licensed School Nurse, Health Associate, and parent/guardian. Self-carry medications are limited to students in 7 – 12th grade and include non-prescription pain relievers, prescription asthma, epinephrine auto-injectors and other emergency medications.
5. Narcotics are not allowed at school. They can't be self-carried, housed or dispensed from the school health office.
6. District 110 prefers not to administer Investigational, Complementary and Alternative Medicines not approved by the FDA. Examples include: essential oils, homeopathic medications.
7. Health Services will not give the first dose of medication to any student.

MN Immunization Registry Connection (MIIC)

MIIC is a confidential, computerized network of shared immunization records in the state, protected by the MN Immunization Data Sharing Law, S144.3351. Parents of new transfer students can choose to be a part of MIIC by completing and signing a form with your child's name, date of birth, and mother's name. You can choose not to be a part of MIIC by not completing and signing the form.

PART II - DISCIPLINE, TRANSPORTATION, AND ATTENDANCE

Student Discipline, Policy #506

[Note: School districts are required by statute to have a policy addressing these issues.]

I. Purpose

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Notification to Staff Regarding Placement of Students with Violent Behavior, Policy #529

General Statement of Policy

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the administrator named in this Policy.
- B. The administration will meet with appropriate staff members for the purpose of notification and the determination of how staff will manage such student.
- C. Only staff members whose work assignment reasonably requires access to the information will receive notification.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

School Discipline Guidelines

Good behavior is necessary to provide a successful educational environment. Waconia High School students are expected to demonstrate appropriate behavior in the school, in the classroom, and at all school activities.

The following information is intended to supplement the Board of Education policy on discipline:

Expected Behavior

To help insure an appropriate educational environment, Waconia High School students are expected to:

1. Be in class on time.
2. Be prepared for class.
3. Bring all required materials to class.
4. Be attentive to classroom activities.
5. Make an effort to be successful.
6. Participate in classroom activities.
7. Show respect for teachers, other students, and school property by not engaging in activities that disturb the class or school environment.
8. Follow the directions of teachers or supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious and may result in detention or suspension from class or school.
9. Help keep classrooms and school neat and clean by not littering.
10. Take care of school property such as books, equipment, etc.

Students who demonstrate behavior that disturbs the educational process in class will be removed from class and referred to the principal for disciplinary action.

Academic Dishonesty

Academic Dishonesty includes cheating, fraud and plagiarism, the theft of ideas and other forms of intellectual property, whether they are published or not. Cheating and plagiarism are extremely serious matters.

Cheating

Cheating is any deceitful or fraudulent attempt to evade rules, standards, and practices to gain an unfair advantage or to protect someone who has done so. Cheating includes but is not limited to:

- Giving or receiving information during an exam, test, assignment, or quiz.
- Using unauthorized materials, like notes, during an exam or in-class essay, or unauthorized dissemination or receipt of exams, exam materials, in-class prompts/notes, or answer keys.
- Taking an exam or writing an assignment or doing a project for another student.
- Submitting the same paper, or different versions of the same paper, in more than one class without the permission of the instructor.
- Fabricating or misrepresenting research or sources.
- Helping another student to commit an act of academic dishonesty or lying to protect a student who has committed one.
- Creating an oral presentation for another student without the permission of the instructor.
- Recreating existing artwork and submitting it as your own.

The penalties for cheating depend on the severity of the infraction and may include disciplinary referral, detention, suspension, administrative conference, reassignment of work/test and/or reduction of points, and/or a student code of conduct violation from extra-curricular activity.

Plagiarism

Plagiarism is the use of another writer's words, syntax, and/or ideas (including another student's) without acknowledging the source. According to the handbook (?) *Writing with Sources*, plagiarism means passing off a source's information, ideas, or words as your own by neglecting to cite them. It is theft of intellectual property belonging to another. The offense is the same if a student allows another student to copy or modify his or her writing for an assignment.

The penalties for plagiarism depend on the severity of the infraction and may include disciplinary referral, detention, suspension, administrative conference, and reassignment of work/test and/or reduction of points, and/or a student code of conduct violation from extra-curricular activity.

**Repeat violations will result in a parent conference and possible removal from class.

Harassment

Harassment is participating in acts or statements that willfully injure, degrade, or disgrace other individuals. Students involved with harassment will be subject to a conference with a principal and/or a parent conference with a principal. A pattern of harassment will lead to detention, suspension, or further disciplinary action of any student involved.

Gambling

Gambling, in any form, is not permitted in the school or on school property.

Cell Phones

The use of cell phones is not permitted to interfere with the educational process. Therefore, students are not permitted to use cell phones during class time, unless permitted by their teacher for an educational learning activity. Student use of cell phones between classes and during lunch is acceptable.

Assaults

1. A student who threatens another student or staff person with bodily harm, without material physical contact, will require a parent/guardian conference and will be subject up to a 3-day suspension.
2. A student who threatens another student or staff person with bodily harm, while in possession of a weapon, or a student involved with an assault with a weapon, will be dealt with under the provisions of the Weapons Policy.
3. A student who is involved in a direct attack on another person will be initially suspended up to 5 days, will require a parent/guardian conference, will be referred to Carver County authorities for assault, and may be recommended to the School Board for expulsion. If a recommendation for expulsion is not made, a behavioral contract will be designed with strict guidelines and consequences, which could include additional suspensions, out-of-school placement, counseling, or expulsion.
4. Students who mutually engage in fighting will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. A second offense will result in a 5-day suspension and a referral to an alternative program. Fighting shall be characterized by a violent, aggressive behavior by two or more individuals, with the intent of inflicting physical harm upon one another, and differentiated from "poking, pushing, shoving, or scuffling."

Insubordination

All employees of Waconia High School have the responsibility and obligation to enforce school regulations. The principal, assistant principal, activities director, teachers, counselors, secretaries, nurse, media specialist, cooks, custodians, bus drivers, aides, and fellow students have the right to correct you if you are violating school rules, and students have the obligation to do as requested.

Insubordination is the willful defiance or ignoring by a student of a reasonable order or request of any school employee. It is a serious type of disobedience that can cause the breakdown of the learning environment. Insubordination is also involved when a student directly attacks a staff member or employee, either physically or with words through swearing or obscene language or gestures.

A student referred for insubordination will be subject to a conference with the principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident. A pattern of insubordination is grounds for removal to an alternative program or expulsion.

Student Dress

The appearance of a student is primarily the responsibility of the individual and his/her parents/guardians. District 110 students are expected to maintain an appearance that is not distracting to teachers and other students, disrespectful to others, or disruptive to the educational environment. We expect appropriate dress and discretion to be used in order to keep the school environment purposeful, practical and meaningful.

The school does not permit bare feet (shoes must be worn at all times), symbols, emblems, badges, signs, words, objects, and pictures on clothing, jewelry, or personal items that represent swear words, sexual inferences, alcohol or tobacco advertising, demeaning phrases, gangs, or discriminatory references to sex, race, or religion or that are lewd, vulgar or obscene. It is not the intention of this dress code to limit a student's right to express political, religious, philosophical, or similar opinions by wearing such apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

When, in the judgment of administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process of school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications, or will be sent home for the day and parents will be notified.

Examples of prohibited attire include, but are not limited to, the following:

- Going without shoes;
- Bandanas of any color;
- Chains extending beyond belt-loop closest to pocket;
- Hats, caps, hoods worn up;
- Short skirts/shorts or insufficient tank tops that expose the midriff or cleavage;
- Clothing with language that is lewd, vulgar or obscene;
- Apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals;

Theft

Theft is defined as the taking or possessing of an individual's or school property without authorization. Students referred for theft will be subject to a conference with the principal, detention, suspension, restitution, or referral to Carver County authorities, depending upon the severity of the incident.

Language

Cursing, swearing, profanity, vulgar and offensive language is not appropriate to the school setting. Students need to be particularly aware of their use of sexually suggestive language. Offenders may be referred to the principal's office for discipline.

Public Display of Affection

Undue public display of affection is not consistent with the learning environment maintained in the school. As a school, we reserve the right to insist that students refrain from kissing, petting, embracing, or any other sexual touching while in the school or on the school grounds.

Commons Area

In order to maintain a clean and pleasant atmosphere in the commons area, your help and cooperation is needed. A few simple rules are listed here for you to follow. If you break any commons rules or fail to cooperate with the supervisors, you will be subject to detention, clean-up detail, or you may be removed from the commons to eat by yourself.

You are expected to help by:

1. Walking to the commons and lining up in the order you arrive (no "backs" or line-jumping allowed).
2. Not throwing food (if you do, you will be required to clean up the mess). If you are with a group that throws food and no one will confess, the group will be subject to clean up.
3. Depositing all lunch litter in wastebaskets.
4. Bringing your tray and utensils to the dishwashing window and stacking neatly.
5. Leaving the table and floor area where you sat, clean for others.
6. Not leaving the commons without permission from the supervisors.
7. Leaving chairs and tables as they were arranged.
8. Not taking food out of the commons.
9. You may pick your own seat, but should limit yourselves to 6 - 8 people per table. Students are not to wander from table to table.

Spectator Buses

A spectator bus will be provided to transport students to away games when demand warrants it. This is a privilege granted to those who do not abuse it. A charge will be collected in advance to cover the cost of transportation. Tickets are sold by the activities office. The following regulations must be followed:

1. All school district discipline rules are in effect. Any undesirable behavior will result in loss of privilege to ride the spectator bus and further disciplinary action may be taken.
2. The bus will depart from the school at the time scheduled; it will not wait. On the return trip, the bus will wait fifteen (15) minutes for tardy riders, during which time the chaperones will make a reasonable effort to locate the missing person(s). After fifteen (15) minutes, the bus will depart.
3. Only school students are permitted to ride the spectator bus. No other students or non-school people may be guests.

Student Use and/or Tobacco Possession

Student use and/or possession of tobacco or nicotine in any form, including snuff, electronic cigarettes or e-hookahs, is not permitted on any school property, on buses, or at any school event, home or away. This “no smoking” policy is in effect before, during, and after regular school hours. Students reported for smoking or chewing will be penalized according to the following procedure:

First Offense: Student will be suspended out-of-school for one day.

Second Offense: Student will be suspended out-of-school for two days.

Repeated Offenses Beyond the Second: Student will be suspended out-of-school for three days.

Students who continually break this policy will be considered insubordinate and may be recommended to the school board for expulsion.

Drug and Alcohol Violations

Waconia Public Schools state the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Possession or use of alcoholic beverages, paraphernalia and/or illegal drugs is prohibited on school premises, school buses, school-sponsored activities, or while representing the school in any way. This includes any substances or products that alter the central nervous system (e.g. synthetic drugs, glue, bath salts, etc.).

A student found to have an alcoholic beverage in their possession or be under the influence in school, or at a school-sponsored function, whether on or off school grounds, will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. In addition, the student will be referred to the S.A.T. (Student Assistance Team) for chemical issue follow-up as appropriate.

A student found in possession of mood altering chemicals, paraphernalia, drugs, or to be under the influence of mood altering chemicals or drugs in school or at a school-sponsored function, whether on or off school grounds, will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. In addition, the student will be referred to the S.A.T. (Student Assistance Team) for chemical issue follow-up as appropriate.

A student discovered selling, or possessing with the intent to distribute, mood altering chemicals or drugs will be suspended up to 5 days and referred to Carver County authorities. During the suspension, school officials will meet to discuss possible alternatives, including an alternative program, out-of-school placements, or expulsion.

Students will be referred to the District Chemical Counselor for chemical issue follow-up if the school receives a Chemical Violation report from a State, county or local law enforcement agency.

Alcohol/Tobacco/Controlled Substance Possession and MSHSL Eligibility

Students participating in extra-curricular activities and who are found to be in possession of alcohol or tobacco (including electronic cigarettes or e-hookahs) or any other controlled substance, or are cited for possession, will be penalized according to Minnesota State High School League regulations. The penalties for possession will be identical to those for consumption or use. This policy is in effect for students year round, and is not limited to the school year.

Leadership Eligibility

Students will be eligible to be in positions of school leadership (i.e. Homecoming candidates, Student Government, Class Officers, National House Society, Student Activities, captain of a team or activity, etc.) if they have been in good standing at least one year prior to and through the appointment. By good standing they may not have had any out of school suspension or violated any of the local or MSHSL rules for mood altering chemicals, and/or harassment/hazing as they appear in the student handbook and MSHSL pamphlet. Violations will result in removal from leadership position(s).

Homecoming Eligibility

All Homecoming candidates and underclass pages and escorts must be eligible under MSHSL rules. No student will be named to the Homecoming Royalty Court who is not in compliance with MSHSL rules, and if a student named to the Court is cited for a rules violation, they will be removed from the Coronation, pep fest, or other activities associated with Homecoming Week.

Detention

Students may be assigned to detention for disciplinary purposes. Detention is held from 7:15 – 8:00 a.m. or 2:55 p.m. to 3:45 p.m. Teachers may also assign and supervise their own detention. Failure to serve an assigned detention will result in an additional detention, or suspension, being assigned.

School Time Detention

Students on school time detention are assigned to the High School Office from 8:00 a.m. to 2:50 p.m. They are isolated from other students and are encouraged to read or study. They are not allowed to participate in breaks or to eat lunch in the commons.

Café 110 Notes

Meal Prices 2020-2021

	<i>PK, 1-5</i>	<i>K</i>	<i>6-8</i>	<i>9-12</i>	<i>WLC</i>	<i>Adult/Guest</i>
<i>Breakfast</i>	1.00	Free	1.00	1.00	Free	\$2.10
<i>Lunch</i>	\$2.85	2.85	\$3.00	\$3.15	\$3.15	\$4.00
<i>Milk</i>	.55	.55	.55	.55	.55	.55

Account Balances

Funds must be available in student meal account to receive meal services. Students with a negative balance will be allowed to purchase meals until their balances reach -\$10, at that point students will be unable to make purchases using their meal account.

Meal Account Balance e-Notices

E-mail notices are sent to families when their student meal account balance is at or below \$10. This email is intended as a “friendly notice.” If you do not receive our e-mail balance notice:

1. Your student account balance may not be below the \$10 threshold when we cue the notice or
2. We do not have your current e-mail address; to update, please call 952-856-4512.

Depositing Money into Meal Accounts (*please note: deposits may take 48 hours to process*):

1. Cash or Check: give a check or cash to the café cashier or school office drop box. Be sure to include student name and ID along with the payment.
2. Online Charge: www.isd110.org. Select “Café 110”, and then click Online Payments.

At the end of the school year, student account balances will roll over to the next school year (negative balances must be corrected before the last day of school).

Graduating Seniors/Students Leaving the District:

Efforts will be made to draw senior meal account balances to \$ 0.00 by the last day of school. Balances will be: 1. transferred into a sibling account, 2. a balance over \$10.00 will have a refund sent home (negative balances must be corrected before the last day of school).

Students leaving the district with less than \$10.00 in their account will have the balance deposited into the District’s Caring Heart Fund. This is used to help students/families, who are in need, purchase school meals.

Meal Benefits

Free and reduced lunch applications are available on the District website at www.isd110.org, Café 110, Reduced Meals. A new and complete application must be submitted every school year.

Please contact Barbara Schank, LD, Director of Nutritional Services, at bschank@isd110.org or 952-856-4512 with questions or comments.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is

derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, [complete the USDA Program Discrimination Complaint Form](#), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Lunch Passes

When the Board of Education eliminated open lunch, they also declared that no lunch passes would be permitted.

