

Regular Meeting

Monday, September 14, 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. Introduce 2020-2021 School Board Student Representatives

Presenter: Pat
Devine,
Superintendent

3.B. Recognition of Teachers Achieving Continuing Contract

3.C. 2020 Employee Essence Award Recipients

3.D. 2020-2021 Waconia Accomplished Educators

3.E. Upcoming Meetings:

4. MINUTES OF PREVIOUS MEETING

Regular Meeting
Monday, August 10, 2020 7:00 PM Central

Virtual Meeting via Google Hangout
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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

Call to order by Chair Geller at 7:05 PM

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

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. Upcoming Meetings:

4. MINUTES OF PREVIOUS MEETING

Motion by Weinand to approve the minutes of July 13 regular and July 27 special meetings.

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. HR Recommendations

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

5.C. Receipts of Donation

6. **REPORTS**

6.A. Finance Report

6.B. Superintendent's Report

7. **ACTION ITEMS**

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

Motion by Weinand to approve Sale Award of the District's 2020A Aid Anticipation Certificates

Thom second

Roll Call vote taken

All in favor

Motion carried

7.B. Revised 2020-2021 Academic Calendar

Motion by Weinand to approve revised 2020-2021 Academic Calendar

Thom second

Roll Call vote taken

All in favor

7.C. Resolution Calling for a Special Election

Motion by Weinand to adopt Resolution Calling for a Special Election

Thom second

Roll Call vote taken

All in favor

Motion carried

7.D. Resolution Calling for a General Election

Motion by Weinand to adopt Resolution Calling for a General Election

Thom second

Roll Call vote taken

All in favor

Motion carried

7.E. Student Handbook Review

Motion by Weinand to approve Student Handbooks

Thom second

Roll Call vote taken

All in favor

Motion carried

7.F. School Board Member Employment with ISD 110

Motion by Thom to approve School Board Member Employment with ISD 110 : John Weinand ticket sales

Myers second

Roll Call vote taken

Ayes: Varble, Bullis, Myers, Thom, Weinand

Nays: Johnson, Geller

Motion carried

Motion by Thom to approve School Board Member Employment with ISD 110 : Mike Bullis Wrestling Announcer

Roll Call vote taken

Ayes: Varble, Bullis, Myers, Thom, Weinand

Nays: Johnson, Geller

Motion carried

Motion by Myers to approve School Board Member Employment with ISD 110: Mike Bullis Substitute Teacher

Bullis second

Roll Call vote taken

Ayes: Myers, Bullis

Nays: Weinand, Thom, Johnson, Varble, Geller

Motion defeated

Motion by Myers to approve School Board Member Employment with ISD 110: Rachel Myers Substitute Teacher

Bullis second

Roll Call vote taken

Ayes: Bullis, Myers

Nays: Weinand, Thom, Varble, Johnson, Geller

Motion defeated

Motion by Myers to approve School Board Member Employment with ISD 110: Rachel Myers Substitute Paraprofessional

Bullis second

Roll Call vote taken

Ayes: Myers, Bullis

Nays: Thom, Weinand, Varble, Johnson, Geller

Motion defeated

7.G. Second Read Board Policies

Motion by Weinand to approve Second Read Board Policies

Thom second

Roll Call vote taken

All in favor

Motion carried

7.G.1. 701 Establishment and Adoption of School District Budget

7.G.2. 701.1 Modification of School District Budget

7.G.3. 702 Accounting

7.G.4. 702.1 Accounting Policy for Student Activity Funds (not MSBA)

- Recommended for removal

7.G.5. 702.2 Cash in School Buildings (not MSBA)

- Recommended for removal

7.G.6. 703 Annual Audit

7.G.7. 706 Acceptance of Gifts

7.G.8. 707 Transportation of Public School Students

7.G.9. 708 Transportation of Nonpublic School Students

7.G.10. 710 Extracurricular Transportation

7.G.11. 712 Video Surveillance Other Than on Buses

7.G.12. 720 Vending Machines

- Recommended for removal

7.G.13. 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources

7.G.14. 801 Equal Access to Facilities

7.G.15. 802 Disposition of Obsolete Equipment and Material

7.G.16. 803 Warning Systems and Emergency Plans (not MSBA)

- Recommended for removal

7.G.17. 805 Waste Reduction and Recycling

7.G.18. 903 Visitors & Volunteers to School Buildings and Sites

7.G.19. 904 Distribution of Materials on School District Property by Nonschool Persons

7.G.20. 905 Advertising

8. DISCUSSION ITEMS

8.1. First Read Board Policies

8.1.A. 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

8.1.B. 705 Waconia School District Investment Policy

8.1.C. 709 Student Transportation Safety Policy

8.1.D. 709 Form

8.1.E. 714 Fund Balances

8.1.F. 809 Naming Rights Policy (not MSBA)

8.1.G. 901 Community Education

8.1.H. 902 Facility Use

8.1.I. 903 AR Administrative Regulations (not MSBA)

9. BOARD COMMITTEE REPORTS

9.A. Self-Governance & Superintendent Relations Committee

Geller reports a new board calendar has been developed, will begin to use in September

9.B. Leadership & District Service Committee

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

9.D. Policy & Advocacy Committee

Johnson reports attending MSBA Summer Seminar – virtual, Policy Committee met and reviewed 510 Activities policy, will bring forward for first read.

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

All in favor

Motion carried

Meeting adjourned at 8:49 PM

AGENDA

Board of Education Special
Independent School District No. 110
Waconia, Minnesota
August 24, 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. CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE

Call to order by Chair Geller at 7:04 PM

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

Members absent: Varble

Motion by Weinand to adopt agenda

Thom second

Roll Call vote taken

All in favor

Motion carried

2. ACTION ITEMS

A. ONE10 Safe Learning Plan Presentation and Recommendations

Motion by Weinand to approve ONE10 Safe Learning Plan Presentation and Recommendations

Thom second

Roll Call vote taken

All in favor

Motion carried

3. ADJOURNMENT

Motion by Weinand to adjourn

Thom second

Roll Call vote taken

All in favor

Motion carried

Meeting adjourned at 7:48 PM

5. **CONSENT AGENDA**

5.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
599073	AMAZON CAPITAL SERVICES	08/10/2020	R	6,240.35	August
599074	GKSS RADIN LLC	08/10/2020	R	459.20	August
599075	ARROW BUILDING CENTER	08/12/2020	R	202.00	August
599076	BAUER, SANDY	08/12/2020	R	300.00	August
599077	BRIH DESIGN	08/12/2020	R	161.25	August
599078	BROOKES PUBLISHING CO	08/12/2020	R	368.61	August
599079	COMMITTEE FOR CHILDREN	08/12/2020	R	3,213.00	August
599080	RANDALL, WILLIAM	08/12/2020	R	300.00	August
599081	SIMONSON, TRINA	08/12/2020	R	300.00	August
599082	SOUTHWEST METRO INTERMEDIATE D	08/12/2020	R	2,186.58	August
599083	VICK, JENNIFER	08/12/2020	R	300.00	August
599084	WA-CO REPAIR	08/12/2020	R	192.38	August
599085	WYATT, ANGELA	08/12/2020	R	300.00	August
599086	AMERICAN TIME	08/13/2020	R	823.00	August
599087	ARROW BUILDING CENTER	08/13/2020	R	1,138.70	August
599088	CIPAFILTER	08/13/2020	R	5,248.08	August
599089	COLONY PLAZA, INC	08/13/2020	R	23.30	August
599090	COR ROBOTICS	08/13/2020	R	415.80	August
599091	COUGHLAN COMPANIES LLC	08/13/2020	R	899.00	August
599092	DANIELLE ALEXANDER DESIGN LLC	08/13/2020	R	722.50	August
599093	GRAPHIC EDGE	08/13/2020	R	728.05	August
599094	HAPPY FEET SOCCER TWIN CITIES	08/13/2020	R	652.80	August
599095	HILLYARD/HUTCHINSON	08/13/2020	R	4,853.55	August
599096	INNOVATIONAL WATER SOLUTIONS I	08/13/2020	R	1,157.00	August
599097	LOFFLER COMPANIES	08/13/2020	R	433.33	August
599098	RANDYS ENVIRONMENTAL SERV	08/13/2020	R	199.77	August
599099	SCHOLASTIC, INC	08/13/2020	R	72.60	August
599100	STEJSKAL, TODD	08/13/2020	R	1,000.00	August
599101	STONEWARE, INC.	08/13/2020	R	958.00	August
599102	WEINZIERL, KRISTIN	08/13/2020	R	422.50	August
599103	BARNES & NOBLE	08/20/2020	R	284.80	August
599104	KAEDING ARCHITECTURE LLC	08/20/2020	R	70.00	August
599105	LEARNING SCIENCES INT'L LLC	08/20/2020	R	1,199.00	August
599106	LEONARD, JESSI	08/20/2020	R	259.90	August
599107	MONTICELLO PUBLIC SCHOOLS	08/20/2020	R	3,258.68	August
599108	MUSIC MART	08/20/2020	R	73.96	August
599109	SFM	08/20/2020	R	8,748.00	August
599110	SOUTHWEST METRO INTERMEDIATE D	08/20/2020	R	1,907.83	August
599111	21ST CENTURY SPORTS LLC	08/21/2020	R	395.50	August
599112	AFFINETY SOLUTIONS, INC	08/21/2020	R	610.00	August
599113	ARCADIA SOLAR LLC	08/21/2020	R	391.49	August
599114	CD PRODUCTS INC	08/21/2020	R	600.00	August
599115	CITY OF WACONIA	08/21/2020	R	4,648.05	August
599116	COUNTRYSIDE CUSTOM APPAREL	08/21/2020	R	705.70	August
599117	EDUCATORS BENEFIT CONSULTANTS	08/21/2020	R	283.28	August
599118	ELLIOTT, BRIAN	08/21/2020	R	600.00	August
599119	FENNER, CHRISTINE	08/21/2020	R	400.00	August
599120	HEILIGENTHAL, CHRISTA	08/21/2020	R	400.00	August
599121	HERTEL, ANGIE	08/21/2020	R	30.00	August
599122	HILLYARD/HUTCHINSON	08/21/2020	R	2,469.38	August
599123	HOPKINS SPORTS CAMPS LLC	08/21/2020	R	6,540.00	August
599124	JUREK, JOSHUA	08/21/2020	R	600.00	August
599125	KAPUSKA, MARK	08/21/2020	R	400.00	August
599126	MCLAIN, BECKY	08/21/2020	R	60.00	August
599127	MOHS, ALLYZE	08/21/2020	R	360.00	August
599128	MSHSL	08/21/2020	R	6,028.00	August

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
599129	NAHAN, SHELLY	08/21/2020	R	288.00	August
599130	NCS PEARSON, INC	08/21/2020	R	474.78	August
599131	NEW DOCUMENTS & LABELS, INC.	08/21/2020	R	277.50	August
599132	PINE PRODUCTS	08/21/2020	R	361.00	August
599133	PIONEER CREEK GOLF COURSE	08/21/2020	R	720.00	August
599134	PUHL, DAVID	08/21/2020	R	600.00	August
599135	QUADIENT INC	08/21/2020	R	139.73	August
599136	RIDDELL/ALL AMERICAN SPORTS CO	08/21/2020	R	14,699.78	August
599137	ROBERTS, ASHTON	08/21/2020	R	225.00	August
599138	ROCHESTER 100, INC	08/21/2020	R	760.00	August
599139	ROSEMOUNT SAW & TOOL CO	08/21/2020	R	220.50	August
599140	SAVVAS LEARNING CO LLC	08/21/2020	R	3,075.80	August
599141	SCHOLASTIC, INC	08/21/2020	R	1,780.24	August
599142	SCHOOL SPECIALTY, INC	08/21/2020	R	245.75	August
599143	SOMMER, CARY	08/21/2020	R	600.00	August
599144	STAPLES ADVANTAGE	08/21/2020	R	330.87	August
599145	STAR TRIBUNE	08/21/2020	R	55.77	August
599146	TOLL GAS & WELDING SUPPLY	08/21/2020	R	11.35	August
599147	TUMBLEWEED PRESS INC.	08/21/2020	R	799.00	August
599148	UHL CO	08/21/2020	R	346.00	August
599149	WESTERN PSYCHOLOGICAL SERVICES	08/21/2020	R	202.50	August
599150	WILSON LANGUAGE TRAINING CORP	08/21/2020	R	9,340.49	August
599151	WINSOR LEARNING, INC	08/21/2020	R	3,198.00	August
599152	YOUTH ENRICHMENT LEAGUE	08/21/2020	R	1,164.00	August
599153	AMAZON CAPITAL SERVICES	08/21/2020	R	79,474.44	August
599154	INTERMEDIATE DIST #287	08/27/2020	R	19,451.59	August
599155	SOUTHWEST METRO INTERMEDIATE D	08/27/2020	R	1,512.36	August
599156	21ST CENTURY SPORTS LLC	08/27/2020	R	971.25	August
599157	A-1 ELECTRIC SERVICE	08/27/2020	R	12,885.80	August
599158	ADAMS PEST CONTROL CO	08/27/2020	R	798.00	August
599159	ALL IN ONE - TRANSLATION AGENC	08/27/2020	R	270.00	August
599160	AMPLIFY EDUCATION INC	08/27/2020	R	82,860.58	August
599161	ARROW BUILDING CENTER	08/27/2020	R	11,389.95	August
599162	BIOZONE CORPORATION	08/27/2020	R	28.95	August
599163	BNR IRRIGATION SERVICES INC	08/27/2020	R	6,251.67	August
599164	CD PRODUCTS INC	08/27/2020	R	785.00	August
599165	CHRISTIANSON, HEATHER	08/27/2020	R	89.00	August
599166	CONCRETE CUTTING & CORING	08/27/2020	R	1,950.00	August
599167	CPI	08/27/2020	R	2,712.50	August
599168	DEADRICK, VICKI	08/27/2020	R	59.30	August
599169	DIAMOND VOGEL PAINT	08/27/2020	R	352.88	August
599170	DICK ERTL CONSTRUCTION	08/27/2020	R	1,393.14	August
599171	DOMINO'S PIZZA	08/27/2020	R	161.00	August
599172	ECM PUBLISHERS, INC	08/27/2020	R	29.16	August
599173	EDUCATORS BENEFIT CONSULTANTS	08/27/2020	R	461.63	August
599174	ETHAN GIESNESS	08/27/2020	R	300.00	August
599175	EVERSONS HARDWARE HANK	08/27/2020	R	382.75	August
599176	FALKMAN, WILL	08/27/2020	R	100.00	August
599177	FIRST ST CONSTRUCTION & REMODE	08/27/2020	R	31,026.77	August
599178	FLINN SCIENTIFIC	08/27/2020	R	382.50	August
599179	FRISINGER, TYLER	08/27/2020	R	150.00	August
599180	HEILGENTHAL, CHRISTA	08/27/2020	R	125.00	August
599181	HIGH POINT NETWORKS, LLC	08/27/2020	R	1,317.00	August
599182	HILLYARD/HUTCHINSON	08/27/2020	R	419.07	August
599183	HODZIC, IRENE	08/27/2020	R	57.65	August
599184	INDIANHEAD FS DISTRIBUTOR	08/27/2020	R	168.30	August

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599185	JUREK, JOSHUA	08/27/2020	R	300.00	August
599186	L2 INFINITY LLC	08/27/2020	R	840.00	August
599187	LOFFLER COMPANIES	08/27/2020	R	83.68	August
599188	LYNCH, KEVIN	08/27/2020	R	6,840.00	August
599189	MAIN SCOOP	08/27/2020	R	180.00	August
599190	MASPA/STATE NEGOTIATORS	08/27/2020	R	550.00	August
599191	MASSP	08/27/2020	R	865.00	August
599192	MAYER LUMBER CO, INC	08/27/2020	R	239.81	August
599193	MEI TOTAL ELEVATOR SOLUTIONS	08/27/2020	R	2,345.11	August
599194	METRO ECSU	08/27/2020	R	2,850.00	August
599195	MN DEPT LABOR & INDUSTRY	08/27/2020	R	300.00	August
599196	MULRONEY, MIKE	08/27/2020	R	360.00	August
599197	NAHAN, SHELLY	08/27/2020	R	1,268.40	August
599198	OCCUPATIONAL HLTH CNTRS MN PC	08/27/2020	R	246.00	August
599199	PARTS CITY WACONIA	08/27/2020	R	56.92	August
599200	PETERSON DRYWALL INC.	08/27/2020	R	1,450.00	August
599201	PICKART, MARY	08/27/2020	R	50.00	August
599202	PICKLE EVENTS LLC	08/27/2020	R	350.00	August
599203	PLANSOURCE BENEFITS ADMIN INC	08/27/2020	R	2,337.50	August
599204	PRIME TIME SPORTS	08/27/2020	R	8,129.60	August
599205	RIDDELL/ALL AMERICAN SPORTS CO	08/27/2020	R	7,315.95	August
599206	SEESAW LEARNING INC	08/27/2020	R	4,675.00	August
599207	SEIM, GRACE	08/27/2020	R	200.00	August
599208	SHELBURNE ADVERTISING INC.	08/27/2020	R	519.00	August
599209	SPECIAL SCHOOL DIST NO 1	08/27/2020	R	418.60	August
599210	SPECIALTY FLOORING REMOVAL INC	08/27/2020	R	551.50	August
599211	TOWN & COUNTRY GLASS	08/27/2020	R	412.95	August
599212	TRAINING ROOM, INC	08/27/2020	R	1,192.95	August
599213	TRAINING HAUS	08/27/2020	R	45,324.00	August
599214	TREBRON COMPANY, INC	08/27/2020	R	17,311.66	August
599215	UNHINGED PIZZA - WACONIA	08/27/2020	R	502.32	August
599216	UNITED FARMERS COOPERATIVE	08/27/2020	R	5,749.35	August
599217	WISNIEWSKI, PATRICK	08/27/2020	R	80.00	August
599218	WOOD GUYS LLC	08/27/2020	R	300.00	August
599219	WORTZ, TYLER	08/27/2020	R	508.00	August
599220	AMAZON CAPITAL SERVICES	08/28/2020	R	19,396.59	August
599221	DISTRICT 110 FOUNDATION	08/31/2020	R	21.00	August
599222	EYE MED-FIDELITY SECURITY LIFE	08/31/2020	R	2,094.72	August
599223	LIFE INS CO OF NORTH AMERICA	08/31/2020	R	10,275.50	August
599224	NCPERS GROUP LIFE INS	08/31/2020	R	112.00	August
599225	SCHOOL SERVICE EMPLOYEES	08/31/2020	R	1,562.76	August
599226	BEST BUY BUSINESS ADV ACCT	09/01/2020	R	2,568.00	September
599227	DICK ERTL CONSTRUCTION	09/01/2020	R	15,617.72	September
599228	21ST CENTURY SPORTS LLC	09/03/2020	R	120.00	September
599229	A-1 ELECTRIC SERVICE	09/03/2020	R	1,239.60	September
599230	ABRAKADOODLE	09/03/2020	R	1,357.00	September
599231	AMPLIFY EDUCATION INC	09/03/2020	R	4,800.00	September
599232	BIFFS, INC	09/03/2020	R	447.00	September
599233	BUSINESS IMPACT GROUP	09/03/2020	R	492.57	September
599234	CD PRODUCTS INC	09/03/2020	R	8,841.00	September
599235	CLOUSE, JOHN	09/03/2020	R	70.00	September
599236	DOEDEN, OLIVIA	09/03/2020	R	680.00	September
599237	ECM PUBLISHERS, INC	09/03/2020	R	119.78	September
599238	EDPUZZLE	09/03/2020	R	1,325.00	September
599239	IEA, INC	09/03/2020	R	541.05	September
599240	INNOVATIVE OFFICE SOLUTIONS LL	09/03/2020	R	293.88	September

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
599241	IXL Learning	09/03/2020	R	700.00	September
599242	KIDCREATE STUDIO	09/03/2020	R	2,030.00	September
599243	KOSTECKA, JENNIFER	09/03/2020	R	40.90	September
599244	LAKESHORE LEARNING MATERIALS	09/03/2020	R	15.29	September
599245	MASSP	09/03/2020	R	865.00	September
599246	MEYER, ALLSION	09/03/2020	R	60.00	September
599247	MINI BIFF LLC	09/03/2020	R	84.66	September
599248	MSHSCA	09/03/2020	R	5.00	September
599249	MUMFORD, SOFYA	09/03/2020	R	40.00	September
599250	NCS PEARSON, INC	09/03/2020	R	339.52	September
599251	PALM, ASHLEE	09/03/2020	R	105.80	September
599252	POWERSCHOOL GROUP LLC	09/03/2020	R	6,301.19	September
599253	REALLY GOOD STUFF LLC	09/03/2020	R	103.49	September
599254	SCAN AIR FILTER, INC	09/03/2020	R	4,403.18	September
599255	SCHOOL SPECIALTY, INC	09/03/2020	R	291.83	September
599256	SPORTS UNLIMITED	09/03/2020	R	3,510.00	September
599257	TEACHER CREATED MATERIALS PUBL	09/03/2020	R	287.88	September
599258	UHL CO	09/03/2020	R	319.50	September
599259	VANHEFTY, JILLIAN	09/03/2020	R	83.50	September
599260	WILLIAM V MACGILL & CO	09/03/2020	R	704.93	September
599261	WINSTED SOLAR LLC	09/03/2020	R	8,262.56	September
599262	WOYTCKE, KELLY	09/03/2020	R	82.40	September
599263	AMAZON CAPITAL SERVICES	09/03/2020	R	11,344.60	September
599264	21ST CENTURY SPORTS LLC	09/10/2020	R	4,140.00	September
599265	AIM ACADEMY	09/10/2020	R	295.00	September
599266	ARROW BUILDING CENTER	09/10/2020	R	349.26	September
599267	BLANCHFIELD, MIKE	09/10/2020	R	253.62	September
599268	CANION CREATIONS	09/10/2020	R	204.00	September
599269	CARLSON, DAN	09/10/2020	R	2,713.60	September
599270	CENGAGE LEARNING INC	09/10/2020	R	5,187.00	September
599271	CHURCHILL CENTER & SCHOOL	09/10/2020	R	300.00	September
599272	COLONY PLAZA, INC	09/10/2020	R	125.70	September
599273	D & J FURNITURE & FLOORING INC	09/10/2020	R	6,445.18	September
599274	DANIELLE ALEXANDER DESIGN LLC	09/10/2020	R	573.75	September
599275	DELTA EDUCATION	09/10/2020	R	40.34	September
599276	ECM PUBLISHERS, INC	09/10/2020	R	86.12	September
599277	EDMENTUM	09/10/2020	R	17,020.00	September
599278	ELSMORE SWIM SHOP	09/10/2020	R	199.00	September
599279	FLUENCY MATTERS	09/10/2020	R	2,865.50	September
599280	GKSS RADIN LLC	09/10/2020	R	171.00	September
599281	GORANS, MICHELLE	09/10/2020	R	80.00	September
599282	HAPPY FEET SOCCER TWIN CITIES	09/10/2020	R	691.20	September
599283	HUDL	09/10/2020	R	7,494.55	September
599284	INFINITE CAMPUS, INC	09/10/2020	R	150.00	September
599285	JANNING'S ACOUSTICS, INC.	09/10/2020	R	3,851.00	September
599286	KAEDING ARCHITECTURE LLC	09/10/2020	R	863.25	September
599287	LEARNINGCITY	09/10/2020	R	1,794.00	September
599288	LVC COMPANIES INC	09/10/2020	R	1,428.28	September
599289	MACKIN LIBRARY SERVICE	09/10/2020	R	2,204.67	September
599290	MAIN SCOOP	09/10/2020	R	66.00	September
599291	MESPA	09/10/2020	R	934.00	September
599292	MUMFORD, SOFYA	09/10/2020	R	40.00	September
599293	MUSIC MART	09/10/2020	R	97.20	September
599294	NAPA AUTO PARTS OF WACONIA	09/10/2020	R	23.80	September
599295	NCS PEARSON, INC	09/10/2020	R	586.45	September
599296	PARTS CITY WACONIA	09/10/2020	R	124.91	September

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
599297	PERMANENT COATING SOLUTIONS, L	09/10/2020	R	2,500.00	September
599298	Pick A Time	09/10/2020	R	19.50	September
599299	REALLY GOOD STUFF LLC	09/10/2020	R	767.13	September
599300	RIVERS EDGE CONCRETE LLC	09/10/2020	R	571.00	September
599301	SCHAUER, BRITTANY	09/10/2020	R	100.00	September
599302	SCHOLASTIC, INC	09/10/2020	R	543.95	September
599303	SCHOOL SPECIALTY, INC	09/10/2020	R	1,853.09	September
599304	SENROR WOOLY	09/10/2020	R	161.50	September
599305	SFGFII, LLC	09/10/2020	R	18,177.55	September
599306	SHIFFLER EQUIP SALES, INC	09/10/2020	R	304.73	September
599307	SPELLINGCITY.COM, INC	09/10/2020	R	58.65	September
599308	STRUCTURED NETWORK SOLUTIONS,	09/10/2020	R	4,867.40	September
599309	SUCCESS BY DESIGN, INC	09/10/2020	R	572.18	September
599310	SUPREME SCHOOL SUPPLY	09/10/2020	R	472.28	September
599311	TESTOUT	09/10/2020	R	425.00	September
599312	UHL CO	09/10/2020	R	5,245.31	September
599313	US BANK	09/10/2020	R	1,800.00	September
599314	USA Security	09/10/2020	R	1,152.00	September
599315	WACONIA ROLL-OFF SERVICE	09/10/2020	R	379.00	September
599316	WRIGHT COUNTY CONFERENCE	09/10/2020	R	2,300.00	September
599317	AMAZON CAPITAL SERVICES	09/10/2020	R	7,064.82	September
202000064	MOCHA MONKEY	08/10/2020	W	16.23	August
202000065	VANDY'S GRILLE	08/10/2020	W	65.68	August
202000066	GROUND ROUND	08/10/2020	W	37.56	August
202000067	AT&T MOBILITY	08/10/2020	W	128.84	August
202000068	APPLE ITUNES	08/10/2020	W	2.99	August
202000069	MAILCHIMP	08/10/2020	W	189.00	August
202000070	REV.COM	08/10/2020	W	12.50	August
202000071	DOLLAR TREE	08/10/2020	W	43.00	August
202000072	PANTHEON	08/10/2020	W	35.00	August
202000073	Virtutools, LLC	08/10/2020	W	35.00	August
202000074	AMERICAN SCHOOL COUNSELOR ASSN	08/10/2020	W	129.00	August
202000075	AMERICAN SCHOOL COUNSELOR ASSN	08/10/2020	W	129.00	August
202000076	WRITE IMAGE COMMUNICATIONS	08/10/2020	W	175.00	August
202000077	IDI LLC	08/10/2020	W	972.00	August
202000078	NATIONAL HONOR SOCIETY	08/10/2020	W	385.00	August
202000079	TARGET STORES INC	08/10/2020	W	1.90	August
202000080	TARGET STORES INC	08/10/2020	W	25.74	August
202000081	TRELLO, INC.	08/10/2020	W	359.97	August
202000082	HODGES BADGE CO, INC	08/10/2020	W	222.97	August
202000083	SPED FORMS, INC	08/10/2020	W	11,168.57	August
202000084	GRAPHIC EDGE	08/10/2020	W	441.92	August
202000085	BMO-MASTERCARD BILLING	08/10/2020	W	429.45	August
202000086	BRAINPOP LLC	08/10/2020	W	10,217.30	August
202000095	BLUE CROSS AND BLUE SHIELD OF	08/14/2020	W	213,836.30	August
202000097	EDUCATIONAL SUPPORT PARA UNION	08/14/2020	W	0.00	August
202000098	INTERNAL REVENUE SERVICE	08/14/2020	W	169,722.62	August
202000099	MN CHILD SUPPORT PYMT CENTER	08/14/2020	W	503.90	August
202000100	MN DEPT OF REVENUE	08/14/2020	W	27,556.94	August
202000101	MN TEACHERS RETIREMENT ASSN	08/14/2020	W	114,045.18	August
202000102	PERA	08/14/2020	W	9,434.52	August
202000103	EDUCATORS BENEFIT CONSULTANTS	08/14/2020	W	46,642.75	August
202000104	FURTHER	08/14/2020	W	583.38	August
202000105	BLUE CROSS AND BLUE SHIELD OF	08/14/2020	W	62,415.80	August
202000107	INTERNAL REVENUE SERVICE	08/14/2020	W	85,268.68	August
202000108	MN DEPT OF REVENUE	08/14/2020	W	14,254.56	August

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
202000109	MN TEACHERS RETIREMENT ASSN	08/14/2020	W	20,064.68	August
202000110	PERA	08/14/2020	W	26,006.94	August
202000111	EDUCATORS BENEFIT CONSULTANTS	08/14/2020	W	11,607.99	August
202000112	FURTHER	08/14/2020	W	5,154.40	August
202000114	BLUE CROSS AND BLUE SHIELD OF	08/31/2020	W	213,836.30	August
202000116	INTERNAL REVENUE SERVICE	08/31/2020	W	171,291.22	August
202000117	MN CHILD SUPPORT PYMT CENTER	08/31/2020	W	503.90	August
202000118	MN DEPT OF REVENUE	08/31/2020	W	27,857.09	August
202000119	MN TEACHERS RETIREMENT ASSN	08/31/2020	W	114,845.00	August
202000120	PERA	08/31/2020	W	9,416.66	August
202000121	EDUCATORS BENEFIT CONSULTANTS	08/31/2020	W	46,717.77	August
202000122	FURTHER	08/31/2020	W	583.38	August
202000123	BLUE CROSS AND BLUE SHIELD OF	08/31/2020	W	150,768.46	August
202000125	INTERNAL REVENUE SERVICE	08/31/2020	W	76,334.50	August
202000126	MN DEPT OF REVENUE	08/31/2020	W	12,365.28	August
202000127	MN TEACHERS RETIREMENT ASSN	08/31/2020	W	16,190.29	August
202000128	PERA	08/31/2020	W	25,722.77	August
202000129	EDUCATORS BENEFIT CONSULTANTS	08/31/2020	W	12,086.44	August
202000130	FURTHER	08/31/2020	W	5,162.97	August
202000131	QDOBA	09/10/2020	W	22.66	September
202000132	APPLE ITUNES	09/10/2020	W	2.99	September
202000133	MAILCHIMP	09/10/2020	W	189.00	September
202000134	REV.COM	09/10/2020	W	80.00	September
202000135	MASBO	09/10/2020	W	340.00	September
202000136	PACIFIC PECTIN INC.	09/10/2020	W	145.00	September
202000137	CREATURE WORKS, INC	09/10/2020	W	356.00	September
202000138	HOME DEPOT	09/10/2020	W	85.38	September
202000139	EBAY	09/10/2020	W	78.52	September
202000140	US POWER BID	09/10/2020	W	932.25	September
202000141	BONFIRE	09/10/2020	W	66.49	September
202000143	GRAYBAR	09/10/2020	W	1,094.26	September
202000144	US CLUB SOCCER	09/10/2020	W	175.00	September
202000146	SCREENCASTIFY	09/10/2020	W	29.00	September
202000147	MENARDS HUTCHINSON	09/10/2020	W	899.63	September
202000148	TENNIS COURT SUPPLY	09/10/2020	W	424.73	September
202000149	TARGET BANK	09/10/2020	W	287.69	September
202000150	Virtutools, LLC	09/10/2020	W	428.43	September
202000152	IRON TAP	09/10/2020	W	549.80	September
202000153	DOLLAR TREE	09/10/2020	W	44.00	September
202000154	ALDI	09/10/2020	W	282.23	September
202000155	DOMINO'S PIZZA	09/10/2020	W	338.95	September
202000156	AFFINITY SPORTS	09/10/2020	W	307.50	September
202000158	PANTHEON	09/10/2020	W	458.74	September
202000161	IntraData	09/10/2020	W	671.05	September
202000162	CROWN AWARDS	09/10/2020	W	329.45	September
202000163	AUGUST ASH INCORPORATED	09/10/2020	W	156.00	September
202000165	EVERSONS HARDWARE HANK	09/10/2020	W	44.93	September
202000166	TEACHERS SYNERGY, LLC	09/10/2020	W	53.69	September
202000168	CLEARMASK LLC	09/10/2020	W	268.00	September
202000169	KOWALSKI'S MARKETS	09/10/2020	W	0.00	September
202000170	EVENTBRITE	09/10/2020	W	300.00	September
202000171	ORTON-GILLINGHAM OF MN	09/10/2020	W	700.00	September
202000174	DataXoom	09/10/2020	W	450.00	September
202000175	MSHSCA	09/10/2020	W	170.00	September
202000176	PROJECT LEAD THE WAY, INC	09/10/2020	W	1,200.00	September
202000177	LEARNING A-2 LICENSE	09/10/2020	W	115.45	September

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202000178	VISTAPRINT USA	09/10/2020	W	130.05	September
202000180	MICHAELS	09/10/2020	W	263.56	September
202000181	REPUBLIC SERVICES	09/10/2020	W	562.12	September
202000182	SCREENCAST-O-MATIC.COM	09/10/2020	W	15.00	September
202000183	GEORGE PATTON ASSOC INC	09/10/2020	W	586.74	September
202000184	HANDLE WITH CARE BEHAVIOR MGMT	09/10/2020	W	900.00	September
202000186	SOLUTION TREE	09/10/2020	W	199.00	September
202000187	EDUCATION MODIFIED INC.	09/10/2020	W	2,875.00	September
202000188	AT&T MOBILITY	08/07/2020	W	1,603.77	August
202000189	T-MOBILE	08/10/2020	W	398.64	August
202000190	SPRINT WIRELESS	08/12/2020	W	814.98	August
202000191	QUADIENT FINANCE USA, INC	08/25/2020	W	500.00	August
202100001	CHAPMAN, ALCYIA	08/27/2020	A	25.00	August
202100002	MELIUS, MICHELE	08/27/2020	A	44.69	August
202100003	HAMANN, MICHAEL	09/10/2020	A	199.00	September
Totals for checks				2,448,420.05	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,647,214.95	572.18	564,766.80	2,212,553.93
02	Food Service	39,634.18	0.00	8,666.81	48,300.99
04	Community Service	87,577.65	2,178.90	96,008.58	185,765.13
07	Debt Redemption	0.00	0.00	1,800.00	1,800.00
***	Fund Summary Totals ***	1,774,426.78	2,751.08	671,242.19	2,448,420.05

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



Invoice Number

909913230

Due Date: 10/10/2020

Contact Us:
1-800-227-7404
www.bsnsports.com

Make check payable to:
BSN SPORTS LLC
P.O. Box 660176
Dallas, TX 75266-0176

PO Number: 3102100047

Order Number: 302794580

Terms: NT30

Invoice Date: 09/10/2020

Customer #: 1799737
Bill To: WACONIA HIGH SCHOOL
1400 COMMUNITY DR
WACONIA MN 55387-1158

Ship To: WACONIA HIGH SCHOOL
NEW
Attn: Pat Hayes
1650 COMMUNITY DR
WACONIA MN 55387

Item Number	Item Description	Material	Color/Team/Size	Qty/ UOM	Unit Price	Extended Price
1453398	ONIX FUSE Indoor Orange 6 PACK	1453398	Phone Number: 6	4 SET	17.49	69.96
1268942	ULTIMATE FRISBEE 175G	1268942		10 EA	12.99	129.90
T800WHGR	CARLTON T800 WHITE/GREEN SLOW TUBE OF 6	T800WHGR		6 TB	11.99	71.94
1393410	Mac Tournament 110 Badminton Racquet	1393410		6 EA	19.99	119.94
VSBMFEL5	VOIT FELT SOCCERBALL SZ5	VSBMFEL5	5	4 EA	19.99	79.96
SNBMN128	BADMINTON NET-ECONOMY	SNBMN128		3 EA	19.99	59.97
1376979	Voit Rubber Football w/Laces-Youth	1376979		4 EA	12.99	51.96
VXB20HXX	VOIT RUBBER XB20 BBALL 29.5" OFFICIAL	VXB20HXX		4 EA	14.99	59.96
VPG8HNOR	VOIT ENDURO PLAYGROUND BALL 8.5" ORANGE	VPG8HNOR	Orange	4 EA	6.49	25.96
20011575	TACHIKARA SVMN VOLLEY-LITE	20011575		6 EA	29.99	179.94
1395255	Voit Bouncee Foam Balls 8.25" - set of 6	1395255		1 SET	149.99	149.99

Thank you for your order. This invoice completes your purchase order.

