

Regular Meeting

Monday, May 10, 2021 7:00 PM

Waconia City Hall, 201 S Vine Street, Waconia, MN 55387

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. Staff Retirements and Recognition Video

Phyllis Haberman 10 years
Cynthia Van Kirk 13 years
Michele Felt 13 years
Denise Storms 14 years
Bob Klitzke 17 years
Jodeen Bass 19 years
Kristie Niebeling 22 years
Tracy Hart-Trunkenbolz 23 years
Marianne Nelson 24 years
Dave Aeling 32 years
Mark Fredericksen 33 years

3.B. Thank you Student Board Representatives

Riley Woodle
Cameron McCabe

3.C. Upcoming Meetings:

4. MINUTES OF PREVIOUS MEETING

Regular Meeting
Monday, April 12, 2021 7:00 PM

Waconia City Hall
201 S Vine Street
Waconia, MN 55387

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

Call to order by Chair Geller at 7:05 PM

Members present: Geller, Johnson, Weinand, R. Myers, A.Myers, DeBoer, Bullis
Members absent: none

Motion by Weinand to adopt agenda
Bullis second
All in favor
Motion carried

3. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE

3.A. Upcoming Meetings:

- April 26 School Board Listening Hour w/WEA 5:30PM (virtual)
- April 26 School Board Work Session 7:00PM @ WHS B107
- May 3 Finance & Facilities Committee 6:00PM (virtual)
- May 10 Policy Committee 6:00PM @ Waconia City Hall
- May 10 Regular Board Meeting 7:00PM @ Waconia City Hall
- May 24 School Board Work Session 7:00PM @ WHS B107

4. MINUTES OF PREVIOUS MEETING

Approve minutes of the March 1 regular and March 15 special meetings

Motion by Weinand to approve minutes of the March 1 regular and March 15 special meetings
Bullis second
All in favor
Motion carried

5. CONSENT AGENDA

Motion by Weinand to approve consent agenda as presented
Bullis second
all in favor
Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

5.B.1. HR Recommendations

5.B.2. Termination and Non-Renewal of Probationary Teachers

5.B.3. Resolution Relating to the Termination and Non-Renewal of a Probationary Teacher

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

6.B.1. Monthly Financial Reports

6.B.2. SOD Approval Letter

6.B.3. 2020-2021 Preliminary Budget Process

6.C. Superintendent's Report

Presenter: Pat Devine, Superintendent

7. ACTION ITEMS

Motion by Weinand to approve second read board policies

Bullis second

All in favor

Motion carried

7.A. Second read of policies that require an annual review (prior to Student Handbook development)

7.A.1. 616 School District System Accountability

- No MSBA changes since last review

7.A.2. 524 Internet Acceptable Use and Safety Policy

- No MSBA changes since last review

7.A.3. 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

- No MSBA changes since last review

7.A.4. 514 Bullying Prohibition Policy

- No MSBA changes since last review

7.A.5. 506 Student Discipline

- No MSBA changes since last review

7.A.6. 415 Mandated Reporting of Maltreatment of Vulnerable Adults

- No MSBA changes since last review

7.A.7. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

- No MSBA changes since last review for both policy and form

7.A.8. 413 Harassment and Violence

- No MSBA changes since last review

7.A.9. 410 Family and Medical Leave Policy

- No MSBA changes since last review

8. DISCUSSION ITEMS

9. BOARD COMMITTEE REPORTS

9.A. Self-Governance & Superintendent Relations Committee

9.B. Leadership & District Service Committee

9.C. Finance & Facilities Committee

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: Johnson reported CE's adapting during pandemic – managing to still offer some programming

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 to adjourn by Weinand

Bullis second

All in favor

Motion carried

Meeting adjourned at 7:57 PM

5. **CONSENT AGENDA**

5.A. Bills and Wire Transfers

| CHECK NUMBER | VENDOR | CHECK DATE | CHE TYP | AMOUNT | POST MONTH |
|-----------------|----------------------------------|---------------|------------|-----------|---------------|
| 601006 | AMAZON CAPITAL SERVICES | 04/09/2021 | R | 5,109.37 | April |
| 601007 | WACONIA EDUCATION ASSOCIATION | 04/15/2021 | R | 125.22 | April |
| 601008 | BIFFS, INC | 04/16/2021 | R | 287.92 | April |
| 601009 | BLICK ART MATERIALS | 04/16/2021 | R | 1,920.00 | April |
| 601010 | BSN SPORTS LLC | 04/16/2021 | R | 9,270.00 | April |
| 601011 | CD PRODUCTS INC | 04/16/2021 | R | 965.00 | April |
| 601012 | CITY OF WACONIA | 04/16/2021 | R | 3,246.68 | April |
| 601013 | CITY OF ST BONIFACIUS | 04/16/2021 | R | 140.00 | April |
| 601014 | CONTRACT PAPER GROUP, INC | 04/16/2021 | R | 3,406.20 | April |
| 601015 | COUNTRYSIDE CUSTOM APPAREL | 04/16/2021 | R | 216.10 | April |
| 601016 | CULLIGAN BOTTLED WATER | 04/16/2021 | R | 258.00 | April |
| 601017 | DISTRICT 112 COMM ED | 04/16/2021 | R | 1,500.00 | April |
| 601018 | ECM PUBLISHERS, INC | 04/16/2021 | R | 94.83 | April |
| 601019 | EDEN PRAIRIE HS | 04/16/2021 | R | 450.00 | April |
| 601020 | FENNER, CHRISTINE | 04/16/2021 | R | 400.00 | April |
| 601021 | FOLLETT SCHOOL SOLUTIONS | 04/16/2021 | R | 733.14 | April |
| 601022 | FRED J MILLER INC. | 04/16/2021 | R | 132.00 | April |
| 601023 | INDIANHEAD FS DISTRIBUTOR, INC | 04/16/2021 | R | 19,855.33 | April |
| 601024 | INFINITE HEALTH COLLABORATIVE | 04/16/2021 | R | 25,000.00 | April |
| 601025 | INNOVATIVE OFFICE SOLUTIONS LL | 04/16/2021 | R | 210.68 | April |
| 601026 | JOSTENS | 04/16/2021 | R | 591.00 | April |
| 601027 | MACKIN LIBRARY SERVICE | 04/16/2021 | R | 50.96 | April |
| 601028 | MINI BIFF LLC | 04/16/2021 | R | 97.41 | April |
| 601029 | MONOPRICE INC | 04/16/2021 | R | 57.99 | April |
| 601030 | NAHAN, SHELLY | 04/16/2021 | R | 457.60 | April |
| 601031 | PETTY CASH | 04/16/2021 | R | 203.45 | April |
| 601033 | PREP TIME PRINTING | 04/16/2021 | R | 25.00 | April |
| 601034 | RUPP, ANDERSON, SQUIRES&WALDSPUR | 04/16/2021 | R | 964.14 | April |
| 601035 | SCHOLASTIC BOOK FAIRS-15 | 04/16/2021 | R | 6,103.33 | April |
| 601036 | SHERWIN-WILLIAMS CO | 04/16/2021 | R | 354.30 | April |
| 601038 | TINTES, MATTHEW | 04/16/2021 | R | 448.00 | April |
| 601039 | TWIN CITY HARDWARE | 04/16/2021 | R | 400.00 | April |
| 601040 | UHL CO | 04/16/2021 | R | 1,886.30 | April |
| 601041 | AVIBEN | 04/23/2021 | R | 275.58 | April |
| 601042 | CATRON, CHRISTI | 04/23/2021 | R | 1,300.00 | April |
| 601043 | COUGAR DANCE TEAM BOOSTERS | 04/23/2021 | R | 240.00 | April |
| 601044 | DIAMOND VOGEL PAINT | 04/23/2021 | R | 112.36 | April |
| 601045 | DRUSCH, PETE | 04/23/2021 | R | 90.00 | April |
| 601046 | DURBIN, WILLIAM | 04/23/2021 | R | 980.16 | April |
| 601047 | EVERSONS HARDWARE HANK | 04/23/2021 | R | 245.29 | April |
| 601048 | GKSS RADIN LLC | 04/23/2021 | R | 43.44 | April |
| 601049 | GRALAPP, CRAIG | 04/23/2021 | R | 90.00 | April |
| 601050 | GRAMS, RYAN | 04/23/2021 | R | 90.00 | April |
| 601051 | GRAPHIC SOURCE | 04/23/2021 | R | 1,950.00 | April |
| 601052 | HAPPY FEET SOCCER TWIN CITIES | 04/23/2021 | R | 864.00 | April |
| 601053 | HILLYARD/HUTCHINSON INC | 04/23/2021 | R | 110.88 | April |
| 601054 | HOLTON ELECTRIC CONTRACTORS | 04/23/2021 | R | 317.93 | April |
| 601055 | INDIANHEAD FS DISTRIBUTOR, INC | 04/23/2021 | R | 31,473.71 | April |
| 601056 | INNOVATIVE OFFICE SOLUTIONS LL | 04/23/2021 | R | 161.10 | April |
| 601057 | INTERMEDIATE DIST #287 | 04/23/2021 | R | 8,679.40 | April |
| 601058 | JW PEPPER & SON, INC | 04/23/2021 | R | 191.57 | April |
| 601059 | KOPPI, BILL | 04/23/2021 | R | 300.00 | April |
| 601060 | LEE'S REFRIGERATION | 04/23/2021 | R | 1,033.04 | April |
| 601061 | LVC COMPANIES INC | 04/23/2021 | R | 390.80 | April |
| 601062 | MEDINA ENTERTAINMENT CENTER | 04/23/2021 | R | 1,388.68 | April |
| 601063 | OFFICE DEPOT | 04/23/2021 | R | 74.70 | April |

