

# ISD 110 School Board Meeting

Monday, July 19, 2021 7:00 PM

Waconia High School - Room B107, 1650 Community Drive, 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:

July 26 Forecast 5 Training 6pm WHS B107  
(optional)

July 26 Work Session 7pm WHS B107

Aug 2 Finance Committee 6pm District Office

Aug 9 Policy Committee 6pm Waconia City Hall

Aug 9 Regular Meeting 7pm Waconia City Hall

Aug 23 Work Session 7pm WHS B107

## 4. MINUTES OF PREVIOUS MEETING

Approve minutes of the June 14 regular meeting,  
June 28 work session, and June 28 special meeting

ISD 110 School Board Regular Meeting  
Monday, June 14, 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**

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

Members absent: none

Call to order by Chair Geller at 7:13pm

Motion by Weinand to adopt agenda

Bullis second

All in favor

Motion carried

### **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

### **5. MINUTES OF PREVIOUS MEETING**

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

Motion by Weinand to approve minutes of the May 10 regular, May 23 special, and June 7 special meetings

Bullis second

All in favor

Motion carried

### **6. CONSENT AGENDA**

Motion by Weinand to approve consent agenda

Bullis second

All in favor

Motion carried

6.A. Bills and Wire Transfers

6.B. Human Resource Items:

**Employment**

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

<b>Savitt, Erin</b> Replacement	Kids' Company Aide Part-time; hours will vary	Comm Educ
<b>Smith, Jeffrey</b> Replacement	Kids' Company Lead Part-time; hours will vary	Comm Educ
<b>Steding, Lindsay</b> Replacement	Visual Arts Teacher 1.0 FTE; 184 Days	SV
<b>Widmer, Georgia</b> Replacement	Kids' Company Aide Part-time; hours will vary	Comm Educ
<b>Yancey, Maya</b> Replacement	Kids' Company Aide Part-time; hours will vary	Comm Educ
<b>Young, Matt</b> Replacement	Social Studies Teacher 0.88 FTE; 184 days	WMS
<b>Zetina, Yvette</b> 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.  
**Ngap, Sophia**, Kids' Company Lead at Comm Educ.  
**Pohland, John**, Band Teacher at WHS.  
**Radel, Haley**, Speech-Language Pathologist at SV.  
**Shoutz, Nikki**, Kids' CompanyAide at Comm Educ.  
**Tibbetts, Mike**, Educational Assistant at BV.  
**Wagener, Ricky**, Head Cook at WHS.  
**Ybarra, Danielle**, Kids' Company Lead at Comm Educ.

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

6.D. Receipts of Donation

## **7. REPORTS**

7.A. Finance Report

7.B. Superintendent's Report

7.B.1. Review District Survey Results

7.B.2. Fundraising Proposals

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

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

7.B.2.c. Waconia Band Boosters

7.B.2.d. Waconia Football Team

7.B.2.e. Lakettes Dance Team

## 8. ACTION ITEMS

### 8.A. 2022-2023 Academic Calendar

Motion by Weinand to approve 2022-2023 Academic Calendar

Bullis second

All in favor

Motion carried

### 8.B. Tiered Bussing Schedule

Motion by Weinand to approve Tiered Bussing Schedule

Bullis second

All in favor

Motion carried

### 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)

Motion by Weinand to approve 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

Bullis second

Roll call vote taken

All in favor

Motion carried

### 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 the District's Application for Safe School Revenue (ROLL CALL VOTE)

Motion by Weinand to approve 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

Bullis second

Roll call vote taken

All in favor

Motion carried

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

Motion by Weinand to approve Application for Final Approval

Bullis second

All in favor

Motion carried

#### 8.F. Second Read Board Policies

Motion by Johnson to table 439 Tutoring by District 110 Staff

A Myers second

All in favor

Motion carried

Motion by Weinand to approve second read board policies (except 439)

Bullis second

All in favor

Motion carried

8.F.1. 533 Wellness

8.F.2. 405 Veteran's Preference

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

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

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

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

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

8.F.8. 419 Tobacco-Free Environment

8.F.9. 422 Policies Incorporated by Reference

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

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

### 9. DISCUSSION ITEMS

9.A. First Read Board Policies

9.A.1. 404 Employment Background Checks

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

9.A.3. 436 Substitute Teaching

9.A.4. 523 Policies Incorporated by Reference

9.A.5. 601 School District Curriculum

9.A.6. 607 Organization of Grade Levels

## **10. BOARD COMMITTEE REPORTS**

10.A. Self-Governance & Superintendent Relations Committee

10.A.1. Summary of June 7, 2021 Closed Meeting

10.B. Leadership & District Service Committee

10.C. Finance & Facilities Committee

10.D. Policy & Advocacy Committee

Johnson reports Fieldtrip, Fundraising, Crisis Management policies will be coming for first read next month

10.E. Southwest Metro Intermediate District 288 Representative

RMyers reports SW Metro to hold meetings for counselors and admins – also offering tours of new space

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**

Motion by Weinand to adjourn

Bullis second

All in favor

Motion carried

Meeting adjourned at 8:14 PM

Work Session  
Monday, June 28, 2021 7:00 PM Central

Waconia High School - Room B107  
1650 Community Drive  
Waconia, MN 55387

1. Professional Growth, Reflection, and Evaluation Plan (PGRE) (20 mins)

2. 2021-2022 Staff Development Plan (15 mins)

3. Review of Annual Data - Survey and Vision Card (15 mins)

4. Superintendent Updates (10 mins)

5. Board Member Salary (20 mins)

6. SY 2020-2021 Revised Budget and 2021-2022 Preliminary Budget Approval (20 mins)

Motion by Weinand to add the following financial motions to the agenda for board consideration

DeBoer second

All in favor

Motion carried

7. Motion for the School Board to authorize a forensic audit. The Board Chair and the Vice Chair would work with MSBA and the School Board's attorney to identify an independent auditor – separate from the auditor that the District uses for its annual audit – to conduct the forensic audit

Motion by Geller to approve Motion for the School Board to authorize a forensic audit. The Board Chair and the Vice Chair, **and Treasurer** would work with MSBA and the School Board's attorney to identify an independent auditor – separate from the auditor that the District uses for its annual audit – to conduct the forensic audit

Weinand friendly amendment to add “and Treasurer”.....

A.Myers second

Roll call vote taken

Ayes: Geller, Johnson, Weinand, DeBoer, A.Myers

Nays: R.Myers, Bullis

Motion carried

8. Motion to require the Administration to obtain prior authorization from the School Board, through a School Board vote at an open meeting, for any expenditures that have not already been budgeted for and approved by the School Board through a formal vote

Motion by Geller to approve Motion to require the Administration to obtain prior authorization from the School Board, through a School Board vote at an open meeting, for any expenditures that have not already been budgeted for and approved by the School Board through a formal vote

DeBoer second

Roll call vote taken

Ayes: Geller, Johnson, Weinand, A.Myers, DeBoer, Bullis

Nays: R.Myers

Roll call vote taken

Motion carried

9. Motion to require the Administration to provide monthly financial reports to the School Board for review and action. Each monthly report must review all revenues and expenditures and identify any discrepancies – positive or negative – from the preliminary budget at that point in time. The monthly financial reports must be presented in a format that is easy to understand and allows for a month-by-month comparison. Additionally, each report must contain sufficient content to allow the School Board to track how revenues and expenditures compare to the preliminary budget. Each report must be presented to the Board for approval through a formal vote at an open meeting

Motion by Geller to approve Motion to require the Administration to provide monthly financial reports to the School Board for review and action. Each monthly report must review all revenues and expenditures and identify any discrepancies – positive or negative – from the preliminary budget at that point in time. The monthly financial reports must be presented in a format that is easy to understand and allows for a month-by-month comparison. Additionally, each report must contain sufficient content to allow the School Board to track how revenues and expenditures compare to the preliminary budget. Each report must be presented to the Board for approval through a formal vote at an open meeting

Weinand second

Roll call vote taken

Ayes: Geller, Johnson, Weinand, A.Myers, DeBoer, Bullis

Nays: R.Myers

Motion carried

Motion by Weinand to adjourn

Bullis second

All in favor

Motion carried

Meeting adjourned at 9:57PM

ISD 110 School Board Special Meeting  
RE: SY 2020-2021 Revised Budget and  
2021-2022 Preliminary Budget Approval  
and School Board Salary for 2021-2022  
Monday, June 28, 2021 9:00 PM Central

Waconia High School - Room B107  
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 9:57 PM

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

Members absent: none

Motion by Weinand to approve agenda

Bullis second

All in favor

Motion carried

### **2. ACTION ITEMS**

#### **2.A. SY 2020-2021 Revised Budget and 2021-2022 Preliminary Budget Approval**

Motion by Weinand to approve SY 2020-2021 Revised Budget and 2021-2022 Preliminary Budget Approval

Second by RMyers

Ayes: Geller, Weinand, Johnson, A.Myers, R.Myers, DeBoer

Nays: Bullis

Motion carried

#### **2.B. School Board Salary for 2021-2022**

Motion by DeBoer to increase pay to \$500 for members of the negotiations committee