For realtime order status and tracking information go to www.bsnsports.com

IMPORTANT NOTE ABOUT OUR INVOICES

We know smooth processing of our invoice is important to you. If you have any questions about this invoice, please call your Accounts Receivable Service Representative (800-227-7404). We will be happy to answer your questions. Please remember to include our invoice number on your payment remittance so we can properly apply your payment to your account. Enjoy the benefits of online access. To enroll online or pay as a guest, go to www.BSNBilling.com.

Thank you for your business.

To better service your account, please include invoice numbers on your remittance

Customer #: 1799737

Invoice # 909913230
Due Date: 10/10/2020

Merchandise Sub Total	Other	Freight	Sales Tax	Invoice Total	Payment/Credit Applied	Total Invoice Amount Due
\$999.48	\$0.00	\$0.00	\$0.00	\$999.48	\$0.00	\$999.48

BSN SPORTS Terms and Conditions apply to all of your orders with us and our affiliates. At any time, these terms and conditions can be found at www.bsnsports.com/terms

Past due balances are subject to a finance charge of 1.5% per month or the highest rate permitted by applicable law, whichever is lower.

BSN SPORTS accepts payments by check, credit card, ACH or wire.

If you need a copy of an invoice, please call 1-800-227-7404.

Invoice Remittance



Invoice Date: 09/10/2020
Customer # 1799737
Invoice # 909913230
Contact Us:
1-800-227-7404
www.bsnsports.com

Amount Due: \$999.48
Amount Paid: _____



Remit to:
BSN SPORTS LLC
PO Box 660176
Dallas, TX 75266-0176

To better service your account, please include invoice numbers on your remittance

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 – September 14, 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

Jennifer Adams Replacement	Educational Assistant 32.5 hours/week; 174 days	BV
Sandra Barger New Position	Educational Assistant 32.5 hours/week; 174 days	LT
Denise Barkey-Meis Replacement	Educational Assistant 32.5 hours/week; 174 days	SV
Leah Dungan New Position	Educational Assistant 32.5 hours/week; 174 days	BV
Alexander Dupont New Position	Educational Assistant 32.5 hours/week; 174 days	SV
Alyssa Fligge Replacement	Language Arts Teacher Long-Term Substitute	WHS
Jocelyn Grant New Position	Educational Assistant 32.5 hours/week; 174 days	BV
Emily Hilk Replacement/New	Educational Assistant 32.5 hours/week; 174 days	SV
Pamela Holm New Position	Educational Assistant 32.5 hours/week; 174 days	SV

Alisa Johnson New Position	Educational Assistant 32.5 hours/week; 174 days	BV
David Juarez New Position	Educational Assistant 32.5 hours/week; 174 days	BV
Heather Karow Replacement	Grade 4 Teacher Long-Term Substitute	LT
Joseph Kretchman-Grande Replacement	Social Studies Teacher 0.75 FTE WMS/0.25 FTE WHS	WMS/WHS
Ginger Kuhn New Position	Educational Assistant 32.5 hours/week; 174 days	SV
Emily Lant Replacement/New	Educational Assistant 32.5 hours/week; 174 days	LT
Heather Lee New Position	Educational Assistant 32.5 hours/week; 174 days	LT
Mindy Mayer Replacement/New	Educational Assistant 32.5 hours/week; 174 days	LT
Peter Mobeck Replacement	Social Studies Teacher 1.0 FTE	WLC
Joelle Ploog Replacement	Educational Assistant 32.5 hours/week; 174 days	SV
Melissa Rabe Replacement	Preschool Teacher Assistant 34.5 hours/week; 174 days	Community Ed
Colleen Reich Replacement	Grade 2 Teacher Long-Term Substitute	BV
Michelle Rist Replacement	Wildcat Preschool Teacher 34.5 hours/week; 174 days	Community Ed
Jeannine Schutte Replacement	Educational Assistant-SPED Long-Term Substitute	SV
Joshua Threlkeld Replacement	Social Studies Teacher 0.75 FTE	WLC

Mike Tibbetts New Position	Educational Assistant 32.5 hours/week; 174 days	BV
Jessica Vinkemeier Replacement	Educational Assistant-SPED 32.5 hours/week; 174 days	BV
Mackenzie Vogelgesang New Position	Educational Assistant 32.5 hours/week; 174 days	BV
Jacklyn Wagener Replacement	Educational Assistant-SPED Long-Term Substitute	WMS
Andrew Weierke Replacement	Educational Assistant-SPED 32.5 hours/week; 174 days	SV

Employee Status Changes

Sarah Ackerman, Educational Assistant at 25 hours/week to 32.5 hours/week at SV.
David Aeling, Industrial Tech Teacher at WHS, add Full Year Overload assignment.
Kate Babcock, Educational Assistant at 21.25 hours/week to 32.5 hours/week at SV.
Michelle Backes, Educational Assistant at 19.5 hours/week to 22.5 hours/week at WMS.
Jodee Bass, Educational Assistant at 30 hours/week to 32.5 hours/week at BV.
James Bettcher, Guidance Counselor at WHS, add prep/curr writing for Work Experience class.
Rhonda Bjerke, from Teacher Asst at 35 hrs/wk to Kids' Co Site Lead at 40 hrs/wk in Community Ed.
Marie Bolton, Educational Assistant at 27.5 hours/week to 32.5 hours/week at LT.
Peter Brown, Agriculture Teacher at WHS, add Overload to Trimester 1.
Kristin Bruellman, Educational Assistant at 20 hours/week to 32.5 hours/week at BV.
Britta DeViny, Science Teacher at 0.94 FTE to 1.0 FTE at WMS.
Sara Eischens, from Health Services Coordinator to Health Services Manager at ESC.
Carol Esser, Math Teacher at 0.75 FTE to 1.0 FTE at WLC.
Terry Gammell, Social Studies Teacher at WHS, add Overload to Trimester 1.
Kelly Gonzales, Kids' Company Lead seasonal to Kids' Company Lead at 30 hrs/wk in Community Ed.
Elizabeth Jacobs, from Media Assistant to Educational Assistant at LT.
Lizabeth Johnson, Educational Assistant at 25 hours/week to 32.5 hours/week at SV.
Cristina Kinkel, Educational Assistant at 20 hours/week to 32.5 hours/week at SV.
Michelle Langer, Educational Assistant at 30 hours/week to 32.5 hours/week at BV.
Alyssa Larsen, Social Studies Teacher at WHS, add Overload to Trimester 2.
Mark McKeever, Educational Assistant-SPED at 32.5 hours/week to 35 hours/week at WMS.
Pam Melchert, World Language Teacher at WHS, add Overload to Trimesters 1 & 2.
Carl Pierson, Social Studies Teacher at WHS, add Overload to Trimester 2.
Peggy Rajewsky, from Media Assistant at 31.25 hrs/wk to Educational Assistant at 32.5 hrs/wk at BV.
Anna Rosburg, Science Teacher at 0.94 FTE to Science and Math Teacher at 1.0 FTE at WMS.
Tyrel Seim, Social Studies Teacher at WHS, add Overload to Trimester 3.
Jennifer Steinhagen, Educational Assistant at 30 hours/week to 32.5 hours/week at LT.

Leaves of Absence

Dianne Breyer, High School Principal Secretary at WHS

Jodi Hunter, Mathematics Teacher at WHS.

Vanessa Lemmerman, Special Education Teacher at WMS.

Julie Lund, Educational Assistant at WMS.

Erin Treffry, Special Education Teacher at WMS.

Retirements/Resignations/Terminations

Kirsten Brown-Thor, Educational Assistant at SV.

Leah Gothmann, Kids' Company Aide in Community Ed.

Shirley Granlund, Administrative Assistant at SV.

Karen Greenwald, Speech Transliterater, WHS.

Emily Heger, Educational Assistant at WMS.

Stacey Hiltbrand, Educational Assistant at WHS.

Cammie Holcomb, Educational Assistant at BV.

Jane Masurka, Educational Assistant at SV.

Jason Paulson, Educational Assistant at LT.

Jennifer Retka-Wallace, Media and Digital Learning Coordinator at SV.

Wendi Smith, Educational Assistant at BV.

Debora Willsey, Educational Assistant at BV.

Alisa White, Custodial Cleaner at LT.

Jenna Wolff, ALC-Life Science Teacher at WLC.

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

5.B.2. Miscellaneous Wage Rates for Non-Benefit
Eligible Positions



Miscellaneous Wage Rates*
Non-Benefit Eligible Positions
As of September 8, 2020

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

ACTIVITIES DEPARTMENT

Activities/Events Site Supervisor:.....	\$25.00 per hour
Student Concessions Worker:.....	\$10.00 per hour or prevailing minimum wage
Team W / Event Worker:	\$16.00 per hour; \$50.00 stipend incentive payment for every 35 hours of accumulated service
Ticket Seller / Gate Worker:	<i>Nightly Event</i> = \$35.00 per event <i>Homecoming Football Game</i> = \$55.00 per event <i>Varsity Event Double Header</i> = \$50.00 per event <i>Hockey Game</i> = \$55.00 per event <i>Special Event Hours</i> = \$60.00 for 5 hours and \$70.00 for 6 hours

COMMUNITY EDUCATION

Drivers Education Instructor:.....	\$22.00 per hour (year 1) \$23.00 per hour (year 2) \$24.00 per hour (year 3) \$25.00 per hour (year 4)
ECFE Screening Registered Nurse:	\$22.00 per hour (year 1) \$23.00 per hour (year 2) \$24.00 per hour (year 3) \$25.00 per hour (year 4)
Field Maintenance:.....	\$11.25 per hour (year 1) \$11.75 per hour (year 2) \$12.25 per hour (year 3) \$12.75 per hour (year 4)
Kids' Company Aide:.....	\$10.00 per hour or prevailing minimum wage
Recreation Assistant:	\$11.25 per hour (year 1) \$11.75 per hour (year 2) \$12.25 per hour (year 3) \$12.75 per hour (year 4)
Referee/Umpire – Football:.....	\$20.00 per game
Referee/Umpire – Soccer:	<i>U9/U10</i> = \$25.00 per game (1 Referee) <i>U11/U12</i> = \$30.00 per game (Center Referee); \$15.00 per game (Assistant Referee) <i>U13/U14</i> = \$35.00 per game (Center Referee); \$20.00 per game (Assistant Referee) <i>U15-U19</i> = \$45.00 per game (Center Referee); \$30.00 per game (Assistant Referee)
Referee/Umpire – Basketball:	\$20.00 per game (Referee); \$10.00 per game (Table Referee)
Referee/Umpire – Metro Baseball:.....	\$35.00 per game (9-11 year olds) \$50.00 per game (12-13 year olds) \$55.00 per game (14-15 year olds)
Referee/Umpire – Youth Baseball/Softball:.....	\$31.00 per game (3 rd – 6 th grade)

Summer Enrichment Instructor: \$13.72 per hour (year 1)
 \$14.13 per hour (year 2)
 \$14.52 per hour (year 3)
 \$14.92 per hour (year 4)
 \$15.31 per hour (year 5)
 \$15.71 per hour (year 6)
 \$16.10 per hour (year 7)
 \$16.49 per hour (year 8)
 \$16.89 per hour (year 9)
 \$17.29 per hour (year 10)
 \$17.69 per hour (year 11+)

NUTRITIONAL SERVICES

Nutritional Aide: \$10.00 per hour or prevailing minimum wage

SCHOOL DISTRICT GROUNDS

Edible Garden Assistant: \$12.25 per hour
 Grounds Maintenance (Seasonal): \$12.25 per hour

DAILY SUBSTITUTES

Daily Substitute Custodial Cleaner: \$12.25 per hour
 Daily Substitute Educational Assistant: \$13.50 per hour
 Daily Substitute Nutritional Assistant: \$12.25 per hour
 Daily Substitute Teacher: \$125.00 per day (5 hours or more)
 \$62.50 per day (2.25-4.75 hours)
 \$22.00 per hour (2 hours or less)

**The anniversary date for an employee will be July 1. Employees hired between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date. Hourly wage increases are subject to budget parameters and are contingent upon a satisfactory review from an employee's supervisor. Miscellaneous wage positions are not eligible for fringe benefits.*

5.C. Receipts of Donation

6. **REPORTS**

6.A. Student Representative Report

Presenter: Riley
Woodle, Cameron
McCabe

6.B. Finance Report

Presenter: Todd
Swanson, Director of
Finance & Operations

Budget and Finance Report

September 14, 2020

Discussion Items:

1.0 – Monthly Financial Reports -

District staff has gathered information for the monthly financial reporting process.

2.0 – Annual Audit –

District staff is busy at this time of year preparing for the annual audit.

3.0 – Federal CARES Act Update –

Update on Federal CARES Act Funding for the 2020-2021 School Year.

Action Items:

1.0 – Annual Levy Process –

District staff will review with the board the 2020 Pay 2021 Levy and ask for approval.

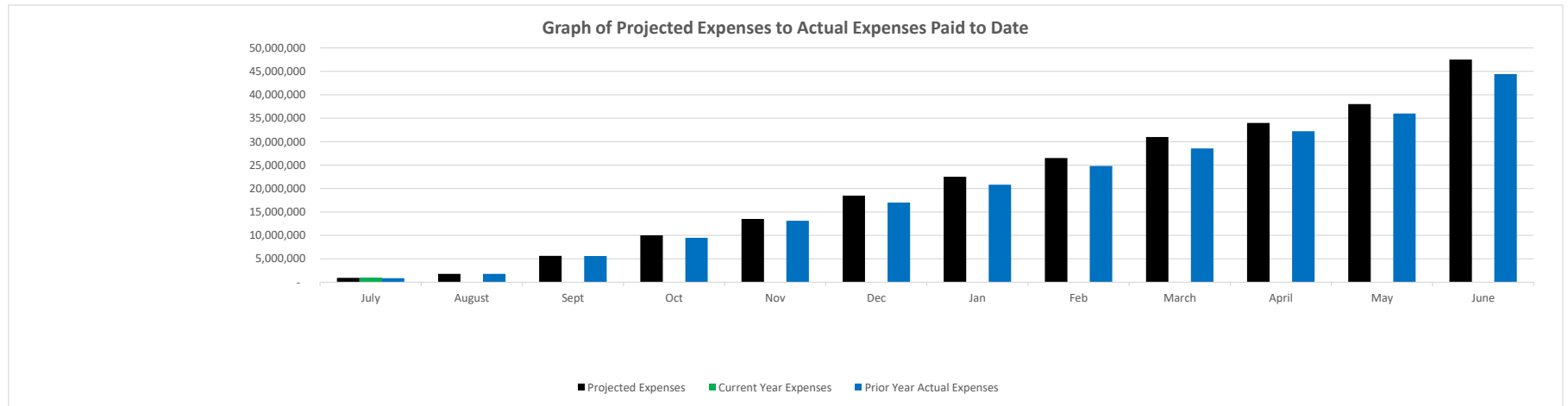
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Explore Your Passions - Create Your Success
2020-2021 School Year

Additional CARES Act Funding for COVID-19 Expenses

Description	Finance Code	Funds Available	Budget Draw Period	Purpose of Funding
Formula - 151 - SFY 2021, 90% to LEAs, Elementary and Secondary School Emergency Relief Fund, CFDA 84.425D, S425D200045, Application for Federal Funding	151	\$ 55,500	7-1-2020 thru 09-30-2022	Cleaning Supplies, Masks, Signage and etc.
Formula - 152 - SFY 2021, 9.5% Elementary and Secondary School Emergency Relief Fund CFDA 84.425D, S425D200045, Application for Federal Funding	152	\$ 64,805	7-1-2020 thru 09-30-2022	E-Learning and Distance Learning supplies and materials
Formula - 153 - SFY 2021, Governors Emergency Relief Fund, CFDA 84.425C, S425C200015, Application for Federal Funding	153	\$ 9,146	7-1-2020 thru 09-30-2022	Technology to support E-Learning and Distance Learning - Hot Spots
Formula - 154 - SFY 2021, CARES Relief Funds for Back to School	154	\$ 969,974	9-2-2020 thru 12-31-2020	A Large variety of programs, supplies and services including child care for facilitating distance learning, transporting students under the new requirements, additional staffing to accomodate the new education models, professional development on a variety of topics, cleaning supplies , PPE, technology for distance learning and access, materials for distance learning including e-textbooks and other e-learning tools and supplies

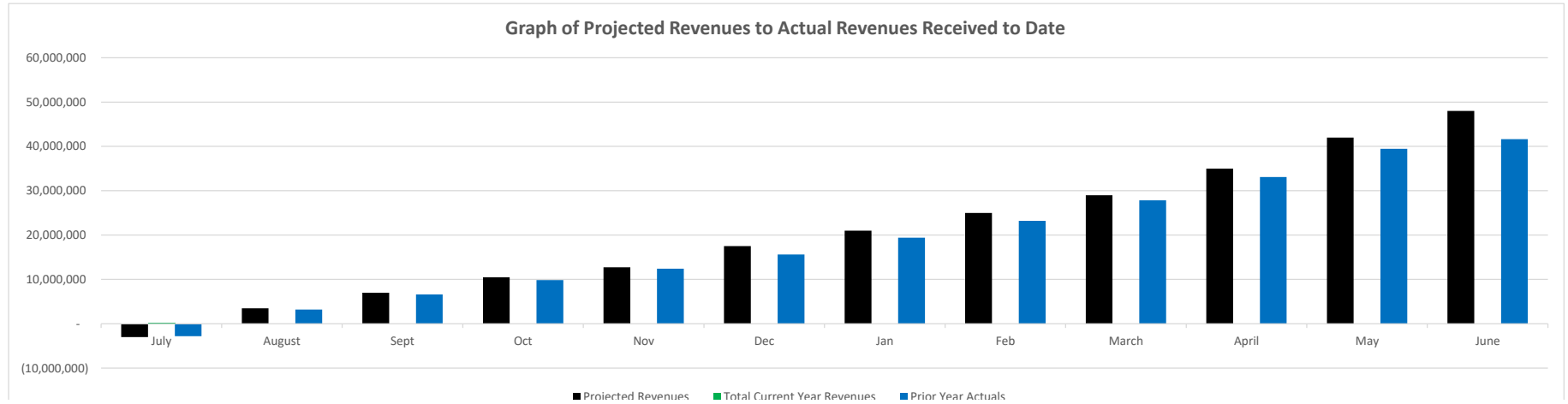
ISD #110 - Waconia Public Schools
 Explore Your Passions - Create Your Success
 2020-2021 School Year

Source	YTD Expenses											
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Projected Expenses	950,000	1,800,000	5,650,000	10,000,000	13,500,000	18,500,000	22,500,000	26,500,000	31,000,000	34,000,000	38,000,000	47,500,000
Current Year Expenses	953,868	-	-	-	-	-	-	-	-	-	-	-
Prior Year Actual Expenses	854,590	1,793,964	5,601,964	9,495,720	13,128,532	17,010,392	20,835,130	24,802,062	28,539,319	32,227,697	35,998,062	44,407,691



ISD #110 - Waconia Public Schools
 Explore Your Passions - Create Your Success
 2020-2021 School Year

Source	YTD Revenues											
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Projected Revenues	(3,000,000)	3,500,000	7,000,000	10,500,000	12,750,000	17,500,000	21,000,000	25,000,000	29,000,000	35,000,000	42,000,000	48,000,000
Total Current Year Revenues	283,965	-	-	-	-	-	-	-	-	-	-	-
Prior Year Actuals	(2,815,869)	3,188,108	6,610,684	9,864,322	12,416,692	15,640,727	19,434,320	23,205,721	27,839,554	33,109,276	39,482,367	41,620,681



ISD #110 - Waconia Public Schools
Explore Your Passions - Create Your Success

General Fund Revenues - 2020 - 2021 Fiscal Year
For Period Ending July 31, 2020

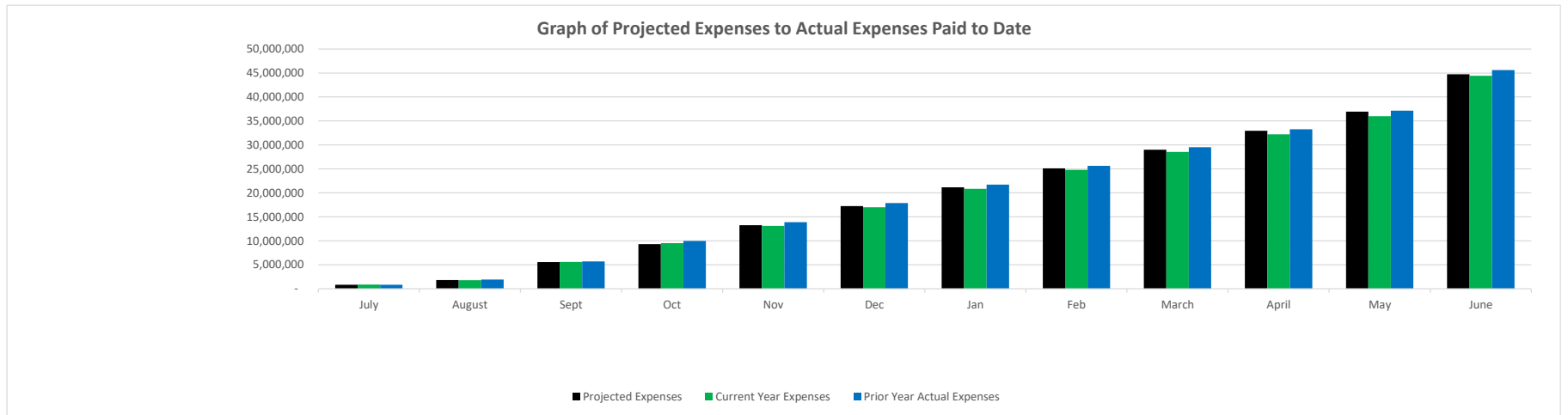
Source	Month to Date Received	Year to Date Received	Current Full Year Projection	% Received to Date
Local Revenues	(166,377)	(166,377)	7,162,462	-2.32%
State Revenues	450,342	450,342	38,829,903	1.16%
Federal Aids & Grant	-	-	968,073	0.00%
Local Sources & Other Financing Sources	-	-	7,800	0.00%
Totals	283,965	283,965	46,968,238	0.60%
Capital Outlay	5,100	5,100	1,428,131	0.36%
Long-Term Facilities Maintenance	-	-	353,193	0.00%

General Fund Expenditures - 2020- 2021 Fiscal Year
For Period Ending July 31, 2020

Source	Month to Date Expended	Year to Date Expended	Current Full Year Projection	% Expended to Date
Salaries and Wages	446,647	446,647	27,820,832	1.61%
Employee Benefits	187,309	187,309	10,425,743	1.80%
Purchased Services	278,184	278,184	5,849,214	4.76%
Supplies and Materials	(60,841)	(60,841)	1,922,294	-3.17%
Capital Expenditures	91,946	91,946	22,722	404.66%
Other Expenditures & Other Financing Sources	10,623	10,623	279,405	3.80%
Totals	953,868	953,868	46,320,210	2.06%
Capital Outlay	103,126	103,126	1,234,316	8.35%
Long-Term Facilities Maintenance	1,624	1,624	331,383	0.49%

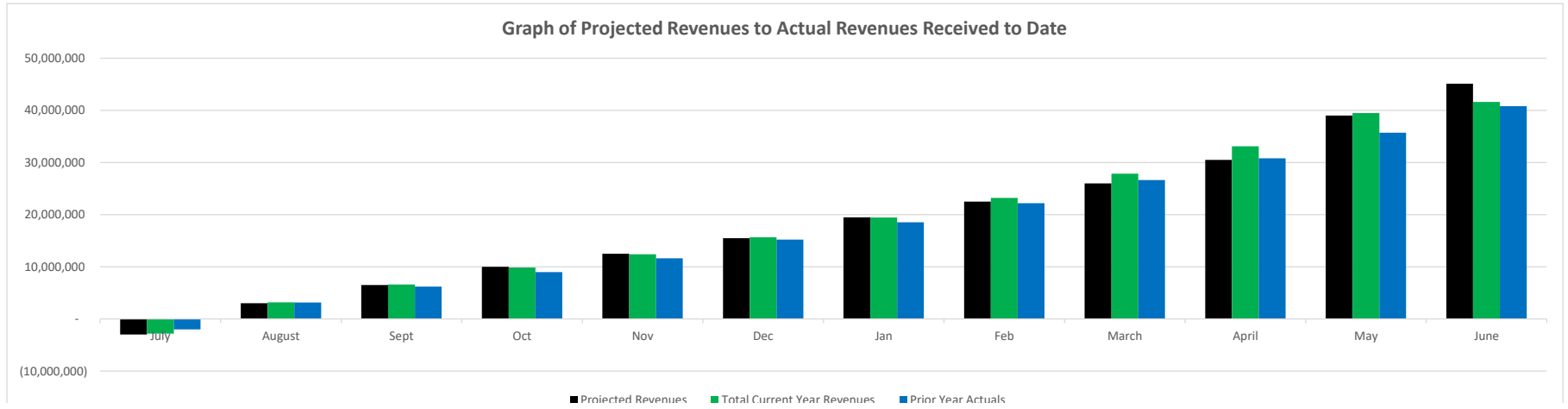
ISD #110 - Waconia Public Schools
 Explore Your Passions - Create Your Success
 2019-2020 School Year

Source	YTD Expenses											
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Projected Expenses	850,000	1,800,000	5,550,000	9,300,000	13,250,000	17,250,000	21,150,000	25,100,000	29,000,000	32,950,000	36,950,000	44,744,300
Current Year Expenses	854,590	1,793,964	5,601,964	9,495,720	13,128,532	17,010,392	20,835,130	24,802,062	28,539,319	32,227,697	35,998,062	44,407,691
Prior Year Actual Expenses	846,299	1,936,091	5,704,035	9,965,592	13,872,060	17,863,072	21,738,004	25,634,903	29,514,153	33,281,658	37,154,487	45,608,323



ISD #110 - Waconia Public Schools
 Explore Your Passions - Create Your Success
 2019-2020 School Year

Source	YTD Revenues											
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Projected Revenues	(3,000,000)	3,000,000	6,500,000	10,000,000	12,500,000	15,500,000	19,500,000	22,500,000	26,000,000	30,500,000	39,000,000	45,099,820
Total Current Year Revenues	(2,815,869)	3,188,108	6,610,684	9,864,322	12,416,692	15,640,727	19,434,320	23,205,721	27,839,554	33,109,276	39,482,367	41,620,681
Prior Year Actuals	(1,995,130)	3,163,217	6,205,142	8,993,980	11,607,006	15,200,034	18,523,655	22,196,679	26,620,732	30,808,162	35,723,913	40,814,659



ISD #110 - Waconia Public Schools
Explore Your Passions - Create Your Success

General Fund Revenues - 2019- 2020 Fiscal Year
For Period Ending June 30, 2020

Source	Month to Date Received	Year to Date Received	Current Full Year Projection	% Received to Date
Local Revenues	278,940	6,635,155	6,852,659	96.83%
State Revenues	1,798,089	34,130,632	37,391,385	91.28%
Federal Aids & Grant	56,040	842,544	847,976	99.36%
Local Sources & Other Financing Sources	5,245	12,350	7,800	158.33%
Totals	2,138,314	41,620,681	45,099,820	92.29%
Capital Outlay	(21,000)	112,375	1,351,757	8.31%
Long-Term Facilities Maintenance	135,148	146,764	556,615	26.37%

General Fund Expenditures - 2019- 2020 Fiscal Year
For Period Ending June 30, 2020

Source	Month to Date Expended	Year to Date Expended	Current Full Year Projection	% Expended to Date
Salaries and Wages	5,450,422	27,350,316	27,188,973	100.59%
Employee Benefits	1,869,857	10,018,865	9,942,036	100.77%
Purchased Services	677,773	5,640,144	5,741,064	98.24%
Supplies and Materials	351,009	1,206,247	1,569,650	76.85%
Capital Expenditures	(1,840)	12,861	23,172	55.50%
Other Expenditures & Other Financing Sources	62,408	179,258	279,405	64.16%
Totals	8,409,629	44,407,691	44,744,300	99.25%
Capital Outlay	189,667	1,110,713	1,305,781	85.06%
Long-Term Facilities Maintenance	(55,513)	551,172	556,522	99.04%

6.C. Superintendent's Report

Presenter: Pat
Devine,
Superintendent

LEADERSHIP HIGHLIGHTS

September 2020

Elementary:

Masks, Social Distancing, and Handwashing! First week of school and our students and staff are doing an amazing job! We are optimistic about our new routines and we are quickly finding a new normal! Back to School with In-Person Learning gave us the opportunity to welcome our learners and staff back to school! Our schools are filled with the energy and excitement of learning! Kindergarten parents and students attended in-person Listening Conferences! We are off to a great start!

K-5 Distance Learning is also off to a great start! Online learning is taught by teachers who shifted from their previous assignments to teaching online. Our teachers did a 2-day meet, greet and materials distribution. 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.

Thank you to our families for your patience and flexibility as we reinvent school and create new ways of learning! Parent engagement and support is imperative to continue to provide expanded learning opportunities for our students. Together we can make a difference in the lives of our children. We appreciate and thank you for your continued strong support in bringing new and updated learning opportunities for our learners.

A Year of Gratitude

The first Monday of each month is an invitation to practice GRATITUDE ~ Saying Thank you and Being Thankful!

Middle School:

We are off and running at WMS. Safety has been the priority and our students are doing an amazing job of following safety expectations. Students have taken on the sanitizing responsibilities with ease. One area of improvement is social distancing during transitions. The trouble appears to be the fact that the masks make it harder to hear a conversation. If the conversation is too loud the adults might hear so what they do is move closer and closer. Clearly, socialization with one another is a welcome change from leaning at home, but we need to get better at keeping 6 feet from one another.

When asked, most students are responding that they would rather be learning at school than at home. They have missed being here as much as we have missed having them here. By looking at their eyes, you can actually see the smiles underneath masks. Classroom sizes of 15-22 sure has changed the classroom dynamics and the noise levels in the halls and at lunches make it feel like nobody is here.

Teachers are still learning how to connect with distance learners and on-site learners at the same time. At WMS and across the field of education, educators are learning new ways of doing things that may have never been considered. Attendance throughout the day for distance learners has caused some challenges but the technology support staff has been amazing at working out the kinks.

Given the circumstances, it has been a great start to the school year and we expect it to continue.

High School:

We have enjoyed a great start to the school year! All the hard work, preparation, and planning paid off as students returned to the building and moved through their classes. While the students appear to be truly happy to return, social distancing for high-schoolers continues to be a challenge and all of us are coming to grips with our “new normal”.

We have received our Advanced Placement scores, and even with the challenges of the pandemic our students did a great job. WHS students took a total of 443 exams (the most ever) and our passing rate was over 74% (which is awesome). In addition, 36 students were recognized as AP Scholars (meaning they passed 3 or more tests), 16 were recognized with AP Honors (meaning they passed 4 or more tests), 24 were recognized with AP Distinctions (meaning they passed 5 or more tests), and 3 were recognized as National Merit Scholars (meaning they passed 8 or more tests). We’ve always taken pride in making our AP courses accessible to all of our students, and it’s evident with 34% of the Class of 2020 having passed at least one AP class during their high school career.

A huge “Thanks” goes out to all the students, the staff, and parents who have worked together to make the very best out of a tough situation. Together we’ve been able to navigate through the challenges in providing high quality educational opportunities for our students.

Activities: www.waconiaathletics.com

Online Tickets for all Wildcat Varsity Home Soccer Games are ON SALE NOW! Please visit: <https://whs-soccer-tickets.eventbrite.com>

* ONLINE Ticket sales only. There will NOT be any money or passes accepted for admission.

* Admission per game: \$5 Adults / Students / Senior Citizens

Can’t make it to the game? A majority of our games will be live streamed at **Prepspotlight.tv!** A % of the package price will go to your school of choice by selecting “WACONIA” in the payment process!

Thank you for your continued support and GO WILDCATS!

Community Ed:

It is so great to be able to start offering programming again! We had a great summer and were able to offer a lot of different recreation and enrichment programs. Last we start our fall recreation programs. We are offering fall soccer, flag football and volleyball. Our football and volleyball programs are in-house leagues only. This year we are not playing against other towns and are limiting fans at practices/games.

Our Preschool and Kid's Company program got off to a great start this week as well. It was so great to see all of our Preschool kids back in our building. Seeing the smiles and hearing the laughter. Kids' Company has sites at all 3 elementary's and the Waconia Enrichment Center.

Human Resources:

Our 2020-2021 school year started with a wonderful – albeit different – Welcome Back Celebration where 45 new faces were introduced during Superintendent Devine's "Welcome Back" video! It's a tradition in our school district to introduce all new employees that were hired since the previous year's workshop week festivities. This year's "video" introductions were a creative way to welcome our new employees to our ONE10 team.

We will recognize ten teachers at Monday's School Board meeting that achieved continuing contract status with our School District effective July 1, 2020. These teachers earned this honor by providing excellent teaching and leadership services to our students during their probationary period in our school district. Our administrative staff is confident these teachers will continue to promote the district's commitment to exceptional teaching and the pursuit of educational excellence.

Student Services:

The Special Education Department completed some heavy work the last couple of weeks. This summer, MDE directed districts to include all three scenarios (In-person, hybrid, and distance only) in the planning for students on IEPs. For special education, that meant during the last 2 weeks, each student's case manager needed to connect with families to develop a Contingency Learning Plan (CLP) that was amended to the current IEP. The CLP describes the methods of services that the student will receive under any of the three scenarios. The CLP allows for fluid IEP services to be provided in response to decisions regarding the designated learning scenario at any given time. Each CLP will have a section for each scenario that will be in effect during the period in which the school is providing services under that specific scenario (i.e. the **Distance** Contingency Plan is only in effect when the district is providing **distance** learning services to students). This was a **significant** undertaking on top of the usual back-to-school work that needs to be done such as preparing for instruction, scheduling and preparing for ESPs, special transportation arrangements, etc.