| CHECK NUMBER | VENDOR | CHECK DATE | CHE TYP | AMOUNT | POST MONTH |
|-----------------|--------------------------------|---------------|------------|------------|---------------|
| 601064 | OFTEDAL, RICHARD | 04/23/2021 | R | 90.00 | April |
| 601065 | PAN-O-GOLD BAKING CO | 04/23/2021 | R | 2,476.04 | April |
| 601066 | PARTS CITY WACONIA | 04/23/2021 | R | 68.99 | April |
| 601067 | Pick A Time | 04/23/2021 | R | 394.00 | April |
| 601068 | PLAINVIEW MILK PRODUCTS COOP | 04/23/2021 | R | 4,992.25 | April |
| 601069 | PLANSOURCE BENEFITS ADMIN INC | 04/23/2021 | R | 2,337.50 | April |
| 601070 | PREP TIME PRINTING | 04/23/2021 | R | 30.00 | April |
| 601071 | REINHART FOODSERVICE LLC | 04/23/2021 | R | 336.77 | April |
| 601072 | RENNEBERG HARDWOODS INC. | 04/23/2021 | R | 4,709.29 | April |
| 601073 | RIVERSIDE INSIGHTS | 04/23/2021 | R | 47.00 | April |
| 601074 | SCHOOL SPECIALTY, LLC | 04/23/2021 | R | 30.78 | April |
| 601075 | SHIFFLER EQUIP SALES, INC | 04/23/2021 | R | 2,579.54 | April |
| 601076 | SPX SPORTS | 04/23/2021 | R | 180.00 | April |
| 601077 | ST JOSEPH CATHOLIC SCHOOL | 04/23/2021 | R | 749.81 | April |
| 601078 | STAPLES ADVANTAGE | 04/23/2021 | R | 428.73 | April |
| 601079 | STARR, CHRISTINE | 04/23/2021 | R | 1,653.00 | April |
| 601080 | STEP SAVER, INC | 04/23/2021 | R | 153.90 | April |
| 601081 | STEVE WEISS MUSIC | 04/23/2021 | R | 5,210.00 | April |
| 601082 | STEWART CRAFTS | 04/23/2021 | R | 144.00 | April |
| 601083 | SWEETWATER | 04/23/2021 | R | 258.95 | April |
| 601084 | THREE RIVERS PARK DISTRICT | 04/23/2021 | R | 344.00 | April |
| 601085 | TOLL GAS & WELDING SUPPLY | 04/23/2021 | R | 11.35 | April |
| 601086 | TRIO SUPPLY COMPANY | 04/23/2021 | R | 841.30 | April |
| 601087 | UHL CO | 04/23/2021 | R | 1,481.20 | April |
| 601088 | VEX ROBOTICS INC | 04/23/2021 | R | 1,462.80 | April |
| 601089 | WA-CO REPAIR | 04/23/2021 | R | 137.49 | April |
| 601091 | WORTZ, TYLER | 04/23/2021 | R | 2,506.00 | April |
| 601092 | ZEPHYR GRAF-X INC. | 04/23/2021 | R | 809.75 | April |
| 601093 | AMAZON CAPITAL SERVICES | 04/23/2021 | R | 5,733.85 | April |
| 601094 | DISTRICT 110 FOUNDATION | 04/30/2021 | R | 10.00 | April |
| 601095 | EYE MED-FIDELITY SECURITY LIFE | 04/30/2021 | R | 128.52 | April |
| 601096 | MESSERLI & KRAMER PA | 04/30/2021 | R | 547.40 | April |
| 601097 | NCPERS GROUP LIFE INS | 04/30/2021 | R | 32.00 | April |
| 601098 | SCHOOL SERVICE EMPLOYEES | 04/30/2021 | R | 80.48 | April |
| 601099 | WACONIA EDUCATION ASSOCIATION | 04/30/2021 | R | 125.22 | April |
| 601100 | 21ST CENTURY SPORTS LLC | 04/29/2021 | R | 1,593.00 | April |
| 601101 | BEST BUY BUSINESS ADV ACCT | 04/29/2021 | R | 64.39 | April |
| 601102 | BSN SPORTS LLC | 04/29/2021 | R | 4,096.23 | April |
| 601103 | CARVER COUNTY PARKS & RECREATI | 04/29/2021 | R | 336.00 | April |
| 601104 | CONTINENTAL CLAY COMPANY | 04/29/2021 | R | 168.00 | April |
| 601105 | ECM PUBLISHERS, INC | 04/29/2021 | R | 126.36 | April |
| 601106 | FEUK, ERIC | 04/29/2021 | R | 1,100.00 | April |
| 601107 | FRANKLIN PRINTING INC | 04/29/2021 | R | 2,228.30 | April |
| 601108 | HIGH POINT NETWORKS, LLC | 04/29/2021 | R | 6,506.76 | April |
| 601109 | HLS OUTDOOR | 04/29/2021 | R | 142.08 | April |
| 601110 | HOLIDAY STATIONSTORES LLC | 04/29/2021 | R | 152.72 | April |
| 601111 | HUGHES, MARY | 04/29/2021 | R | 175.00 | April |
| 601112 | INDIANHEAD FS DISTRIBUTOR, INC | 04/29/2021 | R | 10,407.56 | April |
| 601113 | INGCO INT'L INC | 04/29/2021 | R | 232.50 | April |
| 601114 | INNOVATIVE OFFICE SOLUTIONS LL | 04/29/2021 | R | 129.57 | April |
| 601115 | INNOVATIONAL WATER SOLUTIONS I | 04/29/2021 | R | 164.00 | April |
| 601116 | INSTITUTE FOR SCHOOL & PARISH | 04/29/2021 | R | 300.00 | April |
| 601117 | JOSTENS | 04/29/2021 | R | 3,071.51 | April |
| 601118 | KOCH SCHOOL BUS SERVICE, INC | 04/29/2021 | R | 213,217.40 | April |
| 601119 | LOFFLER COMPANIES | 04/29/2021 | R | 2.77 | April |
| 601120 | MACKENTHUN'S FINE FOODS | 04/29/2021 | R | 179.22 | April |

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| 601121 | MAYER LUMBER CO, INC | 04/29/2021 | R | 455.28 | April |
| 601122 | MEI TOTAL ELEVATOR SOLUTIONS | 04/29/2021 | R | 101.99 | April |
| 601123 | MHS | 04/29/2021 | R | 187.50 | April |
| 601124 | MOUNTAIN STREAM SIGNS & SPORTS | 04/29/2021 | R | 117.86 | April |
| 601126 | MYSA | 04/29/2021 | R | 2,772.00 | April |
| 601127 | NICE SHIRT CO. | 04/29/2021 | R | 115.00 | April |
| 601128 | NOVAK, JANICE | 04/29/2021 | R | 20.00 | April |
| 601129 | ORDWAY CENTER FOR THE PERFORMI | 04/29/2021 | R | 10.00 | April |
| 601130 | REGION 6AA | 04/29/2021 | R | 80.00 | April |
| 601131 | REGION V | 04/29/2021 | R | 721.25 | April |
| 601132 | REINHART FOODSERVICE LLC | 04/29/2021 | R | 345.08 | April |
| 601133 | ROTARY CLUB OF WACONIA-WEST CA | 04/29/2021 | R | 80.00 | April |
| 601134 | SCHEUBLE, MAC | 04/29/2021 | R | 1,500.00 | April |
| 601135 | SCHOOL SPECIALTY, LLC | 04/29/2021 | R | 857.58 | April |
| 601136 | SHAKOPEE SOCCER ASSOCIATION | 04/29/2021 | R | 7,250.00 | April |
| 601137 | SNAP ON TOOLS | 04/29/2021 | R | 2,272.30 | April |
| 601138 | STAPLES ADVANTAGE | 04/29/2021 | R | 73.89 | April |
| 601139 | TERRAFORM PHOENIX II ARCADIA | 04/29/2021 | R | 261.70 | April |
| 601140 | THREE RIVERS PARK DISTRICT | 04/29/2021 | R | 263.50 | April |
| 601141 | TRIO SUPPLY COMPANY | 04/29/2021 | R | 106.17 | April |
| 601142 | UHL CO | 04/29/2021 | R | 2,534.43 | April |
| 601143 | UTECHT, GREG | 04/29/2021 | R | 52.71 | April |
| 601144 | VAN MAANEN, ERIC | 04/29/2021 | R | 153.00 | April |
| 601145 | VANDERLINDE, ANN | 04/29/2021 | R | 1,000.00 | April |
| 601146 | WA-CO REPAIR | 04/29/2021 | R | 32.72 | April |
| 601147 | WICHTERMANS | 04/29/2021 | R | 114.74 | April |
| 601148 | WORDWARE INC | 04/29/2021 | R | 2,630.04 | April |
| 601149 | AMAZON CAPITAL SERVICES | 04/29/2021 | R | 2,574.49 | April |
| 601150 | US POSTAL SERVICE | 04/30/2021 | R | 1,077.08 | April |
| 601151 | BOEGEMAN, DOUG | 05/06/2021 | R | 180.00 | May |
| 601152 | BSN SPORTS LLC | 05/06/2021 | R | 10,078.43 | May |
| 601153 | CARVER COUNTY FINANCE | 05/06/2021 | R | 36,802.09 | May |
| 601154 | CITY OF ST BONIFACIUS | 05/06/2021 | R | 70.00 | May |
| 601155 | COLONY PLAZA, INC | 05/06/2021 | R | 14.33 | May |
| 601156 | COUNTRYSIDE CUSTOM APPAREL | 05/06/2021 | R | 575.00 | May |
| 601157 | EDUCATORS BENEFIT CONSULTANTS | 05/06/2021 | R | 468.09 | May |
| 601158 | FOLLETT SCHOOL SOLUTIONS | 05/06/2021 | R | 1,857.02 | May |
| 601159 | FRANKLIN PRINTING INC | 05/06/2021 | R | 206.84 | May |
| 601160 | HEALY AWARDS INC | 05/06/2021 | R | 610.54 | May |
| 601161 | HELEN SOLAR LLC | 05/06/2021 | R | 5,669.14 | May |
| 601162 | HILLYARD/HUTCHINSON INC | 05/06/2021 | R | 265.46 | May |
| 601163 | HLS OUTDOOR | 05/06/2021 | R | 177.60 | May |
| 601164 | IASCO | 05/06/2021 | R | 488.40 | May |
| 601165 | IEA, INC | 05/06/2021 | R | 235.23 | May |
| 601166 | INDIANHEAD FS DISTRIBUTOR, INC | 05/06/2021 | R | 5,765.80 | May |
| 601167 | INNOVATIVE OFFICE SOLUTIONS LL | 05/06/2021 | R | 449.42 | May |
| 601168 | INNOVATIONAL WATER SOLUTIONS I | 05/06/2021 | R | 164.00 | May |
| 601169 | ISD 911 | 05/06/2021 | R | 50.00 | May |
| 601170 | JW PEPPER & SON, INC | 05/06/2021 | R | 59.93 | May |
| 601171 | KROELLS, LINDA | 05/06/2021 | R | 970.20 | May |
| 601172 | LIGHTSPEED TECHNOLOGIES INC | 05/06/2021 | R | 20,115.00 | May |
| 601173 | MACKIN LIBRARY SERVICE | 05/06/2021 | R | 33.92 | May |
| 601174 | MDE | 05/06/2021 | R | 180.00 | May |
| 601175 | MEDINA ENTERTAINMENT CENTER | 05/06/2021 | S | 5,000.00 | May |
| 601176 | MEDINA ENTERTAINMENT CENTER | 05/06/2021 | S | 5,000.00 | May |
| 601177 | MEI TOTAL ELEVATOR SOLUTIONS | 05/06/2021 | R | 602.00 | May |

