

Regular Meeting

Monday, June 14, 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. Upcoming Meetings:

June 28 School Board Work Session 7pm WHS - Rm B107

July 12 School Board Finance Committee 6pm - District Office

July 12 Policy Committee 6:30pm - District Office

July 19 School Board Meeting 7pm - District Office

4. PRESENTATION

4.A. Strategic Planning Process

Presenter: Kathy
Oliphant and Lindsay
Seim

ISD110 Strategic Plan

Strategic Roadmap - Governance

Description:

- Provides directional clarity for the entire school community
- Includes the Mission, Vision, Core Values, Theory of Action, and Strategic Directions

Aligned to Policy or Statute:

- Policy #104 - School District Mission Statement

Monitored by:

- Superintendent and Board of Education
- The school board shall conduct a comprehensive review every 5-7 years.

Operational Plan - Management

Description:

- Identifies the initiatives that align with the district’s strategic directions
- Initiatives include a subcommittee for oversight, an annual action plan, and monitoring reports

Aligned to Policy or Statute:

- Minn. Stat. § 120B.11 - World’s Best Workforce Goals (WBWF)
- Policy #616 - School District Accountability

Performance Measures:

- District Vision Card and
- Monitoring reports based on goals or outcomes

Monitored by:

- Districtwide subcommittees with administrative leadership and broad stakeholder representation

School Improvement Plans

- School Level -

Description:

- Plans created at the school level to map out annual student achievement goals
- Aligned to the Operational Plan

Aligned to Policy or Statute:

- WBWF Goals and/or
- Statutes that align with the Operational Plan

Performance Measure:

- School-based Vision Cards and
- Monitoring reports based on goals or outcomes

Reviewed Annually and Monitored by:

- Principal
- School Leadership Team

Department Improvement Plans

- Department Level -

Description:

- Plans created at the department level to map out annual improvement goals
- May align to the Operational Plan; or
- May align to a very specific department initiatives

Aligned to Policy or Statute:

- As determined by department

Performance Measure:

- District Vision Card and/or
- Monitoring reports based on goals or outcomes

Reviewed Annually and Monitored by:

- Department or Program Director
- Department or Program Team

Student Achievement Goals or Program Development Goals

- Teacher Level -

Description:

- Part of a teacher’s 3-year Professional Growth, Reflection, and Evaluation Plan (35%)

Aligned to Policy or Statute:

- Minn. Stat. § 120A.40 - Teacher Development and Evaluation

Performance Measure:

- Three-year Student Achievement Goal or Program Development Goal
- Measures include common summative assessments, IEP Goals, or monitoring reports

Reviewed Annually and Monitored by:

- Principal or Evaluator
- Teacher

5. **MINUTES OF PREVIOUS MEETING**

Approve minutes of the May 10 regular, May 23 special, and June 7 special meetings

School Board
Regular Meeting
Monday, May 10, 2021 7:00 PM Central

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

Call to order by Chair Geller at 7:00 PM

Members present: Geller, Johnson, Weinand, A. Myers, R. 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. 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

Motion by Weinand to adopt minutes of the April 12 regular meeting

Bullis second

All in favor

Motion carried

5. CONSENT AGENDA

Motion by Weinand to approve consent agenda

Bullis second

All in favor

Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

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.

5.C. Receipts of Donation

6. REPORTS

6.A. Student Representative Report

6.B. Finance Report

6.C. Superintendent's Report

7. ACTION ITEMS

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

Motion by Weinand to adopt Resolution Establishing an OPEB Investment Policy Statement and setting and Equity Parameter Limit of 25%

Bullis second

Roll call vote taken

All in favor

Motion carried

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

Motion by Weinand to approve Extended Field Trip and Travel - Application for Preliminary Approval for 6th Grade Eagle Bluff Field Trip

Bullis second

All in favor

Motion carried

8. DISCUSSION ITEMS

8.A. Update on 110 Summer School Programming

8.B. First Read Board Policies

8.B.1. 533 Wellness

8.B.2. 405 Veteran's Preference

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

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

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

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

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

8.B.8. 419 Tobacco-Free Environment

8.B.9. 422 Policies Incorporated by Reference

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

~~8.B.11. 439 Tutoring by District 110 Staff~~ (request to pull for further discussion at committee level)

9. BOARD COMMITTEE REPORTS

9.A. Self-Governance & Superintendent Relations Committee

Geller: Superintendent's Evaluation is coming up

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

Motion by Weinand to adjourn

Bullis second

All in favor

Motion carried

Meeting adjourned at 8:32PM

Closed Meeting RE: Labor Negotiations
Strategy
Monday, May 24, 2021 6:00 PM Central

Waconia High School - Media Center
1650 Community Drive
Waconia, MN 55387

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

Call to order by Chair Geller at 6:00 PM

Members present: Geller, Johnson, Weinand, A. Myers, R. Myers, DeBoer, Bullis

Members absent: none

2. Enter Closed Session for Labor Negotiations Strategy

Motion by Weinand to enter into closed session for labor negotiations strategy

Bullis second

All in favor

Motion carried

3. ADJOURNMENT

Motion by Weinand to adjourn

Bullis second

All in favor

Motion carried

Meeting adjourned at 6:20PM

School Board
Special Meeting
Monday, June 7, 2021 6:00 PM Central

Waconia Public Schools - District Office - Conf
Rm A
512 Industrial Blvd.
Waconia, MN 55387

1. Purpose of Special Meeting:

Nonrenewal of a Head Varsity Coaching Contract: After convening in open session, the Board will vote to go into closed session for a discussion about the reasons for nonrenewal of the coaching contract under Minnesota Statutes section 13D.05, subdivision 2(b).