ESPs also reported to work last week and did a great job in their buildings. They were participating in training, learning about their new students, learning building protocols, preparing materials, collaborating with teaching staff, the list goes on and on.

Teaching & Learning:

Reopening Plan: Teaching and Learning has been working in close partnership with building leadership and teachers on reopening schedules and logistical plans. In collaboration with the technology integrationist team, we have built a Schoology page for teachers that serves as a clearinghouse for support. Sarah Klitzke and Tim Koschinska have created an instructional framework for teachers to help guide this work. As teachers have completely redesigned their delivery of instruction, the following practices remain at the core:

- Keep learning coherent through the mapping of priority standards, learning targets, and aligned assessments.
- Meet the needs of all learners through equitable instruction and services model.
- Create a flexible plan for the 2020-2021 school year. Build out resources in Seesaw and Schoology.
- Use Gradual Release of Responsibility as an instructional strategy for core content.

We are also working hard to ensure that teachers have the resources needed for delivery of effective instruction. Ensuring an equitable services model would have been impossible if not for the CARES Act funding that recently came to the district. Thanks to Tracy Edsill, Administrative Assistant, for all her work in getting these necessary resources in the hands of teachers.

Instructional Coaching: It is our pleasure to welcome Lindsay Seim to the D110 Instructional Coaching Team. Lindsay will be our solo instructional coach this year as her colleague, Jake Hockinson, has temporarily stepped back into his teaching role as the grade 5 distance learning instructor. This was an unanticipated change, but a decision that was in the best interest of D110 students. Lindsay will continue to support teachers in their professional growth, as well as mentor teachers new to District 110.

Professional Growth, Reflection and Evaluation (i.e. Teacher Evaluation): We have received guidance from the Minnesota Department of Education that for the 2020-2021 school year, teacher evaluation activities will continue, including practices that were temporarily paused last spring. We are working in partnership with Human Resources to prepare our regularly scheduled practices to support teachers in their professional growth.

Technology:

Infrastructure: One of the questions that was asked frequently during our preparation for these new instructional models was, is our network going to be able to handle the new demands. We have been cautiously optimistic of the performance. I gladly say that during the first week of school we have seen good performance from our network infrastructure. Mark Schumann, our

Network Specialist, has briefly looked at our bandwidth usage during our first week and currently all indications are that we are in good shape. We will continue to monitor our network more often than normal so that we can try to stay ahead of any changes that may occur. Now, I am crossing my fingers that I won't regret putting this in writing. :)

Student Devices: Chromebook and laptop demand in the general market place across the nation is like never seen before. Because of this, it has been very challenging for our families who are eligible for our Dually-funded BYOD purchase program to purchase devices. We worked with Best Buy, our partner in this program, to secure inventory of 4 devices for this program and these devices have been out of stock more than in stock over the last month. We worked with Best Buy just recently to open up the entire Mobile Computing Category on BestBuy.com for our families to purchase devices. This was the right thing to do, but there are still very limited options for families because the demand has been so high for devices. We are currently in discussions with Best Buy to extend our program past the Oct. 2nd deadline to allow families that want to purchase a device and actually get one the opportunity to do that.

Technology integration: Our Technology Integrationists have been working tirelessly in collaboration with Teaching & Learning and our teaching staff to put our new learning models in place. Much effort has been put into getting staff the tech knowledge, work flow structure, and processes, so that they can provide the most effective and consistent learning models that they can, so that they are able to transition from an on-site learning model, to a hybrid learning model to a distance learning model. The district has put much effort into streamlining our technology resources that students/families will use on a regular basis so as to provide consistency across classrooms and grade levels. We believe that this effort will help families understand where and how to find the important instructional activities and communication. The district expectation is all teachers in grades Pre-K-2 use the Seesaw learning management system and grades 3-12 use the Schoology learning management system.

Cafe #110:

Free School Meals from Cafe #110!

Cafe #110 is happy to announce that starting Thursday, September 10th we will provide FREE meals to kids 18 and younger. This program is provided through a grant from the [U.S. Department of Agriculture](#) and is expected to continue through December 31, 2020, or earlier if it runs out of money. If it does run out of funds the District will revert back to its normal practices for providing meals to students. We will provide free meal access under this program to all learning models. This program is one the state is very excited about knowing we can feed all students for free during this pandemic. It is a great service to our community.

Superintendent:

Never Forget 9/11

Let's take a moment to remember the attacks on 9/11 nineteen years ago. May we always honor all those that we lost and were injured on 9/11, and the many who rose in service in response to the attacks. May we Never Forget.

The First Week of School.

The first week of school at ISD ONE10 in a Hybrid model has gone even better than expected. We know that there has been a lot of anxiety, concerns and questions about the start of school this year during the Covid-19 pandemic. As we opened the doors, many of the concerns went away. Setting all that planning into motion went quite smoothly. The students, staff and parents have shown a lot of joy during this first week. Being apart from each other for over 6 months has been tough and you can tell that everyone genuinely appreciates being together. We continue to make sure we are following the MDH/MDE/CDC health and safety guidelines and have established the best and safest academic environment possible. We know there will continue to be issues that will need to be addressed and modified, but, for the most part, we are very proud of what we have delivered.

ISD ONE10 and Laketown Elementary School were showcased on WCCO.

We had a fun experience on the first day of school, WCCO came out to do a story about our school district's "back to school" plan. They featured Laketown Elementary. It is rewarding to have our schools recognized for the good work that we are doing here in ONE10.

[Link to WCCO 5:00 pm story](#)

[Link to WCCO 6:00 pm story](#)

A Huge Thank You goes out for all the work in the ONE10 Preparedness Plan!

The summer of 2020 was a very intense planning time as we developed a plan to welcome students back to school...but there were many unknowns. A Huge Thank You goes out to the school board, administration, teachers, school staff, parents, students and community for coming together to deliver a plan that addresses safety and academics at a high level. It has been an enormous undertaking and the collaboration, input, feedback and teamwork to design our ONE10 plan went exceptionally well. Thank YOU!!

The additional planning days for staff has proven to provide a great benefit to the start of school. Our buildings were ready, the protocols for safety were ready, teacher lesson planning for delivering our strong academics was ready, and the confidence to open our building is showing in all of our staff members. The plan is working.

The current [Covid-19 data for Carver County](#) (click on the MDH School Data tab) continues to keep us in the Hybrid model for secondary and we are in the In-Person model at elementary, yet the elementary number is close to Hybrid. This is the reason we are using Learning Pods, to provide a model that meets both requirements. By giving our K-6 students daily In-Person instruction, we take the stress away if we need to switch scenarios.....because the Learning Pods work for both.

The initial student enrollment as of 9/10/20 looks at follows:

- 3671 students attending school in our buildings
- 355 students in the distance learning model
- 4026 students total at ONE10
 - The 2019-20 school year had a student count of 4071

We realize that a few families made a choice other than ONE10 this year which we understand and knew would happen. This number (less than 2%) is much lower than other school districts. Now that we are up and running, in-person K-6, hybrid 7-12, (distance learning is an option for everyone), and parents can see how well it's working, we welcome the return of students when the timing is right.

As we manage our school district during this pandemic, we know that we will have challenges ahead. We know that there may be some Covid-19 exposure or outbreaks that will need to handle and potentially change our model. We are prepared for that.

The concerns of needing to go to distance learning for a period of time due to the Covid data in a single learning pod, grade level, building level or district level is real and we are hopeful that all our safety precautions will reduce any potential spread.

One of our biggest concerns is having enough substitutes if we have a number of staff members who are Covid-19 symptomatic, exposed, or test positive. This is the same concern across the state....staffing shortages could cause us to move to a different educational model. We are very thankful for our ONE10 staff who are doing everything they can to stay healthy. Our ONE10 educators truly are essential employees for the state, our community and our school district!

Over the past few weeks I have been able to meet virtually with other superintendents and collaborate on different ideas that are being planned across the state. What I have found is that we are doing some of the best work that is out there and our planning, communication and collaboration is among the best. Our ONE10 philosophy of working together is shining through. Thank you to ALL for the incredible work, collaboration and support!!

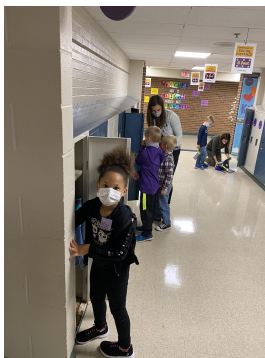
Op. Levy Town Hall Meeting Recap

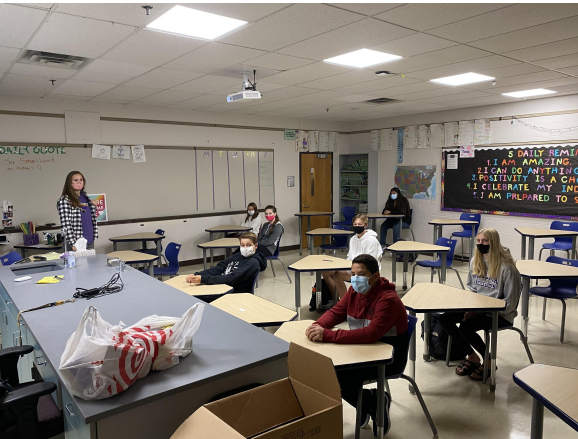
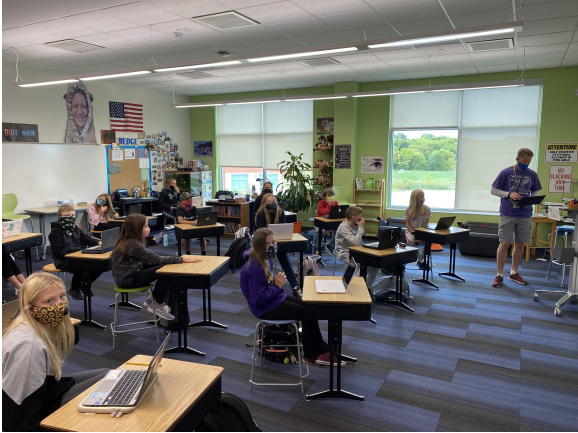
On Thursday, 9/10/20, we conducted our first Operating Levy Town Hall meeting. It was great to get our message out into the public. We have [Operating Levy Information](#) on our website and we are looking forward to more opportunities to host virtual or social distancing town hall meetings. We have communicated our financial situation over the past 18 months and know the \$410 per student operating levy is needed to maintain our current programming. ONE10 voters will determine the future of our school district during the 2020 election.

[Operating Levy Animated Informational Video](#)

[Operating Levy Town Hall Presentation Video](#)

**Thanks for a Fantastic Start to the 2020-21 School Year!
WE Are ONE10!!**





6.C.1. Fundraising Proposal: Girls' Basketball /
Swim & Dive

DISTRICT 110
FUND RAISING PROPOSAL REQUEST--WORK PACKET

Fund raising encompasses activities designed to raise funds to provide services for students or boost specific programs requiring financial help. This work packet is intended for use by all District 110 School groups and organizations that raise funds of any dollar amount to support school sponsored or school related activities. The packet contains space to provide the following information:

- School group or organization background
- Fund Raising purpose
- Fund Raising activity proposal(s)
- Administrative review

Please return the completed packet to your building administrator to be reviewed and submitted to the school board for approval. Note: No fundraising activities may be held without prior school board authorization. See board policy #511 Fundraising for regulations.

GROUP/ORGANIZATION BACKGROUND

Name of group/organization: girls basketball / girls swimming and diving (joint effort)

Group Advisor / Contact person: Dusty Neibauer / Ashley Westphal

Extension:

How many participants in your group/organization? Approximately 70-85

Briefly identify the group/organization's purpose: to provide students with the opportunity to compete in both sports at a high level

How often does your group meet? In season - fall, winter, every weekday

Does the group/organization have a constitution and bylaws? codes of conduct no, but we do have player

Last revision date: 2019-2020

Does the group/organization have an Open Membership? yes

Does the group/organization have a democratic operation? no

FUNDRAISING PURPOSE

Purpose and need for a fund raising activity (briefly explain):

To buy things essential to the respective programs. Without a summer fundraising period - camps, tournaments run, etc. - we need to have money to operate at close to normal capacity.

Things like end of season awards, etc. are funded with the money.

FUNDRAISING ACTIVITY PROPOSAL

Provide a brief explanation of each activity, include dates, method, fees, product and vendor.

1.) we are selling masks that would be school branded, with a focus on getting multiple masks in the hands of our athletes. They will need many to switch throughout the day, and then going to practices, games, warming up, on buses before and after events, they will need many, and we want to give them ones that are both functional and prideful of our school community. Through BSN, we will set up an online marketplace, people will buy them and they will be shipped in 4 weeks from end date of sale - approximately from date of approval through mid-September (projected). They sell for \$15/mask.

Do any of the activities involve door-to-door sales? No
If yes, is parent notification required?

Do any of the activities require a special permit? No
If yes, please describe:

Are there special food monitoring requirements? No
If yes, please explain:

Projected total group/organization profits from fundraising for each activity:
1.) it's hard to tell - this would be our first time doing it, and times are unprecedented!
2.) 3.)

Estimated percent of profits to total sales:
1.) 53% 2.) 3.)

ADMINISTRATIVE REVIEW

Does proposed activity meet one of the following criteria: Yes No

Is a student/organization;

Or community group and is characterized by one of the following:

a. Takes place during school time

- b. Utilizes school facilities or equipment
- c. Involves school personnel

Does the event require compulsory donations or participation by students? Yes No

Is the group/organization sanctioned by District 110? Yes No

Did the request meet the two week notification limit? Yes No

Is the purpose and need of the fund raising activity appropriate and considerate of District's total education program? Yes No


- Group/organization equity
- Gender equity
- Number of fund raising events
- Fund raising dollars/student involve equity
- Appropriateness of the type of fund raising

If required, did District 110 complete the appropriate review and paperwork for the selection of fund raiser vendor? Yes No

Comments: _____

Approved group/organization profits from event(s): Girls Basketball / Girls Swim & Dine

Administrative Approval: Yes No


 Administrator Signature

9-1-20
 Date

Note: Money raised above the board approved amount will be allocated in a mutually agreed upon method by administration and group/organization representative.

7. **ACTION ITEMS**

7.A. Levy Limit Certification for 2020 Payable 2021

Presenter: Todd Swanson, Director of Finance and Operations

ISD #110 - Waconia Public Schools
Comparison of Proposed Tax Levy Payable in 2021 to Actual Levy Payable in 2020

Fund	Levy Category	Final Levy - FY 21 Payable in 2020	Payable in 2021	FY 22 \$ Change	FY 22 % Change
General Fund -					
	Referendum Market Value - Voter Approved	\$ 2,338,685.07	\$ 2,388,118.80	\$ 49,433.73	
	Local Optional	2,801,128.35	2,765,330.87	(35,797.48)	
	Equity and Transition	623,957.25	609,969.71	(13,987.54)	
	1st Tier Board Approved Referendum	-	-	-	
	Operating Capital	268,076.74	313,112.17	45,035.43	
	Remployment Insurance	7,098.71	38,069.94	30,971.23	
	Safe Schools	184,226.62	177,560.94	(6,665.68)	
	Career Technical	183,103.73	150,415.08	(32,688.65)	
	Long Term Facilities Maintenance	203,027.52	437,858.19	234,830.67	
	Other Post-Employment Benefits	65,000.00	(23,957.00)	(88,957.00)	
	Building/Land Lease - (Max - \$962,056)	563,099.05	643,104.35	80,005.30	
	Facilities and Equipment Bond Adjustment	(148,023.75)	(150,544.00)	(2,520.25)	
	Abatement Adjustments	18,486.86	9,180.81	(9,306.05)	
	Other Adjustments	-	-	-	
Total General Fund		\$ 7,107,866.15	\$ 7,358,219.86	\$ 250,353.71	3.52%
Community Service Fund -					
	Basic Community Ed	\$ 169,955.30	\$ 169,955.30	\$ -	
	ECFE	88,816.59	91,940.05	3,123.46	
	Home Visiting	2,430.99	2,854.64	423.65	
	School Age Care	14,371.04	12,883.19	(1,487.85)	
	Abatement Adjustments	1,205.17	236.27	(968.90)	
Total Community Service Fund		\$ 276,779.09	\$ 277,869.45	\$ 1,090.36	0.39%
Debt Service Fund -					
	Voter Approved - Aid Eligible	\$ 7,470,090.71	\$ 7,433,272.51	\$ (36,818.20)	
	Facilities and Equipment Bond Adjustment	148,023.75	-	(148,023.75)	
	Debt Service - Aid Ineligible	438,375.00	587,764.00	149,389.00	
	Long Term Facilities	902,062.70	940,206.17	38,143.47	
	Other Adjustments	(9,366.39)	21,858.65	31,225.04	
Total Debt Service Fund		\$ 8,949,185.77	\$ 8,983,101.33	\$ 33,915.56	0.38%
Total All Funds		\$ 16,333,831.01	\$ 16,619,190.64	\$ 285,359.63	1.75%

ISD #110 - Waconia Public Schools
Analysis of Levy Information
9/14/2020

Property Valuation Data			Sales Ratio	
Year	Market Value	% Change	Year	Ratio
2009 Market Value	2,241,195,000	1.47%	2009	96.10%
2010 Market Value	2,013,602,513	-10.15%	2010	99.00%
2011 Market Value	1,958,914,752	-2.72%	2011	99.90%
2012 Market Value	1,826,902,951	-6.74%	2012	99.00%
2013 Market Value	1,945,862,845	6.51%	2013	95.60%
2014 Market Value	2,190,746,748	12.58%	2014	95.10%
2015 Market Value	2,334,601,300	6.57%	2015	96.40%
2016 Market Value	2,414,532,860	3.42%	2016	94.50%
2017 Market Value	2,577,070,811	6.73%	2017	94.20%
2018 Market Value	2,719,688,738	5.53%	2018	93.30%
2019 Market Value	2,961,774,057	8.90%	2019	91.90%

LEVY LIMITATION AND CERTIFICATION REPORT OUTLINE			PROPERTY VALUATION DATA		PROPERTY VALUATIONS (CONT)		
	PAGE		MARKET VALUE		ANTC FOR DEBT SERVICE ONLY		
I. GENERAL INPUT DATA							
A. PROPERTY VALUATION	1	1	2015 MARKET VALUE	2,334,601,300	36	2019 ANTC FOR JOBZ	
B. PUPIL DATA	1	2	2016 MARKET VALUE	2,414,532,860	37	2019 ANTC INCL JOBZ	
		3	2017 MARKET VALUE	2,577,070,811		VALUE = (30)+(36) =	
II. INITIAL COMPUTATIONS BY FUND		4	2018 MARKET VALUE	2,719,688,738		35,500,121	
A. GENERAL	2	5	2019 MARKET VALUE	2,961,774,057			
B. COMMUNITY SERVICE	12						
C. GENERAL DEBT	13						
D. OPEB/PENSION DEBT	16						
III. ADJUSTMENTS BY FUND			REFERENDUM MARKET VALUE (RMV)			PUPIL DATA	
A. GENERAL	16	6	2015 RMV	2,144,821,250		RESIDENT COUNTS ARE BASED ON ALL PUBLIC SCHOOL STUDENTS LIVING IN THE DISTRICT, REGARDLESS OF WHETHER THEY ATTEND THERE. ADJUSTED COUNTS REFLECT ALTERNATIVE ATTENDANCE.	
B. COMMUNITY SERVICE	24	7	2016 RMV	2,223,889,450			
C. GENERAL DEBT	24	8	2017 RMV	2,382,642,150			
D. OPEB/PENSION DEBT	24	9	2018 RMV	2,523,728,900			
		10	2019 RMV	2,751,255,700		RESIDENT AVE DAILY MEMBERSHIP (ADM)	
IV. ABATEMENT ADJUSTMENTS	25		NET TAX CAPACITY (NTC)				
V. OFFSET ADJUSTMENTS	26	11	2015 NTC	24,945,566	38	2017-18 RES ADM (ACT) 4,268.27	
VI. TACONITE ADJUSTMENTS	28	12	2016 NTC	26,111,293	39	2018-19 RES ADM (ACT) 4,235.68	
VII. LEVY AND AID SUMMARY	30	13	2017 NTC	27,971,153	40	2019-20 RES ADM (PRE) 4,208.74	
VIII. TOTAL LEVY LIMITATION	31	14	2018 NTC	29,775,593	41	2020-21 RES ADM (EST) 4,279.00	
		15	2019 NTC	32,613,939	42	2021-22 RES ADM (EST) 4,305.00	
			SALES RATIO		43	2022-23 RES ADM (EST)	
SCHOOL YEAR	FORMULA ALLOWANCE	TAX RATE	16	2015 SALES RATIO	96.4%	44	2017-18 RES PU (ACT) 4,653.23
2010-11	5,124	0.0000	17	2016 SALES RATIO	94.5%	45	2018-19 RES PU (ACT) 4,629.96
2011-12	5,174	0.0000	18	2017 SALES RATIO	94.2%	46	2019-20 RES PU (PRE) 4,605.32
2012-13	5,224	0.0000	19	2018 SALES RATIO	93.3%	47	2020-21 RES PU (EST) 4,678.60
2013-14	5,302	0.0000	20	2019 SALES RATIO	91.9%	48	2021-22 RES PU (EST) 4,706.00
2014-15	5,831	0.0035					RESIDENT PUPIL UNITS
2015-16	5,948	0.0033	21	2015 UANTC=(11)/(16)=	25,881,060	49	2017-18 ADJ ADM (ACT) 4,038.80
2016-17	6,067	0.0030	22	2016 UANTC=(12)/(17)=	27,640,491	50	2018-19 ADJ ADM (ACT) 4,050.66
2017-18	6,188	0.0014	23	2017 UANTC=(13)/(18)=	29,707,754	51	2019-20 ADJ ADM (PRE) 4,070.34
2018-19	6,312	0.0000	24	2018 UANTC=(14)/(19)=	31,904,280	52	2020-21 ADJ ADM (EST) 4,088.00
2019-20	6,438	0.0000	25	2019 UANTC=(15)/(20)=	35,500,121	53	2021-22 ADJ ADM (EST) 4,140.00
2020-21	6,567	0.0000					
2021-22	6,567	0.0000					
				ADJUSTED NTC (ANTC)			ADJUSTED ADM
NOTE: ABOVE NUMBERS ARE NOT ALWAYS COMPARABLE FROM YEAR TO YEAR.			26	2015 ANTC	25,881,060	54	2022-23 ADJ ADM (EST)
			27	2016 ANTC	27,640,491	55	2017-18 ADJ PU (ACT) 4,417.02
			28	2017 ANTC	29,707,754	56	2018-19 ADJ PU (ACT) 4,438.23
			29	2018 ANTC	31,904,280	57	2019-20 ADJ PU (PRE) 4,462.33
WEIGHTS FOR PUPIL UNITS	FY 2008-FY 2014	FY 2015 & LATER	30	2019 ANTC	35,500,121	58	2020-21 ADJ PU (EST) 4,481.40
PRE-KGN HCP:	1.250	1.000				59	2021-22 ADJ PU (EST) 4,538.00
HCP-KGN:	1.000	1.000					
REG-KGN PART:	0.612	0.550					
REG-KGN ALL:	0.612	1.000					
GRADES 1-3:	1.115	1.000					
GRADES 4-6:	1.060	1.000					
GRADES 7-12:	1.300	1.200					
				AG MODIFIED ANTC FOR LTFM			
			31	2015 AG MODIFIED ANTC	24,886,513		
			32	2016 AG MODIFIED ANTC	26,572,462		
			33	2017 AG MODIFIED ANTC	28,794,600		
			34	2018 AG MODIFIED ANTC	28,740,308		
			35	2019 AG MODIFIED ANTC	31,561,686		

PUPIL DATA (CONT)		GENERAL EDUCATION REVENUE	COMPENSATORY REVENUE
VOLUNTARY PRE-K ADJUSTED ADM		BASIC REVENUE	114 FY 2021 COMPENSATORY REVENUE (FROM FY 2021 GEN ED REV REPORT, LINES 60 AND 61)
60 2017-18 ADJ VPK ADM		101 FY 2022 FORMULA ALLOW 6,567.00	
61 2018-19 ADJ VPK ADM		59 2021-22 ADJ PU (EST) 4,538.00	108,946.56
62 2019-20 ADJ VPK ADM			
63 2020-21 ADJ VPK ADM		102 BASIC REVENUE	115 EST FY 2022 COMPENSATORY REVENUE = (114)
64 2021-22 ADJ VPK ADM		= (59) X (101) = 29,801,046.00	X (6,567-839)/(6567-839)
VOLUNTARY PRE-K ADJUSTED PUPIL UNITS			X [(52)/(51)] = 109,419.25
65 2017-18 ADJ VPK PU		DECLINING ENROLLMENT REV	116 COMPENSATORY PILOT
66 2018-19 ADJ VPK PU		58 2020-21 ADJ PU (EST) 4,481.40	
67 2019-20 ADJ VPK PU		59 2021-22 ADJ PU (EST) 4,538.00	117 TOTAL COMPENSATORY REV
68 2020-21 ADJ VPK PU			= (115)+(116) = 109,419.25
69 2021-22 ADJ VPK PU		103 DECLINING PUPIL UNITS	
SCHOOL READINESS PLUS ADJUSTED ADM		= GREATER OF ZERO OR	ENGLISH LEARNER (EL)
70 2017-18 ADJ SRP ADM		= (58) - (59)	
71 2018-19 ADJ SRP ADM		104 DECLINING ENROLL ALLOW	118 2021-22 ELIGIBLE
72 2019-20 ADJ SRP ADM		= 0.28 X (101) = 1,838.76	EL ADM (EST)
73 2020-21 ADJ SRP ADM			(7 YEAR LIMIT) 61.00
74 2021-22 ADJ SRP ADM		105 DECLINING ENROLL REV	119 IF(118)=0, ZERO; ELSE
SCHOOL READINESS PLUS PUPIL UNITS		= (103) X (104) =	GTR OF 20, (118) = 61.00
75 2017-18 ADJ SRP PU		PENSION ADJUSTMENT REVENUE	120 EL REVENUE
76 2018-19 ADJ SRP PU		106 PENSION ADJUST ALLOWANCE	= (119) X \$704 = 42,944.00
77 2019-20 ADJ SRP PU		(FY 2021 GEN ED REV	121 2021-22 ADM SRV (EST) 4,101.51
78 2020-21 ADJ SRP PU		REPORT, LINE 50) 21.17	
79 2021-22 ADJ SRP PU			122 EL CONCENTRATION
(NOTE: VPK & SRP ADM AND PUPIL UNITS INCLUDED IN LINES (38-43), (44-48) (49-54), AND (55-59))		107 INITIAL PENSION ADJ REV	RATIO = (118)/(121) = .01487257
		= (59) X (106) = 96,069.46	123 EL CONCENTRATION
EXTENDED TIME ADM		108 FY21 RETIRE SALARIES 22,915,557.27	FACTOR = LSR OF 1 OR
ADM >1.0 CAPPED AT 0.2		109 PENSION ADJUST RATE .0084	(122)/.115 = .12932670
80 2017-18 EXT ADM (ACT) 26.82		110 RETIRE PENSION ADJUST	124 EL PUPIL UNITS
81 2018-19 EXT ADM (ACT) 21.14		= (108) X (109) = 192,490.68	= (118) X (123) = 7.89
82 2019-20 EXT ADM (PREL) 18.44		111 TOTAL PENSION ADJ REV	125 EL CONCENTRATION REV
83 2020-21 EXT ADM (EST) 26.00		= (107) + (110) = 288,560.14	= (124) X \$250 = 1,972.50
84 2021-22 EXT ADM (EST) 26.00			126 DISTRICT EL REV +
85 2022-23 EXT ADM (EST) 26.00			EL CONCENTRATION REV
EXTENDED TIME PU		GIFTED & TALENTED REVENUE	= (120)+(125) = 44,916.50
86 2017-18 EXT TIME PU 29.08		112 GIFTED & TALENTED REV	127 BASIC SKILLS REVENUE
87 2018-19 EXT TIME PU 22.93		= (59) X \$13.00 = 58,994.00	= (117)+(126) = 154,335.75
88 2019-20 EXT TIME PU 19.76			SPARSITY REVENUE
89 2020-21 EXT TIME PU 28.40		EXTENDED TIME REVENUE	128 ATTENDANCE AREA
90 2021-22 EXT TIME PU 28.40		90 2021-22 EXT PU (EST) 28.40	FOR SPARSITY 99.43
		113 EXTENDED TIME REVENUE	129 DIST TO NEAREST HS 10.0
		= (90) X \$5,117 = 145,322.80	

SPARSITY REVENUE (CONT)		TRANSPORTATION SPARSITY	TRANSPORTATION SPARSITY (CONT)	
130 ISOLATION INDEX = [SQ RT (.55 X (128))] + (129) =	17.4	143 ATTENDANCE AREA 144 SQUARE MILES PER RES PU = (143)/(48) =	99.43 .0211	
131 ISOLATION INDEX RATIO = [(130)-23]/10, WITH MIN=0 AND MAX=1.5		145 SPARSITY INDEX = GTR OF (144) OR 0.2 =	.2000	
132 2021-22 ADM SRV, 7-12	1,898.89	146 DENSITY INDEX = LSR OF (144) OR 0.2 BUT AT LEAST .005 =	.0211	
133 SECONDARY SPARSITY ADM RATIO = GREATER OF ZERO OR [400-(132)] /[400+(132)] =		147 PRELIMINARY TOTAL TRANSPORT ALLOWANCE = [(145) RAISED TO .26 POWER] X [(146) RAISED TO .13 POWER] X .141 X (101) =	368.99	
134 SECONDARY SPARSITY REVENUE = [(101) - \$530] X (131)X(132)X(133) OR MEMO:		148 TRANSPORTATION SPARSITY ALLOWANCE = GTR OF ZERO OR (147) - [.0466 X (101)] =	62.97	
135 ELEM SPARSITY REVENUE (SEE WEBSITE)		149 INITIAL TRANSPORTATION SPARSITY REVENUE (59) X (148) =	285,757.86	
136 PRELIM SPARSITY REVENUE = (134)+(135) =		150 FY 2021 EST REG AND EXCESS TRANSP COST (FIN 720 + DEP) (FROM FEB20 FORECAST) 1,526,943.50		
137 FY 2021 SPARSITY REV (FY 2021 GEN ED REV REPORT, LINE 93)		151 FY 2020 EST REG AND EXCESS TRANSP COST (FIN 720 + DEP) (FROM FEB20 FORECAST) 1,460,514.66		
138 ELIGIBLE FOR CLOSED BUILDING ADJUSTMENT?	NO	152 FY 2020 REG AND EXCESS TRANSP COST TIMES 105% = (151) X 1.05 =	1,533,540.39	
139 SPARSITY REVENUE IF (138)=YES, (139) = GTR OF (136) OR (137); ELSE (139) = (136)		153 ADJUSTED TRANSP COST = LSR OF (150) OR (152) =	1,526,943.50	
SMALL SCHOOLS REVENUE		154 FY 2021 BASIC REVENUE (2020-21 GEN ED REV REPORT LINE 46)	29,429,353.80	
59 2021-22 ADJ PU (EST)	4,538.00	155 TRANSPORTATION PORTION OF FY 2021 BASIC REVENUE = (154) X .0466 =	1,371,407.89	
140 SMALL SCHOOLS RATIO = GTR OF ZERO OR [960-(59)]/960 =		156 FY 2021 TRANSP SPARSITY REV(2020-21 GEN ED REV REPORT, LINE 112)	284,210.39	
141 SMALL SCHOOLS ALLOWANCE = (140) X \$544 =		157 FY 2021 CHARTER TRANSP ADJ REV(2020-21 GEN ED REV REPORT, LINE 288)		
142 SMALL SCHOOLS REVENUE = (59) X (141) =				
			158 REIMBURSEMENT OF TRANS FOR PREGNANT AND PARENTING TEENS	
			159 FY 2021 TRANSP REV SUBTOTAL =(155)+(156)+ +(157)-(158) =	1,655,618.28
			160 TRANSP EXCESS COST = GTR OF ZERO OR (153)-(159) =	
			161 PUPIL TRANSP ADJ IF (160)=0, THEN (161)=0 ELSE (160) X 0.182 =	
			162 TOTAL TRANSPORTATION SPARSITY REVENUE = (149) + (161) =	285,757.86
			INITIAL GENERAL ED REVENUE	
			102 BASIC	29,801,046.00
			105 DECLINING ENROLL	
			111 PENSION ADJUSTMENT	288,560.14
			112 GIFTED & TALENTED	58,994.00
			113 EXTENDED TIME	145,322.80
			127 BASIC SKILLS	154,335.75
			139 SPARSITY	
			142 SMALL SCHOOLS	
			162 TRANSPORT SPARSITY	285,757.86
			163 INITIAL GENERAL ED REV = (102)+(105)+(111) + (112)+(113)+(127) + (139)+(142)+(162) =	30,734,016.55
			OPERATING CAPITAL	
			164 AVE BUILDING AGE (EST) (NOT > 50 YEARS)	21.12
			165 FACILITIES AGE INDEX = 1 + [.01 X (164)] =	1.2112
			166 OPERATING CAPITAL ALLOWANCE = \$79 + [\$109 X (165)] =	211.02
			167 YEAR ROUND PU SERVED	30.87
			168 OPERATING CAP REVENUE = (59) X (166) + (167) X \$31 =	958,565.73