Students Outside

Students are not allowed outside of the building without permission during the school day. Students who violate this rule will be referred to the Assistant Principal's office for disciplinary action.

Student Transportation Safety, Policy #709

I. Purpose

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Student Attendance, Policy #503

The school board believes regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

If a student is going to be late or absent for any reason, a parent or legal guardian must notify the school. Notification must be by phone to our attendance office at 952.442.0680. Messages can be left on the attendance line any time of the day. Written notes are not accepted. Failure to report an absence or tardy will result in an unexcused.

To see this policy in its entirety, go to About Us on the District 110 website (www.isd110.org) and click on District Policies.

Supplement to Attendance Policy

After Seven Absences

Students will remain on the class roster and be expected to attend class until their appeal has been decided or other provisions made.

Extra-Curricular Participation

In order to participate or practice, a student must be in attendance **ALL DAY** on the day of an event (game, play, concert, etc.), unless an exception is approved, in advance, by the principal.

Planned Absences

Students, who will miss classes due to pre-arranged family business, a family trip, or college visits, will be required to complete a Planned Absence Form and return it to the Attendance Office **prior** to the absence. Failure to complete the form and return it **before** the absence will result in an **unexcused** absence being recorded. Teachers will require that work be completed before they sign the form, or make arrangements for the work to be made up. Excusable family business includes college visits, legal appointments, extended medical leave, and family vacations.

Tournament Attendance Policy

Our close proximity to the metro area makes it very convenient for our students to attend the many state tournaments. While we do not encourage attendance at tournaments that we do not have teams or individuals competing in, we recognize that in some cases, attendance is desired. If parents/guardians wish to have their child excused for a tournament, they must notify the school at

least one day prior to attendance, and the student must follow the Planned Absence Procedure. Students attending tournaments without following the Planned Absence Procedure will be considered **unexcused**.

Late Arrivals

It is expected that all students will make necessary arrangements to arrive on time to school, whether that means riding the bus, walking, or riding to school with a friend. Any time a student arrives to school after Period 1 has begun, he/she is required to stop and sign in at the Attendance Office. Typically, missing the school bus, over-sleeping or repeated car problems will be classified as an unexcused tardy. In cases of inclement weather, students are encouraged to ride the school bus or leave early enough to arrive on time.

Lunch Attendance

All students will be expected to spend their entire lunch period in the commons unless an arrangement has been made with a staff person to be under their supervision. Students may not wander about the building, sit in the halls, or be outside. Students who skip lunch will be penalized as follows:

- ❖ 1st violation – Three lunch detentions
- ❖ 2nd violation – Six lunch detentions or before/after school detention ❖ 3rd violation – Consequences to be determined by Administration

Penalties and Consequences for Exceeding Absence Limits

- ❖ For each unexcused absence from any class, the student's trimester grade will be reduced by one increment. The existing marking system will have twelve increments: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. A reduction of one increment will, for example, result in a reduction from B to B-, on the second instance of unexcused absence from B- to C+, etc. At the beginning of each marking period, grade increment reduction will begin anew.
- ❖ Students may be dropped from each class in which they accumulate more than six (6) excused and/or unexcused absences in one trimester.
 - If a passing grade exists at time of drop, the student's record will show no grade (NG) for the entire trimester.
 - If a failing grade exists at time of drop, the student's record will show failure (F) for the entire trimester.
- ❖ All excused and/or unexcused absences, except school-authorized/approved absences, will count toward the maximum allowance of six (6) absences in a trimester. Suspensions from school, while classified as excused since they are involuntary, will not count toward the six (6) maximum allowable absences in a trimester, and will not result in automatic grade reductions.
- ❖ Absences for unverified reasons, or for reasons other than those recognized as excused, will be classified unexcused. Students able to produce evidence warranting consideration for a change from unexcused to excused must do so within five (5) school days following the period of absence. When administrative determination has been made to change a recorded absence from unexcused to excused, the teacher will be notified of the change and an admit slip verifying the change will be issued and it will be the student's responsibility to present such slip to appropriate teachers.
- ❖ Leaving the building without authorization will result in the recording of an unexcused absence for each class missed and there will be no opportunity provided to petition for a change to excused absence.

Tardiness

For every class period at Waconia, the student is to be on time. Anytime students arrive after the Period 1 starting time, they must report to the office for a tardy slip. For Period 2 and subsequent periods, the individual teachers handle tardies to class. They will announce their policies at the beginning of each trimester. Three unexcused tardies will equal one unexcused absence, and will count toward the total absences for the trimester.

Appeal Procedure

- ❖ A student who receives notice of a class drop may petition the Appeals Committee for a waiver if there is a genuine, supportable belief that extenuating circumstances exist. The student and/or parent/guardian may request appearance at the Committee hearing to offer information supporting the appeal.
- ❖ The Appeals Committee will review all evidence, consider any extenuating circumstances, and strive to achieve and render impartial judgments in a systematic manner.
- ❖ The high school principal will identify the members of the Appeals Committee. The committee will consist of no fewer than three certified members, one of whom would be an administrator or counselor.

Graduation – Your Goal

All seniors have the individual responsibility to verify their current credit status with the guidance department. Any doubts or questions which seniors may have concerning their graduation should be cleared up during the first trimester of the school year. Seniors who fail to take this initiative will bear the full responsibility for later consequences.

Seniors who are short of reaching their graduation requirements must select, through the guidance department, one or more alternative programs available to them.

Students who desire help can take advantage of the Learning Labs offered Mondays, Tuesdays, Wednesdays, and Thursdays from 3:00 – 4:00.

Learning Lab staff are available to provide academic support, homework help, make-up opportunities, and study time for students in Grades 9-12.

The Waconia Learning Center (W.L.C.) provides a set of required and elective courses which are available in the late afternoon and evening. These programs enable students to make up credits they may have lost due to failure or other circumstances. Students may take individual courses at the A.L.C. No transportation is provided by the school district to the W.L.C.

Graduation

Students may participate in the graduation ceremonies if they have a one (1) credit deficiency caused by a third trimester failure. All other 9-12 credit requirements must be complete. A credit make-up plan must be approved by the principal/counselor prior to graduation. PSEO students who fail any courses in the first semester may be required to verify passing grades for their second semester courses in order to participate in the graduation ceremony. A diploma will be awarded after **all credits** have been verified. This policy also applies to students in an alternative school who are planning to graduate from Waconia High School.

Testing & Assessment

District 110 uses a variety of standardized assessment tests to help evaluate student performance. Results of these tests provide data to schools, teachers, students, and parents that show areas of strength and areas requiring improvement.

For high school students, college entrance exams like the ACT may determine which college a student attends, and whether academic scholarships are awarded. Students are encouraged to participate in ACT prep and repeat exams to try and better their scores.

With testing stakes high, students must come prepared to do their best. Three kinds of parental involvement at home are consistently associated with higher student achievement:

1. Actively organizing and monitoring a child's time
2. Helping with homework
3. Discussing school matters

Assessment Calendar

Please click this link for specific testing dates:

[2020-21 Assessment Calendar](#)

What if I choose not to have my student participate in statewide assessments?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/ guardians and include a form to complete if they refuse to have their student participate (see link below). All forms should be completed and returned to the student's site by January 15 to best support school district planning. Your student's district may require additional information.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waconia Public School District (ISD110) to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. The Waconia Public School District (ISD110) will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Report Cards

Report cards are available on-line. Report cards are not mailed to students unless requested in writing. Report cards are produced on a computer form and include such information as grades, comments, classes attempted and number of days absent and/or times tardy. If there is any question about any information on the card, please call the counselor or the designated teacher.

Credit Requirements

Minnesota State Law and Department of Education regulations require that students are enrolled in classes six (6) hours per day to receive full state aid. The only early releases from the regular school day are through an approved work-study class, which releases students for a supervised work experience. Work-experience is open to students in 12th grade only.

All students must attempt a minimum of 15 credits per year and a total of 60 credits could be earned in a four-year period. A minimum of 55 credits are required for graduation. Any trimester grade of F, for any course, results in loss of credit for that course. If the course is required for graduation, it must be repeated or made up through the Learning Lab, summer school, night school, A.L.C., or a correspondence course, before a diploma will be issued. Credits for graduation are subject to change by Board of Education action. The High School Counselor must approve all make-up arrangements.

Pass and no grade options are available to 12th grade students, for a maximum of two elective credits during their high school career. These option requests must be made by the student during the first five (5) days of the course offering and receive instructor and counselor approval.

Loss of Credit

Students will be denied credit for any class in which the combination of excused and unexcused absences exceeds six (6) in one trimester. All absences will be counted in the accumulation of the maximum except those absences that result from participation in school-sponsored/approved activities.

Withdrawal from Classes

After a student has registered for a class and has attended the class for two (2) days, the following drop procedure must be followed:

- a. Discuss the reasons for dropping with the Guidance Counselor.
- b. Process a Drop/Add form, including signatures of teacher(s)/counselor and parent/guardian.

Program Change

Any program changes made will be completed only with the understanding that absolutely necessary educational needs are at stake. Changes in course work will be made only under the following conditions:

1. One or more of the following must approve course changes: the guidance department, affected teachers, and parents/guardians.
2. Course changes will not be made if over- or under-loaded class settings result. The administration will determine over- and under-loading conditions.
3. A career or course sequence decision change has occurred and specific plans explaining the change are described.

4. Course changes cannot occur after the end of the first three full school days in each trimester.

Class Drop Deadline: After three days, dropped classes will remain on the permanent, cumulative records. A conference with teacher(s), counselor, and student will be held to determine what grade designation will be assigned.

5. Courses dropped must be replaced with approved alternative courses and no changes are complete until all documented changes are finally approved. (If a class is dropped with a failing grade, the F grade stands, with no credit given.)

Marking

Marks A, B, C, D, and (Pass) are passing. A indicates exceptionally fine work; B represents better than average work; C indicates average work; D indicates poor work; (Pass) indicates that student performance has been satisfactory. A mark of F indicates failure.

Grade point averages (GPAs) are computed electronically. The numerical point equivalents for marks are as follows:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	.00
P (Pass)	
No numerical computation, but credit received.	
NG (No Grade)	
No numerical computation.	
I (Incomplete)	

Pass/fail options are available to 11th and 12th grade students for a maximum of two (2) elective credits during their high school career.

This option request must be made by a student during the first five (5) days of the course offering and must receive teacher and counselor approval. Students choosing this option must maintain a "C" average in the course to obtain a "P." Failure to do so will result in an NG grade.

Honor Rolls

Trimester honor rolls, for all senior high students, grades 9 - 12, will be based upon a 4.00 GPA (grade point average). All student marks will be included in the grade point average. "Incomplete" marks seriously reduce the GPA and may prevent trimester honor roll recognition.

Honor rolls will be posted each trimester, with the names of those students earning a 3.000 or higher GPA for that grading period (Honor II), and the names of those students earning a 3.666 or higher GPA for that grading period (Honor I).

In addition, graduating seniors will be recognized as Honor Students at the Commencement ceremony, based on their cumulative GPA at the end of the second trimester (first semester for PSEO students). Students with a GPA of 3.75 or higher, and a minimum of six honor credits, will be recognized as Cum Laude graduates. Students with a GPA of 3.85 or higher, and a minimum of nine honor credits, will be recognized as Magna Cum Laude graduates. Students with a GPA of 3.95 or higher, and a minimum of twelve credits, will be recognized as Summa Cum Laude graduates. Honor distinctions will be based on the student's GPA at the end of the second trimester (first semester for PSEO students), and will include honor credits for honor courses they are enrolled in third trimester (second semester for PSEO students).

WHS Honors Plan/ Commencement Recognition

1. Three levels of Honors for graduating seniors

- 3.75 – 4.0 and 6 honor credits, Cum Laude
- 3.85 – 4.0 and 9 honor credits, Magna Cum Laude
- 3.95 – 4.0 and 12 honor credits, Summa Cum Laude
- ** Committee selects two student speakers

2. Qualifying courses and number of honors points

<u>AP</u>	<u>CIS</u>	<u>PLTW</u>	<u>Articulated</u> *Only if students earn & receive the articulated credit
AP US History (2)	Spanish (3)	Engineer Design (2)	Accounting I, II, III (3)
AP World History (2)	UMTYMP	Civil Engineering (2)	Microsoft Office (1)
AP Government (2)	Physics (3)	Comp Integ Manuf (2)	Adv Microsoft (1)
AP Language (2)	College Freshman	Biotech Engineering (2)	Child Develop (2)
AP Literature (2)	Comp (1)	Eng. Design & Dev (3)	Human Relations (1)
AP Statistics (2)	French (2)		Entrepreneurship (1)
AP Calculus AB (2)			Intro to Construction (1)
Calculus BC (1)			Cabinetry (2)
AP Biology (2)			Metals Tech (2)
AP Chemistry (2)			Culinary Arts I
AP Art (2)			Culinary Arts II
Pre-AP English 9 (2)			Medical Terminology (1)
Pre-AP English 10 (2)			Nursing Assistant (1)
			Intro to Education (1)
			Ag Careers (1)
			Police & Community (1)
			Intro to Corrections (1)

Breakdown

Social Studies – 6 possible

English – 9 possible

Math – 5 possible

Science – 7 possible

STEM (Science, Technology, Engineering, Math) - 8 possible

Bus/Comp – 5 possible

FACS – 6 possible

Ind Tech – 8 possible

Art – 2 possible

PSEO

Accept credit for English, Science, Social, Math (3 semester credits = 2 WHS credits).
No credit for non-credit bearing or elective classes.

Foreign Exchange Program

There are many programs available to provide educational opportunities for WHS students to study abroad. Students who may be looking ahead to being an exchange student should make plans to complete their required course work at WHS. All credits received in an exchange program will be considered as elective credits and will not fulfill WHS requirements.

The Vocational Center

Students are advised to stay alert for special meetings, tours, interviews, and registration procedures conducted for Vocational Center students. Additional materials and information can be found in the high school guidance office.

All Vocational Center students are subject to the rules and regulations of the Vocational Center and also those of Waconia High School. A Vocational Center handbook has been prepared for student convenience. Please read it, also, as there are important items of information for students to know about.

Non-Discrimination Policy

It is the policy of the Carver-Scott Educational Co-operative and Independent School District 110 not to discriminate on the basis of sex, race, creed, color, sexual orientation, or physical disability in their educational programs, activities, or employment practices and policies. Inquiries regarding compliance with the non-discrimination titles and statutes may be directed to: Ms. Julie Cink, 512 Industrial Blvd., Waconia, MN 55387 or by telephone at (952) 442-0602; or to: The Director, Office of Civil Rights, Region 5, 300 South Wacker Drive, Chicago, IL 60606.

Waconia Elementary Schools Student Handbook



Bayview Elementary
24 South Walnut St
Waconia MN 55387
952-442-0630
Ann Swanson, Principal

Laketown Elementary
960 Airport Rd
Waconia MN 55387
952-442-0690
Keith Baune, Principal

Southview Elementary
225 West 4th St
Waconia MN 55387
952-442-0620
Khuzana DeVaun, Principal

Dear Parents and Students,

Welcome to Waconia Public Elementary Schools. We are pleased that you are a member of our school community. Together, we are able to make ISD 110 a place where you **Explore Your Passions and Create Your Success**, and where good things happen for children every day. Our goal is to provide inspirational opportunities for social, emotional, physical and academic growth. We want our students to be effective learners and responsible citizens. With your support, we can be a beacon of hope for children and light the way for students to create their own success stories.