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

Call to order by Chair Geller at 6:00 PM

Members present: Geller, Johnson, Weinand, R. Myers, Bullis

Members absent: A. Myers, L DeBoer

3. CLOSED SESSION TO DISCUSS NONRENEWAL OF A COACHING CONTRACT UNDER MINNESOTA STATUTE SECTION 13d.05, SUBD. 2(b)

Motion by Weinand to enter into closed session

R. Myers second

All in favor

Motion carried

3.A. Resolution to Nonrenew a Coaching Contract

Motion by R. Myers to adopt Resolution to Nonrenew a Coaching Contract

Weinand second

Ayes: R. Myers, Weinand, Bullis, Johnson, Geller

Nays: none

Motion carried

4. ADJOURNMENT

Motion by Weinand to adjourn

Bullis second

All in favor

Motion carried

Meeting adjourned at 7:00 PM

6. **CONSENT AGENDA**

6.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
601198	WACONIA EDUCATION ASSOCIATION	05/14/2021	R	12,159.95	May
601199	ACT	05/13/2021	R	4,340.00	May
601200	AFFINETY SOLUTIONS, INC	05/13/2021	R	640.00	May
601201	AIRGAS USA LLC	05/13/2021	R	557.89	May
601202	ARCHER MECHANICAL	05/13/2021	R	8,029.57	May
601203	BAND SHOPPE	05/13/2021	R	804.95	May
601204	BSN SPORTS LLC	05/13/2021	R	1,296.12	May
601205	CITY OF WACONIA	05/13/2021	R	7,128.21	May
601206	DEMCO, INC	05/13/2021	R	212.80	May
601207	FENNER, CHRISTINE	05/13/2021	R	400.00	May
601208	FRANKLIN PRINTING INC	05/13/2021	R	74.00	May
601209	GRAINGER	05/13/2021	R	118.14	May
601210	H&B SPECIALIZED PRODUCTS	05/13/2021	R	1,844.25	May
601211	HAPPY FEET SOCCER TWIN CITIES	05/13/2021	R	504.00	May
601212	HDL-HARDWARE DISTRIBUTORS, LTD	05/13/2021	R	476.57	May
601213	HIGH POINT NETWORKS, LLC	05/13/2021	R	8,500.00	May
601214	HILLYARD/HUTCHINSON INC	05/13/2021	R	2,143.68	May
601215	INDIANHEAD FS DISTRIBUTOR, INC	05/13/2021	R	32,880.51	May
601216	INNOVATIVE OFFICE SOLUTIONS LL	05/13/2021	R	113.96	May
601217	JW PEPPER & SON, INC	05/13/2021	R	50.00	May
601218	KIDCREATE STUDIO	05/13/2021	R	784.00	May
601219	LAKESHORE LEARNING MATERIALS	05/13/2021	R	783.65	May
601220	LOFFLER COMPANIES	05/13/2021	R	4,796.07	May
601222	METRO FIBERNET LLC	05/13/2021	R	2,144.89	May
601223	NAHAN, SHELLY	05/13/2021	R	424.00	May
601224	NEAL SLATE CO	05/13/2021	R	213.84	May
601225	OCCUPATIONAL HLTH CNTRS MN PC	05/13/2021	R	246.00	May
601226	ORIGO EDUCATION	05/13/2021	R	2,160.87	May
601227	PARTS CITY WACONIA	05/13/2021	R	3.99	May
601228	Peterson, LEANNE	05/13/2021	R	1,155.00	May
601229	RANDYS ENVIRONMENTAL SERV	05/13/2021	R	203.03	May
601230	SAFARI ISLAND COMMUNITY CENTER	05/13/2021	R	80.00	May
601231	SHIFFLER EQUIP SALES, INC	05/13/2021	R	392.41	May
601232	SOUTHWEST METRO INTERMEDIATE D	05/13/2021	R	10,553.60	May
601233	STAPLES ADVANTAGE	05/13/2021	R	150.99	May
601234	STAR TRIBUNE	05/13/2021	R	55.77	May
601235	STORMS WELDING & MFG INC	05/13/2021	R	288.20	May
601236	SUPER TEACHER WORKSHEETS	05/13/2021	R	350.00	May
601237	TAYLOR HUBBARD PHOTOGRAPHY LLC	05/13/2021	R	372.00	May
601238	TINTES, MATTHEW	05/13/2021	R	593.00	May
601239	TRANS-MISSISSIPPI BIOL SUPPLY	05/13/2021	R	204.22	May
601240	TRIO SUPPLY COMPANY	05/13/2021	R	1,112.22	May
601241	WINSTED SOLAR LLC	05/13/2021	R	6,638.83	May
601242	WONDER MEDIA LLC	05/13/2021	R	600.00	May
601243	THREE RIVERS PARK DISTRICT	05/13/2021	R	1,183.00	May
601244	AMAZON CAPITAL SERVICES	05/14/2021	R	10,778.20	May
601245	WICHTERMANS	05/19/2021	R	114.74	May
601246	AMERICAN FLAGPOLE & FLAG CO	05/20/2021	R	708.94	May
601247	AVIBEN	05/20/2021	R	272.94	May
601248	BACH, MASON	05/20/2021	R	35.00	May
601249	BEHRENS, CHARLES	05/20/2021	R	450.00	May
601250	BORG, DWAYNE	05/20/2021	R	90.00	May
601251	BROWER, ROSS	05/20/2021	R	137.00	May
601252	BSN SPORTS LLC	05/20/2021	R	62.07	May
601253	BUCK, HAROLD	05/20/2021	R	137.00	May
601254	BUFFINGTON, GORDON	05/20/2021	R	218.00	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
601255	BULLIS, JASON	05/20/2021	R	60.00	May
601256	CARLSON, DAN	05/20/2021	R	1,720.00	May
601257	COMPAN, BRADY	05/20/2021	R	50.00	May
601258	COUNTRYSIDE CUSTOM APPAREL	05/20/2021	R	539.00	May
601259	ECM PUBLISHERS, INC	05/20/2021	R	102.29	May
601260	ELYEA-WHEELER, KURT	05/20/2021	R	180.00	May
601261	FOLLETT SCHOOL SOLUTIONS	05/20/2021	R	772.49	May
601262	FRANKLIN PRINTING INC	05/20/2021	R	231.60	May
601263	FRITZ, BRIAN	05/20/2021	R	180.00	May
601264	GELMO, IBSAA	05/20/2021	R	81.00	May
601265	GREGUS, DANIEL	05/20/2021	R	218.00	May
601266	HAATAJA, GREG	05/20/2021	R	90.00	May
601267	HARRIS, DENNIS	05/20/2021	R	90.00	May
601268	HERD, KEITH	05/20/2021	R	180.00	May
601269	HUDYMA, DEREK	05/20/2021	R	81.00	May
601270	INDIANHEAD FS DISTRIBUTOR, INC	05/20/2021	R	16,062.57	May
601271	INGCO INT'L INC	05/20/2021	R	45.00	May
601272	INNOVATIVE OFFICE SOLUTIONS LL	05/20/2021	R	197.75	May
601273	JENSEN, STEVE	05/20/2021	R	180.00	May
601274	JOSTENS	05/20/2021	R	1,631.53	May
601275	JUNGWIRTH, JACKSON	05/20/2021	R	50.00	May
601276	KAHMEYER, TROY	05/20/2021	R	81.00	May
601277	KAPLAN EARLY LEARNING COMPANY	05/20/2021	R	280.42	May
601278	KEGLER, MIKE	05/20/2021	R	90.00	May
601279	KOCINA, DAMON	05/20/2021	R	411.00	May
601280	KOTEK, MARK	05/20/2021	R	180.00	May
601281	LARSON, CHRISTOPHER	05/20/2021	R	137.00	May
601282	LEARNING SCIENCES INT'L LLC	05/20/2021	R	9,000.00	May
601283	LEIVERMANN, GUS	05/20/2021	R	50.00	May
601284	LHOTKA, MICHAEL	05/20/2021	R	175.00	May
601285	LINN, JOHN	05/20/2021	R	90.00	May
601286	MAJERUS, JACOB	05/20/2021	R	35.00	May
601287	MAJERUS, LANDON	05/20/2021	R	35.00	May
601288	MARSH, COOPER	05/20/2021	R	35.00	May
601289	MASE	05/20/2021	R	199.00	May
601290	MCGIVERN, JEROME	05/20/2021	R	90.00	May
601291	MERRITT, GEDRIC	05/20/2021	R	270.00	May
601292	MERZER, SHEILA	05/20/2021	R	93.75	May
601293	MN DEPT OF HEALTH	05/20/2021	R	105.00	May
601294	MONOPRICE INC	05/20/2021	R	33.14	May
601295	MOONEN, TOM	05/20/2021	R	180.00	May
601296	MUNOS, SCOTT	05/20/2021	R	81.00	May
601297	MUSIC THEATRE INTERNATIONAL	05/20/2021	R	2,090.00	May
601298	NOBLE CONSERVATION SOLUTIONS	05/20/2021	R	9,651.36	May
601299	NORTHAGEN, DUANE	05/20/2021	R	90.00	May
601300	OFTEDAL, RICHARD	05/20/2021	R	90.00	May
601301	PAGGEN, JOSH	05/20/2021	R	90.00	May
601302	PIECHOWSKI, DENNIS	05/20/2021	R	90.00	May
601304	PLANSOURCE BENEFITS ADMIN INC	05/20/2021	R	2,337.50	May
601305	PODRATZ, JERRY	05/20/2021	R	81.00	May
601306	RAY, CHELSEA	05/20/2021	R	81.00	May
601307	REED, SCOTT	05/20/2021	R	81.00	May
601308	ROISUM, DENNIS	05/20/2021	R	180.00	May
601309	ROUSAN, AUSTIN	05/20/2021	R	355.00	May
601310	SAVANNAH COLLEGE OF ART & DESI	05/20/2021	R	500.00	May
601311	SCHMID, BRIAN	05/20/2021	R	180.00	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
601312	SCHOLASTIC BOOK FAIRS-15	05/20/2021	R	5,071.06	May
601313	SCHOOL SPECIALTY, LLC	05/20/2021	R	159.02	May
601314	SECURITY BANK & TRUST CO	05/20/2021	R	1,139.00	May
601315	SIPE, GARY	05/20/2021	R	90.00	May
601316	SMITH, JASON	05/20/2021	R	90.00	May
601317	SMITH, MCKINZIE	05/20/2021	R	140.00	May
601318	SOCIAL THINKING PUBLISHING	05/20/2021	R	265.53	May
601319	STADTLANDER, DARWIN	05/20/2021	R	90.00	May
601320	STEEN, MITCHELL	05/20/2021	R	105.00	May
601321	STMA YOUTH BASEBALL	05/20/2021	R	425.00	May
601322	SUTHERLAND, SHANDON	05/20/2021	R	50.00	May
601323	THOMPSON, JASON	05/20/2021	R	81.00	May
601324	TRIO SUPPLY COMPANY	05/20/2021	R	1,460.60	May
601325	TURNBULL, BLAINE	05/20/2021	R	81.00	May
601326	TWIN CITY HARDWARE	05/20/2021	R	114.00	May
601327	UHL CO	05/20/2021	R	406.00	May
601328	UNITED FARMERS COOPERATIVE	05/20/2021	R	1,035.91	May
601329	WACONIA BAND BOOSTERS	05/20/2021	R	500.00	May
601330	WEBER, CRAIG	05/20/2021	R	81.00	May
601331	WEBER, MARK	05/20/2021	R	81.00	May
601332	WEIS, SCOTT	05/20/2021	R	90.00	May
601333	WHITNEY, WILLIAM	05/20/2021	R	81.00	May
601334	WINKLER, COLIN	05/20/2021	R	81.00	May
601335	WRIGHT COUNTY CONFERENCE	05/20/2021	R	1,000.00	May
601336	YAGER, MICHAEL	05/20/2021	R	120.00	May
601337	ZAPPETILLO, DAVID	05/20/2021	R	90.00	May
601338	RIDGES AT SAND CREEK	05/24/2021	R	171.00	May
601339	DISTRICT 110 FOUNDATION	05/28/2021	R	10.00	May
601340	EYE MED-FIDELITY SECURITY LIFE	05/28/2021	R	2,075.83	May
601341	MESSERLI & KRAMER PA	05/28/2021	R	533.18	May
601342	NCPERS GROUP LIFE INS	05/28/2021	R	112.00	May
601343	SCHOOL SERVICE EMPLOYEES	05/28/2021	R	1,613.42	May
601344	WACONIA EDUCATION ASSOCIATION	05/28/2021	R	12,159.95	May
601345	ADAMS PEST CONTROL CO INC	05/27/2021	R	829.92	May
601346	AIM ELECTRONICS INC	05/27/2021	R	273.26	May
601347	ANNANDALE HIGH SCHOOL	05/27/2021	R	150.00	May
601348	APPLE INC	05/27/2021	R	299.00	May
601349	AUDIOQUIP	05/27/2021	R	720.00	May
601350	BECKER HIGH SCHOOL	05/27/2021	R	350.00	May
601351	BOB'S REPAIR OF MAYER INC.	05/27/2021	R	330.83	May
601352	BOEGEMAN, DOUG	05/27/2021	R	90.00	May
601353	BUCK, HAROLD	05/27/2021	R	20.00	May
601354	BUFFINGTON, GORDON	05/27/2021	R	40.00	May
601355	CAROLINA BIOLOGICAL SUPPLY CO	05/27/2021	R	41.21	May
601356	CATHOLIC SCHOOLS CENTER of Exc	05/27/2021	R	561.00	May
601357	CHARBONNEAU, JACOB	05/27/2021	R	191.86	May
601358	CHASKA HIGH SCHOOL	05/27/2021	R	285.00	May
601359	COUNTRYSIDE CUSTOM APPAREL	05/27/2021	R	194.64	May
601360	CROW RIVER PRESS INC	05/27/2021	R	2,960.92	May
601362	DANIELLE ALEXANDER DESIGN LLC	05/27/2021	R	990.00	May
601363	DAVIS, DIANNA	05/27/2021	R	224.55	May
601364	ECM PUBLISHERS, INC	05/27/2021	R	733.72	May
601365	EVERSONS HARDWARE HANK	05/27/2021	R	579.08	May
601366	FERRIN, MAX	05/27/2021	R	57.56	May
601367	GELMO, IBSAA	05/27/2021	R	20.00	May
601368	GOHLKE, KYLER	05/27/2021	R	38.37	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
601369	HIGH POINT NETWORKS, LLC	05/27/2021	R	4,397.00	May
601370	HOLIDAY STATIONSTORES LLC	05/27/2021	R	279.71	May
601371	HOLTON ELECTRIC CONTRACTORS	05/27/2021	R	303.98	May
601372	HOLY FAMILY CATHOLIC HIGH SCHO	05/27/2021	R	425.00	May
601373	HUDYMA, DEREK	05/27/2021	R	20.00	May
601374	INDIANHEAD FS DISTRIBUTOR, INC	05/27/2021	R	15,140.36	May
601375	INGCO INT'L INC	05/27/2021	R	550.25	May
601376	INNOVATIVE OFFICE SOLUTIONS LL	05/27/2021	R	631.96	May
601377	JOSTENS	05/27/2021	R	460.76	May
601378	KEEGAN, BRAYDEN	05/27/2021	R	211.04	May
601379	KILIAN, FLETCHER	05/27/2021	R	191.86	May
601380	KLATT, JONAS	05/27/2021	R	95.93	May
601381	KOCH SCHOOL BUS SERVICE, INC	05/27/2021	R	185,130.40	May
601382	LARSON, CHRISTOPHER	05/27/2021	R	20.00	May
601383	LEE'S REFRIGERATION	05/27/2021	R	293.00	May
601384	LHOTKA, MICHAEL	05/27/2021	R	175.00	May
601385	LITCHFIELD HIGH SCHOOL	05/27/2021	R	75.00	May
601386	MACKENTHUN'S FINE FOODS	05/27/2021	R	1,005.38	May
601387	MACKIN LIBRARY SERVICE	05/27/2021	R	709.42	May
601388	MAYER LUMBER CO, INC	05/27/2021	R	4,735.56	May
601389	MCCORMICKS GROUP LLC	05/27/2021	R	1,021.71	May
601390	MEI TOTAL ELEVATOR SOLUTIONS	05/27/2021	R	549.15	May
601391	MEVISSSEN, GRANT	05/27/2021	R	76.74	May
601392	MEYER, MEGAN	05/27/2021	R	95.93	May
601393	MIELKE, ZORY	05/27/2021	R	359.86	May
601394	MSSA	05/27/2021	R	1,760.00	May
601395	Mulcahy Co.	05/27/2021	R	775.62	May
601396	MUNOS, SCOTT	05/27/2021	R	20.00	May
601397	NEW PRAGUE HIGH SCHOOL	05/27/2021	R	100.00	May
601399	OHM, J RILEY	05/27/2021	R	76.74	May
601400	PAN-O-GOLD BAKING CO	05/27/2021	R	1,847.25	May
601401	PARTS CITY WACONIA	05/27/2021	R	42.75	May
601402	PLAINVIEW MILK PRODUCTS COOP	05/27/2021	R	5,852.51	May
601403	POP UP PARTY RENTAL	05/27/2021	R	2,069.93	May
601404	PREP TIME PRINTING	05/27/2021	R	10.00	May
601405	PROMOUNDS dba ON DECK SPORTS	05/27/2021	R	147.84	May
601406	RAY, CHELSEA	05/27/2021	R	20.00	May
601407	REALLY GOOD STUFF LLC	05/27/2021	R	434.76	May
601408	RENNEBERG HARDWOODS INC.	05/27/2021	R	2,041.01	May
601409	RIDGES AT SAND CREEK	05/27/2021	R	24.00	May
601410	RODRIGUEZ, SAMUEL	05/27/2021	R	76.74	May
601411	SCHOLASTIC, INC	05/27/2021	R	129.93	May
601412	SCHWAB, ADDISON	05/27/2021	R	95.93	May
601413	STEP SAVER, INC	05/27/2021	R	224.10	May
601414	TERRAFORM PHOENIX II ARCADIA	05/27/2021	R	239.04	May
601415	THOMPSON, JASON	05/27/2021	R	20.00	May
601416	THREE RIVERS PARK DISTRICT	05/27/2021	R	432.00	May
601417	TOLL GAS & WELDING SUPPLY	05/27/2021	R	10.98	May
601418	TRINITY LUTHERAN SCHOOL	05/27/2021	R	2,591.36	May
601419	TRIO SUPPLY COMPANY	05/27/2021	R	972.60	May
601420	VEX ROBOTICS INC	05/27/2021	R	370.53	May
601421	WEBER, CRAIG	05/27/2021	R	20.00	May
601422	WEBER, MARK	05/27/2021	R	20.00	May
601424	AMAZON CAPITAL SERVICES	05/28/2021	R	11,282.62	May
601425	BORG, DWAYNE	06/03/2021	R	90.00	June
601426	BROWER, ROSS	06/03/2021	R	137.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
601427	BUSINESS IMPACT GROUP	06/03/2021	R	432.51	June
601428	CD PRODUCTS INC	06/03/2021	R	534.00	June
601429	COMPAAAN, BRADY	06/03/2021	R	155.00	June
601430	CONDE SYSTEMS, INC.	06/03/2021	R	418.15	June
601431	COSTUME SHOPPE (THE)	06/03/2021	R	500.00	June
601432	COUNTRYSIDE CUSTOM APPAREL	06/03/2021	R	243.22	June
601433	DANIELLE ALEXANDER DESIGN LLC	06/03/2021	R	281.25	June
601434	DECA INC.	06/03/2021	R	13.00	June
601435	DECLERCQ, JILLIAN	06/03/2021	R	32.00	June
601436	DRUSCH, PETE	06/03/2021	R	90.00	June
601437	ECM PUBLISHERS, INC	06/03/2021	R	94.83	June
601438	AVIBEN	06/03/2021	R	468.09	June
601439	EGGERS, MARK	06/03/2021	R	90.00	June
601440	ENGELKING, JIM	06/03/2021	R	101.00	June
601441	FLOOD, JILL	06/03/2021	R	194.60	June
601442	FRISKE, MARK	06/03/2021	R	146.21	June
601443	GALLEBERG, DAVID	06/03/2021	R	90.00	June
601444	GENESIS TECHNOLOGIES, INC.	06/03/2021	R	2,500.00	June
601445	GRAINGER	06/03/2021	R	252.77	June
601446	GRALAPP, CRAIG	06/03/2021	R	90.00	June
601447	HERD, KEITH	06/03/2021	R	90.00	June
601448	IEA, INC	06/03/2021	R	814.37	June
601449	INDIANHEAD FS DISTRIBUTOR, INC	06/03/2021	R	14,520.28	June
601450	INNOVATIVE OFFICE SOLUTIONS LL	06/03/2021	R	342.53	June
601451	JENSEN, STEVE	06/03/2021	R	90.00	June
601452	JOSTENS	06/03/2021	R	275.95	June
601453	JUNGWIRTH, JACKSON	06/03/2021	R	245.00	June
601454	KELZER, GRACE	06/03/2021	R	1.40	June
601455	KILEN, KIP	06/03/2021	R	101.00	June
601456	KOCINA, DAMON	06/03/2021	R	274.00	June
601457	KOSCHINSKA, LUKE	06/03/2021	R	35.00	June
601458	KOTEK, MARK	06/03/2021	R	90.00	June
601459	LANGER JR, JAMESON	06/03/2021	R	135.00	June
601460	LANGE, JEFF	06/03/2021	R	180.00	June
601461	LAVONE, PAT	06/03/2021	R	1,085.60	June
601462	LEARNING SCIENCES INT'L LLC	06/03/2021	R	2,000.00	June
601463	LEIVERMANN, GUS	06/03/2021	R	50.00	June
601464	LIFETOUCH NSS ACCT RECEIVABLES	06/03/2021	R	641.77	June
601465	LILIENTHAL, ROBERTA	06/03/2021	R	4.00	June
601466	LITZAU, CINDY	06/03/2021	R	6.85	June
601467	LOFFLER COMPANIES	06/03/2021	R	577.70	June
601468	MAJERUS, JACOB	06/03/2021	R	155.00	June
601469	MERRITT, GEDRIC	06/03/2021	R	120.00	June
601470	MILLER, TODD	06/03/2021	R	90.00	June
601471	MN CLAY CO USA	06/03/2021	R	137.42	June
601472	NASCO	06/03/2021	R	3,063.17	June
601473	NCS PEARSON, INC	06/03/2021	R	481.54	June