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| 601178 | MINI BIFF LLC | 05/06/2021 | R | 84.66 | May |
| 601179 | MY AIR FRESHENER.COM | 05/06/2021 | R | 330.95 | May |
| 601180 | NOVAK, JANICE | 05/06/2021 | R | 260.00 | May |
| 601181 | OFFICE OF MNIT SERVICES | 05/06/2021 | R | 18.07 | May |
| 601182 | ORIENTAL TRADING/FUN EXPRESS | 05/06/2021 | R | 193.76 | May |
| 601183 | Pick A Time | 05/06/2021 | R | 256.40 | May |
| 601185 | REINHART FOODSERVICE LLC | 05/06/2021 | R | 329.35 | May |
| 601186 | RUPP, ANDERSON, SQUIRES&WALDSPUR | 05/06/2021 | R | 73.50 | May |
| 601187 | SFGFII, LLC | 05/06/2021 | R | 15,970.99 | May |
| 601188 | SOUTHWEST METRO INTERMEDIATE D | 05/06/2021 | R | 23,991.17 | May |
| 601189 | TRANS-MISSISSIPPI BIOL SUPPLY | 05/06/2021 | R | 102.87 | May |
| 601190 | TRINITY LUTHERAN SCHOOL | 05/06/2021 | R | 74.98 | May |
| 601191 | TRIO SUPPLY COMPANY | 05/06/2021 | R | 331.73 | May |
| 601192 | UHL CO | 05/06/2021 | R | 1,762.33 | May |
| 601193 | UNIVERSITY OF IOWA | 05/06/2021 | R | 398.00 | May |
| 601195 | WORTZ, TYLER | 05/06/2021 | R | 1,000.00 | May |
| 601196 | WRITE IMAGE COMMUNICATIONS | 05/06/2021 | R | 157.50 | May |
| 601197 | YOUTH ENRICHMENT LEAGUE | 05/06/2021 | R | 1,480.00 | May |
| 20200807 | APPLE ITUNES | 04/10/2021 | W | 2.99 | April |
| 20200808 | MAILCHIMP | 04/10/2021 | W | 170.00 | April |
| 20200809 | WACONIA CHAMBER OF COMMERCE | 04/10/2021 | W | 25.00 | April |
| 20200810 | TARGET BANK | 04/10/2021 | W | 459.18 | April |
| 20200811 | MASBO | 04/10/2021 | W | 50.00 | April |
| 20200812 | B&H PHOTO-VIDEO | 04/10/2021 | W | 107.36 | April |
| 20200814 | PARTSTOWN | 04/10/2021 | W | 171.70 | April |
| 20200815 | NATIONAL RESTAURANT ASSOC. | 04/10/2021 | W | 179.00 | April |
| 20200817 | ALDI | 04/10/2021 | W | 7.92 | April |
| 20200821 | MONKEY WRENCH PRODUCTIONS LLC | 04/10/2021 | W | 62.49 | April |
| 20200822 | Midwest Gym Supply | 04/10/2021 | W | 736.00 | April |
| 20200823 | SCIENCEPURCHASE.COM | 04/10/2021 | W | 130.65 | April |
| 20200825 | GIMKIT LLC | 04/10/2021 | W | 59.88 | April |
| 20200826 | MN ASSOC. FAMILY & EARLY EDUC. | 04/10/2021 | W | 300.00 | April |
| 20200827 | SCIENCE MUSEUM OF MINNESOTA | 04/10/2021 | W | 518.70 | April |
| 20200828 | BALLASTSHOP | 04/10/2021 | W | 116.75 | April |
| 20200829 | REPUBLIC SERVICES | 04/10/2021 | W | 381.72 | April |
| 20200830 | MRI SOFTWARE LLC | 04/10/2021 | W | 16.00 | April |
| 20200831 | JAGUAR COMMUNICATIONS | 04/10/2021 | W | 57.28 | April |
| 20200833 | VALLEY ATHLETIC ASSOCIATION | 04/10/2021 | W | 462.50 | April |
| 20200834 | EAST RIDGE | 04/10/2021 | W | 420.00 | April |
| 20200835 | ARBITERSPORTS | 04/10/2021 | W | 213.32 | April |
| 20200836 | EDPUZZLE INC | 04/10/2021 | W | 11.50 | April |
| 20200837 | MICHAELS | 04/10/2021 | W | 617.73 | April |
| 20200839 | WILSON LANGUAGE TRAINING CORP | 04/10/2021 | W | 289.00 | April |
| 20200840 | MANN LAKE LTD | 04/10/2021 | W | 354.23 | April |
| 20200842 | MN VALLEY ELECTRIC CORP | 04/10/2021 | W | 163.07 | April |
| 20200843 | ECM PUBLISHERS, INC | 04/10/2021 | W | 52.00 | April |
| 20200844 | VICTORIA ROSE FLORAL INC | 04/10/2021 | W | 76.91 | April |
| 20200846 | SWIM OUTLET.COM | 04/10/2021 | W | 44.92 | April |
| 20200847 | CANION CREATIONS | 04/10/2021 | W | 68.00 | April |
| 20200848 | GENERATION GENIUS, INC. | 04/10/2021 | W | 495.00 | April |
| 20200862 | BLUE CROSS AND BLUE SHIELD OF | 04/15/2021 | W | 14,141.83 | April |
| 20200864 | EDUCATIONAL SUPPORT PARA UNION | 04/15/2021 | W | 10.32 | April |
| 20200865 | INTERNAL REVENUE SERVICE | 04/15/2021 | W | 15,069.78 | April |
| 20200866 | LIFE INS CO OF NORTH AMERICA | 04/15/2021 | W | 105.65 | April |
| 20200867 | MN CHILD SUPPORT PYMT CENTER | 04/15/2021 | W | 134.00 | April |
| 20200868 | MN DEPT OF REVENUE | 04/15/2021 | W | 2,699.85 | April |

| CHECK NUMBER | VENDOR | CHECK DATE | CHE TYP | AMOUNT | POST MONTH |
|-----------------|--------------------------------|---------------|------------|-----------|---------------|
| 202000869 | MN TEACHERS RETIREMENT ASSN | 04/15/2021 | W | 2,233.40 | April |
| 202000870 | PERA | 04/15/2021 | W | 6,672.46 | April |
| 202000871 | EDUCATORS BENEFIT CONSULTANTS | 04/15/2021 | W | 4,839.79 | April |
| 202000872 | FURTHER | 04/15/2021 | W | 364.92 | April |
| 202000873 | BLUE CROSS AND BLUE SHIELD OF | 04/30/2021 | W | 13,906.82 | April |
| 202000875 | EDUCATIONAL SUPPORT PARA UNION | 04/30/2021 | W | 8.41 | April |
| 202000876 | INTERNAL REVENUE SERVICE | 04/30/2021 | W | 11,971.37 | April |
| 202000877 | LIFE INS CO OF NORTH AMERICA | 04/30/2021 | W | 235.30 | April |
| 202000878 | MN CHILD SUPPORT PYMT CENTER | 04/30/2021 | W | 137.50 | April |
| 202000879 | MN DEPT OF REVENUE | 04/30/2021 | W | 2,157.42 | April |
| 202000880 | MN TEACHERS RETIREMENT ASSN | 04/30/2021 | W | 1,945.60 | April |
| 202000881 | PERA | 04/30/2021 | W | 5,401.14 | April |
| 202000882 | EDUCATORS BENEFIT CONSULTANTS | 04/30/2021 | W | 4,839.79 | April |
| 202000883 | FURTHER | 04/30/2021 | W | 364.92 | April |
| 202000950 | KANSAS STATE BANK | 04/15/2021 | W | 346.75 | April |
| 202000951 | SECURITY BANK & TRUST CO | 04/01/2021 | W | 165.75 | April |
| 202000952 | HR SIMPLIFIED INC | 04/20/2021 | W | 339.00 | April |
| 202000953 | PMA | 04/30/2021 | W | 20.83 | April |
| 202000954 | AUTHORIZE.NET | 04/02/2021 | W | 5.00 | April |
| 202000955 | AFFINETY SOLUTIONS, INC | 04/12/2021 | W | 21.00 | April |
| 202000956 | TWIN CITIES SOCCER LEAGUES | 04/12/2021 | W | 54.00 | April |
| 202000957 | XCEL ENERGY | 04/02/2021 | W | 65.53 | April |
| 202000958 | T-MOBILE | 04/05/2021 | W | 3,313.33 | April |
| 202000959 | AT&T MOBILITY | 04/07/2021 | W | 174.28 | April |
| 202000960 | SPRINT WIRELESS | 04/12/2021 | W | 68.54 | April |
| 202000961 | CENTERPOINT ENERGY | 04/26/2021 | W | 81.73 | April |
| 202100066 | DELANEY, DAVID | 04/09/2021 | A | 122.70 | April |
| 202100067 | BLEGEN, JILL | 04/22/2021 | A | 150.00 | April |
| 202100068 | BLOEM, JENNIFER | 04/22/2021 | A | 27.99 | April |
| 202100069 | BOSCH, ALAN | 04/22/2021 | A | 300.00 | April |
| 202100070 | BUCK, DAWN | 04/22/2021 | A | 120.00 | April |
| 202100071 | DOLEZAL, KATHLEEN | 04/22/2021 | A | 150.00 | April |
| 202100072 | DULEBOHN, JESSECA | 04/22/2021 | A | 143.49 | April |
| 202100073 | JANTZ, MATTHEW | 04/22/2021 | A | 79.98 | April |
| 202100074 | JOHNSON, DAVID | 04/22/2021 | A | 25.00 | April |
| 202100075 | PINGEON, SARA | 04/22/2021 | A | 100.01 | April |
| 202100076 | SCHOENFELDER, GREGORY | 04/22/2021 | A | 150.00 | April |
| 202100077 | WAGENER, RICKY | 04/22/2021 | A | 39.99 | April |
| 202100078 | WOYNO, IVAN | 04/22/2021 | A | 500.00 | April |
| 202100079 | KURTZ, ROXANNE | 04/29/2021 | A | 120.00 | April |
| 202100080 | BRAUNWARTH, CHRISTINE | 05/06/2021 | A | 120.00 | May |
| 202100081 | LADWIG, MICHEL | 05/06/2021 | A | 130.00 | May |
| 202100082 | NELSON, TIFFANY | 05/06/2021 | A | 80.24 | May |
| 202100083 | SCHUETTE, JEAN | 05/06/2021 | A | 26.99 | May |

Totals for checks 2,763,052.88

FUND SUMMARY

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|------|-----------------------------|---------------|---------|------------|--------------|
| 01 | General | 1,732,864.57 | 0.00 | 739,058.61 | 2,471,923.18 |
| 02 | Food Service | 59,520.37 | 0.00 | 92,300.69 | 151,821.06 |
| 04 | Community Service | 80,558.56 | 0.00 | 55,875.02 | 136,433.58 |
| 45 | OPEB Irrevocable Trust Fund | 0.00 | 0.00 | 20.83 | 20.83 |
| 80 | General Trust | 0.00 | 0.00 | 354.23 | 354.23 |
| 81 | Rygh Trust Fund | 0.00 | 0.00 | 1,000.00 | 1,000.00 |
| 82 | Meyer Hall Trust | 0.00 | 0.00 | 1,500.00 | 1,500.00 |
| *** | Fund Summary Totals *** | 1,872,943.50 | 0.00 | 890,109.38 | 2,763,052.88 |

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

5.B. Human Resource Items:

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

BOARD OF EDUCATION

Regular Meeting – May 10, 2021

AGENDA SECTION: **APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**

AGENDA ITEM: Human Resource Recommendations

ITEM ADDED BY: Sonya Sailer, Director of Human Resources

Employment

| | | |
|--|--|-----|
| Albee, Ruth Replacement | Learning Disabilities Teacher Long-term Substitute | WHS |
| Beery, Alisa Replacement | Educational Assistant-SPED 32.5 hrs/wk; Short-term assignment | BV |
| Benson, Natalie Replacement | Kindergarten Teacher Long-term Substitute | LT |
| Constantine, Tonya Replacement | Assistant High School Principal 1.0 FTE; 245 days; 2021-22 | WHS |
| Hood, Ainsley Replacement | Physical Sciences Teacher 1.0 FTE; 184 days; 2021-22 | WMS |
| Jacoway, Kimberly Replacement | Social Studies Teacher Long-term Substitute | WHS |
| Karow, Heather Replacement | Grade 1 Teacher Long-term Substitute | LT |
| Koglin, Hannah New Position | Special Education Teacher 1.0 FTE; 184 days; 2021-22 | WHS |
| Kretchman-Grande, Joseph Replacement | Social Studies Teacher 1.0 FTE; 184 days; 2021-22 | WHS |

| | | |
|---|--|-----------|
| Mueller, Ryan Replacement | Network Specialist 1.0 FTE; 261 days | ESC |
| Nobel, Lawson Replacement | Kids' Company Aide Part-time; hours will vary | Comm Educ |
| Pauly, Wyatt Replacement | Kids' Company Aide Part-time; hours will vary | Comm Educ |
| Threlkeld, Joshua Replacement | Social Studies Teacher 0.75 FTE; 184 days; 2021-22 | WLC |
| Vesta, Amanda Replacement | Early Childhood Program Supervisor 1.0 FTE; 261 days; 2021-22 | Comm Educ |

Employee Status Changes

Niebeling, Kristie, ECFE Teacher from 26 hours/week to 29 hours/week in ECFE.

Leaves of Absence

Gustafson, Stacy, Kindergarten Teacher at LT.

Kunst, Brian, Custodial Cleaner at BV.

Extended Leave of Absence per Minnesota Statute Section 122A.46

Schaust, Rachelle, Autism Spectrum Disorders Teacher at LT.

Retirements/Resignations/Terminations

Amott, Lisa, Media Assistant at WMS.

Bass, Jodene, Educational Assistant at BV.

Beilby, Terra, Health Associate at LT and WMS.

Felt, M. Michele, Educational Assistant at WHS.

Gothmann, Kylee, Kids' Company Aide at Community Educ.