As a parent, you are an essential link in your child's education. This handbook will assist you in becoming familiar with the practices in the elementary schools. It is our suggestion that parents and students read the handbook together. We are hopeful that it will serve as a part of our communication network with you along with scheduled conferences, curriculum events, newsletters, progress reports, individual notes and phone calls.

We value your contribution of ideas, time, and effort. They benefit not only your own child, but every student at Waconia Public Schools. If you have a question, comment, concern or compliment about school, please do not hesitate to contact the school principal or your child's teacher. We're always happy to hear from you.

School office hours are from 7:30 a.m. to 4:00 p.m. Another way you can contact the school is through email. The e-mail address is the staff member's first initial followed by the staff member's last name, then @isd110.org. Here is an example: Jane Doe's email is: jdoe@isd110.org Email addresses can also be found on the district website staff directory.

We look forward to each new year as we continue to soar with success. Thank you for entrusting your child to our program.

Warm regards,

Ann Swanson, Bayview Elementary Principal
Keith Baune, Laketown Elementary Principal
Khuzana DeVaan, Southview Elementary Principal

[Click here for District 110 School Policy Information](#)

Waconia Elementary Schools

Schools:

Bayview Elementary

24 South Walnut St
Waconia MN 55387
Office/Attendance Line 952-442-0630
Fax - 952-442-0609
Health Office - 952-442-0630
Principal: Ann Swanson 952-442-0630

aswanson@isd110.org

Laketown Elementary

960 Airport Rd
Waconia MN 55387
Office/Attendance Line 952-442-0690
Fax - 952-856-4530
Health Office - 952-442-0690
Principal: Keith Baune 952-442-0690

kbaune@isd110.org

Southview Elementary

225 West 4th St
Waconia MN 55387
Office/Attendance Line 952-442-0620
Fax - 952-442-0629
Health Office - 952-442-0620
Principal: Khuzana DeVaan 952-442-0620

kdevaan@isd110.org

School Hours:

8:02 a.m. - 2:42 p.m.
Morning Recess: 7:45-8:00 a.m.

Bus Transportation:

Koch Bus Company 952-442-3370

Nutritional Services:

Director: Barb Schank 952-856-4512
Admin. Assistant: Tracy Braun 952-856-4523

bschank@isd110.org

tlbraun@isd110.org

Kids Company:

Supervisor: Jenny Merritt 952-442-0618

jmerritt@isd110.org



Absences



Children are expected to be in school every day unless they are ill or there is an emergency in the family. If children are ill, it is better to keep them home than expose others to illness. When a student will be absent for any reason, the parent is expected to notify the school. Parents are requested to call the school office by 8:30 a.m. on the day of absence to give the reason for the absence. If there is no call, safety calls are made by office staff to verify your child's location.

Excused absences include but are not limited to: illness, doctor appointments, death in the family/funeral, family emergencies, and family vacations. Unexcused absences include but are not limited to: babysitting, shopping, missing the school bus, oversleeping, repeated car problems, and truancy. Principals will communicate with and notify families if attendance becomes problematic.

After 15 consecutive days absent, State Law requires that we withdraw the student from our enrollment. Upon the student's return, the original enrollment form must be re-signed and dated by the parent or guardian.

Activity Fee

Activity funds are used to pay for things such as special projects, grade level celebrations, grade level T-shirt, daily planners, and field trips. Should this fee prove to be a hardship for your family, assistance is available by contacting the school office.

Alternative Instructional Arrangements

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style. Alternative instructional arrangements are provided in accordance with District 110 Policy.

Animals in the School



To prevent exposure to allergens and to maintain the health and safety of students and staff, animal visits must be approved by the principal and the district health coordinator prior to the visit. Please call prior to the visit.

Arrival Time

School begins at 8:02 a.m. If your child does not ride the bus, please plan for your child's arrival **between 7:45 a.m. – 8:00 a.m.**

7:45-8:00 a.m. Morning Recess

8:02 a.m. School begins ~ Students report to classrooms

Assembly Programs

Periodic all-school and small group assemblies will be scheduled at school, providing students with a special learning experience. The scheduled assemblies are posted on the school website, communicated through school newsletters and/or added to the school event calendar. Most of these programs are related to curricular units as well as being provided to students in recognition of positive behavior.

Assessments



The District 110 Elementary Schools use a variety of assessments to measure student performance and growth. Results of these measures provide teachers with the information needed to develop appropriate lessons and improve instruction for all students. These assessments are generally administered three times per year (fall, winter, and spring) and assess the areas of reading, mathematics, and social development.

Kindergarten & First Grade Early Reading: Early Reading is a suite of short assessments that provide information about early reading and language development. Each test is individually administered by a teacher or trained test administrator and provides information about concepts of print, phonemic awareness, phonics, and word decoding.

Kindergarten & First Grade Early Math: Early Math is a suite of short assessments that provide information about early numeracy development. Each test is individually administered by a teacher or trained test administrator and provides information about number recognition, number counting, number order, and number relations.

First-Fifth Grade CBM-Reading: CBM-Reading is a simple and accurate tool to measure reading fluency. Reading fluency is the ability to read text accurately and at a rate that is age-appropriate. Students read three short stories and the teacher counts the number of words read correctly during each one-minute timing. Monitoring fluency is important to a child's overall reading development and comprehension.

Second-Fifth Grade aReading and aMath: aReading and aMath are computer-adaptive assessments of broad reading and math skills that are individualized for each student. Results help teachers know if students are mastering grade level material, as well as monitor growth between testing periods.

Developmental Reading Assessment (DRA): The DRA is an individually administered assessment of a student's reading level, accuracy, fluency, and comprehension. The DRA provides teachers with information that helps them determine a student's independent reading level and to focus on specific goals that the student needs to learn next.

Social, Academic, Emotional, Behavior Risk Screener (SAEBRS): The SAEBRS is a universal screening tool completed by teachers to evaluate a child's social development. Results assist teachers and other support professionals in creating a positive school climate, as well as helping students develop positive relationships with peers and adults.

Minnesota Comprehensive Assessment Test - (MCA-III): The MCAs evaluate student progress toward achievement of high standards in reading and math at the 3rd, 4th, and 5th grade levels. The 5th grade students have an additional test in science. This information is used to implement improvement strategies. The MCAs are administered in April. [Click this link](#) for specific testing dates.

What if I choose not to have my student participate in statewide assessments? Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate (see link below).

All forms should be completed and returned to the student's school by January 15 to best support school district planning. Your student's district may require additional information.
[Minnesota Department of Education Parent/Guardian Guide to Statewide Testing](#)

Attendance



Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. The primary reasons for absences should be illness or family emergency. Students are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within five days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the principal or teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Please refer to the tardy and absence guidelines below:

Arrival:

8:10-8:30 a.m.	Students marked tardy
8:30-11:00 a.m.	Students marked ½ day morning absence
11:00am-2:00 p.m.	Students marked ½ day afternoon absence

Any student leaving the building before dismissal time must be signed out at the office. In no case will a child be released to a person without proper identification.

Any student who misses, or it is anticipated will miss more than two consecutive weeks of school due to illness and/or injury, may be eligible for a homebound program of instruction. It is the responsibility of parents to contact the school office if they believe homebound instruction would be appropriate.

Parents have the ability to monitor student attendance on Infinite Campus, the district student reporting program.

School attendance is of utmost importance to the academic and social growth of a child. That being said, it is unavoidable to miss school due to illness or a family emergency. For these reasons elementary schools do not give out PERFECT ATTENDANCE AWARDS at the end of the year.

Band

Fifth graders have the opportunity to participate in the **Fifth Grade Band Program**. Students receive instructional lessons on a weekly basis and are involved in two concerts during the school year.

Bike Safety

Your child is welcome to ride his or her bike to school. Please talk to your child about bike safety. Ask your child to walk the bike across the street to school, in the school parking lot, on the sidewalk, and wherever pedestrian traffic is busy. Remind your child to watch for traffic at all times. We strongly encourage you to have your child wear a bicycle helmet and bring a bicycle lock. A bike rack is provided. The school is not responsible for loss or damage. Skateboards, inline skates and roller shoes may not be used on school property.

Birthdays



❖ Birthday Invitations

All children love to be invited to a birthday party. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out and they are not included.

❖ Birthday Treats

Please remember to let the teacher know ahead of time if you would like to send treats to class. The State Department of Education requires that all treats brought to school be commercially prepared.

Since many children have a variety of food restrictions we strongly encourage you to consider a non-food item. A few suggestions would be pencils, erasers, small notebooks, yo-yos, bouncy balls, etc. A board game or book donation to the classroom are also fun ways to honor a child.

Bus Conduct



Please remind your children that you expect them to follow bus rules and to be well-behaved and obedient to the driver. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked.

Elementary students are instructed in safe and appropriate bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behave in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops or at pick-up/drop-off areas will be disciplined.

Consequences for Misconduct on the Bus

This process will be followed if a student is referred for misbehavior on the bus:

- First Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents.
- Second Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents, detention/in school time out, 3-5 day bus suspension.
- Third Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents, detention/in school time out, 3-5 day bus suspension.
- Fourth Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents, detention/in school time out, 5-10 day bus suspension.
- Fifth Bus Report: loss of ridership remainder of school year.

Severe Clause

Misbehaviors which are major will result in immediate loss of the privilege to ride the bus.



Cell Phones/ Electronic Communication Devices



While responsible use of cell phones is permitted during non-school hours, all cell phones must be powered off and secured from 7:45 a.m. to 2:45 p.m. unless otherwise directed by a school staff member. Cell phones or other electronic communication devices with telephone or picture taking options are not allowed to be visible in lavatories or on school buses. If a student is found to be using his/her electronic devices inappropriately, the student may have their electronic devices confiscated until the parent or guardian is able to retrieve the item. Furthermore, students are expected to follow District 110 Policy 524 ~ INTERNET ACCEPTABLE USE AND SAFETY POLICY. Violations of this policy are subject to disciplinary action.

Change in End

Students must provide a parent/guardian signed note to the teacher if there is any change to their end of day plans. If no note is brought to school, the child will be

<p>of Day Plans</p>	<p><u>expected to follow their regular end of day plans.</u></p> <p>We ask that you call before 1:30 p.m. regarding any end-of-the-day transportation changes to ensure that the school office has sufficient time to notify the teacher. It is also required that you notify the school office if someone other than a parent/guardian will be picking up your child. Photo identification will be needed before the child will be released to the parent requested adult.</p>
<p>Classroom Assignment</p>	<p>District 110 elementary schools have established an effective and equitable classroom assignment process. Parents have an opportunity to participate by completing a Parent Input Form available in spring. Please <u>do not</u> request a specific teacher when completing this form. In order for input to be considered, the form must be turned in on or before the deadline.</p> <p><u>Placement Process:</u></p> <ul style="list-style-type: none"> ● Parents may complete the Parent Input Form (date deadlines apply). ● Classroom assignments are based on many educational considerations, parent and teacher input. ● The principal has the final authority on all placements.
<p>Code of Conduct</p>	<p>District 110 is committed to providing a quality education for all students. The staff is committed to providing an atmosphere conducive to learning. School wide expectations for behavior have been developed to enable teachers to teach and students to learn.</p> <p>All staff members are working together to provide clear and consistent expectations for students. The teachers are explicitly teaching the expectations for appropriate behavior in the hallway, restroom, lunchroom, playground, classroom and common building areas.</p> <p><u>Expectations and Interventions</u></p> <p>During the first few weeks of school, staff will take the opportunity to explain behavior expectations and school rules to students. Staff continue to re-teach students appropriate behavior throughout the year. Occasionally, a student's behavior may be unsafe and/or may be interfering with the learning of your child or others. Any adult staff member may intervene in these situations. Interventions may include: discussion and/or apology, contact with home, removal from class, loss of privileges, restitution & community service. Discipline may also include detention, suspension, referral to an agency or program, and/or referral to the police, when deemed necessary. Records of the disciplinary measures may be kept by the school.</p> <p><u>Incidents Involving Weapons or Threatening Behavior</u></p> <p>Protecting the safety and well being of children is important at Waconia Public Schools, ISD 110. To that end, there is a No Tolerance Policy with respect to weapons. Families are asked to explain to their child(ren) that anything used to hurt or threaten another person is not welcome in District 110. Students will be suspended and/or expelled from school for possessing or using a weapon (or any object that is used as a weapon.)</p> <p>Anytime a child behaves in a way that threatens the safety of others, staff will intervene, remove the child from contact with others, and contact the parents. Additional interventions will be determined based on the situation.</p>
<p>Communication</p>	<p>Maintaining a connection between home and school is a top priority. In order to stay current and updated on all school information, please visit our website at</p>

	<p>www.ISD110.org. Information will be updated and added to the website on a regular basis, so please visit it often.</p> <p>Teachers use Schoology/Seesaw to communicate information. Students will also bring home a RED folder containing information. It's important that parents take a moment to read through and clear out this folder each day.</p> <p>Phone Calls: If you need to contact your child's teacher, call the school office and you will be directed to your teacher's voicemail. The teacher will get back to you within 48 hours. To maintain an effective learning environment, teachers and students are not called away from their teaching/learning for phone calls except in the case of an emergency.</p> <p>Email: Another way you can contact the school is through email. The email address for the staff can be found on the website.</p> <p>News from the office: Weekly news will be sent out electronically. It will include highlights, upcoming events, save the dates and PTO information.</p> <p>Any changes in the way your child is to be dismissed from school should not be left on a teacher's voicemail. Please direct these messages to the office staff.</p>
<p>Curriculum</p> 	<p>All students receive instruction in these core subjects: Language Arts (reading, language, spelling, handwriting), Mathematics, Social Studies, Science and Health.</p> <p>In addition, specialists in the following areas provide regular instruction: Physical Education, Art, Music, Library/Media Skills and Spanish. For more information, visit the District 110 website.</p>
<p>Custody Determination</p>	<p>In cases where parents are separated or divorced, and one parent has primary, physical and/or legal custody, the school requests verification of the custody determination. School must have on file a copy of the section of the divorce decree indicating custody and visitation rights. The school needs to have this legal documentation on file in order to assure compliance with any limiting court order. The school also requests that a note from the custodial parent be on file if there is an agreement that the non-custodial parent will be picking the child up from school.</p>
<p>Discipline / Behavior Expectations</p>	<p>The home and school have a joint responsibility to instill acceptable self-discipline within each student. The school guidelines are kept to a minimum and special sessions will be held with the students for clarification and emphasis. The school's behavior expectations plan can be found on the website and is in accordance with District Policy.</p>
<p>Dismissal / Early Pick-Up</p>	<p>Regular dismissal is at 2:42 p.m. However, if you are picking up your child during school hours, you <u>must</u> stop in the office so we can note that your child is leaving. The office will call the classroom to release your child when you arrive to pick up. Students will not be released until the teacher receives notification from the school office. For your child's safety, please do not ask us to send your child home from school unattended. Please try to schedule appointments after regular school dismissal time.</p>