601474	NEW DOCUMENTS & LABELS, INC.	06/03/2021	R	119.00	June
601475	OFTEDAL, RICHARD	06/03/2021	R	90.00	June
601476	PARRISH, SUSAN	06/03/2021	R	150.10	June
601477	PIECHOWSKI, DENNIS	06/03/2021	R	180.00	June
601478	REED, SCOTT	06/03/2021	R	101.00	June
601479	REGION 2AA	06/03/2021	R	880.00	June
601480	RENNEBERG HARDWOODS INC.	06/03/2021	R	1,060.93	June
601481	RODNING, ANNIKA	06/03/2021	R	35.00	June
601482	ROISUM, DENNIS	06/03/2021	R	90.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
601483	ROUSAN, AUSTIN	06/03/2021	R	105.00	June
601484	SIPE, GARY	06/03/2021	R	90.00	June
601485	SOUTHWEST MN STATE UNIV	06/03/2021	R	7,370.00	June
601486	STADTLANDER, DARWIN	06/03/2021	R	180.00	June
601487	STANLEY, PAYTON	06/03/2021	R	70.00	June
601488	STAPLES ADVANTAGE	06/03/2021	R	123.65	June
601489	STUEDEMAN, MARY	06/03/2021	R	2.45	June
601490	TIERNEY BROS	06/03/2021	R	2,264.62	June
601491	TRAEN, TODD	06/03/2021	R	90.00	June
601492	TRANS-MISSISSIPPI BIOL SUPPLY	06/03/2021	R	80.48	June
601493	TRIO SUPPLY COMPANY	06/03/2021	R	1,567.82	June
601494	UHL CO	06/03/2021	R	437.00	June
601495	VORT CORPORATION	06/03/2021	R	83.50	June
601496	WACONIA DANCE CO	06/03/2021	R	1,102.50	June
601497	WASNESS, SANDY	06/03/2021	R	176.00	June
601498	WEIS, SCOTT	06/03/2021	R	90.00	June
601499	WHITNEY, WILLIAM	06/03/2021	R	137.00	June
601500	YAGER, MICHAEL	06/03/2021	R	120.00	June
601501	21ST CENTURY SPORTS LLC	06/10/2021	R	1,161.00	June
601502	AFFINETY SOLUTIONS, INC	06/10/2021	R	640.00	June
601503	ANDERSON, JODI	06/10/2021	R	75.80	June
601504	ARNTZ, SUSAN	06/10/2021	R	125.20	June
601505	ARREDONDO, LUKE	06/10/2021	R	103.97	June
601506	AVIBEN	06/10/2021	R	582.00	June
601507	BAKERY ON MAIN	06/10/2021	R	150.00	June
601508	BARNES & NOBLE	06/10/2021	R	1,368.90	June
601509	BIEHN, LINDA	06/10/2021	R	41.25	June
601510	BIFFS, INC	06/10/2021	R	1,939.82	June
601511	BINGHAM RANEE	06/10/2021	R	176.15	June
601512	BOCKELMANN, DARRIN	06/10/2021	R	8.50	June
601513	BODEM, BRAD	06/10/2021	R	53.80	June
601514	BONNEMA, SUZANNE	06/10/2021	R	17.30	June
601515	BUCK, DAWN	06/10/2021	R	36.35	June
601516	BUESGENS, NIKKA	06/10/2021	R	17.05	June
601517	BUSH, CARLA	06/10/2021	R	60.83	June
601518	BUSINESS IMPACT GROUP	06/10/2021	R	2,175.56	June
601519	CLUB'S CHOICE FUNDRAISING	06/10/2021	R	2,928.60	June
601520	COLONY PLAZA, INC	06/10/2021	R	102.83	June
601521	CROW RIVER SPORTS	06/10/2021	R	1,054.28	June
601522	DECKER EQUIPMENT	06/10/2021	R	305.64	June
601523	DELANO COMMUNITY EDUCATION	06/10/2021	R	300.00	June
601524	DEMCO, INC	06/10/2021	R	616.71	June
601525	DORAN, KAROLINA	06/10/2021	R	428.00	June
601526	ELDRIDGE, ANN	06/10/2021	R	67.95	June
601527	ESTLING, JOHN	06/10/2021	R	291.12	June
601528	FLINN SCIENTIFIC	06/10/2021	R	981.66	June
601529	FLIPSIDE PRODUCTS, INC	06/10/2021	R	63.28	June
601530	FORD, DANIEL	06/10/2021	R	55.00	June
601531	FRANKLIN PRINTING INC	06/10/2021	R	1,912.17	June
601532	GENERAL PARTS LLC	06/10/2021	R	256.75	June
601533	GK2 PROMOTIONS	06/10/2021	R	2,030.98	June
601534	GRAINGER	06/10/2021	R	98.93	June
601535	GREATER MN COMMUNICATIONS	06/10/2021	R	213.94	June
601536	GRENGS, SCOTT	06/10/2021	R	39.60	June
601537	HAYES, NICHOLAS	06/10/2021	R	311.91	June
601538	HELEN SOLAR LLC	06/10/2021	R	5,348.78	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
601539	HENNEN, CONNOR	06/10/2021	R	103.97	June
601540	HENNEN, RHONDA	06/10/2021	R	59.50	June
601541	HIGGINS, PAUL	06/10/2021	R	77.00	June
601542	HILLYARD/HUTCHINSON INC	06/10/2021	R	8,420.91	June
601543	HJELSETH, WILLIAM	06/10/2021	R	311.91	June
601544	HLS OUTDOOR	06/10/2021	R	375.00	June
601545	HOPKINS SPORTS CAMPS LLC	06/10/2021	R	2,843.80	June
601546	INDIANHEAD FS DISTRIBUTOR, INC	06/10/2021	R	14,798.99	June
601547	INNOVATIVE OFFICE SOLUTIONS LL	06/10/2021	R	181.82	June
601548	INNOVATIONAL WATER SOLUTIONS I	06/10/2021	R	1,157.00	June
601549	INSIGHT PUBLIC SECTOR INC	06/10/2021	R	6,250.48	June
601550	INTERMEDIATE DIST #287	06/10/2021	R	50,088.72	June
601551	JASKOWIAK, JILL	06/10/2021	R	72.65	June
601552	JOHNSON, BROOKE	06/10/2021	R	103.97	June
601553	JOHNSON, NANCY	06/10/2021	R	48.85	June
601554	JW PEPPER & SON, INC	06/10/2021	R	432.12	June
601555	KNUTSON, KAREN	06/10/2021	R	273.40	June
601556	KOPPI, SAM	06/10/2021	R	103.97	June
601557	KURTZ, JAMES	06/10/2021	R	39.40	June
601559	LAKES, DOUGLAS	06/10/2021	R	315.00	June
601560	LAMKIN, KRISTINE	06/10/2021	R	2,340.00	June
601561	LANT, EMILY	06/10/2021	R	73.75	June
601562	LAULAINEN, JOHN	06/10/2021	R	64.00	June
601563	LAVONE, PAT	06/10/2021	R	283.20	June
601564	LEWIN, ANTHONY	06/10/2021	R	103.97	June
601565	MACKIN LIBRARY SERVICE	06/10/2021	R	6,436.60	June
601566	MAIN SCOOP	06/10/2021	R	286.00	June
601567	MAYER LUTHERAN HS	06/10/2021	R	5,672.19	June
601569	MENDOZA, DIEGO	06/10/2021	R	166.35	June
601570	METRO FIBERNET LLC	06/10/2021	R	2,184.03	June
601571	MIELKE, CHASE	06/10/2021	R	124.76	June
601572	MINI BIFF LLC	06/10/2021	R	84.66	June
601573	NAUDE, STEPHANIE	06/10/2021	R	64.20	June
601574	NICE SHIRT CO.	06/10/2021	R	127.66	June
601575	NORTHFIELD FOUNDRY & MACHINE	06/10/2021	R	886.00	June
601576	OFFICE OF MNIT SERVICES	06/10/2021	R	43.09	June
601577	ORIENTAL TRADING/FUN EXPRESS	06/10/2021	R	547.79	June
601578	PARTS CITY WACONIA	06/10/2021	R	75.75	June
601579	Pick A Time	06/10/2021	R	725.60	June
601580	PRO-ED INC	06/10/2021	R	207.90	June
601581	QUAINTANCE, SANDRA	06/10/2021	R	73.35	June
601582	RANDYS ENVIRONMENTAL SERV	06/10/2021	R	201.15	June
601583	RIECK, COLTON	06/10/2021	R	311.91	June
601584	ROUSAN, BRAYDEN	06/10/2021	R	207.94	June
601585	SALZER, TIM	06/10/2021	R	29.85	June
601586	SCHIFFMAN, KELLY	06/10/2021	R	47.80	June
601587	SCHIRO, BLAIN	06/10/2021	R	93.95	June
601588	SCHMITZ, THERESA	06/10/2021	R	56.50	June
601589	SCHOLASTIC, INC	06/10/2021	R	716.48	June
601590	SCHOOL SPECIALTY, LLC	06/10/2021	R	198.86	June
601591	SHEA, DEB	06/10/2021	R	43.75	June
601592	SIEWERT, BRANDY	06/10/2021	R	75.30	June
601593	SOUTHWEST METRO INTERMEDIATE D	06/10/2021	R	36,906.37	June
601594	STEINHAGEN, ASHTON	06/10/2021	R	207.94	June
601595	STRAWBRIDGE STUDIOS INC	06/10/2021	R	1,460.78	June
601596	SWANSON, DAVE	06/10/2021	R	22.45	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
601597	TENOR, SHELLY	06/10/2021	R	28.80	June
601598	TONSAGER, CARLEEN	06/10/2021	R	50.10	June
601599	TRIO SUPPLY COMPANY	06/10/2021	R	653.53	June
601600	UHL CO	06/10/2021	R	1,311.00	June
601601	ULRICH, JENNIFER	06/10/2021	R	79.83	June
601602	URBAN, NICK	06/10/2021	R	90.00	June
601603	VOS, GAVIN	06/10/2021	R	166.35	June
601604	WAYZATA RESULTS, INC	06/10/2021	R	800.00	June
601605	WELCOME NEIGHBOR, INC	06/10/2021	R	195.00	June
601606	WIDMER, DEBORAH	06/10/2021	R	46.25	June
601607	WILLEMSEN, TRAVIS	06/10/2021	R	103.97	June
601608	WINSTED SOLAR LLC	06/10/2021	R	6,199.22	June
601609	WORM, EDWARD	06/10/2021	R	103.97	June
601610	WORTZ, TYLER	06/10/2021	R	172.80	June
601611	YOUTH ENRICHMENT LEAGUE	06/10/2021	R	1,360.00	June
601612	AMAZON CAPITAL SERVICES	06/11/2021	R	6,310.15	June
202000884	JIMMY JOHNS	05/10/2021	W	41.72	May
202000885	APPLE INC	05/10/2021	W	8.35	May
202000886	MAILCHIMP	05/10/2021	W	170.00	May
202000887	WACONIA CHAMBER OF COMMERCE	05/10/2021	W	45.00	May
202000888	DVS RENEWAL	05/10/2021	W	28.95	May
202000889	TARGET BANK	05/10/2021	W	423.17	May
202000892	UPS	05/10/2021	W	23.37	May
202000893	TITAN MACHINERY	05/10/2021	W	82.38	May
202000895	JOANN FABRICS	05/10/2021	W	77.38	May
202000896	ALDI	05/10/2021	W	127.17	May
202000902	MACKENTHUN'S FINE FOODS	05/10/2021	W	1.99	May
202000910	ARBITERSPORTS	05/10/2021	W	99.00	May
202000911	GIMKIT LLC	05/10/2021	W	119.76	May
202000913	FLIGHT DECK ATHLETICS	05/10/2021	W	603.48	May
202000915	TEACHERS SYNERGY, LLC	05/10/2021	W	304.57	May
202000916	JORDAN SEEDS	05/10/2021	W	279.64	May
202000917	KNOW YOUR GOLF RULES	05/10/2021	W	227.05	May
202000918	COUNTRYSIDE CUSTOM APPAREL	05/10/2021	W	248.30	May
202000920	MENARDS HUTCHINSON	05/10/2021	W	358.70	May
202000921	MICHAELS	05/10/2021	W	94.20	May
202000922	HANDLE WITH CARE BEHAVIOR MGMT	05/10/2021	W	900.00	May
202000923	QUILL CORP	05/10/2021	W	8.15	May
202000926	DOLLAR TREE	05/10/2021	W	82.00	May
202000927	FOLLETT EDUCATIONAL SERVICES	05/10/2021	W	198.00	May
202000928	EVENTBRITE	05/10/2021	W	299.00	May
202000929	MN ZOO	05/10/2021	W	100.00	May
202000931	SPRINT WIRELESS	05/10/2021	W	229.99	May
202000932	REPUBLIC SERVICES	05/10/2021	W	5,762.69	May
202000933	SIGN GYPSIES	05/10/2021	W	102.01	May
202000935	JAGUAR COMMUNICATIONS	05/10/2021	W	2,141.34	May
202000936	MRI SOFTWARE LLC	05/10/2021	W	371.00	May
202000937	HUTCHINSON GIRLS FASTPITCH ASS	05/10/2021	W	615.00	May
202000938	CHARLSON MEADOWS	05/10/2021	W	75.00	May
202000939	EDPUZZLE INC	05/10/2021	W	11.50	May
202000941	NATIONAL HONOR SOCIETY	05/10/2021	W	1,087.50	May
202000942	MN VALLEY ELECTRIC CORP	05/10/2021	W	23,222.72	May
202000943	JORDAN GIRLS FASTPITCH ASSOC.	05/10/2021	W	304.82	May
202000945	MNAFEE	05/10/2021	W	150.00	May
202000946	SHAKOPEE SOFTBALL ASSOC.	05/10/2021	W	414.00	May
202000947	SENROR WOOLY	05/10/2021	W	242.87	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
202000963	BLUE CROSS AND BLUE SHIELD OF	05/14/2021	W	309,272.97	May
202000965	EDUCATIONAL SUPPORT PARA UNION	05/14/2021	W	1,201.42	May
202000966	INTERNAL REVENUE SERVICE	05/14/2021	W	289,860.63	May
202000967	LIFE INS CO OF NORTH AMERICA	05/14/2021	W	3,343.82	May
202000968	MN CHILD SUPPORT PYMT CENTER	05/14/2021	W	137.50	May
202000969	MN DEPT OF REVENUE	05/14/2021	W	46,164.85	May
202000970	MN TEACHERS RETIREMENT ASSN	05/14/2021	W	144,518.44	May
202000971	PERA	05/14/2021	W	48,943.12	May
202000972	AVIBEN	05/14/2021	W	63,008.31	May
202000973	FURTHER	05/14/2021	W	7,046.93	May
202000974	BLUE CROSS AND BLUE SHIELD OF	05/28/2021	W	321,470.51	May
202000976	EDUCATIONAL SUPPORT PARA UNION	05/28/2021	W	1,201.42	May
202000977	INTERNAL REVENUE SERVICE	05/28/2021	W	287,557.79	May
202000978	LIFE INS CO OF NORTH AMERICA	05/28/2021	W	6,718.66	May
202000979	MN CHILD SUPPORT PYMT CENTER	05/28/2021	W	137.50	May
202000980	MN DEPT OF REVENUE	05/28/2021	W	45,805.92	May
202000981	MN TEACHERS RETIREMENT ASSN	05/28/2021	W	144,312.35	May
202000982	PERA	05/28/2021	W	48,309.58	May
202000983	AVIBEN	05/28/2021	W	63,413.37	May
202000984	FURTHER	05/28/2021	W	7,062.44	May
202000985	TARGET BANK	06/10/2021	W	2,755.40	June
202000986	LOLA'S LAKE HOUSE	06/10/2021	W	109.52	June
202000987	APPLE ITUNES	06/10/2021	W	8.35	June
202000988	MAILCHIMP	06/10/2021	W	170.00	June
202000989	WACONIA CHAMBER OF COMMERCE	06/10/2021	W	25.00	June
202000993	CARIBOU COFFEE STORE #1300	06/10/2021	W	139.95	June
202000997	Hoefler & Co	06/10/2021	W	106.30	June
202000998	ALDI	06/10/2021	W	117.76	June
202001003	RED LAKE NATION FOODS	06/10/2021	W	301.58	June
202001006	EMAGINE WACONIA	06/10/2021	W	347.00	June
202001007	AMERICAN SCHOOL COUNSELOR ASSN	06/10/2021	W	258.00	June
202001008	PIXTON	06/10/2021	W	59.96	June
202001011	VISTAPRINT USA	06/10/2021	W	25.03	June
202001014	NAFME	06/10/2021	W	290.00	June
202001015	ACDA	06/10/2021	W	280.00	June
202001018	D'VINCI'S	06/10/2021	W	49.87	June
202001019	DOMINO'S PIZZA	06/10/2021	W	42.55	June
202001020	SPRINT WIRELESS	06/10/2021	W	229.99	June
202001022	YMCA CAMP IHDUHAPI	06/10/2021	W	750.00	June
202001026	PROJECT LEAD THE WAY, INC	06/10/2021	W	2,400.00	June
202001028	ROBINOWITZ EDUCATION CENTER	06/10/2021	W	300.00	June
202001029	KOWALSKI'S MARKETS	06/10/2021	W	161.53	June
202001030	WALGREENS	06/10/2021	W	232.19	June
202001031	MASTER TEACHER	06/10/2021	W	633.40	June
202001032	MN VALLEY ELECTRIC CORP	06/10/2021	W	42,213.03	June
202001033	EVENTBRITE	06/10/2021	W	100.00	June
202001034	CARVER COUNTY PARKS & RECREATI	06/10/2021	W	28.00	June
202001035	THREE RIVERS PARK DISTRICT	06/10/2021	W	772.50	June
202001036	American Heart Association	06/10/2021	W	85.00	June
202001037	24HOURWRISTBANDS.COM	06/10/2021	W	180.90	June
202001038	HOME DEPOT	06/10/2021	W	2,276.96	June
202001039	MRI SOFTWARE LLC	06/10/2021	W	378.00	June
202001040	WILSON LANGUAGE TRAINING CORP	06/10/2021	W	289.00	June
202001041	LEARNING TECHNIQUES, LTD.	06/10/2021	W	300.00	June
202001042	CUSTOM ENGRAVING PLATES	06/10/2021	W	64.95	June
202001047	EDPUZZLE INC	06/10/2021	W	11.50	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
202001048	TEACHERS SYNERGY, LLC	06/10/2021	W	225.50	June
202001050	US CLUB SOCCER	06/10/2021	W	50.00	June
202001052	ANDYMARK INC	06/10/2021	W	536.23	June
202001054	ULTIMATE EVENTS	06/10/2021	W	318.55	June
202001055	AUGUST ASH INCORPORATED	06/10/2021	W	1,600.00	June
202001056	AUTOMATION DIRECT.COM	06/10/2021	W	11.01	June
202001057	VEX ROBOTICS INC	06/10/2021	W	18.36	June
202001058	SWYFT ROBOTICS	06/10/2021	W	12.00	June
202001060	REV ROBOTICS	06/10/2021	W	17.17	June
202001061	VIDEO LEARNING SQUAD	06/10/2021	W	79.00	June
202001062	PLANK ROAD PUBLISHING	06/10/2021	W	52.90	June
202001063	DOLLAR TREE	06/10/2021	W	39.00	June
202001064	NAT'L CATHOLIC EDUC ASSOC	06/10/2021	W	302.00	June
202001065	BROWN INDUSTRIES, INC	06/10/2021	W	294.49	June
202001066	RUSTICO LEATHER	06/10/2021	W	102.00	June
202001067	SOCIAL THINKING PUBLISHING	06/10/2021	W	265.53	June
202001068	SECURITY BANK & TRUST CO	05/31/2021	W	169.85	May
202001069	AUTHORIZE.NET	05/31/2021	W	278.30	May
202001070	AFFINETY SOLUTIONS, INC	05/31/2021	W	9,082.99	May
202001071	TWIN CITIES SOCCER LEAGUES	05/31/2021	W	432.00	May
202001072	PMA	05/31/2021	W	20.83	May
202001073	XCEL ENERGY	05/03/2021	W	57.04	May
202001074	T-MOBILE	05/05/2021	W	3,298.64	May
202001075	AT&T MOBILITY	05/07/2021	W	509.00	May
202001076	QUADIENT FINANCE USA, INC	05/24/2021	W	2,200.00	May
202001077	CENTERPOINT ENERGY	05/26/2021	W	19,280.06	May
202001078	SPRINT WIRELESS	05/13/2021	W	698.96	May
202100084	CALVENTE BERRIOS, LORRAINE	05/13/2021	A	69.97	May
202100085	FREDRICKSON, PAMELA	05/13/2021	A	138.53	May
202100086	HOLT-OLSON, AMANDA	05/13/2021	A	150.00	May
202100087	JOHNSON, JULIE	05/13/2021	A	120.00	May
202100088	MASTERSON, JEAN	05/13/2021	A	109.97	May
202100089	SARCLETTI, DANA	05/13/2021	A	150.00	May
202100090	STIFTER, MARY	05/13/2021	A	150.00	May
202100091	WILLIAMS, ANGELA	05/13/2021	A	150.00	May
202100092	GRANDY, DAVID	05/21/2021	A	721.56	May
202100093	MELCHERT, PAMELA	05/21/2021	A	102.90	May
202100094	SKERIK, DONALD	05/21/2021	A	60.50	May
202100095	HALLERMANN, SARA	05/27/2021	A	73.75	May
202100096	MELIUS, MICHELE	05/27/2021	A	231.46	May
202100097	SMITH, NICOLE	05/27/2021	A	270.00	May
202100098	FROEHLICH, JENNIFER	06/11/2021	A	360.00	June
202100099	GRUNDHOFER, MARK	06/11/2021	A	92.50	June
202100100	KOLHEI, SHANNON	06/11/2021	A	68.60	June
202100101	LARSON, LORRAINE	06/11/2021	A	104.05	June
202100102	RADEL, HALEY	06/11/2021	A	16.80	June
202100103	TOOPS, MICKIE	06/11/2021	A	22.05	June
202100104	WAMRE, HEIDI	06/11/2021	A	8.34	June