Larsen, Alyssa, Social Studies Teacher at WHS.

Larsen, Nathan, Learning Disabilities Teacher at WHS.

Moen, Lee, Business Education Teacher at WHS.

Niebeling, Kristie, Early Childhood Family Education Teacher at ECFE.

Regnier, Emma, SPED Educational Assistant at SV.

Storms, Denise, Custodial Cleaner at WHS.

Swanson, Charles, Kids' Company Aide at Community Educ.

Wiese, Kelly, Grade 4 Teacher at SV.

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

5.C. Receipts of Donation

6. **REPORTS**

6.A. Student Representative Report

6.B. Finance Report

Presenter: Todd
Swanson, Director of
Finance & Operations

Budget and Finance Report

May 10, 2021

Action Items:

1. OPEB Trust Fund – Potential Board Approval of a Resolution

Steve Pumper with PMA has provided the Board with a sample resolution for potential investment opportunities for our OPEB trust fund monies and we need to determine next steps. The resolution is included as an attachment. Steve Pumper will be on hand to answer any questions the board may have.

Discussion Items:

1. Monthly Financial Reports

District staff has gathered information for the monthly financial reports. The monthly reports for March 2021 will be reviewed with the board.

2. COVID-19 Funding Update-

District staff recently provided the board an update on COVID-19 funding at the 4-26-2021 work session. A request was made to provide additional detail on the expenses. A more detailed report is attached.

3. Green Ribbon School Update -

The district recently provided information to a reporter about its Green Ribbon School Award. District staff is providing the update to the school board at this time as well.

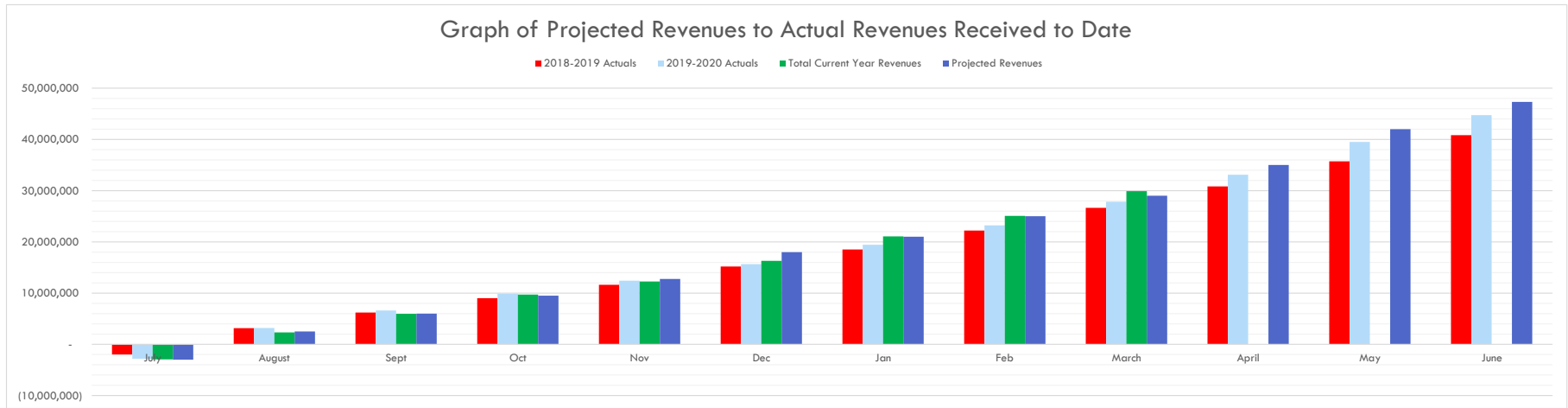
4. 2021-2022 Preliminary Budget Process -

The district has begun the process of building the 2021-2022 budget. Initial input is being gathered from Principals and Administrators regarding programs and staffing levels. Discussions with the Finance and Facilities Committee will be held as district staff moves forward with the development of the 2021-2022 Preliminary Budget. A draft of the newly suggested reports to be added to the annual budget by program and detail by program are attached for the board to review. District staff is planning to present a budget showing a growth of 50 students as discussed at the April 26, 2021 work session at the June 14, 2021 school board meeting.

5. Other Items -

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

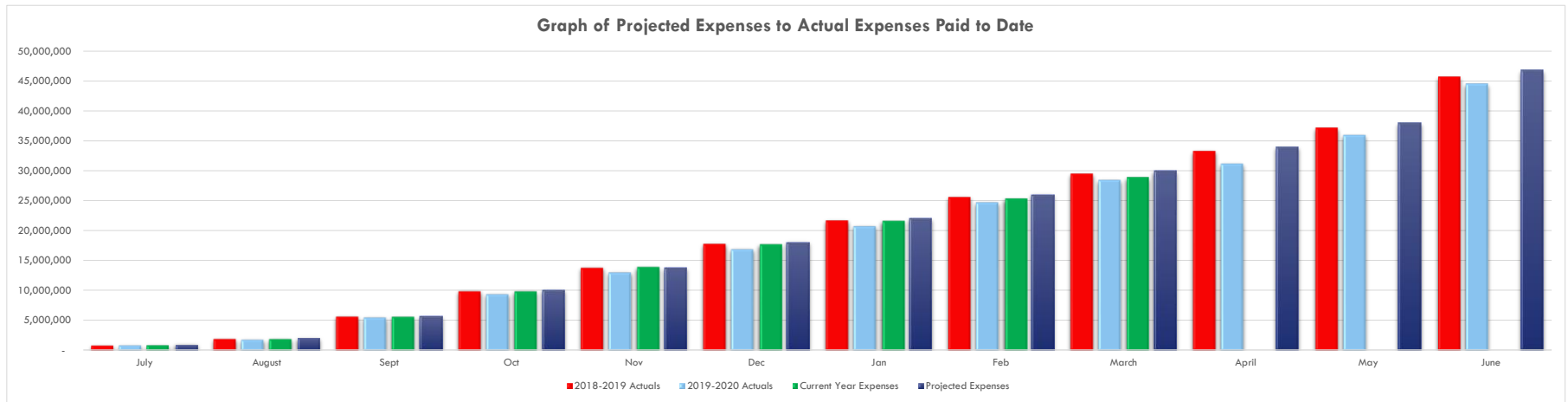
| Source | YTD Revenues | | | | | | | | | | | |
|-----------------------------|--------------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|
| | July | August | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June |
| 2018-2019 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 |
| 2019-2020 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 | 44,733,092 |
| Total Current Year Revenues | (2,932,099) | 2,317,584 | 5,947,942 | 9,701,163 | 12,262,567 | 16,301,851 | 21,071,392 | 25,065,497 | 29,910,420 | - | - | - |
| Projected Revenues | (3,000,000) | 2,500,000 | 6,000,000 | 9,500,000 | 12,750,000 | 18,000,000 | 21,000,000 | 25,000,000 | 29,000,000 | 35,000,000 | 42,000,000 | 47,304,552 |



Note: Does not include Revenues for the Long Term Facilities Maintenance Program or the Operating Capital Program.

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 |
| 2018-2019 Actuals | 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 |
| 2019-2020 Actuals | 870,799 | 1,810,173 | 5,570,238 | 9,463,995 | 13,096,806 | 16,978,666 | 20,803,404 | 24,770,335 | 28,507,593 | 31,196,971 | 35,966,336 | 44,514,903 |
| Current Year Expenses | 885,376 | 1,917,344 | 5,645,664 | 9,899,193 | 13,967,930 | 17,737,007 | 21,621,686 | 25,334,072 | 28,865,040 | - | - | - |
| Projected Expenses | 950,000 | 2,000,000 | 5,650,000 | 10,000,000 | 13,750,000 | 18,000,000 | 22,000,000 | 26,000,000 | 30,000,000 | 34,000,000 | 38,000,000 | 46,805,755 |



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

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

| Source | Month to Date Received | Year to Date Received | Current Full Year Projection | % Received to Date |
|---|-----------------------------------|----------------------------------|---|---------------------------|
| Local Revenues | 128,928 | 3,855,980 | 6,953,741 | 55.45% |
| State Revenues | 4,563,524 | 24,610,209 | 38,238,244 | 64.36% |
| Federal Aids & Grant | 151,939 | 1,433,227 | 2,095,317 | 68.40% |
| Local Sources & Other Financing Sources | 532 | 11,004 | 17,250 | 63.79% |
| Totals | 4,844,923 | 29,910,420 | 47,304,552 | 63.23% |
| Capital Outlay | 15,500 | 65,712 | 1,408,331 | 4.67% |
| Long-Term Facilities Maintenance | - | 10,512 | 337,275 | 3.12% |

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

| Source | Month to Date Expended | Year to Date Expended | Current Full Year Projection | % Expended to Date |
|--|-----------------------------------|----------------------------------|---|---------------------------|
| Salaries and Wages | 2,302,498 | 17,148,347 | 27,597,069 | 62.14% |
| Employee Benefits | 956,890 | 6,976,569 | 10,825,193 | 64.45% |
| Purchased Services | 171,774 | 3,299,213 | 5,683,998 | 58.04% |
| Supplies and Materials | 98,141 | 1,213,934 | 2,208,764 | 54.96% |
| Capital Expenditures | 71 | 103,748 | 119,962 | 86.48% |
| Other Expenditures & Other Financing Sources | 1,594 | 123,229 | 370,769 | 33.24% |
| Totals | 3,530,968 | 28,865,040 | 46,805,755 | 61.67% |
| Capital Outlay | 51,160 | 1,229,552 | 1,593,682 | 77.15% |
| Long-Term Facilities Maintenance | 4,132 | 198,682 | 329,310 | 60.33% |



MN TRUST Monthly Statement

(30553-301) 2008 OPEB BONDS (Municipal Advisory Account)

Statement Period
Mar 1, 2021 to Mar 31, 2021

Statement for the Account of:
WACONIA ISD 110

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY

| | IS |
|--------------------------|---------------------|
| Beginning Balance | \$250,151.41 |
| Dividends | \$4.34 |
| Credits | \$0.00 |
| Checks Paid | \$0.00 |
| Other Debits | (\$20.83) |
| Ending Balance | \$250,134.92 |
| Average Monthly Rate | 0.02% |

TOTAL IS **\$250,134.92**

TOTAL FIXED INCOME **\$1,745,000.00**

ACCOUNT TOTAL **\$1,995,134.92**

WACONIA ISD 110
MARY OVERBY
512 INDUSTRIAL BLVD
WACONIA, MN 55387



WACONIA ISD 110

Statement Period

Mar 1, 2021 to Mar 31, 2021

TRANSACTION ACTIVITY

| BEGINNING BALANCE | | | | | | | \$250,151.41 |
|---------------------------|-------------------|--------------------|--|-------------------------|------------------------|--------------------|--------------------------------|
| MN TRUST PORTFOLIO | | | | | | | |
| Transaction | Trade Date | Settle Date | Description | Redemption/Debit | Purchase/Credit | Share Price | Shares this Transaction |
| 724465 | 03/15/21 | 03/15/21 | Associated Banking Fee Redemption OPEB account maintenance - January 2021 | (\$20.83) | | \$1.00 | (20.830) |
| 726436 | 03/31/21 | 03/31/21 | Dividend Reinvest | | \$4.34 | \$1.00 | 4.340 |
| TOTALS FOR PERIOD | | | | (\$20.83) | \$4.34 | | (16.490) |
| ENDING BALANCE | | | | | | | \$250,134.92 |