LOCAL OPTIONAL REVENUE	REFERENDUM ALLOWANCES (CONT)	REFERENDUM ALLOWANCES (CONT)
169 MAXIMUM LOCAL OPTIONAL ALLOWANCE \$724	183 PHASEOUT OF LINE (182)	196 FY 2022 \$/APU UNCAPPED TOTAL, ALL AUTHORITIES = (191)-(192)+(193) - (194)+(195) = 541.26
170 FY 2022 ACTUAL LOCAL OPTIONAL ALLOWANCE 724.00	184 FY 2022 RESULT BEFORE INFLATION ADJUSTMENT = (182)-(183) = 529.04	REFERENDUM CAPS
59 2021-22 ADJ PU (EST) 4,538.00	185 FY 2022 INFLATION FACTOR 1.0231	197 INFLATION FACTOR AS SET IN STATUTE 1.0231
171 LOCAL OPTIONAL REVENUE = (170) X (59) = 3,285,512.00	186 FY 2022 RESULT AFTER INFLATION ADJUSTMENT = (184) X (185) = 541.26	198 STANDARD CAP =[2079.50X(197)]-300= 1,827.54
172 TIER 1 LOR CAP/APU \$300	187 PERMANENT SUBTRACTION AMOUNT SUBJECT TO CPI	199 FY22 ALTERNATE CAP 481.45
173 TIER 2 LOR CAP/APU \$724	188 CPI APPLIED TO PERMANENT SUBTRACTION = (187) X [(185)-1] =	200 CAP ON AUTHORITY PER APU: IF (139)>0 THERE IS NO CAP; ELSE (200) = GTR OF (198) OR (199) 1,827.54
174 TIER 1 LOR = LSR OF = (170) OR (172) 300.00	189 ADDED BY ELECTIONS HELD IN CY 2019 WITH DELAY	201 FY 2022 \$/ADJ PU, CAPPED TOTAL = LSR OF (196) OR (200) = 541.26
175 TIER 2 LOR = [LSR OF (170) OR (173)]-(174) 424.00	190 FY 2022 WITH INFLATION RESULTS BEFORE ELECTIONS = (186)+(188)+(189) = 541.26	59 2021-22 ADJ PU (EST) 4,538.00
176 TOTAL, TIER 1 = (59) X (174) = 1,361,400.00	191 FY 2022 \$/APU UNCAPPED TOTAL, ALL AUTHORITIES = (181)+(190) = 541.26	202 FY 2022 REFER REVENUE = (59) X (201) = 2,456,237.88
177 TOTAL, TIER 2 = (59) X (175) = 1,924,112.00	NEW ELECTIONS WITHOUT INFLATION	TRANSITION REVENUE
REFERENDUM ALLOWANCES	192 FY 2022 AUTHORITY CANCELLED BY ELECTIONS HELD IN CY 2020	203 TRANSITION ALLOWANCE (FY 2015 GENERAL EDUC REVENUE REPORT, LINE 174)
EXIST AUTHORITY AFTER REFERENDUM SIMPLIFICATION	193 FY 2022 \$/APU ADDED BY ELECTIONS HELD IN CY 2020	204 TRANSITION REVENUE = (59) X (203) =
REF AUTH W/O INFLATION	NEW ELECTIONS WITH INFLATION	
178 FY 2021 AUTHORITY (FY 2021 GEN ED REV REPORT, LINE 129)	194 FY 2022 AUTHORITY CANCELLED BY ELECTIONS HELD IN CY 2020	
179 PHASEOUT OF LINE (178)	195 FY 2022 \$/APU ADDED BY ELECTIONS HELD IN CY 2020	
180 ADDED BY ELECTIONS HELD IN CY 2019 WITH DELAY		
181 FY 2022 W/O INFLATION RESULTS BEFORE ELECTIONS = (178)-(179)+(180) =		
REF AUTH WITH INFLATION		
182 FY 2021 AUTHORITY (FY 2021 GEN ED REV REPORT, LINE 132+133) 529.04		

EQUITY REVENUE		EQUITY REVENUE (CONT)		LOCAL OPT AIDS & LEVIES (CONT)	
205 METRO 5TH PERCENTILE	6,877.96	224 = (219)+(223) =	322,515.66	235 TIER 1 LOR LEVY	
206 METRO 95TH PERCENTILE	8,728.26			= (176) X (233) =	904,444.88
207 METRO GAP		225 BOTH RUR AND MET =		236 TIER 2 LOR LEVY	
=(206)-(205) =	1,850.30	= 0.25 X (224)	80,628.91	= (177) X (234) =	1,924,112.00
208 RURAL 5TH PERCENTILE	6,867.00	59 2021-22 ADJ PU (EST)	4,538.00	237 TIER 1 LOR AID	
209 RURAL 95TH PERCENTILE	8,687.61	226 = \$50.00 X (59) =	226,900.00	= (176) - (235) =	456,955.12
210 RURAL GAP		227 EQUITY REVENUE		238 TIER 2 LOR AID	
=(209)-(208) =	1,820.61	= (224)+(225)+(226) =	630,044.57	= (177) - (236) =	
211 DISTRICT'S REGION:		OPERATING CAPITAL AIDS & LEVIES			
METRO=MET; RURAL=RUR	MET	168 OPERATING CAP REVENUE	958,565.73	EQUITY AIDS & LEVIES	
212 DIST'S REGION'S EQUITY		30 2019 ANTC	35,500,121	227 EQUITY REVENUE	630,044.57
GAP = (207) OR (210)=	1,850.30	59 2021-22 ADJ PU (EST)	4,538.00	239 EQUITY LIMIT	
213 DIST'S REGION'S 95TH		228 FY 2022 ANTC/ADJ PU		= (227) X (234) =	630,044.57
PCT = (206) OR (209)=	8,728.26	= (30)/(59) =	7,822.86	240 EQUITY AID	
214 DISTRICT'S REVENUE/PU		229 LEVY RATIO FOR OPER CAP		= (227)-(239) =	
FOR EQUITY PURPOSES		= LESSER OF 1 OR		TRANSITION AIDS & LEVIES	
=[(102)+(202)+(204)+		(228)/\$23,885 =	.32752188	204 TRANSITION REVENUE	
((172)*(59))]/(59) =	7,408.26	230 OPERATING CAP LIMIT		= (204) X (234) =	
215 DISTRICT'S EQUITY GAP		= (168) X (229) =	313,951.25	241 TRANSITION LIMIT	
= GREATER OF ZERO		231 OPERATING CAP AID		= (204) X (234) =	
OR (213)-(214) =	1,320.00	= (168)-(230) =	644,614.48	242 TRANSITION AID	
216 EQUITY INDEX		LOCAL OPTIONAL AIDS & LEVIES			
= (215)/(212) =	.71339783	176 TOTAL, TIER 1		REFERENDUM AIDS & LEVIES	
217 = \$80 X (216) =	57.07	= (59) X (174) =	1,361,400.00	201 REFER \$/APU	
218 INITIAL EQUITY ALLOW		177 TOTAL, TIER 2		ALL AUTHORITIES	541.26
IF (215)=0 THEN (218)=0		= (59) X (175) =	1,924,112.00	243 TIER 1 CAP/APU	460.00
ELSE (218)=\$14+(217)	71.07	10 2019 RMV	2,751,255,700	244 TIER 2 CAP/APU	
59 2021-22 ADJ PU (EST)	4,538.00	48 2021-22 RES PU (EST)	4,706.00	= 0.25 X (101)-\$300 =	1,341.75
219 = (59) X (218) =	322,515.66	232 FY 2022 RMV/RES PU		139 SPARSITY REVENUE	
220 FY 2022 STATE AVERAGE		= (10)/(48) =	584,627.22	245 TIER 2 CAP/APU	
REF REV & TIER 1 LOR	1,159.39	233 LEVY RATIO FOR		IF (139) > ZERO	
221 =.10 X[(220)] =	115.94	LOCAL OPTIONAL TIER 1		THEN (245) = 9,999.99	
201 FY 2022 DISTRICT		= LESSER OF 1 OR		ELSE (245) = (244)	1,341.75
REFERENDUM REV/ADJ PU	541.26	(232)/\$880,000 =	.66434911		
172 TIER 1 LOR CAP/APU	\$300	234 LEVY RATIO FOR			
222 = GTR OF ZERO OR		LOCAL OPTIONAL TIER 2,			
[(221)-(201)-(172)] =		EQUITY, TRANSITION			
59 2021-22 ADJ PU (EST)	4,538.00	= LESSER OF 1 OR			
223 = LSR OF		(232)/\$510,000 =	1.00000000		
\$100,000 OR					
[(59) X (222)] =					

REFERENDUM AIDS & LEVIES (CONT)	EQUALIZATION AID LIMIT	TAX BASE REPLACEMENT AID (CONT)
BREAKDOWN OF \$/APU BY TIER, ALL AUTHORITIES	101 FY 2022 FORMULA ALLOW 6,567.00 59 ADJ PU (EST) 4,538.00	INITIAL REVENUES ARE REDUCED TO MAKE TAX BASE REPLACEMENT AID REVENUE-NEUTRAL. REVENUE COMPONENTS ARE REDUCED IN THE FOLLOWING ORDER:
246 TIER 1 = LSR OF (201) OR (243) = 460.00	260 REFERENDUM EQUALIZATION AID LIMIT = [(0.25 X (101)) -\$300]X(59) 6,088,861.50	272 TIER 2 REF AID 273 TIER 1 REF AID 274 TIER 1 LOR AID 17,301.94 275 TIER 1 LOR LEVY 276 TIER 1 REF LEVY 277 TIER 2 REF LEVY 278 UNEQL REF LEVY
247 TIER 2 = [LSR OF (201) OR (245)]-(246) = 81.26	261 REFERENDUM EQUALIZATION AID CAP = GRT OF (259)-(260) OR 0 =	
248 UNEQUALIZED = (201)-(246) - (247) =	REFERENDUM LEVY WITH AID LIMIT	
BREAKDOWN OF REFERENDUM REVENUES	262 TIER 1 LEVY = (254) + (261) = 2,087,480.00	APPLYING THESE REDUCTIONS:
202 REFERENDUM REVENUE ALL AUTHORITIES 2,456,237.88	255 TIER 2 LEVY = (255) = 368,757.88	271 TAX BASE REPLACE AID 17,301.94 279 TIER 1 REF AID = (264)-(273) =
249 TOTAL, TIER 1 = (59) X (246) = 2,087,480.00	251 UNEQUALIZED LEVY 263 TOTAL = (262) + (255)+(251) = 2,456,237.88	280 TIER 2 REF AID = (258)-(272) =
250 TOTAL, TIER 2 = (59) X (247) = 368,757.88	REFERENDUM AID WITH AID LIMIT	281 TIER 1 LOR AID = (237) - (274) 439,653.18
251 TOTAL, UNEQUALIZED = (202)-(249) - (250) =	264 TIER 1 AID = (257)-(261) =	282 TIER 1 LOR LEVY = (235) - (275) 904,444.88
REFERENDUM LEVY PORTIONS	258 TIER 2 AID = (258) =	283 TIER 1 REF LEVY = (262)-(276) = 2,087,480.00
232 FY 2022 RMV/RES PU 584,627.22	265 TOTAL AID = (264)+(258) =	284 TIER 2 REF LEVY = (255)-(277) = 368,757.88
252 TIER 1 = LSR OF 1 OR (232)/\$567,000 = 1.00000000	TAX BASE REPLACEMENT AID (TBRA)	285 UNEQL REF LEVY = (251)-(278) =
253 TIER 2 = LSR OF 1 OR (232)/\$290,000 = 1.00000000	266 ADJ INITIAL TBRA (FROM TBRA PHASEOUT REPORT, LINE 11) 17,301.94	286 REFER AND LOR TIER 1 EQUALIZATION AID BEFORE AID GUARANTEE = (271)+(279) + (280)+(281) = 456,955.12
INITIAL REFERENDUM LEVY	267 CONVERTED ADJ FY 2002 REF AUTHORITY (FY 2015 GENERAL EDUC REVENUE REPORT, LINE 254) 144.43	287 REFERENDUM AND LOR LEVY BEFORE AID GUARANTEE = (282) + (283) + (284) + (285) = 3,360,682.76
254 TIER 1 LEVY = (249) X (252) = 2,087,480.00	268 UNCAPPED REF AND LOR ALLOWANCE = (174) + (196) = 841.26	REFERENDUM AID GUARANTEE
255 TIER 2 LEVY = (250) X (253) = 368,757.88	269 PRORATED TBRA = LSR OF (266) OR [(266)X(268)/(267)] = 17,301.94	288 FY 2015 REFERENDUM AID INCREASE FROM GUARANTEE (FY 2015 GEN ED REV REPORT, LINE 276)
251 UNEQUALIZED LEVY 256 TOTAL = (254) + (255)+(251) = 2,456,237.88	270 REF AND LOR REV = (176) + (202) = 3,817,637.88	289 FY 2015 REFERENDUM REV (FY 2015 GEN ED REV REPORT, LINE 289) 1,170,190.41
INITIAL REFERENDUM AID	271 CAPPED TBRA = LSR OF (269) OR (270) = 17,301.94	290 FY 2015 LOCATION EQUITY REVENUE (FY 2015 GEN ED REV REPORT LINE 198) 1,741,342.56

REFERENDUM AID GUARANTEE (CONT)	LOCAL OPTIONAL AID & LEVY SUMMARY AFTER REF AID GUARANTEE	GENERAL EDUCATION REVENUE SUMMARY
291 FY 2015 COMBINED REVENUE = (289)+(290) = 2,911,532.97	306 TIER 1 LOR LEVY = (282) - (302) = 904,444.88	102 BASIC 29,801,046.00 105 DECLINING ENROLL
292 FY 2015 REFERENDUM EQUALIZATION PLUS HOLD HARMLESS AID (FY 2015 GENERAL EDUC REVENUE REPORT, LINES 276 & 287) 621,918.44	236 TIER 2 LOR LEVY = (236) 1,924,112.00	111 PENSION ADJUSTMENT 288,560.14 112 GIFTED & TALENTED 58,994.00 113 EXTENDED TIME 145,322.80 127 BASIC SKILLS 154,335.75 139 SPARSITY
293 FY 2015 LOCATION EQUITY AID (FY 2015 GENERAL EDUC REVENUE REPORT, LINE 197) 377,983.70	307 LOCAL OPTIONAL LEVY LIMIT = (306) + (236) = 2,828,556.88	142 SMALL SCHOOLS 162 TRANSPORT SPARSITY 285,757.86 168 OPERATING CAPITAL 958,565.73 171 LOCAL OPTIONAL 3,285,512.00 202 REFERENDUM 2,456,237.88 204 TRANSITION
294 FY 2015 COMBINED AID FOR GUARANTEE = (292)+(293) = 999,902.14	308 LOCAL OPTIONAL AID =(281)+ (238)+ (302)= =(274)+ (275)= 456,955.12	227 EQUITY REVENUE 630,044.57 319 ALT ATTENDANCE ADJ 320 TOTAL GENERAL REVENUE = (102)+(105)+(111) + (112)+(113)+(127) + (139)+(142)+(162) + (168)+(171)+(202) + (204)+(227)+(319) = 38,064,376.73
295 FY 2022 COMBINED REVENUE = (171)+(202) = 5,741,749.88	309 TIER 1 REF LEVY = (283) - (303) = 2,087,480.00	
296 FY 2022 COMBINED INITIAL AID = (286)+(238) = 456,955.12	310 TIER 2 REF LEVY = (284) - (304) = 368,757.88	
297 REVENUE RATIO = LESSER OF 1 OR [(295)/(291)] = 1.00000000	311 UNEQL LEVY = (285) - (305) =	
298 2012 RMV 1,707,374,400 10 2019 RMV 2,751,255,700	312 TOTAL REFERENDUM LEVY =(309)+ (310) +(311)= 2,456,237.88	GENERAL AIDS & LEVIES
299 RMV RATIO = LESSER OF 1 OR [(298) /(10)] = .62058005	313 TOTAL REFERENDUM EQUALIZATION AID =(271) + (279) + (280) + (303)+ (304)+ (305) - (274) - (275) =	230 OPERATING CAP LEVY 313,951.25 239 EQUITY LEVY 630,044.57 241 TRANSITION LEVY 307 LOCAL OPTIONAL 2,828,556.88 312 TOTAL REFERENDUM LEVY 2,456,237.88
300 FY 2022 MINIMUM COMBINED AID = (294)X(297)X(299) = 620,519.32	ALTERNATIVE ATTENDANCE ADJUSTMENT (CHARTER TRANSPORT AND MN STATE ACAD ADJ'S ONLY)	321 TOTAL GENERAL ED LEVY = (230)+(239)+(241) +(307)+(312) = 6,228,790.58
301 FY 2022 REFERENDUM HOLD HARMLESS AID INCREASE IF (288)=0 THEN 0, ELSE GREATER OF 0 OR [(300)-(296)] =	147 TRANSPORT ALLOWANCE 368.99 314 ADJ PU OF CHARTER SCHOOLS TRANSPORTED BY DISTRICT	322 TOTAL GENERAL ED AID = (320)-(321)= 31,835,586.15
INITIAL LEVIES ARE REDUCED TO MAKE THE REFER AID GUARANTEE REVENUE-NEUTRAL. LEVY COMPONENTS ARE REDUCED IN THE FOLLOWING ORDER:	315 EXT TME PU OF CHARTER SCHOOLS TRANSPORTED BY DISTRICT	ALTERNATIVE TEACHER COMPENSATION REV
302 TIER 1 LOR LEVY	316 CHARTER ALT ATTENDANCE ADJUST = (147) X (314) + \$223 X (315) =	323 ENROLLMENT AS OF OCT 1, 2019 AT PARTICIPATING SITES (FY 2021 GENERAL EDUC RPT, LINE 304)
303 TIER 1 REF LEVY	317 2021-22 RES PU ATTENDING MN STATE ACADEMIES	324 EST ENROLLMENT AS OF OCTOBER 1, 2020 AT PARTICIPATING SITES = (323)X[(52)/(51)] =
304 TIER 2 REF LEVY	318 MN STATE ACADEMIES ALT ATTENDANCE ADJ = - (101) X (317) =	325 ALTERNATIVE TEACHER COMPENSATION REVENUE = \$260.00 X (324) =
305 UNEQL REF LEVY	319 ALT ATTEND ADJUST TO AID = (316)+(318) =	

ALT TEACHER COMP AIDS & LEVIES	ACHIEVE AND INTEGRATION AID (CONT)	REEMPLOYMENT INSURANCE LEVY
325 ALT COMP REVENUE	341 FY 2022 EST INCENTIVE BUDGET	356 EST FY 2021 EXPEND 50,000.00
326 ALT COMP BASIC AID = 0.65 X (325) =	342 FY 2022 ADJ INITIAL BUDGET = (340) X 1.003 =	357 INITIAL REEMPLOYMENT LEVY = 100% OF (356) = 50,000.00
327 BASIC AID PRORATION .96816971	343 OCT 1, 2019 ENROLL OF PROTECTED STUDENTS	SAFE SCHOOLS LEVY
328 PRORATED BASIC AID = (326)X(327) =	344 EST OCT 1, 2020 ENROLL OF PROTECTED STUDENTS = (343) =	358 SAFE SCH Lvy REQUEST? YES 59 2021-22 ADJ PU (EST) 4,538.00
329 PRO BASIC AID TO LEVY = (326) - (328) =	345 OCT 1, 2019 TOTAL ENROLLMENT	359 SAFE SCH LEVY LIMIT = \$36 X (59) = 163,368.00
330 ALT COMP LEVY REVENUE =(325)-(326) + (329)=	346 EST OCT 1, 2020 TOTAL ENROLLMENT = (345) =	SAFE SCHOOLS INTERMEDIATE LEVY
228 FY 2022 ANTC/ADJ PU 7,822.86	347 PROTECTED ENROLLMENT RATIO =(344)/(346)=	360 SAFE SCH INTERMEDIATE LEVY REQUEST? YES
331 ALT COMP LEVY RATIO = LESSER OF 1 OR [(228)/\$6,100] = 1.00000000	348 INITIAL ACHIEVE & INTEG REVENUE FORMULA IF (340) > 0 = \$350 X (59)X(347) =	361 INTERMEDIATE LEVY ALLOWANCE <= \$15 3.57
332 ALT TEACHER COMP LEVY = (330) X (331) =	349 INTEG HOLD HARMLESS (FROM FY 2021 INTEG REV RPT, LINE 11)	362 SAFE SCH INTERMEDIATE LIMIT = (59) X (361) = 16,200.66
333 ALT COMP EQUALIZATION AID = (325)-(328)-(332) =	350 INITIAL ACHIEVE & INTEG REVENUE = LSR OF (342) OR [(348)+(349)] =	JUDGMENT LEVY
SPECIAL EDUCATION AID	351 INCENTIVE REV =LSR OF (341) OR [(59) X \$10] =	363 DISTRICT JUDGMENTS 364 INTERMED JUDGMENTS 365 JUDGMENT LIMIT =(363)+(364) =
ESTIMATES OF FY 2022 SPECIAL EDUC AID SHOWN BELOW ARE BASED ON END OF SESSION 2020 ESTIMATES. PLEASE NOTE THAT THESE ARE ROUGH ESTIMATES AND MAY CHANGE SIGNIFICANTLY WHEN UPDATED DATA BECOME AVAILABLE.	352 ACHIEVE & INTEG REVENUE = (350) + (351) =	ICE ARENA LEVY
334 SPEC ED REGULAR BEFORE TUITION ADJ 6,298,572.99	353 ACHIEVE & INTEG LEVY = (352) X .30	366 FY 2020 NET OPR COSTS 367 ICE ARENA LEVY LIMIT = 100% OF (366) =
335 NET TUITION ADJUST 1,089,365.41-	354 TRANSFER TO MDE IF (350)=(342) THEN (354)=(342)-(340) ELSE (354)=(350)X.003	FY 2021 CAREER & TECHNICAL
336 EXCESS COST AID 1,680,025.43	355 ACHIEVE & INTEG AID =(352)-(353)-(354)=	368 SHARE OF FY 2021 EST COOPERATIVE BUDGET 67,782.53
337 HOLD HARM/GROWTH LMT		369 FY 2021 ESTIMATED DISTRICT BUDGET 418,000.00
338 CROSS SUB REDUC AID 313,131.03		370 FY 2021 EST BUDGET = (368) + (369) = 485,782.53
339 TOTAL SPECIAL EDUC AID = (334) TO (338) = 7,202,364.04		371 PRELIMINARY REVENUE = .35 X (370) = 170,023.89
ACHIEVEMENT AND INTEGRATION REVENUE		
59 2021-22 ADJ PU (EST) 4,538.00		
340 FY 2022 EST INITIAL BUDGET		

CAREER & TECHNICAL (CONT)		NONPUBLIC TRANSPORTATION AID (CONT)		INITIAL LTFM REVENUE (CONT)					
372	LAST YEAR REVENUE (FY 2020 CTE AID REPORT, LINE 16)	197,864.44		403	FY 2020 EXCESS FTE	744.00	454	NET DEBT SERVICE FOR PORTION OF EXISTING ALT FAC BONDS 1A FOR QUALIFIED H&S PROJ	
373	REVENUE GUARANTEE = LESSER OF (370) OR (372) =	197,864.44		404	ESTIMATED FY 2022 NONPUBLIC FTE	403.00			
374	PRELIMINARY REVENUE = GREATER OF (371) OR (373) =	197,864.44		405	FY 2022 NONPUBLIC TO AND FROM AID = [(400)+(401)] / [(402)+(403)] X(404) X \$6,567/\$6,438 =	152,552.89	767	NET LTFM REQ DEBT FOR ELIG H&S>\$100K	882,718.86
375	REVENUE ALLOCATION FOR CAREER TECH PER MS 124D.4531, SUBD 5			406	ESTIMATED FY 2020 NONPUBLIC NONREGULAR COST		455	NEW PAYGO LTFM LEVY FOR ELIG H&S>\$100K	
376	CAREER TECH REVENUE = (374) + (375) =	197,864.44		407	ESTIMATED FY 2022 NONPUBLIC NONREGULAR AID = (406) X [\$6,567/\$6,438]		456	TOTAL ADDL LTFM REV FOR PROJECTS >\$100K = (766)+(454) + (767)+(455) =	882,718.86
29	2018 ANTC	31,904,280						ADDITIONAL LTFM REVENUE FOR QUALIFIED VOLUNTARY PRE-KINDERGARTEN	
58	2020-21 ADJ PU (EST)	4,481.40							
377	FY 2021 ANTC/ADJ PU = (29)/(58) =	7,119.27		408	FY 2022 ESTIMATED TRANSPORTATION AID = (405)+(407) =	152,552.89	768	NET LTFM REQ DEBT SERVICE FOR VPK	
378	LEVY RATIO FOR CTE = LESSER OF 1 OR (377)/\$7,612 =	.93526931					457	NEW PAYGO LTFM LEVY FOR VPK	
379	CAREER TECH LEVY LIMIT = (376) X (378) =	185,056.54			CAPITAL RELATED LEVY LIMITATIONS		458	TOTAL LTFM REVENUE UNDER NEW LAW = (453) + (456) + (768) + (457) =	2,053,367.27
380	EST CAREER TECH AID = (376) - (379) =	12,807.90			LONG TERM FACILITIES MAINTENANCE REVENUE (LTFM)				
	ANNUAL OTHER POSTEMPLOYMENT BENEFITS (OPEB)			450	LTFM PLAN APPROVAL STATUS	APPROVED		OLD LAW HEALTH AND SAFETY (H&S)	
381	AUTHORITY REQUESTED BY DISTRICT BASED UPON FY 2020 EXPENSES PAID	41,043.00			INITIAL LTFM REVENUE		459	OLD LAW HEALTH & SAFETY REVENUE = FY 2022 ESTIMATED H&S COST =	
382	PRORATION FACTOR TO REFLECT STATEWIDE CAP	1.00000000		59	2021-22 ADJ PU (EST)	4,538.00	460	REG ALT FAC PAYGO REVENUE APPROVED FOR FY 2022	
383	ANNUAL OPEB LEVY LIMIT = (381) X (382) =	41,043.00		451	AVE BLDG AGE (EST) (NO MAX AGE LIMIT)	23.76	461	ALT FAC/H&S PAYGO REV FOR NEW APPROVALS	
	NONPUBLIC TRANSPORTATION AID			452	BLDG AGE RATIO = LSR OF 1 OR (451)/35 =	.67885714	462	PAYGO REVENUE FOR ALT FAC AND AF/H&S = (460)+(461) =	
400	ESTIMATED FY 2020 REG/EXCESS COST	1,433,587.00		453	INITIAL LTFM REVENUE = \$380 X (59) X (452) =	1,170,648.41	765	NET DEBT SERVICE FOR EXISTING AND NEW REGULAR ALT FAC BONDS 1A	
401	ACTUAL FY 2020 BUS DEPRECIATION				ADDITIONAL LTFM REVENUE FOR QUALIFIED H&S PROJECTS > \$100,000		766	NET DEBT SERVICE FOR EXISTING AND NEW REGULAR ALT FAC/H&S BONDS 1B	
402	FY 2020 REGULAR FTE	3,119.00		766	NET DEBT SERVICE FOR EXISTING REGULAR ALT FAC/H&S BONDS 1B				

OLD LAW ALTERNATIVE FACILITIES (ALT FAC OR AF/H&S) (CONT)		LTFM TOTAL AIDS & LEVIES		DEBT SERVICE PORTION OF LTFM REV (CO		
767	NET LTFM REQ DEBT FOR ELIG H&S>\$100K	882,718.86	59 2021-22 ADJ PU (EST)	4,538.00	769 NET LTFM REQ DEBT FOR ALL OTHER PROJECTS	633,124.04
463	NET LTFM REQ DEBT FOR ALL OTHER PROJECTS FOR ALT FAC 1A, IF (465)=NO THEN (769), ELSE 0		473 LTFM EQUALIZED REVENUE = LSR OF (468),(470) OR \$380 X (59) =	1,724,440.00	770 TOTAL DEBT SERVICE LTFM REVENUE = (765)+(766)+(767) +(768)+(769) =	1,515,842.90
768	NET LTFM REQ DEBT SERVICE FOR VPK		35 2019 AG MODIFIED ANTC FOR LTFM REVENUE	31,561,686	486 LTFM DEBT SERV EQUAL REVENUE = LESSER OF (473) OR (770) =	1,515,842.90
457	NEW PAYGO LTFM LEVY FOR VPK		56 2018-19 ADJ PU (ACT)	4,438.23	478 LTFM AID RATIO	.36507885
464	TOTAL OLD LAW ALT FAC AND AF/H&S REVENUE = (462)+(765)+(766) + (767)+ (463)+(768) + (457) =	882,718.86	474 FY 2019 ANTC PER APU = (35) / (56) =	7,111.32	487 LTFM DEBT INITIAL EQUAL AID = (486)X(478) =	553,402.18
			475 STATEWIDE ANTC/APU	9,105.95	488 LTFM DEBT EQUAL AID = GREATER OF (481) OR (487) BUT NOT MORE THAN (770) =	553,402.18
			476 LTFM EQUAL FACTOR = 123% OF (475) =	11,200.32	489 LTFM DEBT EQUAL LEVY = GTR OF ZERO OR (486) - (488) =	962,440.72
			477 LTFM LEVY RATIO = LSR OF 1 OR (474)/(476) =	.63492115	490 LTFM DEBT UNEQUAL LEVY = GTR OF ZERO OR (770)-(488)-(489) =	
			478 LTFM AID RATIO = = 1 - (477) =	.36507885	GENERAL FUND PORTION OF LTFM REV	
			479 LTFM INITIAL EQUAL AID = (473) X (478) =	629,556.57	472 TOTAL LTFM REVENUE	2,075,006.27
			480 LTFM INITIAL EQUALIZED LEVY = (473) - (479) =	1,094,883.43	491 TOTAL GENERAL FUND LTFM REVENUE = (472) - (770) =	559,163.37
			481 2015 TOTAL ALT FAC GRANDFATHER AID		492 LTFM GEN FUND EQUAL REV = (473) - (486) =	208,597.10
			482 TOTAL LTFM EQUAL AID = GREATER OF (479) OR (481) =	629,556.57	493 LTFM GEN FUND EQUAL AID = (482) - (488) =	76,154.39
			483 TOTAL LTFM EQUAL LEVY = GTR OF ZERO OR (473) - (482) =	1,094,883.43	494 GEN FUND LTFM EQUAL LIMIT = GTR OF ZERO OR (492) - (493) =	132,442.71
			484 TOTAL LTFM UNEQUAL LEVY = GTR OF ZERO OR (472)-(482)-(483) =	350,566.27	495 GEN FUND LTFM UNEQUAL LIMIT = GTR OF ZERO OR (491)-(493)-(494) =	350,566.27
			485 TOTAL LTFM LEVY = (483) + (484) =	1,445,449.70	496 TOTAL GEN FUND LTFM LEVY = (494) + (495) =	483,008.98
			DEBT SERVICE PORTION OF LTFM REV			
			765 NET ALT FAC REG DEBT			
			766 NET ALT FAC/H&S DEBT			
			767 NET LTFM REQ DEBT FOR ELIG H&S>\$100K	882,718.86		
			768 NET LTFM REQ DEBT SERVICE FOR VPK			
470	DISTRICT LTFM REVENUE = (468) - (469) =	2,053,367.27				
471	DISTRICT SHARE OF ELIGIBLE COOP/INTERMED LTFM PROJECTS	21,639.00				
472	TOTAL LTFM REVENUE = (470) + (471) =	2,075,006.27				

DISABLED ACCESS LIMIT		APPROV INTERMED CAPITALIZED (CONT)		APPROVED REGULAR CAPITALIZED LEASES	
497 FY 1992-FY 2022		517 TOT INTERMED CAPITALIZED		EXCESS FUNDS CAP LEASE	
APPROV DIS ACC COSTS	300,000.00	= SUM[(511) TO (514)]		539 FY 2021 NONJOINT	
498 MAXIMUM = GTR OF (JUNE		- (515) - (516) =		540 FY 2022 NONJOINT	
1991 COMPONENT DISTX X				541 FY 2021 JOINT	
150,000) OR 300,000 =	300,000.00	518 TOT INTERMED LEASE COSTS		542 FY 2022 JOINT	
499 LSR OF (497) OR (498)	300,000.00	= (510) + (517) =	17,778.67		
500 FIRST YEAR DISABLED		59 2021-22 ADJ PU (EST)	4,538.00	543 REG CAPITALIZED LEASES	
ACCESS LEVY CERTIFIED	1992	519 INTERMED PUPIL UNIT MAX		= (531) TO (538) -	
501 LAST YEAR TO CERTIFY		LIMIT = \$65 X (59) =	294,970.00	(539) TO (542) =	494,186.70
= (500) + 7 YEARS =	1999	520 INTERMED LEASE LIMIT		544 TOTAL APPROVED REGULAR	
502 TOTAL CUM CERT LEVY		=LSR (518) OR (519) =	17,778.67	LEASE COST & CARRYOVER	
(PAY 93 TO PAY 19)	300,000.00	521 INTERMED CARRYOVER (INCL		= (521)+(530)+(543)=	614,699.70
503 CERT LEVY PAY 2020		IN REGULAR LEASE LIMIT)		59 2021-22 ADJ PU (EST)	4,538.00
504 TOTAL CERTIFIED LEVY		= (518) - (520) =		545 REG PUPIL UNIT MAXIMUM	
= (502)+(503) =	300,000.00			LIMIT = \$212 X (59) =	962,056.00
505 DISABLED ACCESS LIMIT				546 COMM APPROVED LIMIT	
= GREATER OF ZERO				547 REGULAR MAX LIMIT	
OR (499)-(504)=				=GTR (545) OR (546)=	962,056.00
LEASE LEVY LIMITATION		522 FY 2021 NONJOINT		548 REGULAR LEASE LIMIT	
DIST'S SHARE OF JOINT		523 FY 2022 NONJOINT		=LSR (544) OR (547)=	614,699.70
LEASE FOR INTERMED DISTX		524 FY 2021 JOINT		549 TOTAL LEASE LEVY LIMIT	
287, 288, 916 AND 917		525 FY 2022 JOINT		= (520) + (548) =	632,478.37
APPROV INTERMED OPERATING					
ADMINISTRATIVE SPACE		526 FY 2021 NONJOINT	120,513.00		
506 FY 2021 JOINT		527 FY 2022 NONJOINT			
507 FY 2022 JOINT		528 FY 2021 JOINT		INITIAL CAPITAL RELATED LEVIES	
INSTRUCTIONAL/STORAGE		529 FY 2022 JOINT		230 OPERATING CAPITAL	313,951.25
508 FY 2021 JOINT	17,778.67	530 REG OPERATING LEASES		496 LT FAC MAINTENANCE	483,008.98
509 FY 2022 JOINT		= (522) TO (529) =	120,513.00	505 DISABLED ACCESS	
510 TOT INTERMED OPERATING				549 LEASE LEVY	632,478.37
= (506) TO (509) =	17,778.67			550 COOP BLDG REPAIR	
APPROV INTERMED CAPITALIZED				551 OTHER CAPITAL (MEMO)	
ADMINISTRATIVE SPACE				552 CAP PROJECTS REFER	
511 FY 2021 JOINT		531 FY 2021 NONJOINT		553 CAPITAL RELATED LIMITS	
512 FY 2022 JOINT		532 FY 2022 NONJOINT		= (230)+(496)+(505)	
INSTRUCTIONAL/STORAGE		533 FY 2021 JOINT		+ (549)+(550)+(551)	
513 FY 2021 JOINT		534 FY 2022 JOINT		+ (552) =	1,429,438.60
514 FY 2022 JOINT					
EXCESS FUNDS CAP LEASE					
515 FY 2021 JOINT		535 FY 2021 NONJOINT	494,186.70		
516 FY 2022 JOINT		536 FY 2022 NONJOINT			
		537 FY 2021 JOINT			
		538 FY 2022 JOINT			