Totals for checks 2,688,470.22

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,743,513.72	0.00	642,558.39	2,386,072.11
02	Food Service	64,968.13	0.00	119,223.83	184,191.96
04	Community Service	81,263.51	0.00	35,921.81	117,185.32
45	OPEB Irrevocable Trust Fund	0.00	0.00	20.83	20.83
80	General Trust	0.00	0.00	1,000.00	1,000.00
***	Fund Summary Totals ***	1,889,745.36	0.00	798,724.86	2,688,470.22

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

6.B. Human Resource Items:

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

BOARD OF EDUCATION

Regular Meeting – June 14, 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

Abdel-Khaliq, Nakia Replacement	Kids' Company Aide Part-time; hours will vary	Comm Educ
Albee, Ruth Replacement	Learning Disabilities Teacher 1.0 FTE; 184 days	WHS
Anquist, Merry Replacement	Special Education Teacher Long-term substitute	LT
Bender, Ryia Replacement	Kids' Company Aide Part-time; hours will vary	Comm Educ
Benson, Natalie Replacement	Grade 1 Teacher 1.0 FTE; 184 days	BV
Duffy, Joseph Replacement	Recreation Coordinator 1.0 FTE; 261 days	Comm Educ
Duke, Abigail New	Autism Spectrum Disorders Teacher 1.0 FTE; 184 days	WMS
Fuller, Hannah Replacement/New	Social Studies Teacher 1.0 FTE; 184 days	WHS
Grover, Madelyn Replacement	Kids' Company Aide Part-time; hours will vary	Comm Educ

Koslofsky, Jamie Replacement	Licensed School Nurse 1.0 FTE; 184 days	WHS
Pfeilsticker, Juliana Replacement	Kids' Company Aide Part-time; hours will vary	Comm Educ
Riegelman, Kaydee Replacement	Autism Spectrum Disorders Teacher 1.0 FTE; 184 days	LT
Savitt, Erin Replacement	Kids' Company Aide Part-time; hours will vary	Comm Educ
Smith, Jeffrey Replacement	Kids' Company Lead Part-time; hours will vary	Comm Educ
Steding, Lindsay Replacement	Visual Arts Teacher 1.0 FTE; 184 Days	SV
Widmer, Georgia Replacement	Kids' Company Aide Part-time; hours will vary	Comm Educ
Yancey, Maya Replacement	Kids' Company Aide Part-time; hours will vary	Comm Educ
Young, Matt Replacement	Social Studies Teacher 0.88 FTE; 184 days	WMS
Zetina, Yvette Replacement	Kids' Company Aide Part-time; hours will vary	Comm Educ

Employee Status Changes

Babcock, Kate, Educational Assistant, from 32.5 hrs/wk to 35 hrs/wk at SV.
Braun, Tracy, Administrative Assistant II, from 2020 hrs/yr to 2088 hrs/yr at ESC.
Christenson, Lisa, Educational Assistant, from 32.5 hrs/wk to 33.75 hrs/wk at BV.
Clark, Marissa, Health Associate, from 14 hrs/week to 28 hrs/wk at LT & Parochial Schools.
Dolezal, Kathy, from Nutritional Assistant to Assistant Head Cook at SV.
Dulebohm, Jesseca, Nutritional Assistant, from 20 hrs/wk to 22.5 hrs/wk at SV.
Jacobs, Elizabeth, from Educ Asst 32.5 hrs/wk to Media Assistant 33.75 hrs/wk at LT.
Kinkel, Cristina, from Educ Asst at 32.5 hrs/wk to Due Process Clerk at 33.75 hrs/wk at BV/SV/WEC.
Ladwig, Michel, from Asst Head Cook 32.5 hrs/wk to Head Cook 33.75 hrs/wk at WHS.
McDannold, Erin, Nutritional Assistant, from 30 hours/week to 32.5 hours/week at BV.
Nenovich, Haley, from Kids' Co Aide to Kids' Co Lead at 18.75 hrs/wk at Comm Educ.
Remer, Jill, SPED Educ Asst, from 25 hrs/wk to 32.5 hrs/wk at LT.
Poehler, Sommer, Kids' Company Lead at 20 hrs/week to 30 hrs/wk at Comm Educ.
Schoenfelder, Gregory, from Nutritional Assistant to Assistant Head Cook at WHS.

Stifter, Mary, Asst Head Cook, from 31.25 hrs/wk at WHS to 32.5 hrs/wk at WMS.
Swanson, Shannon, Educational Assistant, from 32.5 hrs/wk to 33.75 hrs/wk at LT.

Leaves of Absence

Chapman, Alycia, Night Lead Custodian at LT.
Everson, Kelsey, Grade 4 Teacher at BV.
Fredericksen, Andrew, Special Education Teacher at LT.
Fredrickson, Pamela, Nutritional Assistant at WMS.
Kukulski, Katherine, FACS Teacher at WMS.
Long, Melissa, Language Arts Teacher at WMS.

Retirements/Resignations/Terminations

Anderson, Jodi, Health Associate at WMS.
Beery, Alisa, SPED Educational Assistant at BV.
Dupont, Alex, Educational Assistant at SV.
Harper, Kim, Visual Arts Teacher at WMS.
Hilk, Emily, Educational Assistant at SV.
Jacobson, Sharon, Due Process Clerk at ESC.
Johnston, Joanna, ASD Teacher at WHS.
Juarez, David, Educational Assistant at BV.
Klym, Angela, Health Associate at WMS.
Krause, Miranda, Educational Assistant at SV.
Kuhn, Ginger, SPED Educational Assistant at SV.
Lant, Emily, Educational Assistant at LT.
Ngep, Sophia, Kids' Company Lead at Comm Educ.
Pohland, John, Band Teacher at WHS.
Radel, Haley, Speech-Language Pathologist at SV.
Shoutz, Nikki, Kids' Company Aide at Comm Educ.
Tibbetts, Mike, Educational Assistant at BV.
Wagener, Ricky, Head Cook at WHS.
Ybarra, Danielle, Kids' Company Lead at Comm Educ.

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

6.C. Approval of Settlement Agreement and Release of
All Claims

6.D. Receipts of Donation

7. **REPORTS**

7.A. Finance Report

Presenter: Todd
Swanson, Director of
Finance & Operations

Budget and Finance Report

June 14, 2021

Action Items:

1.0 SWMetro Safe Schools Levy Resolution

District staff recommends approval of a resolution allowing SWMetro Intermediate School District number 288 authorizing inclusion of a proportionate share of SWMetro's Safe Schools program in the district's pay 2022 levy.

2.0 – SWMetro LTFM Resolution

District staff recommends approval of a resolution allowing SWMetro Intermediate School District number 288 authorizing inclusion of a proportionate share of SWMetro's Long-Term Facility Maintenance program in the district's pay 2022 levy.

Discussion Items:

1.0 – Monthly Financial Reports

District staff has gathered information for the monthly financial reporting process. The monthly reports from April 2021 will be reviewed with the school board.