Bullis second

All in favor

Motion carried

### **3. ADJOURNMENT**

Motion by Weinand to adjourn

Bullis second

All in favor

Motion carried

Meeting adjourned at 10:00 PM

5. **CONSENT AGENDA**

5.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
601613	WACONIA EDUCATION ASSOCIATION	06/15/2021	R	12,159.78	June
601614	SECURITY BANK & TRUST CO	06/15/2021	R	340.00	June
601615	ST MICHAEL-ALBERTVILLE HS	06/15/2021	R	39.00	June
601616	21ST CENTURY SPORTS LLC	06/17/2021	R	6,692.00	June
601617	ARCHER MECHANICAL	06/17/2021	R	377.50	June
601618	AUDIO LOGIC SYSTEMS	06/17/2021	R	1,555.00	June
601619	AURICH, JANINE	06/17/2021	R	50.00	June
601620	AVIBEN	06/17/2021	R	272.72	June
601621	BABCOCK, MICHAEL	06/17/2021	R	70.00	June
601622	BACH, MASON	06/17/2021	R	109.00	June
601623	BIFFS, INC	06/17/2021	R	1,637.68	June
601624	BOCK, ALEX	06/17/2021	R	35.00	June
601625	BSN SPORTS LLC	06/17/2021	R	10,938.08	June
601626	CHURCHILL RESERVE	06/17/2021	R	2,832.00	June
601627	CIPAFILTER	06/17/2021	R	5,502.00	June
601628	CITY OF WACONIA	06/17/2021	R	7,268.86	June
601629	COLLEGE BOARD	06/17/2021	R	32,490.00	June
601630	COLOGNE BASEBALL ASSOC	06/17/2021	R	4,000.00	June
601631	COMPAAAN, BRADY	06/17/2021	R	165.00	June
601632	CREATIVE COSTUMING & DESIGN	06/17/2021	R	4,035.50	June
601633	CROW RIVER SPORTS	06/17/2021	R	350.28	June
601634	CULLIGAN BOTTLED WATER	06/17/2021	R	609.00	June
601635	DELANO HIGH SCHOOL	06/17/2021	R	225.00	June
601636	ECM PUBLISHERS, INC	06/17/2021	R	284.76	June
601637	EVERSONS HARDWARE HANK	06/17/2021	R	260.72	June
601638	FENNER, CHRISTINE	06/17/2021	R	400.00	June
601639	FLINN SCIENTIFIC	06/17/2021	R	140.83	June
601640	FOLLETT SCHOOL SOLUTIONS	06/17/2021	R	1,183.39	June
601641	FRANKLIN PRINTING INC	06/17/2021	R	715.00	June
601642	GIESEKE, LOGAN	06/17/2021	R	225.00	June
601643	GRAPHIC EDGE LLC	06/17/2021	R	308.55	June
601644	GREATER MN COMMUNICATIONS	06/17/2021	R	141.35	June
601645	HEGER'S DAIRY LLC	06/17/2021	R	5,616.00	June
601646	HIGH POINT NETWORKS, LLC	06/17/2021	R	2,188.00	June
601647	HILLYARD/HUTCHINSON INC	06/17/2021	R	1,094.51	June
601648	INDIANHEAD FS DISTRIBUTOR, INC	06/17/2021	R	21,613.78	June
601649	INNOVATIVE OFFICE SOLUTIONS LL	06/17/2021	R	306.61	June
601650	JOSTENS	06/17/2021	R	1,478.09	June
601651	JUNGWIRTH, JACKSON	06/17/2021	R	229.00	June
601652	KEARNEY, ALEX	06/17/2021	R	70.00	June
601653	KOSCHINSKA, LUKE	06/17/2021	R	70.00	June
601654	LANGER JR, JAMESON	06/17/2021	R	100.00	June
601655	LANGE, JEFF	06/17/2021	R	55.00	June
601656	LESKE, JACOB	06/17/2021	R	70.00	June
601657	LOFFLER COMPANIES	06/17/2021	R	3,391.85	June
601658	LVC COMPANIES INC	06/17/2021	R	625.00	June
601659	MAJERUS, JACOB	06/17/2021	R	50.00	June
601660	MARSH, COOPER	06/17/2021	R	35.00	June
601661	MAYER LUMBER CO, INC	06/17/2021	R	1,590.41	June
601662	MERRITT, GEDRIC	06/17/2021	R	335.00	June
601663	MN DEPT OF HEALTH	06/17/2021	R	180.00	June
601664	MYHRE, ROXY	06/17/2021	R	80.00	June
601665	NEW DOCUMENTS & LABELS, INC.	06/17/2021	R	109.00	June
601666	ORONO HIGH SCHOOL	06/17/2021	R	200.00	June
601667	PARTS CITY WACONIA	06/17/2021	R	16.78	June
601668	PREP TIME PRINTING	06/17/2021	R	3,368.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
601669	RAMIREZ, KATRINA	06/17/2021	R	57.70	June
601670	RAYMOND GEDDES & CO	06/17/2021	R	167.36	June
601671	REGION 2AA	06/17/2021	R	14,424.00	June
601672	ROUSAN, AUSTIN	06/17/2021	R	155.00	June
601673	RUPP, ANDERSON, SQUIRES & WALDSPUR	06/17/2021	R	637.00	June
601674	SCHOOL SPECIALTY, LLC	06/17/2021	R	351.76	June
601675	SHERWIN-WILLIAMS CO	06/17/2021	R	354.30	June
601676	SIRCHIE	06/17/2021	R	314.25	June
601677	SKILLINGS, BECKY	06/17/2021	R	25.00	June
601678	ST JOSEPH CATHOLIC SCHOOL	06/17/2021	R	8,592.26	June
601679	STEEN, MITCHELL	06/17/2021	R	55.00	June
601680	STELICK, SYDNEY	06/17/2021	R	110.00	June
601681	TECH ACADEMY/COMPUTER EXPLORER	06/17/2021	R	1,596.00	June
601682	TENOR, SHELLY	06/17/2021	R	100.00	June
601683	TOLL GAS & WELDING SUPPLY	06/17/2021	R	12.03	June
601684	TRIO SUPPLY COMPANY	06/17/2021	R	308.42	June
601685	WASNESS, SANDY	06/17/2021	R	80.00	June
601686	WENGER CORPORATION	06/17/2021	R	104.78	June
601687	YAGER, MICHAEL	06/17/2021	R	269.00	June
601688	APPLE INC	06/24/2021	R	1,495.00	June
601689	AUGUST ASH INCORPORATED	06/24/2021	R	320.00	June
601690	AVIBEN	06/24/2021	R	468.09	June
601691	BREAKDOWN SPORTS USA	06/24/2021	R	615.00	June
601692	BROWER, ROSS	06/24/2021	R	56.00	June
601693	CITY OF ST BONIFACIUS	06/24/2021	R	70.00	June
601694	CROW RIVER BASEBALL	06/24/2021	R	420.00	June
601695	GRAINGER	06/24/2021	R	251.34	June
601696	INDIANHEAD FS DISTRIBUTOR, INC	06/24/2021	R	226.14	June
601697	INNOVATIVE OFFICE SOLUTIONS LL	06/24/2021	R	60.48	June
601698	LAKESHORE LEARNING MATERIALS	06/24/2021	R	91.98	June
601700	LEARNING A-Z LICENSE	06/24/2021	R	108.00	June
601701	LEARNING SCIENCES INT'L LLC	06/24/2021	R	208.75	June
601704	MACKENTHUN'S FINE FOODS	06/24/2021	R	1,562.90	June
601705	MEI TOTAL ELEVATOR SOLUTIONS	06/24/2021	R	549.15	June
601706	MULLER BOAT CO	06/24/2021	R	2,502.50	June
601707	PAN-O-GOLD BAKING CO	06/24/2021	R	2,300.65	June
601709	PREP TIME PRINTING	06/24/2021	R	5.00	June
601710	ROD RASSMAN PRODUCTIONS INC	06/24/2021	R	650.00	June
601713	SAFARI ISLAND COMMUNITY CENTER	06/24/2021	R	63,739.94	June
601714	ST JAMES HIGH SCHOOL	06/24/2021	R	30.00	June
601715	ST JOSEPH CATHOLIC SCHOOL	06/24/2021	R	674.26	June
601716	TERRAFORM PHOENIX II ARCADIA	06/24/2021	R	291.80	June
601717	TOLL GAS & WELDING SUPPLY	06/24/2021	R	35.99	June
601718	TRINITY LUTHERAN SCHOOL	06/24/2021	R	7,217.94	June
601719	TRIO SUPPLY COMPANY	06/24/2021	R	1,197.88	June
601720	UNITED FARMERS COOPERATIVE	06/24/2021	R	3,977.66	June
601721	UNITED STATES TREASURY	06/24/2021	R	251.46	June
601722	UNIVERSAL ATHLETIC LLC	06/24/2021	R	5,919.00	June
601723	WILSON LANGUAGE TRAINING CORP	06/24/2021	R	516.24	June
601725	DISTRICT 110 FOUNDATION	06/30/2021	R	10.00	June
601726	EYE MED-FIDELITY SECURITY LIFE	06/30/2021	R	1,991.78	June
601727	MESSERLI & KRAMER PA	06/30/2021	R	280.49	June
601728	NCPERS GROUP LIFE INS	06/30/2021	R	112.00	June
601729	SCHOOL SERVICE EMPLOYEES	06/30/2021	R	1,613.42	June
601730	WACONIA EDUCATION ASSOCIATION	06/30/2021	R	12,036.09	June
601731	BUSINESS IMPACT GROUP	07/01/2021	R	2,237.98	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
601732	GOVERNMENT LEASING & FINANCE I	07/01/2021	R	94,165.63	July
601733	MARSH & MCLENNAN AGENCY LLC	07/01/2021	R	399.00	July
601734	MESPA	07/01/2021	R	934.00	July
601735	RIDDELL/ALL AMERICAN SPORTS CO	07/01/2021	R	1,550.75	July
601736	SAND CREEK EAP LLC	07/01/2021	R	9,702.00	July
601737	SCHOOLS FOR EQUITY IN EDUC	07/01/2021	R	5,786.00	July
601738	SHOUTPOINT INC	07/01/2021	R	4,830.00	July
601739	SKYWARD ACCOUNTING DEPT	07/01/2021	R	27,297.00	July
601740	SPED FORMS, LLC	07/01/2021	R	11,849.29	July
601741	USA Security	07/01/2021	R	7,713.63	July
601742	INFINITE CAMPUS, INC	07/01/2021	R	57,100.95	July
601743	ABLE NET, INC	06/30/2021	R	285.00	June
601744	APPLE INC	06/30/2021	R	18,238.00	June
601745	BSN SPORTS LLC	06/30/2021	R	788.04	June
601746	CD PRODUCTS INC	06/30/2021	R	3,045.00	June
601747	CITY OF WACONIA	06/30/2021	R	550.00	June
601749	GREATER MN COMMUNICATIONS	06/30/2021	R	493.93	June
601751	HILLYARD/HUTCHINSON INC	06/30/2021	R	2,847.40	June
601752	HOLASEK'S GARDENING CENTER	06/30/2021	R	96.32	June
601753	HOLIDAY STATIONSTORES LLC	06/30/2021	R	381.35	June
601754	INNOVATIVE OFFICE SOLUTIONS LL	06/30/2021	R	48.63	June
601755	ISLAND VIEW GOLF CLUB	06/30/2021	R	975.00	June
601756	JW PEPPER & SON, INC	06/30/2021	R	1,727.49	June
601757	KOCH SCHOOL BUS SERVICE, INC	06/30/2021	R	301,122.11	June
601758	LAKE CRYSTAL COACHES	06/30/2021	R	9,685.00	June
601759	LOFFLER COMPANIES	06/30/2021	R	655.03	June
601760	PLANSOURCE BENEFITS ADMIN INC	06/30/2021	R	2,337.50	June
601763	SOUTHWEST METRO INTERMEDIATE D	06/30/2021	R	12,928.16	June
601764	UNIVERSAL ATHLETIC LLC	06/30/2021	R	918.74	June
601765	US POSTAL SERVICE	07/01/2021	R	1,077.08	July
601766	AMAZON CAPITAL SERVICES	07/01/2021	R	1,979.07	July
601767	CALVARY COMMUNITY CHURCH	07/01/2021	R	300.00	July
601768	AUGSBURG UNIVERSITY-ROCH.	07/08/2021	R	650.00	July
601769	BRAINPOP LLC	07/08/2021	R	12,145.00	July
601770	LEARNING SCIENCES INT'L LLC	07/08/2021	R	1,592.00	July
601771	MASSP	07/08/2021	R	1,730.00	July
601772	MESPA	07/08/2021	R	924.00	July
601773	METRONET	07/08/2021	R	2,148.62	July
601774	POWERSCHOOL GROUP LLC	07/08/2021	R	30,560.00	July
601775	WiseIdentity, LLC	07/08/2021	R	4,143.00	July
601776	ARROW BUILDING CENTER	07/08/2021	R	1,622.14	July
601777	BABCOCK, MICHAEL	07/08/2021	R	140.00	July
601778	BNR IRRIGATION SERVICES INC	07/08/2021	R	125.00	July
601779	BOCK, ALEX	07/08/2021	R	35.00	July
601780	BONGARDS CREAMERIES	07/08/2021	R	1,000.00	July
601781	CAIRNS, DEVIN	07/08/2021	R	3,100.00	July
601782	CARVER COUNTY SPORTSMEN CLUB	07/08/2021	R	3,523.00	July
601783	CATRON, CHRISTI	07/08/2021	R	775.00	July
601784	COMPAAAN, BRADY	07/08/2021	R	35.00	July
601785	COR ROBOTICS	07/08/2021	R	840.00	July
601786	COUNTRYSIDE CUSTOM APPAREL	07/08/2021	R	416.12	July
601787	DON'S SOD SERVICE	07/08/2021	R	100.00	July
601788	ELLIOTT, BRIAN	07/08/2021	R	3,000.00	July
601789	FREITAS, SARAH	07/08/2021	R	325.00	July
601790	GIESEKE, LOGAN	07/08/2021	R	220.00	July
601791	GOPHER SPORT	07/08/2021	R	698.75	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
601792	HEGER'S DAIRY LLC	07/08/2021	R	7,217.72	July
601793	HERTEL, ANGIE	07/08/2021	R	325.00	July
601794	HICKEY, MECHELE	07/08/2021	R	325.00	July
601795	HOLM, STEVE	07/08/2021	R	325.00	July
601796	HOPKINS SPORTS CAMPS LLC	07/08/2021	R	5,805.00	July
601797	INNOVATIONAL WATER SOLUTIONS I	07/08/2021	R	1,157.00	July
601798	JOHNSON, CHRISTA	07/08/2021	R	286.88	July
601799	JOHNSTON, THOMAS	07/08/2021	R	325.00	July
601800	JOSTENS	07/08/2021	R	2,867.08	July
601801	JUNGWIRTH, JACKSON	07/08/2021	R	250.00	July
601802	KEARNEY, ALEX	07/08/2021	R	105.00	July
601803	KELLEN, ANN	07/08/2021	R	13.65	July
601804	KIDCREATE STUDIO	07/08/2021	R	252.00	July
601805	KIRSCH, NICHOL	07/08/2021	R	208.60	July
601806	KOOIMAN, KEITH	07/08/2021	R	17.60	July
601807	KOPPI, BILL	07/08/2021	R	50.00	July
601808	LANGER JR, JAMESON	07/08/2021	R	175.00	July
601809	LANGE, JEFF	07/08/2021	R	55.00	July
601810	LANO EQUIPMENT INC	07/08/2021	R	43.45	July
601811	LESKE, JACOB	07/08/2021	R	280.00	July
601812	LORUSSO, JOHN	07/08/2021	R	325.00	July
601813	MACKENTHUN'S FINE FOODS	07/08/2021	R	1,850.79	July
601814	MAJERUS, JACOB	07/08/2021	R	124.00	July
601815	MARSH, COOPER	07/08/2021	R	70.00	July
601816	MASSP	07/08/2021	R	275.00	July
601817	MATTHYS, MARIA	07/08/2021	R	171.18	July
601818	MERRITT, GEDRIC	07/08/2021	R	325.00	July
601819	METTLER, JOHN	07/08/2021	R	325.00	July
601820	MICHCO	07/08/2021	R	35.33	July
601821	MID-COUNTY CO-OP	07/08/2021	R	1,022.93	July
601822	PARTS CITY WACONIA	07/08/2021	R	104.99	July
601823	PAULSEN, TERRI	07/08/2021	R	325.00	July
601824	PEARSON, CHAD	07/08/2021	R	46.80	July
601825	REINDERS INC	07/08/2021	R	36.52	July
601826	ROUSAN, AUSTIN	07/08/2021	R	304.00	July
601827	SECK, KERIC	07/08/2021	R	325.00	July
601828	SIEVE, MIKE	07/08/2021	R	325.00	July
601829	SOMMER, CARY	07/08/2021	R	1,800.00	July
601830	SOUTHWEST METRO INTERMEDIATE D	07/08/2021	R	14,830.27	July
601831	SPORTS UNLIMITED	07/08/2021	R	2,250.00	July
601832	STANOCH, JOHN	07/08/2021	R	325.00	July
601833	STEEN, MITCHELL	07/08/2021	R	50.00	July
601834	VAN EYLL, TONI	07/08/2021	R	325.00	July
601835	WACONIA BASEBALL ASSOCIATION	07/08/2021	R	135.00	July
601836	WORRELL, HAROLD	07/08/2021	R	325.00	July
601837	WOYTCKE, KELLY	07/08/2021	R	325.00	July
601838	YAGER, MICHAEL	07/08/2021	R	124.00	July
601839	SECURITY BANK & TRUST CO	07/12/2021	R	1,000.00	July
601840	ACT	07/14/2021	R	16,303.00	July
601841	BIFFS, INC	07/14/2021	R	2,791.07	July
601842	BROOKES PUBLISHING CO	07/14/2021	R	159.90	July
601843	BSN SPORTS LLC	07/14/2021	R	766.58	July
601844	CITY OF WACONIA	07/14/2021	R	6,172.66	July
601845	ECM PUBLISHERS, INC	07/14/2021	R	462.29	July
601846	Enabling Devices	07/14/2021	R	533.85	July
601847	FOLLETT SCHOOL SOLUTIONS	07/14/2021	R	93.39	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
601848	HASTINGS CREAMERY LLC	07/14/2021	R	6,134.66	July
601849	HILLYARD/HUTCHINSON INC	07/14/2021	R	929.22	July
601850	INDIANHEAD FS DISTRIBUTOR, INC	07/14/2021	R	31,565.96	July
601851	JAEGER, CHLOE	07/14/2021	R	1,300.00	July
601852	JUREK, JOSHUA	07/14/2021	R	1,400.00	July
601853	KAPLAN EARLY LEARNING COMPANY	07/14/2021	R	558.90	July
601854	KIDCREATE STUDIO	07/14/2021	R	1,152.00	July
601855	KING, PETER	07/14/2021	R	162.50	July
601856	LAKE CRYSTAL COACHES	07/14/2021	R	11,831.00	July
601857	LEARNING SCIENCES INT'L LLC	07/14/2021	R	6,500.00	July
601858	LENZMEIER, JEFF	07/14/2021	R	325.00	July
601859	LOFFLER COMPANIES	07/14/2021	R	2,444.62	July
601860	MACKIN LIBRARY SERVICE	07/14/2021	R	925.36	July
601861	MELLGREN, PARKER	07/14/2021	R	1,300.00	July
601862	MINI BIFF LLC	07/14/2021	R	84.66	July
601863	MUSIC MART	07/14/2021	R	291.20	July
601864	OFFICE OF MNIT SERVICES	07/14/2021	R	94.52	July
601865	PEREZ, JOSEPH	07/14/2021	R	1,800.00	July
601866	PRICE-MUNSON, MOLLY	07/14/2021	R	162.50	July
601867	REINHART FOODSERVICE LLC	07/14/2021	R	5,413.09	July
601868	RUPP, ANDERSON, SQUIRES&WALDSPUR	07/14/2021	R	686.60	July
601869	SELTZ, MARTIN	07/14/2021	R	325.00	July
601870	SFGFII, LLC	07/14/2021	R	18,380.66	July
601871	SMITH, RUTH	07/14/2021	R	325.00	July
601872	SOUTHWEST METRO INTERMEDIATE D	07/14/2021	R	137.09	July
601873	SPORTS UNLIMITED	07/14/2021	R	2,475.00	July
601874	TOWN & COUNTRY GLASS	07/14/2021	R	29.90	July
601875	TRIO SUPPLY COMPANY	07/14/2021	R	1,167.34	July
601876	UHL CO	07/14/2021	R	1,176.25	July
601877	WILSON LANGUAGE TRAINING CORP	07/14/2021	R	416.02	July
601878	WINSTED SOLAR LLC	07/14/2021	R	7,622.23	July
601879	AFFINETY SOLUTIONS, INC	07/14/2021	R	640.00	July
601880	BEST BUY BUSINESS ADV ACCT	07/14/2021	R	374,486.63	July
601881	BUSINESS IMPACT GROUP	07/14/2021	R	288.00	July
601882	CDW GOVERNMENT	07/14/2021	R	21,240.00	July
601883	CHURCHILL RESERVE	07/14/2021	R	4,832.00	July
601884	COUNTRYSIDE CUSTOM APPAREL	07/14/2021	R	13,198.32	July
601885	CULLIGAN BOTTLED WATER	07/14/2021	R	254.85	July
601886	EDMENTUM INC	07/14/2021	R	1,012.00	July
601887	HEGER'S DAIRY LLC	07/14/2021	R	3,256.56	July
601888	LOFFLER COMPANIES	07/14/2021	R	12,826.33	July
601889	MASMS	07/14/2021	R	250.00	July
601890	MNAFEE	07/14/2021	R	60.00	July
601891	RANDYS ENVIRONMENTAL SERV	07/14/2021	R	195.45	July
601892	SFM	07/14/2021	R	48,646.00	July
601893	AMAZON CAPITAL SERVICES	07/15/2021	R	1,916.99	July
202001079	BLUE CROSS AND BLUE SHIELD OF	06/15/2021	W	307,667.40	June
202001081	EDUCATIONAL SUPPORT PARA UNION	06/15/2021	W	1,207.68	June
202001082	INTERNAL REVENUE SERVICE	06/15/2021	W	296,266.94	June
202001083	LIFE INS CO OF NORTH AMERICA	06/15/2021	W	3,451.44	June
202001084	MN CHILD SUPPORT PYMT CENTER	06/15/2021	W	137.50	June
202001085	MN DEPT OF REVENUE	06/15/2021	W	47,696.17	June
202001086	MN TEACHERS RETIREMENT ASSN	06/15/2021	W	146,052.31	June
202001087	PERA	06/15/2021	W	49,188.09	June
202001088	FURTHER	06/15/2021	W	6,876.68	June
202001089	AVIBEN	06/15/2021	W	66,286.38	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202001090	INTERNAL REVENUE SERVICE	06/15/2021	W	56.80	June
202001091	MN DEPT OF REVENUE	06/15/2021	W	11.34	June
202001092	INTERNAL REVENUE SERVICE	06/15/2021	W	36.16	June
202001093	MN DEPT OF REVENUE	06/15/2021	W	0.00	June
202001094	BLUE CROSS AND BLUE SHIELD OF	06/30/2021	W	324,002.30	June
202001096	INTERNAL REVENUE SERVICE	06/30/2021	W	289,582.48	June
202001097	LIFE INS CO OF NORTH AMERICA	06/30/2021	W	6,601.96	June
202001098	MN CHILD SUPPORT PYMT CENTER	06/30/2021	W	137.50	June
202001099	MN DEPT OF REVENUE	06/30/2021	W	47,710.52	June
202001100	MN TEACHERS RETIREMENT ASSN	06/30/2021	W	138,294.65	June
202001101	PERA	06/30/2021	W	41,801.33	June
202001102	FURTHER	06/30/2021	W	27,387.51	June
202001103	AVIBEN	06/30/2021	W	66,483.92	June
202001104	AT&T MOBILITY	06/08/2021	W	1,566.59	June
202001105	CENTERPOINT ENERGY	06/22/2021	W	12,745.67	June
202001106	SPRINT WIRELESS	06/11/2021	W	1,402.92	June
202001107	T-MOBILE	06/04/2021	W	3,340.00	June
202001108	XCEL ENERGY	06/09/2021	W	60.13	June
202001109	SECURITY BANK & TRUST CO	06/30/2021	W	171.55	June
202001110	TWIN CITIES SOCCER LEAGUES	06/15/2021	W	18.00	June
202001111	AUTHORIZE.NET	06/02/2021	W	289.35	June
202001112	AFFINETY SOLUTIONS, INC	06/10/2021	W	10,967.24	June
202001113	PMA	06/30/2021	W	20.83	June
202001114	BONZI	06/25/2021	W	5,074.75	June
202001115	PANERA BREAD	07/10/2021	W	258.90	June
202001116	MN BD OF SCHOOL ADMINISTRATORS	07/10/2021	W	102.49	June
202001117	APPLE ITUNES	07/10/2021	W	8.35	June
202001118	MAILCHIMP	07/10/2021	W	170.00	June
202001119	MOCHA MONKEY	07/10/2021	W	55.00	June
202001120	MAIN SCOOP	07/10/2021	W	55.00	June
202001121	WACONIA CHAMBER OF COMMERCE	07/10/2021	W	25.00	June
202001122	TARGET BANK	07/10/2021	W	679.20	June
202001124	JIMMY JOHNS	07/10/2021	W	159.99	June
202001125	PAPA MURPHY'S	07/10/2021	W	30.00	June
202001127	DOMINO'S PIZZA	07/10/2021	W	1,219.95	June
202001128	EVENTBRITE	07/10/2021	W	176.24	June
202001129	ALDI	07/10/2021	W	381.40	June
202001130	BOSE CORPORATION	07/10/2021	W	783.54	June
202001134	MSHSL	07/10/2021	W	27.09	June
202001136	EMAGINE WACONIA	07/10/2021	W	3,155.00	June
202001137	QDOBA	07/10/2021	W	1,000.00	June
202001138	D'VINCI'S	07/10/2021	W	1,211.54	June
202001139	MOA ENTERTAINMENT COMPANY LLC	07/10/2021	W	3,510.00	June
202001140	FLIGHT DECK ATHLETICS	07/10/2021	W	302.25	June
202001141	TEAM EXPRESS	07/10/2021	W	349.95	June
202001142	ARBITERSPORTS	07/10/2021	W	40.00	June
202001143	TEAMGENIUS	07/10/2021	W	250.00	June
202001147	VISTAPRINT USA	07/10/2021	W	22.99	June
202001149	REPUBLIC SERVICES	07/10/2021	W	10,735.11	June
202001150	ALEKS CORPORATION	07/10/2021	W	607.50	June
202001151	FLEET FARM	07/10/2021	W	39.78	June
202001152	MRI SOFTWARE LLC	07/10/2021	W	618.00	June
202001153	HOME DEPOT	07/10/2021	W	99.08	June
202001155	DOLLAR TREE	07/10/2021	W	16.00	June
202001161	ZERO TO THREE	07/10/2021	W	60.00	June
202001163	HVACPARTS-DIRECT	07/10/2021	W	47.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202100001	DELTA AIRLINES	07/08/2021	W	518.57	July
202100002	MASBO	07/08/2021	W	110.00	July
202100003	EVENTBRITE	07/08/2021	W	399.00	July
202100004	UNIVERSAL ATHLETIC LLC	07/08/2021	W	743.65	July
202100005	CROWN AWARDS	07/08/2021	W	626.49	July
202100006	MASE	07/08/2021	W	930.00	July
202100007	VIMEO	07/08/2021	W	240.00	July
202100010	INTERNAL REVENUE SERVICE	07/15/2021	W	61,695.75	July
202100012	MN DEPT OF REVENUE	07/15/2021	W	11,154.54	July
202100013	MN TEACHERS RETIREMENT ASSN	07/15/2021	W	13,824.68	July
202100014	PERA	07/15/2021	W	22,422.70	July
202100016	AVIBEN	07/15/2021	W	11,999.15	July
202100020	INTERNAL REVENUE SERVICE	07/15/2021	W	198,848.24	July
202100022	MN CHILD SUPPORT PYMT CENTER	07/15/2021	W	137.50	July
202100023	MN DEPT OF REVENUE	07/15/2021	W	31,216.68	July
202100024	MN TEACHERS RETIREMENT ASSN	07/15/2021	W	119,100.79	July
202100025	PERA	07/15/2021	W	14,918.51	July
202100027	AVIBEN	07/15/2021	W	68,274.04	July
202100105	HUNT, BENJAMIN	06/24/2021	A	90.00	June
202100106	MUELLER, RYAN	06/24/2021	A	30.00	June
202100107	RAETHER, KELLY	06/24/2021	A	180.00	June
202100108	SHERMAN, MONICA	06/24/2021	A	211.72	June
212200002	DELANEY, DAVID	07/02/2021	A	125.17	July
212200003	DEVAAN, KHUZANA	07/02/2021	A	360.00	July
212200004	GARNATZ, JANE	07/02/2021	A	120.00	July
212200005	KOSCHINSKA, TIMOTHY	07/02/2021	A	360.00	July
212200006	KROENING, KARNA	07/02/2021	A	88.48	July
212200007	MUELLER, RYAN	07/02/2021	A	23.18	July
212200008	OVERBY, MARY	07/02/2021	A	309.54	July
212200009	SPARBY, PAUL	07/02/2021	A	782.24	July
212200010	TACKMANN, LORI	07/02/2021	A	53.20	July
212200011	DAVID, PAUL	07/08/2021	A	120.00	July
212200012	DEVINE, PATRICK	07/08/2021	A	848.96	July
212200013	SPARBY, PAUL	07/08/2021	A	23.52	July
212200014	SWANSON, ANN	07/08/2021	A	360.00	July
212200015	VAN EYLL, TONI	07/15/2021	A	43.68	July

Totals for checks 4,086,895.89

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	2,288,128.98	0.00	1,426,027.59	3,714,156.57
02	Food Service	71,494.13	0.00	105,155.48	176,649.61
04	Community Service	96,262.44	0.00	99,806.44	196,068.88
45	OPEB Irrevocable Trust Fund	0.00	0.00	20.83	20.83
***	Fund Summary Totals ***	2,455,885.55	0.00	1,631,010.34	4,086,895.89

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

5.B. Human Resource Items:

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

**BOARD OF EDUCATION**

Regular Meeting – July 19, 2021

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

**AGENDA ITEM:**                    Human Resource Recommendations

**ITEM ADDED BY:**                 Sonya Sailer, Director of Human Resources

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**Employment**

<b>Compton, Brooke</b> Replacement	Business Education Teacher 1.0 FTE; 184 days	WHS
<b>Dustin, Kristie</b> Replacement/New	Academic & Behavioral Strategist Teacher 0.7 FTE; 184 days	SV
<b>Grant, Rachel</b> Replacement	Learning Disabilities Teacher 1.0 FTE; 184 days	WHS
<b>Hansberry, Nicholas</b> Replacement	Instrumental Music Teacher 1.0 FTE; 184 days	WHS
<b>Haskins, Carly</b> Replacement	Licensed School Nurse 1.0 FTE; 184 days	WMS
<b>Jensen, Jenny</b> New Position	Wildcat Preschool Teacher Part-time; 147 days	Comm Ed
<b>Johnson, Christopher</b> Replacement	Grade 6 Teacher 1.0 FTE; 184 days	WMS
<b>Kendrick, Julie</b> Replacement	Learning Disabilities Teacher 1.0 FTE; 184 days	BV
<b>Larson, Megan</b> Replacement/New	Speech Language Pathologist 1.0 FTE; 184 days	BV/SV/WEC
<b>Losure, Morgan</b> Replacement	Visual Arts Teacher 1.0 FTE; 184 days	WMS

<b>Nenovich, Katelyn</b> New Position	Kids' Company Aide Part-time; hours will vary	Comm Ed
<b>Schulte, Sarah</b> Replacement	Speech Assistant Long-Term Substitute	BV
<b>Stehlik, Olivia</b> Replacement	Grade 6 Teacher 1.0 FTE; 184 days	WMS
<b>Strack, Alissa</b> Replacement	Grade 6 Teacher 1.0 FTE; 184 days	WMS

### **Employee Status Changes**

**Buck, Dawn**, from Assistant Head Cook to Head Cook at WHS.

**Lehner-Hanson, Corrine**, Language Arts Teacher from 0.5556 FTE to 1.0 FTE at WMS.

**Shirk, Abbey**, from Kids' Company Aide to Kids' Company Lead in Community Education.

**Thomson, Megumi**, Teacher Assistant from 673 hours/year to 919 hours/year in Community Education.

**Threlkeld, Joshua**, Social Studies and EBD Teacher from 0.75 FTE to 1.0 FTE at WLC.

**Van Eyll, Toni**, Occupational Therapist from 0.6 FTE to 1.0 FTE in Special Services.

**Wolter, Sara**, Educational/Media Assistant from 6.75 hours per day to 7.75 hours per day.

### **Extended Contracts**

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

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

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

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

### **Leaves of Absence**

**Hunt, Benjamin**, Technology Support Specialist at WHS.

**Schmit, Katherine**, Grade 1 Teacher at SV.

**Vanderlinde, Lee**, Groundskeeper at WMS.

### **Retirements/Resignations/Terminations**

**Dustin, Kristie**, Special Education Educational Assistant at SV.

**Hockinson, Sally**, Kindergarten Teacher at BV.

**Melsha, Crystal**, Special Education Educational Assistant at WEC.

**Niemela, Laura**, Occupational Therapist at WMS.

**Otto, Melissa**, Preschool Teacher in Community Education.

**Rist, Michelle**, Preschool Teacher in Community Education.

**Talton, Avery**, Kids' Company Lead in Community Education.

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

5.C. Receipts of Donation

5.D. Joint Powers Agreement with Crown College for  
PSEO Tuition

**ISD #110 Waconia Public Schools  
Waconia, MN**

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter “contract”) is between **Independent School District #110**, Waconia, 512 Industrial Blvd, Waconia, MN 55387 (hereinafter “SCHOOL DISTRICT”), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10; and **Crown College**, acting through its Board of Trustees (hereinafter “COLLEGE”), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and WHEREAS, Minnesota Statutes Chapter 123.3514, the Post-Secondary Enrollment Options act, provides that school district may enter into agreements between a school board and public post-secondary faculty member, and

WHEREAS, SCHOOL DISTRICT wishes to enter into such an agreement, and

WHEREAS, COLLEGE represents that it is duly qualified and willing to perform the services set forth herein

NOW, THEREFORE, it is agreed:

- I. SCHOOL DISTRICT’S DUTIES. The SCHOOL DISTRICT shall:
  - A. Provide a roster to the Finance Office of high school students to be enrolled under the terms of this agreement before the commencement of each term for which the students wish to enroll.
  - B. Provide special education or support services for physically challenged students admitted under the terms of this agreement.
  - C. Provide general information, by March 1 of each year of this agreement, about the program to all students in grades 10, 11, 12. To the extent possible, SCHOOL DISTRICT shall provide counseling services as stipulated in MN Statutes 123.3514 Subd. 4(a) to students and their parents before students enroll for courses at the COLLEGE.
  - D. Inform students enrolling under the terms of this agreement that they must meet all requirements and standards for admission, including, but not limited to those indicated and immunization laws.
  - E. Grant academic credit to a student enrolled in a course if the student successfully completes the course. The SCHOOL DISTRICT shall also grant academic credit to student enrolled in a course for post-secondary credit if secondary credit is requested by the student.
  - F. Counsel students enrolled under this program to ensure that the students meet requirements for high school graduation.

II. COLLEGE DUTIES. The COLLEGE shall:

- A. Provide all books and materials that are required for participation in instructional courses. The books and materials shall become the property of the COLLEGE.
- B. Enroll qualified students on a space available basis in courses selected by the students after COLLEGE'S regular students have registered. Once the student has been enrolled in a course under this agreement, the student may not be displaced by another student. High school students are only permitted to enroll in selected courses as prescribed by the PSEO requirements.
- C. Provide advising for high school students registering under the terms of this agreement. Students shall have their course schedules reviewed for proper registration by the COLLEGE'S authorized agent.
- D. Provide services to students enrolled under the post-secondary program on the same basis as they are provided to other students.

III. CONSIDERATION AND TERMS OF PAYMENT

- A. Consideration for all services performed by the COLLEGE pursuant to this contract shall be paid by SCHOOL DISTRICT as follows:

In consideration for all services performed and benefits derived pursuant to this agreement, SCHOOL DISTRICT agrees to pay COLLEGE at the rate established by the Minnesota Department of Education, which will be **\$221.87** semester credit hour for which students enrolled under this agreement have registered. Such credit hour fee includes the admission to the COLLEGE fee, resident undergraduate tuition, student fees, books and course fees, if any.

- B. Terms of payment. Payments shall be made by SCHOOL DISTRICT promptly after the COLLEGE'S presentation of invoices for services performed and acceptance of such services by SCHOOL DISTRICT authorized representative pursuant to Clause VII. Invoices shall be submitted according to the following schedule:

COLLEGE shall invoice SCHOOL DISTRICT by the sixth week of each academic term. SCHOOL DISTRICT agrees to make payment within 45 days of the receipt of the invoice. If a student drops a course or withdraws by the 14<sup>th</sup> instructional day of the semester, the COLLEGE will give SCHOOL DISTRICT full credit for the courses.

- IV. CONDITIONS OF PAYMENT. All services provided by the COLLEGE pursuant to this contract shall be performed to the satisfaction of SCHOOL DISTRICT, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The COLLEGE shall not receive payment for work found by SCHOOL DISTRICT to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

- V. TERM OF CONTRACT. This contract shall be effective as of **July 1, 2021** or upon the date that the final required signature is obtained by the COLLEGE, whichever occurs later, and shall remain in effect until **June 30, 2022** or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.
- VI. COLLEGE'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purpose of administration of this contract is **Dr. Chris Mathews**. SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is **Superintendent Pat Devine**. SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted.
- VII. ASSIGNMENT. Neither party shall assign or transfer any rights or obligations under this contract without the prior written consent of the other party. Such consent shall not be unreasonably withheld.
- VIII. AMENDMENTS. Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract, or their successors in office.
- IX. LIABILITY. SCHOOL DISTRICT shall indemnify, save, and hold the COLLEGE, its representatives and employees harmless from any and all claims or causes of action, including all attorney fees incurred by the COLLEGE, arising from the performance of this contract by SCHOOL DISTRICT OR SCHOOL DISTRICT'S agents or employees. This clause shall not be construed to bar any legal remedies the SCHOOL DISTRICT may have for the COLLEGE'S failure to fulfill its obligations pursuant to this contract.
- X. COLLEGE AUDITS. The books, records, documents, and accounting procedures and practices of SCHOOL DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
- XI. DATA PRACTICES ACT. SCHOOL DISTRICT shall comply with the Minnesota Data Practices Act as it applies to all data provided by the COLLEGE in accordance with this contract and as it applies to all data created, gathered, generated or acquired in accordance with this contract.
- XII. OTHER PROVISIONS.
- A. Academic Requirements: Students in the 11<sup>th</sup> grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student must have taken either the ACT and received a composite score of 24 or above, or the SAT and received a combined score of at least 1090 (critical reading and math). Students in the 12<sup>th</sup> grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student must have taken either the ACT and received a composite score of 22 or above, or the SAT and received a combined score of at least 1020 (critical reading and math).

- B. Transportation costs shall be the responsibility of the student.
- C. Any needed or required equipment shall be the responsibility of the student. Such equipment shall become the property of the student. Equipment is defined as a tangible unit of the non-expandable character, is not consumed in use, and has an extended useful life.
- D. Students may also be charged for fees, textbooks, and supplies that are in excess of the minimum requirements and are at the student's option. Such materials then become the personal property of the students.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

**APPROVED:**

**1. WACONIA PUBLIC SCHOOLS**  
**Waconia, MN**

**2. CROWN COLLEGE**  
**St. Bonifacius, MN**

Contractor certifies that the appropriate person(s) have executed the contract on behalf of the contractor as required by applicable articles, by-laws, resolutions, or ordinances.

School Board Chair
Date:

Title: Vice President Academic Affairs
Date:

Superintendent
Date:

6. **REPORTS**

6.A. Finance Report

**Presenter:** Todd  
Swanson, Director of  
Finance & Operations

# **Budget and Finance Report**

## **July 19, 2021**

### **Discussion Items:**

#### **1.0 – Monthly Financial Reports -**

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

#### **2.0 – Construction Projects Update -**

##### **Safari Island Wall Project -**

The project has started on time and is expected to be within the \$95,000 budget allocated for the project as part of the LTFM program.

#### **3.0 – Update on State Funding –**

District staff has attached the latest state funding update as prepared by MSBA for the board's review. The main point is that the basic formula was increased by 2.45% in the 2021-2022 school year which was what was budgeted for in the preliminary budget and 2.00% in the 2022-2023 school year.

#### **4.0 – Annual review and approval of LTFM ten year plan –**

District staff has prepared the annual ten-year Long Term Facilities Maintenance Plan for the Board's review and approval.

#### **5.0 – Discussion of Monthly Reports and possible changes**

Based on the discussion at the 7/12/2021 Finance Meeting the recommendation is to move forward with the purchase of Forecast 5, which is built into the preliminary budget for the 2021-2022 school year. Representatives of Forecast 5 will be available on July 26 at 6:00 pm for optional training and to answer any questions the Board Members may have.

### **Other items:**

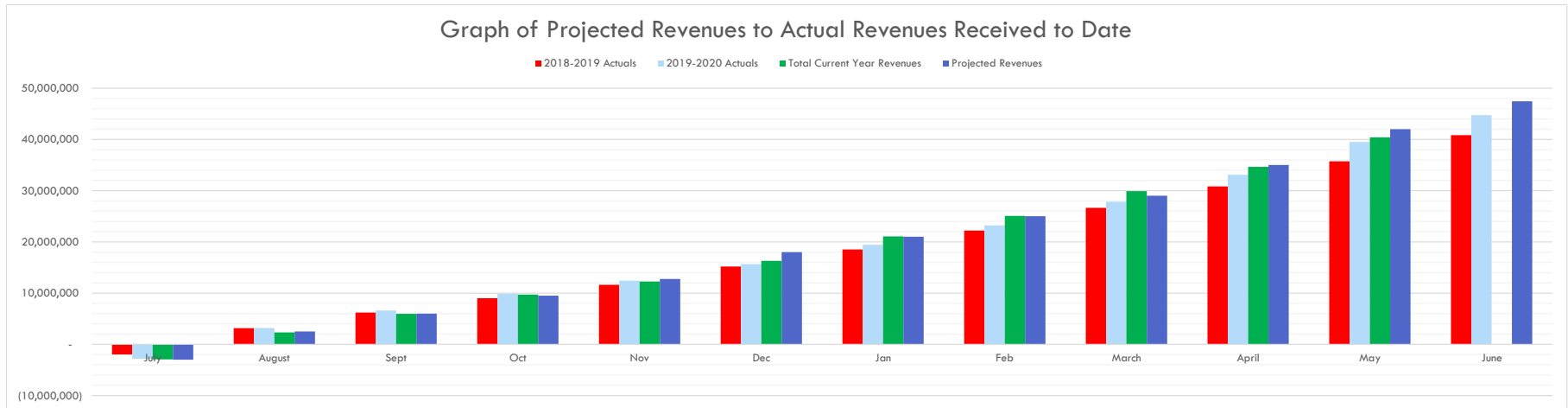
### **Future Items:**

#### **August Board Meeting –**

Construction Projects Update

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

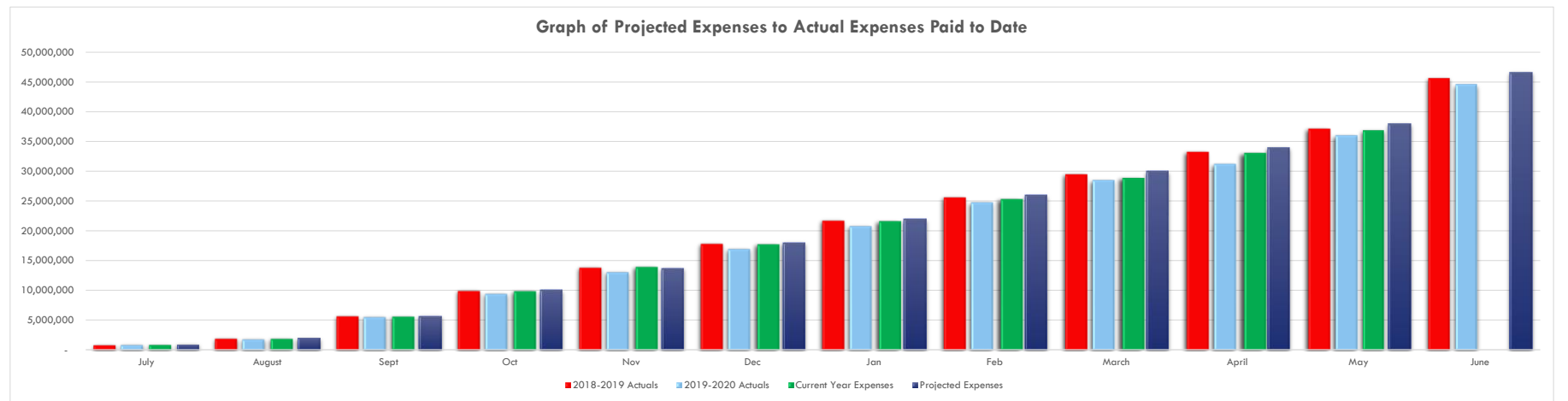
Source	YTD Revenues											
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2018-2019 Actuals	(1,995,130)	3,163,217	6,205,142	8,993,980	11,607,006	15,200,034	18,523,655	22,196,679	26,620,732	30,808,162	35,723,913	40,814,659
2019-2020 Actuals	(2,815,869)	3,188,108	6,610,684	9,864,322	12,416,692	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	40,401,194	-
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	47,432,082



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	36,834,277	-
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	46,596,091



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

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

<b>Source</b>	<b>Month to Date Received</b>	<b>Year to Date Received</b>	<b>Current Full Year Projection</b>	<b>% Received to Date</b>
Local Revenues	1,873,511	5,765,663	7,013,528	82.21%
State Revenues	3,876,102	33,164,272	38,227,273	86.76%
Federal Aids & Grant	26,952	1,460,178	2,174,026	67.16%
Local Sources & Other Financing Sources	20	11,081	17,255	64.22%
<b>Totals</b>	<b>5,776,585</b>	<b>40,401,194</b>	<b>47,432,082</b>	<b>85.18%</b>
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 May 30, 2021**

<b>Source</b>	<b>Month to Date Expended</b>	<b>Year to Date Expended</b>	<b>Current Full Year Projection</b>	<b>% Expended to Date</b>
Salaries and Wages	2,426,106	21,967,178	27,689,307	79.33%
Employee Benefits	919,509	8,812,307	10,542,945	83.58%
Purchased Services	353,452	4,400,632	5,726,405	76.85%
Supplies and Materials	81,510	1,426,216	2,148,417	66.38%
Capital Expenditures		103,967	118,946	87.41%
Other Expenditures & Other Financing Sources	(53)	123,977	370,071	33.50%
<b>Totals</b>	<b>3,780,524</b>	<b>36,834,277</b>	<b>46,596,091</b>	<b>79.05%</b>
Capital Outlay	41,873	1,285,269	1,593,682	80.65%
Long-Term Facilities Maintenance	2,371	222,372	329,310	67.53%



# 2021 Legislative Update

Adosh Unni | Director of Government Relations

Terri Yetter | Director of School Finance

June 2021

## E-12 Education Bill

1<sup>st</sup> Special Session, Chapter XXX

House File (HF) 2

- Passed House: 6/26
- Passed Senate:
- Signed Governor:

## Finance

FY22/23 – \$525M → \$554.871M

FY24/25 – \$675M → \$668.303M

Special Session: additional \$23.174M

## Policy

What's included

What was left out

# E-12 Education Bills – Regular Session

## Governor

- Summer Programming: HF 1064/SF 973
- E-12 Education Finance: HF 1065/SF 960, as introduced
- E-12 Policy: HF 950/SF 788, as introduced

## House

- Early Childhood Committee: HF 2230/SF 2264
- Ed Finance Committee: HF 1065, 3<sup>rd</sup> engrossment
- Ed Policy Committee: HF 1065, 3<sup>rd</sup> engrossment

## Senate

- Education Finance and Policy: SF 960/HF 1065, 1<sup>st</sup> unofficial engrossment

# Summer Learning

Summer Learning Investment	Federal Fund Allocation
Academic and mental health supports for districts <ul style="list-style-type: none"><li>Expand mental health and well-being supports</li><li>Partner with community-based orgs for mentoring/tutoring/enrichment</li><li>Community-based programming</li><li>Field trips and hands-on learning</li></ul>	\$34.614M
Pre-school for 4- and 5-Year-Olds	\$20.0M
School-linked Mental Health Grants	\$6.011M
Expand Access to Tutoring	\$3.25M
Increase ABE Program Funding	\$10.0M
Learning Acceleration and College Readiness Initiative	\$1.125M
	<b>\$75.0M</b>

# Education Finance

# Education Budget Bill - SPENDING TARGETS

(State Aid Appropriations @ 90 / 10)

<b>\$ millions</b>	<b>Governor</b>	<b>House</b>	<b>Senate</b>	<b>Agreement</b>	<b>Result</b>
<b>FY2022-23 Biennium</b>	\$733.1	\$772.7	\$153.6	\$525.0	\$554.204
<b>FY2024-25 Biennium</b>	\$1,055.0	\$1,122.0	\$153.3	\$675.0	\$668.957

# E-12 EDUCATION BILLS – MAJOR SPENDING CATEGORIES

## FY 2022-FY 2023 Biennium - State Appropriations

<b>GENERAL FUND</b>				<b>FY2022-23</b>
<b>\$ in Thousands</b>	<b>Governor</b>	<b>House</b>	<b>Senate</b>	<b>Agreement</b>
General Ed Formula + Linked to Formula	296,532	399,622	-	462,947
Classroom Support Aid			60,000	
Simplify Levies/Increase Equalization	77,269	8,475	23,560	6,005
Maintain Voluntary PreK Seats	39,576	40,385		39,887
EL Cross-Subsidy Aid	13,664	29,042		4,000
Other General Ed Changes	71,892	20,792	22,676	
Education Savings Accounts			11,505	
Special Education Aid	68,318	70,122	100	10,425
Early Childhood	7,449	49,179		
Other Aids and Grants	137,204	138,802	42,975	25,628
State Agencies	21,223	21,291	(3,974)	8,564
Less Revenues, Transfers & Cancellations		(4,997)	(3,252)	(3,252)
<b>Total Increase over Base</b>	<b>733,127</b>	<b>772,713</b>	<b>153,590</b>	<b>554,204</b>