OTHER INITIAL GENERAL LEVIES	COMMUNITY SERVICE	EARLY CHILD FAMILY EDUCATION (CONT)
554 CONSOLIDATION/ TRANSITION	BASIC COMMUNITY EDUCATION	617 FY 2022 EARLY CHILD FAMILY REVENUE
555 REORGANIZATION OPERATING DEBT	601 POPULATION (YR 2018) 22,738	IF (612) = YES
556 HEALTH BENEFITS	602 GTR OF (601) OR 1,335 22,738	= (615) X (616),
557 ADDL RETIREMENT (MPLS AND STP)	603 YOUTH SERVICE PROG? YES	IF ANNUAL REPT = YES 311,142.40
558 SEVERANCE	604 AFTER SCHOOL ENRICHMENT? YES	30 2019 ANTC 35,500,121
559 ADMIN DISTRICT	605 FY 2022 GENERAL REVENUE = \$5.42 X (602) = 123,239.96	618 ECFE TAX RATE .00258580
560 SWIMMING POOL	606 FY 2022 YOUTH SERVICE REV = \$1.00 X (602) = 22,738.00	619 = (618) X (30) = 91,796.21
561 TREE GROWTH	607 FY 2022 AFTER SCHOOL REVENUE = \$1.85 X (602) NOT TO EXCEED 10,000 AND \$0.43 X POPULATION IN EXCESS OF 10,000 23,977.34	620 EARLY CHILD LEVY LIMIT = LESSER OF (617) OR (619) = 91,796.21
562 CONSOLIDATION/ RETIREMENT	608 FY 2022 COMMUNITY EDUCATION REVENUE = (605)+(606)+(607) = 169,955.30	621 EST FY 2022 EARLY CHILD AID = (617)-(620) = 219,346.19
563 ECON DEVELOP ABATE	30 2019 ANTC 35,500,121	HOME VISITING LIMIT
564 OTHER GENERAL (MEMO)	609 STANDARD COMM ED LEVY = .00940 X (30) = 333,701.14	622 DIST PLANS TO LEVY FOR FY 2022 HOME VISIT? YES
565 SUBTOTAL--OTHER INITIAL GENERAL LEVIES = (554) TO (564) = INITIAL GENERAL FUND LEVY	610 COMM ED LEVY LIMIT LSR (608) OR (609) = 169,955.30	623 HOME VISITING REVENUE IF (622) = YES AND (619) > \$0, = \$3.00 X (614), ELSE = \$0 6,180.00
566 GENERAL RMV VOTER APPROVED JOBZ EXEMPT =(312) = 2,456,237.88	611 FY 2022 EST GROSS COMM ED AID = (608)-(610) =	228 FY 2022 ANTC/ADJ PU 7,822.86
567 GENERAL RMV OTHER JOBZ EXEMPT = (307)+(239) + (241) = 3,458,601.45	EARLY CHILD FAMILY EDUCATION	624 HOME VISIT LEVY RATIO = LESSER OF 1 OR (228) / \$17,250 = .45349913
568 GENERAL NTC VOTER APPROVED JOBZ EXEMPT = (552)	FY 2020 ECFE ANNUAL REPORT MUST BE SUBMITTED TO CERTIFY EARLY CHILDHOOD FAMILY ED & HOME VISIT LEVIES FOR FY 2022	625 FY 2022 HOME VISIT LIMIT =(623) * (624) 2,802.62
569 GENERAL NTC OTHER GENED JOBZ EXEMPT PHASED OUT IN 2018	612 DIST PLANS TO LEVY FOR FY 2022 ECFE REVENUE? YES	626 FY 2022 EST HOME VISIT AID =(623)-(625) 3,377.38
570 GENERAL NTC OTHER JOBZ =(332)+(353)+(357) +(359)+(362)+(365) +(367)+(379)+(383) +(553)-(552)+(565) = 1,885,106.80	613 ECFE ANNUAL REPORT SUBMITTED? YES	DISABLED ADULTS
571 TOTAL INITIAL GENERAL LEVY LIMITATION =(566)+(567)+(568) + (569)+(570) = 7,799,946.13	614 POPULATION UNDER FIVE YEARS OF AGE 2,060	627 DISABLED ADULTS LIMIT LSR \$30,000 OR 50% OF APPROVED EXPENDITURES
	615 GTR OF 150 OR (614) = 2,060	SCHOOL-AGE CARE
	616 ECFE ALLOWANCE 0.023 X (101) = 151.04	628 FY 2022 SCH-AGE CARE REV (FY 2022 EST COST) 32,000.00
		30 2019 ANTC 35,500,121
		48 2021-22 RES PU (EST) 4,706.00

SCHOOL-AGE CARE (CONT)	REQUIRED DEBT ELIGIBLE FOR NATURAL DISASTER EQUAL AID (MS 123B.535)	OTHER REQUIRED DEBT FOR BONDS INELIGIBLE FOR DEBT EQUAL AID
629 ANTC/RES PU = (30)/(48) = 7,543.59	707 NATURAL DISASTER REQ DEBT SERV LEVY	719 VOTER APPR BONDS INELG FOR DEBT EQUAL AID
630 LEVY RATIO = LSR OF 1 OR (629)/\$2,318 = 1.00000000	REQUIRED DEBT ELIGIBLE FOR DEBT EQUALIZATION AID (MS 123B.53)	NON-VOTER APPR INELIG BONDS
631 FY 2022 SCH-AGE CARE LIM = (628) X (630) = 32,000.00	708 TACONITE BONDS REQ DEBT SERV LEVY	720 FACIL BOND-MS 123B.62 150,544.00 721 EQUIP BOND-MS 123B.61
632 FY 2022 EST GROSS SCHOOL-AGE CARE AID = (628)-(631) =	709 TAC FUNDING FOR BONDS (NOT IRRRB)	722 REORG OPER DEBT 723 ECON DEV ABATEMENT 437,220.00 724 JUDGMENT 725 OTHER NON-VOTER 726 INELG LEASE PURCHASE
COMMUNITY SERVICE SUMMARY	710 TAC ADJ TO REQ = (709) OR [(709) X 1.05] =	727 SUBTOTAL, REQ DEBT FOR NON-VOTER INELIG BONDS = (720) THRU (726) = 587,764.00
633 OTHER COMM ED (MEMO)	711 NET REQ DEBT SERV LEVY TACONITE=(708)-(710)=	728 REQ DEBT SERVICE LEVY FOR BONDS INELGIBLE FOR DEBT EQUAL AID = (718)+(719)+(727) = 587,764.00
634 TOTAL INITIAL COMMUNITY SERVICE LEVY LIMIT = (610)+(620)+(625) + (627)+(631)+(633) = 296,554.13	712 VOTER APPR ELIG BONDS SOLD BY JULY 1, 2020 7,680,627.00	729 GDS REQ DEBT SERV LEVY = (706)+(707)+(715) + (718)+(719)+(728) = 9,823,389.00
GENERAL DEBT SERVICE (FUND 7)	713 NON-VOTER ELIG BONDS SOLD BY JULY 1, 2020	730 GDS REQ DEBT SERV LEVY VOTER APPR = (711)+(712) + (714)+(716)+(719) = 7,680,627.00
REQUIRED DEBT SERVICE LEVY (EQUAL TO 105% OF THE FY 2022 PRINCIPAL AND INTEREST PAYMENTS)	714 VOTER APPR IRRRB BONDS SOLD BY JULY 1, 2020	37 2019 ANTC INCLUDING JOBZ VALUATION 35,500,121
REQUIRED DEBT ELIGIBLE FOR LONG TERM FACILITIES MAINTENANCE (LTFM) REV	715 TOTAL REQUIRED DEBT LEVY ELIG FOR DEBT EQUAL AID = (711)+(712) + (713)+(714) = 7,680,627.00	731 MAXIMUM EFFORT DEBT SERVICE TAX RATE %
701 ALT FAC REGULAR REQ DEBT SERV LEVY	REQUIRED DEBT FOR BONDS ELIG FOR FUTURE DEBT EQUALIZATION AID	732 MAX EFFORT DEBT SERV LEVY = (37) X (731) =
702 ALT FAC/H&S REQ DEBT SERV LEVY	716 VOTER APPR BONDS SOLD AFTER JULY 1, 2020 ELIG FOR FUTURE AID	733 DS LOAN RECEIVABLE
703 NEW LTFM REQ DEBT FOR ELIG H&S>\$100K 905,520.00	717 NON-VOTER BONDS SOLD AFTER JULY 1, 2020 ELIG FOR FUTURE AID	734 DEBT EQUAL REVENUE BASE GTR OF (732) OR [(715) - (733)] = 7,680,627.00
704 NEW LTFM REQ DEBT SERVICE FOR VPK	718 SUBTOTAL, FUTURE DEBT AID ELIGIBLE = (716) + (717) =	735 BOARD AUTHORIZED TRANSFER TO FUND 7 REDUCING REQUIRED DEBT SERVICE LEVY
705 NEW LTFM REQ DEBT FOR ALL OTHER PROJECTS 649,478.00		736 FEDERAL FUNDS REDUCING REQUIRED DEBT SERVICE LEVY
706 TOTAL REQ DEBT SERV LEVY FOR LTFM REVENUE = (701)+(702)+(703) + (704)+(705) = 1,554,998.00		

FUND 7 DEBT BALANCE		BREAKDOWN OF NET DEBT EXCESS		LONG TERM FACILITIES MAINTENANCE AID	
737	JUNE 2019 FUND 7-425 BAL FOR BOND REFUND	752	BASE FOR NET DEBT EXCESS DISTRIBUTION = IF (732)>0, THEN 0 ELSE (729)-(718)= 9,823,389.00	765	NET ALT FAC REG DEBT = (701)-(755) =
738	JUNE 2019 FUND 7-451 BAL FOR QZAB & QSCB	753	DEBT EXCESS RATIO = LSR 1 OR (751)/(752)= .02518016	766	NET ALT FAC/H&S DEBT = (702)-(756) =
739	JUNE 2019 FUND 7-460 BALANCE NONSPENDABLE	754	NET DEBT EXCESS FOR ELG REQ DEBT SERVICE = (715) X (753) = 193,399.42	767	NET LTFM REQ DEBT FOR ELIG H&S>\$100K = (703)-(757) = 882,718.86
740	JUNE 2019 FUND 7-463 BALANCE UNASSIGN NEG	755	EXCESS FOR ELIGIBLE ALT FAC REGULAR BONDS = (701) X (753) =	768	NET LTFM REQ DEBT FOR ELIG VPK = (704)-(758) =
741	JUNE 2019 FUND 7-464 BALANCE RESTRICTED (FOR DEBT EXCESS) 1,477,122.99	756	EXCESS FOR ELIGIBLE ALT FAC/H&S BONDS = (702) X (753) =	769	NET LTFM REQ DEBT FOR ALL OTHER PROJECTS = (705)-(759) = 633,124.04
742	PAY 19 DEBT EXCESS LEVY REDUCTION 477,497.66	757	EXCESS FOR ELIGIBLE LTFM IAQFAA BONDS = (703) X (753) = 22,801.14	770	NET DEBT LEVY FOR LT FAC MAINT = (765)+(766)+(767) + (768)+(769) = 1,515,842.90
743	PAY 20 DEBT EXCESS LEVY REDUCTION 261,101.39	758	EXCESS FOR ELIGIBLE LTFM VPK BONDS = (704) X (753) =	486	LTFM DEBT EQUAL REV 1,515,842.90
744	5% OF PAY 21 REQ DEBT SERV LEVY=(729) X 5%= 491,169.45	759	EXCESS FOR ELIGIBLE LTFM OTHER BONDS = (705) X (753) = 16,353.96	488	LTFM DEBT EQUAL AID 553,402.18
745	FUND 7 AVAIL BALANCE GTR OF ZERO OR [(741) -(742)-(743)-(744)] = 247,354.49	760	GENERAL FUND LEVY ADJ FOR FACILITY & EQUIP BONDS = -(720)-(721)-(750) = 150,544.00-	489	LTFM DEBT EQUAL LEVY 962,440.72
746	RETAIN FOR CAPITAL LOAN REPAYMENT	761	UNALLOCATED DEBT EXCESS = GTR OF ZERO OR [(751)-(752)] =	490	LTFM DEBT UNEQUAL LVY
747	APPROVED DEBT EXCESS TO BE RETAINED		NET DEBT EXCESS SUMMARY	771	LTFM DEBT LEVY LIMIT = (489) + (490) + (755) + (756) + (757)+(758)+(759) = 1,001,595.82
748	DISTRICT REQUESTED ADDITIONAL EXCESS	762	DEBT EXCESS FOR VOTER APPROVED BONDED DEBT = [(730)-(716)]X(753) = 193,399.42		NATURAL DISASTER DEBT EQUALIZATION
749	CERTIFIED DEBT EXCESS = GTR OF 0 OR [(745) -(746)-(747)+(748)] = 247,354.49	763	DEBT EXCESS FOR NON- VOTER APPROVED DEBT = (751)-(761)-(762) = 53,955.07	37	2019 ANTC INCLUDING JOBZ VALUATION 35,500,121
750	EXCESS USED TO RETIRE FAC & EQUIP BONDS	764	NET DEBT EXCESS FOR DEBT SERV LEVY REDUCT = (762)+(763) = 247,354.49	772	TEN PERCENT ANTC = 0.10 * (37) = 3,550,012
751	ADJUSTED DEBT EXCESS = (749)-(750) = 247,354.49			707	REQ DEBT LEVY FOR NATURAL DISASTER DEBT
				773	FY 2022 DISASTER DEBT EQ REV = GTR OF ZERO OR [(707) - (772)] =
				56	2018-19 ADJ PU (ACT) 4,438.23
				774	FY 2019 ANTC PER APU = (37) / (56) = 7,998.71
				775	STATEWIDE AVE ANTC INCL JOBZ PER APU 9,698.65
				776	DISASTER EQUAL FACTOR = 300% OF (775) = 29,095.95

NATURAL DISASTER DEBT EQUALIZATION (CONT)	DEBT EQUALIZATION AID (CONT)	MAXIMIUM EFFORT (CONT)
777 NATURAL DISASTER LEVY RATIO = LSR OF 1 OR (774)/(776) = .27490802	790 TIER 1 EQUAL REV = (785)-(789) = 1,899,508.53	804 AID ELIG GDS LEVY LIMIT FOR MAX EFF DISTRICTS = (803) - (716) - (719) =
778 DISASTER AID RATIO = = 1 - (777) = .72509198	56 2018-19 ADJ PU (ACT) 4,438.23 791 2019 ANTC INCL JOBZ / ADJ PU = (37)/(56) = 7,998.71	
779 DISASTER DEBT EQUAL AID = (773) X (778) =	792 TIER 1 DEBT EQUAL LEVY RATIO = LSR OF 1 OR (791)/[GTR OF \$4,430 OR 55.33% OF (775)] = 1.00000000	MINIMUM EST MAX EFFORT PAYMENT 732 MAX EFFORT DEBT LEVY
780 DISASTER LEVY LIMIT = (707) - (779) =	793 TIER 2 DEBT EQUAL LEVY RATIO = LSR OF 1 OR (791)/[GTR OF \$8,000 OR 100% OF (775)] = .82472406	805 MAX EFFORT REQ LEVY = GTR OF ZERO OR [(729)+(926)+(927)-(706) -(719)-(720)-(721)] =
DEBT EQUALIZATION AID		806 MINIMUM EST MAX EFFORT PAYMENT = GTR OF 0 OR (732)-(805) =
734 DEBT EQUAL BASE 7,680,627.00	794 TIER 1 DEBT EQU AID RATIO = 1-(792) =	
754 DEBT EXCESS FOR ELIG REQUIRED DEBT 193,399.42	795 TIER 2 DEBT EQU AID RATIO = 1-(793) = .17527594	ADJUSTMENT TO GDS LIMIT FOR IRRRB ALLOCATION
781 FY 2022 NET REV ADJ TO DEBT EQUALIZATION REVENUE (MEMO)	796 TIER 1 DEBT AID = (790) X (794) =	807 FY 2022 IRRRB FUNDING FOR VOTER-APPR BONDS
782 FY 2022 GROSS DEBT EQUALIZATION REVENUE =(734)-(754)+(781) = 7,487,227.58	797 TIER 2 DEBT AID = (789) X (795) =	808 PAY 21 IRRRB ADJUSTMENT FOR VOTER-APPROV BONDS = - ((807) X 1.05) =
37 2019 ANTC INCLUDING JOBZ VALUATION 35,500,121	798 TOTAL DEBT EQ AID = (796)+(797) =	809 FY 2022 IRRRB FUNDING FOR NON-VOTER BONDS
783 = .1050 X (37) = 3,727,512.71	799 NON VOTER DEBT AID = (798)X(713)/(715) =	810 PAY 21 IRRRB ADJUSTMENT FOR NON-VOTER BONDS = - ((809) X 1.05) =
784 MAX UNEQ LOCAL EFFORT = .1574 X (37) = 5,587,719.05	800 VOTER APPR DEBT AID = (798)-(799) =	
785 FY 2022 NET DEBT EQ REV = GTR OF 0 OR [(782) - (784)] = 1,899,508.53	ADJUSTMENT TO GDS LIMIT FOR MAXIMUM EFFORT DISTRICTS	GENERAL DEBT SERVICE LEVY SUMMARY
786 PRELIM TIER 1 EQU REV =LSR (785) OR (783)= 1,899,508.53	801 NET ADJ DEBT SERV LEVY DO IF (732)>0, = GTR OF [(729)-(706) -(719)-(720)-(721)-(798)] OR [(732)-(926)-(927) -(798)], ELSE 0	811 DEBT EQUAL AID ELIG, VOTER APPROVED IF (732)>0 THEN (804) ELSE = (711)+(712)+(714) -(800)-(808)OR ZERO = 7,680,627.00
787 PRELIM TIER 2 EQU REV = (785)-(786) =	802 ADDL MAX EFF GDS LEVY = GTR OF 0 OR [(732) -(926)-(927)-(801)] =	812 DEBT EQUAL AID ELIG, NON VOTER APPROVED = GREATER OF [(713)-(799)-(810)] OR ZERO =
732 MAXIMUM EFFORT DEBT SERVICE LEVY	803 TOTAL VTR APPR GDS LEVY LIMIT FOR MAX EFF DISTRICTS = (801)+(802) =	813 DEBT EQUAL AID INELIG, VOTER APPROVED = (716) + (719) =
788 MIN TIER 2 REV FOR MAX EFF = GTR OF ZERO OR [(732)-(783)-(784)] =		
789 TIER 2 EQUAL REV = GTR OF (787) OR (788) =		

GEN DEBT SERVICE LEVY SUMMARY (CONT)	FUND 47 DEBT BALANCE (CONT)	FUND 47 DEBT BALANCE (CONT)
814 DEBT EQUAL AID INELIG, NON VOTER APPROVED = (717) + (727) = 587,764.00	909 JUNE 2019 FUND 47-425 BAL FOR BOND REFUND	926 NET DEBT SERVICE LEVY FOR VOTER APPROVED OPEB/PENSION BONDS =(903)-(921)-(924) =
771 LTFM DEBT LEVY LIMIT NON VOTER APPROVED 1,001,595.82	910 JUNE 2019 FUND 47-460 BALANCE NONSPENDABLE	927 NET DEBT SERVICE LEVY FOR OPEB/PENSION BONDS NON-VOTER APPROVED =(908)-(922)-(925) =
780 DISASTER LEVY LIMIT VOTER APPROVED	911 JUNE 2019 FUND 47-463 BALANCE UNASSIGN NEG	
815 INITIAL GDS LEVY LIM VOTER APPROVED =(811)+(813)+(780) = 7,680,627.00	912 JUNE 2019 FUND 47-464 BALANCE RESTRICTED 72,851.14	
816 INITIAL GDS LEVY LIM NON VOTER APPROVED = (812)+(814)+(771) = 1,589,359.82	913 JUNE 2019 FUND 47-464 BALANCE VOTER APPROV	LEVY LIMITATION ADJUSTMENTS
817 TOTAL INITIAL GDS LEVY LIMIT = (815)+(816) = 9,269,986.82	914 JUNE 2019 FUND 47-464 BAL NON-VOTER APPROV = (912) - (913) = 72,851.14	IN GENERAL, IF WE HAVE: A FINAL LEVY AUTHORITY B PREVIOUSLY CALCULATED AUTHORITY C CERTIFIED LEVY BASED ON (B) D LEVY ADJUSTMENT, THEN: IF A>B, D=A-B IF A<C, D=A-C OTHERWISE D=ZERO
OTHER POSTEMPLOYMENT BENEFITS (OPEB) & PENSION DEBT SERVICE (FUND 47)	915 PAY 19 OPEB DEBT EXC REDUCTION NON-VOTER 35,089.01	GENERAL FUND ADJUSTMENTS
901 LEVY BONDS IRREV TRUST VOTER APPROVED	916 PAY 20 OPEB DEBT EXC REDUCTION NON-VOTER 17,816.29	FY 2021 OPERATING CAPITAL LEVY ADJUSTMENT
902 LEVY BONDS REVOC TRUST VOTER APPROVED	917 5% OF REQUIRED OPEB DEBT SERV LEVY VOTER = (903) X 5% =	1001 FY 2021 OPER CAP LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 174) 282,154.39
903 REQ DEBT SERV LEVY OPEB BONDS VOTER APPROVED = (901) + (902) =	918 5% OF REQUIRED OPEB DEBT SERV LEVY NONVOT = (908) X 5% =	1002 19 PAY 20 LIMIT 280,773.11 1003 19 PAY 20 LEVY 280,773.11
904 LEVY BONDS IRREV TRUST NON-VOTER APPROVED	919 RETAIN FOR CAP LOAN REPAYMENT NON-VOTER	1004 FY 2021 OPER CAPITAL LEVY ADJUSTMENT = ((1001)-(1002)) = 1,381.28
905 LEVY BONDS REVOC TRUST NON-VOTER APPROVED	920 APPROV DEBT EXCESS TO BE RETAINED NON-VOTER	
906 REQUIRED DEBT SERVICE LEVY FOR OPEB BONDS NON-VOTER APPROVED = (904) + (905)=	921 FUND 47 AVAILABLE BALANCE VOTER APPROVED = GREATER OF ZERO OR [(913)-(917)] =	
FUND 47 DEBT BALANCE	922 FUND 47 AVAILABLE BALANCE NON-VOTER = GTR ZERO OR [(914)- SUM (915) TO (920)] = 19,945.84	
907 REQ DEBT SERV LEVY FOR PENSION BONDS (MPLS)	923 CLOSING FUND 47 TO FUND 7 TRANSFER IF (922) GTR ZERO AND (908) = ZERO, ELSE 0	1005 FY 2021 LOC TIER 1 (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 189) 837,329.95
908 REQ DEBT SERVICE LEVY FOR OPEB/PENSION BONDS NON-VOTER APPROVED = (906) + (907) =	924 ADDITIONAL DEBT EXCESS REQUESTED OPEB/PENSION BONDS VOTER APPROVED	1006 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 285)
	925 ADDITIONAL DEBT EXCESS REQUESTED OPEB/PENSION NON-VOTER APPROVED	

LOR TIER 1 ADJUSTMENT (CONT)		FY 2021 TRANSITION LEVY ADJUSTMENT	REFERENDUM ADJUST (CONT)
1007	ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 312)	1021 FY 2021 TRANSITION LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 204)	1035 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 314)
1008	19 PAY 20 LIMIT 837,329.95		1036 19 PAY 20 LIMIT 346,026.84
1009	19 PAY 20 LEVY 837,329.95	1022 19 PAY 20 LIMIT	1037 19 PAY 20 LEVY 346,026.84
		1023 19 PAY 20 LEVY	
1010	PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1006)+(1007)+(1008) 837,329.95	1024 FY 2021 TRANSITION LEVY ADJUSTMENT	1038 PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1034)+(1035)+(1036) 346,026.84
1011	PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1006)+(1007)+(1009) 837,329.95	FY 2021 1ST TIER REFERENDUM LEVY ADJUSTMENT	1039 PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1034)+(1035)+(1037) 346,026.84
1012	FY 2021 LOCAL OPTIONAL LEVY ADJUSTMENT	1025 FY 2021 1ST TIER REF LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 229) 1,961,170.13	1040 FY 2021 2ND TIER REF LEVY ADJUSTMENT = ((1033)-(1039)) = 36,630.98-
	FY 2021 LOR TIER 2 LEVY ADJUSTMENT	1026 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 286)	FY 2021 UNEQUAL REF LEVY ADJUST
1013	FY 2021 LOC TIER 2 (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 191) 1,900,113.60	1027 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 313)	1041 FY 2021 UNEQUAL REF LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 233)
1014	19 PAY 20 LIMIT 1,963,798.40	1028 19 PAY 20 LIMIT 1,992,658.23	1042 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 288)
1015	19 PAY 20 LEVY 1,963,798.40	1029 19 PAY 20 LEVY 1,992,658.23	
1016	FY 2021 LOCAL OPTIONAL LEVY ADJUSTMENT = ((1013) - (1015)) 63,684.80-	1030 PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1026)+(1027)+(1028) 1,992,658.23	1043 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 315)
	FY 2021 EQUITY LEVY ADJUSTMENT	1031 PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1026)+(1027)+(1029) 1,992,658.23	1044 19 PAY 20 LEVY
1017	FY 2021 EQUITY LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 197) 621,794.25	1032 FY 2021 1ST TIER VTR REF LEVY ADJUSTMENT = ((1025)-(1031)) = 31,488.10-	1045 19 PAY 20 LEVY
1018	19 PAY 20 LIMIT 641,997.65		1046 PAY 20 LIMIT BEFORE TBRA AND HOLD HARM ADJ =(1042)+(1043)+(1044)
1019	19 PAY 20 LEVY 641,997.65	FY 2021 2ND TIER REF LEVY ADJUST	1047 PAY 20 LEVY BEFORE TBRA AND HOLD HARM ADJ =(1042)+(1043)+(1045)
1020	FY 2021 EQUITY LEVY ADJUSTMENT = ((1017)-(1019)) = 20,203.40-	1033 FY 2021 2ND TIER REF LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 231) 309,395.86	1048 FY 2021 UNEQUALIZED REF LEVY ADJUSTMENT
		1034 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 287)	

FY 2021 TBRA ALLOCATION ADJUSTMENT TO VOTER-APPROVED LEVIES	REFERENDUM HOLD HARM ADJUST (CONT)	FY 2019 LOC EQUITY LEVY ADJUST
	1061 TOTAL HOLD HARM ALLOC TO REF LEVY CATEGORIES = (1058) TO (1060) =	1073 FY 2019 LOC EQT LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 203) 1,772,317.17
FY 2021 ALLOCATION OF TBRA TO REF LEVY CATEGORIES (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINES 244 TO 246)	1062 TOTAL FY 2021 HOLD HARM ALLOC TO REF LEVY CATEGORIES FROM PAY 20 LEVY =(1027)+(1035)+(1043)	1074 17 PAY 18 LIMIT 1,771,991.80 1075 17 PAY 18 LEVY 1,771,991.80
1049 TIER 1 LEVY 1050 TIER 2 LEVY 1051 UNEQL LEVY	1063 FY 2021 HOLD HARM ALLOC VTR-APPR ADJUSTMENT = (1062)-(1061) =	1076 TOTAL ADJUST TO PAY 18 LOC EQUITY LEVY AUTH = ((1073)-(1074)) = 325.37
1052 TOTAL FY 2021 TBRA ALLOC TO REF LEVY CATEGORIES = (1049) TO (1051) =	FY 2021 REFERENDUM HOLD HARMLESS ADJUSTMENT TO LOR TIER 1 LEVIES	1077 18 PAY 19 ADJ LIMIT 1078 18 PAY 19 ADJ LEVY 1079 FY 2019 LOC EQUITY LEVY ADJUSTMENT = ((1076)-(1077)) = 325.37
1053 TOTAL FY 2021 TBRA ALLOC TO REF LEVY CATEGORIES FROM PAY 20 LEVY =(1026)+(1034)+(1042)	1064 FY 2021 ALLOC OF HOLD HARM TO LOR TIER 1 LEVY (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 271)	FY 2019 EQUITY LEVY ADJUSTMENT
1054 FY 2021 TBRA ALLOCATION VTR-APPR ADJUSTMENT = (1053)-(1052) =	1007 ALLOC OF REF HOLD HARM (FROM PAY 20 LEVY REPORT, LINE 312)	1080 FY 2019 EQUITY LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 210) 700,148.89
FY 2021 LOR TBRA ALLOCATION ADJUSTMENT	1065 FY 2021 HOLD HARM ALLOC TIER 1 LEVY ADJUSTMENT = (1007)-(1064) =	1081 17 PAY 18 LIMIT 700,020.35 1082 17 PAY 18 LEVY 700,020.35
1055 FY 2021 ALLOCATION OF TBRA TO LOR TIER 1 LEVY (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 243)	FY 2019 OPERATING CAPITAL LEVY ADJ	1083 TOTAL ADJUST TO PAY 18 EQUITY LEVY AUTH = ((1080)-(1081)) = 128.54
1006 ALLOCATION OF TBRA (FROM PAY 20 LEVY REPORT, LINE 285)	1066 FY 2019 OPER CAP LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 193) 239,775.55	1084 18 PAY 19 ADJ LIMIT 1085 18 PAY 19 ADJ LEVY 1086 FY 2019 EQUITY LEVY ADJUSTMENT = ((1083)-(1084)) = 128.54
1056 FY 2021 TBRA ALLOCATION LOR LEVY TIER 1 ADJUSTMENT = (1006)-(1055) =	1067 17 PAY 18 LIMIT 240,800.46 1068 17 PAY 18 LEVY 240,800.46	FY 2019 TRANSITION LEVY ADJUSTMENT
FY 2021 REFERENDUM HOLD HARMLESS ADJUSTMENT TO VOTER-APPROVED LEVIES	1069 TOTAL ADJUST TO PAY 18 OPER CAP LEVY AUTH = ((1066)-(1068)) = 1,024.91-	1087 FY 2019 TRANSITION LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 217)
1057 FY 2021 ALLOC OF HOLD HARM TO REF LEVY CATEGORIES (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINES 272 TO 274)	1070 18 PAY 19 ADJ LIMIT 1,195.45 1071 18 PAY 19 ADJ LEVY 1,195.45 1072 FY 2019 OPER CAPITAL LEVY ADJUSTMENT = ((1069)-(1071)) = 2,220.36-	1088 17 PAY 18 LIMIT 1089 17 PAY 18 LEVY 1090 TOTAL ADJUST TO PAY 18 TRANSITION LEVY AUTH
1058 TIER 1 LEVY 1059 TIER 2 LEVY 1060 UNEQL LEVY		1091 18 PAY 19 ADJ LIMIT 1092 18 PAY 19 ADJ LEVY 1093 FY 2019 TRANSITION LEVY ADJUSTMENT

FY 2019 1ST TIER VOTER-APPROVED REFER LEVY ADJUST	FY 2019 2ND TIER REF LEVY ADJUST	FY 2019 UNEQUALIZED REF LEVY ADJUST
1094 FY 2019 1ST TIER REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 243)	1108 FY 2019 2ND TIER REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 238)	1122 FY 2019 UNEQUAL REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 241)
1095 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1022)	1109 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1038)	1123 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1054)
1096 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1023)	1110 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1039)	1124 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1055)
FY 2019 1ST TIER VOTER-APPROVED REFER LEVY ADJUST	1111 TOTAL ADJUST TO PAY 18 2ND TIER REF LEVY AUTH	1125 TOTAL ADJUST TO PAY 18 UNEQUAL REF LEVY AUTH
1097 TOTAL ADJUST TO PAY 18 1ST TIER REF LEVY AUTH	1112 18 PAY 19 ADJ LIMIT 1113 18 PAY 19 ADJ LEVY 1114 FY 2019 2ND TIER REF LEVY ADJUSTMENT	1126 18 PAY 19 ADJ LIMIT 1127 18 PAY 19 ADJ LEVY 1128 FY 2019 UNEQUAL REF LEVY ADJUSTMENT
1098 18 PAY 19 ADJ LIMIT 1099 18 PAY 19 ADJ LEVY 1100 FY 2019 1ST TIER REF LEVY ADJUSTMENT	FY 2019 3RD TIER REF LEVY ADJUST	FY 2019 TBRA ALLOCATION ADJUSTMENT TO VOTER-APPROVED LEVIES
FY 2019 1ST TIER BOARD-APPR ADJUST	1115 FY 2019 3RD TIER REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 240)	1129 FY 2019 ALLOC OF TBRA TO VTR-APPR REF LEVIES (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINES 272 TO 275)
1101 FY 2019 BRD-APPR REF LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 242) 726,748.84	1116 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1046)	1130 PAY 18 ALLOC OF TBRA TO VOTER-APPR REF LEVY (FROM PAY 18 LEVY RPT, LINES 280 TO 283)
1102 PAY 18 LIMIT BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1030) 726,615.42	1117 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1047)	1131 FY 2019 TBRA ALLOCATION TOTAL ADJUSTMENT = (1130)-(1129) =
1103 PAY 18 LEVY BEFORE TBRA AND HOLD HARM ADJ (FROM PAY 19 LEVY REPORT, LINE 1031) 726,615.42	1118 TOTAL ADJUST TO PAY 18 3RD TIER REF LEVY AUTH	1132 18 PAY 19 ADJ LIMIT 1133 18 PAY 19 ADJ LEVY
1104 TOTAL ADJUST TO PAY 18 BRD-APPR REF LEVY AUTH = ((1101)-(1102)) = 133.42	1119 18 PAY 19 ADJ LIMIT 1120 18 PAY 19 ADJ LEVY 1121 FY 2019 3RD TIER REF LEVY ADJUSTMENT	1134 FY 2019 TBRA ALLOC LEVY ADJUSTMENT
1105 18 PAY 19 ADJ LIMIT 1106 18 PAY 19 ADJ LEVY 1107 FY 2019 BRD-APPR REF LEVY ADJUSTMENT = ((1104)-(1105)) = 133.42		