<h2>Donations, School</h2>	<p>Any donations to the school must receive the pre-approval of the school principal. A receipt of the donation will be provided when requested. All commercial donations, which may also include commercial advertising, must be approved by the building leadership team. When necessary, school board approval may be required. The acceptance of donations will be the weight of the educational impact versus the other related variables. Donations must be made in accordance with District Policy.</p>
<h2>Dress Code</h2> 	<p>We are fortunate to have a wonderful student body and a supportive community. Appropriate student dress is essential to a positive educational environment, and we ask for your support in enforcing our school dress code.</p> <p>Students should be dressed in clothes that will help a child develop a positive self image toward learning. Proper attention to appearance can also improve personal expectations for behavior and performance. Students are not allowed to wear hats or tennis shoes with wheels in the school building. (<i>Hats may be worn at recess.</i>) Any clothing that causes an interference with the learning process is not allowed. Such dress may include, but is not limited to, clothing with drug, alcohol, or sexually explicit or suggestive messages, representations that are inappropriate or demeaning to any groups, and clothing that is suggestive or provides inadequate covering.</p> <p>If your student comes to school in a manner not conducive to learning (spare T-shirts will be kept in the health office), you will be called to arrange for other clothing to be brought to the school. If a change of clothing is needed, a child will wait in the office until their parent/guardian provides a change of clothing.</p> <p>Gym shoes are required for Physical Education classes (shoes may be kept at school if necessary).</p> <p>Students must wear appropriate outerwear according to weather seasons.</p> <p>Please label your child's clothing in order that we are able to return lost items.</p>
<h2>Drop off / Pick Up Location</h2>	<p>For the safety of our students, parents/guardians must drop off/pick up students in school designated areas only.</p> <p>If you are going to escort your child(ren) into the building, you must park your vehicle in designated parking areas and sign your child in. Any vehicles left unattended in the fire lane (yellow curb along sidewalk) are subject to being ticketed.</p>
<h2>Email Communication</h2> 	<p>Only general school information will be communicated via email, i.e. homework assignments, activity time/date, general classroom news. Specific information related to student's grades, an incident, and/or personal information will be communicated via phone or meeting.</p>
<h2>Emergency Parent/Guardian Contact Information</h2>	<p>To provide assistance to each student in case of an emergency, the required emergency information is essential. The annual Student Health Census Form provides up-to-date emergency phone numbers and medical information. It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. In a medical emergency, the local emergency system will be used and the student will be transported to Ridgeview Medical Center by ambulance at parent's expense.</p>

Emergency Preparedness	<p>We place the safety of students as a top priority. State law mandates that each school building conduct five fire drills, five lockdown drills, and one severe weather drill. We view these drills as proactive measures to teach students the proper methods of evacuating the school premises and procedures for safe sheltering inside the school building.</p>
Emergency School Closing	<p>Weather related school closings, late starts or early dismissals are communicated to parents via Infinite Campus Messenger and posted on the school website. You can also obtain school closing information by calling our Weather Line at 952-442-0640.</p> <p>Parents are responsible for updating their contact information in the Infinite Campus Parent Portal. Parents are also required to complete the Emergency Dismissal Form each year. This form provides valuable information for the homeroom teacher and school office in the case of an emergency dismissal due to weather, power, or other building emergency.</p> <p>A parent/guardian is responsible for informing the teacher of any changes in your emergency plan that may occur during the school year.</p>
English Language Learners (ELL) Program	<p>The mission of the ELL program is to ensure equity and access to a high-quality education for English language learners (ELLs) to reach their greatest potential. ELL Teachers will develop, implement, and evaluate research-based language instruction education programs for English learners to attain English proficiency based on the WIDA English Language Development (ELD) standards and achieve state academic content standards.</p>
Family Life Education	<p>Family Life is included as part of the district health curriculum in grades five through ten. The fifth grade curriculum goals are directed toward greater understanding of family life, more effective interpersonal skills, and greater understanding of human growth and reproduction. A curriculum outline and list of materials is available from the school office. Any parent or guardian who does not wish their child to participate in this program is asked to make a written request to his/her classroom teacher.</p>
Field Trips	<p>A field trip is considered to be a learning experience. Field trips are directly related to curriculum units. Parent/guardians shall be informed of all field trip experiences scheduled for the students prior to the activity. A student fee is assessed for each student to help offset the cost of the field trip. No child will be denied a field trip experience due to family financial constraints. If parents/guardians have any questions about the experience, they should contact the classroom teacher.</p> <p>Parent chaperones are determined by the homeroom teacher. K-3 chaperone guidelines are one adult to five students and one adult to seven students for 4-5. Parents are <u>not</u> to attend field trip activities unless they are an assigned chaperone for the activity. Non-classroom students are not to attend school-sponsored activities.</p> <p>Parent chaperones will be asked to supply information for a background check to be completed prior to the field trip.</p>
Food Service/ Cafe #110 Nutritional Services	<p>Eat Smart. Be Smart. Waconia Public Schools participates in the National School Breakfast and Lunch Program. Cafe #110 is all about emphasizing the importance of balancing healthy eating and physical activity for our kids! We offer our students a wide variety of fruits, vegetables, whole grains, and we're using more and more locally-grown ingredients. Our menus and recipes are inspired by our students, staff and current trends and can be found at cafe110.org.</p>





All ISD #110 families must set up a lunch account by going to [online-payments](#). You can use the Family Site to check your family balance, make payments and more. All breakfast and lunch charges come directly out of your family lunch account.

Parents, guardians and friends are invited to join us for lunch, but must call ahead for reservations by 9:00 am on the day they wish to eat with their child. Guest lunches will be deducted from the student lunch account.

We serve breakfast at Bayview and Laketown Elementary schools before school and at Southview Elementary, mid-morning. All Kindergartners receive a free breakfast daily. During our mid morning snack break, **we strongly recommend nutritious snacks, as opposed to cookies, pastries, etc.** Students are not allowed to share home prepared snack/food items with other students.

Lunch: Students in grades K-5 are encouraged to participate in our Cafe #110 lunch program. Lunches include 5 meal components: meat, whole grains, assorted fruits, vegetables, and milk. The lunchroom is open to all students, whether they bring their own lunch or buy a school lunch.

Free breakfasts and lunches are provided for students whose family qualifies. Application forms for these meals are available [online](#) or in the school office.

Meal costs: Go to <https://cafe110.org/cafe-110-meal-prices/>

Fundraisers

Fundraising encompasses activities which are designed to raise funds to provide services for the students or boost specific programs needing financial help. Groups or organizations raising funds must meet one of the following criteria: 1) involves a student group or organization, 2) involves a community group and is characterized by one of the following: (a) takes place during school time; (b) utilizes school facilities or equipment; or (c) involves school personnel. All fundraising groups or organizations must receive school administration approval prior to conducting any activity.

Health Screening



Vision screening is conducted in the fall for all students in grades 1, 3 and 5. If you request your child not be screened or if your child has a special health concern that may make it difficult for a routine vision screening, please contact your building health services office.

Vision and Hearing screenings can be conducted at any time by a special request or referral from teachers or parents. When suspected health problems are detected, a referral for a medical evaluation is made. If financial assistance is needed or resource information is requested, please contact the District School Nurse at 952-442-0625.

Homework

Students may be required to complete school work at home. The appropriateness of homework will be left to the discretion of the classroom teacher. The homework will relate to the instructional objectives.

Homework may be assigned to:

- *promote and practice self-discipline, independence and responsibility.
- *provide reinforcement of a particular skill.
- *preserve classroom time for activities that necessitate the direct involvement of the teacher.
- *continue work which was to be done in school, but was not completed within the prescribed time frame.
- *expand the curriculum by permitting students to learn in “real” situations, at



home and in the community.

Homework during an absence: When your child has an extended illness and you want to pick up homework or have it sent home with another student, please notify the teacher. This allows time for the teacher to prepare the assignments. The homework can be picked up in the office after school.

Generally, homework for a family vacation is made up following the child's return to school. We STRONGLY encourage family vacations to occur during regular scheduled school vacation days.

Immunizations



The Minnesota school immunization law requires that children entering elementary school be completely immunized before entering school and submit a statement indicating that the following was administered:

- *Date and year of five doses of vaccine for diphtheria, tetanus, and pertussis (DTP)
- *Date and year of four doses of vaccine for poliomyelitis
- *Date and year of three doses of vaccine for Hepatitis B (Kindergarten and 1st requirement only)
- *Date and year of two doses of mumps, measles, and rubella (MMR) given after fifteen months of age
- *Date and year of varicella vaccine or year of varicella chicken pox

Immunization procedures are in accordance with District Policy #530.

Students who have not met immunization requirements will be excluded from attending school.

Students can be exempt for medical reasons with a physician's signature or as a conscientious objector with a letter that has been notarized.

The Minnesota Immunization Information Connection (MIIC) is a confidential, computerized network of shared immunization records. It provides clinics, schools, and parents with accurate, complete, and up-to-date immunization records. The MIIC replaces the Immulink registry where student records were located in the past. The only persons who view your family's immunization records either administer the immunizations or are required by law to record immunizations for doctors, local health departments, schools, daycares and health insurance companies. The Minnesota Immunization Data Sharing Law, S11.3351, protects this. You can choose to be a part of MIIC by completing and signing a form at the time of your child's immunizations.

Information and/or Concerns

When you need information or have a concern about your child, the first person to contact is your child's teacher. Teachers welcome calls from parents. If after talking to the teacher, you still have questions, contact the principal.

Injury or Illness, Student



Health Office staff is available during the school hours for emergency first aid and assistance to students who are injured or ill. In case of an injury/illness, the school will contact the parent/guardian first if deemed necessary. The parent, if requested, will pick up the child or make arrangements for someone else to do so as soon as possible. If unable to reach the parent/guardian, the person identified as an emergency contact in Infinite Campus Parent Portal will be notified. We ask parents to make sure the emergency contact person has agreed to assume this responsibility, is available and has transportation. Students will be excluded from school when they exhibit any of the following symptoms:

- ❖ Oral temperature over 100 degrees
- ❖ Undiagnosed rash
- ❖ Vomiting
- ❖ Breathing difficulties
- ❖ Diarrhea

All students are required to participate in Physical Education. Following an injury or illness, a physician's order is required for any student to be excused from Physical Education class for more than three days.

Insurance, Student

The school district insurance policies do not provide coverage for injuries incurred by students at school. Parents/guardians are encouraged to review their present health and accident insurance program to determine its adequacy.

The school district is making available accident insurance through **Student Assurance Services, Inc.** This plan will provide benefits for medical expenses incurred because of an accident. An explanation of the costs and benefits of this plan is available in the school's office.

Kid's Company (School Age Childcare)

The District's Community Education Program is sponsoring an all-day childcare program, known as Kid's Company, for student's grades K-6. The program offers daycare for students at school. For more information, call the Community Education Office (952-442-0610). The program is open 6:00 am- 6:00 pm.

Life Threatening Allergies



In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although emergency medications and treatments are available in the health office in the event of a severe allergic reaction, the best treatment is prevention since measures may not be adequate to counteract the swift severe reactions that may occur.

Ideally our environment would be free of all allergens, including those related to foods, but this is not always possible. With peanuts it can be especially difficult since they can be a hidden ingredient in foods.

In an effort to keep children and adults safe we ask that you:

- ❖ Frequently remind your child never to share any part of their lunch or snack.
- ❖ Check with the school nurse regarding food allergies or dietary restrictions in the class if you would like to bring treats for a birthday or classroom party.
- ❖ Bring treats that are nut and peanut free. We strongly encourage you to consider non-food items for birthday treats or purchase peanut safe birthday treats through Cafe #110 Nutritional Services.

Please contact the District Health Coordinator for more information.

Lost & Damaged Materials

The school will charge an appropriate replacement fee for electronic devices, textbooks, workbooks and/or library books that are lost and/or damaged beyond repair.

Lost & Found



There's a good bet we know where the missing gym shoe, mitten or hat is! Each year many items find their way to our Lost and Found, and you can help this problem by:

*Clearly labeling your child's coats, jackets, sweaters, caps and boots with their full name.

*Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.

*Using caution in allowing articles of sentimental or monetary value to be brought to school.

Unclaimed lost and found items are donated to a local agency on a regular basis as communicated by the school.



Medication Policy, Student

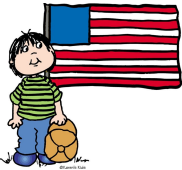



In accordance with the Minnesota Department of Health's recommendations, the Waconia Public Schools WILL NOT provide any medication (including Aspirin or Tylenol). Medications will be administered by the School Nurse, Health Associate or school trained designated employee under the following conditions:

1. Prescription and non-prescription medication prescribed for longer than two school days require a completed and signed authorization from the student's parent/guardian and physician. Written notification must include:
 - * Student Name
 - * Dosage and route of administration
 - * Name of medication
 - * Termination date of administration
 - * Time and frequency of administration
 - * Reason for medication
 - * Possible side effects
2. Prescription and non-prescription medication must be in the prescription or over the counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels.
3. Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the Health Office for the health and safety of your child and other students. If parents are unable to bring the medication to school, they should contact the Health Office and alert the staff to the type and amount of medication being sent to school that morning.
4. Students will not be allowed to self-medicate or carry medications with them unless an exception and individual health plan is developed by the School Nurse, physician, and parent.

See District 110 website for a Medication Permission Form. Click on the Health Services link.