# E-12 EDUCATION BILLS – MAJOR SPENDING CATEGORIES

## FY 2024-FY 2025 Biennium - State Appropriations

<b>GENERAL FUND</b>				<b>FY2024-25</b>
<b>\$ in Thousands</b>	<b>Governor</b>	<b>House</b>	<b>Senate</b>	<b>Agreement</b>
General Ed Formula + Linked to Formula	501,853	688,342		642,895
Classroom Support Aid			60,000	
Simplify Levies/Increase Equalization	197,453	10,676	46,405	667
Maintain Voluntary PreK Seats	41,815	42,789		2,047
EL Cross-Subsidy Aid	31,043	31,565		4,000
Other General Ed Changes	30,944	60,880	31,837	
Education Savings Accounts			2,369	
Special Education Aid	110,492	110,492		
Early Childhood	7,808	51,530		
Other Aids and Grants	116,716	110,498	16,613	14,938
State Agencies	16,905	16,913	(3,974)	4,410
Less Revenues, Transfers & Cancellations		(1,722)	-	
<b>Total Increase over Base</b>	<b>1,055,029</b>	<b>1,121,963</b>	<b>153,250</b>	<b>668,957</b>

# E-12 EDUCATION BILL

## General Education Formula Allowance

### Agreement: 2.45% and 2.0%

- From \$6,567 in FY 21 to \$6,728 in FY 22 (\$161)
- Additional \$135 in FY 23 to \$6,863
  
- **Governor** was at 1% and 2.5%
- **House** was at 2% and 2%:
  - Additional 0.5% in both FY 2024 and FY2025
  - Automatic inflationary increase for FY 2026 and later years
- **Senate:** No formula allowance increase, but \$60M one-time Classroom Support Aid

# E-12 EDUCATION BILL

## General Education Formula Allowance

### General Education Revenue Increase per ADM By District Type

	FY 2022		FY 2023	
	Basic Revenue per ADM	Total Gen Ed Revenue per ADM	Basic Revenue per ADM	Total Gen Ed Revenue per ADM
MPLS & ST PAUL	175	220	322	627
OTHER METRO, INNER	176	193	324	547
OTHER METRO, OUTER	177	184	324	520
NONMET >=2K	176	191	324	541
NONMET 1K-2K	177	193	325	547
NONMET < 1K	177	203	325	575
CHARTER SCHOOLS	173	211	319	587
<b>GRAND TOTAL</b>	<b>\$ 176</b>	<b>\$ 194</b>	<b>\$ 324</b>	<b>\$ 552</b>

# E-12 EDUCATION BILL

## English Learner (EL) Funding

### Agreement:

Creates English Learner Cross Subsidy Aid:

- \$2 million per year for FY22 through FY25
- Allocated to school districts and charter schools based on their proportionate share of statewide EL and concentration revenue for the preceding fiscal year
- Must be used and reserved as basic skills revenue (FIN Code 317)
- **Governor and House:** would have permanently increased EL revenue and concentration allowances, and extended the concentration cap
- **Senate:** No additional EL funding

### Agreement:

#### One-time Additional Special Education Cross Subsidy Aid for FY22

- \$10.425 million allocated based on district FY21 cross subsidy
- Estimated 1.24% increase ( $6.43\% + 1.24\% = 7.67\%$  total)
- **Governor and House:** would have increased the percentage in the cross subsidy aid formula to hold the state average special education cross subsidy per student steady at FY19 level
- **Senate:** No comparable provision

### Agreement:

For FY22 and FY23 only, continues to fund the 4,000 Voluntary PreKindergarten (VPK) and School Readiness Plus (SRP) seats currently expiring after FY21

- Specifies that VPK students will not be used in declining enrollment revenue calculations for FY24
- Specifies that FY23 VPK student data will not be used to drive FY24 compensatory revenue for sites where VPK funding is discontinued after FY 23 due to the reduction in the number of funded seats
- **Governor and House:** would have made permanent the 4,000 expiring seats
- **Senate:** No comparable provision

### Agreement:

Increases the Local Optional Revenue (LOR) 2<sup>nd</sup> tier equalizing factor for FY23 only to offset other statewide levy changes (VPK continuation)

- From \$510,000 per pupil to \$548,842 for FY23
- (From House)
- **Senate:** would have provided additional equalization for tier 1 and 2 operating referendum levies
- **Governor:** would have simplified and improved equalization in LOR, referendum and debt equalization levies

### **School Meals Formula Adjustments:**

- Adjusts the FY21 school nutrition payments to schools to match the school meal delivery models used by schools in the 2020-21 school year
- State aid savings due to lower meal counts for regular school food service programs are reallocated on a per meal served basis to schools providing summer food service meals for the 2020-21 school year
- This is an extension of the COVID-19 formula adjustments that were enacted last session

### Tax Increment Financing (TIF):

- Reporting – Amends timeline for county auditor’s reporting on excess TIF distributions to school districts to an annual reporting
- Adjustment calculation - Clarifies the years used to calculate aid and levy adjustments in years when school districts receive excess TIF payments
- (Governor, House and Senate)

### Basic Skills:

- Clarifies that expenditure reporting through UFARS must include a breakdown of expenditures by functional area.

### Hiring Bonuses:

- Allows a district or school to offer a hiring or retention bonus
  - \$2,500-\$5,000 to attract teachers who are American Indians or persons of color
  - \$4,000-\$8,000 to meet staffing needs in shortage areas and to attract teachers who are American Indians or persons of color
  - (House and Senate)

### Staff Development Set Aside:

- Expands the uses to include teacher mentorship under section 122A.70, subd. 1

### **MDE:**

- Operating adjustment (\$2.742 M)
- Legal costs associated with litigation (\$4.5 M)

### **PELSB:**

- Operating adjustment (\$193 K)

### **Perpich:**

- Operating adjustment (\$351 K)

### **State Academies:**

- Operating adjustment (\$778 K)

# E-12 EDUCATION BILL

## Forecast Adjustments

- Forecast article adjusts fiscal year 2021 appropriations (including final payments for FY 2020 and current payments for FY 2021) to match the February 2021 forecast amounts for each affected program.
- Already built into the base budget.

## General Ed Finance Provisions **Not Included in the Agreement**

- Increase aid for unfunded transportation costs (House and Senate)
- Link additional programs to formula allowance (Governor and House)
- Pandemic hold harmless for declining enrollment and compensatory revenue (Governor)
- Kindergarten-Disabled ADM alignment (Governor and House)
- ECSE alignment with VPK/SRP for EL and school breakfast funding (Governor and House)
- Increase portion of compensatory revenue spent at generating sites (Governor and House)
- Technical changes to basic skills revenue use (Governor and House)

## Other Finance Provisions **Not Included in the Agreement**

- Paraprofessional Training Aid (House)
- Student Support Personnel Aid (Governor and House)
- Education Savings Accounts for nonpublic education options (Senate)
- Additional Early Learning Scholarship funding (House)
- Expanded Community Education funding (Senate)
- Expanded facilities funding for cooperative districts (House and Senate)
- Technical correction to Adult Basic Education aid (Governor, House and Senate)

### Truth in Taxation Statements:

Add supplemental information to notice of proposed property taxes. This separate one-page statement must include:

- The percentage change in levy proposed for the following year
- Summary of budget information for the current and prior year
  - Same District Revenue and Expenditure Budget information as required by M.S. 123B.10, subd. 1, paragraph (b)
- Effective taxes payable in 2022

### **Fund-raising sales by nonprofit groups:**

Exempts from sales tax the sales made by school-associated student groups even when the money is recorded as part of school district revenues provided that:

- the sales are for fund-raising purposes of elementary or secondary student organizations for the purposes of funding extracurricular activities such as sports, arts, etc.
- the school district reserves the revenue raised for extracurricular activities and the money raised for a specific activity is spent on that activity

(Note: this provision restores this exemption that was in place prior to a change made in the 2019 omnibus education bill)

### **Compensatory Revenue Reporting Extension:**

- For FY22 only, extends the deadline from December 15, 2020 to January 4, 2021 for certifying eligibility for free and reduced-priced meals.
- Up to the amount of compensatory revenue attributable to the extension must be funded from available federal coronavirus relief funds.
  - This will require separate source coding for this portion of basic skills revenue.

(Laws 2020, 7<sup>th</sup> Special Session, Chapter 2, Article 6, Sections 1 & 2)

# Grants and Education Policy

# One-time Grants

	FY22-23	FY24-25
Children's Museums	\$300,000	-
Digital Well-Being	\$1.0 million	-
Girls in Action	\$1.5 million	-
Math Corps	\$1.0 million	-
MN Civics Education Coalition	\$150,000	-
MN Youth Council	\$375,000	-
Suicide Prevention Teacher Training (Kognito)	\$265,000	-
LETRS Grants	\$3.0 million	-
Non-exclusionary Discipline Training	\$1.75 million	-

# Grants to Diversify Teaching Workforce

	FY22-23	FY24-25
American Indian Teacher Prep Grants (MITTP)*	\$280,000	\$280,000
Black Men Teach	\$750,000	-
Come Teach in MN Hiring Bonuses	\$400,000	\$400,000
Expanded Concurrent Enrollment (Intro to Teaching)	\$250,000	\$250,000
Grow Your Own**	\$10.0 million	\$10.0 million
Mentoring & Retention Incentive Grants	\$4.5 million	\$4.5 million
Teacher Recruitment Marketing Campaign	\$500,000	\$500,000

\*Minnesota Indian Teacher Training Program (MITTP) grants may be used to cover federally defined Estimated Family Contribution (EFC).

\*\*Residency requirement no longer in place and funds may be used over 60-month period.

- All grants require evidence-based evaluation as well as additional reporting required.
- Three-year plan required within 90 days of receiving an AP/IB grant (instead of before) and caps grants at \$75,000 for all districts or charters.

- Consistency in compliance: must comply with corporal punishment prohibitions.
- Corrective action process limited to no more than 130 business days total, with the actual plan lasting no more than 80 days. Permits a school to transfer authorizers if this occurs.

- Temporary delay of academic standards implementation for two years. MDE allowed to continue current standards committee work as well as assessment development.

- Adds “teacher mentorship” to eligible uses of staff development revenue and requires districts to develop teacher mentoring programs.
- Concurrent Enrollment Teacher Partnership (previously Northwest Regional Partnership) criteria modified to use funding for postsecondary course development, incentivize teachers to participate, and enroll college faculty and provide financial assistance.
- MDE to no longer receive expungements.

- Special education recovery services: by December 1, 2021, districts must invite parents of students to determine whether additional supports or services are necessary to address lack of IEP goal progress.
- Third party billing: MDE and DHS required to streamline access to reimbursement for students with IEP that are also enrolled in MA.

- Districts that provide mental health instruction must use MDE provided resources or other evidence-based instruction.
- Seizure action plan required.
- Notification to staff, students, and parents if presence of an environment hazard (as determined by MDH or PCA).

# Other Policy Provisions

- **School Calendar:** Annual notice of absence from school for religious observance policy be provided to parents.
- **Early Education:** Preschool and kindergarten students may not use individual screens without engagement from teacher or other students (exception for IEPs).
- **Nutrition:** Lunch shaming prohibited. Policy required to be posted. Students with FRP status must be served reimbursable meal irrespective of any outstanding debt.

# Governor Priorities Not Included

## Policy

- Several American Indian-related policy provisions
- Restrictive procedures
- Nonexclusionary discipline and restorative practices policy changes

## Grants and Aids

- School support staff investment
- Statewide mentoring
- Rigorous coursework for BIPOC and Greater MN students
- Additional EL and Sped funding
- Full-service Community Schools
- Multi-tiered Systems of Support

# House Priorities Not Included

## Policy

- Prohibition of K-3 dismissals
- Tiered licensure changes
- Sacred tobacco
- Renewal of operating referendums
- Special education billing

## Grants and Aids

- Early learning scholarships prioritized for 0-2
- Paraprofessional training
- Linking formula to inflation
- Additional EL and Sped funding
- Full-service Community Schools
- Removing compensatory revenue concentration cap

# Senate Priorities Not Included

## Policy

- Bargaining and contract changes
- Abolishing Perpich
- Prohibiting MSHSL from permitting male student from participating in activities designed for females
- Eliminating ability for governor to authorize commissioner to close schools

## Grants and Aids

- Vouchers
- Requiring districts to provide guidance counseling services to nonpublic students
- One-time classroom support aid in lieu of formula increase

# Thank you!

**Adosh Unni, Director of Government Relations**

[adosh.unni@state.mn.us](mailto:adosh.unni@state.mn.us)

**Terri Yetter, Director of School Finance**

[terri.yetter@state.mn.us](mailto:terri.yetter@state.mn.us)



# MN TRUST Monthly Statement

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

Statement Period  
May 1, 2021 to May 31, 2021

Statement for the Account of:  
WACONIA ISD 110

## ACTIVITY SUMMARY

### INVESTMENT POOL SUMMARY

	IS
Beginning Balance	\$250,118.29
Dividends	\$3.92
Credits	\$0.00
Checks Paid	\$0.00
Other Debits	(\$20.83)
Ending Balance	\$250,101.38
Average Monthly Rate	0.02%

PLEASE NOTE: THE FUND WILL BE CLOSED JULY 5TH  
IN OBSERVANCE OF THE INDEPENDENCE DAY  
HOLIDAY

**TOTAL IS** \$250,101.38

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

**ACCOUNT TOTAL** \$1,995,101.38

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



WACONIA ISD 110

Statement Period

May 1, 2021 to May 31, 2021

TRANSACTION ACTIVITY

<b>BEGINNING BALANCE</b>								<b>\$250,118.29</b>
<b>MN TRUST PORTFOLIO</b>								
Transaction	Trade Date	Settle Date	Description	Redemption/Debit	Purchase/Credit	Share Price	Shares this Transaction	
731428	05/18/21	05/18/21	Associated Banking Fee Redemption OPEB account maintenance - March 2021	(\$20.83)		\$1.00	(20.830)	
733147	05/31/21	05/31/21	Dividend Reinvest		\$3.92	\$1.00	3.920	
<b>TOTALS FOR PERIOD</b>				<b>(\$20.83)</b>	<b>\$3.92</b>		<b>(16.910)</b>	
<b>ENDING BALANCE</b>								<b>\$250,101.38</b>



Statement Period  
May 1, 2021 to May 31, 2021

**CURRENT PORTFOLIO**

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
IS				05/31/21		IS Account Balance	\$250,101.38	0.020%	\$250,101.38	\$250,101.38
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
<b>Totals for Period:</b>							<b>\$1,995,101.38</b>		<b>\$1,998,994.30</b>	<b>\$1,995,101.38</b>

Weighted Average Portfolio Yield: 0.162 %  
 Weighted Average Portfolio Maturity: 77.55 Days

**Deposit Codes:**  
 N) Single FEIN

**Portfolio Summary:**

Type	Allocation (%)	Allocation (\$)	Description
IS	12.54%	\$250,101.38	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".

**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](http://www.investmntrust.com) or by calling PMA at the phone number listed.

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

**Money Market Fund**

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

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

**Additional Disclosures**

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

**Debt Securities**

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

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

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

**How to Contact PMA**

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

**How to Contact Pershing, LLC**

Please call (201) 413-3550 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](http://www.finra.org).

6.B. Superintendent's Report

**Presenter:** Pat  
Devine,  
Superintendent

## LEADERSHIP HIGHLIGHTS

July 2021

### **Elementary:**

July brings excitement in planning for a new school year. At the elementary level we are excited for a new school year that will hopefully allow us to bring back many of the procedures that COVID prevented including eating lunch and enjoying recess as a whole grade level versus learning pods! Our elementary summer school students will be wrapping up the summer session in the coming weeks. We are so proud of the students for their grit and determination to continue their learning throughout the summer. A big shout out to our summer school teachers and Mr. Jake Hockinson for his organization of the summer school program.

A big thank you also goes to our custodial crews who are hard at work preparing our elementary buildings for the teachers and students to return in August.

### **Middle School:**

#### **Staffing Update**

We have hired a total of 8 new staff and we have two positions left to hire before we welcome students back in August... a long-term 8th grade ELA substitute and a general education ESP. We have been busy interviewing a lot of great people, and ISD 110 continues to be a destination district for educators. A big thanks to the following staff for helping with the most recent hiring committees; John Klezer, Amy Fischer (WHS), Sarah Christian-Garceau (WHS), Kat Kukulski, Mary Beth Ostlie, Wendy Grundhofer, Kenya Jahnke, Vanessa Lemmerman, Dan Benham, and Irv Andrews.

#### **Update from the WMS Edible Garden managers Michele Melius and Rachel Deodhar**

The Edible Classroom. Orchard and Apiary are looking GOOD! With the help of 2 interns and summer school students, we have planted, wood chipped and reshaped the garden. The orchard is getting ready for its first harvest-sour cherries! Our apples, pear, and plum trees are heavy with fruit, so we are excited to see how they mature over the summer. The bees are doing GREAT! Summer school students are learning about the important role pollinators play in the garden and the foods we eat. We are excited to have the kids be active participants in all aspects of our outdoor classroom. A quote from one of the students, "This was a lot more fun than I thought it would be." A few pictures are attached.

## **WMS Summer School Highlights**

Under the leadership of Jake Hockinson, Summer School at WMS is off to a great start! We have a talented teaching staff. They are supporting students academically in the core areas of mathematics and reading, and also in general school skills. With 26 students enrolled, our program is smaller than in the past. Students are divided into three small groups with a mix of incoming 6th and 7th, and a separate incoming 8th-grade section. Students attend from 8 am to noon each day, and spend their time equally between Language Arts with Heather Millikan, Mathematics with Patti Henslin, and School Skills with Jamie Langer. Together they have been able to create a well-balanced and fun experience for our summer school students to practice and maintain their skills through the summer months.

## **WMS Student Enrollment Numbers 2021-22**

Enrollment numbers at WMS are trending upwards as planned and we still are receiving new enrollments each week. Current enrollment shows this will be the biggest 6th-grade class Waconia has ever had. With all dirt work for new neighborhoods and new homes happening throughout the city, these numbers should continue to rise.

Current 6th Total 338 (Class of 2028)

Current 7th Total 302 (Class of 2027)

Current 8th Total 312(Class of 2026)

## **High School:**

The custodians have been hard at work with cleaning, scrubbing, shampooing, and waxing and getting the building ready for the upcoming school year. Unlike last summer, we have had activities going on in the building and it has been good to see the kids. On Wednesday we hosted over 60 teams for all levels of high school basketball for the Breakdown Tournament. The building was filled with high school students from all over the state and it seemed “normal” once again!

As of now (knock on wood), our hiring for the upcoming school year is complete. We have added Brooke Compton (business); Sam Porthan (industrial tech); Nicholas Hansberry (band); Hannah Fuller (social studies); Rachel Grant (sped); Ruth Albie (sped) and Jamie Koslofski (nurse). We are excited to get them into the building and get started next month. This was an unusual year for WHS with the number of new staff we have added. I want to thank all of the staff that assisted with interviews and the selection process...there are too many to name!

Tonya Constantine, our new AP started this month. She has been busy meeting people and getting to know names and faces. The past few weeks we have been busy with updating handbooks and policies for the upcoming year and working on our school improvement plan.

In a few weeks the building will really be busy as we fire up fall activities...can't wait!

## WHS Enrollment Numbers for 2021-2022

9th Grade:	353
10th Grade:	358
11th Grade:	327
12th Grade:	293
Total:	1331

### **Activities:** [www.waconiaathletics.com](http://www.waconiaathletics.com)

It is our pleasure to announce that **Coach Anthony Reynolds** has been selected as the new Waconia High School Head Boys' Hockey Coach. We are thrilled to have hired an individual with Coach Reynold's knowledge, relationship and leadership skills to work with our student athletes and lead our Wildcat Boys' Hockey program!