FY 2019 TBRA ALLOCATION ADJUSTMENT TO BOARD-APPROVED LEVIES	FY 2019 REFERENDUM HOLD HARMLESS ADJUSTMENT TO BOARD-APPROVED LEVIES	FY 2021 INTEGRATION ADJUSTMENT
1135 FY 2019 ALLOC OF TBRA TO BRD-APPR REF LEVIES (FROM FY 2019 GENERAL REVENUE REPORT, LINE 271)	1147 FY 2019 ALLOC OF HOLD HARM TO BRD-APPR REF LEVY (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 299)	1164 FY 2021 INTEG LEVY AUTH (FROM INTEGRATION REVENUE REPORT, LINE 20)
1136 PAY 18 ALLOC OF TBRA TO BRD-APPR REF LEVY (FROM PAY 18 LEVY RPT, LINE 281)	1148 PAY 18 HOLD HARM ALLOC TO BOARD-APPR REF LEVY (FROM PAY 18 LEVY RPT, REPORT, LINE 311)	1165 19 PAY 20 LIMIT 1166 19 PAY 20 LEVY
1137 FY 2019 TBRA ALLOCATION TOTAL ADJUSTMENT = (1136)-(1135) =	1149 FY 2019 HOLD HARM TOTAL BRD-APPR ADJUSTMENT = (1148)-(1147) =	FY 2019 INTEGRATION ADJUSTMENT
FY 2019 TBRA ALLOCATION ADJUSTMENT TO BOARD-APPROVED LEVIES (CONT)	1150 18 PAY 19 ADJ LIMIT 1151 18 PAY 19 ADJ LEVY	1168 FY 2019 INTEG LEVY AUTH (FROM INTEGRATION REVENUE REPORT, LINE 20)
1138 18 PAY 19 ADJ LIMIT 1139 18 PAY 19 ADJ LEVY	1152 FY 2019 HOLD HARM ALLOC	1169 17 PAY 18 LIMIT 1170 17 PAY 18 LEVY 1171 TOTAL ADJUSTMENT
1140 FY 2019 TBRA ALLOC LEVY ADJUSTMENT	FY 2021 ALT TEACHER COMP LEVY ADJUST	1172 18 PAY 19 ADJ LIMIT 1173 18 PAY 19 ADJ LEVY 1174 FY 2019 INTEGRATION ADJUSTMENT LIMIT
FY 2019 REFERENDUM HOLD HARMLESS ADJUSTMENT TO VOTER-APPROVED LEVIES	1153 FY 2021 ALT COMP LEVY AUTH (FROM FY 2021 GENERAL EDUC REVENUE REPORT, LINE 317)	
1141 FY 2019 ALLOC OF HOLD HARM TO VTR-APPR REF LEVIES (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINES 300 TO 303)	1154 19 PAY 20 LIMIT 1155 19 PAY 20 LEVY 1156 FY 2021 ALT TEACH COMP LEVY ADJUSTMENT	FY 2019 REEMPLOYMENT ADJUSTMENT
1142 PAY 18 HOLD HARM ALLOC TO VOTER-APPR REF LEVY (FROM PAY 18 LEVY RPT, LINES 305 TO 308)	FY 2019 ALT TEACHER COMP LEVY ADJUST	1175 FY 2019 EXPEND ACTUAL 3,069.94 1176 REEMPLOY LEVY AUTH = 100% OF (1175) = 3,069.94
1143 FY 2019 HOLD HARM TOTAL VTR-APPR ADJUSTMENT = (1142)-(1141) =	1157 FY 2019 ALT COMP LEVY AUTH (FROM FY 2019 GENERAL EDUC REVENUE REPORT, LINE 340)	1177 18 PAY 19 LIMIT 15,000.00 1178 18 PAY 19 LEVY 15,000.00
1144 18 PAY 19 ADJ LIMIT 1145 18 PAY 19 ADJ LEVY	1158 17 PAY 18 LIMIT 1159 17 PAY 18 LEVY	1179 FY 2019 REEMPLOY ADJUST = ((1186)-(1188)) = 11,930.06-
1146 FY 2019 HOLD HARM ALLOC VTR-APPR ADJUSTMENT	1160 TOTAL ADJUST TO PAY 18 ALT COMP LEVY AUTH	FY 2019 SAFE SCHOOLS ADJUST
	1161 18 PAY 19 ADJ LIMIT 1162 18 PAY 19 ADJ LEVY	1180 SAFE SCH Lvy REQUEST? YES 56 2018-19 ADJ PU (ACT) 4,438.23 1181 FY 2019 SAFE SCHOOLS AUTH \$36 X (56) = 159,776.28
	1163 FY 2019 ALT TEACH COMP LEVY ADJUSTMENT	1182 17 PAY 18 LIMIT 161,784.00 1183 17 PAY 18 LEVY 161,784.00
		1184 FY 2019 SAFE SCH ADJUST = ((1191)-(1193)) = 2,007.72-

FY 2019 SAFE SCHOOLS INTERMEDIATE ADJUST		OPEB LEVY ADJUST (CONT)		LTFM EQUALIZED LEVY ADJUST (CONT)	
1185	SAFE SCH INTERMEDIATE LEVY ALLOW	1200	PRORATED ANNUAL OPEB LEVY AUTH	1215	TOTAL ADJUSTMENT = (1212)-(1214) =
56	2018-19 ADJ PU (ACT) 4,438.23	1201	19 PAY 20 LIMIT 65,000.00	1216	19 PAY 20 ADJ LIMIT 66,725.11-
1186	FY 2019 SAFE SCHOOLS INTERMEDIATE AUTHORITY = (1185) X (56) =	1202	19 PAY 20 LEVY 65,000.00	1217	19 PAY 20 ADJ LEVY 66,725.11-
1187	17 PAY 18 LIMIT	1203	FY 2019 ANNUAL OPEB ADJUSTMENT = (1210)-(1212) =	1218	FY 2020 LTFM EQUALIZED LEVY ADJUST
1188	17 PAY 18 LEVY		65,000.00-		
1189	FY 2019 SAFE SCHOOLS INTERMEDIATE ADJUST		CAPITAL RELATED ADJUSTMENTS		FY 2020 LTFM UNEQUALIZED LEVY ADJUST
			FY 2021 LTFM EQUALIZED LEVY ADJUST	1219	FY 2020 EST LTFM UNEQUALIZED LEVY AUTH (FROM FY 2020 WEBSITE REPORT, LINE 64)
	CAREER TECHNICAL ADJUSTMENT	1204	FY 2021 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY 2021 WEBSITE REPORT, LINE 63)	1220	18 PAY 19 LIMIT 40,859.99
1190	FY 2019 CAREER TECH LEVY AUTHORITY (FY 2019 CTE AID REPORT LINE 21) 120,704.27		246,920.21	1221	18 PAY 19 LEVY 40,859.99
1191	18 PAY 19 LIMIT 155,345.73	1205	19 PAY 20 LIMIT 303,688.75	1222	TOTAL ADJUSTMENT = (1219)-(1221) =
1192	18 PAY 19 LEVY 155,345.73	1206	19 PAY 20 LEVY 303,688.75		23,982.36-
1193	FY 2019 CAREER TECH ADJUSTMENT = ((1200)-(1202)) =	1207	FY 2021 LTFM EQUALIZED LEVY ADJUST = (1204)-(1206) =	1223	19 PAY 20 ADJ LIMIT 23,982.36-
	34,641.46-		56,768.54-	1224	19 PAY 20 ADJ LEVY 23,982.36-
			FY 2021 LTFM UNEQUALIZED LEVY ADJUST	1225	FY 2020 LTFM UNEQUALIZED LEVY ADJUST
	FY 2019 HEALTH BENEFITS LEVY ADJUST	1208	FY 2021 EST LTFM UNEQUALIZED LEVY AUTHORITY (FROM FY 2021 WEBSITE REPORT, LINE 64)		FY 2019 LTFM EQUALIZED LEVY ADJUST
1194	FY 2019 ACTUAL COST (LIMITED TO \$600,000)		95,934.48	1226	FY 2019 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY 2019 WEBSITE REPORT, LINE 63)
1195	18 PAY 19 LIMIT	1209	19 PAY 20 LIMIT 75,974.19		232,959.17
1196	18 PAY 19 LEVY	1210	19 PAY 20 LEVY 75,974.19	1227	17 PAY 18 LIMIT 334,890.71
1197	FY 2019 HEALTH BENEFITS ADJUST	1211	FY 2021 LTFM UNEQUALIZED LEVY ADJUST = (1208)-(1209) =	1228	17 PAY 18 LEVY 334,890.71
			19,960.29	1229	TOTAL ADJUSTMENT = (1226)-(1228) =
			FY 2020 LTFM EQUALIZED LEVY ADJUST		101,931.54-
		1212	FY 2020 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY 2020 WEBSITE REPORT, LINE 63)	1230	18 PAY 19 ADJ LIMIT 7,453.00-
1198	FY 2019 ACTUAL COST (FIN 797 + OBJ 291)		314,253.30	1231	18 PAY 19 ADJ LEVY 7,453.00-
1199	PRORATION FACTOR TO REFLECT STATEWIDE CAP 1.00000000	1213	18 PAY 19 LIMIT 380,978.41	1232	19 PAY 20 ADJ LIMIT 86,136.00-
		1214	18 PAY 19 LEVY 380,978.41	1233	19 PAY 20 ADJ LEVY 86,136.00-
				1234	FY 2019 EQUAL LIMIT ADJUST = (1230)+(1232) =
					93,589.00-
				1235	FY 2019 EQUAL LEVY ADJUST = (1231)+(1233) =
					93,589.00-

LTFM EQUALIZED LEVY ADJUST (CONT)		NET LEASE COSTS (CONT)		NET LEASE COSTS (CONT)					
1236	FY 2019 LTFM EQUALIZED LEVY ADJUST = (1229)-(1235) =	8,342.54-		1258	PAY 18 OPER INTERMED	1290	PAY 18 OPER NON-J LEASE COST LIMITED BY FY 2018 UFARS = LSR [(1261) + (1262)] OR (1289)=	148,791.00	
	FY 2019 LTFM UNEQUALIZED LEVY ADJUST			1259	PAY 18 CAP INTERMED				
1237	FY 2019 EST LTFM UNEQUALIZED LEVY AUTH (FROM FY 2019 WEBSITE REPORT, LINE 64)	11,574.00		1260	PAY 18 OPER JOINT	10,267.24			
				1261	PAY 18 OPER NON-J ADM				
1238	17 PAY 18 LIMIT	11,574.00		1262	PAY 18 OPER NON-J OTH	148,791.00			
1239	17 PAY 18 LEVY	11,574.00		1263	PAY 18 CAPITAL JOINT	5,953.70			
1240	TOTAL ADJUSTMENT			1264	PAY 18 CAP NON-J ADM				
				1265	PAY 18 CAP NON-J OTH				
				1266	FY 2018 COSTS (PAY 18) SUM (1258) TO (1265)=	165,011.94	1291	FY 2018 ADJUSTED COSTS (PAY 18) = (1266) - (1261)-(1262)+(1290)=	165,011.94
					FY 2019 NET LEASE COSTS		1292	TOTAL FY 2019 OPER NON-J NET LEASE COSTS FOR (PAY 18) = (1271) + (1272) =	
1241	18 PAY 19 ADJ LIMIT			1267	PAY 18 OPER INTERMED		1293	ACTUAL FY 2019 UFARS LEASE COSTS (FUND 1, OBJECT 370)	212,856.26
1242	18 PAY 19 ADJ LEVY			1268	PAY 18 CAP INTERMED				
1243	19 PAY 20 ADJ LIMIT			1269	PAY 18 TIES CAPITAL				
1244	19 PAY 20 ADJ LEVY			1270	PAY 18 OPER JOINT				
1245	FY 2019 UNEQUAL LIMIT ADJUST = (1241)+(1243) =			1271	PAY 18 OPER NON-J ADM		1294	PAY 18 OPER NON-J LEASE COST LIMITED BY FY 2019 UFARS =LSR(1292)OR(1293)=	
1246	FY 2019 UNEQUAL LEVY ADJUST = (1242)+(1244) =			1272	PAY 18 OPER NON-J OTH				
1247	FY 2019 LTFM UNEQUALIZED LEVY ADJUST			1273	PAY 18 CAPITAL JOINT				
	PAY 18 LEASE LEVY ADJUSTMENTS			1274	PAY 18 CAP NON-J ADM				
	FY 2018 AND FY 2019 LEASE COST WITH A PAY 18 LEVY(PAY 19 LEASE LEVY FOR FY 2019 & 2020 LEASE COSTS WILL BE ADJUSTED NEXT YEAR)			1275	PAY 18 CAP NON-J OTH				
	FY 2018 NET LEASE COSTS			1276	FY 2019 COSTS (PAY 18) SUM (1267) TO (1275)=		1295	FY 2019 ADJUSTED COSTS (PAY 18) = (1276) - (1271)-(1272)+(1294)=	
1248	PAY 17 OPER INTERMED			1277	PAY 19 OPER INTERMED		1296	PAY 18 ADJUSTED NET LEASE COSTS = (1291) + (1295) =	165,011.94
1249	PAY 17 CAP INTERMED			1278	PAY 19 CAP INTERMED				
1250	PAY 17 TIES CAPITAL			1279	PAY 19 OPER JOINT	11,016.35			
1251	PAY 17 OPER JOINT			1280	PAY 19 OPER NON-J ADM				
1252	PAY 17 OPER NON-J ADM			1281	PAY 19 OPER NON-J OTH	145,319.00			
1253	PAY 17 OPER NON-J			1282	PAY 19 CAPITAL JOINT	5,284.66			
1254	PAY 17 CAPITAL JOINT			1283	PAY 19 CAP NON-J ADM				
1255	PAY 17 CAP NON-J ADM			1284	PAY 19 CAP NON-J OTH	234,062.50			
1256	PAY 17 CAPITAL NON-J								
1257	FY 2018 COSTS (PAY 17) SUM (1248) TO (1256)=			1285	FY 2019 COSTS (PAY 19) SUM (1277) TO (1284)=	395,682.51	56	2018-19 ADJ PU (ACT)	4,438.23
				1286	TOTAL FY 2018 OPER NON-J NET LEASE COSTS =(1253)+(1261)+(1262)	148,791.00	1298	INTERM PUPIL UNIT AUTH = \$65 X (56) =	288,484.95
				1287	ACTUAL FY 2018 UFARS LEASE COSTS (FUND 1, OBJECT 370)	209,643.90	1299	INTERMEDIATE LEASE AUTHORITY = LSR OF (1297) OR (1298) =	
				1288	PAY 17 OPER NON-J LEASE COST LIMITED BY FY 2018 UFARS LSR (1253) OR (1287)=		1300	INTERM DIST CARRYOVER TO REGULAR LEASE AUTH = (1297) - (1299) =	
				1289	REMAIN FY 2018 UFARS = GREATER OF ZERO OR [(1287) - (1288)] =	209,643.90			

NET LEASE COSTS (CONT)		OTHER GENERAL LIMITATION ADJUSTMENTS	OTHER GENERAL LIMITATION ADJUSTMENTS
1301	PAY 18 LEASE COST UNDER REGULAR AUTH = (1296) - (1299) = 165,011.94	760 GENERAL FUND LEVY ADJ FOR FAC & EQUIP BONDS 150,544.00-	1327 FY 2018 CAREER TECH ADJUST (SEE WEBSITE)
56	2018-19 ADJ PU (ACT) 4,438.23	1313 ECON DEV ABATE ADJUST (MEMO)	1328 OTHER ADJUST, GEN NTC OTHER JOBZ EXEMPT (MEMO)
1302	PAY 18 PUPIL UNIT MAX AUTH = \$212 X (56) = 940,904.76	1314 DEBT SURPLUS TRANSFER (MEMO)	1329 TOTAL OTHER ADJUST, GEN NTC OTHER JOBZ EXEMPT=(1325)+(1326) + (1327)+(1328) =
1303	PAY 18 COMMISSIONER APPROVED LIMIT	1315 SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 9)	
1304	REGULAR MAX AUTHORITY = GTR OF (1302) OR (1303) = 940,904.76	1316 OTHER ADJUST, GEN RMV VOTER APPROVED JOBZ EXEMPT (MEMO)	GENERAL FUND ADJUSTMENT SUMMARY
1305	TOTAL PAY 18 REGULAR LEASE LEVY AUTHORITY = LSR OF (1301) OR (1304) = 165,011.94	1317 TOTAL OTHER ADJUST GEN RMV VOTER APPR JOBZ EXEMPT = (1315)+(1316)=	1330 GENERAL RMV VOTER APPROVED JOBZ EXEMPT =(1032)+(1040)+ (1048)+(1054)+(1063) +(1100)+(1114)+(1121) +(1128)+(1134)+(1317) 68,119.08-
1306	TOTAL PAY 18 REGULAR & INTERM LEASE LEVY AUTH = (1299) + (1305) = 165,011.94	1318 MAINT PU VAR (MEMO)	1331 GENERAL RMV OTHER JOBZ EXEMPT =(1012)+ (1016)+(1020)+(1024) +(1056)+(1065)+(1079) +(1086)+(1093)+(1107) +(1140)+(1152)+(1321) 83,300.87-
1307	17 PAY 18 LIMIT 154,385.96	1319 SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 14)	1332 GENERAL NTC VOTER APPROVED JOBZ EXEMPT =(1324) =
1308	17 PAY 18 LEVY 154,385.96	1320 OTHER ADJUST, GEN RMV OTHER JOBZ EXEMPT (MEMO)	1333 GENERAL NTC OTHER JOBZ EXEMPT = (760)+(1156)+(1163) +(1167)+(1174)+(1179) +(1184)+(1189)+(1193) +(1197)+(1203)+(1312) +(1313)+(1314)+(1329) 299,487.13-
1309	PAY 18 LEASE LEVY LIMITATION ADJUSTMENT = (1316) - (1317) = 10,625.98	1321 TOTAL OTHER ADJUST GEN RMV OTHER JOBZ EXEMPT= =(1318)+(1319)+(1320)	1334 TOTAL GENERAL LEVY LIMITATION ADJUSTMENT = (1330)+(1331) + (1332)+(1333) = 450,907.08-
CAPITAL RELATED ADJUSTMENTS SUMMARY		1322 SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 23)	
1004	FY 2021 OPER CAP ADJ 1,381.28	1323 OTHER ADJUST, GEN NTC VOTER APPROVED JOBZ EXEMPT (MEMO)	
1072	FY 2019 OPER CAP ADJ 2,220.36-	1324 TOTAL OTHER ADJUST GEN NTC VOTER APPR JOBZ EXEMPT =(1322)+(1323)=	
1207	FY 2021 LTFM EQ ADJ 56,768.54-	1325 TIF ADJUST (MEMO)	
1211	FY 2021 LTFM UNEQ ADJ 19,960.29	1326 SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 28)	
1218	FY 2020 LTFM EQ ADJ		
1225	FY 2020 LTFM UNEQ ADJ		
1236	FY 2019 LTFM EQ ADJ 8,342.54-		
1247	FY 2019 LTFM UNEQ ADJ		
1309	PAY 18 LEASE LEVY ADJ 10,625.98		
1310	LEASE LEVY ADJ (MEMO)		
1311	OTHER CEX ADJ (MEMO)		
1312	TOTAL CAPITAL RELATED LEVY LIMIT ADJUSTMENT =(1004)+(1072)+(1207) +(1211)+(1218)+(1225) +(1236)+(1247)+(1309) +(1310)+(1311) = 35,363.89-		

COMMUNITY SERV FUND ADJUSTMENTS		GENERAL DEBT SERVICE ADJUSTMENTS		FY 2019 LTFM DEBT LEVY ADJUST	
FY 2021 EARLY CHILD FAMILY ADJUST		1701	REDUCTION DEBT SERVICE EXCESS, VOTER APPROVED = (762) X -1 =	1718	FY 2019 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY 17 RPT, LINE 59)
1401	FY 2021 REVISED ECFE LEVY AUTH (FROM FY 2021 ECFE AID REPORT, LINE 1.7) 88,330.78	1702	OTHER ADJUST (MEMO) VOTER APPROVED	1719	17 PAY 18 LIMIT 494,922.52
1402	19 PAY 20 LIMIT 88,186.94	1703	TOTAL DEBT SERV ADJUST VOTER APPROVED = (1701)+(1702) =	1720	17 PAY 18 LEVY 494,922.52
1403	19 PAY 20 LEVY 88,186.94	1704	REDUCTION DEBT SERVICE EXCESS, NON-VOTER APPROV = (763) X -1 =	1721	TOTAL ADJUSTMENT ADJ =(1718)-(1719)=
1404	FY 2021 EARLY CHILD FAMILY ADJUST = ((1401)-(1402)) = 143.84	1705	OTHER ADJUST (MEMO) NON-VOTER APPROVED	1722	18 PAY 19 ADJ LIMIT 7,453.00
1405	FY 2019 HOME VISITING FINAL ADJUSTMENT (FROM FY 2019 HOME VISITING AID REPORT, LINE 8) 2,036.23	1706	TOTAL DEBT SERV ADJUST NON-VOTER APPROVED = (1704)+(1705) + (1710)+(1717)+(1728)=	1723	18 PAY 19 ADJ LEVY 7,453.00
1406	17 PAY 18 LIMIT 1,984.21	1707	FY 2021 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY 19 RPT, LINE 59) 840,672.84	1724	19 PAY 20 ADJ LIMIT
1407	17 PAY 18 LEVY 1,984.21	1708	19 PAY 20 LIMIT 902,062.49	1725	19 PAY 20 ADJ LEVY
1408	FY 2019 HOME VISIT ADJUSTMENT = ((1405)-(1406))= 52.02	1709	19 PAY 20 LEVY 902,062.49	1726	FY 2019 DEBT LIMIT ADJUST = (1722)+(1724) =
FY 2019 SCHOOL-AGE CARE		1710	FY 2021 LTFM DEBT LEVY ADJ = (1707)-(1708)= 61,389.65-	1727	FY 2019 DEBT LEVY ADJUST = (1723)+(1725) =
1409	FY 2019 AUTHORITY (FROM UFARS EXPENDITURES) 5,883.19	FY 2020 LTFM DEBT LEVY ADJUST		1728	FY 2019 LTFM DEBT LEVY ADJ =(1721)-(1726)=
1410	17 PAY 18 LIMIT 25,000.00	1711	FY 2020 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY 18 RPT, LINE 59) 849,030.92	OTHER POSTEMPLOYMENT BENEFITS (OPEB) & PENSION DEBT SERVICE ADJUSTMENTS	
1411	17 PAY 18 LEVY 25,000.00	1712	18 PAY 19 LIMIT 849,030.92	1901	REDUCTION DEBT EXCESS, VOTER APPROV = GTR OF [(921)OR(924)] X -1 =
1412	FY 2019 SCH-AGE CARE ADJUSTMENT = ((1409)-(1411)) = 19,116.81-	1713	18 PAY 19 LEVY 849,030.92	1902	OTHER OPEB DS ADJUST (MEMO) VOTER APPROVED
1413	ADULTS W/DISABILITIES ADJUST	1714	TOTAL ADJUSTMENT ADJ =(1711)-(1712)=	1903	TOTAL OPEB DEBT SERV ADJ VOTER APPROVED = (1901)+(1902) =
1414	SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 33)	1715	19 PAY 20 ADJ LIMIT	1904	REDUCTION DEBT EXCESS, NON-VOTER = GTR OF [(922)OR(925)] X -1 =
1415	OTHER ADJUST (MEMO)	1716	19 PAY 20 ADJ LEVY	1905	OTHER OPEB DS ADJUST (MEMO)NON-VOTER APPR
1416	TOTAL OTHER ADJUST =(1414)+(1415)=	1717	FY 2020 LTFM DEBT LEVY ADJ =(1714)-(1715)=	1906	TOTAL ADJUSTMENT NON-VOTER APPROVED = (1904)+(1905) =
1417	TOTAL COMMUNITY SERVICE LIMITATION ADJUSTMENT = (1404)+(1405)+(1412) + (1413)+(1416) = 18,920.95-				

ABATEMENT ADJUSTMENTS	
INITIAL ABATEMENT LEVY ADJUSTMENT	
2001 SCHOOL TAXES ABATED IN 2019	45,386.53-
2002 SCHOOL TAXES ADDED IN 2019	
2003 NET CHANGE IN SCHOOL TAXES = (2001)+(2002) =	45,386.53-
2004 ABATEMENT RECOVERY REVENUE [GTR OF ZERO OR -1 X (2003)]	45,386.53
2024 FY 2021 ABATEMENT AID	6,406.23
2005 INITIAL ABATEMENT LEVY ADJUSTMENT = (2004)-(2024) =	38,980.30
PAY 18 CERTIFIED LEVY PLUS AUDITOR ADJUSTMENT BY FUND	
2006 GENERAL	4,504,098.45
2007 COMMUNITY SERVICE	221,471.42
2008 GENERAL DEBT SERVICE	7,351,555.53
2009 OPEB DEBT SERVICE	347,262.35
2010 TOTAL	12,424,387.75
CERTIFIED LEVY RATIO BY FUND	
2011 GENERAL (2006)/(2010)	.41842087
2012 COM SER (2007)/(2010)	.01782554
2013 GEN DBT (2008)/(2010)	.59170365
2014 OPEB DBT (2009)/(2010)	.02795006
2015 TOTAL	1.00000000
ABATEMENT AID BY FUND (FROM PART III OF FY 2021 ABATEMENT AID REPORT)	
2016 GENERAL	6,091.18
2017 COMMUNITY SERVICE	315.05
2018 GENERAL DEBT SERVICE	
2019 TOTAL	6,406.23
2020 EST FY 2021 ABATEMENT AID PRORATION FACTOR	1.00000000
PRORATED ABATEMENT AID BY FUND	
2021 GENERAL (2020)X(2016)	6,091.18
2022 COM SER (2020)X(2017)	315.05
2023 GEN DBT (2020)X(2018)	
2024 TOTAL	6,406.23

INITIAL ABATE LEVY ADJUST BY FUND (ZERO IF NO LEVY AUTHORITY IN FUND)	
2025 GENERAL=(2004)-(2024)-(2026)-(2027)-(2028)=	11,630.93
2026 COM SER [(2004)X(2012)]-(2022) =	493.99
2027 GDS DBT [(2004)X(2013)]-(2023) =	26,855.38
2028 OPEB DBT [(2004)X(2014)] =	
2005 TOTAL = (2004)-(2024)	38,980.30
ABATEMENT INTEREST ADJUSTMENT	
2029 ABATEMENT INTEREST DEDUCTED FROM TAX SETTLEMENTS IN 2019	1,427.74
ABATEMENT INTEREST ADJUST BY FUND (ZERO IF NO LEVY AUTHORITY IN FUND)	
2030 GENERAL = (2029) -(2031) -(2032)-(2033) =	557.49
2031 COM SER (2029)X(2012)	25.45
2032 GEN DBT (2029)X(2013)	844.80
2033 OPEB DBT (2029)X(2014)	
2029 TOTAL	1,427.74
FY 2019 ABATEMENT AID ADJUSTMENT (ZERO IF NO LEVY AUTHORITY IN FUND)	
2034 GENERAL	
2035 COMMUNITY SERVICE	
2036 GEN DEBT	
2037 OPEB DEBT	
2038 TOTAL	
TOTAL REGULAR ABATEMENT LEVY ADJUST	
2039 GENERAL = (2025)+(2030)+(2034)=	12,188.42
2040 COMMUNITY SERVICE = (2026)+(2031)+(2035)=	519.44
2041 GEN DEBT SERVICE = (2027)+(2032)+(2036)=	27,700.18
2042 OPEB DEBT SERVICE = (2028)+(2033)+(2037)=	
2043 TOTAL	40,408.04

CARRY-OVER ABATEMENT LEVY AUTHORITY	
PAY 20 REGULAR ABATEMENT LIMIT	
2044 GENERAL	11,330.82
2045 COMMUNITY SERVICE	762.07
2046 GENERAL DEBT SERVICE	30,965.26
2047 OPEB DEBT SERVICE	
PAY 20 REGULAR ABATEMENT LEVY	
2048 GENERAL	11,330.82
2049 COMMUNITY SERVICE	762.07
2050 GENERAL DEBT SERVICE	30,965.26
2051 OPEB DEBT SERVICE	
CARRY-OVER ABATEMENT LEVY LIMIT (ZERO IF NO LEVY AUTHORITY IN FUND)	
2052 GENERAL=(2044)-(2048) OR MEMO	
2053 COM SER=(2045)-(2049) OR MEMO	
2054 GEN DBT=(2046)-(2050) OR MEMO	
2055 OPEB DBT=(2047)-(2051) OR MEMO	
2056 TOTAL	
ADVANCE ABATEMENT LEVY ADJUSTMENT	
2057 SCHOOL TAXES ABATED IN 1ST 6 MO OF 2020	16,775.30-
2058 SCHOOL TAXES ADDED IN 1ST 6 MO OF 2020	173.77
2059 NET CHANGE IN SCHOOL TAXES (2057)+(2058)	16,601.53-
2060 TOTAL ADVANCE ABATE LEVY AUTHORITY [GTR OF ZERO OR -1 X (2059)]	16,601.53
ADVANCE ABATEMENT AUTHORITY BY FUND	
2061 GENERAL = (2060) -(2062)-(2063)-(2064)	6,018.40
2062 COM SER (2060)X(2012)	295.93
2063 GEN DBT (2060)X(2013)	9,823.19
2064 OPEB DBT (2060)X(2014)	464.01
2060 TOTAL	16,601.53

PREVIOUS ADVANCE ABATE LEVY (PAY 19 PREVIOUS ADVANCE PLUS PAY 19 ADVANCE LEVY)	GEN DEBT SERV INITIAL LEVY SUMMARY	POSITIVE OFFSETTING ADJUSTMENTS IN GENERAL AND COM SERV FUNDS
2065 GENERAL 9,013.23	3007 GEN DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT = (815)+(1703)+(2041)	3016 GEN RMV VOTER JOBZ EXEMPT POSITIVE OFFSET GTR 0 OR [0-(3001)]
2066 COMMUNITY SERVICE 579.10	+ (2054)+(2072) = 7,509,086.23	
2067 GENERAL DEBT SERVICE 15,664.72	3008 GEN DEBT SERVICE OTHER JOBZ NONEXEMPT = (816)+(1706)+(2041)	3017 GEN RMV OTHER JOBZ EXEMPT POSITIVE OFFSET GTR 0 OR [0-(3002)]
2068 OPEB DEBT SERVICE 476.79	+ (2054)+(2072) = 1,474,015.10	
2069 TOTAL 25,733.84		
ADVANCE ABATEMENT ADJUSTMENT BY FUND (ZERO IF NO LEVY AUTHORITY IN FUND)		
2070 GENERAL=(2060)-(2069)- (2071)-(2072)-(2073)= 3,007.61-	3009 TOTAL DEBT SERVICE FUND INITIAL LEVY LIMITATION = (3007)+(3008) = 8,983,101.33	3018 GEN NTC VOTER JOB EXEMPT POSITIVE OFFSET GTR 0 OR [0-(3003)]
2071 COM SER (2062)-(2066) 283.17-		
2072 GEN DBT (2063)-(2067) 5,841.53-		
2073 OPEB DBT (2064)-(2068)		
2074 TOTAL 9,132.31-	OPEB/PENSION DEBT SERVICE INITIAL LEVY SUMMARY	3019 GEN NTC OTHER JOBZ EXEMPT POSITIVE OFFSET GTR 0 OR [0-(3004)]
TOTAL INITIAL LEVY LIMITATION SUMMARY BEFORE OFFSETTING ADJUST	3010 OPEB/PENSION DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT = (903)+(1901)+(2042) + (2055)+(2073) =	3020 COM SERV POSITIVE OFFSET GTR 0 OR [0-(3006)]
GENERAL FUND INITIAL LEVY SUMMARY		
3001 GENERAL RMV VOTER APPROVED JOBZ EXEMPT = (566)+(1330) = 2,388,118.80	3011 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT =(908)+(1904)+(2042) + (2055)+(2073) = 19,945.84-	COLLECT NEGATIVE ADJUSTMENTS IN GENERAL AND COMM ED FUNDS
3002 GENERAL RMV OTHER JOBZ EXEMPT = (567)+(1331) = 3,375,300.58	3012 TOTAL OPEB/PENSION DEBT SERVICE FUND INITIAL LEVY LIMITATION = (3010)+(3011) = 19,945.84-	3021 GEN RMV VOTER JOBZ EXEMPT NEGATIVE OFFSET
3003 GENERAL NTC VOTER APPROVED JOBZ EXEMPT = (568)+(1332) =		3022 GEN RMV OTHER JOBZ EXEMPT NEGATIVE OFFSET
3004 GENERAL NTC OTHER JOBZ EXEMPT +(570)+(1333)+(2039) +(2052)+(2070) = 1,594,800.48	OFFSETTING ADJUSTMENTS (COUNTY AUDITORS CANNOT SPREAD LEVIES BASED ON A NEGATIVE TAX RATE. TOTAL LEVY LIMITATIONS BY TRUTH IN TAXATION LEVY/FUND CATEGORY SHOWN ON PAGE 31 MUST BE ZERO OR GREATER).	3023 GEN NTC VOTER JOB EXEMPT NEGATIVE OFFSET
3005 TOTAL GENERAL FUND INITIAL LEVY LIMITATION = (569)+(3001)+(3002) + (3003)+(3004) = 7,358,219.86	OFFSET CARRIED FORWARD	3024 GEN NTC OTHER JOBZ EXEMPT NEGATIVE OFFSET
COMMUNITY SERV INITIAL LEVY SUMMARY	3013 GENERAL	3025 COM SERV NEGATIVE OFFSET
3006 TOTAL COMMUNITY SERVICE FUND INITIAL LEVY LIMITATION = (634)+(1417)+(2040) + (2053)+(2071) = 277,869.45	3014 GENERAL DEBT SERVICE	NET OFFSETTING ADJUSTMENTS IN GEN AND COM SERV
	3015 OPEB/PENSION DEBT SERVICE 17,816.29-	3026 GEN RMV VOTER JOBZ EXEMPT NET OFFSET ADJ = (3016)+(3021) =