WACONIA ISD 110

Statement Period
Mar 1, 2021 to Mar 31, 2021

CURRENT PORTFOLIO

| Type | Code | Holding ID | Trade | Settle | Maturity | Description | Cost | Rate | Face/Par | Market Value |
|---------------------------|------|------------|----------|----------|----------|---|-----------------------|--------|-----------------------|-----------------------|
| IS | | | | 03/31/21 | | IS Account Balance | \$250,134.92 | 0.020% | \$250,134.92 | \$250,134.92 |
| CD | N | 284073-1 | 07/02/20 | 07/02/20 | 06/30/21 | TEXAS CAPITAL BANK | \$249,500.00 | 0.200% | \$249,996.96 | \$249,500.00 |
| CD | N | 286687-1 | 12/01/20 | 12/01/20 | 06/30/21 | CIBC BANK USA / PRIVATE BANK - MI | \$101,000.00 | 0.083% | \$101,048.18 | \$101,000.00 |
| CD | N | 284049-1 | 07/01/20 | 07/01/20 | 07/01/21 | THIRD COAST BANK, SSB | \$248,900.00 | 0.411% | \$249,922.46 | \$248,900.00 |
| CD | N | 284050-1 | 07/01/20 | 07/01/20 | 07/01/21 | SERVISFIRST BANK | \$248,700.00 | 0.500% | \$249,943.50 | \$248,700.00 |
| CD | N | 284051-1 | 07/01/20 | 07/01/20 | 07/01/21 | WESTERN ALLIANCE BANK / TORREY PINES BANK | \$147,400.00 | 0.151% | \$147,622.57 | \$147,400.00 |
| CD | N | 284817-1 | 08/12/20 | 08/12/20 | 08/12/21 | PREFERRED BANK | \$249,500.00 | 0.104% | \$249,758.25 | \$249,500.00 |
| CD | N | 286278-1 | 11/04/20 | 11/04/20 | 11/04/21 | BANK 7 | \$200,000.00 | 0.101% | \$200,202.00 | \$200,000.00 |
| CD | N | 286685-1 | 12/01/20 | 12/01/20 | 12/01/21 | WESTERN ALLIANCE BANK / TORREY PINES BANK | \$100,000.00 | 0.154% | \$100,154.00 | \$100,000.00 |
| CD | N | 286686-1 | 12/01/20 | 12/01/20 | 12/01/21 | FIRST BANK OF OHIO | \$200,000.00 | 0.123% | \$200,245.00 | \$200,000.00 |
| Totals for Period: | | | | | | | \$1,995,134.92 | | \$1,999,027.84 | \$1,995,134.92 |

Weighted Average Portfolio Yield: 0.190 %
 Weighted Average Portfolio Maturity: 138.55 Days

Deposit Codes:
 N) Single FEIN

Portfolio Summary:

| Type | Allocation (%) | Allocation (\$) | Description |
|------|----------------|-----------------|------------------------|
| IS | 12.54% | \$250,134.92 | IS Activity |
| CD | 87.46% | \$1,745,000.00 | Certificate of Deposit |

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments (excluding SDA investments).

"Cost" is comprised of the total amount you paid for the investment including any fees and commissions.

"Rate" is the Net Yield to Maturity.

"Face/Par" is the amount received at maturity.

"Market Value" reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and Commercial Paper and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".



MN TRUST Monthly Statement



About Your Account and Statement

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with Prudent Man Advisors, LLC.

Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. CD's and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

MN Trust Activity

This section shows all of the activity in the MN Trust Investment Shares. The Average Rate represents the average net interest rate over the previous month which is then annualized. Income Summary represents the interest earned for the Month and Fiscal Year to Date.

Information regarding the MN Trust investment objectives, risks, charges and expenses can be found in the MN Trust information statement, which can be obtained at www.investmntrust.com or by calling PMA at the phone number listed.

An investment in the Investment Shares or any Term Series is not a bank deposit and it is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other governmental or private agency. Although the Investment Shares each seeks to maintain a stable value of \$1.00 per share, it is possible to lose money by investing in a Term Series, which may impose a substantial penalty for redemption prior to the full term of the Series.

Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, charges and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any certificates of deposit listed are located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.

How to Contact PMA

Please call (630) 657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

How to Contact Pershing, LLC

Please call (201) 413-3530 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

In accordance with FINRA Rule 2267, PMA Securities, LLC is providing the following information in the event you wish to contact FINRA. You may call (301) 590-6500 or write to FINRA at 1735 K Street NW, Washington, D.C. 20006-1500. In addition to the public disclosure number (800) 289-9999, FINRA provides an investor brochure which describes their Public Disclosure Program. Additional information is also available at www.finra.org.

**Waconia Public Schools
CARES Act Federal Funding
As of 4-30-21**

| Source | Expense Type | 2019-2020 Expense | 2020-2021 Expense | Total Spent |
|--------------------------|--------------------|----------------------|----------------------|-------------|
| ESSER I 90% | | | | |
| | Salary | \$0 | \$32,976 | |
| | Benefits | \$0 | \$12,774 | |
| | Purchased Services | \$0 | \$0 | |
| | Supplies | \$4,083 | \$8,026 | |
| | Total | \$4,083 | \$53,775 | \$57,859 |
| ESSER I 9.5% | | | | |
| | Salary | \$0 | \$30,600 | |
| | Benefits | \$0 | \$0 | |
| | Purchased Services | \$0 | \$9,622 | |
| | Supplies | \$0 | \$22,707 | |
| | Total | \$0 | \$62,929 | \$62,929 |
| GEER | | | | |
| | Salary | \$0 | \$0 | |
| | Benefits | \$0 | \$0 | |
| | Purchased Services | \$19,347 | \$8,321 | |
| | Supplies | \$0 | \$0 | |
| | Total | \$19,347 | \$8,321 | \$27,668 |
| CARES Act | | | | |
| | Salary | \$0 | \$210,926 | |
| | Benefits | \$0 | \$45,714 | |
| | Purchased Services | \$0 | \$76,256 | |
| | Supplies | \$0 | \$637,379 | |
| | Total | \$0 | \$970,276 | \$970,276 |
| Total Received and Spent | | | | \$1,118,731 |

Green Ribbon School Award

Report on Progress and Initiatives

April 19, 2021

There are many components to get a Green Ribbon School Award but mostly it's a mindset about doing what we can as Education Institutions to do our part to be better stewards of the resources we are provided every day. Summarized below are the programs Waconia Public School is involved in that I believe play a key part in our being recognized as a Green Ribbon School District.

- **Solar Energy Projects** – The District is involved in four solar energy gardens in the immediate area which are scheduled to produce over 2 million kilowatts of electricity per year. In the most recent twelve months we have received credits from Xcel Energy totaling over \$275,000. Our payments to the solar energy companies during that same time period totaled almost \$250,000 for a net budget savings of \$25,000 annually. This may not seem like a lot of money until you realize that the \$250,000 represents electricity generated by the sun instead of the more traditional ways of producing electricity.
- **LED Lighting Project** – The District recently, the summer of 2020, engaged in a LED retrofit project of over 1,500 fixtures which is projected to save over 1.1 million kilowatt hours of electricity every year. The total net cost of the project, after rebates, was about \$815,000 and the return on the investment was projected at 4.9 years. The annual savings from that project are estimated at \$159,000 with annual costs estimated at \$95,000 per year for ten years. The savings impact of about \$64,000 per year is very welcome to the district. The environmental savings of 446 tons of coal not being burned to supply the electricity or the equivalent of 21,524 U.S. forest acres not being cut down is also very welcome.
- **Water Projects - Ponds** – The District has invested in water storage projects at Laketown Elementary School, Waconia High School, Southview Elementary School – (Planned for the Summer of 2021) and at Bayview Elementary School. These ponds or underground storage tanks in the case of Bayview Elementary provide recycled water to the District to irrigate its outdoor playground areas. The district is pleased to be able to irrigate its fields with recycled water sources.
- **Food Service Initiatives** – The Food Service Department thru its Café 110 has entered into multiple initiatives as part of the green school initiative. Prior to the COVID-19 pandemic the District switched from cartons of milk to bulk milk. The savings, both in terms of milk disposed of but empty cardboard cartons of milk as well has been significant. In a study we did comparing bulk milk use in the 2019-2020 school year to the carton milk program in the 2018-2019 school year we found the following:

- We disposed of 1,140 gallons of unwanted milk in the 2018-2019 school year as compared to 45 gallons in the 2019-2020 school year.
- We disposed of 110,000 fewer milk carton in the 2019-2020 school year as compared to the 2018-2019 school year.

We were very pleased with how the students had received the bulk milk program and are looking forward to reintroducing it in the fall of 2021 for all students in the District.

Waconia Public School through Café 110 also has reintroduced scratch cooking at all of its kitchens. This program has been well received and the district now makes its own pasta - over 28 varieties, cookies, muffins, bars, pizza, breakfast bars, meatballs, granola, fruit crisps, and pancakes to name a few. Café 110 use local sources for much of the supplies needed so we are able to reuse the boxes and crates uses in providing the supplies rather than more and more cardboard boxes and the like in a typical heat and serve kitchen. The students are encourage to take what they want and to eat what they take and for the most part that is happening which is leading to much less food waste than was seen in years past. Café 110 is also very involved in the edible classroom project and uses many of the food stuffs created in the garden in the meals served to the students. It is an initiative that keeps growing and changing every year.

In summary, Waconia Public Schools is very proud of its green initiatives and we try to live the example every day. We continue to look for ways to be more environmentally friendly, implement conservation strategies and cultivate more healthy and productive classrooms for the students we serve.

WACONIA SCHOOL DISTRICT

6,131 NEW LED FIXTURES
LED Retrofit of 1,534 Fixtures

3/10/20

FINANCIAL SUMMARY

Annual Savings **\$159,168**

Cost of not converting to LED:

Monthly: \$13,264

Daily: \$436

Annual Energy Savings **\$110,656**

Annual Equipment Savings **\$39,863**

AC Savings **\$8,649**

LED Upgrade **\$1,037,828**

Less Utility Rebate **\$223,848**

NET INVESTMENT **\$813,980**

Includes All Project Costs.

**Investment is after Utility Rebate,
Guaranteed By Noble CS.**

Utility Rates are based on TODAY'S rates. Increases over time
are not factored into financial model.

Such increases will only improve investment.

Equipment & AC Savings results are based on Industry-Standard
calculations, compiled using customer-specific data.