Anthony Reynolds grew up in Loretto, MN and is an alumni of Delano High School where he played high school hockey. While he was attending Saint John's University he began coaching youth hockey in the Sartell youth hockey program. Upon his graduation from SJU, he returned to his home program of Delano to coach bantams and take on the responsibility of the ACE Coordinator for the youth program working to standardize the development model, be a bridge between the high school programs and youth program as well as develop coaches to fully implement the ADM into the Delano program.

Anthony is excited to begin to work with Wildcat hockey players of all ages and be a leading force behind the development of Waconia Hockey as a whole. He believes in a culture of servant leadership from all players, coaches and the hockey community which he believes will drive the success of development of large groups of skilled hockey players.

Anthony lives in Minnetrista with his wife Bailey and their young daughter Crosby (1). He's extremely excited to get immersed into the community and lead a successful high school hockey program built around a new culture, right here in Waconia. Congratulations Coach Reynolds on your selection as the Waconia Wildcat Head Boys' Hockey Coach!

**Nicholas Hansberry** - WHS is very excited to announce our new Director of Marching Band, Nicholas Hansberry. We had a lot of really good applicants for the position. Nicholas separated himself during the interview process with his experience, personality, and passion for music and working with students.

Nicholas is originally from Alexandria, MN and after high school he attended the University of Wisconsin-Eau Claire. After finishing college, Nicholas took his first teaching position in La Crosse, WI where he worked from 2016-2019. After La Crosse, Nicholas went to Arvada West High School in Arvada, CO where he has been employed the past two years. Nicholas and his wife are moving back to Minnesota and he was excited to see the opening at WHS and said "the opportunity to be the director of bands at WHS was too good of an opportunity to pass up!" We are excited to have Nicholas on staff and for him to continue building and growing the great reputation of the WHS band program.

### **Community Ed:**

Community Education is in full swing! It is so great to be able to offer so many programs this summer.

There are 286 kids signed up for our summer Kids' Company program this year.

Our fall brochure is going online the week of July 12. There is so many program options in there for both youth and adult

The baseball/softball, lacrosse and soccer summer seasons are wrapping up. Registration is now open for all of our fall recreation options - volleyball, football and soccer

### **Human Resources:**

Twelve teachers achieved continuing contract status with our School District effective July 1, 2021. They earned this honor by providing excellent teaching and leadership services to our district's students. Each one is a valued member of our district and our administrative staff is confident they will continue to promote the school district's commitment to exceptional teaching and the pursuit of educational excellence. Minnesota law provides that a teacher has a right to a continuing contract in a public school district after they have successfully completed three consecutive years for that district (or one year if they had previously obtained continuing contract rights in another Minnesota public school district). All twelve teachers have been mailed letters congratulating them on their achievement and inviting them to be recognized at the School Board's September 13, 2021 regular board meeting.

### **Teaching & Learning:**

#### **Elementary Summer School Update - Submitted by Jake Hockinson, Instructional Coach**

Elementary age students have had the opportunity to enroll in a 5-week summer school program. Daily average attendance is around 95 with a total of 119 students enrolled in the program. Eight dedicated teachers have kept students busy and engaged in various learning activities with a focus on the foundations skills of reading. Following are a few excerpts from a parent update:

- We have been working on increasing fluency through a few different activities including partner reading, stations, and small group reading.
- We worked on letter sounds, short vowel sounds, tapping/sounding out CVC words. Played a fun game of Sparkle to practice spelling!
- This week we are working on stretching out a sentence and adding more details (who, what, when, where, why, how). We continue to practice capitalization and punctuation. We are also working on putting a story into sequential order and organizing parts of a story.
- Students have had opportunities to read in small groups and independently. Many students have enjoyed books involving animals, history, and mysteries.

- We read a book together and talk about what good readers do! For example, good readers notice that characters have feelings, what characters might be thinking, and how to notice patterns in a story, then give characters advice.
- The students began working with RAZ Kids reading short stories at their level focusing on fluency and comprehension.

### **WLC Summer School Update - Submitted by Tim Koschinska, Secondary Teaching and Learning Manager**

The Waconia Learning Center had a very successful summer school program. Over the 4 weeks of summer school we were able to support 122 different students from Waconia, Norwood-Young America, Lester Prairie and Mayer-Lutheran High Schools. These students worked extremely hard to earn 288 credits. A couple important milestones for some of our students. Four seniors were able to walk away with their diplomas after completing their summer work. We also had multiple students, that due to the pandemic, had not been in a school building in over a year. They attended summer school in-person and began to build back their in-person learning stamina. Overall, 122 students are in a better position to begin the next school year or whatever lies ahead for them.

A special thank you needs to go out to all those that helped make this summer a success. We had 12 amazing teachers who gave up part of their summer to help our students. They worked tirelessly to engage our students and to keep them motivated all the way to the end. Koch bussing was unbelievable in their flexibility in getting students to and from summer school each day. Cafe 110 provided meals for students who otherwise would not have had anything to eat while attending school. Overall, it was a group effort that made it all possible.

### **Professional Growth, Reflection, and Evaluation Plan (PGRE Plan):**

Following the update at the June 28 Board of Education Work Session, our timeline was to bring forward a recommendation for approval of the 2021-2025 Professional Growth, Reflection, and Evaluation Plan this evening. At this time, we have been informed by Nate Byrne, WEA President, of a continued delay in this process. We will continue to work together to reach consensus and shared understandings.

### **Superintendent:**

#### **July is the start of the 2021-2022 School Year**

ONE10 is so excited to start the 2021-2022 school year. It feels very good to put the past twelve months behind us and know that we have a renewed energy as we start the new year. We learned a lot in the past 16 months and we will bring some new techniques and knowledge learned into the planning for the coming school year. Yet we are ecstatic to know that we will be able to return our ONE10 school back to some form of normalcy. We all know the Covid-19

Pandemic created incredibly challenging times for all. We are extremely proud of the amazing partnership work that all at ONE10 accomplished to deliver the best for the best. Thank You!!

### **Planning for 2021-2022**

This summer the staff and admin team are using the lessons learned from last year to plan for this coming school year. As of today, we expect the fall of 2021 to resemble and align to what we all experienced in the fall of 2019. There will be some minor adjustments needed and we will continue to follow the requirements from the state. We will use our knowledge learned on ways to keep students safe the best we can yet create a more normal setting at school. We realize that the [CDC](#) has come out with their recommendations and we know that we will be receiving recommendations from our state governing agencies. For now we will continue to follow our current [Safe Learning Plan as communicated](#) to parents and staff. It will take new mandates to change our current plan. We are looking forward to the fresh start this fall will bring at ONE10.

### **Financial Reporting Enhancements for 2021-2022**

Throughout this past year and especially in the past months the school board and the admin team have been exploring the best way to keep all informed with enhanced financial reporting. The financial reporting plan for this school year is coming together well. From the recommendation of the school board at the last work session and at the last finance meeting, we will be purchasing the [ForeCast 5](#) software (which is built into the prelim budget) to create more detailed monthly reports. For school board members interested in learning more, there will be a training session on the benefits and abilities of ForeCast 5 on July 26 at 6:00 p.m.

The school board passed new financial resolutions at the last work session that will allow us to get a deeper look into the impacts on our yearly budget. Budget impacts to the prelim budget will be highlighted for school board approval, which will allow us to track our finances closer. I have included a placeholder in the monthly school board meeting agenda to make sure any budget impacts are explained and any increases to expense allotments from the preliminary budget will need board approval through action items at the meeting. There are a couple IF-THEN scenarios that will need to be considered for operational purposes that are recommended at this week's meeting. These scenarios were discussed at the last work session and reviewed at the school board finance committee meeting. All these adjustments will improve our process and make us even better at ONE10.

### **Student Enrollment Impacts Budget Two Ways**

When ONE10 student enrollment grows so does the revenue from the state which helps our budget, yet there is a balance of knowing when we need to add more staffing to ensure a quality education by controlling class size. Currently all staffing is budgeted in our preliminary budget. As student enrollment increases, we confirm that the increased revenue from this enrollment change will cover the cost of any staffing additions. We watch our enrollment and class size very closely and make adjustments when warranted with the approval from the school board.

The elementary schools create some of the biggest challenges as grade levels at each school can have different average class sizes causing us to close registration at some school's grade levels and/or move students to other buildings to balance the class sizes. These are not ideal procedures but needed to be good stewards of our finances. Over the next month we will see the biggest impact with ONE10 registrations and therefore we will monitor the changes very closely and report any staffing needs to the school board.

### **SWMetro E-Learning Enterprise**

Just a quick update about our SWMetro Online (Distance Learning) option for our ONE10 students. The SWMetro staff in charge of this initiative are deep in the designing stages and plan to have an online option for all SWMetro school districts this fall. I will provide more information when we receive updates. We expect to have an official registration process available by mid-August to include a comprehensive description of all that will be provided to our students and families through this program.

**Continue to Enjoy a Wonderful Summer!**  
**WE Are ONE10!!**

6.B.1. Retiree Exit Interview Summary



## Summary of Responses from Retiree Exit Interviews

Interviews Conducted By Superintendent Pat Devine and HR Director Sonya Sailer  
Close of 2020-2021 School Year

### What first attracted you to our school district?

- Children attended school in ISD110 and I was very happy with our schools
- Wanted to be on the same schedule as my children
- Wanted to work in the community where I lived
- Started volunteering and enjoyed it so much that I wanted to be here regularly
- Wanted to live near the Twin Cities
- Had friends in Waconia and knew this was a great place to live and work
- Kids were here and working here felt like an extension of being with them
- Hours were great – no summers or weekends
- Looking for a great place in Minnesota
- Wanted to work on a 9-month schedule
- Great location

### What has been the best part of working in our School District?

- Wonderful people – could not have asked for a better group of co-workers
- Always received great guidance
- Working with students – it has been a great challenge
- The people – love the staff
- Great employee benefits
- Really enjoyed working in an educational setting
- Students first and then the community – both the school community and at-large
- Combination of the community, parents, students, administration, and people
- Great working relationships
- The teachers are awesome
- Has always felt valued and like my work makes a difference
- Working with my colleagues
- Most of the families have been a joy to work with over the years
- Working with my co-teachers
- Little faces helped renew me each day
- The people – from age two to retiree



### **What has the School District done well?**

- So many things – really cares about kids
- Great district office and custodial staff
- Very supportive of teachers
- Always puts kids first – longtime philosophy
- Hired great teachers
- Acknowledged most of the students most of the time
- Ninety-eight percent of the teachers are here for the right reasons – for kids
- Created a school district where people want to be
- Great colleagues – and enjoys Pat Devine’s positive emails and videos
- Promoted cross-curricular opportunities for students
- Current superintendent and administration has been very supportive
- Great job of letting people know of good things happening in the school district
- Handled growth and change with flexibility
- Everything – great support and communication
- Has collaborated on so many topics – administration always asks for feedback

### **If you could change anything in our School District, what would it be and how would you change it?**

- I do not think that anything needs to change
- Would like to see staff give students 5 positive comments to every 1 negative
- More history about students to guide work
- Have more financial resources to provide more opportunities for kids
- Less waste – we tend to replace things when we could simply fix the problem
- More mental health services for students
- Accountability issues – some things are overlooked
- Expanded health services for students
- Provide more tools for administration to get feedback from their staff
- Negotiations seem to be hard – budgeting in the last few years
- More custodial staff at high school during second trimester due to activities
- Students and parents always seen as right in some buildings and not staff
- Improved support from the school board
- Too much is going onto plates and nothing is coming off
- Tired of the emphasis put on music and sports



- Would like more diversity
- Bring physical education back to everyday at the elementary level
- Not a thing – I feel valued and heard

**As you look ahead for our School District, what is one piece of advice that you would like to give to our Superintendent and our School Board?**

- Keep talking about the importance of early education
- Transparency needed between the superintendent, board and teachers
- Please respect teacher education and assume they want the best for kids
- Pay more attention to kids on the fringe
- Create a work environment where all feel supported, validated and respected
- Priorities need to start with the student
- Reward your people that help you grow
- We are far more effective as a team and we are a really good team in Waconia
- Continue to make learning fun for students and staff
- Hold people accountable when waste occurs
- Keep pushing excellence as this is not a status quo district
- Keep up the good work – I appreciate you!
- Teachers are feeling beat up right now
- Continue with the great communication – I'll miss Pat Devine's weekly emails

**How are you going to remember our School District?**

- Very fondly – a wonderful time in my life
- Met great people and kids and learned so much
- A slice of paradise – I cannot imagine a better place to work
- Fondly – great people
- I love it here – my heart is purple
- Will not ever disengage and will always stay involved
- Really fond memories
- Very positively and an amazing experience
- Great place to work
- I'll be smiling when I think about the kids and the teachers
- Fondly – has been a great school district
- With laughter, tears and fondness – best job ever!

6.B.2. Preliminary Budget Update Report

**ISD 110**  
**Preliminary Budget Update Report**  
**5/19/21**

**Consent Agenda:**

All staffing in the consent agenda reflects staffing that has been built into the 2021-2022 ISD 110 Preliminary Budget. One point of reference is that we hired a certified nurse at WMS for the nurse associate replacement due to the increase of students with higher health concerns. The approximately \$20,000 increase to this budget item is covered with the 2021-22 Covid Relief funds budgeted for this year.

**SPED Staffing:**

During the 2020-21 school year we had 9 new students with IEP's (Individualized Education Plans) enroll in our school district. Most of our students with special needs chose distance learning last year which reduced our SPED service time needed from ESP's. This allowed us to absorb the student increase without hiring the required staffing. Now that most students with special needs are returning to full time in person this school year, ISD 110 is required by the [Federal IDEA Law](#) to provide the staffing service time in the IEP for students receiving SPED services. This requirement will impact our prelim budget. Our ONE10 Director of Special Education, Paul Tordoff has created a plan to reduce the overall impact to our budget due to this staffing need. Here is how the impact breaks down:

- The IEP's of these nine students require one on one ESP service time.
- The SPED Department has combined some of the service time to reduce the staffing needs to 5.4 new positions needed.
- The SPED Department is able to reduce staffing time at the high school due to the new tiered bussing schedule and therefore reduce an equivalent of 1.6 positions. Resulting in a 3.8 new position impact on staffing for the 2021-22 school year.
- The 3.8 staffing impact amounts to approximately \$152,000 of an impact on the prelim budget.
- We have approximately \$50,000 set aside for this impact from the newly funded SPED funding. Resulting in a \$102,000 increase to SPED expenses for the 2021-22 prelim budget.
  - Reminder: ISD 110 will be reimbursed by the state for approximately 55% of this \$152,00 expense in two years, which is \$83,600 leaving an overall impact to our cross subsidy budget of \$68,400.

Because this service time is required in the students IEP's we are mandated by federal law to provide this staffing and service time.

**Enrollment Increase and Class Size:**

We will be watching the student enrollment and class size increases. We have closed enrollment at some grades at each school, forcing newly enrolled students to attend an

elementary school not in the boundary of the household they live in. Currently we have closed enrollment to the grade levels highlighted in blue to help balance class size.

	<b>Bayview Class size</b>	<b>Laketown Class size</b>	<b>Southview Class size</b>
K	22.25	22.50	20.40
1	24.75	25.33	22.00
2	22.25	24.25	23.50
3	23.50	26.33	22.75
4	25.50	26.25	25.00
5	27.75	24.50	28.67

Following the IF-THEN guidelines, we will only recommend adding new staff if the increase meets the criteria outlined:

- If ISD 110 student enrollment increases between scheduled school board meetings at a level that warrants new personnel to keep the average class size at the recommended level as guided by the School Board; [Elementary numbers](#) - Five over Regional Average, WMS-over 32+, WHS-over 34+. And the enrollment increase produces the revenue for the added expense.....

7. **ACTION ITEMS**

7.A. Apple iPad Lease Agreement



AFS Education Finance is pleased to send you the attached documentation package for your lease of Apple products and services. If you are new to Apple Financial Services, welcome. If you have previously used our services, we appreciate your continued business. At this stage in the process, please click on the "Review Documents" link below and follow the instructions to electronically sign your documents. In order to facilitate the most efficient and timely processing of your equipment order, please attach your purchase order and sales tax exemption certification where instructed on the first page of the documents. Prior to lease commencement, you will also need to send us an Acceptance Certificate, and, if required, the completed 8038, and/or your advance lease payment. You can print a copy of the documents at any time. You will also receive an email once the documents have been countersigned by us so that you can view and print the final documents. **Please feel free to call Rochelle Bryant at (469) 299-7558 with any questions.**

## LEASE DOCUMENTATION CHECKLIST

Documents Required Prior to Shipment	Scanned to Apple Financial Services
Lease No. 450-8094732-002	Lessee Signature, Printed Name/Title, Execution Date & Federal Tax ID No. _____
Contact Information	Complete in its entirety. _____
Notice of Assignment	Please Note the assignee. _____
Insurance Coverage and Purchase Order Requirements	Complete name of insurance company and contact information. Purchase Order(s) must include: <b>Apple, Inc. c/o Apple Financial Services</b> <b>5000 Riverside Drive, Suite 300 East</b> <b>Irving, TX 75039-4314</b> as Vendor, Apple product quantity and description with extended price, bill-to and ship-to name/address, PO number, and authorized signature. Additionally, please provide third party vendor contacts ( <i>if applicable</i> ). _____
Essential Use Audit	Complete and Sign
Sales/Use Tax Exemption Certificate	Please provide a copy, if applicable. Please list Seller as Apple Inc. and its Assigns. _____

**NOTE:** If you prefer to print a copy of the documents and sign, please scan signed documents and email to [applefined@applefin.com](mailto:applefined@applefin.com) and [rochelle.bryant@applefin.com](mailto:rochelle.bryant@applefin.com) prior to overnighting for review. Please return the: (A) original properly executed documentation; (B) original purchase order(s); and (C) sales tax exemption certificate.