2.0 – 2021-2022 Preliminary Budget Approval -

The preliminary budget will be presented at the June 28, 2021 school board meeting for approval. District staff is hoping to get additional clarification when the Legislature goes into Special Session the week beginning June 14, 2021. As the final state revenue projection amounts become better known District staff will incorporate the amounts into the budget. If the numbers do not become clear in time it is expected that a revised budget will be needed to reflect the changes. In any case, the board needs to pass a preliminary budget by June 30, 2021 to continue to financially operate.

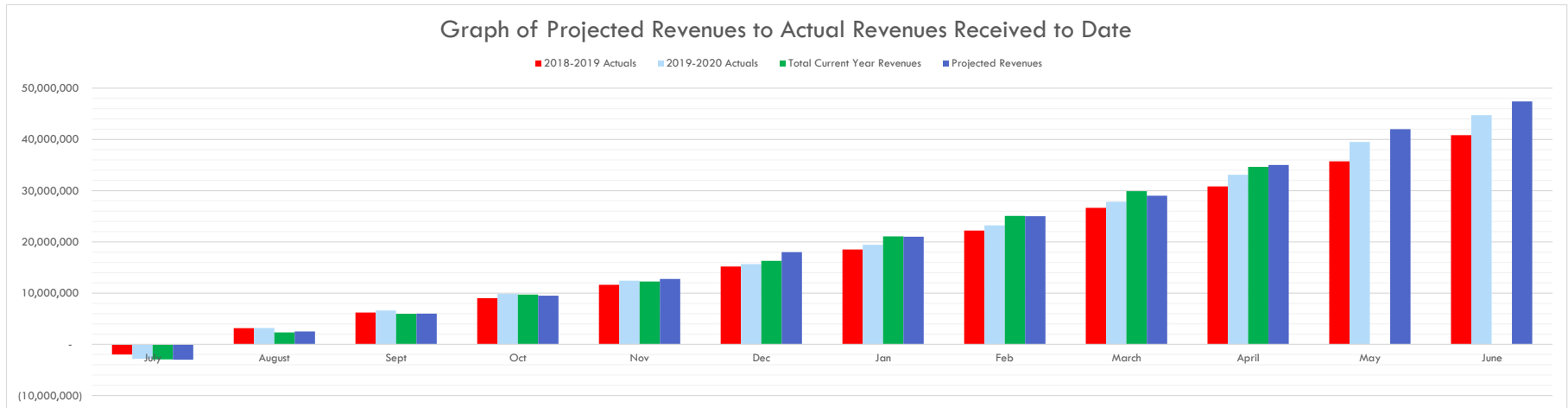
Other items:

Future Items:

**July Board Meeting –
LTFM Resolution**

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

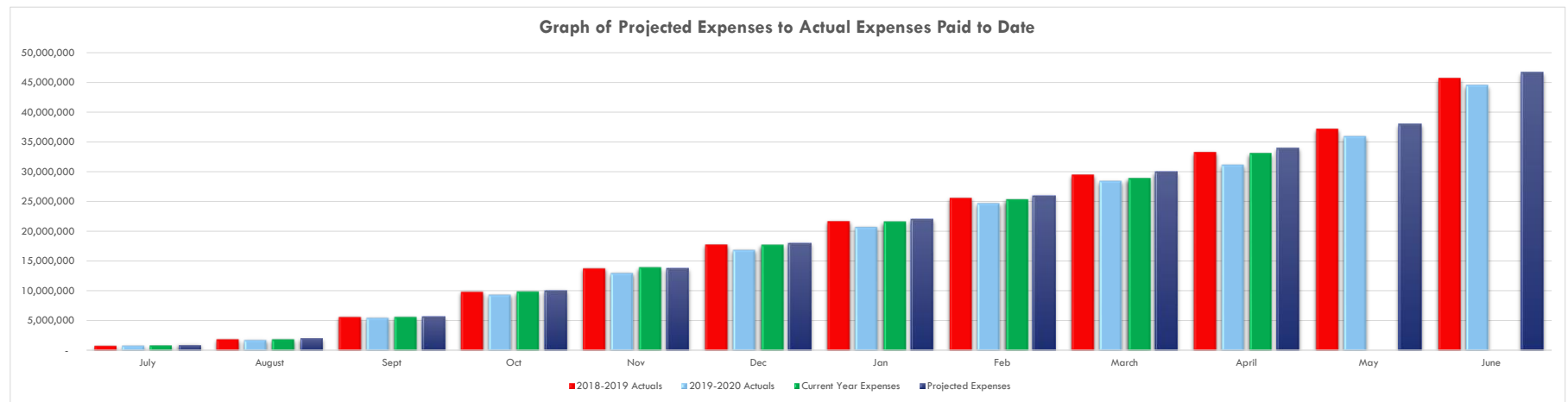
Source	YTD Revenues											
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2018-2019 Actuals	(1,995,130)	3,163,217	6,205,142	8,993,980	11,607,006	15,200,034	18,523,655	22,196,679	26,620,732	30,808,162	35,723,913	40,814,659
2019-2020 Actuals	(2,815,869)	3,188,108	6,610,684	9,864,322	12,416,692	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	34,624,609	-	-
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	47,402,570



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	33,053,754	-	-
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	46,666,322



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

General Fund Revenues - 2020 - 2021 Fiscal Year
For Period Ending April 30, 2021

Source	Month to Date Received	Year to Date Received	Current Full Year Projection	% Received to Date
Local Revenues	36,171	3,892,152	7,001,941	55.59%
State Revenues	4,658,758	29,288,169	38,225,203	76.62%
Federal Aids & Grant	-	1,433,227	2,158,176	66.41%
Local Sources & Other Financing Sources	57	11,061	17,250	64.12%
Totals	4,694,986	34,624,609	47,402,570	73.04%
Capital Outlay	-	65,712	1,408,331	4.67%
Long-Term Facilities Maintenance	-	(8,692)	337,275	-2.58%

General Fund Expenditures - 2020 - 2021 Fiscal Year
For Period Ending April 30, 2021

Source	Month to Date Expended	Year to Date Expended	Current Full Year Projection	% Expended to Date
Salaries and Wages	2,392,725	19,541,072	27,530,461	70.98%
Employee Benefits	916,229	7,892,798	10,765,070	73.32%
Purchased Services	747,967	4,047,180	5,726,096	70.68%
Supplies and Materials	130,612	1,344,707	2,166,964	62.05%
Capital Expenditures	219	103,967	119,962	86.67%
Other Expenditures & Other Financing Sources	801	124,030	357,769	34.67%
Totals	4,188,553	33,053,754	46,666,322	70.83%
Capital Outlay	14,961	1,243,396	1,552,357	80.10%
Long-Term Facilities Maintenance	57,416	209,987	329,310	63.77%



MN TRUST Monthly Statement

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

Statement Period
Apr 1, 2021 to Apr 30, 2021

Statement for the Account of:
WACONIA ISD 110

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY

	IS
Beginning Balance	\$250,134.92
Dividends	\$4.20
Credits	\$0.00
Checks Paid	\$0.00
Other Debits	(\$20.83)
Ending Balance	\$250,118.29
Average Monthly Rate	0.02%

*PLEASE NOTE: THE FUND WILL BE CLOSED MAY 31ST
IN OBSERVANCE OF THE MEMORIAL DAY HOLIDAY*

TOTAL IS **\$250,118.29**

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

ACCOUNT TOTAL **\$1,995,118.29**

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



WACONIA ISD 110

Statement Period

Apr 1, 2021 to Apr 30, 2021

TRANSACTION ACTIVITY

BEGINNING BALANCE

\$250,134.92

MN TRUST PORTFOLIO

Transaction	Trade Date	Settle Date	Description	Redemption/Debit	Purchase/Credit	Share Price	Shares this Transaction
727858	04/15/21	04/15/21	Associated Banking Fee Redemption OPEB account maintenance - February 2021	(\$20.83)		\$1.00	(20.830)
729746	04/30/21	04/30/21	Dividend Reinvest		\$4.20	\$1.00	4.200
TOTALS FOR PERIOD				(\$20.83)	\$4.20		(16.630)
ENDING BALANCE							\$250,118.29



WACONIA ISD 110

Statement Period
Apr 1, 2021 to Apr 30, 2021

CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
IS				04/30/21		IS Account Balance	\$250,118.29	0.020%	\$250,118.29	\$250,118.29
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:							\$1,995,118.29		\$1,999,011.21	\$1,995,118.29

Weighted Average Portfolio Yield: 0.180 %
 Weighted Average Portfolio Maturity: 108.55 Days

Deposit Codes:
 N) Single FEIN

Portfolio Summary:

Type	Allocation (%)	Allocation (\$)	Description
IS	12.54%	\$250,118.29	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.

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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.

7.B. Superintendent's Report

Presenter: Pat
Devine,
Superintendent

LEADERSHIP HIGHLIGHTS

June 2021

Elementary:

Each of our elementary schools, Bayview, Laketown, and Southview had a fantastic conclusion to a successful school year! We celebrated all of the accomplishments of our students.

We are grateful for an INCREDIBLE AND AMAZING school year! We finished strong and truly lived up to working together as a Wildcat Team!

WEareONE10!

WILDCATS STRONGER TOGETHER!

We are so proud of our students, staff, and families for they have persevered through a school year filled with protocols and changes. They have been resilient, flexible, patient, and respectful. Together we are making a difference in the lives of our children.

We have loved hosting the Elementary Distance Learning School this year! We wish our Distance Learners all the very best as they transition back to their home schools! It has been a true pleasure teaming up with an outstanding team of teachers, amazing students, and wonderful families! Together we made it a great year!

Farewell and Best Wishes to all our Grade 5 students as they transition to Waconia Middle School! They now have a solid school foundation and they will continue to *"Explore Their Passions and Create Their Success"*.

Middle School:

At the 8th-grade Farewell Celebration on the final day of school we celebrated the end of the middle school years and also recognized the students listed below for academic and character achievements.

8th Grade Recognition Awards

3.95-4.0 cumulative GPA for all three years at WMS

Shay Compaan, Hazel Condit, Alyssa Dammann, Amber Franson, Nicholas Geyen, Maretta Henriksen, Madelyn Houghton, Alex Kearney, Luke Koschinska, Maya Pena, Jada Roen, Amalia Schaefer, Ella Schluck, and Ashley Smith

2021 Principal's Award Top Female Academic Achievement- **Hazel Condit**

2021 Principal's Award Top Male Academic Achievement- **Luke Koschinska**

2021 Principal's Award Female Overall Character and Core Values- **Ella Schluck**

2021 Principal's Award Male Overall Character and Core Values- **Nicholas Geyen**

We recently honored the May WMS Teacher of the Month, 8th-grade math teacher, Mrs. Siemienas. Mrs. Siemienas was nominated by eighth-grade student Brittney Hall. Brittney wrote about her appreciation of the help Mrs. Siemienas has provided her during distance learning. She wrote, "She is very helpful when it comes to students asking questions... and explains everything in detail so students can understand what they are supposed/required to do." Brittney also commented about how she makes class fun on Zoom with fun backgrounds and videos. "She also finds videos to help us remember things about finding slope or weird videos about certain word problems from our lessons/practice work." Congratulations to Mrs. Siemienas the WMS May Teacher of the Month and thank you to Brittney for submitting a well-written nomination letter. Both Mrs. Siemienas and Brittney will receive treats including Laketown chocolates and Target gift cards as tokens of appreciation from the WMS PTO.

On Friday May 21st, students and staff wore anything GREEN to highlight May as Mental Health Awareness Month. 7th/8th grade health and phy. ed. teacher, Ms. Damasyn coordinated the event and also worked with her health classes to include notes of encouragement and positivity in chalk writing near the main entrance. A key message for all to takeaway is that asking for help is a sign of courage versus the incorrect stereotype of being weak. Thank you to all the students and staff for joining in and wearing green.

High School:

WHS enjoyed a very positive, "semi-normal", end of an unprecedented school year! We experienced three very different learning models as we moved from hybrid, to distance, and full-time face to face learning. We experienced policy and procedural changes in almost every aspect of educating students, and (for the most part) remained positive and resilient.

The Class of 2021 enjoyed an, almost, normal end to their high school experience. We were able to have Prom, Academic Lettering, National Honor Society, Sr. Awards Night, Senior Walk and rehearsal, and our Commencement ceremonies in person. Sunday's Commencement ceremony felt like a triumphant celebration for our graduates. As they left the gym to a standing ovation it truly felt like the closing of one chapter for them and the opening of another.

The majority of hiring for the 2021-22 school year has been completed. Plans are in place for our two remaining positions, Business/Computer Ed and the Director of Bands, to be filled before the end of the month.

Activities: www.waconiaathletics.com

Community Ed:

The majority of Community Education's summer camps and classes start the week of June 14. The buildings and fields will be very busy from 8:00 am until 8:00 pm each day and night! We are so glad that the majority of our programming is back and better than ever.

Our summer Kids' Company program starts on Monday as well. We have 286 kids registered this year which is a big increase from last year. We will be running this program out of Southview this summer.

Our More Than Pink program has 120 registered this year which is a record. We did let in more kids than in the past because there were so many kids on the waiting list. Unfortunately there are still a lot of kids on the waiting list but at this point we don't have enough staff to run the program with more kids.

Human Resources:

A proposed academic calendar for the 2022-2023 school year is ready for the School Board's consideration and included as an action item on the Board's agenda. It was drafted by our school district's administrative team, with valuable input from our school district's faculty. A few of the highlights of the calendar include a first day of school for students in grades one through twelve on Monday, August 29, 2022 with kindergarten students scheduled to begin on Wednesday, August 31. Winter break will begin on Friday, December 23 and run through Monday, January 2, 2023. Spring Break will begin for students on Friday, March 3 and extend through Friday, March 10, 2023. The last student day of the 2022-2023 school year will be on Thursday, June 1, 2023.

Student Services:

Special education successfully finished the year. We learned a lot during the past year and plan to evaluate what we might continue to implement next year.

Extended School Year (ESY) for K-12 students gets underway on Monday, June 14. ESY runs from June 14-17, June 21-24, July 12-15, July 19-22. Fourteen special education teachers and seventeen ESPs will be providing the services. 119 students will be participating in ESY services. We are grateful that our District 110 special education staff continue to teach ESY.