<h2>Messages</h2>	<p>Each staff member has voice mail access. Those messages are picked up before and after school. Emergency messages need to be directed to the office staff.</p> <p>Each day we receive many requests to get a message to students. We know that occasionally important family things come up and it is necessary to contact your child. However, because teaching/learning is a priority, we need to keep messages and classroom interruptions to a minimum.</p>
<h2>Parent Teacher Conferences</h2> 	<p>Parent-Teacher Conferences are one of the most important channels of communication between school and home. Conferences are held twice a year. You will sign up for a 20-minute visit with your child's teacher through an online scheduler called PICK-A-TIME. Watch for more information about how to sign up in the school newsletter.</p> <p>TIPS FOR A SUCCESSFUL CONFERENCE:</p> <ol style="list-style-type: none"> 1) Arrive on time; 2) Make a list before you come of items you want to discuss, or questions you'd like answered; 3) Ask for clarification of any information the teacher gives that you don't understand; 4) Follow-up with the teacher in the weeks to come.
<h2>Parent Teacher Organization (PTO)</h2>	<p>A Parent Teacher Organization is designed to enhance the home-school relationship. The purpose of the organization is three-fold:</p> <ol style="list-style-type: none"> 1. To provide a forum for parent input regarding instruction and organizational practices/policies in the elementary program. 2. To provide parent educational opportunities on academic, social, and emotional topics related to children. 3. To provide opportunities for families to participate together in education and social activities. <p>All parents are invited to become active in the PTO. PTO supports the school in many ways including fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families.</p>
<h2>Parties and Activities, Student</h2> 	<p>Special parties or classroom activities not directly related to the curriculum may occasionally be scheduled by the classroom teacher during the school year (i.e. fall, winter, Valentine, etc). A parent/guardian may opt for a student not to participate in the event, at which time the teacher will plan an alternative activity for the student. The school requires parents/guardians to receive teacher approval before furnishing special treats for a classroom. The school strongly recommends nutritious treats. The treats must be store bought.</p>
<h2>Personal Belongings of Students</h2>	<p>Unless a teacher requests them specifically, students are discouraged to bring toys, sports equipment or other expensive items to school. School staff is not responsible for non-requested items.</p>

<p>Pledge of Allegiance</p> 	<p>Students recite the pledge of allegiance to the flag of the United States of America on a daily basis via the morning announcements or as part of the individual classroom morning meetings.</p>
<p>Recess</p> 	<p>Students will go outside for recess before school (7:45-8:00 a.m.) and following their lunch times unless any of the following weather-related conditions exist:</p> <ol style="list-style-type: none"> 1. The temperature is at or below zero degrees inclusive of the wind chill index. 2. Precipitation (rain or snow) and/or weather conditions (thunderstorms, lightning) are of a degree that it is deemed the conditions are not conducive to students well-being. 3. The playground/playfields are in such condition, i.e. wet, icy, muddy, that it is deemed unsafe and/or not conducive to students well-being. 4. The principal or their designee will make decisions related to the application of this policy. We make every attempt to get students outside every day.
<p>Records, Parent Access to Student</p>	<p>Parents/guardians are permitted to review their student's educational records. Upon request, the district will provide a list of the types and locations of educational records used by the district. Upon requesting access to records, parents/guardians will be supplied a more detailed copy of rights and procedures involved. Non-custodial parents do have the right to education information including, but not limited to, records and report cards. Please contact the building administrator for additional information. Parents have the ability to access student information on Infinite Campus parent portal. Parents will be supplied with online instructions in the yearly Open House electronic mailing.</p>
<p>Registration, Student</p>	<p>New students enrolling in school are to complete the Online Registration on the District Website. Contact the School Administrative Assistant for additional enrollment forms. All immunizations must be current. An official county birth certificate is required. Proof of residence is required: a copy of a utility bill, driver's license, Rental/Purchase Agreement with current district address listed are all acceptable forms of proof of residence.</p> <p>To enter Kindergarten, a child must be 5 years old before September 1st of the school year. If you have any questions regarding enrollment, please contact the school.</p>
<p>Report Cards</p>	<p>Report Cards are issued three times a year. They will be available for review and printing via Infinite Campus parent portal. If you wish to receive a hard copy, you must notify the school office. The report card reflects the student's performance in terms of maturity and ability. The students are graded in academic areas as well as in the areas of study habits and social growth. A non-custodial parent may receive a progress report.</p>
<p>Safety Patrol</p>	<p>The school's Safety Patrol is on duty before and after school each day. The patrol's main duty is to help students cross the streets safely, board buses, monitor hallways and protect students from accidents. Adult supervision is provided at</p>

	each crossing site.
School Visits	<p>Parents are always welcome to assist in the classroom when prior arrangements have been made with the teacher. We ask parents not to bring younger siblings into your school-age child's classroom while volunteering. A younger child may become a distraction when students are concentrating on an assignment or activity. Always check in at the school office to obtain a visitor's badge before going to your child's classroom.</p> <p>Confidentiality is a must when volunteering in our classrooms and schools.</p>
Special Education Services	<p>Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and vocational subjects. Support with emotional, behavioral, and handicapped programs are also provided.</p> <p>Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individual or small groups in a resource room, or a combination of both.</p> <p>Concerns about the need for special help may be alleviated by a pre-referral meeting with the Child Study Team. The Child Study Team consists of the teacher, special education teachers, school psychologist, school nurse, special education director, social worker, autism specialist, occupational therapist, and principal.</p> <p>The Child Study Team will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.</p> <p>Parents/guardians, teachers, counselors, etc. on behalf of a student may make requests for special education services.</p>
Student Surveys	<p>The Protection of Pupil Rights Amendment (PPRA)</p> <p>The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waconia Public School District (ISD110) to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation. Please see attached link for more details.</p> <p>The Protection of Pupil Rights Amendment (PPRA), 20 U</p>

<p>Transportation</p>	<p><u>Bicycles:</u> Students may ride bicycles to and from school. Upon arrival at school, the students must park their bikes in the appropriate bike rack on the outside of the school. The school is not responsible for bikes brought to school. We strongly recommend that students wear helmets and lock their bikes.</p> <p><u>Bussing:</u> The school district contracts with independent owners for transporting students to and from school. If a student has a need to be transported to a location other than their home on a regular basis, the parent/guardian must contact the bus contractor and fill out the appropriate form.</p> <p><u>Parent/Guardian Transportation:</u> Parents/guardians may drop-off and pick-up students. Students will be dismissed from their school's determined location and parents must enter the building and sign-out their children. Students will not be released until a parent/guardian or an adult with written parental permission meets the child in their school's determined pick-up location.</p> <p><u>Walking:</u> Students who walk to school are reminded to follow the pedestrian safety rules. The rules include:</p> <ol style="list-style-type: none"> 1. Cross the streets only at crosswalks 2. Walk on street sidewalks when available 3. Walk along the edge of the street facing traffic when sidewalks are not available <p>A student buddy system which has students living in the same neighborhood walking together to school, especially pairing younger students with older students, should be used when possible.</p>
<p>Tutoring Services</p>	<p>School District 110 recognizes that additional tutorial support through direct instruction can be beneficial to students. Teaching staff working in partnership with the building administrator and student's parents can provide tutorial services to students that are intended to improve his/her academic skills within the regulations established by school district policy (#427). Parents requesting tutorial services are asked to contact the building administrator for assistance.</p>
<p>Videotaping and Filming</p>	<p>The staff recognizes the occasional request from parents to videotape and/or film an activity or programs in which their child is participating. The videotaping and/or filming of special programs (i.e. class plays, musical performances, athletic events, etc.) is permissible. The videotaping and/or filming of routine daily instructional programming and/or practices requires teacher notification and permission and is not to include videotaping and/or filming of other students, adults, and/or staff without permission being granted by the parent/guardian and/or respective adult/staff member.</p>
<p>Volunteering</p>	<p>Parents have the opportunity to volunteer their service to the school. The purpose of parent volunteering is to provide "extra classroom hands" and to increase parent involvement in their child's education. Each grade level establishes parent volunteer opportunities consistent with age/student grade. Please check grade level website volunteer opportunities. Arrangements should be made with the classroom teacher. Confidentiality is a must when volunteering in our classrooms and schools.</p>
<p>Weapons</p>	<p>It is the policy of District 110 Public Schools to maintain a positive, safe learning and working environment and school zone.</p> <p>The prohibition specifically includes all school-sponsored activities such as field trips, or co-curricular activities wherever they occur.</p>

	<p>All weapons or instruments, which have the appearance of a weapon, are prohibited within all school environments and school zones except for educational purposes as authorized by the building principal or designee. This prohibition applies to all school buildings and grounds, leased or owned, within all school owned, leased or contracted vehicles, and at other buildings or premises where District 110 students are present.</p> <p>Regulations:</p> <ol style="list-style-type: none"> 1. The school environment includes any District 110 school building or any location at which a school activity including District 110 students occurs. The school zone means: <ol style="list-style-type: none"> 1. At or on the grounds of a District 110 school 2. Within a distance of 1000 feet from the grounds of a district school. 2. Weapons are defined as a firearm or device designed as a weapon capable of causing death or bodily harm or one that results in the fear of death or bodily harm. 3. Consequences for a violation of this policy may include a suspension of up to fifteen days and/or expulsion/exclusion from school. In addition, violations of this policy will be reported to the appropriate law enforcement agency and any weapons will be confiscated. 4. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon. 5. District learners, with and without disabilities, are subject to the consequences of this policy. All applicable statutes and rules that relate to students with disabilities will be adhered to in the enforcement of this policy.
Website	<p>As a means of facilitating communication between home and school, elementary buildings will be using the school website. The website will be updated frequently. Please access our website for current school information. www.isd110.org</p>
Yearbooks	<p>Each spring students are given an opportunity to purchase yearbooks. These special memory books bring smiles to children, parents, and staff members.</p>
XYZ	<p>There's much more to know about our school. If you have questions concerning any portion of our school program, we encourage you to call. When schools and parents work together, children benefit. Nothing is more important to us than your children and the partnership between home and school.</p>



WACONIA MIDDLE SCHOOL HANDBOOK 2020-21

Principal: Shane Clausen sclausen@isd110.org

Asst. Principal: Irv Andrews iandrews@isd110.org

MAIN OFFICE: 952-442-0650

FAX: 952-442-0659

The following items of information are shared in the hope that they will serve to make your experience at Waconia Middle School pleasant and successful.

WACONIA MIDDLE SCHOOL CORE VALUES

RESPECT

- We create safe environments by treating all persons with dignity, equity, and compassion.
- We know all property, private and public, is an extension of its owner and is likewise to be treated with thoughtfulness and care.
- We treat others the way we would want to be treated.

RESPONSIBILITY

- We value motivation, hard work, self-direction, and success.
- We know time is our most perishable resource and should not be wasted but rather invested.
- We recognize school should be fun, and having fun while learning is our collective goal.

INTEGRITY

- We value honesty and employ it in all endeavors.
- We recognize fair does not always mean equal. Treating unequal people equally is not fair.
- We make ethical choices and actions that are representative of our families and our community.

KINDNESS

- We value teamwork, cooperation, courtesy, positivity and inclusion.
- We are each capable of more than we expect, and we are even more capable when we work together.
- We intentionally make choices and take actions to make someone's day better and brighter.

Operating according to our core values is always defensible. Operating contrary to our core values will hurt individuals and our school community. If you are behaving in ways that are contrary to our core values, you can expect to be corrected. If you continue, after a reminder, you can expect to receive consequences.

SCHOOL BOARD POLICIES

Waconia Middle School and Independent District 110 would like to call the reader's particular attention to the existence of the following School Board Policies. Please click policies to review as needed.

- [102 Equal Education Opportunity](#)
- [401 Nondiscrimination Notice](#)
- [419 Tobacco-Free School Policy](#)
- [501 Weapons Policy](#)
- [502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person](#)
- [503 Student Attendance](#)
- [529 Staff Notification of Violent Behavior by Students](#)
- [531 Pledge of Allegiance](#)

The following five policies are required to be provided and available to students at the start of each school year.

- [413 Harassment and Violence, Religious, Racial, and Sexual](#)
- [505 Distribution of Non School Sponsored Materials on School Premises by Students and Employees](#)
- [506 Student Discipline](#)
- [514 Bullying Prohibition Policy](#)
- [526 Hazing Prohibition](#)

Complete copies of School Board Policies are also available through the Waconia Middle School Office, the District Office and the Waconia Public Schools website <http://www.isd110.org>.

ACCESS TO THE SCHOOL BUILDING

The school does not provide student supervision before 7:15 AM or after 3:15 PM unless students are present as part of an organized and supervised school activity. Students will not be supervised before 7:15 AM or after 3:15 PM unless the student is involved in a supervised activity. Childcare services before and after those hours are provided by Community Education's Kids Company Program. Contact CE at 952-442-0610 to make arrangements.

ATTENDANCE POLICY

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. § 120.101, the students of the school district are required to attend all assigned classes every day school is in session.

Waconia Public Schools believes regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

Students that accrue seven days of excused or unexcused absences will be contacted by school administration to discuss and develop an attendance plan for their student. The plan may require parents to provide medical documentation for repeated instances of illness.

SCHOOL ABSENCES

When a student is absent or tardy for school, a written note or phone call is required from the parent/guardian. **A phone message can be left on our attendance voice mail at: (952) 442-0660.** If we have not received notice of a child's absence by midmorning, a phone call will be made to a parent/guardian.

If a student needs to leave during the school day for an appointment, the student should come to the office before school starts to get a pass for the time he/she needs to leave. A parent must come into the school in order to sign out their child for early release.

Excused Absences

Family-Authorized Absences:

- Illness
- Family death or emergency
- Medical - dental appointments
- Pre-arranged family business or vacation

School-Authorized/Approved Absences:

- Field trips
- Musical sectionals
- Interscholastic events and competitive events
- Ceremonies in which student is being recognized, honored, or presented with an award
- Major religious holidays
- Support groups
- Suspensions from school

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students are responsible to check Schoology or conference with teachers to learn about missed assignments. Work missed because of absence must be made up in accordance with the expectations of the individual classroom teacher. A minimum of 2 days will be given. School administration or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Unexcused Absences

- Truancy - An absence by a student that was not approved by the parent and/or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Vacations with family for which no prior arrangements have been made.
- Absences resulting from accumulated unexcused tardies to school (3 tardies equal one unexcused absence).

Unexcused absences may receive disciplinary actions in the form of lunch or after school detentions and/or exclusion from school activities and events.

3 Unexcused Absences:

School will send home the 1st notification letter to the parent/legal guardian.

5 Unexcused Absences: Truancy Pre-Diversion

School will send a 2nd notification to parent/guardian **AND** the school will contact Carver County Truancy to schedule a pre-diversion meeting.

7 Unexcused Absences: Truancy Diversion

The school files the truancy paperwork with intake at Carver County Social Services and a Truancy contract meeting will be scheduled.

STUDENT BEHAVIOR MANAGEMENT

Our purpose in student management is twofold: first, to maintain a safe and productive learning environment for all students, faculty, and staff that adheres to our WMS Core Values; second, to encourage student self-management as a life skill. Therefore, our discipline code is intended to be instructive and protective rather than punitive.

Additional corrective measures will be applied on the basis of the **level of severity** of the student behavior infraction and will take into consideration the **number of times** the student has been reported violating a behavior expectation.

Families will be notified in regards to behavior incidents and consequences.

Level 1 Behaviors

Any of the following actions may result in a behavior ticket, removal of privileges, lunch or after school detention, and/or in-school suspension.

- Disrespect language and/or actions toward peer, adult, or property
- Running in the building
- Profanity an/or vulgar language
- Lunchroom/recess misbehavior
- Unauthorized snacks or gum
- Selling non-school sponsored items
- Disrupting the learning of others
- Unexcused tardy to class
- Before/After-school misbehavior
- Insubordination
- Other like or similar infractions

Level 2 Behaviors

Any of the following actions may result in lunch or after school detention, behavior intervention program, in-school suspension, and/or out-of-school suspension.

- Threatening or intimidating language and/or actions
- Verbal assault
- Insubordination (repetitive behaviors)
- Harassment
- Physical aggression
- Forgery or cheating

- Possession of obscene or threatening material
- Absence without leave (pass)
- Other like or similar infractions

Level 3 Behaviors

Any of the following actions may result in lunch or after school detention, behavior intervention program, in-school suspension and/or out-of-school suspension, and/or expulsion.

- Possession or use of alcohol, tobacco, nicotine or other illegal drugs and/or paraphernalia
- Physical attack or fighting
- Extortion
- False alarms or reports
- Fireworks, smoke bombs, snaps
- Aggravated vandalism
- Electronic impersonation of students and/or school staff (social media sites and/or unauthorized site login)
- Use of an image capturing device in a restroom and/or locker rooms
- “Pantsing” or the intentional removal of another students clothing
- Other like or similar infractions

BEHAVIOR TICKETS

Our first step in correcting the behavior of students is the use of a “Behavior Ticket.” The procedure for the use of the Behavior Ticket System is as follows:

- 1) An adult observes improper behavior.
- 2) That adult will make the student aware of the behavior observed and inform him/her that a Behavior Ticket will be written.
- 3) The student is expected to sign the behavior ticket and tell his/her parents about the misbehavior and the warning ticket that was issued. (These tickets do not go home with students).
- 4) The behavior ticket is given to a grade-level teacher for recording.
- 5) If or when a second behavior ticket is recorded for a particular student, that student will receive a written reminder that they have two recorded behavior tickets. The written reminder will be carried home by the student to his/her parents. A teacher will use the occasion of this warning to conference with the student to remind him/her of the needed improvement in behaviors.
- 6) If a student receives a third behavior ticket, he/she will be assigned a Lunch or After-School-Detention(s). A copy of the behavior tickets issued will be attached to the detention assignment form for the parents to see, sign and return to verify the detention.
- 7) If a student receives multiple detentions during a quarter length-grading period as a result of repetitive behavior tickets, they may be assigned to a period of time in school time detention or In-School-Suspension.