RESULTS

Lighting KWh Prior 1,966,566

Lighting KWh After 863,164

Annual KWh Savings 1,103,402

ENERGY SAVED 57%

ROI
4.9 Years

Yearly Environmental Impact

178 Cars Removed From U.S. Roads

446 Tons of Coal Not Burned In U.S.

21,524 U.S. Forest Acres Not Cut

the
BRIGHT
SCHOOLS
project

nobleconservationsolutions

energy management • lighting • recycling • operational improvements

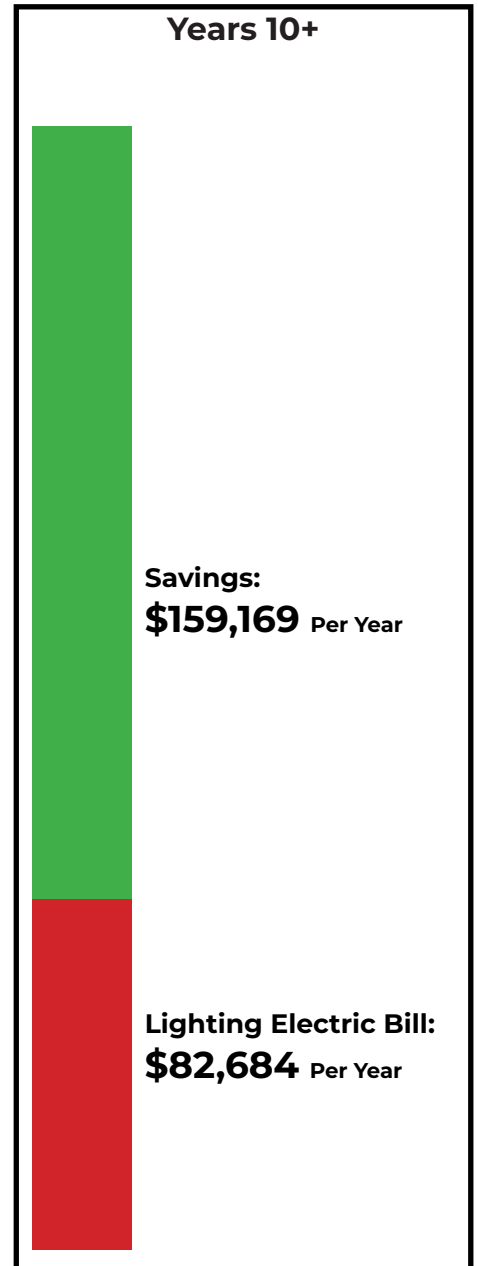
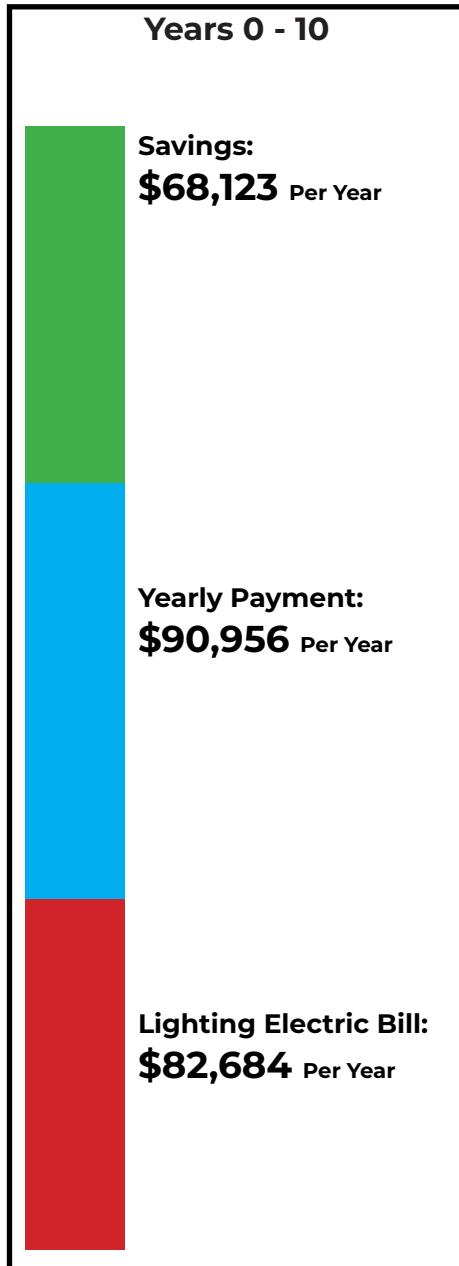
WACONIA SCHOOL DISTRICT

BRIGHT SCHOOLS PROJECT GUARANTEED SAVINGS

10 YEAR TIME-FRAME; 10 YEAR LEASE, DELAYED PAYMENT

Our Guarantee contract will cover, at a minimum, the yearly payment.
There is Zero Maintenance Savings (976 Hours per Year) Included in the Calculation.

| | | |
|---|------------|--|
| Yearly Payment, 10 Years | (\$90,956) | <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p style="margin: 0;">Percent Savings</p> <p style="margin: 0; font-size: small;">Percent of your current lighting expenditure that will go back in your budget AFTER monthly payment</p> </div> <div style="font-size: 2em; font-weight: bold; color: green;">29.1%</div> </div> |
| Yearly Lighting Savings | \$159,168 | |
| Yearly Cash Flow | \$68,213 | |
| POSITIVE CASH FLOW: Financial Gain Over 10 Years | \$682,120 | |



6.C. Superintendent's Report

Presenter: Pat
Devine,
Superintendent

LEADERSHIP HIGHLIGHTS

May 2021

Elementary:

All schools are doing a variety of activities to honor our outstanding teachers and nurses.

Teacher Appreciation: We begin the last month of school by reflecting on the school year and sharing our deepest gratitude and appreciation for our teachers. We appreciate and are truly grateful for the love our teachers pour into our students! Our teachers have taken great care of our children in the midst of a worldwide pandemic! They have been mindful, loving, caring, resilient, and flexible! They continually go the extra mile to teach and ensure the success of each of our children! We are filled with gratitude and deep appreciation for our ISD ONE10 Teaching Team! We are celebrating great teaching and learning in District 110 - We are One10!

School Nurse Appreciation: Thank you to District ONE10 Nurses!

Our nurses have gone above and beyond to take care of the needs of our students through a school year combined with COVID-19 and quarantine. They have worked late nights and weekends to care for our students and respond to our families. On National School Nurse Day, we take special time to celebrate and recognize the contributions that our school nurses have made throughout this school year!

We will bring the school year to a close with teachers working on class placements, spring assessments, and spring events. Spring Events include a combination of Kindergarten Programs, Gr. 4 Student Showcase, Gr. 5 Graduation and Farewell, Track and Field and Incoming Kindergarten Preview. We are proud of our students' resilience, perseverance, and positive attitude!

We send a heartfelt thank you to our ISD110 School Board members for your strong leadership, guidance, and care during these unprecedented times. We appreciate and acknowledge the long hours you are putting in to make wise decisions for our school community! Thank you!

Middle School:

Teacher Appreciation Week

Students and families were encouraged to take the opportunity to share their thanks and gratitude for the impact our teachers have on the children in our communities. The WMS PTO took great care of the teachers with gift bags and morning coffee and donuts on Friday. Support staff, the WMS administration, and the district also showed their gratitude and appreciation with edible gifts and words of thanks. We also took the opportunity to recognize our WMS teachers that have reached milestone years in ISD 110.

Congratulations to the following staff on reaching a milestone year in ISD 110!

30 Years- **Kim Ryan, Beth Gerritsen**

25 Years- **John Kelzer**

20 Years- **Dan Benham, Tom McDonald, Missy Ohm, and Ron Stacken**

10 Years- **Jodi Anderson, Britta DeVinny, Evan Jones, and Phil Snyder**

April Teacher of the Month

On Monday, we honored our April WMS Teacher of the Month, 7th-grade language arts teacher, Ms. Millikan. Ms. Millikan was nominated by seventh-grade student Sklyler Morse. Sklyler wrote about her appreciation of the help MS. Millikan has provided her with reading. She wrote, "... she helped me find a series of books to read. I used to hate to read. Thanks to Ms. Millikan I can pick up a book and read without stopping" Congratulations to Ms. Millikan the WMS April Teacher of the Month and thank you to Sklyler for submitting a well-written nomination letter. Both Ms. Millikan and Sklyler received treats including Laketown chocolates and Target gift cards as tokens of appreciation from the WMS PTO.

Above and Beyond

This year the WMS PTO created an avenue to recognize the essential groups at WMS that go above and beyond to make WMS such a great school. The April Above and Beyond Group are the consistent substitute teachers we have had frequently at WMS this year. The award states, "On behalf of the parents, students, and staff, THANK YOU for going above and beyond to ensure that our students have a safe and healthy environment to come to every day. We couldn't do any of this without you. "

Presented to: **LAURA JUNEAU, BODIL EMPTING, JESSICA STOCKSTEAD, CAMBRIA JACOBS, AMANDA GROEPPER, AMY SCALA, MARTHA HOFFMAN, DARLENE ENGELMAN, PETER SELF, CLAUDIA LEHESTE, MIKE WERNER, KURT ANDERSEN**

Congratulations Mr. Klitzke!

Thank you to Mr. Kinkel's 1st and 4th hour PLP classes for creating the correct sequences on roughly 600 rubiks cubes to honor Mr. Klitzke as he prepares for retirement at the end of the school year. Mr. Klitzke is a business education teacher currently teaching keyboarding in 6th-grade and Computer Applications in 7th grade.



High School:

Welcome to May and a steady stream of year-end ceremonies, events, and activities. We kicked May off with Prom on May 1. The senior-only event included a grand march, with a meal and hypnotist at Median Event Center.

Looking ahead, here are a few of the highlighted events:

May 12 - Academic Lettering, where we recognize 10-12 grade students who have earned and maintained a cumulative GPA of 3.33 or higher, and those who have 4.0 GPAs.

May 17 - NHS Induction Ceremony, where we recognize students who are members of the National Honor Society.

May 21 - Spring Choir Concert (this is the only choir concert we've been able to have this year)

May 24 - Senior Awards Night, where we present all of our scholarships and recognize our students who will be graduating with Honors.

May 27 - Spring Band Concert (just like choir, this is the only band concert this year).

May 30 - Commencement

We continue to work with Covid 19 restrictions, so all of these events will be for parents only.

The Commencement ceremony will be live-streamed for those who are unable to attend.

We continue to cross our fingers and hope that the final month of school will look and feel a little more normal as we make plans to end on a positive note.

Activities: www.waconiaathletics.com

The 2021 WHS Athena Award Winner Addy Salzer!

Sponsored by the Minneapolis Athena Awards Committee, the Athena Award is a unique recognition program designed exclusively for female high school seniors. The Athena Awards program honors the athletic achievements of 56 high school seniors from Minneapolis and suburban area public and private high schools. Selection of the outstanding female athlete from each school is based on excellence in individual sports or for participation and accomplishments in team sports. Students who excel in athletic activities, who show leadership qualities, and who are model citizens are eligible for the award.

Adelyne Salzer, daughter of Jeannine and Timothy Salzer, is an outstanding student athlete that has led by example as a four year member of the Waconia High School Girls' Varsity Basketball team. Addy's commitment to the court has resulted in positive outcomes for not only her team, but for her personally, as she dedicated countless hours to the game! Addy earned four varsity letters and was a 4 time recipient of the MSHSL Spotlight on Scholarship award. Additionally, Addy's consistent and skilled efforts helped lead the 2019-2020 Wildcat Girls' Basketball team to their first ever MSHSL State tournament appearance! In her senior season, Addy was selected Team Captain and led the 2021 team to the Section 2AAA Championship game. Head Coach Dusty Neibauer, described Addy as "a fantastic person and captain...a true leader that committed tirelessly to the goals of the team and to becoming her best self, on and off of the court. Driven by her heart and passion for the game, Addy's dedicated efforts over the years and strong competitive spirit resulted in uniting the team while making school history". Addy has attained many truly amazing conference, section and state accomplishments including being named Wright County Conference All Conference 4 times, Section 2AAA Girls' Basketball Champion (2020), Section 2AAA Girls' Basketball Runner-up (2021) and a 2020 MSHSL Girls' Basketball State participant (in a tournament unfortunately cut short due to Covid-19).

Addy has also thrived academically securing top honors as a 4.0 student athlete through the beginning of her Junior year and has maintained an impressive 3.9 GPA throughout her Junior and Senior years. Additionally, Addy has been named Academic All State while taking on challenging Spanish courses, advanced placement courses and extending her learning as a PSEO student. Addy has been very active in school activities and in the community participating in a variety of program offerings including: National Honor Society and serving as a church and youth basketball program volunteer. During the pandemic, Addy took an active role in cheering up the elderly by making greeting cards for local nursing home residents. Addy will take her

extremely solid resume to Iona College, New York and continue to excel while playing for the Gaels on a basketball scholarship and pursuing a major in business!

Congratulations Addy!!

Community Ed:

Thank you to all of the Early Childhood and Kid Company teachers and staff that have worked so hard this year! There have been a lot of struggles but a lot of positives as well. It has been a great school year! I hope you all enjoy your week as we celebrate you!

We are still accepting Kids' Company registrations for summer as well as for next school year. Please visit the Community Education website for more information.

Our spring/summer brochure is now online. There are many camps, clinics and youth enrichment opportunities for kids this summer. Check it out!

Human Resources:

Applicant reviews and interviews are currently taking place for our available 2021-2022 teaching positions with some of those new teachers listed on tonight's School Board agenda. New teachers will begin their first year in our School District during our annual New Faculty Orientation, which is scheduled to begin on Tuesday, August 17, 2021. It's tradition for our School Board members to join us for the noon luncheon that day in the Waconia High School's Commons. Please let Jessica Kilian know if you are available and plan to attend.