NET OFFSETTING ADJUS (CONT)	POSITIVE OFFSETTING ADJUSTMENTS IN OPEB/PENSION DEBT SERV FND (CONT)	NET NEGATIVE ADJUSTMENT (CONT)
3027 GEN RMV OTHER JOBZ EXEMPT NET OFFSET ADJ = (3017)+(3022) =	3036 GDS OTH JOBZ NONEXEMPT NET OFFSET ADJ = (3032)+(3034) =	3044 GENERAL DEBT SERVICE ADJUST BALANCE FORWARD =(3014)-(3035) -(3036)=
3028 GEN NTC VOTER JOB EXEMPT NET OFFSET ADJ = (3018)+(3023) =	3037 OPEB/PENSION DEBT SERVICE VOTER JOBZ NONEXEMPT POSITIVE OFFSET GTR OF 0 OR [-(3010)]	3045 OPEB/PENSION DEBT SERVICE ADJUST BALANCE FORWARD =(3041)-(3042)= 19,945.84-
3029 GEN NTC OTHER JOBZ EXEMPT NET OFFSET ADJ = (3019)+(3024) =		3046 TOTAL ADJUST BALANCE FORWARD =(3043) +(3044)+(3045)= 19,945.84-
3030 COM SERV NET OFFSET ADJ = (3020)+(3025) =		
	POSITIVE OFFSETTING ADJUSTMENTS IN OPEB/PENSION DEBT SERV FUND	LEVY AFTER OFFSETS STARTING POINT FOR MAX EFFORT ADJUSTMENTS
	3038 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT POSITIVE OFFSET GTR OF 0 OR [-(3011)] 19,945.84	3500 GEN DEBT VOTER APPR 7,509,086.23 3501 GEN DEBT OTHER 1,474,015.10 3502 OPEB DEBT VOTER APPR 3503 OPEB DEBT OTHER 3504 GENERAL NTC VOTER 3505 GENERAL NTC OTHER 1,594,800.48 3506 COMMUNITY SERVICE 277,869.45
	COLLECT NEGATIVE ADJUSTMENTS IN GENERAL DEBT SERV FUND	
3031 GDS VOTER JOBZ NONEXEMPT POSITIVE OFFSET GTR OF 0 OR [-(3007)]	3039 OPEB/PENSION DEBT SERVICE VOTER JOBZ NONEXEMPT NEGATIVE OFFSET	MAXIMUM EFFORT LOAN AID
3032 GDS OTHER JOBZ NONEXEMPT POSITIVE OFFSET GTR OF 0 OR [-(3008)]	3040 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT NEGATIVE OFFSET	3507 ACT MAX EFF LOAN AID FOR FY 2018 (FUND 7) 3508 ACT MAX EFF LOAN AID FOR FY 19 (ALL FUNDS) 3509 ACT MAX EFF LOAN AID FOR FY 20 (ALL FUNDS) 3510 ACT MAX EFF LOAN AID FOR FY 21 (ALL FUNDS) 3511 EST/ACT MAX EFF LOAN AID FY 22 (LAST YEAR) 3512 PAY 18 ACT MAX EFF LOAN AID LEVY LIMIT ADJUST (ALL FUNDS) = 3513 PAY 19 ACT MAX EFF LOAN AID LEVY LIMIT ADJUST (ALL FUNDS) = 3514 PAY 20 ACT MAX EFF LOAN AID LEVY LIMIT ADJUST (ALL FUNDS) = 3515 REQUESTED DEBT DEFEASANCE AMOUNT BY END OF FY 2022 3516 BAL AVAIL END FY 2022 =(3507)+(3508)+(3509) +(3510)+(3511)-(3512) -(3513)-(3514)-(3515)
	NET OFFSETTING ADJUSTMENTS IN GENERAL DEBT SERV FUND	
3033 GDS VOTER JOBZ NONEXEMPT NEGATIVE OFFSET	3041 OPEB/PENSION DEBT SERVICE VOTER JOBZ NONEXEMPT NET OFFSET ADJ = (3037)+(3039) =	
3034 GDS OTH JOBZ NONEXEMPT NEGATIVE OFFSET	3042 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT NET OFFSET ADJ = (3038)+(3040) = 19,945.84	
	NET OFFSETTING ADJUSTMENTS IN OPEB/PENSION DEBT SERV FUND	
3035 GDS VOTER JOBZ NONEXEMPT NET OFFSET ADJ = (3031)+(3033) =	3043 GENERAL ADJUST BALANCE FORWARD = (3013)-(3026) -(3027)-(3028)-(3029) -(3030) =	
	NET NEGATIVE ADJUSTMENT BALANCE TO BE CARRIED FORWARD	

MAXIMUM EFFORT LOAN AID (CONT)	FY 2022 TAC ADD REF REV	TACONITE RECEIPTS (CONT)
3517 PLANNED LEVY REDUCTION ALL FUNDS FOR PAY 21 NOT GTR THAN BAL AVAI	4008 FY 13 REF REV ALLOW 4009 TAC REF ADD ALLOWANCE = (4008) + \$415 = 4010 ADD FRONT END FORMULA = (4002) X (4009) =	4026 TOTAL PAY 19 TAC LEVY LIMIT ADJUST ON LEVY LIMIT & CERTIFICATION
LEVY LIMITS ARE REDUCED IN THE FOLLOWING ORDER	4011 TAC ADD BASE = GTR 0 OR [(4010)-(4005)] = 4012 TAC ADD REF REVENUE = (4011) X 22.5% =	4027 FY 2020 ELIG DIST TAC REPL AMT PLUS PAY 19 TAC LEVY ADJUSTMENT =(4024)+(4026)-(4019)
3518 GEN DEBT VOTER = 3519 GEN DEBT OTHER = 3520 OPEB DEBT VOTER = 3521 OPEB DEBT OTHER = 3522 GENERAL NTC VOTER = 3523 GENERAL NTC OTHER = 3524 COMMUNITY SERVICE =	FY 2022 TAC TOTAL REF REV (JULY 2021 PAYMENT)	4028 TAC POT ALLOCATED FROM OTHER TAC SCH DIST FOR PAY 19 LEVY REPLACEMENT [NOT INCL IN (4024)]
3525 MAX EFF LEVY LIMIT ADJ = SUM (3518) TO (3524)=	4013 TAC TOTAL REF REV = (4007) + (4012) = 4014 MAXIMUM EC RESERVE = (59) X \$25 = 4015 RSVD EARLY CHILDHOOD = LSR(4013)OR(4014)=	4029 TAC PROP TAX RELIEF ACCOUNT TRANSFER FOR PAY 19 LEVY REPLACEMENT [NOT INCL IN (4024)]
3526 MAX EFFORT LOAN EST AID THRU FY 2022 RETAINED FOR FUTURE USE =(3516) - (3525) =	FY 2020 TACONITE RECEIPTS (FEB 2020 & AUG 2020 PYMT) USED TO CALCULATE PAY 21 LEVY LIMITATION REDUCTION	4030 FY 2020 ADDITIONAL TAC POT 11 CENTS/TON [NOT INCL IN (4024)] 4031 FY 2020 TAC BLDG MAINT & REPAIR 4 CENTS/TON [NOT INCL IN (4024)]
TACONITE REFERENDUM DATA INFORMATION ONLY		LEVY LIMIT SUBJECT TO TACONITE ADJUSTMENT
4001 1983-84 RESIDENT PU 4002 2011-12 RESIDENT PU 46 2019-20 RES PU (PRE) 4,605.32 59 2021-22 ADJ PU (EST) 4,538.00	4016 TAC POT 13.72 CENTS PER TON (INITIAL AMT) 4017 CITY/TWP REPLACEMENT NOT USED THIS YEAR	4032 COMMUNITY SERVICE 4033 OTHER GENERAL NTC
4003 TACONITE REG REF PU =GTR (4001) OR (46)=	4018 TAC POT ALLOCATED TO OTHER TAC SCHOOL DIST TO FUND LINE (4028)	4034 REDUCED OTHER NTC FOR LIMITED LTFM LEVY
4004 2011 NET TAX CAPACITY 4005 TAC REF REV REDUCT FOR BOTH REG AND ADD REF = (4004) X 1.8% =	4019 TAC POT ALLOCATED TO CITIES AND TOWNSHIPS (SEE SPREADSHEET) AUG 2020 PYMTS MADE	4035 OTHER GENERAL RMV 4036 OP REFERENDUM (VOTER) 4037 = 50% OF (4036) =
FY 2022 TAC REG REF REV (PAY 01 REF LEVY REQ)	4020 TAC POT RECEIPTS BASE = (4016) - (4017) - (4018) - (4019) =	4038 CAP PROJ LIMIT(VOTER) 4039 = 50% OF (4038) =
4006 REG FRONT END FORMULA = (4003) X \$175 = 4007 TAC REG REF REV = GTR 0 OR [(4006)-(4005)]=	4021 MINING 3.43 CENTS/TON 4022 TAC RAILR GRANDFATHER 4023 DEER RVR GRANDFATHER	4040 NET OPEB DEBT SERV LEVY NON-VOTER APPR BONDS 4041 NET OPEB DEBT SERV LEVY FOR VOTER APPR BONDS 4042 = 50% OF (4041) =
	4024 FY 2020 ELIGIBLE TAC RECEIPTS BASE AMOUNT =SUM(4020) TO (4023)=	4043 NET GEN DEBT SERV LEVY NON-VOTER APPR BONDS
	4025 MAX TAC REDUCT = 95% OF [(4024) + (4019)]	4044 NET GEN DEBT SERV LEVY FOR VOTER APPR BONDS 4045 = 50% OF (4044) =

LEVY TACONTE ADJUST (CONT)

FY 2022 LEVY, AID & REVENUE SUMMARY
BY FUND CONTINUES ON PAGE 30

4046 COM SERV = -1 X (LSR
OF (4025) OR (4032))=
4047 REMAINING REDUCTION
= (4025)+(4046) =

4048 GEN OTH NTC = -1 X (LSR
OF (4034) OR (4047))=
4049 REMAINING REDUCTION
= (4047)+(4048) =

4050 OPEB TACONITE ADJUST
NON-VOTER = -1 X (LSR
OF (4040) OR (4049))=
4051 REMAINING REDUCTION
= (4049)+(4050) =

4052 GDS TACONITE ADJUST
NON-VOTER = -1 X (LSR
OF (4043) OR (4051))=
4053 REMAINING REDUCTION
= (4049)+(4052) =

4054 GEN OTH RMV = -1 X (LSR
OF (4035) OR (4053))=
4055 REMAINING REDUCTION
= (4053)+(4054) =

4056 OPER REF = -1 X (LSR
OF (4037) OR (4055))=
4057 REMAINING REDUCTION
= (4055)+(4056) =

4058 CAP PROJ = -1 X (LSR
OF (4039) OR (4057))=
4059 REMAINING REDUCTION
= (4057)+(4058) =

4060 OPEB DEBT TAC ADJUST
VOTER APPR= -1 X (LSR
OF (4042) OR (4059))=

4061 REMAINING REDUCTION
= (4059)+(4060) =

4062 GDS TACONITE ADJUST
VOTER APPR= -1 X (LSR
OF (4045) OR (4061))=

4063 TOTAL TACONITE LEVY
LIMITATION ADJUST =
(4046)+(4048)+(4050)+
(4052)+(4054)+(4056)+
(4058)+(4060)+(4062)=

4064 CITY/TOWNSHIP DISTRIBUTION
= (4025)+(4063) =

FY 2022 LEVY, AID & REVENUE SUMMARY BY FUND (ESTIMATE AT TIME OF PROPOSED LEVY CERTIFICATION)		COMMUNITY SERVICE FUND	OPEB/PENSION DEBT SERVICE FUND (CONT
GENERAL FUND		5013 MAX EFFORT LOAN AID USED = -(3524) =	5025 TOTAL OPEB/PENSION DEBT SERVICE FUND LEVY LIMITATION = (5023)+(5024) =
5001 GEN RMV VOTER APPROVED JOBZ EXEMPT = (3001) +(3026)+(4056) =	2,388,118.80	5014 TACONITE RECEIPTS = -(4046) =	5026 MAX EFFORT LOAN AID USED = -(3520)-(3521) =
5002 GENERAL RMV OTHER JOBZ EXEMPT = (3002) +(3027)+(4054) =	3,375,300.58	5015 TOTAL COMM SERV FUND REVENUE = (5011) +(5012)+(5013)+(5014) 500,908.07	5027 TACONITE RECEIPTS = -(4050)-(4060) =
5003 GEN NTC VOTER APPROVED JOBZ EXEMPT = (3003)+ (3028)+(3522)+(4058)=		GENERAL DEBT SERVICE FUND	5028 TOTAL OPEB/PENSION DEBT SERVICE FUND REVENUE =(5025)+(5026)+(5027)
5004 GENERAL NTC OTHER PHASED OUT IN FY18		5016 GEN DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT = (3007)+ (3035)+(3518)+(4062)= 7,509,086.23	TOTAL, ALL FUNDS
5005 GENERAL NTC OTHER JOBZ EXEMPT = (3004)+ (3029)+(3523)+(4048)=	1,594,800.48	5017 GEN DEBT SERV OTHER JOBZ NONEXEMPT = (3008) (3036)+(3519)+(4052)= 1,474,015.10	5029 TOTAL LEVY LIMIT = (5006)+(5011) + (5018)+(5025) = 16,619,190.64
5006 TOTAL GENERAL FUND LEVY LIMITATION = (5001)+(5002)+(5003) + (5004)+(5005) =	7,358,219.86	5018 TOTAL DEBT SERVICE FUND LEVY LIMITATION = (5016)+(5017) = 8,983,101.33	5030 TOTAL AID = (5007)+(5012) + (5019) = 40,061,997.35
5007 TOTAL GENERAL FUND AID = (322)+(328)+(333) + (339)+(355)+(380) +(408)+(493)+(2021)=	39,285,556.55	5019 TOTAL DEBT SERVICE FUND AID = (488)+ (779)+(798)+(2023) = 553,402.18	5031 TOTAL MAX EFFORT AID USED = (5008)+(5013) + (5020)+(5026) =
5008 MAX EFFORT LOAN AID USED = -(3522)-(3523) =		5020 MAX EFFORT LOAN AID USED =(3515)-(3518)-(3519)	5032 TOTAL TACONITE RECEIPTS = (5009)+(5014) + (5021)+(5027) =
5009 TACONITE RECEIPTS = - (4048)-(4054) - (4056)-(4058) =		5021 TACONITE RECEIPTS = -(4052)-(4062) =	5033 TOTAL REVENUE = (5010)+(5015) + (5022)+(5028) = 56,681,187.99
5010 TOTAL GENERAL FUND REVENUE = (5006)+ (5007)+(5008)+(5009)=	46,643,776.41	5022 TOTAL DEBT SERVICE FUND REVENUE = (5018) +(5019)+(5020)+(5021) 9,536,503.51	
COMMUNITY SERVICE FUND		OPEB/PENSION DEBT SERVICE FUND	
5011 TOTAL COMMUNITY SERVICE FUND LEVY LIMITATION = (3006)+ (3030)+(3524)+(4046)=	277,869.45	5023 OPEB/PENSION DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT =(3010)+ (3041)+(3520)+(4060)=	
5012 TOTAL COMMUNITY SERVICE FUND AID = (611)+(621)+(626) + (632)+(2022) =	223,038.62	5024 OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT=(3011)+ (3042)+(3521)+(4050)=	

I. COMPUTATION OF 2020 PAYABLE 2021 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP	2,456,237.88	68,119.08-	N/A			2,388,118.80
GEN-RMV OTHER-EXEMP	3,458,601.45	83,300.87-	N/A			3,375,300.58
GEN-NTC VOTER-EXEMP			N/A			
GEN-NTC OTHER-GENED	N/A	N/A	N/A	N/A	N/A	N/A
GEN-NTC OTHER-EXEMP	1,885,106.80	299,487.13-	9,180.81			1,594,800.48
TOTAL GENERAL	7,799,946.13	450,907.08-	9,180.81			7,358,219.86
COM SERV-EXEMP	296,554.13	18,920.95-	236.27			277,869.45
DEBT-VOTER-NONEXEMP	7,680,627.00	193,399.42-	21,858.65			7,509,086.23
DEBT-OTHER-NONEXEMP	1,589,359.82	115,344.72-				1,474,015.10
TOTAL DEBT SERV	9,269,986.82	308,744.14-	21,858.65			8,983,101.33
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP		19,945.84-		19,945.84		
TOTAL OPEB/PENSION		19,945.84-		19,945.84		
TOTAL	17,366,487.08	798,518.01-	31,275.73	19,945.84		16,619,190.64

II. COMPARISON OF 2019 PAYABLE 2020 LEVY LIMITATION WITH 2020 PAYABLE 2021 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2019 PAY 2020 LIMITATION	2020 PAY 2021 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	7,107,866.15	7,358,219.86	250,353.71	3.52
COMMUNITY SERVICE	276,779.09	277,869.45	1,090.36	.39
GENERAL DEBT SERVICE	8,949,185.77	8,983,101.33	33,915.56	.38
OPEB DEBT SERVICE				
TOTAL	16,333,831.01	16,619,190.64	285,359.63	1.75

III. COMPARISON OF 2019 PAYABLE 2020 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2020 PAYABLE 2021 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2019 PAY 2020 CERTIFIED LEVY + ADJUSTMENTS	2020 PAY 2021 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	7,107,866.15			
COMMUNITY SERVICE	276,779.09			
GENERAL DEBT SERVICE	8,949,185.77			
OPEB DEBT SERVICE				
TOTAL AFTER ADJUSTMENTS	16,333,831.01			

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
SUBTOTALS BY LEVY CATEGORY						
(5001)	GENERAL-RMV VOTER-JOBZ EXEMPT	2,338,685.07	2,338,685.07	2,388,118.80		
(5002)	GENERAL-RMV OTHER-JOBZ EXEMPT	3,425,085.60	3,425,085.60	3,375,300.58		
(5003)	GENERAL-NTC VOTER-JOBZ EXEMPT					
(5004)	GENERAL-NTC OTHER-GENED-EXEMPT	N/A	N/A	N/A	N/A	N/A *1
(5005)	GENERAL-NTC OTHER-JOBZ EXEMPT	1,344,095.48	1,344,095.48	1,594,800.48		
(5011)	COMMUNITY SERV-NTC OTHER-EXEMPT	276,779.09	276,779.09	277,869.45		
(5016)	GENL DEBT-NTC VOTER-NONEXEMPT	7,513,075.42	7,513,075.42	7,509,086.23		*2
(5017)	GENL DEBT-NTC OTHER-NONEXEMPT	1,436,110.35	1,436,110.35	1,474,015.10		*2
(5023)	OPEB DEBT-NTC VOTER-NONEXEMPT					
(5024)	OPEB DEBT-NTC OTHER-NONEXEMPT					
SUBTOTALS BY FUND						
(5006)	GENERAL FUND	7,107,866.15	7,107,866.15	7,358,219.86		
(5011)	COMMUNITY SERVICES FUND	276,779.09	276,779.09	277,869.45		
(5018)	GENERAL DEBT SERVICE FUND	8,949,185.77	8,949,185.77	8,983,101.33		
(5025)	OPEB/PENSION DEBT SERVICE FUND					
SUBTOTALS BY TAX BASE						
	REFERENDUM MARKET VALUE	5,763,770.67	5,763,770.67	5,763,419.38		
	NET TAX CAPACITY	10,570,060.34	10,570,060.34	10,855,771.26		
SUBTOTALS BY TRUTH IN TAXATION CATEGORY						
	VOTER APPROVED	9,851,760.49	9,851,760.49	9,897,205.03		
	OTHER	6,482,070.52	6,482,070.52	6,721,985.61		
TOTAL LEVY						
	TOTAL LEVY	16,333,831.01	16,333,831.01	16,619,190.64		

ALLOWABLE INCREASE

ALLOWABLE INCREASE AMOUNT

MAXIMUM ALLOWABLE CERTIFIED LEVY

FOOTNOTES:

*1 STUDENT ACHIEVEMENT (GENED) LEVY PHASED OUT AFTER PAY 2017

*2 SCHOOL BUILDING BOND AGRICULTURAL CREDIT WILL BE CALCULATED USING THE GENERAL DEBT SERVICE LEVY CATEGORIES

NOTE TO SCHOOL DISTRICTS: MUST CERTIFY PROPOSED AND FINAL LEVIES VIA THE WEB-BASED LEVY CERTIFICATION SYSTEM AVAILABLE ON THE MDE WEBSITE, [HTTP://EDUCATION.STATE.MN.US](http://EDUCATION.STATE.MN.US).

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
GENERAL REFER MARKET VALUE VOTER APPROVED JOBZ EXEMPT:						
(309)	1ST TIER RMV REFER	1,992,658.23	1,992,658.23	2,087,480.00		*3
(310)	2ND TIER RMV REFER	346,026.84	346,026.84	368,757.88		*3
(311)	UNEQUALIZED RMV REFER					
(1032)	FY 2021 1ST TIER REF ADJUST			31,488.10-		*3
(1040)	FY 2021 2ND TIER REF ADJUST			36,630.98-		*3
	FY 2021 3RD TIER REF ADJUST			N/A	N/A	N/A
(1048)	FY 2021 UNEQUAL REF ADJUST					
(1054)	FY 2021 TBRA ALLOC ADJUST					*3
(1063)	FY 2021 REF HOLD HARMLESS ADJ					
(1100)	FY 2019 1ST TIER REF ADJUST					
(1114)	FY 2019 2ND TIER REF ADJUST					
(1121)	FY 2019 3RD TIER REF ADJUST					
(1128)	FY 2019 UNEQUAL REF ADJUST					
(1134)	FY 2019 TBRA ALLOC ADJUST					
(1146)	FY 2019 REF HOLD HARMLESS ADJ					
(1317)	OTHER RMV REF ADJUST (MEMO)					
(3026)	RMV REF NET OFFSET ADJUST					
(4056)	REFERENDUM TACONITE ADJUST					
(5001)	TOTAL GENERAL - RMV VOTER APPROVED JOBZ EXEMPT	2,338,685.07	2,338,685.07	2,388,118.80		
GENERAL REFER MARKET VALUE OTHER JOBZ EXEMPT:						
(306)	1ST TIER LOCAL OPTIONAL	837,329.95	837,329.95	904,444.88		*4
(236)	2ND TIER LOCAL OPTIONAL	1,963,798.40	1,963,798.40	1,924,112.00		*4
(239)	EQUITY	641,997.65	641,997.65	630,044.57		*4
(241)	TRANSITION					*4
(1012)	FY 2021 LOR TIER 1 ADJUST					*4
(1016)	FY 2021 LOR TIER 2 ADJUST	N/A	N/A	63,684.80-		*4
(1020)	FY 2021 EQUITY ADJUST	2,108.61-	2,108.61-	20,203.40-		*4
(1024)	FY 2021 TRANSITION ADJUST					*4
	FY 2021 1ST TR BRD-APPR REF ADJ			N/A	N/A	N/A
	FY 2021 TBRA ALLOC ADJUST			N/A	N/A	N/A
	FY 2021 REF HOLD HARMLESS ADJ			N/A	N/A	N/A
(1056)	FY 2021 LOR TIER 1 TBRA ADJUST	N/A	N/A			*3
(1065)	FY 2021 LOR TIER 1 HOLD HARM AD	N/A	N/A			
(1079)	FY 2019 LOCATION EQUITY ADJ	8,825.97-	8,825.97-	325.37		
(1086)	FY 2019 EQUITY ADJUST	3,486.67-	3,486.67-	128.54		
(1093)	FY 2019 TRANSITION ADJUST					
(1107)	FY 2019 1ST TR BRD-APPR REF ADJ	3,619.15-	3,619.15-	133.42		
(1140)	FY 2019 TBRA ALLOC ADJUST					
(1152)	FY 2019 REF HOLD HARMLESS ADJ					
(1321)	OTHER ADJ, GEN OTHER RMV					
(3027)	GENERAL OTH RMV NET OFFSET ADJ					
(4054)	GENERAL OTH RMV TACONITE ADJUST					
(5002)	TOTAL GENERAL - RMV OTHER JOBZ EXEMPT	3,425,085.60	3,425,085.60	3,375,300.58		

FOOTNOTES:

- *3 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING REFERENDUM EQUALIZATION AID (PRIOR TO TAX BASE REPLACEMENT AID AND REFERENDUM HOLD HARMLESS).
- *4 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID.

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY VOTER APPROVED JOBZ EXEMPT:						
(552)	CAPITAL PROJECT REFERENDUM					
(1324)	OTHER NTC VOTER ADJ (MEMO)					
(3028)	NTC VOTER NET OFFSET ADJ					
(3522)	NTC VOTER MAX EFFORT ADJ					
(4058)	CAPITAL PROJ TACONITE ADJ					
(5003)	TOTAL GENERAL - NTC VOTER APPROVED JOBZ EXEMPT					
GENERAL NET TAX CAPACITY OTHER GENED JOBZ EXEMPT:						
	STUDENT ACHIEVEMENT (GENED)	N/A	N/A	N/A	N/A	N/A *1
(5004)	TOTAL GENERAL-NTC OTHER GENED JOBZ EXEMPT	N/A	N/A	N/A	N/A	N/A

FOOTNOTES:

*1 STUDENT ACHIEVEMENT (GENED) LEVY PHASED OUT AFTER PAY 2017

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY OTHER JOBZ EXEMPT:						
INITIAL LEVIES:						
(230)	OPERATING CAPITAL	280,773.11	280,773.11	313,951.25		*4
(332)	ALT TEACHER COMP (Q COMP)					*5
(353)	ACHIEVEMENT & INTEGRATION					*6
(357)	FY 2021 REEMPLOYMENT INS	25,000.00	25,000.00	50,000.00		
(359)	SAFE SCHOOLS	166,737.60	166,737.60	163,368.00		
(362)	SAFE SCHOOLS INTERMEDIATE	19,684.30	19,684.30	16,200.66		
(365)	JUDGMENT					*7
(367)	ICE ARENA					
(379)	FY 2021 CAREER TECHNICAL	168,709.33	168,709.33	185,056.54		
(383)	FY 2020 ANNUAL OTHER POST- EMPLOYMENT BENEFITS (OPEB)	65,000.00	65,000.00	41,043.00		
(494)	LT FACILITIES EQUAL	303,688.75	303,688.75	132,442.71		*5
(495)	LT FACILITIES UNEQUAL	75,974.19	75,974.19	350,566.27		
(505)	DISABLED ACCESS					
(549)	BUILDING/LAND LEASE	550,047.13	550,047.13	632,478.37		
(550)	COOP BUILDING REPAIR					
(551)	OTHER CAPITAL (MEMO)					
(554)	CONSOL/TRANSITION					
(555)	REORG OPERATING DEBT					
(556)	FY 2021 HEALTH BENEFITS					
(557)	ADDITIONAL RETIREMENT					
(558)	SEVERANCE					
(559)	ADMINISTRATIVE DISTRICT					
(560)	SWIMMING POOL					
(561)	TREE GROWTH					
(562)	CONSOL/RETIREMENT					
(563)	ECON DEV ABATEMENT					
(564)	OTHER GENERAL (MEMO)					
(5005A)	SUBTOTAL - INITIAL LEVIES - GENERAL NTC OTHER JOBZ EXEMPT	1,655,614.41	1,655,614.41	1,885,106.80		

FOOTNOTES:

- *4 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID.
- *5 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN EQUALIZATION AID.
- *6 70% OF INTEGRATION REVENUE IS PROVIDED BY STATE AID. DISTRICT MUST PROVIDE 30% OF INTEGRATION REVENUE EITHER THROUGH THIS LEVY OR THROUGH OTHER DISTRICT FUNDS.
- *7 WITH COMMISSIONER APPROVAL, DISTRICTS MAY SPREAD THIS LEVY OVER UP TO THREE YEARS.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY OTHER JOBZ EXEMPT (CON'T):						
LEVY ADJUSTMENTS:						
(1004)	FY 2021 OPER CAPITAL ADJUST	13,918.98-	13,918.98-	1,381.28		*4
(1072)	FY 2019 OPER CAPITAL ADJUST	1,222.61	1,222.61	2,220.36-		
(1156)	FY 2021 ALT TEACHER COMP ADJUST					*8
(1163)	FY 2019 ALT TEACHER COMP ADJUST					
(1167)	FY 2021 ACHIEVE & INTEG ADJUST					*6
(1174)	FY 2019 ACHIEVE & INTEG ADJUST					*6
(1179)	FY 2019 REEMPLOYMENT ADJUST	17,901.29-	17,901.29-	11,930.06-		
(1184)	FY 2019 SAFE SCHOOLS ADJUST	2,195.28-	2,195.28-	2,007.72-		
(1189)	FY 2019 SAFE SCHOOLS INTERM ADJ					
(1193)	FY 2019 CAREER TECHNICAL ADJUST	14,394.40	14,394.40	34,641.46-		
(1197)	FY 2019 HEALTH BENEFITS ADJUST					
(1203)	FY 2019 ANNUAL OPEB ADJUST			65,000.00-		
(1207)	FY 2021 LTFM EQUAL ADJUST	66,725.11-	66,725.11-	56,768.54-		
(1211)	FY 2021 LTFM UNEQUAL ADJUST	23,982.36-	23,982.36-	19,960.29		
(1218)	FY 2020 LTFM EQUAL ADJUST	86,136.00-	86,136.00-			
(1225)	FY 2020 LTFM UNEQUAL ADJUST					
(1236)	FY 2019 LTFM EQUAL ADJUST	208.05	208.05	8,342.54-		
(1247)	FY 2019 LTFM UNEQUAL ADJUST					
(5005B)	SUBTOTAL - ADJUSTMENTS-THIS PAGE					
	GENERAL NTC OTHER JOBZ EXEMPT	195,033.96-	195,033.96-	159,569.11-		

FOOTNOTES:

- *4 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID.
- *6 70% OF INTEGRATION REVENUE IS PROVIDED BY STATE AID. DISTRICT MUST PROVIDE 30% OF INTEGRATION REVENUE EITHER THROUGH THIS LEVY OR THROUGH OTHER DISTRICT FUNDS.
- *8 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN ALTERNATIVE COMPENSATION EQUALIZATION

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY OTHER JOBZ EXEMPT (CON'T):						
LEVY ADJUSTMENTS:						
(1309)	PAY 18 LEASE ADJUST	13,051.92	13,051.92	10,625.98		
(1310)	LEASE LEVY ADJ (MEMO)					
(1311)	OTHER CAPITAL ADJUST (MEMO)					
(760)	FY 2022 FAC & EQUIP BOND ADJUST	148,023.75-	148,023.75-	150,544.00-		
(1313)	ECON DEV ABATE ADJUST					
(1314)	DEBT SURPLUS ADJUST					
(1329)	OTHER GENERAL ADJUST					
(2039)	ABATEMENT ADJUSTMENT	11,330.82	11,330.82	12,188.42		*11
(2052)	CARRY-OVER ABATEMENT ADJUST					*12
(2070)	ADVANCE ABATEMENT ADJUST	7,156.04	7,156.04	3,007.61-		*13
(3029)	GENERAL OTH NTC NET OFFSET ADJ					
(3523)	GEN OTH NTC MAX EFFORT ADJ					
(4048)	GENERAL OTH NTC TACONITE ADJUST					
(5005C)	SUBTOTAL - ADJUSTMENTS- THIS PAGE GENERAL NTC OTHER JOBZ EXEMPT	116,484.97-	116,484.97-	130,737.21-		
(5005A)	SUBTOTAL - INITIAL LEVIES- PAGE 35 GENERAL NTC OTHER JOBZ EXEMPT	1,655,614.41	1,655,614.41	1,885,106.80		
(5005B)	SUBTOTAL - ADJUSTMENTS- PAGE 36 GENERAL NTC OTHER JOBZ EXEMPT	195,033.96-	195,033.96-	159,569.11-		
(5005)	TOTAL GENERAL - NTC OTHER JOBZ EXEMPT	1,344,095.48	1,344,095.48	1,594,800.48		

FOOTNOTES:

- *11 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
 - *12 PAY 2022 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
 - *13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
COMMUNITY SERVICE JOBZ EXEMPT:						
(610)	BASIC COMMUNITY EDUC	169,955.30	169,955.30	169,955.30		*14
(620)	EARLY CHILD FAMILY	88,186.94	88,186.94	91,796.21		*15
(625)	HOME VISITING	2,360.02	2,360.02	2,802.62		
(627)	ADULTS W/ DISABILITIES					
(631)	SCHOOL-AGE CARE	30,000.00	30,000.00	32,000.00		*15
(633)	OTHER COMM ED (MEMO)					
(1404)	FY 2021 EARLY CHILD FAMILY ADJ	629.65	629.65	143.84		
(1405)	FY 2019 HOME VISITING ADJUST	N/A	N/A	52.02		
(1412)	FY 2019 SCHOOL-AGE CARE ADJUST	15,628.96-	15,628.96-	19,116.81-		
(1413)	ADULTS W/ DISABILITIES ADJUST					
(1416)	OTHER ADJUST (MEMO)					
(2040)	ABATEMENT ADJUSTMENT	762.07	762.07	519.44		*11
(2053)	CARRY-OVER ABATEMENT ADJUST					*12
(2071)	ADVANCE ABATEMENT ADJUST	443.10	443.10	283.17-		*13
(3030)	COM SERV NET OFFSET ADJUST					
(3524)	COM SERV MAX EFFORT ADJUST					
(4046)	COM SERV TACONITE ADJUST					
(5011)	TOTAL COMMUNITY SERVICE JOBZ EXEMPT	276,779.09	276,779.09	277,869.45		

FOOTNOTES:

- *11 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
- *12 PAY 2022 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
- *13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- *14 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
- *15 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID. DISTRICT MUST PROVIDE A COMMUNITY EDUCATION PROGRAM TO QUALIFY FOR THIS LEVY.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT:						
(811)	DEBT SERVICE-AID ELIG	7,678,841.00	7,678,841.00	7,680,627.00		*16
(813)	DEBT SERVICE-AID INELIG					*16
(780)	NATURAL DISASTER DEBT					*16
(1701)	REDUCTION FOR DEBT EXCESS	208,750.29-	208,750.29-	193,399.42-		
(1702)	OTHER ADJUST (MEMO)					
(2041)	ABATEMENT ADJUSTMENT	30,965.26	30,965.26	27,700.18		*11,17
(2054)	CARRY OVER ABATEMENT					*12,17
(2072)	ADVANCE ABATE ADJUST	12,019.45	12,019.45	5,841.53-		*13,17
(3035)	GDS VTR NET OFFSET ADJUST					
(3518)	GDS VTR MAX EFFORT ADJ					
(4062)	GDS VTR TACONITE ADJUST					
(5016)	TOTAL DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT	7,513,075.42	7,513,075.42	7,509,086.23		*2
DEBT SERVICE OTHER JOBZ NONEXEMPT:						
(812)	DEBT SERVICE-AID ELIG					*16
(814)	DEBT SERVICE-AID INELIG	586,398.75	586,398.75	587,764.00		*16
(771)	LT FACILITIES DEBT SERVICE	902,062.49	902,062.49	1,001,595.82		*16
(1710)	FY 2021 LTFM DEBT SERV ADJ			61,389.65-		
(1717)	FY 2020 LTFM DEBT SERV ADJ					
(1728)	FY 2019 LTFM DEBT SERV ADJ	.21	.21			
(1704)	REDUCTION FOR DEBT EXCESS	52,351.10-	52,351.10-	53,955.07-		
(1705)	OTHER ADJUST (MEMO)					
(2041)	ABATEMENT ADJUSTMENT					*11,17
(2054)	CARRY OVER ABATEMENT					*12,17
(2072)	ADVANCE ABATE ADJUST					*13,17
(3036)	GDS OTH NET OFFSET ADJUST					
(3519)	GDS OTH MAX EFFORT ADJ					
(4052)	GDS OTH TACONITE ADJUST					
(5017)	TOTAL DEBT SERVICE OTHER JOBZ NONEXEMPT	1,436,110.35	1,436,110.35	1,474,015.10		*2

FOOTNOTES:

- *2 SCHOOL BUILDING BOND AGRICULTURAL CREDIT WILL BE CALCULATED USING THE GENERAL DEBT SERVICE LEVY CATEGORIES
- *11 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
- *12 PAY 2022 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
- *13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- *16 DISTRICT MUST LEVY THE MAXIMUM AMOUNT FOR THIS LEVY COMPONENT.
- *17 ABATEMENT ADJUSTMENTS SHOWN ON LINES 2041, 2054 AND 2072 APPEAR AS VOTER APPROVED DEBT SERVICE IF VOTER APPROVED INITIAL DEBT SERVICE LEVY ON LINE 815 IS GREATER THAN ZERO. OTHERWISE ABATEMENT ADJUSTMENTS APPEAR AS OTHER DEBT SERVICE.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2019 PAY 2020 LIMITATION	2019 PAY 2020 CERTIFIED LEVY	2020 PAY 2021 LIMITATION	2020 PAY 2021 PROPOSED LEVY	2020 PAY 2021 CERTIFIED LEVY NOTES
OPEB/PENSION DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT:						
(903)	REQ DEBT SERVICE LEVY FOR OPEB/PENSION BONDS					*16
(1901)	REDUCTION FOR DEBT EXCESS					
(1902)	OTHER ADJUST (MEMO)					
(2042)	ABATEMENT ADJUSTMENT					*11,18
(2055)	CARRY OVER ABATEMENT					*12,18
(2073)	ADVANCE ABATE ADJUST					*13,18
(3041)	OPEB DEBT VTR NET OFFSET ADJUST					
(3520)	OPEB VTR MAX EFFORT ADJ					
(4060)	OPEB/PENSION DEBT TACONITE ADJUST					
(5023)	TOTAL OPEB/PENSION DEBT SERVICE VOTER APPROVED JOBZ NONEXEMPT					
OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT:						
(908)	REQ DEBT SERVICE LEVY FOR OPEB/PENSION BONDS					*16
(1904)	REDUCTION FOR DEBT EXCESS	17,816.29-	17,816.29-	19,945.84-		
(1905)	OTHER ADJUST (MEMO)					
(2042)	ABATEMENT ADJUSTMENT					*11,18
(2055)	CARRY OVER ABATEMENT					*12,18
(2073)	ADVANCE ABATE ADJUST					*13,18
(3042)	OPEB DEBT OTH NET OFFSET ADJUST	17,816.29	17,816.29	19,945.84		
(3521)	OPEB OTH MAX EFFORT ADJ					
(4050)	OPEB/PENSION DEBT TACONITE ADJUST					
(5024)	TOTAL OPEB/PENSION DEBT SERVICE OTHER JOBZ NONEXEMPT					

FOOTNOTES:

- *11 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
- *12 PAY 2022 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
- *13 PAY 2022 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- *16 DISTRICT MUST LEVY THE MAXIMUM AMOUNT FOR THIS LEVY COMPONENT.
- *18 ABATEMENT ADJUSTMENTS SHOWN ON LINES 2042, 2055 AND 2073 APPEAR AS VOTER APPROVED OPEB DEBT SERVICE IF VOTER APPROVED INITIAL OPEB DEBT SERVICE LEVY ON LINE 903 IS GREATER THAN ZERO. OTHERWISE ABATEMENT ADJUSTMENTS APPEAR AS OTHER DEBT SERVICE.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2021. FOR PAYABLE 2020 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

7.B. Second Read Board Policies

7.B.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

7.B.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

7.B.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)

<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>		
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		

<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		

7.B.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 [5%] percent of the annual budget. [~~_____ months of operating expenses.~~] ~~_____~~ Delete

[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: **Director of Finance and Operations** *[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

7.B.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

7.B.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)

7.B.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)

7.B.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

8. **DISCUSSION ITEMS**

8.A. First Read Board Policies

8.A.1. **Series 400 Personnel**

8.A.1.a. 422 Policies Incorporated by Reference

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References:

Cross References:

Policy Adopted: June 8, 1998 / February 11, 2002 / May 12, 2008/January 2014
Independent School District No. 110
Waconia, Minnesota

8.A.2. **Series 500 Students**

8.A.2.a. 510 Student Activities

Policy 510 – STUDENT ACTIVITIES

I. Purpose

The purpose of this policy is to identify the position and philosophy of Waconia Independent School District #110 related to the Student Activities program.