Note: Student behavior that is not just a violation of school rules but is also a violation of law, will be reported to the police.

WEAPONS POLICY

All weapons are prohibited anywhere on school property. Items considered weapons may include the following: guns, look alike guns/weapons, pellet guns, stun guns, splat guns, explosives, ammunition,

mace, knives, clubs, metal knuckles, nunchucks, throwing stars, etc. Any item, even a pencil, when used as a weapon in the school will also constitute a violation of the Weapon Policy.

WACONIA MIDDLE SCHOOL BULLYING POLICY

An act of bullying, by either an individual student or a group of students, is expressly prohibited at all Waconia Public Schools. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

A. Bullying Definition

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student or a group of students
2. Damaging a student's or a group of students' property
3. Placing a student or a group of students in reasonable fear of harm to person or property
4. Creating a hostile educational environment for a student or a group of students
5. Intimidating a student or a group of students.

B. Cyber Bullying

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, or other employee of the school district by sending or posting email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited, as are false accusations or reports of bullying against another student.

C. Reporting Bullying

A student who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to a staff member. A person may report bullying anonymously; however, the ability to take action against an alleged perpetrator based solely on an anonymous report may be limited. WMS students and families are encouraged to complete the Bullying/Harassment reporting form available from a principal, counselor or located on the Waconia Middle School website.

D. Investigation

The WMS administration will act to investigate all complaints of bullying. Upon completion of the investigation, school administration will take appropriate disciplinary action(s) and supportive actions for all students involved.

E. Disciplinary Actions

WMS administration will discipline any student who engages in an act of bullying, retaliation, or false reporting of bullying. Consequences for students who commit acts of bullying may include, but is not limited to, warning, remediation, suspension, exclusion, or expulsion. Disciplinary consequences will be sufficiently severe to try to deter future violations and to appropriately discipline prohibited behavior.

F. Board Policy

The above information provides a summary of Waconia Public School's Bullying Policy. A complete Bullying Prohibition Policy (Board Policy #514) is located in Waconia Middle School's Electronic Student Handbook or on the school district's main website.

TESTING AND ASSESSMENT

District 110 uses a variety of standardized assessment tests to help evaluate student performance. Results of these tests provide data to schools, teachers, students and parents that show areas of strength and areas requiring improvement.

How important are these tests? For students in grades K-8, these tests assess students' achievement with regard to the Minnesota Academic Standards. They also measure academic growth from year to year.

With testing stakes high, students must come prepared to do their best. Three kinds of parental involvement at home are consistently associated with higher student achievement:

1. Actively organizing and monitoring a child's time
2. Helping with homework
3. Discussing school matters

[Click this link](#) for specific testing dates.

What if I choose not to have my student participate in statewide assessments?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate (see link below). All forms should be completed and returned to the student's site by January 15 to best support district planning. Your student's district may require additional information.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waconia Public School District (ISD110) to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. The Waconia Public School District (ISD110) will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

STUDENT RECOGNITION

A. Honor Rolls

At the end of each grading period, students are recognized for their efforts in the classroom. Quarter honor rolls for all Waconia Middle School students, grades 6-8, will be based upon a 4.00 GPA (grade point average). All student marks will be included in the grade point average. "Incomplete" marks seriously reduce the GPA and may prevent quarter honor roll recognition.

Honor rolls will be published each quarter, with the names of those students earning a 3.000 or higher GPA for that grading period (Honor II) and the names of those students earning a 3.665 or higher GPA for that grading period (Honor I).

In addition, a male and female 8th grade graduate with the highest combination of GPA and standardized test achievement in their class over all their years at WMS will be recognized with the Principal's Academic Achievement Award at the 8th grade farewell celebration.

B. Character Counts

Waconia Middle School's student character recognition program for all WMS students includes monthly recognition for students displaying remarkable character.

Character actions recognized for nomination by WMS staff members include incidents of going above and beyond the daily expectation or consistently demonstrating actions aligned to Waconia Middle School's Core Values of RESPECT, RESPONSIBILITY, INTEGRITY, and KINDNESS.

In addition, a male and female 8th grade graduate will be recognized for the Waconia Middle School Character Award for continual, positive contributions to the culture at WMS at the 8th grade farewell celebration.

STUDENT DRESS CODE

Waconia Middle School is a professional institution, and it is important to have a proper dress code. The following items **are inconsistent** with a proper educational atmosphere:

- Headwear including but not limited to hats, caps, bandanas or hoods worn up are not allowed during school hours (unless approved school-wide dress up day)

- Clothing displaying vulgar and/or offensive language/images, alcohol, tobacco, sexual or violent pictures/language, and gang related insignia.
- Tops with midriff showing, revealing necklines or open back shirts
- Undergarments showing
- Pajamas (unless a school-wide PJ day)
- Spaghetti strap or strapless halter tops
- Skirts or shorts that do not reach beyond the palm of a hand with hands at their sides
- Shoes must be worn

The school administration reserves the right to allow or prohibit student attire.

PERSONAL PROPERTY, CELL PHONES, ELECTRONICS

The School District will not be responsible for, nor can it insure against damages or losses to personal property brought onto school property and/or at school-sponsored activities and trips. Therefore, students are advised that they bring personal property to school at their own risk.

Backpacks cannot be utilized between classes without specific staff permission. Protection/carrying cases for personal devices should be utilized and appropriately sized for the personal device.

Each year student property is taken from locker rooms and other common areas within the school building. This often happens because a student fails to place his/her property in the locker provided and/or lock the locker. If you do not lock your property in the locker provided, do not expect it to be present when you return.

Laser lights, external speakers, gaming systems, skateboards, roller wheels, cell phones, smart-watches, etc. are subject to damage and theft, as well as being personally distracting and potentially bothersome to others. These items should not be brought to school.

If a cell phone, smartwatch, music device, or video game must be brought to school for before or after-school use, it must be kept off and in the student's locker from 8:05 AM-3:05 PM. Students must receive staff permission if any of these devices are to be utilized during the school day. Students that are using electronics without staff permission will experience the following consequences:

- First offense: Device turned into the main office and picked up by the student at the end of the day.
- Second offense: Device is turned into the office and a parent or guardian is contacted to pick up the device. A detention may also be assigned.
- Third offense: Device is turned into the main office and a parent is contacted to pick up the device and meet with school administration. A detention or suspension will be assigned for repeated insubordination.

EXPECTATIONS FOR STUDENT OWNED LAPTOPS AND CHROMEBOOKS

1. All students are expected to arrive at school with a fully charged, labeled mobile device and a set of headphones.
2. Students should be on the school WIFI, signed into their school Google account in Chrome.
3. During classes, devices are to remain closed and stored until a teacher provides instructions.

4. Use of any electronic devices is not permitted in bathrooms, locker rooms, gyms, the cafeteria or while walking in the hallways.
5. Devices should be secured in a classroom, locker or backpack when not in use.
6. Any violations to the above will follow the existing school behavior policy on device use. This includes but is not limited to: verbal warnings, behavior tickets, parent notification, and /or referrals to school administration.

PHONE/TEXT/SOCIAL MEDIA COMMUNICATION AT SCHOOL

A phone for student use is available in the main office. Telephone use should be limited to emergencies only. Students should not leave a message for a return call except from the office with adult permission.

Students will not be called out of class for non-emergency messages. If it is essential for a student to get a message from home, it will be delivered during lunch, between classes, or after school. Students are not allowed to use their cell phones or smart watches to communicate during the school day without staff permission. Parents should not expect their child to receive or respond to text messages or personal calls during the school day. Parents should also help conserve on secretarial time by communicating messages with their child outside of school time whenever possible.

SCHOOL LUNCH/SNACKS/CELEBRATION TREATS

The school lunch program is specifically designed to provide healthy and nutritious meals at value. Most often there are a minimum of three lunch choices each day. A peanut/tree nut free table is available for daily student use in the lunchroom.

To keep a clean school environment, snacks, pop or other treats should not be consumed in the halls or locker area commons. Food should be consumed in the lunchroom and classrooms [with permission on special occasions]. Gum is at the discretion of classroom teachers. Improper disposal of gum will result in a loss of gum privileges.

Do not send cupcakes, birthday cakes or other celebration type food to school with your child. Students will not be allowed to distribute these food items during the school day.

ADULT AND STUDENT VISITORS

Student visitors to our school are not allowed unless prearranged with the office. Unless a student is visiting as a prospective enrollee, we will not assume responsibility by having visitors in our school. For the protection of all students, adult visitors must report to the office upon entering the building.

REQUESTS FOR PRACTICE WORK

It is best to allow teachers to reteach and adjust assignments for the student when they have returned to health and have returned to school. Parents should find assignments on the Schoology Website associated with your child's classrooms or at the on-line "Parent Portal" section of our Infinite Campus Student Information Management Computer System.

LOST AND FOUND

Each year, hundreds of articles of clothing and miscellaneous items are left unclaimed at school. **Please label coats, jackets, mittens, caps, boots, etc.** Lost and Found Items are kept in the physical education locker rooms and the cafeteria. Students may identify and reclaim items from those locations. During Parent/Teacher Conferences the lost and found collection will be displayed for students and parents to survey. If items remain in the lost and found without being claimed, they will be donated to charity.

SCHOOL COMMUNICATIONS

I. Report Cards

Report cards are generated electronically a week after the end of each quarter length grading period. Report cards include grades, comments, attendance information, and teacher names. Report Cards will be found on-line through the parent portal. We will be happy to mail a paper copy of the report card to parents/guardians upon request.

II. Parent Conferences

Each year, five evenings are designated for parent/teacher conferences. Please see the student calendar for specific dates. In addition, faculty and administration of Waconia Middle School are ready to conference with parents at any time a concern is identified.

III. School Mailings

We are in the process of eliminating as many school mailings as possible and relying on the Parent Portal, Schoology, WMS Website and email messages. Families can expect to receive an electronic weekly newsletter with information about school wide events and highlights.

IV. School Closings

If severe weather or building conditions require the school to close, notification of the closing will be sent to families through the Infinite Campus Messenger system. The District Office also provides an up to the minute message line about school closings at (952) 442-0640.

GRADE LEVEL PROMOTION

Student promotion to the next grade level is based upon the combination of school staff and family recommendations at the end of each school year. Students failing one or more classes during the school year may be recommended to repeat the school year or complete specific courses during summer school.

In order to assure promotion to the next successive grade level, a student is expected to pass all assigned classes. Passing grades of D- and above earn completion credit whereas failing grades of F or Incomplete do not. Students are advised to assure promotion to the next grade level by passing all assigned classes.

WMS HEALTH SERVICES (952) 442-0654

Communications:

The Emergency Contact and Health Census forms, found on-line, are our best source of information to help us communicate with parents/guardians and obtain current medical information. In case of an illness, injury, or medical emergency, the school uses this to reach you or your designated emergency contact. Please remember to contact the school to update any changes that occur during the school year.

Illness:

Please do not send your child to school with any of the following symptoms:

- Temperature of 100.0 F or higher- needs to be fever free for 24 hours
- Vomiting – 24 hours after last episode
- Diarrhea – 24 hours after last episode
- Undiagnosed rash
- Breathing difficulties

If your child has been diagnosed with a communicable disease, please notify Health Services immediately. Follow specific return guidance from your health care provider or follow the Infectious Diseases in Childcare Settings and Schools Manual <https://www.hennepin.us/daycaremanual>

Medications:

District Medication Policy states that students are allowed to take medication at school through **Health Services**. Prescription medications require signatures from a parent and a medical provider on a Medication Authorization form. Non-prescription medications require a parent/guardian signature and a medical provider's signature is recommended. Health Services can help in obtaining the doctor's signature for you. If you do not have a medical clinic to obtain a medical provider's signature, please contact Health Services.

In accordance with the Minnesota Department of Health's recommendations, Waconia Public Schools WILL NOT provide any over-the-counter medications (including ibuprofen, Tylenol, or aspirin).

Medications are administered by the School Nurse, Health Associate or school trained designated employee under the following conditions:

1. Prescription and non-prescription medication prescribed for longer than two school days require a completed and signed authorization from the student's parent/guardian and physician. Written notification must include:
 - * Student Name
 - * Dosage and route of administration
 - * Name of medication
 - * Termination date of administration
 - * Time and frequency of administration
 - * Reason for medication
 - * Possible side effects
2. Prescription and non-prescription medication must be in the prescription or over-the-counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels.

3. If you have arranged to have daily medication at school, the parent/guardian is encouraged to bring medication to the Health office (especially controlled substances such as ADHD medication). If a parent/guardian is unable to bring the medication to school, please contact the Health Office and alert the staff to the type and amount of medication being sent to school.
4. Students will not be allowed to self-administer or carry medications without a written plan that is agreed upon between the district Licensed School Nurse, Health Associate, and parent/guardian. Self-carry medications are limited to prescription asthma, epinephrine auto-injectors and other emergency medications.

Link for [Medication Authorization Form](#) or see District 110 website for Medication Authorization Form under Health Services.

Required Immunizations:

State law requires parents/guardians to present proof that all immunizations are up to date before the first day of school. Students can be exempt for medical reasons but this requires a physician's signature. Conscientious objection to immunizations requires a notary public signature and seal. Waiver forms are available through Health Services.

- Tetanus, Diphtheria, and Pertussis – complete series and booster on or after age 11, required for seventh grade
- Measles, Mumps, and Rubella – 2 doses given after first birthday
- Polio – at least 3 doses
- Hepatitis B – series of 3 shots given over six month period
- Varicella (chicken pox)- series of 2 doses or physician signature documenting date of disease.
- Meningococcal (meningitis) – required for seventh grade

Screenings:

Vision screening is done on all seventh grade students and for individual parent/guardian and teacher requests. If you would like to have your child excluded from screenings please contact Health Services.

Any questions regarding health issues, medications, immunizations, or screenings, please contact Health Services at 952-442-0654 or email wmsnurse@isd110.org

PICKING STUDENTS UP AFTER SCHOOL

If you are picking up students after school, park in the main parking or line up in a single file line in the pick-up/drop-off lane. We cannot allow our driveway to become blocked to emergency vehicles. Idling in a double row and idling in the parking lot aisle ways must be avoided.

ATHLETICS AND ACTIVITIES

Sports activities at the seventh and eighth grade levels will be interscholastic and organized through the District 110 Athletic and Activities Office. Sports activities at the sixth grade level are largely intramural and sponsored by District 110 Community Education.

Eligibility:

Student participation in athletics and activities programs of the school is governed by a student eligibility policy. Generally, students must be achieving success in their regular school program of academics to remain eligible for extracurricular involvement.

A copy of the eligibility policy will be distributed at each sport and activity interest meeting. Participants in any interscholastic activities program must turn in a sports qualifying physical examination form and register online at www.waconiawildcatactivities.com

BUS INFORMATION

Student bus transportation in District 110 is provided by the Koch School Bus Company on a contract basis. Koch Bus Company's phone number is as follows: **Koch Bus Co-(952) 442-3370**

BUS BEHAVIOR POLICY

The following rules of operation are established as School Board Policy related to the safe and responsible operation of the bus transportation program. The District 110 bus transportation policy is guided by a code of ethics which outlines the responsibilities of student, driver, and parents.