We are growing! It has been a busy early summer with many students on IEPs moving into the District. We also anticipate most, if not all of our students on IEPs returning to in person services this fall who selected distance learning last year.

Superintendent:

ONE10 Finishes a Remarkable School Year!!

We are so proud of how our ONE10 community came together to deliver the best we could given the conditions we had during the 2020-21 school year. ALL at ONE10 have stepped up to the challenge and delivered amazing results. Providing a solid educational program in a pandemic has never been done before and our ONE10 community has done it. An enormous THANK YOU goes out to ONE10 students, parents, employees, school board and the community. This summer is a well deserved break for everyone. We are all ready to be done with the 2020-2021 school year.

First look at survey results show solid support from parents, students and staff

Considering the challenges we all faced this past school year, we didn't know quite what to expect from our annual survey to parents, students and staff. Each year we survey to find out how well we delivered on the Desired Daily Experiences. The ONE10 Admin Team will disaggregate the data from the survey and determine areas for improvement. A formal presentation of the results will be given at a school board meeting this summer and posted on the website.

In examining preliminary results, we were pleasantly surprised that our ONE10 school community continued to show strong feelings of support. Overall, survey responses scored in the 80's and 90's percentage range. Respondents strongly agreed or agreed that ONE10 delivered on the Desired Daily Experiences. **The overall average scores are: parents...89%, staff...87% and students...81%** (the students had three outliers that skewed their overall score...54%-like meals, 50%-have time to relax, and 66%-excited to come to school).

These are amazing results considering the year we have just been through. It shows that our hard work was successful. It's a proud moment for ONE10! This exceptional partnership further exemplifies that WE truly ARE ONE10. Thanks!!

Celebrating the Class of 2021

We would like to recognize ALL in the ONE10 school community who helped our seniors be prepared for the world ahead of them...Thank YOU!

Here are some of the accomplishments of the WHS Class of 2021:

90 students graduating with honors

6 students earned a 4.0 GPA

2 seniors received Triple A awards

Local companies and organizations gave \$200,000 in scholarships to students

43 National Honor Society students

11 seniors on student council

1 National Merit Finalist

1 National Merit Scholar

311 seniors graduated

The Class of 2021 will go down in the history books as one of the most unique and amazing group of students graduating from WHS. This is the first class to attend all 4 years at the new high school...which means they were in that building for 8 years. They

are the last class to have Mr. Fredericksen as principal. Due to the pandemic, this group of students endured more than any other senior class before them. They have learned unique life skills that are beyond their years. We thank the Class of 2021 for the wonderful way they have handled these challenges. We wish them all the best in their future endeavors and know that a WHS diploma will serve them well.

ONE10 Administration starts to develop next year's Operational Plan

On June 9th the ONE10 Administration Team conducted an internal retreat to start the development of the 2021-22 ONE10 Operational Plan. The 2020-21 school year placed a pause on many growth initiatives at ONE10. We are excited to have the opportunity to get back to developing and delivering with action plans for school improvement as in years past. The outline of what has been developed will be presented at the 6/14/21 school board meeting and more information will be shared as the final documents and plans are fully developed over the summer. To keep ISD ONE10 a high quality school, it is the ONE10 practice and philosophy to always find ways for continuous improvement. More to come.

ONE10 Facilities are Mask Free Starting June 4, 2021

Guidance from MDE, MDH, CCPH and the State of MN is forever changing and we will continue to monitor and adjust as needed. As of 6/4/21, ISD ONE facilities inside and outside will be mask free. The ONE10 Summer Safe Schools Plan is provided in the following link. [ONE10 Summer Safe Schools Plan](#)

Carver County Vaccination Rate and Covid Data Continues to Improve

Our [Determining Factors](#) document shows the most recent Covid numbers and vaccination data is tracked in the [Carver County report](#). It is exciting to see that our local community is doing what they can to get vaccinated. The more people vaccinated, the safer we are and the closer we get to getting back to normal. This is a Great Trend. Let's continue to support and help our community get to this safe place. Thank you.

School Planning for 2021-22 will Happen over the Summer

At this time we have not been given direction from the state as to restrictions for next school year. It is our plan to come back to school in the fall of 2021 as close to normal as possible. The wildcard is always the coronavirus and any possible surges. It is our belief that if most people eligible for the Covid-19 vaccination are vaccinated, we will have a better opportunity to open our school year without restrictions. So, as of today, we are very excited that over the summer months we plan to develop a return to school in the fall to the ONE10 school district we know and love. We will keep you updated when we know more from MDE and the State of MN.

WE Wish Everyone a Wonderful and Well Deserved Summer Break!!
WE Are ONE10!!

7.B.1. Review District Survey Results

7.B.2. Fundraising Proposals

7.B.2.a. WHS Soccer Program (Boys/Girls)

GROUP/ORGANIZATION BACKGROUND

Name of group/organization: Waconia High School Soccer Program (Boys / Girls)

Group Advisor / Contact person: Jill Johnson - A.D. Tyrel Seim; Ivan Woyro

Extension: 952-442-0665

How many participants in your group/organization? 120 High School / 100 Middle School

Briefly identify the group/organization's purpose: To provide male and female athletes with the opportunity to play soccer at the High School level be it at the middle school, C squad, JV or Varsity level. Enhancing their high school experience and ensuring equity in participation

How often does your group meet? Fall season - August through November

Does the group/organization have a constitution and bylaws? Yes No

Last revision date: See Waconia School District

Does the group/organization have an Open Membership? Yes No

Does the group/organization have a democratic operation? Yes No

FUNDRAISING PURPOSE

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

The Waconia Girls Soccer program is in need of purchasing a new set of both home and away uniforms. The last time the team purchase uniforms was 6 years ago and due to wear many of the existing uniforms are beyond wash/repair. These uniforms will be for all levels (C/JV/Var)
In addition, the program will need to purchase miscellaneous training and match gear such as GK gloves, match soccer balls, etc for the Fall 2021.

FUNDRAISING ACTIVITY PROPOSAL

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

1.)
Double Good Popcorn Sale - July 2021 and September 2021

The Double Good Popcorn company offers a fundraiser providing 50% of sale proceeds return to the program soccer program. It does not require any person-to-person contact and the product sold is delivered directly to the individuals who purchase it

2.)
Custom Apparael Fan Gear

Working through a desiganted vendor, the program will advertise and sell soccer logo spirit gear that families can purchase. 20% of all sale proceeds will be returned to the program

3.)

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

Do any of the activities require a special permit?
If yes, please describe: Yes No
None required

Are there special food monitoring requirements?
If yes, please explain: Yes No
Chipotle would prepare the food in accordance with its current policies and existing city food and preparation ordinances

Projected total group/organization profits from fundraising for each activity:

1.) \$6,000 to \$8,000 2.) \$2,000 - \$3,000 3.)

Estimated percent of profits to total sales:

1.) 50% 2.) 20% 3.)

ADMINISTRATIVE REVIEW

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

Is a student/organization;

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

- a. Takes place during school time
- b. Utilizes school facilities or equipment
- c. Involves school personnel

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

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

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

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

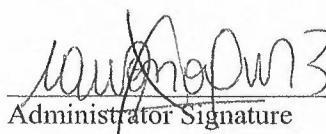
- Group/organization equity
- Gender equity
- Number of fund raising events
- Fund raising dollars/student involve equity
- Appropriateness of the type of fund raising

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

Comments: _____

Approved group/organization profits from event(s): _____

Administrative Approval: Yes No



Administrator Signature

6/1/2021 6-2-21

Date

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

7.B.2.b. Waconia Bands (through Band Boosters)

Name of group/organization: Waconia Bands (through Waconia Band Boosters)

Group Advisor / Contact person: John Pohland

Extension: 4106

How many participants in your group/organization? 250+

Briefly identify the group/organization's purpose: To provide a well-rounded music education to all students through various curricular and extra-curricular musical experiences

How often does your group meet? Daily (curricular)

Does the group/organization have a constitution and bylaws? Yes No

Last revision date: _____

Does the group/organization have an Open Membership? Yes No

Does the group/organization have a democratic operation? Yes No

FUNDRAISING PURPOSE

Purpose and need for a fund raising activity (briefly explain): fundraising
We typically do our ~~Spring Plant Sale~~ to give students the opportunity to raise money for their Band Student Account to help pay for Band related expenses: Marching Band, new instruments, trips, etc.

FUNDRAISING ACTIVITY PROPOSAL

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

1.) Spring Plant Sale - Official Dates TBD, but typically mid April.
Students sell pre-order plants and gift cards
Superior Lawn and Expressions, St. Boni, MN

2.) Kwik Trip Gas Card Sales - ~~Open~~ Year-round
Students sell pre-order Kwik Trip Gas cards

3.)

Do any of the activities involve door-to-door sales?
If yes, is parent notification required?

Yes (Only if student's choose.) No

Do any of the activities require a special permit?
If yes, please describe:

Yes No

Are there special food monitoring requirements?
If yes, please explain:

Yes No

Projected total group/organization profits from fundraising for each activity:

1.) \$5,000 - 10,000 2.) \$2,500 - 5,000 3.)

Estimated percent of profits to total sales:

1.) 25-35% 2.) 5-10% 3.)

ADMINISTRATIVE REVIEW

Does proposed activity meet one of the following criteria:

Yes

No

Is a student/organization;

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

- a. Takes place during school time
- b. Utilizes school facilities or equipment
- c. Involves school personnel

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

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

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

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

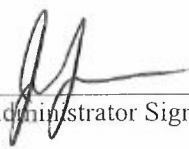
- Group/organization equity
- Gender equity
- Number of fund raising events
- Fund raising dollars/student involve equity
- Appropriateness of the type of fund raising

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

Comments: _____

Approved group/organization profits from event(s): _____

Administrative Approval: Yes No



Administrator Signature

Date

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

7.B.2.c. Waconia Band Boosters

Name of group/organization: Waconia AA Marching Band Boosters

Group Advisor / Contact person: John Pohland

Extension: _____

How many participants in your group/organization? 150+

Briefly identify the group/organization's purpose: To support the WMS & WMS
Band Programs

How often does your group meet? 2-3 times weekly Once per month

Does the group/organization have a constitution and bylaws? Yes No

Last revision date: _____

Does the group/organization have an Open Membership? Yes No

Does the group/organization have a democratic operation? Yes No

FUNDRAISING PURPOSE

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

The Waconia Band program is in need of some instrument
replacements in the mellophone, baritone, tuba and percussion
sections. The costs of these replacements are well beyond
our normal curricular budget.

FUNDRAISING ACTIVITY PROPOSAL

**DISTRICT 110
FUND RAISING PROPOSAL REQUEST--WORK PACKET**

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

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

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

GROUP/ORGANIZATION BACKGROUND

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

1.)

WHS Bands Raffle (typically Fall, but due to pandemic, June 2021)
We hold an annual raffle to help fund major program needs

2.)

3.)

Do any of the activities involve door-to-door sales?
If yes, is parent notification required? *Yes*

Yes No

Do any of the activities require a special permit?
If yes, please describe:

Yes No

We get the raffle permit from the state each year

Are there special food monitoring requirements?
If yes, please explain:

Yes No

Projected total group/organization profits from fundraising for each activity:

1.) *\$4,500* 2.) 3.)

Estimated percent of profits to total sales:

1.) *80-90%* 2.) 3.)

ADMINISTRATIVE REVIEW

Does proposed activity meet one of the following criteria:

Yes No

Is a student/organization;

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

- a. Takes place during school time
- b. Utilizes school facilities or equipment
- c. Involves school personnel

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

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

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

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


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

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

Comments: _____

Approved group/organization profits from event(s): _____

Administrative Approval: Yes No



Administrator Signature

Date

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

7.B.2.d. Waconia Football Team

Name of group/organization: Waconia Football Team

Group Advisor / Contact person: Corey Shea

Extension: _____

How many participants in your group/organization? 100+

Briefly identify the group/organization's purpose: High School Athletic Team

How often does your group meet? Daily in the Fall

Does the group/organization have a constitution and bylaws? Yes No

Last revision date: _____

Does the group/organization have an Open Membership? Yes No

Does the group/organization have a democratic operation? Yes No

FUNDRAISING PURPOSE

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

Budget for Equipment, Uniforms,
Practice Gear, Coaching positions, Video Equip.,
Player Packs, Team Building Activities
etc.

FUNDRAISING ACTIVITY PROPOSAL

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

1.)

Gold Card Sales - Adrenaline Fundraising
Late Summer - Fall 2021 - (1 week)
Players sell cards to members of the
Community

2.)

3.)

Do any of the activities involve door-to-door sales?
If yes, is parent notification required?

Yes

No

Do any of the activities require a special permit?
If yes, please describe:

Yes

No

Are there special food monitoring requirements?
If yes, please explain:

Yes

No

Projected total group/organization profits from fundraising for each activity:

1.) ~~80~~ 20,000+ 2.)

3.)

Estimated percent of profits to total sales:

1.) 85 2.)

3.)

ADMINISTRATIVE REVIEW

Does proposed activity meet one of the following criteria:

Yes

No

Is a student/organization;

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

- a. Takes place during school time
- b. Utilizes school facilities or equipment
- c. Involves school personnel

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

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

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

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


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

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

Comments: _____

Approved group/organization profits from event(s): _____

Administrative Approval: Yes No



Administrator Signature

Date

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

7.B.2.e. Lakettes Dance Team

Name of group/organization: Lakettes Dance Team

Group Advisor / Contact person: Amy Segner

Extension: ^{cell} 612-964-7262

How many participants in your group/organization? 40-60

Briefly identify the group/organization's purpose: Dance team provides Dance competition experience for 7th-12th grade Waconia Middle School + High School young women.

How often does your group meet? Winter Season Oct - Feb

Does the group/organization have a constitution and bylaws? Yes No

Last revision date: 2020

Does the group/organization have an Open Membership? Yes No

Does the group/organization have a democratic operation? Yes No

FUNDRAISING PURPOSE

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

Fundraisers are used to support Team Uniform /costume needs.

In the summer we attend a Dance Camp and Fundraising supports each dancers amount for camp payments.