## Closing Documentation Checklist

*Documents Required Prior to Closing*

*Mailed to: Apple Financial Services*

**PLEASE NOTE:**

*The following documentation and responsibilities identified below are required in order to finalize and commence this lease. The return of the executed and original lease documents along with the insurance requirements remain the lessee's obligation. The outstanding closing documents will be provided for completion and execution upon the invoicing of your equipment/lease.*

*Please call Rochelle Bryant at (469) 299-7558 with any questions.*

Please send closing documents to:

*Apple Financial Services  
Attention: Rochelle Bryant  
5000 Riverside Drive, Suite 300 East  
Irving, Texas 75039-4314*

Insurance Certificate or  
Self-Insurance Letter

Provide All Risk Personal Property and General Liability Coverage listing Apple Inc. and its assigns as "Loss Payee" and "Additionally Insured" or provide a self-insurance letter as described in the "Insurance Coverage Requirements." \_\_\_\_\_

Acceptance Certificate (Exhibit B)

Lessee Signature, Name/Title & Execution Date. *Sign upon Acceptance* \_\_\_\_\_

Advance Lease Payment

Invoice attached, if applicable. \_\_\_\_\_

RS Form 8038-G

Completed per instructions and signed.  
<http://www.irs.gov/pub/irs-pdf/i8038g.pdf> \_\_\_\_\_



**QUICKLEASE - LEASE PURCHASE AGREEMENT**  
**FOR STATE OR LOCAL GOVERNMENT CUSTOMERS (MAXIMUM \$150,000)**  
**Lease No.: 450-8094732-002**  
**Lease Date July 7, 2021**

<b>EQUIPMENT.</b> Pursuant to the terms of this Quicklease (the "Lease"), we agree to acquire and lease to you the following equipment ("Equipment"):					
All personal computers, electronic devices, servers, networking equipment and other items with a value not to exceed \$117,600.00 as such equipment is more particularly described in invoices presented to Apple Inc., as Lessor, and accepted by Lessee pursuant to the sale of such equipment, which descriptions are incorporated herein by reference.					
<b>Equipment Location:</b> 512 INDUSTRIAL BLVD, WACONIA, MN 55387 <b>Supplier of Equipment (Name):</b> Apple Inc.					
LEASE PAYMENT SCHEDULE					
<b>Lease Term: 48</b>		<b>Lease Payment: \$30,099.29</b> (net of applicable taxes)		<b>Frequency of Lease Payment: Annual</b> (in Advance)	
Pmt #	Payment Date	Payment Amount	Interest	Principal	Outstanding Balance
Commencement	7/7/2021				\$117,600.00
1	7/7/2021	\$30,099.29	\$0.00	\$30,099.29	\$87,500.71
2	7/7/2022	\$30,099.29	\$1,391.26	\$28,708.03	\$58,792.68
3	7/7/2023	\$30,099.29	\$934.81	\$29,164.48	\$29,628.20
4	7/7/2024	\$30,099.29	\$471.09	\$29,628.20	\$0.00
Totals:		\$120,397.16	\$2,797.16	\$117,600.00	
<p><b>The promotional interest rate based upon the principal amount is 1.59%.</b> Lessee acknowledges that the discounted purchase price for the Lease is \$114,765.98 and that such amount is the Issue Price for the Lease for federal income tax purposes. The difference between the principal amount of this Lease and the Issue Price is Original Issue Discount ("OID") for federal income tax purposes (\$2,834.02). The interest rate for this Lease based on the Issue Price (the "Yield" for federal income tax purpose) is 3.29% per annum. Such Issue Price and Yield will be stated in the Form 8038-G or 8038-GC, as applicable. Lessee expressly represents that at least ninety-five percent (95%) of the discounted purchase price set forth in this Lease is being used to acquire Equipment that will be capitalizable for federal income tax purposes.</p> <p>*The final Lease Payment amount will be amended to reflect the final funding amount paid by Lessor to Supplier (and, if applicable, any applicable upfront sales, use or similar taxes paid by Lessor at the time of sale) if such amount is different than the Total Cost to Lessor's Assignee set forth above. If the Lease Payment amount changes, the Lease Payment Schedule will be deemed to have been amended to reflect the correct Lease payment amount. Unless a proper exemption certificate is provided, in states assessing upfront sales, use or similar tax, your Lease Payment, starting with the first invoice, will be adjusted to include reimbursement for the amount of upfront tax we paid the state, amortized over the term of the Lease using a rate that preserves our economic yield for the transaction. In other states, any applicable sales tax and use tax will be included on your invoice.</p>					

**1. LEASE CHARGES.** This Lease commences upon (a) your fulfillment of all conditions precedent as determined by us, (b) delivery of the Equipment to you (either all or a portion, pursuant to Section 2), and (c) your execution and delivery to us of a Certificate of Acceptance. You agree to send the Lease Payments and all other sums when due and payable to the address we provide you. Lease Payments are due whether or not you are invoiced. Lease Payments are due in advance as set forth above. You shall pay to us a charge on any Lease Payment not paid on the date such payment is due at the rate of 12% per annum or the highest lawful rate, whichever is less, from such due date until paid ("**Default Interest Rate**"). YOU HAVE SELECTED THE EQUIPMENT. THE SUPPLIER AND ITS REPRESENTATIVES ARE NOT OUR AGENTS AND ARE NOT AUTHORIZED TO MODIFY THE TERMS OF THIS LEASE. WE MAKE NO WARRANTIES TO YOU, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY, OR OTHERWISE. WE PROVIDE THE EQUIPMENT TO YOU AS-IS. OTHER THAN A NON-APPROPRIATION OF FUNDS IN ACCORDANCE WITH SECTION 2, YOUR PAYMENT OBLIGATIONS ARE ABSOLUTE AND UNCONDITIONAL AND ARE NOT SUBJECT TO CANCELLATION, REDUCTION OR SET-OFF FOR ANY REASON WHATSOEVER INCLUDING, WITHOUT LIMITATION, EQUIPMENT FAILURE, LOSS OR DAMAGE. We may apply all your payments under this Lease in any order and manner selected by us. You waive all rights to direct the application of any payments made by you to us. We may offset and deduct any of your liabilities or obligations to us from any or all sums owed by us to you. **You and we understand and intend that your obligation to pay Lease Payments under this Lease shall constitute a current and shall not in any way be construed to be a debt in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness or debt by you, nor shall anything contained in this Lease constitute a pledge of your general tax revenues, funds or monies.** Notwithstanding anything in this Lease to the contrary, you agree to accept partial shipment of the Equipment. Upon delivery of a partial shipment, you agree to sign the Certificate of Acceptance and commence this Lease based on the Equipment that has been delivered to you. Your Lease Payment will start lower than what is reflected in the Lease Payment Schedule, adjusted in proportion to the partial shipment. When the remainder of the Equipment is delivered, we will further adjust your Lease Payment according to amount of Equipment finally delivered.

**2. NON-APPROPRIATION OF FUNDS.** You are obligated to pay Lease Payments under the Lease for each fiscal period as may lawfully be made from funds budgeted and appropriated for that purpose for such fiscal period. You currently intend to remit and reasonably believe that funds in an amount sufficient to remit all Lease Payments and other payments under the Lease can and will lawfully be appropriated and made available to permit your continued utilization of the Equipment under the Lease and the performance of its essential function during the scheduled term of the Lease as reflected in the Lease Payment Schedule (the "**Lease Term**"). You currently intend to do all things lawfully within your power to obtain and maintain funds from which the Lease Payments under the Lease may be made, including making provision for such payments to the extent necessary in each budget or appropriation request adopted in accordance with applicable provisions of law. Notwithstanding the foregoing, we acknowledge that the decision whether or not to budget and appropriate funds or to extend the term of the Lease for any period beyond the original or any additional fiscal period is within the discretion of your governing body. In the event that your governing body fails or is unwilling to budget, appropriate or otherwise make available funds for the payment of Lease Payments and other payments, if any, under this Lease following the then current fiscal period (an "**Event of Non-appropriation**"), you shall have the right to terminate this Lease on the last day of the fiscal period for which sufficient appropriations were made without penalty or expense, except as to the portion of any Lease Payment for which funds shall have been appropriated and budgeted, in which event you shall return the Equipment subject to this Lease in accordance with the return provisions set forth herein. You agree to deliver notice to us of such Event of Non-appropriation and termination at least thirty (30) days prior to the end of the then current fiscal period, but failure to give such notice shall not extend the term of this Lease beyond such then current fiscal period.

**3. LIMITATION OF LIABILITY.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, WE SHALL NOT BE LIABLE FOR ANY DIRECT DAMAGES OF YOURS IN CONNECTION WITH THIS AGREEMENT OR THE EQUIPMENT, WHETHER ARISING IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, REGARDLESS OF THE THEORY OF LIABILITY. WE SHALL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES IN CONNECTION WITH THIS LEASE OR THE EQUIPMENT.

**THIS AGREEMENT INCLUDES THE TERMS ON THE NEXT PAGE(S)**

<p><b>LESSOR ("We", "Us"): APPLE INC.</b></p> <p>By: <input checked="" type="checkbox"/> _____</p> <p>Name: <input checked="" type="checkbox"/> _____</p> <p>Title: <input checked="" type="checkbox"/> _____</p> <p>Date: <input checked="" type="checkbox"/> _____</p> <p>Address: 5000 Riverside Drive, Suite 300 East, Irving, TX 75039-4314</p>	<p><b>LESSEE ("You"): WACONIA INDEPENDENT SCHOOL DISTRICT 110</b></p> <p>By: <input checked="" type="checkbox"/> _____</p> <p>Name: <input checked="" type="checkbox"/> Todd Swanson _____</p> <p>Title: <input checked="" type="checkbox"/> Director of Finance and Operations _____</p> <p>Date: <input checked="" type="checkbox"/> _____</p> <p>Address: 512 INDUSTRIAL BLVD WACONIA, MN 55387</p> <p>Fed Tax ID No.: <input checked="" type="checkbox"/> _____</p>
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**4. USE; MAINTENANCE; INDEMNIFICATION.** You must keep the Equipment free of liens, and except for the temporary relocation of mobile electronic devices, you will not remove the Equipment from the Equipment Location without our consent. You agree to: (a) USE THE EQUIPMENT ONLY IN THE LAWFUL CONDUCT OF YOUR ORGANIZATION, AND NOT FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES; (b) use the Equipment in conformity with all insurance requirements and manufacturer's recommendations; (c) at your sole cost, keep the Equipment repaired and maintained in good working order and as required by the manufacturer's warranty; (d) maintain accurate and complete records of all repairs and maintenance; and (f) give us reasonable access to inspect the Equipment and its maintenance and other records. TO THE EXTENT PERMITTED BY APPLICABLE STATE LAW YOU AGREE TO DEFEND AND INDEMNIFY US FOR ALL LOSSES, DAMAGES, CLAIMS, INJURIES AND ATTORNEYS' FEES AND COSTS ("Claims") WHETHER BASED ON A THEORY OF STRICT LIABILITY OR OTHERWISE, INCURRED, CAUSED OR ASSERTED BY ANY PERSON, IN ANY MANNER RELATING TO THE EQUIPMENT. This indemnity survives termination of this Lease.

**5. TAXES/OWNERSHIP.** You agree to pay or reimburse us for all sales, use, rental, property, excise and gross receipts taxes and other taxes and charges incurred in connection with this Lease or the purchase, ownership or use of the Equipment. You will file all required property tax returns, promptly pay all property taxes assessed against the Equipment, and provide us with proof of payment upon request. In the event we are required by a taxing jurisdiction to file for and/or pay property taxes, you shall reimburse us for any property tax payments made by us. You will be the owner of the Equipment immediately upon delivery for federal tax purposes and if allowed by law, all other purposes, and you grant to us a security interest in the Equipment and all products and proceeds thereof to secure all of your obligations under this Lease. You agree to follow any notification from us regarding any changes in property tax reporting and payment responsibilities.

**6. INSURANCE; LOSS; DAMAGE.** You assume all risks of loss, theft, damage to or destruction of the Equipment. If any item of Equipment is lost, stolen or damaged you will immediately notify us in writing and, at your option and cost, within 30 days after such event, either: (a) promptly repair or replace the item to our satisfaction; or (b) pay us the sum of: (i) all past due and current Lease Payments; and (ii) the present value (discounted at the rate of interest applicable to this Lease, or if such rate is not permitted by applicable law, then at the lowest permitted rate) of (A) all remaining Lease Payments for the effected item(s) of Equipment; and (iii) all other amounts due hereunder (together, the "Stipulated Loss Value"). Insurance proceeds will be applied toward repair, replacement or payment owing to us, as applicable. You agree, at your cost, to: (a) keep the Equipment insured against all risks of physical loss or damage for the higher of Stipulated Loss Value or its full replacement value, naming us as loss payee; and (b) maintain Commercial General Liability insurance, covering personal injury and property damage in amount acceptable to us, naming us as additional insured. The policy must be issued by an insurance carrier acceptable to us, must provide us with not less than 15 days' prior written notice of cancellation, non-renewal or amendment, and must provide deductible amounts acceptable to us. With our prior written consent, you may self-insure against such risks.

**7. DEFAULT; REMEDIES.** TIME IS OF THE ESSENCE. You will be in default hereunder if: (a) you fail to remit to us any payment within ten days of the due date; (b) you breach any other obligation under this Lease or any other agreement with us and fail to correct such violation within thirty days following written notice; or (c) you provide a false or misleading representation. If you default, we may do one or more of the following: (a) recover from you, AS LIQUIDATED DAMAGES FOR LOSS OF BENEFIT OF THE BARGAIN AND NOT AS A PENALTY, the Stipulated Loss Value; (b) declare any other agreements between us in default; (c) require you to return all of the Equipment in the manner outlined hereunder; (d) repossess the Equipment, and you waive any claims against us for damages, for trespass or for any other reason; (e) lease or sell the Equipment; (f) charge you the Default Interest Rate; (g) charge you for expenses incurred in connection with the enforcement of our remedies; and (h) cancel or terminate this Lease. These remedies are cumulative, are in addition to any other remedies provided for by law, and may be exercised concurrently or separately. Any failure or delay by us to exercise any right will not operate as a waiver of any other right.

**8. PREPAYMENT.** Unless you are in default under this Lease, you have the right to prepay in full, but not in part, all of your obligations under this Lease (the "Prepayment") prior to the end of the scheduled Term; provided, however, that any Prepayment that is not paid on a scheduled payment due date shall be deemed to have been made and shall be effective as of the next scheduled due date (the "Effective Prepayment Date"). Any such Prepayment shall be made in the amount of the then corresponding "Prepayment Amount". The Prepayment Amount shall be an amount equal to: (a) all Lease Payments and all other sums due but unpaid under this Lease as of the time of the Effective Prepayment Date, plus (b) the present value of all Lease Payments to become due during the remainder of the Term (discounted to present value at the rate of interest applicable to this Lease, or if such rate is not permitted by applicable law, then at the lowest permitted rate), plus (c) the corresponding "Prepayment Fee". The Prepayment Fee shall equal one percent the amount described in clause (b) of this Section for each full twelve month period remaining in the Term as of the Effective Payment Date (unless we choose, at our discretion, to charge a lesser amount). You and we agree that the Prepayment Fee is a reasonable estimate of the actual or anticipated harm we would sustain if you prepay the Lease.

**9. RETURN OF EQUIPMENT.** In the case of a default under this Lease or an Event of Non-appropriation, you will, at your sole cost and expense, immediately return the Equipment (including all copies of any software), manuals, and accessories to any location and aboard any carrier we may designate in the continental United States. You must securely remove all proprietary data from any and all software, disk drives or magnetic media prior to returning the Equipment. The Equipment must be properly packed for shipment in accordance with the manufacturer's specifications, freight prepaid and insured, and maintained in accordance with the terms of this Lease. All Equipment must be free of markings. You will pay us for any missing or defective parts or accessories. You will continue to pay Lease Payments until the Equipment is accepted by us, which acceptance shall be deemed to occur fifteen (15) days after delivery unless we reject the Equipment for good cause within such fifteen (15) day period.

**10. LESSEE'S REPRESENTATIONS AND WARRANTIES.** You hereby represent, covenant and warrant as of the date hereof and as of the commencement of this Lease, and throughout the Lease Term: (a) you are a state or political subdivision thereof within the meaning of Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"); (b) You are duly organized and existing under the Constitution and laws of the state in which you are located; (c) You are authorized to enter into and carry out your obligations under this Lease and every other document required to be delivered in connection therewith; (d) this Lease has been duly authorized, executed and delivered by you in accordance with all applicable laws, codes, ordinances, regulations, and policies; (e) any person signing this Lease has the authority to do so, is acting with the full express authorization of your governing body, and holds the office indicated below his or her signature, which is genuine; (f) the Equipment is essential to the immediate performance of a governmental or proprietary function by you within the scope of your authority and shall be used during the Lease Term only by you and only to perform such function; (g) you intend to use the Equipment for the entire Lease Term and shall take such action, in accordance with Section 3, to include in your annual budget request, for submission to your governing body, any funds required to fulfill your obligations for each succeeding fiscal period during the applicable Lease Term; (h) you have complied fully with all applicable laws, codes, ordinances, regulations, and policies, governing open meetings, competitive pricing and/or public bidding and appropriations required in connection with this Lease, the selection and acquisition of the Equipment and the selection of the supplier; (i) all payments due and to become due during your current fiscal period under this Lease are within the fiscal budget of such fiscal period, and are or will be included within an unrestricted and unencumbered appropriation currently available for the lease/purchase of such Equipment; (j) you shall not do or cause to be done any act which shall cause, or by omission of any act allow, the interest portion of any Lease Payment to become includible in our gross income for Federal income taxation purposes under the Code; (k) you shall comply with the information reporting requirements of Section 149(e) of the Code with respect to this Lease (such compliance shall include, but not be limited to, the execution of Form 8038-G or 8038-GC information reporting returns as appropriate); (l) all financial information provided by you is true and accurate and fairly represents your financial condition; (m) you have not for at least your most recent ten fiscal periods failed to appropriate or otherwise make available funds sufficient to pay rental or other payments coming due under any lease purchase, installment sale or other similar agreement; (n) there is no litigation, pending or threatened that would materially adversely affect the transactions contemplated by this Lease or your financial condition; and (o) any and all Equipment that you lease, purchase and/or acquire pursuant to this Lease is for your internal purposes only and not for resale.

**11. ASSIGNMENT.** You will not sell, transfer, assign, pledge, sublease, or allow other parties rights to the Equipment without our consent. We may, upon notice to you but without your consent, sell, assign, or transfer all of our right, title, and interest under this Lease to another party (each, an "Assignee"). You agree that, upon such assignment, the Assignee will have the same rights and benefits of ours under the Lease, but not our obligations. You agree that the rights of Assignee will not be subject to any claims, defenses, or set-offs that you may have against us, or any supplier or vendor. Upon notice to you of such assignment, you agree to respond to any requests about this Lease and, if directed by us or the Assignee, to pay Assignee all Lease Payments and other amounts due under this Lease. You hereby appoint us as your agent to maintain a record of all assignments of this Lease in a form sufficient to comply with the registration requirements of Section 149(a) of the Code and the regulations prescribed thereunder from time to time, and we agree to maintain such registration record.

**12. MISCELLANEOUS.** You authorize us or our agent to: (a) obtain credit reports and make credit inquiries; (b) furnish payment history to credit reporting agencies; and (c) file UCC financing statements relating to the Equipment. We may, without notifying you, release information we have about you and this Lease to the manufacturer, supplier or any prospective investor, participant, beneficiary or purchaser of this Lease. If any amount in excess of that allowed by law is charged under this Lease, such charge will be deemed limited to the amount legally allowed and we will refund any excess we receive or apply it to payment of amounts legally owed under this Lease. If a court finds any provision of the Lease to be unenforceable, all other terms will remain in effect and enforceable. You authorize us to insert or correct missing or incorrect information on this Lease. We have the right to receive and retain or pay rebates, discounts and other compensation directly or indirectly from manufacturers, suppliers, vendors or third-parties with respect to the Equipment and such payments may affect the overall economics of the transaction. YOU HEREBY ACKNOWLEDGE AND CONFIRM THAT YOU HAVE NOT RECEIVED ANY LEGAL, TAX, FINANCIAL OR ACCOUNTING ADVICE FROM US OR ANY SUPPLIER OR MANUFACTURER OF THE EQUIPMENT. Restrictive endorsements on checks you send to us will not reduce your obligations to us. This Lease and other related documents (each a "Document") may be executed in counterparts (manually or by electronic means) by either party and transmitted to us by facsimile or other electronic means. No Document is binding on us until we sign it. When a copy of each Document containing your signature is signed by us (manually or electronically) and in our possession, then such copy shall constitute the original document for all purposes and this Lease shall constitute chattel paper as that term is defined in the UCC. If you sign or transmit any Document to us electronically, you shall provide the counterpart of such Document containing your original manual signature to us at our request. You agree not to raise as a defense to the enforcement of any Document that it was executed by electronic means by either party or transmitted to us by facsimile or other electronic means. This Lease is binding upon and inures to the benefit of the parties and their successors and assigns. THIS LEASE WILL BE GOVERNED BY THE LAWS OF THE STATE WHERE YOU ARE LOCATED WITHOUT REGARD TO THE CONFLICT OF LAW PRINCIPLES THEREOF. ANY AGREEMENTS REACHED BY THE PARTIES ARE CONTAINED IN THIS WRITING, WHICH WRITING IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES, EXCEPT AS WE MAY LATER AGREE TO MODIFY IN WRITING. ORAL AGREEMENTS OR COMMITMENTS TO MODIFY THIS LEASE OR TO FORBEAR FROM ENFORCING REPAYMENT OF THE SAME ARE NOT ENFORCEABLE.

## **Amendment to Quicklease Lease Purchase Agreement (Minnesota Governmental Entity as Lessee)**

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Amendment to that certain **Quicklease Lease Purchase Agreement No. 450-8094732-002** dated as of July 7, 2021 ("Agreement"), by and between APPLE INC. ("Lessor") and WACONIA INDEPENDENT SCHOOL DISTRICT 110 ("Lessee").

All capitalized terms used in this Amendment which are not otherwise defined herein shall have the meanings given to such terms in the Agreement. The words "you" and "your" mean the Lessee name above. The words "we", "us", and "our" refer to the Lessor named above.