Safety and Management Expectations:

1. The bus driver is the responsible authority on the bus. Students and parents must respect their need to be in charge of the bus at all times.
2. Students must board and leave the buses only at specified bus stops.
3. Students must remain at a safe distance from the pickup point when buses are arriving.
4. Pickup times are established, and students must be on time at designated stops.
5. Students must go directly to their seats after entering the bus. Standing or walking on the bus while it is motion is dangerous.
6. Books, backpacks, lunch bags, sports and duffel bags, and other objects must be kept out of the aisles. Backpacks, musical instruments, and other large items must be handled by students in a way as to not come into contact with other students.
7. Students must not consume drinks, eats, or "munchies" on the bus. Lollipops and suckers are also prohibited for reasons of safety and cleanliness.
8. Only authorized students may ride the school buses. All riders must ride the buses to which they are assigned. Permission from the bus owners must be secured in advance if non-regular riders are to be admitted to the buses.
9. Reserving places in line and "saving seats" on buses is not allowed.
10. When crossing a highway after leaving a bus, students must walk in front of the bus when the driver signals that it is safe to cross.

Student Bus Behavior Expectations:

1. Students must not tamper with emergency doors or safety devices.
2. Students must not throw, shoot, or spit objects in, out, or at a bus.
3. Students must not engage in noisy conduct that might distract the driver.
4. Students must not damage or deface the buses in any manner.
5. Students must not use profane or indecent language.
6. Students must not use or possess alcohol, tobacco, or any other kind of illicit drug on the bus.
7. Students must not transport dangerous, objectionable, or offensive objects on the bus.
Transportation of animals on the bus is prohibited.

8. Students must not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus or at bus stops.
9. Students must not repeatedly violate a Safety and Bus Management Rule after having been warned.

Dismissal from the Bus:

Students in violation of the Student Behavior rules will be excluded from riding the bus according to the following schedule:

- First Offense: Written warning combined with an assigned seat for up to four weeks.
- Second Offense: The student will be excluded from the bus for one to five school days.
- Third Offense: The student will be excluded from the bus for six to 10 school days.
- Fourth Offense: The student will be recommended to the superintendent for removal from the bus for the remainder of the school year.

A parent or guardian may request a conference with the bus driver, the bus owner, and the school principal at any of these steps of exclusion. The purpose of the conference would be to establish the facts of the specific case.

Video Cameras on Buses:

Video cameras may serve as a monitoring tool to assist in providing quality and safe transportation services. The cameras are the property of the bus contractors.

Bus Transportation is a Privilege:

The transportation of students to and from school is a privilege provided by District 110. If a student has been excluded from a bus due to the violation of Student Behavior Rules, the district cannot and will not arrange or provide alternate transportation arrangements. The transportation of that student then becomes the responsibility of the student's family. Also, a student's nonattendance during a time of bus exclusion, for no other reason than the bus exclusion, will not be an excused absence.

Bus Assignments:

Students are assigned to a specific route to and from school, from their place of residence. Bus stops are established by the district administration in cooperation with the bus owners. Concerns about bus assignments or stops should be directed to the administration. Students are not allowed on a different bus unless the bus driver knows of the arrangement in advance from a parent/guardian.

7.F. School Board Member Employment with ISD 110

The Leader November 15, 2016

Can board members be employed by district?

By Bill Kautt, MSBA Associate Director of Management Services

Often times, following the election of new school board members, comes the question of whether a board member can be employed by the school district outside of his/her duties as a board member.

M.S. 123B.195 states:

“Notwithstanding section 471.88, subdivision 5, a school board member may be newly employed or may continue to be employed by a school district as an employee only if there is a reasonable expectation at the beginning of the fiscal year or at the time the contract is entered into or extended that the amount to be earned by that officer under that contract or employment relationship will not exceed \$8,000 in that fiscal year. Notwithstanding section 122A.40 or 122A.41 or other law, if the officer does not receive majority approval to be initially employed or to continue in employment at a meeting at which all board members are present, that employment is immediately terminated and that officer has no further rights to employment while serving as a school board member in the district.”

Therefore, any newly elected school board member who was employed by the school district (i.e., substitute teacher, bus driver, coach, etc.) prior to the election must receive majority approval to continue his/her employment with the school district at a board meeting at which all school board members are present. If the new school board member fails to receive majority approval, his/her employment is immediately terminated, and he/she has no further rights to employment while serving as a school board member in the school district.

In addition, money earned by school board members employed by their school districts during this fiscal year will count toward the \$8,000 limit. However, any compensation received for being a school board member does not count against the \$8,000 limit.

Finally, all school board members that are employed by their school districts must be approved each fiscal year at a board meeting at which all members are present.

7.G. Second Read Board Policies

7.G.1. 701 Establishment and Adoption of School
District Budget

Adopted: _____

MSBA/MASA Model Policy 701

Orig. 1995

Revised: _____

Rev. 2011

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances

for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)
~~Minn. Stat. § 126C.23 (Allocation of General Education Revenue)~~

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

7.G.2. 701.1 Modification of School District
Budget

Adopted: _____

MSBA/MASA Model Policy 701.1

Orig. 1996

Revised: _____

Rev. 2000

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure

budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
~~Minn. Stat. § 126C.23 (Allocation of General Education Revenue)~~

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA Service Manual, Chapter 7, Education Funding

7.G.3. 702 Accounting

Adopted: _____

MSBA/MASA Model Policy 702

Orig. 1995

Revised: _____

Rev. 2002 2006

702 ACCOUNTING

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also, ~~on or before October 1 of each year,~~ provide for the publication of the financial information specified in Minn. Stat. §123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)

Minn. Stat. § 123B.75 (Revenue)
Minn. Stat. § 123B.76 (Expenditures)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding

7.G.4. 702.1 Accounting Policy for Student
Activity Funds (not MSBA)

- Recommended for removal

ACCOUNTING POLICY FOR STUDENT ACTIVITY FUNDS

702.1

Building student activity funds cannot directly pay substitute teachers, instructional assistants, employees who officiate athletic events, or perform additional duties for extracurricular activities.

Any person who works for the district must be paid by the payroll department and, therefore, must be contracted on a daily basis or have turned in a time sheet. Temporary personnel are part-time employees of the district and must be part of the payroll system.

Non-student accounts or convenience accounts (i.e. Booster Clubs, Sunshine Funds, Faculty Funds, Coffee Funds) are not permitted as part of Student Activity Funds. Managing the funds of private groups or individuals exposes the district to liability for loss of these private funds.

7.G.5. 702.2 Cash in School Buildings (not MSBA)

- Recommended for removal

CASH IN SCHOOL BUILDINGS

702.2

I. CASH ON HAND

Any cash in the building must be kept in a secured location.

II. DAILY RECEIPTS

Receipts from activities shall be deposited daily including, but not limited to, the following:

- Student Fees
- Resale Proceeds
- Gate Receipts
- Proceeds of Fund Raising Activities
- Food – Nutrition

The purpose of this policy is to safeguard District funds and personnel by limiting the amount of cash in a school building at any one time.

Policy Adopted: June 2004, November 2006
Independent School District #110
Waconia, MN

7.G.6. 703 Annual Audit

Adopted: _____

MSBA/MASA Model Policy 703

Orig. 1995

Revised: _____

Rev. ~~2000~~ 2019

703 ANNUAL AUDIT

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance [Audit](#) Guide issued by the Office of the State Auditor.
- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;
Statement for Comparison and Correction)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

7.G.7. 706 Acceptance of Gifts

Adopted: _____

MSBA/MASA Model Policy 706

Orig. 1995

Revised: _____

Rev. 1999 2007

706 ACCEPTANCE OF GIFTS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts)

Cross References:

7.G.8. 707 Transportation of Public School
Students

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____

Rev. ~~2015~~ 2017

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care

facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. §

120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)

- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

**VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/
STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders

otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location ~~if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked on the same basis as transportation services are provided to other students in the school district.~~ (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location ~~if the shelter or non-shelter location is two or more miles from the school~~

~~of origin and the student's transportation privileges have not been revoked on the same basis as transportation services are provided to other students in the school district~~, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)

Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)
MSBA Service Manual, Chapter 2, Transportation

7.G.9. 708 Transportation of Nonpublic School
Students

Adopted: _____

MSBA/MASA Model Policy 708

Orig. 1995

Revised: _____

Rev. ~~2008~~ 2017

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. § 123B.88 and § 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such

transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. ~~SPECIAL EDUCATION/DISABLED~~ STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. ~~Disabled students whose handicapped conditions~~ When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport ~~disabled students on the basis of the handicapping condition~~ students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules

Part 7470.1600, Subd. 1)

- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a **disabled** student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [Model Policy 707] shall apply to the transportation of nonpublic school students except as specifically provided herein.

- Legal References:**
- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 - Minn. Stat. § 123B.84 (Policy)
 - Minn. Stat. § 123B.86 (Equal Treatment)
 - Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 - Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
 - Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 - Minn. Stat. Ch. 125A (Children With a Disability)
 - Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
 - Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 - Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
 - Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
 - Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)
 - Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8th Cir. 1992)
 - Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
 - Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
 - Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
 - Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
 - Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
 - Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

- Cross References:**
- MSBA/MASA Model Policy 707 (Transportation of Public School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

7.G.10. 710 Extracurricular Transportation

Adopted: _____

MSBA/MASA Model Policy 710

Orig. 1995

Revised: _____

Rev. ~~2007~~ 2012

710 EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An “emergency or other unforeseeable circumstance” does not include situations where regular transportation is available or scheduled.]

For example, if a scheduled extracurricular event occurs outside of the school district and the school district transports a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport some students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of the school district is that the employee would immediately contact administration about these circumstances to ensure oversight of the employee’s use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by the school district. For example, a group of students may participate in a scheduled debate competition for which regular school district transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students’ advancement was not predicted. These circumstances may justify an employee’s use of a personal vehicle to transport the two students to the regional competition, if the vehicle is properly registered and insured. Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
[Minn. Stat. § 169.011, Subd. 71\(a\) \(Definition of a School Bus\)](#)
[Minn. Stat. § 169.454, Subd. 13 \(Type III Vehicle Standards – Exemption\)](#)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

7.G.11. 712 Video Surveillance Other Than on
Buses

Adopted: _____

MSBA/MASA Model Policy 712

Orig. 1996

Revised: _____

Rev. ~~2010~~ 2012

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

[See Model Policy 711 for Video Recording on School Buses]

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
- ~~2~~ 3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family

Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: [MSBA/MASA Model Policy 403 \(Discipline, Suspension, and Dismissal of School District Employees\)](#)
[MSBA/MASA Model Policy 406 \(Public and Private Personnel Data\)](#)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation

7.G.12. 720 Vending Machines

- Recommended for removal

720 VENDING MACHINES

I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to contract for, supervise, maintain, and account for the proceeds from vending machines located in school facilities in a manner that is fair, that maximizes the revenues from those machines, that allows those revenues to be included in the budget of the facility in which they are generated, and that establishes controls to avoid fraud, theft, or the appearance of impropriety.

III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the school board as provided in this policy.

[Note: This provision can be narrowed to apply only to specific facilities.]

IV. SUPERVISION; APPROVAL; LOCATION

- A. All vending machines shall be under the supervision of the school principal or other person in charge of the facility in which the machine is located. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws.
- B. The items to be dispensed from a vending machine located in a school facility shall be approved by the principal or other person in charge of that facility. All food, beverages, or other items approved shall be appropriate to the school setting. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the school board, after proper review, shall make the final determination.
- C. Vending machines may be approved that will dispense items only during certain hours, through the use of timers or otherwise. Vending machines should not be operated in competition with the school cafeteria or food service. The principal or other person in charge of the school facility may regulate the hours of operation of any machine.
- D. Vending machines shall be located to meet any applicable building, fire, or life/safety codes and to provide convenience of operation, accessibility, and ease

of maintenance. The principal or other person in charge of the facility shall review the location of each machine with appropriate maintenance and food service staff.

V. CONTRACT APPROVAL

- A. All contracts for the purchase or rental of vending machines shall be considered by the school board on a facility-by-facility basis.

[Note: These provisions may need to be amended if the school board determines to contract for vending machine services on an exclusive and district-wide basis.]

- B. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be \$10,000 or more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. § 123B.52.

[Note: This dollar figure is lower than the \$100,000 statutory requirement for sealed bids but is recommended to protect the interests of the public.]

- C. If it is estimated that the aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations, and compliance with Minn. Stat. § 123B.52.

[Note: This dollar figure is lower than the \$25,000 statutory requirement for quotations but is recommended to protect the interests of the public.]

- D. The contracting process shall be conducted in compliance with Minn. Stat. § 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.

- E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

- F. If a contract contains a provision allowing exclusivity, such as all machines in the

building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.

- G. All contracts for vending machines must be approved by the school board. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.
- H. All vending machines are to be installed at the expense of the facility in which located. All financial responsibility for the maintenance and repair of machines shall remain with the individual facility in which located to the extent not addressed in the contract.
- I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

VI. ACCOUNTING

- A. Proceeds from vending machine sales and contracts shall be under the control of the school board, shall be accounted for in one of the regular school district funds, and must be accounted for and reported in compliance with UFARS.
- B. An amount equal to the amount of the proceeds from the machines in each facility shall be included in the budget of the facility in which the proceeds are generated. That amount may be expended in accordance with established expenditure procedures.
- C. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid. These controls must include daily, weekly, or other periodic inventories and written reconciliations of variances between inventory and cash. Each time cash is removed from, or inventory is added to a machine, a written reconciliation between cash and inventory must be performed by the person taking the cash from the machine and must be signed by the principal or other person in charge of the facility. The original written reconciliation reports shall be filed with the business office monthly and a copy shall be retained by the principal's office.

Legal References: Minn. Stat. § 123B.20 (Dealing in Supplies)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Contracts)
Minn. Stat. § 471.87 (Conflict of Interest)

Cross References: MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)

MSBA/MASA Model Policy 702 (Accounting)

Policy Adopted: September 2004 / April 2007 / revised April 2009
Independent School District #110
Waconia, MN

7.G.13. 721 Uniform Grant Guidance Policy
Regarding Federal Revenue Sources

Adopted: _____

MSBA/MASA Model Policy 721

Orig. 2016

Revised: _____

Rev. 2019

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. ~~In June 2018, The United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110 increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]~~

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally ~~\$3,000~~ \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than ~~\$150,000~~ \$250,000 (periodically adjusted for inflation).
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more

than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.