FUNDRAISING ACTIVITY PROPOSAL

Is a student/organization;

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

- a. Takes place during school time
- b. Utilizes school facilities or equipment
- c. Involves school personnel

Does the event require compulsory ^{time} ~~voluntary~~ donations or participation by students? Yes No

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

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

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

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

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

Comments: _____

Approved group/organization profits from event(s): _____

Administrative Approval: Yes No

 _____ Date _____

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

8. **ACTION ITEMS**

8.A. 2022-2023 Academic Calendar

Waconia Public Schools – ISD No. 110
Highlights of the Proposed 2022-2023 Academic Calendar

A proposed calendar for the 2022-2023 school year is ready for the School Board's consideration. It was drafted by our school district's administrative team with valuable input from our district's faculty.

Some of the highlights of the proposed calendar include:

- The first day of school for students is scheduled for Monday, August 29, 2022 with teacher workshop set to begin on Monday, August 22, 2022.
- Kindergarten students are scheduled to begin on Wednesday, August 31, 2022 to allow for listening conferences to be held on Monday, August 29 and Tuesday, August 30, 2022.
- Two-hour early release days for professional learning communities and professional development programming will be held on Friday, October 7, 2022, Friday, February 17, 2023, and Friday, April 7, 2023.
- Elementary conferences and secondary teacher in-service or flex time (i.e., time off provided to teachers in exchange for late afternoon and evening conferences) will be provided on Wednesday, October 19, 2022 to coincide with the Education Minnesota State Conference. This type of schedule has been well-received during past years as it has minimized the number weeks in October with schedule disruptions for students.
- Teacher in-service programming will take place on Friday, November 11, 2022.
- A teacher work day will be held on Monday, November 21, 2022, a teacher flex day for PGRE hours on Tuesday, November 22, 2022, and a teacher flex day for evening conference hours will be held on Wednesday, November 23, 2022 (Day before Thanksgiving), which will allow families a full week off for Thanksgiving travel.
- To better align with a quarter schedule, middle school teachers will again be given the option to flex their grading time and conduct grading duties outside the contract day and during a time that better correlates with a quarter schedule. Available flex dates have been scheduled for non-student days.
- Winter break is scheduled to begin on Friday, December 23, 2022 and extend through Monday, January 2, 2023.
- The school district will be closed on Monday, January 16, 2023 in observance of MLK Jr. Day.
- Elementary conferences, high school in-service programming, and middle school flex time will take place on Friday, February 3, 2023.
- Monday, February 20, 2023 (Presidents' Day) will be a teacher flex day and the district will be closed.
- Friday, March 3, 2023 will be a teacher work day/flex day, which will give students a jumpstart on Spring Break scheduled to run from Monday, March 6 and extend through Friday, March 10, 2023.
- The school district will be closed on Monday, April 10, 2023.
- The high school's graduation ceremony for the Class of 2023 is tentatively scheduled for Sunday, May 28, 2023.
- The last student day of the 2022-2023 school year is scheduled for Thursday, June 1, 2023 with the last official teacher day on Friday, June 2, 2023.

The 2022-2023 academic calendar will be placed on the school district's website and a message will be sent to all parents about its availability subsequent to the School Board's approval.



2022-2023 Academic Calendar

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 End of Quarter 1 - WMS
- 11 No School K-12
Teacher In-service Day
- 18 End of Trimester 1 - K5/WHS
- 21-23 No School K-12
Teacher Work Day/Flex Day
- 24-25 No School K-12
Holiday

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 2 End of Trimester 2 – K-5/WHS
- 3 No School K-12
Teacher Workday
- 6-10 No School K-12
Spring Break
- 31 End of Quarter 3 - WMS

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 22-25 Teacher Workshop
- 29 1st Day of School Grades 1-12
- 31 1st Day of School Kindergarten

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 23-30 No School K-12
Winter Break

APRIL 2023						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 7 2-HR Early Release (K-12)
- 10 No School K-12

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 5 No School K-12
Labor Day

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 No School K-12
Winter Break
- 16 No School K-12
Holiday
- 19 End of Quarter 2 – WMS

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 28 Class of 2023 Graduation
- 29 No School K-12
Holiday

OCTOBER 2022						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 7 2-HR Early Release (K-12)
- 19 No School K-12
Conferences, In-service or Flex
- 20 No School K-12
Ed MN State Conference
- 21 No School K-12

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 3 Conferences, In-service or Flex
- 17 2-HR Early Release (K-12)
- 20 No School K-12
Holiday
Teacher Flex Day

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 Last Student Day
- 2 Last Teacher Workday

Approved: xx/xx/xx

8.B. Tiered Bussing Schedule

8.C. Resolution Approving SW Metro Intermediate School District No. 288's Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of those Projects in the District's Application for Long-Term Facility Maintenance Revenue (ROLL CALL VOTE)

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT # ____
(City)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, School Board meeting of School District No. ____, State of Minnesota, was held on _____, at _____ pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Long-Term Facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Director _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT
NO. 288'S LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET AND
AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE
PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG-TERM FACILITY
MAINTENANCE REVENUE

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

1. The School Board of SW Metro Intermediate School District No. 288 has approved a long-term facility maintenance program budget for its facilities for the 2021-2022 school year in the amount of **\$77,755**. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programing its long-term facility maintenance revenue application.
3. The proportionate share of the cost of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue

application for the fiscal year 2023 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Director _____ and, upon vote taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. _____. State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. _____, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a FULL, TRUE AND COMPLETE TRANSCRIPT INsofar AS THE SAME RELATES TO THE APPROVAL OF SW Metro Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2021

Clerk

School District No. _____

SWMetro Intermediate District #288							
2021 Pay 2022 for 2023							
(For Fiscal School year 2023)							
Pay 22 Levy Amounts							
<u>District</u>	<u>School #</u>	<u>Usage</u>	<u>LTFM Levy</u>	<u>Lease Levy</u>	<u>Safe Schools Levy</u>	<u>Total</u>	
Norwood Young America	108	3.56%	\$ 2,770.56	\$ 16,701.82	\$ 7,995.80	\$ 27,468.19	
Waconia	110	6.72%	\$ 5,226.07	\$ 31,504.43	\$ 15,082.38	\$ 51,812.89	
Watertown-Mayer	111	3.09%	\$ 2,399.58	\$ 14,465.44	\$ 6,925.16	\$ 23,790.18	
Eastern Carver County	112	14.17%	\$ 11,020.54	\$ 66,435.33	\$ 31,805.14	\$ 109,261.01	
Bloomington	271	1.31%	\$ 1,019.51	\$ 6,145.92	\$ 2,942.29	\$ 10,107.72	
Belle Plaine	716	6.29%	\$ 4,892.52	\$ 29,493.68	\$ 14,119.76	\$ 48,505.96	
Jordan	717	4.99%	\$ 3,879.68	\$ 23,387.95	\$ 11,196.71	\$ 38,464.34	
Prior Lake-Savage	719	15.08%	\$ 11,726.81	\$ 70,692.95	\$ 33,843.43	\$ 116,263.19	
Shakopee	720	21.84%	\$ 16,978.28	\$ 102,350.51	\$ 48,999.12	\$ 168,327.91	
New Prague	721	3.65%	\$ 2,838.70	\$ 17,112.62	\$ 8,192.47	\$ 28,143.79	
Buffalo-Hanover-Montrose	877	12.89%	\$ 10,021.21	\$ 60,411.08	\$ 28,921.10	\$ 99,353.40	
Tri City United	2905	6.41%	\$ 4,981.53	\$ 30,030.27	\$ 14,376.64	\$ 49,388.44	
Total		100.00%	\$ 77,755.00	\$ 468,732.00	\$ 224,400.00	\$ 770,887.00	
			\$ 77,755.00	\$ 468,732.00	\$ 224,400.00	\$ 770,887.00	
Pay 21 Amounts			\$ 300,000.00	\$ 246,487.00	\$ 224,400.00	\$ 770,887.00	
Usage Calculation (through April, 2021)							
<u>SWMetro Usage</u>	<u>School #</u>	<u>FY21 SpEd Gen Ed Cost</u>	<u>FY21 CTE Tuition</u>	<u>Total</u>	<u>Usage %</u>		
Norwood Young America	108	\$ 158,343.16	\$ 1,583.04	\$ 159,926.20	3.56%		
Waconia	110	\$ 194,069.49	\$ 107,597.25	\$ 301,666.74	6.72%		
Watertown-Mayer	111	\$ 138,511.97	\$ -	\$ 138,511.97	3.09%		
Eastern Carver County	112	\$ 216,736.49	\$ 419,406.66	\$ 636,143.15	14.17%		
Bloomington	271	\$ 58,849.49	\$ -	\$ 58,849.49	1.31%		
Belle Plaine	716	\$ 123,812.24	\$ 158,600.82	\$ 282,413.06	6.29%		
Jordan	717	\$ 121,298.15	\$ 102,650.25	\$ 223,948.40	4.99%		
Prior Lake-Savage	719	\$ 676,911.51	\$ -	\$ 676,911.51	15.08%		
Shakopee	720	\$ 757,165.61	\$ 222,878.84	\$ 980,044.45	21.84%		
New Prague	721	\$ 163,859.73	\$ -	\$ 163,859.73	3.65%		
Buffalo-Hanover-Montrose	877	\$ 578,458.74	\$ -	\$ 578,458.74	12.89%		
Tri City United	2905	\$ 283,675.89	\$ 3,875.15	\$ 287,551.04	6.41%		
Total		\$ 3,471,692.47	\$ 1,016,592.01	\$ 4,488,284.48	100.00%		

8.D. Resolution Approving SW Metro Intermediate
School District No. 288's Safe School Program and
Authorizing the Inclusion of a Proportionate
Share of this Program in teh District's
Application for Safe School Revenue

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT # ____
(City)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, School Board meeting of School District No. ____, State of Minnesota, was held on _____, at _____ pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Safe School Program and authorizing the inclusion of a proportionate share of Intermediate School District's Safe School Program in the district's application for Safe Schools Revenue.

Director _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT
NO. 288'S SAFE SCHOOL PROGRAM AND AUTHORIZING THE INCLUSION OF
A PROPORTIONATE SHARE OF THIS PROGRAM IN THE DISTRICT'S
APPLICATION FOR SAFE SCHOOL REVENUE

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

1. The School Board of SW Metro Intermediate School District No. 288 has approved a Safe School program for the 2022-2023 school year in the amount of \$224,400.00. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programming its long-term facility maintenance revenue application.
3. The proportionate share of the cost of the intermediate school district's Safe School program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district Safe school program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The Safe school costs shall be funded through annual levy. The inclusion of this proportionate share in the district's Safe School revenue application for the fiscal year 2023 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of Safe School revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Director _____ and, upon vote taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. _____. State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. _____, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a FULL, TRUE AND COMPLETE TRANSCRIPT INsofar AS THE SAME RELATES TO THE APPROVAL OF SW Metro Intermediate School District's Safe School Program in the district's application for Safe School revenue.

WITNESS MY HAND officially as such Clerk this ____ day of _____, 2021

Clerk

School District No. _____

SWMetro Intermediate District #288							
2021 Pay 2022 for 2023							
(For Fiscal School year 2023)							
Pay 22 Levy Amounts							
<u>District</u>	<u>School #</u>	<u>Usage</u>	<u>LTFM Levy</u>	<u>Lease Levy</u>	<u>Safe Schools Levy</u>	<u>Total</u>	
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Eastern Carver County	112	14.17%	\$ 11,020.54	\$ 66,435.33	\$ 31,805.14	\$ 109,261.01	
Bloomington	271	1.31%	\$ 1,019.51	\$ 6,145.92	\$ 2,942.29	\$ 10,107.72	
Belle Plaine	716	6.29%	\$ 4,892.52	\$ 29,493.68	\$ 14,119.76	\$ 48,505.96	
Jordan	717	4.99%	\$ 3,879.68	\$ 23,387.95	\$ 11,196.71	\$ 38,464.34	
Prior Lake-Savage	719	15.08%	\$ 11,726.81	\$ 70,692.95	\$ 33,843.43	\$ 116,263.19	
Shakopee	720	21.84%	\$ 16,978.28	\$ 102,350.51	\$ 48,999.12	\$ 168,327.91	
New Prague	721	3.65%	\$ 2,838.70	\$ 17,112.62	\$ 8,192.47	\$ 28,143.79	
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Pay 21 Amounts			\$ 300,000.00	\$ 246,487.00	\$ 224,400.00	\$ 770,887.00	
Usage Calculation (through April, 2021)							
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Waconia	110	\$ 194,069.49	\$ 107,597.25	\$ 301,666.74	6.72%		
Watertown-Mayer	111	\$ 138,511.97	\$ -	\$ 138,511.97	3.09%		
Eastern Carver County	112	\$ 216,736.49	\$ 419,406.66	\$ 636,143.15	14.17%		
Bloomington	271	\$ 58,849.49	\$ -	\$ 58,849.49	1.31%		
Belle Plaine	716	\$ 123,812.24	\$ 158,600.82	\$ 282,413.06	6.29%		
Jordan	717	\$ 121,298.15	\$ 102,650.25	\$ 223,948.40	4.99%		
Prior Lake-Savage	719	\$ 676,911.51	\$ -	\$ 676,911.51	15.08%		
Shakopee	720	\$ 757,165.61	\$ 222,878.84	\$ 980,044.45	21.84%		
New Prague	721	\$ 163,859.73	\$ -	\$ 163,859.73	3.65%		
Buffalo-Hanover-Montrose	877	\$ 578,458.74	\$ -	\$ 578,458.74	12.89%		
Tri City United	2905	\$ 283,675.89	\$ 3,875.15	\$ 287,551.04	6.41%		
Total		\$ 3,471,692.47	\$ 1,016,592.01	\$ 4,488,284.48	100.00%		

8.E. Extended Field Trip and Travel - Application
for Final Approval (Conservation Club Boundary
Waters Trip)

APPENDIX VI

EXTENDED FIELD TRIP AND TRAVEL/
INTERNATIONAL FIELD TRIP AND TRAVEL
APPLICATION FOR FINAL APPROVAL

*Must submit to applicable building principal, activities director, and superintendent
within 4 months of departure for extended trips,
within 6 months of departure for international travel*

School WHS Group Conservation Club
Organizer submitting request Wayne Trapp
of students 20 # of school personnel 4 # chaperones 6 (4+2)
Destination Boundary Waters Canoe Area Ely, MN
Educational objective or benefit Students will observe and assess the health of natural ecosystems in northern MN. They will also identify native terrestrial and aquatic species.
Name of travel agency, if applicable: NA

TIME

LEAVE: Date: 7/22 Time: 4AM RETURN: Date: 7/25 Time: 5PM
TIME ABSENT: School days: — Non-school days 4

HEALTH AND SAFETY

- Have reasonable accommodations been made for travelers with disabilities? Y or N
- Is special insurance protection offered for students? Y or N
For adults? Y or N
- Have all necessary contact information and health-related forms been received from participants? Y or N Submitted to administration? Y or N
- Do you have at least one chaperone for every 12 students? Y or N
If less than one chaperone per 12 students, how many? _____
- Have you obtained proof that all participants have appropriate identification necessary to the trip? Y or N
- Have all chaperones completed:
District 110 criminal background checks Y or N
Signed chaperone agreements? Y or N
- Who has signed off on discussing student conduct policies with students?
Wayne Trapp
- What emergency procedures are in place? Please give an assessment of medical or emergency personnel and facilities available, and procedures to follow if student(s) become lost or separated from the group. *Attach information to this application.* see attached

TRANSPORTATION

Mode(s) and name(s) of carrier(s): Koch Bus Service School
bus driven by Mike Jensen

Lodging arrangements, with dates:
Students will be camping in tents on Thursday, Friday,
and Saturday nights.