Lessor and Lessee have agreed to amend the Agreement as follows:

1. Notwithstanding anything to the contrary herein:
  - a. the Equipment is and shall remain our sole property during the Lease Term;
  - b. unless you are in default under the Lease, you shall have the right to peacefully possess and use the Equipment during the Lease Term;
  - c. you grant to us a precautionary security interest in the Equipment and all products and proceeds thereof to secure all of your obligations under this Lease; and
  - d. provided that no Event of Default or Event of Non-appropriation has occurred and/or is continuing under any Lease, upon expiration of the Lease Term you have the option to purchase all but not less than all of the Equipment for \$1.00 (plus all sales and other applicable taxes) and we will transfer title to the Equipment to you AS IS-WHERE IS, WITHOUT ANY REPRESENTATION OR WARRANTY.
  
2. Except as specifically amended by this Amendment, all of the other terms set forth in the Agreement shall remain in full force and effect.

This Amendment is hereby signed by duly authorized representatives of Lessor and Lessee as of the date of the Agreement.

**LESSOR:** APPLE INC.

**LESSEE:** WACONIA INDEPENDENT SCHOOL DISTRICT  
110

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: Todd Swanson

TITLE: \_\_\_\_\_

TITLE: Director of Finance and Operations

**CONTACT INFORMATION**

Pursuant to Lease No. **450-8094732-002** dated as of **July 7, 2021** between Apple Inc. as Lessor and **WACONIA INDEPENDENT SCHOOL DISTRICT 110** as Lessee, Lessee hereby acknowledges the obligations to make Lease Payments promptly when due in accordance with the Lease.

**INVOICE MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SHIP TO ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EARLIEST DATE THE DELIVERY CAN BE ACCEPTED:**

\_\_\_\_\_

**Mail invoices to the attention of:** \_\_\_\_\_

Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**Digital Product Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**Summer – Primary Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**Secondary Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**Summer – Secondary Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**Product Delivery Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**Product Delivery – Second Contact:** \_\_\_\_\_

Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**NOTICE OF ASSIGNMENT**

Dated \_\_\_\_\_

APPLE, INC. ("Assignor") hereby gives notice that Assignor assigned to WELLS FARGO VENDOR FINANCIAL SERVICES, LLC ("Assignee") all of its rights in and to Lease No. 450-8094732-002 (the "Lease") dated July 7, 2021 by and between Assignor and WACONIA INDEPENDENT SCHOOL DISTRICT 110 ("Lessee").

Assignor hereby requests, and instructs Lessee, that all rental payments and other amounts coming due pursuant to the Lease on and after the date hereof are payable to and should be remitted to Assignee as directed by invoices.

Lessee's questions related to the administration of the Lease and billing should be referred to Assignee as follows:

WELLS FARGO VENDOR FINANCIAL SERVICES, LLC  
P.O. Box 3072  
Cedar Rapids, IA 52406-3072  
Telephone (800) 633-3980  
Attn: Customer Service

The Federal Tax Identification Number of WELLS FARGO VENDOR FINANCIAL SERVICES, LLC is 94-1686094.

Lease Agreement No.: 450-8094732-002

Dated:  
WACONIA INDEPENDENT SCHOOL DISTRICT 110

**INSURANCE COVERAGE REQUIREMENTS**

- 1. Insurance Agency - Name of Agency, Phone Number, Fax Number, and Contact Name:

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- 2. Property Damage & Loss Coverage

- a. "All Risk" Physical Damage & Loss Insurance
  - b. Include: Policy Number, Effective Date and Expiration Date
  - c. **APPLE INC. and its Assigns** named "Loss Payee"
  - d. Endorsement giving 30 days written notice of any changes or cancellation.
- LIMITS: The full replacement value of the equipment.

- 3. The Certificate Holder should be named as follows:

**APPLE INC. and its assigns**  
 5000 Riverside Drive, Suite 300 East  
 Irving, TX 75039-4314

**FOR SELF INSURANCE:**

A letter needs to be prepared on Lessee's Letterhead and addressed to **APPLE INC. and its Assigns**, and signed by an authorized official of the Lessee. The letter must refer to the Lease Number, and include information regarding the statute authorizing this form of insurance (with a copy of the statute attached to the letter).

**PURCHASE ORDER REQUIREMENTS**

In order to expedite your order appropriately and as quickly as possible, we ask that your Purchase Order contain the following information, if applicable. If you have any questions regarding this information, please feel free to contact us at any time.

- 1. Purchase Order Should be made out to:  
**Apple Inc. c/o Apple Financial Services**  
**5000 Riverside Drive, Suite 300 East**  
**Irving, TX 75039-4314**
- 2. Purchase Order Number
- 3. Purchase Order Date
- 4. Apple Education Quote/Proposal Number and Total Amount of Quote
- 5. Physical Ship To Street Name/Address
- 6. Bill to Address
- 7. Lease Schedule Reference, Example:  
 "Per Lease Schedule # **450-8094732-002**"
- 8. Authorized Signature
- 9. Configure to Order (CTO) Specifications **(if applicable)**
- 10. Personalization Text **(if applicable)**
- 11. Taxes **(if applicable)**
- 12. E-waste fees **(if applicable)**

# Essential Use Audit

Lessee Contact Name / Position Todd Swanson Director of Finance and Operations Phone Number \_\_\_\_\_

1) Please clarify legal name of proposed lessee? \_\_\_\_\_

2) Is any equipment to be leased replacing any existing equipment?  Yes  No (If No, proceed to question 3)

What percentage of the equipment to be leased is replacement? \_\_\_\_\_%

How long was the existing equipment in use?  1-3 yrs  3-5 yrs  5+ yrs

Why is the existing equipment being replaced? \_\_\_\_\_

\_\_\_\_\_

What will be done with the replaced equipment? \_\_\_\_\_

\_\_\_\_\_

3) For what purpose is the equipment being acquired? (Provide detail if possible.)

Educational Use (Such as Schools or Universities)

Administrative Use (Such as State or County Offices)

Outdoor Use (Such as Golf Course or Public Common Areas)

Other Use \_\_\_\_\_

4) Was the equipment/lease placed for competitive bid?  Yes  No

**If No, why was a bid not required?**

Covered under state contract (Contract name and # \_\_\_\_\_)

Size of transaction does not require competitive bid (What documentation \_\_\_\_\_)

Transaction exempt from bidding process pursuant to current statutes (statute # \_\_\_\_\_)

(Please attach copy of statute if available)

Other \_\_\_\_\_

\_\_\_\_\_

5) What is the source of funds for repayment of this obligation?

Local Property Taxes

State Unrestricted Revenues

Federal Financial Assistance

Chapter I

Chapter II

Other \_\_\_\_\_

Other \_\_\_\_\_

6) Are the funds to be used for repayment of this obligation appropriated and encumbered in an approved budget?  Yes  No

**If No, why is the obligation not included in an approved budget?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7) Why do you expect funds to continue to be appropriated in the future for repayment of this obligation? \_\_\_\_\_

\_\_\_\_\_

To the best of your knowledge, have you ever non-appropriated funds in the past?  Yes  No

**If Yes, please provide details** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8) Will a Purchase Order be issued for this transaction? \_\_\_\_\_

9) Is a Purchase Order # required on the Invoice for prompt payment? \_\_\_\_\_

Completed By: \_\_\_\_\_ Signature Title Printed Name Phone

7.B. Long Term Facilities Maintenance 10-year Plan

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021										
<b>110</b>	<b>&lt;= Type in School District Number</b>													
	<b>WACONIA PUBLIC SCHOOL DISTRICT</b>		Change only											
			if requiring levy adjustments	Payable 2021 LLC Certification	Current Estimate									
<b>Calculations for Ten Year Projection</b>		<b>Pay 21</b>												
		<b>LLC #</b>	<b>FY 2021</b>	<b>FY 2022</b>	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
1	Type your district number in cell A2 (Minneapolis = 1.2)													
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b													
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4	Look-up data from following tabs													
5	<b>Initial Formula Revenue</b>													
6	Current year APU	57	4,538.00	4,561.62	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)			4,561.62	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56
7	District average building age (uncapped)	451	23.76	23.76	24.76	25.76	26.76	27.76	28.76	29.76	30.76	31.76	32.76	
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	
9	Building age ratio = (Lesser of 1 or (7) / 35)	452		0.67886	0.70743	0.73600	0.76457	0.79314	0.82171	0.85029	0.87886	0.90743	0.93600	
10	Initial revenue = (6) * (8) * (9)	453	1,170,648	1,176,742	1,230,015	1,279,693	1,329,370	1,379,048	1,428,725	1,478,403	1,528,080	1,577,758	1,627,435	
11	<b>Added revenue for Eligible H&amp;S Projects &gt; \$100,000 / site</b>													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702												
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756												
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701												
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755												
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab			905,520	789,390	769,755	928,725	569,730	338,310	321,300				
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue													
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767		905,520	789,390	769,755	928,725	569,730	338,310	321,300				
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455												
19	Total additional revenue for eligible H&S projects > \$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	456	882,719	905,520	789,390	769,755	928,725	569,730	338,310	321,300				
	<b>Added revenue for Pre-K remodeling (for VPK approvals only)</b>													
20a	Net debt service for bonds approved for Pre-K remodeling	768												
20b	Pay as you go for projects approved for Pre-K remodeling	457												
20c	Total Pre-K revenue													
20d	<b>Total New Law Revenue (10) + (19) + (20c)</b>	458		2,082,262	2,019,405	2,049,448	2,258,095	1,948,778	1,767,035	1,799,703	1,528,080	1,577,758	1,627,435	

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021										
<b>110</b>	<b>&lt;= Type in School District Number</b>													
<b>WACONIA PUBLIC SCHOOL DISTRICT</b>			Change only											
<b>Calculations for Ten Year Projection</b>		<b>Pay 21</b>	if requiring levy adjustments	<b>Payable 2021</b>	Current Estimate									
		<b>LLC #</b>	<b>FY 2021</b>	<b>FY 2022</b>	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
<b>Old Formula revenue</b>														
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	459	188,500	228,000	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22				-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765			-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	460			-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2023)	463			-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	767		905,520	789,390	769,755	928,725	569,730	338,310	321,300				
27b	LTFM "other" bonds for 1A hold harmless	769												
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	466		198,188	207,160	215,527	223,894	232,261	240,627	248,994	257,361	265,728	274,094	
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467	1,268,381	1,331,708	996,550	985,282	1,152,619	801,991	578,937	570,294	257,361	265,728	274,094	
30	<b>Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]</b>	<b>468</b>	<b>2,053,367</b>	<b>2,082,262</b>	<b>2,019,405</b>	<b>2,049,448</b>	<b>2,258,095</b>	<b>1,948,778</b>	<b>1,767,035</b>	<b>1,799,703</b>	<b>1,528,080</b>	<b>1,577,758</b>	<b>1,627,435</b>	
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469												
32	<b>District LTFM Revenue (30) - (31)</b>	<b>470</b>	<b>2,053,367</b>	<b>2,082,262</b>	<b>2,019,405</b>	<b>2,049,448</b>	<b>2,258,095</b>	<b>1,948,778</b>	<b>1,767,035</b>	<b>1,799,703</b>	<b>1,528,080</b>	<b>1,577,758</b>	<b>1,627,435</b>	
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	21,639											
34	<b>Grand Total LTFM Revenue (32) + (33)</b>	<b>472</b>	<b>2,075,006</b>	<b>2,082,262</b>	<b>2,019,405</b>	<b>2,049,448</b>	<b>2,258,095</b>	<b>1,948,778</b>	<b>1,767,035</b>	<b>1,799,703</b>	<b>1,528,080</b>	<b>1,577,758</b>	<b>1,627,435</b>	
<b>Aid and Levy Shares of Total Revenue</b>														
35	For ANTC & APU, three year prior date			2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
36	Three year prior Ag Modified ANTC	33	34,483,292	34,483,292	31,995,301	33,275,114	34,606,118	35,990,363	37,429,977	38,927,176	40,484,263	42,103,634	43,787,779	
37	Three year prior Adjusted PU (New Weights)	54	4,438.23	4,438.21	4,463.40	4,478.81	4,561.62	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	4,575.56	
38	ANTC / APU = (36) / (37)	474	7,769.60	7,769.64	7,168.36	7,429.45	7,586.36	7,865.78	8,180.41	8,507.63	8,847.94	9,201.85	9,569.93	
39	State average ANTC / APU with ag value adjustment	475	9,105.95	9,105.95	9,556.02	10,153.52	10,452.22	10,870.00	11,305.00	11,757.00	12,227.00	12,716.00	13,225.00	
40	Equalizing Factor = 123% of (39)	476	11,200.32	11,200.32	11,753.90	12,488.83	12,856.23	13,370.10	13,905.15	14,461.11	15,039.21	15,640.68	16,266.75	
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	477	69.37%	69.37%	60.99%	59.49%	59.01%	58.83%	58.83%	58.83%	58.83%	58.83%	58.83%	
42	State (aid) share of Equalized Revenue (1 - (41))	478	30.63%	30.63%	39.01%	40.51%	40.99%	41.17%	41.17%	41.17%	41.17%	41.17%	41.17%	
43	Equalized Revenue (lesser of (34) or (6) * (8))	473	1,724,440	1,733,416	1,738,713	1,738,713	1,738,713	1,738,713	1,738,713	1,738,713	1,738,713	1,528,080	1,577,758	1,627,435
44	Initial LTFM State Aid (42) * (43)	479	528,206	530,949	678,323	704,374	712,712	715,809	715,827	715,809	629,073	649,519	669,995	
45	Old formula Grandfathered Alternative Facilities Aid	481												
46	Total LTFM State Aid (Greater of (44) or (45))	482	528,206	530,949	678,323	704,374	712,712	715,809	715,827	715,809	629,073	649,519	669,995	
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	1,546,801	1,551,313	1,341,082	1,345,074	1,545,383	1,232,969	1,051,208	1,083,894	899,007	928,239	957,440	
<b>Debt Service Portion of Revenue (non-grandfather districts)</b>														
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+767+768		905,520	789,390	769,755	928,725	569,730	338,310	321,300				
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769		649,478	651,840	654,360	650,370	651,630	652,050	651,840	651,210	650,108	653,783	
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05													
51	Total Debt Service Revenue = (49) + (50) + (50b)	770		1,554,998	1,441,230	1,424,115	1,579,095	1,221,360	990,360	973,140	651,210	650,108	653,783	
52	Equalized debt service revenue (lesser of (43) or (51))	486		1,554,998	1,441,230	1,424,115	1,579,095	1,221,360	990,360	973,140	651,210	650,108	653,783	
53	Debt Service Aid = (52) * (42)	488		476,299	562,266	576,927	647,283	502,820	407,730	400,631	268,087	267,631	269,154	
54	Equalized Debt Service Levy = (52) - (53)	489		1,078,699	878,964	847,188	931,812	718,540	582,630	572,509	383,123	382,476	384,628	
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490												
<b>General Fund Portion of Revenue (non-grandfather districts)</b>														
57	Total General Fund Revenue = (34) - (51)	491		527,265	578,175	625,333	679,000	727,418	776,675	826,563	876,870	927,650	973,653	
58	General Fund Equalized Revenue = (43) - (52)	492		178,419	297,483	314,598	159,618	517,353	748,353	765,573	876,870	927,650	973,653	
59	Total General Fund Aid = (46) - (53)	493		54,650	116,057	127,447	127,447	65,429	212,988	308,096	315,178	360,986	381,888	400,841
60	General Fund Equalized Levy = (58) * (41)	494		123,769	181,426	187,150	94,189	304,364	440,257	450,395	515,884	545,763	572,812	
61	General Fund Unequalized Levy = (57) - (58)	495		348,846	280,692	310,735	519,382	210,065	28,322	60,990				

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021											
<b>110</b>	<b>&lt;= Type in School District Number</b>														
	<b>WACONIA PUBLIC SCHOOL DISTRICT</b>		Change only												
			if requiring levy adjustments	Payable 2021 LLC Certification	Current Estimate										
<i>Calculations for Ten Year Projection</i>		<b>Pay 21</b>													
		<b>LLC #</b>	<b>FY 2021</b>	<b>FY 2022</b>	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	
62	Total General Fund Levy = (60) + (61)	496			472,615	462,118	497,885	613,572	514,429	468,579	511,385	515,884	545,763	572,812	
<b>Notes:</b> 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.															



## Fiscal Year (FY) 2023 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

**General Information:** Minnesota school districts, intermediate school districts, cooperative districts, applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2021. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

### Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
----------------------------------	---------------------------	-----------------


### Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2023 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3), Minnesota Statutes, section 123B.57, subdivision 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2023 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. § 127A.411, subd. 3).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. § 121A.335). ***The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.***

### Certification of Statement of Assurances

Signature – <b>Must be signed</b> by Superintendent or Cooperative Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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		Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		<b>Projects Only</b>		ED - 02478-07	
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota provided.							
<b>District Info.</b>		<b>Enter Information</b>					
District Name:		Waconia Public Schools					
District Number:		0110					
District Contact Name:		Todd Swanson					
Contact Phone #		952-442-0602					
<b>Expenditure Categories</b>							
		2029		2030		2031	
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.							
<b>Finance Code</b>		<b>Category (1)</b>					
347		Physical Hazards					
349		Other Hazardous Materials					
352		Environmental Health and Safety Management					
358		Asbestos Removal and Encapsulation					
363		Fire Safety					
366		Indoor Air Quality					
		<b>Total Health and Safety Capital Projects</b>					
		\$237,000		\$244,500		\$249,500	
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year							
<b>Finance Code</b>		<b>Category (2)</b>					
358		Asbestos Removal and Encapsulation					
363		Fire Safety					
366		Indoor Air Quality					
		<b>Total Health and Safety Capital Projects \$100,000 or More</b>					
		\$0		\$0		\$0	
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151							
<b>Finance Code</b>		<b>Category (3)</b>					
355		Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.					
		<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>					
		\$0		\$0		\$0	
Accessibility							
<b>Finance Code</b>		<b>Category (4)</b>					
367		Accessibility					
		<b>Total Accessibility Projects</b>					
		\$0		\$0		\$0	
Deferred Capital Expenditures and Maintenance Projects							
<b>Finance Code</b>		<b>Category (5)</b>					
368		Building Envelope					
369		Building Hardware and Equipment					
370		Electrical					
379		Interior Surfaces					
380		Mechanical Systems					
381		Plumbing					
382		Professional Services and Salary					
383		Roof Systems					
384		Site Projects					
		<b>Total Deferred Capital Expense and Maintenance</b>					
		\$620,000		\$660,000		\$700,000	
		<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$857,000</b>		<b>\$904,500</b>	
		<b>\$857,000</b>		<b>\$904,500</b>		<b>\$949,500</b>	
Fund Balance Section							
<b>Fund 01</b>							
		Beginning Fund Balance 01-467-XX					
		\$115,253		\$135,123		\$158,274	
		LTFM Fiscal Year Revenue - Levy					
		\$515,884		\$545,763		\$572,812	
		LTFM Fiscal Year Revenue - AID if Applicable					
		\$360,986		\$381,888		\$400,841	
		LTFM Fiscal Year Revenue Other					
		\$0		\$0		\$0	
		LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)					
		\$0		\$0		\$0	
		LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)					
		\$0		\$0		\$0	
		LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21					
		\$0		\$0		\$0	
		LTFM Estimated Fiscal Year Expenditures					
		\$857,000		\$904,500		\$949,500	
		<b>Ending Fiscal Year Fund Balance 01-467-XX</b>		<b>\$135,123</b>		<b>\$158,274</b>	
		<b>\$135,123</b>		<b>\$158,274</b>		<b>\$182,427</b>	
<b>Fund 06</b>							
		Beginning Fund Balance 06-467-XX					
		\$0		\$0		\$0	
		LTFM Fiscal Year Bonded Revenue					
		\$0		\$0		\$0	
		LTFM Fiscal Year Revenue Other					
		\$0		\$0		\$0	
		LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)					
		\$0		\$0		\$0	
		LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)					
		\$0		\$0		\$0	
		Other Transfers					
		\$0		\$0		\$0	
		LTFM Estimated Fiscal Year Expenditures					
		\$0		\$0		\$0	
		<b>Ending Fiscal Year Fund Balance 06-467-XX</b>		<b>\$0</b>		<b>\$0</b>	
		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	

## 7.C. Second Read Board Policies

### 7.C.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:***

7.C.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 15<sup>th</sup>. 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

7.C.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 15<sup>th</sup> 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

7.C.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
<del>Model Policy 511</del>	<del>Student Fundraising</del>
<del>Model Policy 524</del>	<del>Internet Acceptable Use and Safety Policy</del>
<del>Model Policy 525</del>	<del>Violence Prevention</del>
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:*

7.C.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)

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

7.D. Approve Addendum to Resolution for Administration to obtain prior authorization from the School Board, through a School Board vote at an open meeting, for any expenditures that have not already been budgeted for and approved by the School Board through a formal vote.