5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues

include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 3. Procurement by sealed bids (formal advertising).
 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in

procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
 - a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement

contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. **MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
1. Advisory councils;
 2. Audit costs and related services;
 3. Bonding costs;
 4. Communication costs;
 5. Compensation for personal services;
 6. Depreciation and use allowances;

7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;

4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In

those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education

costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as

direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district policy; and
4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like

circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: 2 C.F.R. § 200.12 (Capital Assets)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)

2 C.F.R. § 200.212 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Real Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319(c) (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses,
Women’s Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
2 C.F.R. § 200.338 (Remedies for Noncompliance)
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.473 (Transportation Costs)
2 C.F.R. § 200.474 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

7.G.14. 801 Equal Access to Facilities

Adopted: _____

MSBA/MASA Model Policy 801

Orig. 1995

Revised: _____

Rev. 2006

801 EQUAL ACCESS TO SCHOOL FACILITIES

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 - 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
[*Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1*, 690 F.3d 996 \(8th Cir. 2012\)](#)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
 MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

7.G.15. 802 Disposition of Obsolete Equipment and
Material

Adopted: _____

MSBA/MASA Model Policy 802

Orig. 1995

Revised: _____

Rev. ~~2018~~ 2019

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

1 a. another school district;

2 b. the state department of corrections;

~~3~~ c. the board of trustees of Minnesota State Colleges and Universities;
~~or~~

4 d. the family of a student residing in the district whose total family income meets the federal definition of poverty; ~~or-~~

e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

7.G.16. 803 Warning Systems and Emergency Plans
(not MSBA)

- Recommended for removal

I. PURPOSE

The purpose of this policy is to assure development of plans to provide direction to school employees and students when faced with emergency situations.

II. GENERAL STATEMENT OF POLICY

The superintendent shall be responsible for directing the development of a comprehensive Emergency Plan which will serve as a guide for employees, students and parents. When approved by the school board, the Emergency Plan shall be attached as an addendum to this policy.

III. PROVISIONS OF THE EMERGENCY PLAN

A. The Emergency Plan shall conform to state and federal laws, Minnesota Department of Education rules, and guidelines set forth by the Minnesota Department of Public Safety, Division of Emergency Services.

The provisions of the Emergency Plan shall be compatible with those of the local municipalities in which the school district is located. Appropriate officials from the local municipalities shall be requested to review and comment on the Emergency Plan during the development process.

B. The Emergency Plan shall address, but not be limited to the following emergency situations:

1. Fire
2. Bomb threat
3. Threats with weapons
4. Demonstrations
5. Natural disaster
6. Utility emergency
7. Hazardous material accident
8. National emergency

- C. Employees shall receive a copy of the Emergency Plan for the building in which they work and shall receive inservice training annually on plan implementation.
- D. Students shall receive specific instruction on plan implementation, and shall participate in a required number of drill and practice sessions throughout the school year.
- E. Parents shall be made aware of the Emergency Plan.

IV. WARNING SYSTEMS

- A. The school district shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.
- B. It shall be the responsibility of the building principal to inform students and employees of the system and the means by which the system is used to identify the specific type of emergency involved.

Legal References: 42 U.S.C. § 5121 *et. seq.* (Disaster relief and emergency assistance)
Minn. Stat. Ch. 12 (Emergency Services)
Minn. Stat. § 299F.011 (Uniform Fire Code; Adoption)
Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility)
Minn. Rules Parts 3530.4400 to 3530.4700 (Civil defense: school districts)
Minn. Rules Part 7510 (Fire Safety)

Cross References:
Policy 806 (Crisis Management Policy)

Policy Adopted: September 2004, April 2007
Independent School District #110
Waconia, MN

7.G.17. 805 Waste Reduction and Recycling

Adopted: _____

MSBA/MASA Model Policy 801

Orig. 1995

Revised: _____

Rev. 2006

801 EQUAL ACCESS TO SCHOOL FACILITIES

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.

- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.

- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 - 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
[*Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1*, 690 F.3d 996 \(8th Cir. 2012\)](#)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
 MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

7.G.18. 903 Visitors & Volunteers to School
Buildings and Sites

Adopted: _____

MSBA/MASA Model Policy 903

Orig. 1995

Revised: _____

Rev. 2002 2017

903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

III IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. ~~It shall be the responsibility of the~~ The superintendent shall be responsible for providing to provide coordination that may be needed throughout the process and providing provide for periodic school board review and approval of the procedures.

IV V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
[Minn. Stat. § 124D.09 \(Post-Secondary Enrollment Options Program\)](#)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross References:

7.G.19. 904 Distribution of Materials on School
District Property by Nonschool Persons

Adopted: _____

MSBA/MASA Model Policy 904

Orig. 1995

Revised: _____

Rev. 2002

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- D. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to

prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “Minor” means any person under the age of eighteen (18).
- F. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- G. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always

prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious religion, or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested

by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures

necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied [565 U.S. 1036](#), 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

7.G.20. 905 Advertising

Adopted: _____

MSBA/MASA Model Policy 905

Orig. 1996

Revised: _____

Rev. ~~2003~~ 2015

905 ADVERTISING

[Note: School districts should carefully consider whether they wish to allow advertising in school district facilities or publications. Once advertisements are accepted, First Amendment Rights may limit the school district's ability to reject specific advertisements or to regulate the content of advertisements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained ~~on school district property or~~ within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

8. **DISCUSSION ITEMS**

8.A. First Read Board Policies

8.A.1. 704 Development and Maintenance of an
Inventory of Fixed Assets and a Fixed Asset
Accounting System

Adopted: _____

MSBA/MASA Model Policy 704

Orig. 1995

Revised: _____

Rev. 1999 2009

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ **The** policy of the school district ~~is~~ that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board. ~~This inventory may be utilized to prepare the annual report to the Commissioner required by Minn. Stat. §123B.14, Subd. 7.~~

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
~~Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)~~
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

8.A.2. 705 Waconia School District Investment
Policy

Adopted: _____

MSBA/MASA Model Policy 705

Orig. 1995

Revised: _____

Rev. 2008 2009

705 INVESTMENTS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ **The** policy of this school district **is** to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The _____ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping,

avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues.

Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any ~~F~~Federal ~~R~~Reserve ~~B~~Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. §

118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ~~forty-five (45)~~ ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate

or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

8.A.3. 709 Student Transportation Safety Policy

Adopted: _____

MSBA/MASA Model Policy 709

Orig. 1995

Revised: _____

Rev. ~~2014~~ 2017

709 STUDENT TRANSPORTATION SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus

training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation

safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.

- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension

or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus ~~or type III vehicle~~, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For

purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10

or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment

and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

- (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)

Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 Minn. Stat. Ch. 169 (Traffic Regulations)
 Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
 Minn. Stat. § 169.02 (Scope)
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
 Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 707 (Transportation of Public Students)
 MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

8.A.4. 709 Form

<p>Notification to Employer Of Moving Violation</p> <p>Commercial Drivers License 49 CFR 383.31 Minnesota Statute 171.168</p>		
<p>Upon conviction of any moving violation by any state or local jurisdiction the holder of a Minnesota Commercial Driver License must notify their employer(s) in writing within 30 days of such conviction.</p>		
<p>DRIVER NAME (First Name, MI, Last Name)</p>	<p>STATE</p>	
<p>COMMERCIAL DRIVER'S LICENSE NUMBER</p>	<p>DID THE VIOLATION HAPPEN IN A CMV? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>DATE OF CONVICTION</p>		
<p>LOCATION OF OFFENSE</p>	<p>CITY</p>	<p>STATE</p>
<p>DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:</p>		<p>DATE</p>
<p>SIGNATURE OF DRIVER</p>		

<p>Notification to Employer Of Suspension, Revocation, Cancellation or Disqualification</p> <p>Commercial Drivers License 49 CFR 383.33 Minnesota Statute 171.169</p>		
<p>The holder of a Minnesota Commercial Driver License shall notify their employer(s) in writing of any suspension, revocation, cancellation, loss of privilege or disqualification, before the end of the business day following the day the driver (employee) received notice of the suspension, revocation, cancellation, loss of privilege or disqualification.</p>		
DRIVER NAME (First Name, MI, Last Name)	STATE	
COMMERCIAL DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE OF CONVICTION		
LOCATION OF OFFENSE	CITY	STATE
DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:	DATE	
SIGNATURE OF DRIVER		

8.A.5. 714 Fund Balances

Adopted: _____

MSBA/MASA Model Policy 714
Orig. 2011

Revised: _____

714 FUND BALANCES

[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of [____ percent of the annual budget.] [____ months of operating expenses.]

[Note: School districts need to select one of the bracketed choices above and fill in the blank. The other bracketed choice should be deleted. If a minimum fund balance is specified, a stabilization arrangement such as that specified in Part IX below that sets aside specific stabilization amounts may not be necessary.]

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

[Note: The school board determines this order.]

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: _____. *[Specify individual(s), such as the superintendent, business manager, etc., or an entity, such as the finance committee, authorized to make these assignments.]* Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. STABILIZATION ARRANGEMENTS

[Note: If the school board has established any arrangement(s) for emergencies and other contingencies, the description(s) should be included in this section. The school board needs to specifically define the circumstances or conditions when these amounts may be used, which must be unanticipated adverse financial or economic circumstances. These circumstances or conditions cannot be situations that are expected to or which occur routinely. Stabilization arrangements should be reported as restricted or committed if they meet the criteria or, otherwise, should be reported as unassigned. They should not be reported as assigned. If the school board does not have any such arrangements, this section should be deleted.]

X. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

[Note: The school board should determine the review period adequate for their school district and change “an annual” to “a quarterly” or “a monthly” or some other time frame if appropriate.]

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

8.A.6. 809 Naming Rights Policy (not MSBA)

809 NAMING RIGHTS POLICY

I. PURPOSE

The purpose of this policy is to establish the criteria and procedures for granting Naming Rights in relation to District facilities. This policy does not cover scholarships or research grants. The Naming Rights Policy applies district-wide.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to recognize persons who have either supported the district through distinguished effort or substantial financial contributions by naming facilities in their honor.

III. REQUIREMENT

A. Facilities included in the Naming Rights Policy include:

1. Buildings or parts of a building such as wings where the identification focuses on the external feature.
2. Parts of buildings, such as theatres, laboratories, gymnasiums, or classrooms.
3. Outdoor areas, which may be gardens, courtyards, stadiums, playing fields, roads or walkways.
4. Other facilities may be recommended for naming after consultation with the school board.

B. "Naming Rights in Consideration" is in consideration of financial contributions, sponsorships or other commercial transactions.

C. "Naming Rights in Recognition" is in recognition of any significant contributions to the district that it wishes to honor.

1. Recognition of outstanding services to the district while serving in an academic or administrative capacity.
2. Recognition of the achievement of distinguished alumni.
3. Recognition of a financial contribution or other contribution from a donor.

IV. GRANTING NAMING RIGHTS

- A. The granting of Naming Rights must be consistent with the District 110 Mission and Core Values.
- B. For the purposes of this policy, a significant financial contribution is set at a minimum of \$100,000.00.
- C. All requests for Naming Rights must be submitted in writing to the board of education.
- D. The board of education will designate the superintendent or designee to form a committee to review and make recommendations for naming opportunities.
- E. The committee will review and research each submitted facility-naming nomination on its individual merits.
- F. The committee will make its recommendation to the superintendent.
- G. The superintendent will submit her/his recommendation to the board of education for review and action.
- H. The physical display of the Naming Rights shall be decided or negotiated on a case-by-case basis.

V. GUIDELINES

The superintendent will decide the monetary valuation of each naming right after receiving a recommendation from the director of business services who may take advice from such persons or other professionals, as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought.

VI. DURATION OF NAMING RIGHTS

- A. The duration of naming rights is decided or negotiated on a case-by-case basis.
- B. Naming Rights will normally remain in place for a period of no longer than twenty-five [25] years.
- C. Exceptions to the duration may be granted with the approval of the board of education.

VII. EARLY TERMINATION OF NAMING RIGHTS

- A. The Naming Rights agreement may be terminated under the following conditions:
 - 1. Termination by the District – The district reserves the right, at its sole discretion, to terminate Naming Rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into a disrepute.
 - 2. Termination by the Named Party – The Named Party without refund of consideration, at its sole discretion, may terminate its acceptance of the Naming Rights prior to the scheduled termination date, in the event that the district directly brings the Named Party into disrepute.

VIII. TRANSFERABILITY OF NAMING RIGHTS

- A. Naming Rights may only be transferred to any other Named Party by mutual agreement between all named parties.
- B. “Naming Rights in Consideration” may be traded by mutual agreement between all parties. Traded is defined as “to exchange one naming right for another” as in the case where a company changes its name, the naming right might be “traded” to reflect the new name.

IX. RENEWABILITY OF NAMING RIGHTS

- A. Naming Rights may be renewed by the mutual agreement between all the parties.

X. LIMIT OF NAMING RIGHTS

- A. On the Part of the District
The school district’s right to use the name and other brand elements of the named party is permitted by express agreement with the named party.
- B. On the Part of the Named Party
The named party, after whom a building or part of a building is named, has no decision-making rights as to the purpose of the building or part of the building unless specifically provided for in the written agreement between the parties. The school district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district’s mission and purpose, statutory obligations, or the local authority of the school board. In turn, the named party has no liability in respect of that building or part of a building unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights’ agreement.

Policy Adopted: June 2015

Policy Reviewed: June 2018

Waconia Public Schools

Waconia, MN

8.A.7. 901 Community Education

Adopted: _____

MSBA/MASA Model Policy 901

Orig. 1995

Revised: _____

Rev. 1999

901 COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary

and appropriate.

- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

8.A.8. 902 Facility Use

Adopted: _____

MSBA/MASA Model Policy 902

Orig. 1995

Revised: _____

Rev. ~~1999~~ 2012

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by

the school board.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. [A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.](#)

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

8.A.9. 903 AR Administrative Regulations (not
MSBA)

903-ADMINISTRATIVE REGULATIONS

SCHOOL DISTRICT VISITOR/VOLUNTEER REGULATIONS

I. VISITOR/VOLUNTEER REGULATIONS

- A. During designated hours, visitors/volunteers to a school building must register at the main office or designated site by providing: (1) name, (2) time of entry, (3) name of person visiting or reason for visit, and (4) other information deemed appropriate by the building principal. Visitors may be asked to submit their driver's license or other valid form of government-issued identification containing a photograph to obtain a visitor pass. While in the school building, a visitor must wear the visitor pass provided at registration at all times. The visitor pass must be worn so that it is readily visible to other individuals in the building. Before exiting the school, the visitor must sign out and return the visitor pass.
- B. The school district administration reserves the right to select and determine the use of each volunteer based on the best interest of school building operations and the needs of students.
- C. The school district administration reserves the right to conduct a criminal background check on a volunteer before a volunteer's services are used. Background checks are required for any volunteer working with students outside of the direct supervision of a school employee. The school district administration further reserves the right to dismiss a volunteer from their services for failure to meet the guidelines established by the school district.
- D. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Stat. § 123B.03, Subd. 1(c) (Background Checks for School Volunteers)

Cross References: ISD 110 School Board Policy No. 903 (Visitors/Volunteers)
ISD 110 School Board Policy No. 404 (Employment Background Checks)

Regulations Approved: April 2017
Independent School District #110
Waconia, Minnesota

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations
Committee

9.B. Leadership & District Service Committee

9.C. Finance & Facilities Committee-of-the-Whole

9.D. Policy & Advocacy Committee

9.E. Southwest Metro Intermediate District 288
Representative

9.F. Teaching & Learning Advisory Council
Representative

9.G. Community Education Advisory Council
Representative

9.H. MSHSL Representative

9.I. Technology Committee Representative

9.J. District 110 Foundation Representative

9.K. Schools for Equity in Education (SEE)
Representative

9.L. Carver County Elected Leaders Representative

9.M. City of Waconia Liaison

9.N. City of Minnetrista Liaison

9.O. City of Victoria Liaison

9.P. City of St. Bonifacius Liaison

9.Q. City of New Germany Liaison

10. **ADJOURNMENT**