Meal arrangements: 9 # included w/trip 2 # not included

COST ESTIMATE PER STUDENT/CHAPERONE

TOTAL: \$ 4,000 Expenses paid by traveler: \$ 150/student

Transportation: \$ 2,000 Expenses paid by district: \$ —

Meals: \$ 1,000 Expenses paid by other means: \$ 1,000 Conservation Club Boosters

Lodging: \$ 200 Explain financial assistance or scholarships for

Other: \$ 900 instances of financial need: Any student in
need can have their trip paid for by
the Conservation Club Boosters

FINAL APPROVAL

Required signatures:

Building Administration:  Date: 5-28-21

Community Education Director (if Community Ed oversees planning of trip):
_____ Date: _____

Superintendent: _____ Date: _____

School Board approval date: _____

Distribution: Signed original to building administration or Community Education, signed copies to organizer and school office.

cc: Health Services

Boundary Waters Emergency Plan

An Emergency Action Plan, Emergency Contact Information, a Map and Itinerary, will be given to the School Administration, Parents, Outfitter, and carried with by a chaperone.

Preventative measures such as trip rules, trip expectations, safety precautions, and basic outdoor skills will be discussed before departure on the trip.

A basic first aid kit will be packed. Two cell phones will be packed as well as a solar charger, even though cell phone reception is very limited.

Chaperones will have a basic knowledge of first aid.

Each emergency will be assessed before an action plan is implemented.

If an emergency situation arises that will require a person to have emergency medical treatment, emergency personnel will be contacted as soon as possible. One chaperone and two campers will paddle toward the nearest entry point to find cell phone coverage. As soon as they are able to get cell phone coverage they will convey the emergency information to emergency personnel and wait for further instructions.

The second chaperone and the remaining group members will remain with the injured person. If the person's injuries allow them to be transported, they will be transported to the nearest entry point. If emergency personnel was contacted, they will wait at the entry point to meet emergency personnel. If contact was not made with emergency personnel they will continue to the Hospital in Ely.

Parents and school officials will be notified of the situation once the person has been delivered to emergency personnel.

Students and chaperones will decide what to do with the remainder of the trip. Once a unanimous decision is made, that plan will be enacted for the remainder of the trip. If a unanimous decision cannot be made, the students and chaperones will return home. Parents, School Administration, and the Outfitter will be notified of the decision. One possible decision could be to camp at the Kawishiwi Campground near Ely.

8.F. Second Read Board Policies

8.F.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.F.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.F.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.F.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.F.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.F.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.F.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. 20192020

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~~ 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.C.~~ D.C. “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.F.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.F.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.F.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.

9. **DISCUSSION ITEMS**

9.A. First Read Board Policies

9.A.1. 404 Employment Background Checks

Adopted: _____

MSBA/MASA Model Policy 404

Orig. 1995

Revised: _____

Rev. ~~2009~~ 2018

404 EMPLOYMENT BACKGROUND CHECKS

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check.

The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the ~~state board of teaching~~ [Minnesota Professional Educator Licensing and Standards Board](#) or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and

4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
 - F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
 - G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
 - H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
 - I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
 - J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
 - K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this

policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background
Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References:

9.A.2. 428 Assignment and Transfer of Personnel

428 ASSIGNMENT AND TRANSFER OF PERSONNEL

School District 110 recognizes that the placement and transfer of staff at grade levels, in departments, in class group assignments, or to specific work assignments to which they have license is the responsibility of the school administration.

I. TRANSFER PROCEDURES FOR TEACHERS

- A. Transfer shall be defined as a change in subject matter or teaching area through either voluntary or involuntary means. A voluntary transfer is a transfer requested by the teacher. An involuntary transfer is a transfer not requested by the teacher.
- B. Vacancies shall be posted for a reasonable time after the vacancy occurs.
- C. Teachers who desire a change in grade and/or subject matter area assignment or desire to transfer to another building shall annually file a letter stating such desire with the Director of Human Resources. Such letter(s) shall include the grade(s) and/or subject matter area(s) to which the teacher desires assignment and the school or schools to which the teacher desires to be transferred, in order of preference. Such written requests for transfer or reassignment for the ensuing school year shall be submitted to the Human Resources Department by February 15. These shall remain on file until the beginning of the next school year.
- D. A position may be filled by means of involuntary transfer or reassignment if it is determined by district administration that there is not an acceptable and qualified volunteer available to fill said position.
- E. Notice of involuntary transfer or reassignment shall be given in writing to teachers by May 15th. Extenuating circumstances such as late resignation, new staff acquisition or budget considerations may necessitate this timeline not being adhered to.
- F. A teacher shall be given the reason for an involuntary transfer. Decisions on involuntary transfers shall be delivered to teachers in writing by the building administrator, if so requested.
- G. In arriving at a transfer decision the administration shall consider job performance, licensure/qualifications, and seniority and other factors set out above. Decisions on voluntary transfers shall be delivered to the affected teacher in writing notifying the teacher of the disposition of the voluntary request.

II. TEACHER PLACEMENT PROCEDURE – REASSIGNMENT WITHIN BUILDING

- A. When a change in a teaching assignment is being considered, teachers involved or potentially involved will be requested to submit their assignment preference, in writing to the building administrator as part of the normal information gathering phase.
- B. The building administrator will inform teachers of teaching assignment decisions as per the requirements of the working agreements between the district and the teachers’

association.

- C. If a teaching assignment decision is made contrary to or outside of the expressed teacher's preferences, the building administrator will state in writing the considerations used for making the teaching assignment decision if so requested.
- D. A written notification by a building administrator of a change in grade level or subject taught shall be submitted to the affected teacher by May 15th for the upcoming year. Extenuating circumstances such as a late resignation, new staff acquisition or budget consideration may necessitate this timeline not be adhered to.

III. NOTIFICATION OF ASSIGNMENT (All Employees)

- A. **Teachers:**
Teachers not experiencing a change in grade level or subject shall receive their notice of assignment within the timelines established by their work agreement.
- B. **Educational Support Professionals:**
A written notification from the school district to each person stating their employment status, work location and tentative assignment for the upcoming year will be made by May 30th. Extenuating circumstances such as a late resignation, new staff acquisition or budget consideration may necessitate this timeline not be followed.
- C. **Reduction in Assignment:**
Any staff assignment that causes a position to be reduced in hours for an upcoming year will be done as per each staff member's respective employee work agreement with District 110.
- D. **Verification of Work Assignment for Teachers:**

In school years where the work agreement between the Waconia Education Association and District 110 has not been completed by September 1, notice of assignments will be distributed to the teachers 30 days after the ratification of the work agreement.

Policy Adopted: June 10, 1996

Amended: December 8, 1997 / January 4, 1999 / May 13, 2002 / May 12, 2008 / April 2011/
Nov 2016 / Dec 2018

Independent School District 110
Waconia, Minnesota

9.A.3. 436 Substitute Teaching

436 SUBSTITUTE TEACHING

Independent School District No. 110 requires the services of substitute teachers in its elementary and secondary schools to ensure that appropriate instructional programming is provided for all students when assigned teachers are absent. While performing their duties, substitute teachers are considered employees of the district.

I. DEFINITIONS:

- A. Daily Substitute Teacher: A daily substitute teacher performs substitute teaching services for fifteen (15) consecutive calendar days or less for an individual teacher.
- B. Long-term Substitute Teacher: A long-term substitute teacher performs substitute teaching services for more than fifteen (15) consecutive for an individual teacher.

II. PROCEDURES:

- A. Substitute teachers must complete all required application materials, interview with a member of the district's administration team when required, and attend a new substitute orientation session, including information regarding mandatory district training and policies, payroll requirements, and background checks prior to becoming eligible to perform services as a substitute teacher in the School District.
- B. Substitute teachers are required to maintain valid teaching or substitute licenses through the Minnesota Professional Educator Licensing and Standards Board or the commissioner of education.
- C. The School District will contact substitute teachers when services are required via its electronic substitute program. The substitute teacher will be provided with the specifics of the assignment when contacted.
- D. The building principal or his/her designee will coordinate the use of substitute teachers in his/her respective building. The absent teacher will ensure that lesson plans are available for the substitute teacher.
- E. Substitute teachers assigned to a particular building may be utilized throughout the building as needed. Assignments may include coverage for one or more absent teachers in one or more building departments.
- F. The building principal or his/her designee will complete the necessary payroll forms for each substitute teacher performing services in his/her building. The substitute teacher will sign the pay form verifying his/her hours of performance.
- G. Regular faculty members may be assigned to substitute, without additional pay, as long as contractual preparation time provisions are adhered to. If regular faculty members are asked to

provide substitute services during their preparation time, then they will be reimbursed at the rate specified in the teachers' collective bargaining agreement.

III. PAYMENT:

- A. Daily substitute teachers will be compensated in accordance with School Board action.
- B. Long-term substitute teachers shall be paid a daily rate in accordance with BA/Step A on the teachers' salary schedule.
- C. Substitute teacher pay will be issued using direct deposit on the 15th and the last day of the month.
- D. Substitute teachers are not eligible to participate in health insurance plans or other fringe benefits through the School District unless required by law.
- E. Substitute teachers will not be compensated for mileage or travel time.
- F. Long-term substitute teachers assigned to perform substitute teaching services for more than one-hundred-twenty (120) consecutive days for an individual teacher are eligible for fringe benefits as provided for in the teachers' collective bargaining agreement.

Policy Adopted: December 14, 1970 / Amended September 8, 1975 / Amended June 9, 1986 /
Amended December 14, 1992 / January 4, 1999 / July 18, 2005 / May 12, 2008 / May
11, 2009 / August 16, 2010 / Jan. 2016 / Dec. 2018

Independent School District No. 110
Waconia, Minnesota

9.A.4. 523 Policies Incorporated by Reference

Adopted: _____

MSBA/MASA Model Policy 523

Orig. 1995

Revised: _____

Rev. 202012

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

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

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

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

Legal References:

Cross References:

9.A.5. 601 School District Curriculum

Adopted: _____

MSBA/MASA Model Policy 601

Orig. 1995

Revised: _____

Rev. ~~2019~~ 2020

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:

1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 2. student performance on the Minnesota Comprehensive Assessments;
 3. high school graduation rates; and
 4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;

[Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]
 2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;

[Note: MSBA/MASA Model Policy 618 addresses this requirement.]

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include the following:

[*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]

- a. reading, writing, speaking, listening, and viewing in the English language;
- b. mathematical and scientific concepts;
- c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);

- d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
- a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills

necessary to:

- a. appreciate, understand, and accept human diversity and interdependence;
- b. address human problems through team effort;
- c. resolve conflicts with and among others;
- d. function constructively within a family unit;
- e. promote a multicultural, gender-fair, disability-sensitive society.

[Note: School district and site goals example courtesy of the Winona School District.]

- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
 2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.

[Note: According to Minnesota statutes, dyslexia screening is to be conducted in a locally determined manner.]

3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive

assessment and annually report summary assessment results to the Commissioner of Education by July 1.

4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students with: who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:

(a) a summary of the district's efforts to screen for dyslexia;

(b) the number of students screened for that reporting year; and

(c) the number of students demonstrating characteristics of dyslexia for that year.

~~b. —convergence insufficiency disorder.~~

5. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
 - a. the student's reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student and the student's progress; and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer

school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

[Note: School districts are strongly encouraged, but not required, to provide personal learning plans, as provided in Paragraph 8.]

8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

9.A.6. 607 Organization of Grade Levels

Adopted: _____

MSBA/MASA Model Policy 607

Orig. 1995

Revised: _____

Rev. ~~2005~~ 2020

607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

[Note: Each school district should identify within the groupings as defined in Minn. Stat. § 120A.05, how grade levels shall be organized within the school district from the options listed below:

<i>Elementary:</i>	Grades <u>9</u> <u>Kindergarten</u> through 6 <u>5</u>
<i>Middle:</i>	Minimum of two consecutive grades above 4th but below 10th <u>Grades 6 through 8</u>
<i>Secondary:</i>	(Grades 7 through 12)
<i>Junior High</i>	Grades _____ through _____
<u>High School</u> <i>Senior High</i>	Grades <u>9</u> through <u>12</u>
<i>Vocational</i>	Grades 7 through 12]

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

can
C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

III. DEFINITIONS

- A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.
- B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)
Minn. Stat. § 120A.20, Subd. 4 (Verification of Age for Admission to Public School)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Cross References:

10. **BOARD COMMITTEE REPORTS**

10.A. Self-Governance & Superintendent
Relations Committee

10.A.1. Summary of June 7, 2021 Closed Meeting **Presenter:** Chair
Geller

10.B. Leadership & District Service Committee

10.C. Finance & Facilities Committee

10.D. Policy & Advocacy Committee

10.E. Southwest Metro Intermediate District 288
Representative

10.F. Teaching & Learning Advisory Council
Representative

10.G. Community Education Advisory Council
Representative

10.H. MSHSL Representative

10.I. Technology Committee Representative

10.J. District 110 Foundation Representative

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

10.L. Carver County Elected Leaders
Representative

10.M. City of Waconia Liaison

10.N. City of Minnetrista Liaison

10.O. City of Victoria Liaison

10.P. City of St. Bonifacius Liaison

10.Q. City of New Germany Liaison

11. **ADJOURNMENT**