Exit interviews are being held with our School District's retiring employees this month and a summary of their responses will be provided to the School Board this summer. Our retirees consistently talk about how proud they are of our School District and its commitment to educating students. When asked how they're going to remember our district, the most common answer is always "fondly!" They express thanks for the opportunities they have been provided over their many years of employment, the wonderful relationships they have made with students and families, and for the amazing friendships they have made within our ISD One10 team.

Teaching & Learning:

Professional Growth, Reflection and Evaluation Plan

The current D110 Professional Growth, Reflection, and Evaluation Plan (i.e. Teacher Evaluation Model) sunsets in Spring of 2021. We have been working under this plan for the past 7 years and feedback gathered from faculty in 2019 clearly indicated a desire for change. In response, districtwide subcommittees have been meeting and working to completely overhaul the district plan.

This year, 30 teachers participated in a pilot of the Marzano Focused Teacher Evaluation Model and have provided valuable feedback related to their experience. We thank Nate Byrne, WEA President, for his involvement and leadership and will be seeking joint approval of this plan in June.

Cultural Competence Teacher Cohort (Year 2)

This year, 52 teachers participated in the Cultural Competence cohort. Opportunities for learning and reflection included:

- Participation in the Intercultural Development Inventory
- Intercultural Leadership in Education Course with Impact Lives
- Collaborative work on Intercultural Development Plans (10+ hours)
- Bridging Cultural Differences - Understanding Identity and Diversity Course with the YMCA Center for Equity and Innovation

District 110 will continue to move forward with opportunities for learning and engagement, and will continue to build school cultures that support diversity, equity, and inclusion.

Preparing for 2021-2022

This has been an extraordinary and challenging year. As the school year winds down for students, many teachers are preparing for changes and new opportunities in the coming year. Over the summer months, Teaching and Learning will offer and support professional growth opportunities. Here are some examples:

- Marzano Focused Teacher Evaluation Model Training - All Faculty
- Advanced Placement Training - Select WHS Faculty
- Project Lead the Way Training - Select WMS and WHS Faculty
- Foundations Word Study Training - Grade 3 Faculty
- WMS Mathematics Curriculum and Program Review - WMS Math Team

Superintendent:

Teacher Appreciation Week

The week of May 3 - 7 was a well deserved celebration to honor our teachers and staff. All have done phenomenal work this year for ONE10. The ONE10 Staff have gone above and beyond expectations during the COVID-19 pandemic. We would like to recognize and acknowledge all staff at ISD 110 who work so hard every day to make us ONE10. For all those that would like to show their ONE10 pride and honor our staff send in your expressions of gratitude at:

ONE10Proud@isd110.org.

Here's an example of what we are getting from the community. This person attached several photos of her daughter in class.

Hello!

This campaign is SO great! I think our early educators deserve so much thanks! Not only are they providing great education to our littlest learners, they are also supporting parents as we entered into distance learning with our preschoolers. They have had to teach both parents and students which is challenging in the hands on learning stage. Wildcat preschool staff has done such an amazing job at creating educational activities and the outlines for them that help us parents! Here is my little Wildcat during her time in DL this year with Ms Mary Weber & Ms Trisha.

Another grateful parent let us know that she sent these packets to Bayview teachers. The card talks about how "You Rock" and included a pack of "Extra" gum.



Once again, teachers and staff, thank you for being so great! We Are ONE10!!!!

Staff Retirements

This time of year is also bittersweet for ONE10 as we say goodbye to retiring staff. We wish them the best but will surely miss them. Each retiree has contributed so much to what makes us such a great school district. They all have made a huge impact on many. Congratulations the Retiree Class of 2021!!!!

Dave Aeling - Industrial Technology Teacher at WHS
Jodee Bass - Title I Educational Assistant at BV
Michele Felt - Special Education Educational Assistant at WHS
Mark Fredericksen - Principal at WHS
Phyllis Haberman - Receptionist at District Offices
Tracy Hart - Math Teacher at WMS
Bob Klitzke - Business Education Teacher at WMS
Marianne Nelson - Special Education Educational Assistant at WMS
Denise Storms - Custodian at Waconia High School
Cynthia Van Kirk - Licensed School Nurse at WHS
Kristie Niebeling - ECFE Teacher

Governor's Announcement

On Thursday, May 6, Governor Walz announced changes to the COVID-19 restrictions for the state of MN and unveiled a plan to get us back to normal. One of the overall messages being...the faster that Minnesota residents get vaccinated, the faster that COVID restrictions and

mandates will go away. This is exciting. We are hopeful this will lead to our schools getting back to a normal setting. Back to an environment where all students are thriving. The following is the information that the MDE sent out in response to the Governor's announcement.

MDE Commissioner Heather Mueller What This Means for Schools

Safe Learning Plan

The Safe Learning Plan—including Executive Orders 20-19, 20-82, 20-94 and 20-95—will continue to be in full effect for the remainder of the 2020-21 school year. This means you should continue following the Safe Learning Plan until whenever the last teacher contact day is for your individual school district or charter school.

Summer Programming

The Minnesota Department of Health (MDH) has released updated [guidance for all organizations](#) which outlines social distancing, quarantine, contact tracing, hygiene, masking and other requirements. This guidance will continue to be updated as we move through the steps outlined above. Schools should refer to this guidance as they plan and implement summer programs following the end of the school year. Additional health and safety recommendations for summer programming will be provided to schools in the coming weeks.

Middle and high schools will continue to be able to offer COVID-19 testing for students through the state program throughout the summer.

Face Covering Requirements

Beginning May 7, masks will no longer be required outdoors for venues under 500 people – including during recess. Face coverings will continue to be required indoors until the statewide requirement is lifted.

Looking Ahead

We are continuing to partner with MDH to plan for next fall. We remain hopeful that we won't need to have a Safe Learning Plan for the 2021-22 school year. MDE and MDH will continue to provide guidance and recommendations for schools to ensure learning can safely continue. We will provide more information in the coming weeks.

Thank you, again, for your partnership and leadership throughout this school year.

***Heather Mueller, Ed.D.
Commissioner of Education***

COVID-19 Information

As we start to emerge to see the light at the end of the tunnel, we need everyone to continue doing their part. Please be responsible and continue to follow protocols. As we have during the

entire pandemic, we will continue to monitor our [Determining Factors](#) to guide us in the decision-making process. Our best chance of getting back to normal is to have as many people vaccinated as possible. According to what Governor Walz shared during his May 6 address, Minnesota leads the nation with 90% of those eligible to be vaccinated either wanting to get vaccinated or have already done so. Our own student surveys show that over 80% of students 16 years of age and older plan to get vaccinated. This percentage will help us get to normalcy.

National Nurses Day

If there ever was a group to be recognized, it's ONE10's nursing staff! National Nurses Day is Wednesday, May 12. Our health services staff has stood tall throughout this year as they faced some tough COVID challenges. We are grateful for all their outstanding work and heavy lifting that they do day-in and day-out. Our ONE10 health services staff have worked under incredibly stressful circumstances and have done so with professionalism and grace.

Let's celebrate our ONE10 Health Services Staff on Wednesday, April 12th!!!!

SWMetro Intermediate School Online Academy Enterprise

Families with students who want to remain distance learning in the 2021-2022 school year will have an awesome option to stay in ONE10. Design teams from ONE10 and SWMetro are creating a K-12 online school. We fully anticipate having a catalog of options for parents to check out by July. We will be sending out a survey to ask about interest in online school. Having everyone remain a Wildcat is extremely important to us! Go Cats!

Tiered Bussing at ONE10 Fall of 2021

As stressful and chaotic as COVID has been for everyone this year, there have been some positives that have come out of it. Such as, we discovered that tiered bussing does and can work in ONE10. Tiered bussing has multiple benefits, one of the biggest ones being...elementary and secondary students are kept on separate busses. We are working with Koch Bus Company on logistics and plan to offer this in the fall. Exact timing is being finalized but we know that elementary students will start and end their day a little earlier and secondary students will start and end their day a little later. The beauty of all this is it can be done in a cost neutral model. We are excited to bring this opportunity to ONE10 as modified start times and tiered bussing are shown to be a better learning model for all age groups.

Preliminary Budget Work

The finance office has started to prepare the preliminary budget for the upcoming fiscal year which starts on July 1. We are working with the school board as there are lots of moving parts. A prelim budget is built on educated assumption with a contingency of about 1% for out of our control unknowns. One of the biggest unknowns at this point is what the state legislature will decide to do for schools. There are several other factors but, the first look appears to show ISD 110 in a very strong operating financial position, thanks to our voters passing the Operating Levy last fall. Our budget is looking quite healthy and we should be able to buy down our Statutory Operating Debt (SOD) by at least \$1.5 million. This is great news for ONE10 as many districts across the state are facing budget shortfalls due to COVID. A big thanks to ONE10

administration, teachers, staff for holding the line and hats off to the community for supporting our schools! The ONE10 Admin Team and School Board will create the prelim budget to be recommended in June.

Year End Survey to be Sent to Parents, Students and Staff

The end of the school year Reflective Survey will be sent to parents, students and staff in the next two weeks. We look forward to reviewing feedback and using it to make improvements to ONE10. We are thankful in advance for the feedback we will receive.

Random Act of Kindness Day May 13th

Each year at ONE10 we have designated May 13 as a Random Act of Kindness Day. Superintendent Devine has been doing this ever since his sister, Ann Devine, passed away years ago. This idea has taken off in our ONE10 community. Ann had Down Syndrome and was the brightest light in the family. Every part of her was kind, bringing joy and love to everyone she met. In a year like we all are going through, we need to show love and grace to each other more than ever. Let's all do something random to show kindness on May 13. If you want others to know how you brought joy to someone, tell us about it, share a photo or video:

ONE10Proud@isd110.org

'Year Like No Other' - Let's End Strong

It is something that has been repeated but it still remains so true, it is a year like no other. As we finish the last few weeks of the school year, let's reflect and celebrate all the good things that have happened during the pandemic. It has not been perfect but everyone at ONE10 is committed to giving students their very best. We have a caring and compassionate ONE10 community that has had differences but remained strong throughout the 2020-2021 school year. Let's finish it out by building on the ONE10 positive momentum we currently have going. Enjoy the year end events in a safe and fun way. Continue to be grateful and good to each other. Celebrate the last weeks and be safe. We Are ONE10!!!!

**Happy Mother's Day to All
Thanks for All You Do for Kids!!
WE Are ONE10!**

7. **ACTION ITEMS**

7.A. Resolution Establishing an OPEB Investment
Policy Statement and setting and Equity Parameter
(ROLL CALL VOTE)

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 110 (Waconia Public Schools), State of Minnesota, was held in said school district on _____ at _____ o'clock p.m.

The following members were present:

The following members were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION ESTABLISHING AN OPEB INVESTMENT POLICY STATEMENT
AND SETTING AN EQUITY PARAMETER**

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

The District has an approved Investment Policy which allows for investments under State Statutes 118A and 356A.06 to be used for the investment of OPEB Funds.

The District now further creates an OPEB Investment Policy Statement as follows:

1. OPEB Trust Assets should be invested within the framework of a long term investment horizon.
2. OPEB Trust Assets will take risks consistent with longer term asset classes with a goal of maintain purchasing power relative to inflation and providing sufficient asset value and cash flow to fund OPEB liabilities.
3. Equity investment instruments should be limited to ____% of the total OPEB Trust portfolio.

The motion for the adoption of the foregoing resolution was duly seconded by _____.

On a roll call vote, the following voted in favor:

And the following voted against:

Where upon said resolution was declared duly passed and adopted.