II. General Statement of Policy

District 110 recognizes that the Student Activities program is an integral part of the school district's total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development.

III. Definitions

A. Curricular Activities

“Curricular activities” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

B. Extra-Curricular Activities

“Extra-curricular activities” means all direct personal services for students for their education or enjoyment that are managed and operated under the guidance of an adult or staff member hired by the school district. Extra-curricular activities have the following characteristics:

1. They are not offered for school credit nor required for graduation.
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed upon by the participants and approved by school authorities.

IV. Responsibilities

A. School Board

~~The District 110 School Board will be responsible for the following:~~

The responsibilities of the District 110 School Board will include:

1. Developing, adopting and reviewing all District 110 policies related to District 110 Student Activities Communications:
2. **Ensuring that any funds raised for extra-curricular activities will be spent only on extracurricular activities.**

B. Administration

The responsibilities of the District 110 Administration will include:

1. Supervision/Evaluation: Supervision and evaluation of District 110 Activities Director and staff.
2. Communications: Ensure timely internal and external communications occur related to the student activities program.
3. Discipline: Assist in facilitating necessary disciplinary action related to student activities, including all District 110 policies and codes of conduct, and the policies of the Minnesota State High School League (MSHSL).

C. Activities Director

The responsibilities of the District 110 Activities Director will include:

1. Administration: Administer and oversee all student activities programs, including coordination and scheduling of practices, contests, and events.
2. Supervision/Evaluation: Supervise/evaluate all student activities' advisors, coaches, directors, and support staff.
3. Eligibility: Verify the participation eligibility for all members of interscholastic activities referencing MSHSL and District 110 policies.

D. Coaches/Advisors/Directors

1. Provide leadership and complete the duties of their respective students activities area as assigned and defined, and in a professional manner.
2. Coaches/advisors/directors are considered employees of the school district. All coaches/advisors/directors and volunteers must undergo the school district application and/or background check process at their own expense.
3. All coaches/advisors/directors and volunteers must adhere to all District 110 policies and codes of conduct, as well as the policies of the MSHSL.

E. Spectators

All spectators at District 110 sponsored activities, including parents, employees, and other members of the public are expected to behave in an appropriate manner. Students and employees may be subject to discipline, and parents and other spectators may be subject to sanctions

for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

F. Students

All students who participate in District 110 sponsored activities do so as representatives of their school and community and must show good sportsmanship and adhere to all District 110 and MSHSL policies and codes of conduct.

G. Minnesota State High School League (MSHSL)

Serves as the state governing organization for the interscholastic and fine arts programs of the district.

V. Sponsored Student Activities

A. Student activities are considered District 110 Sponsored provided they meet the following criteria:

1. Organized by a school site's leadership team.
2. Conducted by District 110 personnel.
3. Composed of current student body members.
4. Conduct a majority of meetings, practices, and events at a District 110-approved site.
5. Provide a process for the selection of members.
6. Establish aims, which are educational in value.
7. Meet the interests of the school.

A new proposed student activity must be formally reviewed by District 110 Administration and approved by the District 110 School Board to become a District 110 Sponsored Activity.

B. Each approved District 110 Sponsored activity should be listed on the District 110 website, and a list should be available at the Student Activities Office (WHS) and the middle school office. The Activities Director will update the list of District 110 Sponsored Activities annually, prior to the start of each school year.

C. District 110 Student Activities programs are available to all students who meet the eligibility requirements of District 110 and the MSHSL. All participants must meet the registration requirements before participating in any District 110 sponsored activity, including completion of paperwork and payment of the activity fee.

- D. All participants in District 110 Student Activities programs must follow District 110 policies and codes of conduct, and the policies of the MSHSL.
- E. All interscholastic athletic programs must comply with federal Title IX regulations related to gender equity. An annual report must be submitted to the Minnesota Department of Education regarding gender compliance.
- F. The District 110 secondary administration, Activities Director, and appropriate staff will develop procedures and rules to address District 110 Student Activities programs.

VI. Procedures and Requirements

A. Seasonal Definitions

All District 110 sponsored extra-curricular programs will have a defined season, which will fall into one of the following categories: 1) Fall Season; 2) Winter Season; 3) Spring Season; or 4) Academic Year Season. Minnesota State High School League sponsored athletic and fine arts activities will follow the season calendar (start & end dates) prescribed by the MSHSL. All other District 110 sponsored extra-curricular activity seasons will be defined by a start and end date for the seasonal category into which the activity is placed (~~see Appendix I~~). **The seasonal definitions and parameters will be made available on the District 110 website, as well as in the District 110 Student Activities (WHS) and the middle school offices.**

B. Participation Levels

The grades for eligibility for all District 110 Student Activities programs are available on the District 110 website, in the District 110 Student Activities Office (WHS) and in the middle school office.

C. Participation Fees

1. Participation fees may be assessed for student participation in District 110 Student Activities programs. A partial or full waiver participation fee waiver may be an option for eligible students. These forms can be obtained at the District 110 Student Activities (~~WHS~~) and the middle school offices **Administrative Office**. The fee structure will be made available on the District 110 website, as well as in the District 110 Student Activities (WHS) and the middle school offices. These fees are reviewed and approved by the District 110 Director of Finance and Operations annually.

2. A full refund may be issued prior to the first contest conducted in the activity. Any refunds issued after the first contest shall be made at the discretion of the Activities Director.

D. Activity Conflicts for the Multiple Activity Participant

Participation in multiple extra-curricular activities can contribute to a broader and well-rounded education. District 110 strongly supports students participating in multiple activities that individually meet their needs and interests. Students who choose to participate in multiple activities can expect to incur additional challenges with time management, organization, and participation commitments. The information, statement of philosophy, and the process and supporting information for students with participation conflicts is ~~listed in Appendices I and II of this policy.~~ **will be made available on the District 110 website, as well as in the District 110 Student Activities (WHS) and the middle school offices**

E. Official Wildcat Logo

The official District 110 school colors of the district are purple and gold. The mascot for District 110 athletic and fine arts teams is the “Wildcat.” The official District 110 logo of the “Wildcat” is for official school district use only. Any non-district use requests for the official “Wildcat” must be approved by District 110 Administration.

F. Sportsmanship

Participants, coaches/advisors, parents, spectators, students, and staff are required to exhibit positive sportsmanship at all events and adhere to all District 110 and MSHSL policies and codes of conduct.

LEGAL REFERENCES

Minn. Stat. § 123B.025 (School Sponsorship and Advertising Revenue)
Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 123B.03 (Background Check Required)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extra-Curricular Activities; Insurance)
Minn. Stat. § 148.271 (Nurse Practice Act)
Minn. Stat. § 465.03 (Gifts)
Minn. Stat. § 609.761, Subd. 5 (High School Raffles)
Sonkowsky v. Board of Educ. For Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)

Minnesota Department of Education *UFARS Manual*, Chapter 14 (Student Activities Accounting)

MSHSL Official Handbook, Beliefs

MSHSL Official Handbook, Calendar of State Events

MSHSL Bylaw 206.00 § 2

MSHSL Bylaw 410.00 § 2A

CROSS REFERENCES

Policy 102 (Equal Educational Opportunity)

Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

Policy 404 (Employment Background Checks)

Policy 412 (Expense Reimbursement)

Policy 413 (Harassment and Violence)

Policy 417 (Chemical Use and Abuse)

Policy 418 (Drug-free Workplace/Drug-free School)

Policy 419 (Tobacco Free Environment and Enforcement)

Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)

Policy 421 (Gifts to Employees)

Policy 423 (Employee-Student Relationships)

Policy 433 (Volunteer Service in District 110)

Policy 501 (School Weapons Policy)

Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

Policy 505 (Distribution of Non-School Sponsored Materials on School Premises By Students and Employees)

Policy 503 (Student Attendance)

Policy 506 (Student Discipline)

Policy 510 (School Activities)

Policy 511 (Fundraising)

Policy 514 (Bullying Prohibition Policy)

Policy 516 (Student Medication)

Policy 517 (Student Recruiting)

Policy 518 (DNR – DNI Orders)

Policy 519 (Interviews of Students By Outside Agencies)

Policy 522 (Student Sex Non-Discrimination)

Policy 524 (Internet Acceptable Use and Safety)

Policy 525 (Violence Prevention)

Policy 526 (Hazing Prohibition)

Policy 610 (Field Trips and Travel)

Policy 706 (Acceptance of Gifts)

Policy 707 (Transportation of Public School Students)

Policy 709 (Student Transportation Safety Policy)

Policy 710 (Extracurricular Transportation)

Policy 801 (Equal Access to School Facilities)

Policy 902 (Facility Use)

Policy 905 (Advertising)

Policy 908 (District Acceptance and Use of Contributions from Individuals and Groups for Educational Program Support)

Policy 910 (Admission to Extra-Curricular Events)

Policy 911 (Booster Communications)

District 110 Code of Ethics, District 110 Team/Parent Handbook,
Policies/Guidelines

MN Statute 123B.49, Subd 4 - Board control of extracurricular activities

Policy Adopted: July 2003

Revised: November 2005 / January 2010 / May 2014

Independent School District #110

Waconia, MN

REMOVE APPENDIX I from Policy

SEASONAL DEFINITIONS AND PARAMETERS

FALL SEASON**

- The first day of the Fall Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have a start date no earlier than the last Monday in August **the first start date of the MSHSL calendar.**
- The last day of the Fall Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have an end date no later than the first Saturday in November.
- Fall Season District 110 and MSHSL Sponsored Activities:
 - Girls' and Boys' Cross Country
 - Football
 - Girls' and Boys' Soccer
 - Girls' Swimming and Diving
 - **Girls' Tennis**
 - Volleyball
- Other Fall District 110 Sponsored Activities:
 - ~~Cheerleading~~
 - Fall Musical

WINTER SEASON**

- The first day of the Winter Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have a start date no earlier than the third Monday in October.
- The last day of the Winter Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have an end date no later than the first Saturday in ~~April.~~ **March**
- MSHSL and District 110 Sponsored Activities:
 - Boys' and Girls' Alpine Skiing
 - Girls' and Boys' Basketball
 - Dance Team
 - Girls' and Boys' Hockey
 - Gymnastics
 - Boys' Swimming and Diving
 - Wrestling
 - ~~Speech~~

- Other Winter District 110 Sponsored Activities:
 - Show Choir
 - ~~Three-Act Play~~ (moved to Spring based on current practice)

SPRING SEASON**

- The first day of the Spring Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have a start date no earlier than the ~~third~~ **second** Monday in March.
- The last day of the Spring Season for MSHSL activities is defined by the MSHSL calendar. Non-MSHSL sponsored activities will have an end date no later than the second Saturday in July.
- MSHSL and District 110 Sponsored Activities:
 - Baseball
 - Girls' and Boys' Golf
 - **Girls' and Boys' Lacrosse**
 - Softball
 - **Boys' Tennis**
 - Girls' and Boys' Track and Field
- Other Spring District 110 Sponsored Activities:
 - Marching Band
 - **Spring Play**

ACADEMIC YEAR**

- The first day of the Academic Year Season would be no earlier than the first day of school.
- The last day of the Academic Year Season would be no later than the last day of school.
- ALL District 110 Sponsored Academic Year Activities:
 - **Accepting, Belonging & Community Club**
 - Art Club
 - Breakfast Book Club
 - Conservation Club
 - FCCLA
 - FFA (Co-op with Eastern Carver County Schools)
 - Instrumental Ensemble
 - International Club

- Jazz Band
- Knowledge Bowl
- National Honor Society
- Pep Band
- Prom Committee
- Robotics Club
- Science Team
- Student Council
- Students Against Destructive Decisions (SADD)
- Tactical Games Club
- Unified Sports
- Vocal Ensemble
- Waconia Strength and Conditioning
- Yearbook

**Exceptions to all start dates or end dates must be pre-approved by the Activities Director and/or District 110 Administration.

REMOVE APPENDIX II from Policy

RESOLVING CONFLICTS FOR MULTIPLE ACTIVITY PARTICIPANTS

With a number of students who participate in multiple activities, situations arise when students may have competing demands on their time during the same season. It is with this in mind, and with mutual respect, that coaches/directors/advisors of athletics, fine arts, and other District 110 Sponsored Student Activities should coordinate their schedules. The purpose is to avoid placing pressure on multiple activity students in regard to conflicting schedules. The following guidelines are an attempt to provide an equitable basis to schedule events for students and a process to follow if conflicts arise.

I. Scheduling of Events

- A. The Activities Director, with input from coaches and advisors/directors from the activities and fine arts departments, will develop a schedule of events.
- B. Events scheduled after the annual District 110 curricular and activity calendars are completed and approved must be cleared by the Activities Director before being added.
- C. District-designated dates will take priority over all later scheduled events.
- D. When it becomes necessary to reschedule an event which has been postponed/cancelled, the applicable advisors/coaches/directors must check the existing master schedule. If there is a possible conflict with a reschedule date, the change must be approved by the Activities Director and/or building administrator and the affected staff.

II. Conflict Resolution Process for Multiple Activities Participants

- A. The student is responsible for informing coaches/advisors/directors in a timely manner of any known or potential conflicts or issues which may arise by virtue of participating in multiple activities.
- B. The coaches/advisors/directors and the Activities Director should communicate with each other once a conflict is determined. They must agree on a plan to proactively reduce conflicts, issues, and stress for the multiple-activity participant.
- C. The first priority of students participating in multiple activities should be the responsibility and expectation of finishing the requirements of their current season before starting the next season (Example: finishing a designated fall activity before starting a winter activity).
- D. During their respective seasons, activities will receive priority in regard to practicing and/or competing. There will be no penalties/consequences for

students due to the outcome of a decision resulting from these policies/guidelines.

E. Conflict Resolution Process

1. The following procedure will be used to determine priority for conflicts:

ACTIVITY 1	ACTIVITY 2	OUTCOME
Practice	Practice	Activities Director Decides
Game/Performance	Practice	Activity 1
Practice	Game/Performance	Activity 2
Game/Performance	Game/Performance	Activities Director Decides

- F. The Activities Director will inform the student of the agreed upon plan. The student is responsible to inform his/her parents/guardians of the agreed upon plan.
- G. Reasonable exceptions may be made through communication between coaches/directors/advisors and the Activities Director. If other circumstances arise, the Activities Director, Principal, or Assistant Principal will make the decision and the student may not be penalized in any way as a result of that decision.

8.A.2.b. 515 Protection and Privacy of Pupil
Records

Adopted: _____

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

Rev. 2013

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who

are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of

those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education records,” does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

- 1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
- 2. Perform a supervisory or instructional task directly related to the student's

education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means *[designate title and actual name of individual]*.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services

from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer. Consultation with the school district’s legal counsel is recommended.]

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the

student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is

authorizing to be disclosed;

- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and

- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is

specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the

school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a

school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may

also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in ~~section 450b of Title 25~~ 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization

to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[Note: Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. which specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be

accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the

school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;

- b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
- c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

- 5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

- 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and
- 2. cannot be further disseminated to any other person except personnel of the

recruiting services of the armed forces.

- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

- A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information

under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be

attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has

ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district

amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion

thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing

education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)

18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d
309 (2002)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect
or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside
Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 906 (Community Notification of Predatory
Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School
Records – Privacy – Access to Data)

8.A.2.c. 515 FORM

PUBLIC NOTICE

Independent School District No. 110 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with

whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act [and data regarding a student’s history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

8.A.2.d. 515.2 Records Retention Schedule

RETENTION SCHEDULE

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State of Minnesota
School District General Records Retention Schedule
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ADMINISTRATION

School District General Records Retention Schedule

Department: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvass or Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Retain permanently; has historical value, MS 120B.11	Yes	Public
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years	No	Public
ADM00400	Authority to Dispose of Records (If Applicable)	Application for Authority to Dispose of Records form	6 Years	No	Public/Private MS 13.43 MS 13.32 MS 13.39
ADM00500	Boundary Changes - District	Consolidation, Detachment, Annexation, and Dissolution	Retain permanently; has historical value	Yes	Public
ADM00600	Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting Updated Activities During the Year.	3 Years MS 127A.41, Subd. 5	No	Public
ADM00700	Census, Annual School	1979 and Earlier	Retain permanently; has historical value	Yes	Private MS 13.32
ADM00710	Census, Annual School	1980 - Current	3 Years	No	Private MS 13.32

School District General Records Retention Schedule

ection: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00720	Census, Certified Reports	Conducted Once Per Decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition	Yes	Public
ADM00900	Correspondence/ Administrative	Superintendent, Principal, Assistant Principal and Other Administrators Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	3 Years	No	Public/Private MS 13.32 MS 13.43
ADM01000	Court Case/Trial information	Litigation Correspondence	10 Years	No	Public/Private MS 13.32 MS 13.43 MS 13.90
ADM01010	Court orders		1 Year after Action is Completed	No	Public/Private MS 13.32 MS 13.43
ADM01100	Grant Applications	Successful	3 Years -- For Federal Funds three (3) years after completion of the activity for which the funds were used. 20 U.S.C. Section 1232f(a).	No	Public
ADM01110	Grant Applications	Unsuccessful	1 Year	No	Public

School District General Records Retention Schedule

action: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01200	Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood Borne Pathogens, Etc.)	3 Years	No	Public
ADM01300	Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in Accordance With the Retention Periods for the Specific Series of Records Listed in Schedule	Retain permanently; has historical value	Yes	Public
ADM01400	Minutes	Board Minutes	Retain permanently; has historical value	Yes	Public
ADM01410	Minutes	Officially Designated Committees	Retain permanently; has historical value	Yes	Public
ADM01420	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 01410	1 Year	Yes	Public
ADM01430	Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved	No	Public
ADM01440	Board Policies		3 Years after Change	No	Public
ADM01500	Negotiations - See Personnel				
ADM01600	Newsletters and Publications	District Generated	Retain permanently; has historical value	Yes	Public
ADM01610	Newsletters and Publications	Student Generated School Newspapers	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01700	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Retain permanently; has historical value	Yes	Public
ADM01800	Media Center/Librarian Reports		3 Years	No	Public
ADM01900	Video Tapes	Building Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32 MS 13.43
ADM02000	E-Mail		Same as Correspondence	No	Private/Public MS 13.32 MS 13.43

BUILDING

School District General Records Retention Schedule

Section: Building

Item	Title	Examples and Descriptions	Retention Period	Archival	Data Practices Classification/ Statute
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

COMMUNITY EDUCATION

School District General Records Retention Schedule

Section: Community Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CED00100	Annual Reports	See Finance	1 Year	No	Private MS 13.32
CED00200	Applications by individuals for Adult Education				
CED00300	Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	Permanent, MS 471.59	No	Public
CED00400	Class Schedule - Master				
CED00500	Financial Records	See Finance	1 Year	No	Public
CED00600	Grants	See Administration			
CED00700	Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	6 Years	No	Public/Private MS 13.32
CED00800	Minutes	See Administration			

CURRICULUM

School District General Records Retention Schedule

Section: Curriculum

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CUR00100	Class Lists-Elementary and Secondary		1 Year	No	Private
CUR00200	Class Schedules		1 Year	No	MS 13.32
CUR00300	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years	No	Public
CUR00400	Daily Plan Books -Teacher's		1 Year	No	Public
CUR00500	Duty Rosters - Teacher's		1 Year	No	Public
CUR00600	Grade Books - Teacher's		1 Year	No	Private
CUR00700	Textbooks	Adoptions	6 Years	No	MS 13.32
CUR00710	Textbooks	Inventories	6 Years or Until Obsolete	No	Public

FOOD SERVICES

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00100	General Correspondence	See Administration	3 Years and DCF&L Audit	No	Public
FDS00200	DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit, 7 C.F.R. & 210.8	No	Public
FDS00300	Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit, 7 C.F.R. & 210.3	No	Public
FDS00400	Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit, 7 C.F.R. & 245.6	No	Private MS 13.32
FDS00600	Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc. <i>Dominic's, St. Joseph's</i>	3 Years and DCF&L Audit, 7 C.F.R. & 210.3	No	Public
FDS00700	Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00800	Daily Meal Count Report With Edit Checks		3 Years and DCF&L Audit, 7 C.F.R. & 210.7	No	Private/Public MS 13.32
FDS00900	Monthly Payment Vouchers		3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Private/Public MS 13.32
FDS01000	On Site Review Record		3 Years and DCF&L Audit, 7 C.F.R. & 210.8	No	Private/Public MS 13.32
FDS01100	Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit, 7 C.F.R. & 210.20 and 210.5	No	Private/Public MS 13.32
FDS01200	Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit	No	Public
FDS01420	Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS01500	Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit, 7 C.F.R.	No	Public
FDS01600	Operating Reports	Breakfast, Lunch, and A'La Carte Participation Reports	210.8 and 210.20	No	Public
FDS01610	Operating Reports	Revenue and Expenditure Reports	3 Years and DCF&L Audit	No	Public
			6 Years and DCF&L Audit	No	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00100	Abstracts/Deeds/Title Papers/Mortgages	See Buildings			
FIN00200	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 Years	No	Public/Private MS 13.43
FIN00210	W-9 form		6 Years after Final 1099 Issued	No	Public/Private MS 13.43
FIN00300	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Retain Permanently	No	Public
FIN00305	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Retain Permanently	No	Public
FIN00310	Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Retain Permanently	No	Public
FIN00315	Year-End Financial Reports	Special Funded Projects Report	Retain Permanently	No	Public
FIN00320	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (1932 and Earlier)	Retain permanently; has historical value	Yes	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00325	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (Post 1932)	Retain Permanently	No	Public
FIN00330	Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices, Remittance Advice	6 Years	No	Public
FIN00335	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance Sheet, Receipts Journal	Retain Permanently	No	Public
FIN00400	Audit Reports		Retain permanently, has historical value	Yes	Public
FIN00500	Bank Statements/ Reconciliation's	Checks, Cancelled, Returned or Voided. (Must Be original Check - Not Microfiche)	6 Years	No	Public/Private MS 13.43
FIN00510	Bank Statements/ Reconciliation's	Statement of Pledged Securities	6 Years after Expiration	No	Public
FIN00600	Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit Permanent	No	Public
FIN00700	Bond Issues - Official Statements	Enabling Documentation		No	Public
FIN00800	Building and Land Contracts	See Buildings		No	Public

School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00900	County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years	No	Public

FINANCE

HEALTH AND SAFETY

School District General Records Retention Schedule

Section: Health & Safety

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
HSF00100	Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation	No	Public/Private MS 13.43
HSF00200	OSHA - Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected	No	Public/Private MS 13.43
HSF00300	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident	No	Public/Private MS 13.43
HSF00400	OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents.	30 Yrs. after Termination or Retirement	No	Public/Private MS 13.43
HSF00500	Safety Committee Agendas and Minutes		3 Years	No	Public
HSF00600	Training Records - Right to Know		3 Yrs. after Separation	No	Public

PAYROLL

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY00100	Cafeteria Plan Records		6 Years	No	Public/Private MS 13.43
PAY00300	Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	2 Years	No	Public/Private MS 13.43
PAY00400	Dues Deduction Authorization	Union Dues	3 Years	No	Public/Private MS 13.43
PAY00500	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents	3 Years after Expiration	No	Public/Private MS 13.43
PAY00700	Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Permanent, 29 C.F.R. & 1627.3(a)	No	Public/Private MS 13.43
PAY00800	Pera Eligibility Sheets and Reports		6 Years	No	Public/Private MS 13.43
PAY00900	Prior Years' Quarterly FICA		6 Years	No	Public/Private MS 13.43
PAY01000	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years	No	Public/Private MS 13.43
PAY01100	Salary Deduction Sheets		6 Years	No	Public/Private MS 13.43
PAY01200	Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superseded	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY01300	Stop Payment Orders and Bonds		6 Years	No	Private
PAY01400	Tax Reports	Federal, Minnesota and Other States	6 Years	No	MS 13.43
PAY01500	Tax Sheltered Annuity - Contracts		Permanent, 29 C.F.R. & 1627.3(b)(2)	No	Public/Private MS 13.43
PAY01600	Tax Sheltered Annuity - Authorization	457 and 403(B) Plans	Permanent	No	Private MS 13.43
PAY01700	Time Sheets		6 Years	No	Public/Private MS 13.43
PAY01800	TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years, MS 354.52	No	Public/Private MS 13.43
PAY02000	W-2 Statements (Employer's Copy)		6 Years	No	Public/Private MS 13.43
PAY02100	W-4 Statements		Until Superseded or 6 Years after Termination	No	Public/Private MS 13.43

PERSONNEL

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00100	Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00110	Employee Medical Records*	Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00120	Request for Leave	Requests for Leave (Vacation , Sick, Personal, etc.)	6 Yrs. after Termination	No	Public/Private MS 13.43
PER00200	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years	No	Public/Private MS 13.43
PER00210	Discrimination Claim Records	Sexual Harassment and Discrimination	Until Final Disposition of the Charge or Action	No	Public/Private/ Confidential MS 13.43 MS 13.39
PER00220	First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent, MS 176.151	No	Private MS 13.43 MS 176.231

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00300	Applications for Employment/Resume/Interview Documents	Licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00310	Applications for Employment/Resume/ and Supporting Documentation	Licensed and Classified - Hired (in personnel file). Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other doc	6 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00400	Arbitration Decisions		Permanent	No	Public/Private MS 13.43
PER00500	Contracts and Assignments		6 Yrs. after Termination	No	Public
PER00700	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		3 Years, 29 C.F.R. 1602.39	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00900	Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court Cases.	Permanent	No	Public/Private MS 13.43
PER01000	Insurance: Group Master Policies, Contracts and Agreements	See Finance			
PER01100	Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years	No	Public/Private MS 13.43
PER01200	STARS Report	Annual STARS Report to State	1 Year Until Superseded	No	Public
PER01300	Insurance Records: Enrollment Cards		Until Superseded	No	Public/Private MS 13.43
PER01400	Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates	No	Public/Private MS 13.43
PER01800	Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent	Yes	Public
PER02000	Long Term Disability Claims/Awards		10 Years after Final Settlement of Claims	No	Public/Private MS 13.43

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02100	Job Descriptions		Until Superseded	No	Public
PER02200	Mediation Records		Permanent	No	Public
PER02300	Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	2 Years after Completion of all BMS Certified Negotiations. MS 471.705(1a)	No	Public/Private MS 471.705
PER02400	Pay Equity: Classification Studies and Working Papers		Until Superseded	No	Public
PER02500	Pay Equity: Summary		Permanent	No	Public
PER02700	Personnel Files - Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination	No	Public/Private MS 13.43
PER02720	Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge	No	Public/Private MS 13.43
PER02730	License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superseded	No	Public

School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02740	Employee's Response Letter to Any Document in Personnel File		Same As Document To Which They Are Responding	No	Private MS 13.43
PER02750	Seniority Lists		MS122A.40, Subd. 19 Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)	No	Public
PER02800	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	2 Years	No	Public/Private MS 13.43
PER03000	Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution	No	Public/Private MS 13.43
PER03100	Worker's Compensation - Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years	No	Private MS 13.43 MS 176.231
PER03200	Worker's Compensation	Claims Summary, Summary information From Carrier	6 Years after Termination	No	Public/Private MS 13.43 MS 176.231

SPECIAL EDUCATION

School District General Records Retention Schedule

Section: Special Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
SPC00100	Special Education Records		The permanent record of the student's name, address, phone number, grades, attendance, and grade level completed may be maintained without time limitation 34 C.F.R. 300.573(b)	No	Private MS 13.32

STUDENTS

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00200	Accident Reports - Student		Permanent	No	Private MS 13.32
STD00300	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent	No	Private MS 13.32
STD00400	Emergency Care Information		Until Supersceded or 3 Years after Graduation/Leave District	No	Private MS 13.32
STD00500	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent	No	Private MS 13.32
STD00510	Attendance and Membership Data	MARRS Data - Detailed	3 Years	No	Private MS 13.32
STD00600	Health and Immunization information		At least five (5) years after the student attains the age of majority (18), so until the age of (23) MS 123.70, Subd. 7	No	Private MS 13.32
STD00610	School Nurse Notes	Anecdotal Records	6 Years after Graduation/Leave District	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00610	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years after Graduation/Leave District	No	Private MS 13.32
STD00700	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent	No	Private MS 13.32
STD00800	Demographic Information	District Census	Permanent	No	Public/Private MS 13.32
STD00810	Demographic Information	Student Directory information	1 Year	No	Public
STD00820	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Until Leave District or Superseded by Subsequent order, whichever sooner	No	Public/Private MS 13.32
STD00900	LEP Reports	Home Language Reports (LEP)	3 Years	No	Public/Private MS 13.32
STD01000	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year	No	Private MS 13.32
STD01100	Homeschool Records		Permanent	No	Private MS 13.32
STD01200	Preschool Screening		Permanent	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD01300	Nonresident Pupil Attendance Applications/Agreements		3 Years after Graduation	No	Private MS 13.32
STD01410	School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File	No	Private MS 13.32
STD01420	School Performance Data	Transcripts	Permanent	No	Private MS 13.32
STD01500	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Retain permanently; has historical value	Yes	Public
STD01510	Auxiliary Organization Records	Graduation Programs	Retain permanently; has historical value	Yes	Public
STD01520	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Retain permanently; has historical value	Yes	Public
STD01530	Driver Education Files		1 Year	No	Public

TRANSPORTATION

School District General Records Retention Schedule

Section: Transportation

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
TRN00100	Claims for Transportation Aid		3 Years	No	Public
TRN00200	Contractor Correspondence/Reporting		3 Years after Completing Contract	No	Public
TRN00300	Contracts With Independent Contractors		3 Years after Completing Contract	No	Public
TRN00400	Equipment Inventories	See Buildings			
TRN00500	Equipment Maintenance Records		Life of Equipment	No	Public
TRN00600	Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years	No	Public
TRN00700	Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years, MS+D19 127A.41	No	Private MS 13.32
TRN00800	Transportation Mileage Records		3 Years	No	Public
TRN00900	Transportation Reimbursements		6 Years	No	Public

8.A.2.e. 523 Policies Incorporated by Reference

Adopted: _____

MSBA/MASA Model Policy 523

Orig. 1995

Revised: _____

Rev. 2012

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in the school district's policies are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to students:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; <u>Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices</u>
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Model Policy 511	Student Fundraising
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 613	Graduation Requirements
Model Policy 614	School District Testing Plan and Procedure
Model Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
Model Policy 616	School District System Accountability
Model Policy 707	Transportation of Public School Students
Model Policy 708	Transportation of Nonpublic School Students
Model Policy 709	Student Transportation Safety Policy
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 801	Equal Access to School Facilities

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References:

Cross References:

8.A.2.f. 534 Sunday Night/Family Night

It shall be the policy of District 110 to prohibit the scheduling of any school-sponsored functions and activities, including extra-curricular activities, on Sundays, in order to provide students with time for church, family, friends, homework, etc. When possible, the District will avoid scheduling any school-sponsored activities after 6:30 p.m. on Wednesday evenings.

Exceptions to this policy include:

- (1) State or nationally scheduled activities when the school district has no control over the time, date or location of the event.
- (2) Cases where there are extenuating circumstances. These instances must be pre approved by the Superintendent or their designee and student attendance shall be voluntary.
- (3) Programs directly under the auspices of Community Education are exempt from this policy.

MSHL Bylaw Reference: Minnesota State High School League Bylaw 411

Policy Adopted: January 2004 / revised April 2006/ revised April 2009
Independent School District #110
Waconia, MN

8.A.3. **Series 700 Non-Instructional Operations**

8.A.3.a. 711 Videotaping on School Buses

Adopted: _____

MSBA/MASA Model Policy 711

Orig. 1995

Revised: _____

Rev. ~~2009~~ 2012

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers 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 on the bus.
2. 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.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

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. Rules Parts 1205.0100-1205.2000 (Data Practices)
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/MASAModel Policy 709 (Student Transportation Safety Policy)
[MSBA/MASA Model Policy 712 \(Video Surveillance Other Than on Buses\)](#)
MSBA Service Manual, Chapter 2, Transportation

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**