7.B. Extended Field Trip and Travel - Application
for Preliminary Approval

APPENDIX IV

**EXTENDED FIELD TRIP AND TRAVEL/INTERNATIONAL TRAVEL
APPLICATION FOR PRELIMINARY APPROVAL**

**Must submit to applicable building principal, activities director, and superintendent
9 months prior to extended travel, and
18 months prior to international travel**

School Waconia Middle School
Group/Class 6th Grade
Organizer submitting request Rachel Deodhar / Shane Clausen
of students 280 # of school personnel 10 # of chaperones 30
Destination Eagle Bluff Environmental Learning Center
Mode(s) of transportation Bus
Miles round trip 117 x 2 = 234 miles round trip
Educational objective or benefit Unique learning experiences in Science, Soc. St., SEL
and Team Building.
Lodging and meal arrangements
2 trips 11/15/21 - 11/17/21 - 2 nights at EB
11/17/21 - 11/19/21 - 2 nights at EB

TIME

Dates of the trip 1st Trip 11/15/21 - 11/17/21 2nd Trip 11/17/21 - 11/19/21

Days absent: When school is in session 2 / per trip Non-school days _____

COST

Total estimated cost per student/chaperone \$ est. \$140⁰⁰

Funding breakdown:

Student/chaperone \$ 140 per person District \$ 200 per overnight staff member
Other \$ PTO Supported scholarships

PRELIMINARY APPROVAL REQUIRED SIGNATURES

Building administration Shane Clausen Date 5/4/21

Superintendent _____ Date _____

Community Education Director NA Date _____

cc: Health Services

8. **DISCUSSION ITEMS**

8.A. Update on 110 Summer School Programming

Presenter: Teaching &
Learning Department

8.B. First Read Board Policies

8.B.1. 533 Wellness

Adopted: _____

MSBA/MASA Model Policy 533

Orig. 2005

Revised: _____

Rev. ~~2010~~ 2016

533 WELLNESS

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs ~~receive funding from the federal school lunch program~~ are required by the Healthy, Hunger-Free Kids Act of 2010 Child Nutrition and WIC Reauthorization Act of 2004 (“~~the~~ Act”) to have a Wellness Policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as; specific goals for nutrition promotion and education, and physical activity, and other school-based activities that ~~to~~ promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with operational responsibility for the implementation and oversight of the wellness policy to ensure ~~ensuring~~ the school district is in compliance with the policy. ~~The Act provides for technical assistance and information from the Secretary of Agriculture to aid state and local educational agencies and school food authorities in establishing healthy school nutrition environments, reducing childhood obesity, and preventing diet-related chronic diseases.~~]

I. PURPOSE

The purpose of this policy is to set forth methods ~~assure a school environment~~ that promotes student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards ~~and protects students’ health, well-being, and ability to learn by supporting healthy eating and physical activity.~~

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, ~~and~~ physical activity, and other school-based activities that promote student wellness ~~education~~ are essential components of the educational process and that good health fosters student attendance and learning education.
- B. The school environment should promote ~~and protect~~ students’ health, well-being, and ability to learn by encouraging healthy eating and physical activity.

- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public ~~students, parents, teachers, food service staff, and other interested persons~~ in the development, implementation, and periodic review and update of the ~~implementing, monitoring, and reviewing~~ school district's wellness policy ~~nutrition and physical activity policies~~.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS GUIDELINES

[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.]

A. Foods and Beverages

[Note: The Act requires that school districts have nutrition guidelines, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing student obesity.]

- 1. ~~All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans.~~
- 2. ~~Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.~~
- 3. ~~Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.~~
- 4. ~~The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.~~

~~*[Note: The Act requires that the school district's wellness policy provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9(f)(1) and 17(a) of the National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a), as those regulations apply to schools.]*~~

- ~~5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.~~
- ~~6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.~~
- ~~7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.~~

~~B. School Food Service Program/Personnel~~

- ~~1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.~~
- ~~2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.~~
- ~~3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.~~

~~€ A. Nutrition Education and Promotion and Education~~

~~*[Note: The Act requires that wellness policies include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the school district determines is appropriate.]*~~

- ~~1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:~~

- a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte ~~/{snack}~~ lines, vending machines, fundraising events, concession stands, and student stores.
 3. ~~Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.~~

D B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary ~~and fundamental~~ role in promoting ~~and protecting~~ their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

A. School Meals

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 C.F.R. § 210.10 and the meal requirements for breakfasts set forth in 7 C.F.R. § 220.8.]

- 1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.**
- 2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.**
- 3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.**
- 4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.**
- 5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.**
- 6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.**

7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

[Note: Healthy party ideas are available from the USDA.]

 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

[Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]

B. Annual Reporting

[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. § 210.30.]

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

IV. IMPLEMENTATION AND MONITORING

~~*[Note: The Act requires that the wellness policy establish a plan for measuring implementation of the policy, including designation of at least one or more persons within the school district or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the requirements of the wellness policy.]*~~

- ~~A. After approval by the school board, the wellness policy will be implemented throughout the school district.~~
- ~~B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.~~
- ~~C. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.~~
- ~~D. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.~~
- ~~E. The school district will post this wellness policy on its website, to the extent it maintains a website.~~

~~*[Note: The Food and Nutrition Service of the U.S. Department of Agriculture has proposed new rules regarding the implementation of local school wellness policies. The comment period for the proposed rules officially ended in June 2014; however, final rules have not yet been issued. New requirements, particularly regarding record keeping related to the school wellness policy may be required soon. MSBA will update this policy when final rules have been issued.]*~~

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

8.B.2. 405 Veteran's Preference

405 VETERAN'S PREFERENCE

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.

- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all eligible veteran applicants who have proper licensure and qualifications for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has properly claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minn. Stat. § 43A.16.]

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
 Minn. Stat. § 197.455 (Veteran's Preference Applied)
 Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

Original Policy Adopted: May 11, 1998
 Amended: February 11, 2002 / March 10, 2008 / April 2011/ October 2017 / December 2018
 Independent School District No. 110
 Waconia, MN 55387

8.B.3. 406 Public and Private Personnel Data

406 PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data is not available to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information

transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.

- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
1. name;
 2. employee identification number, which may not be the employee’s social security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;
 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 10. job title;
 11. bargaining unit;
 12. job description;
 13. education and training background;
 14. previous work experience;
 15. date of first and last employment;
 16. the existence and status of any complaints or charges against the

employee, regardless of whether the complaint or charge resulted in a disciplinary action;

17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or

telephone number at which the appointee can be reached.

- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person

when the data are relevant to obtaining a restraining order;

2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable

the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated its Director of Human Resources as the authority responsible for personnel data. If you have any questions, contact (952) 442-0600.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)

45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Policy Adopted: November 9, 1970 / Amended October 17, 1988; June 8, 1998
Amended: July 25, 2005/ March 10, 2008 / April 2011/August 2015 / December 2018
Independent School District No. 110
Waconia, MN

8.B.4. 406 Form - Consent to Release Data -
Request from an Employee

Consent to Release Data – Request from an Individual

An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

_____ before you sign it.
[entity contact person name and contact information]

I, _____, give my permission for _____
[name of individual data subject] [name of government entity]

to release data about me to _____ as described on this form.
[name of other entity or person]

1. The specific data I want _____ to release _____.
[name of government entity] [explanation of data]
2. I understand that I have asked _____ to release the data.
[name of government entity]
3. I understand that although the data are classified as private at _____, the
[name of government entity]
classification/treatment of the data at _____ depends on laws or
[name of other entity or person]
policies that apply to _____.
[name of other entity or person]

This authorization to release expires _____.
[date/time of expiration]

Individual data subject's signature _____ Date _____

Parent/guardian's signature [if needed] _____ Date _____

8.B.5. 407 Employee Right to Know - Exposure to
Hazardous Substances

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

[Note: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of Minn. Stat. § 182.653.]

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use,

handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

Policy Adopted: May11,1998
Amended: February 11,2002 / March 10, 2008 / February 2018 / December 2018
Independent School District No.110
Waconia, MN 55387

8.B.6. 408 Subpoena of a School District
Employee

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Policy Adopted: May 11, 1998
Amended: February 11, 2002 / March 10, 2008 / December 2018
Independent School District No. 110
Waconia, MN 55387

8.B.7. 409 Employee Publications, Instructional
Materials, Inventions, and Creations

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for 3 years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:

Original Policy Adopted: May 11, 1998
Amended: February 11, 2002 / December 2018
Independent School District No. 110
Waconia, MN 55387

Adopted: _____

MSBA/MASA Model Policy 419

Orig. 1995

Revised: _____

Rev. ~~2019~~2020

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION AND INSTRUCTION EDUCATION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minn. Stat. § 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

D. *The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.*

III. ~~TOBACCO, AND TOBACCO-RELATED DEVICES, AND VAPING~~ DEFINED DEFINITIONS

~~A.~~ A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, -intended for human consumption ~~that can be used by a person to simulate smoking in the delivery of nicotine or any other substance~~ through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device ~~does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.~~ excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

~~A.B.~~ A.B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

~~C.B.~~ C.B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any ~~tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.~~ drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.-

~~D.E.~~ D.E. “Tobacco-related devices” means cigarette papers or pipes for smoking or other

devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of ~~vapors~~aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

ED. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. “Vaping” means using an activated electronic delivery device or heated tobacco product.”

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING AWARENESS AND PREVENTION INSTRUCTION

A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.

B. The school district may use instructional materials based upon the Minnesota Department of Health’s school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district’s locally developed health standards.

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.

- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: [Minn. Stat. § 120B.238 \(Vaping Awareness and Prevention\)](#)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

8.B.9. 422 Policies Incorporated by Reference

Adopted: _____

MSBA/MASA Model Policy 422

Orig. 1995

Revised: _____

Rev. 202019

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 |
| <u>Model Policy 522</u> | <u>Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process</u> |
| Model Policy 524 | Internet Acceptable Use and Safety Policy |
| Model Policy 525 | Violence Prevention |
| Model Policy 535 | Service Animals in Schools |
| 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:

8.B.10. 427 Work Load Limits for Certain Special
Education Teachers

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

Policy Adopted: August 2015
Amended: December 2018
Waconia Public Schools
ISD 110

8.B.11. 439 Tutoring by District 110 Staff

439 TUTORING SERVICES BY DISTRICT 110 STAFF

School District 110 recognizes that additional tutorial support through direct instruction can be beneficial to students. Teaching staff working in partnership with the building administrator and student's parents can provide tutorial services to students that are intended to improve his/her academic skills within the regulations established by the school district.

I. DEFINITIONS

- A. Teaching Staff -all licensed teaching staff members who are employed by the school district including substitute teachers.
- B. Students - Individuals who are enrolled in educational programs within the district.
- C. Tutoring - Individuals or small group instructional support of academic work to improve a student's understanding of specific skills, subject matter or course offering.

II. TUTORIAL SERVICES

- A. Voluntary Tutorial Services - unpaid services provided a student beyond the school day or school year. Teachers are required to receive administrative approval for use of the facility when services are provided in a district building.
- B. District Approved Tutorial Services - services provided by teaching staff beyond the school day or school year for which staff are reimbursed a fee for their services. District approved tutorial services requires preapproval from the administration based on an established student need. Arrangements for the tutorial services will be completed collaboratively between the building administrator and the teacher providing the services.
- C. Private Tutorial Services - Teachers may not privately tutor a student currently in their class for a fee.
- D. Grading Impact - tutorial services can not directly impact a student's grade. A student's quarterly, semester, trimester or final grade may not be altered as a result of tutorial services provided.

Policy Adopted: January 4, 1999 Amended: July 18, 2005 / May 12, 2008 / April 2017
Independent School District No. 110
Waconia, Minnesota

9. BOARD COMMITTEE REPORTS

9.A. Self-Governance & Superintendent Relations
Committee

9.B. Leadership & District Service Committee

9.C. Finance & Facilities Committee

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