**Presenter:** Pat Devine,  
Superintendent

**ISD 110 School Board  
Expense Authority Resolution Amendment  
IF-THEN Scenarios**

**IF-THEN for Special Education IEP Requirements:**

**If** there is a newly enrolled student to ISD 110 that requires a parttime or fulltime one on one assistant (ESP) due to the requirements stated in the student's IEP which the school is mandated to follow.....

**Then** the ISD 110 administrative team will be given authority to post and hire the necessary temporary personnel to fulfill the obligation stated in the IEP until the school board has time to review and give full authorization for the additional expenditure to the school budget. The budget impact will be presented to the school board for review and approval.

**IF-THEN for Increases to Student Enrollment that Require Staffing Increases:**

**If** ISD 110 student enrollment increases between scheduled school board meetings at a level that warrants new personnel to keep the average class size at the recommended level as guided by the School Board; [Elementary numbers](#) - Five over Regional Average, WMS-over 32+, WHS-over 34+. And the enrollment increase produces the revenue for the added expense.....

**Then** the ISD 110 administrative team will be given authority to post and hire the necessary probationary personnel to fulfill the obligation stated in the class size guidelines until the school board has time to review and give full authorization for the additional expenditure to the school budget. The budget impact will be presented to the school board for review and approval.

7.D.1. Authority to Hire Special Education  
Paraprofessionals Needed to Meet IEP Requirements

8. **DISCUSSION ITEMS**

8.A. MSBA School Board Meeting Guidance for Post-  
Pandemic

# The Leader July 6, 2021

## End of COVID-19 peacetime emergency might impact how school board meetings are held

**By Terence Morrow, MSBA Director of Legal and Policy Services**

In late June, Governor Tim Walz and the Minnesota Legislature agreed to end the COVID-19 peacetime emergency on July 1. The emergency had been declared pursuant to [Minnesota Statutes Chapter 12: Emergency Management](#).

This decision may have implications for Minnesota school boards holding board and/or board committee meetings pursuant to [Minnesota Statutes 13D.021](#) (Meetings during Pandemic or Chapter 12 Emergency), which states that remote meetings may be held if several conditions are met, including:

The presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted under section [13D.015](#) or [13D.02](#) is not practical or prudent because of a health pandemic or an emergency declared under chapter 12.

Note: While the Chapter 12 emergency ended on July 1, a school board could determine that it will meet pursuant to Minnesota Statutes 13D.021 because of a health pandemic and if the other conditions are met. Guidance from the Minnesota Department of Health may be useful for school boards seeking to determine whether a health pandemic is ongoing for purposes of holding a remote meeting under this statute.

If your school board has returned to in-person meetings (a quorum or more of the board is present in-person at the meeting), then the board may not rely upon Minnesota Statutes 13D.021 to allow one or more members to participate remotely.

Remote participation by a board member at an in-person meeting is permissible only if the requirements of [Minnesota Statutes 13D.02](#) (Meetings Conducted by Interactive TV; Conditions) are satisfied. [Click here to review the revised statute](#) (it was revised during the 2021 legislative session).

## 13D.02 OTHER ENTITY MEETINGS BY INTERACTIVE TECHNOLOGY.

Subdivision 1.

### Conditions.

(a) A meeting governed by section [13D.01, subdivisions 1, 2, 4, and 5](#), and this section may be conducted by interactive technology so long as:

- (1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
- (2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;
- (3) at least one member of the body is physically present at the regular meeting location;
- (4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and
- (5) each location at which a member of the body is present is open and accessible to the public.

(b) A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

- (1) the member is serving in the military and is at a required drill, deployed, or on active duty; or
- (2) the member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a state of emergency has been declared under section [12.31](#), and expires 60 days after the removal of the state of emergency.

### Subd. 1a. Meeting exception.

This section applies to meetings of entities described in section 13D.01, subdivision 1, except meetings of:

- (1) a state agency, board, commission, or department, and a statewide public pension plan defined in section 356A.01, subdivision 24; and
- (2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

### Subd. 2. Members are present for quorum, participation.

Each member of a body participating in a meeting by interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

**Subd. 3. Monitoring from remote site.**

If interactive technology is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting electronically from a remote location.

**Subd. 4. Notice of regular and all member locations.**

If interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any ~~site~~ location where a member of the public body will be participating in the meeting by interactive technology, except for the locations of members participating pursuant to subdivision 1, paragraph (b). The timing and method of providing notice must be as described in section [13D.04](#).

[Subd. 5 is deleted]

**Subd. 6. Record.**

The minutes for a meeting conducted under this section must reflect the names of any members appearing by interactive technology and state the reason or reasons for the appearance by interactive technology.

**This language represented the act as presented to the Governor. The version passed by the legislature is the final engrossment. It does not represent the official 2021 session law, which will be available on the Revisor's website in the summer 2021 as Chapter 14.**

**Effective date Sec. 1-4, Sec. 5, Sub. 1-3, 5-6, Sec. 6 08/01/21; Sec. 7 01/01/21 (retroactive); Sec. 5, Sub. 4 05/07/21**

8.B. First Read Board Policies

8.B.1. 438 Nepotism



42 U.S. C. §2000e et seq.  
(Title VII of the Civil Rights Act)

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

Policy Adopted May 2013

Revised: Dec 2018

Independent School District No.110

Waconia MN

8.B.2. 439 Tutoring by District Staff

## **439 TUTORING SERVICES BY DISTRICT 110 STAFF**

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

### **I. DEFINITIONS**

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

### **II. TUTORIAL SERVICES**

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

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

8.B.3. 511 Fundraising

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 511

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2003

## 511 STUDENT FUNDRAISING

### I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

### III. RESPONSIBILITY

- A. ~~It shall be the responsibility of the~~ The building administrators shall be responsible for ~~to~~ developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. ~~It shall be the responsibility of the~~ The superintendent shall be responsible for ~~to~~ providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

### IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and

scope of student fundraising activities approved pursuant to this policy.

***Legal References:*** Minn. Stat. § 120A.20 (Age Limitations; Pupils)  
Minn. Stat. § 123B.09, Subd. 8 (Duties)  
Minn. Stat. § 123B.36 (Authorized Fees)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)  
[MSBA/MASA Model Policy 713 \(Student Activity Accounting\)](#)

8.B.4. 516 Student Medication

## 516 STUDENT MEDICATION

~~[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]~~

Commented [1]: This can be removed

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician's Desk Reference (PDR).

~~The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minn. Stat § 152.22, Subd. 6.~~

Commented [2]: This is also new statute information

### III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.

- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district, parent/legal guardian, and authorized prescriber, or as specified in an Individualized Education Program (IEP), Section 504 plan, or Individual Health Plan (IHP).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The district medication administration and management procedures will adhere to this policy and be kept on file with the Health Services Department. The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

**Commented [3]:** Wordage change. Pat does this look okay?

**Commented [4]:** Delete this. Thanks!

**Commented [5]:** This is all new legislative changes, helps us dispose of meds

K. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
  - b. the inhaler is properly labeled for that student; and
  - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
  - a. that are used off school grounds; except as part of a district

sponsored field trip.

- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

**Commented [6]:** added this wordage to cover LLC trip. when we review field trip policy may want to add that Field Trip policy will follow Policy 516 in regards to medications

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

**Commented [7]:** This is added from our old policy, it has been in statute for many years now and our health services team has been allowing 2nd students to carry these meds

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
- a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

**Commented [8]:** Addition to previous revisions from MSBA. no problem adding

- L. "Parent" for students 18 years old or older is the student.

- M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

- N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.

3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

**Commented [9]:** We currently do not have stock Epinephrine, but want to keep this clause in if our department decides to move to stock Epi

**Commented [10]:** This is also all new legislation and assists us to discard medications without having a hazardous waste pick-up.

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by

Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

8.B.5. 610 Fieldtrips

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 610

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2012

## 610 FIELD TRIPS

### I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

### II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips , assistant principal or special education director

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

may

B. Supplementary Trips which may include support from booster clubs or similar organizations

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director, and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

Comm Ed director

C. Extended Trips community education activities

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).

and are not considered part of a predetermined school district competition schedule

All extended trips are voluntary and participation or non-participation status may not influence grades, or future placement, treatment or opportunity for students.

2. Participation in Extended Trips is optional, students and families may choose to opt-out.

2. 3. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### III. REGULATIONS

A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.

B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.

C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. ~~In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office and such use must be approved in accordance with Policy 710, Extracurricular Transportation.~~

D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.

E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.

1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

### IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities;

Insurance)

[Minn. Stat. § 169.011, Subd. 71\(a\) \(Definition of a School Bus\)](#)

[Minn. Stat. § 169.454, Subd. 13 \(Type III Vehicle Standards – Exemption\)](#)

*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)

*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 423 (Employee – Student Relationships)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 707 (Transportation of Public School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

8.B.6. 806 Crisis Management

Committee requested additional language be added for debriefing the school board about crisis impact (physical, financial, etc.)

see green highlight for newest language

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 806

Orig. 1999

Revised: \_\_\_\_\_

Rev. 2014

## 806 CRISIS MANAGEMENT POLICY

~~*[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]*~~

### I. PURPOSE

The purpose of this ~~Model~~ Crisis Management Policy is to act as a guide for ~~school district and building administrators,~~ school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. ~~For purposes of this Policy, the term, “school districts,” shall include charter schools.~~ The step-by-step procedures suggested by this policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. ~~Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.~~

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

### II. GENERAL INFORMATION

#### A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator ~~can~~ has tailored building-specific crisis management plans to meet that building’s specific situation and needs.

The school district's administration and/or the administration of each building shall ~~present~~ maintain tailored building-specific crisis management plans. ~~to the school board for review and approval.~~ The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. ~~Upon approval by the school board,~~ Such crisis management plans shall be presented to the school board yearly. ~~an addendum to this Crisis Management Policy.~~ This policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

~~*[Note: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]*~~

- a. Lock-Down Procedures Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or

designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

~~*[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]*~~

- b. Evacuation Procedures Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

~~*[Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]*~~

- c. Sheltering Procedures Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]*~~

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to

tailor response procedures when creating building-specific crisis management plans.

*~~[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]~~*

### 3. School Emergency Response Teams

- a. Composition The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office. ~~or in a secondary location in single building school districts.~~

*~~[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]~~*

- b. Leaders The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

## III. PREPARATION BEFORE AN EMERGENCY

### A. Communication

1. District Employees Teachers generally have the most direct contact with

students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

~~*[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]*~~

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

~~*[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]*~~

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]*~~

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]*~~

—C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

~~*[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]*~~

~~*[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]*~~

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]*~~

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a

regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]*~~

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

~~*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]*~~

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building

administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrators will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

#### I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

##### Recovery Team

Recovery is an important part of a district emergency plan. Core team members are key administrators, and, depending on the incident, may include all or some of the following: superintendent; communications; human resources; business and finance; buildings and grounds; teaching and learning; student support services.

##### 1. Physical/structural recovery

Ensuring the safety and usability of a building is the primary goal of physical and structural recovery. Physical damages must be assessed to determine the cost and feasibility of repairing or replacing structures or contents. Building and grounds personnel working with the district business/risk manager and insurance carrier will help to lead this function.

##### 2. Fiscal recovery

Following a disaster, critical business functions of a school must be restored as soon as possible. Payroll systems, accounting and access to personnel and student data need to be available and operational.

Fiscal/business recovery also involves planning for lines of succession

for key administrators. Schools must have “continuity of operations plans” to ensure a smooth transition of authority and responsibility should top leadership be unable to function in their role due to a disaster or traumatic incident.

Fiscal and business recovery planning considerations:

- Assign responsibilities and determine who is in charge of fiscal services restoration
- Develop continuity of operations or succession plans
- Track expenditures and payments for the incident. Track overtime hours, rentals, supplies and equipment.
- Expedite contracting services needed immediately (clean up, debris removal, utility restoration)
- Apply for and administer recovery grant programs
- Back up electronic data files. Determine who is responsible, where the files will be stored and how the school’s technological functions will be restored

### 3. Academic recovery

Restoring the structure and routine of learning is the goal of academic recovery. Returning to the normal school day enhances the healing process. While changes in routine may occur due to the disaster or emergency, staff, students, and families working through the event will create a “new normal.”

### 4. Social/emotional recovery

Planning for social/emotional recovery is the responsibility of student support staff (nurses, school social workers, counselors, school psychologists) working with teachers, school administrators, and key community mental health agencies. This planning involves establishing partnerships and developing agreements between the school and community agencies, providing training for staff and recommending policies for school board consideration. Community-based resources need to be identified before an emergency or disaster so they are available for families needing assistance.

### 5. Recovery communications

There are many school stakeholders -- school board, staff, parents, students, and vendors -- that need information after an emergency response is over. Communication is key to getting timely, accurate information to a wide variety of audiences.

When the school is actively responding to an emergency, the district's public information officer (PIO) works closely with the community's PIO to coordinate statements and press releases with emergency responders.

During recovery, the district PIO works with school administrators and recovery team members to plan for the school's continuing communication with internal and external audiences. Timeliness and accuracy are critical in disseminating recovery messages and controlling rumors.

The district may also designate a phone number for all "recovery" calls and/or provide an email contact on the web site for recovery inquiries. Communications staff monitors trends coming from these inquiries to help identify rumors and possible misinformation so corrective messages can be sent out immediately.

Recovery communication considerations:

- Identify and prioritize stakeholders and their need for information from the district
- Consider internal and external audiences, the kind of information each will need and the form and method of delivery used.
- Coordinate news briefings and parent meetings when necessary
- Determine authorship of communications from school administrators or subject matter experts
- Send frequent updates to key audiences in a timely manner
- Provide resources
- Communications staff controls rumors to the best of their ability by tracking down rumors and misinformation and respond with corrections
- Convey messages of resilience and a return to normalcy
- Keep school board members informed throughout and post incident

*[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]*

#### IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when **drafting articulating** specific crisis management plans. ~~Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.~~

A. Fire and hazardous materials, including biological and chemical threats

B. Natural disasters, including severe weather, shelter in place procedures

C. Bomb threats

D. Utility emergencies

E. Disturbances and medical emergencies

F. Intruders and lock-down procedures

~~D. Medical Emergency~~

~~E. Fight/Disturbance~~

~~F. Assault~~

~~G. Intruder~~

~~H. Weapons~~

~~I. Shooting~~

~~J. Hostage~~

~~K. Bomb Threat~~

~~L. Chemical or Biological Threat~~

~~M. Checklist for Telephone Threats~~

~~N. Demonstration~~

~~O. Suicide~~

~~P. Lock-down Procedures~~

~~Q. Shelter-In-Place Procedures~~

~~R. Evacuation/Relocation~~

~~S. Media Procedures~~

~~T. Post-Crisis Procedures~~

~~A. School Emergency Response Team~~

~~V. Emergency Phone Numbers~~

~~W. Highly Contagious Serious Illness or Pandemic Flu~~

## V. MISCELLANEOUS PROCEDURES

### A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

~~*[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]*~~

### B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

### C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

~~*[Note: The Every Student Succeeds Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]*~~

### ~~D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]~~

~~School districts within a 10 mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.~~

~~Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.~~

**Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Ch. 7511 (Fire Safety)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

**Cross References:** MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

8.B.7. 713 Student Activity Accounting

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 713

Orig. 2004

Revised: \_\_\_\_\_

Rev. 2019

## 713 STUDENT ACTIVITY ACCOUNTING

### I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

### II. GENERAL STATEMENT OF POLICY

#### A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

*[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]*

#### B. Extracurricular Activities

##### *[Options 1 and 2]*

The school board shall ~~take charge of, control over, and account for~~ or ~~review and account for~~ take charge of and control over all student activity accounting that relates to extracurricular activities.

*[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]*

~~or~~

##### *[Option 3]*

~~1. The school board shall take charge of, control over, and account for the following student extracurricular activities:~~

~~a. Any student extracurricular activity related to a contract which must be ratified by the school board or its designee *[Note: The*~~

~~school board must take charge of, control over, and approve all contracts entered into for the purchase of items related to an extracurricular activity (i.e., contracts for the purchase of items for a fundraising event.);~~

~~b. Student activities or transactions that have a fee which the school district is statutorily authorized to charge [Note: The school board may, but is not required to, take charge of and control over these activities or transactions.];~~

~~c. Student activities or transactions that have a taxable sale related to them [Note: The school board may, but is not required to, take charge of and control over these activities or transactions.];~~

~~d. All student class activity accounts of graduated classes where a residual balance remains in the account at the start of the school year following graduation;~~

~~e. [The school board may take control over a student activity it otherwise is not required to control. All other extracurricular activities over which the school board chooses to take control, such as class activity funds, should be listed in this section.]~~

~~2. The school board shall review and account for the following student extracurricular activities:~~

~~[List extracurricular activities over which the school board will review and account; i.e., class activity funds.]~~

~~[A school board may, but is not required to, take charge of and control over extracurricular activities in accordance with Minn. Stat. § 123B.49, Subd. 4. Board control includes powers and responsibilities, such as: board approval of a budget; receipt, review, and approval of revenue; and preparation of expenditure reports. If the school board takes charge of and control over extracurricular activities, any or all costs of these activities may be provided from school revenues and all revenues and expenditures must be recorded in the same manner as other revenues and expenditures of the school district in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS).]~~

~~To the extent a school board does not take control over such activities, these activities must be self-sustaining with all expenses (except direct salary costs and indirect costs of the use of school facilities) met by dues, admissions, or other student fundraising events. Extracurricular activities which are not under school board control still may be directed by the school board, but the fiscal transactions for such activities may only be presented to the school board for review and receipt, not approval. Accordingly, the school board may take charge of all~~

~~extracurricular activities (Option 1), no extracurricular activities (Option 2), or may choose to take charge of and control over some extracurricular activities (which are not required to be under its control, such as activities which are not related to a graduation requirement or credit or a board-ratified contract) and only review and account for other extracurricular activities (Option 3).]~~

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

### III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

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

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. **MANAGEMENT AND CONTROL OF ACTIVITY FUNDS**

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), ~~the Manual for Activity Fund Accounting (MAFA) to the extent applicable,~~ and school district policies and procedures.

B. Extracurricular Activities

~~1. Extracurricular Activities Under Board Control~~

- ~~a~~1. Any and all costs of extracurricular activities ~~under board control~~ may be provided from school revenues.
- ~~b~~2. All money received or expended for extracurricular activities ~~under board control~~ shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
- ~~e~~3. The treasurer shall account for all revenues and expenditures related to extracurricular activities ~~under board control~~ in accordance with UFARS ~~and MAFA~~ and school district policies and procedures. *[Note: UFARS is*

~~required to be used when transactions of an activity are under school board control in accordance with Minn. Stat. §§ 123B.49 and 123B.77.]~~

~~2. Extracurricular Activities Not Under Board Control~~

~~a. All extracurricular activities not under board control shall be self-sustaining with all expenses, except direct salary costs and indirect costs of the use of school facilities, met by dues, admissions, or other student fundraising events. The general fund shall reflect only those salaries directly related to and readily identified with the activity and paid by public funds.~~

~~b. Revenues and expenditures for extracurricular activities not under board control shall be recorded and be managed according to MAFA and shall be reviewed for compliance with and accepted by the school board in accordance with school district policies and procedures. [Note: MAFA is required to be used when transactions of an extracurricular activity are not under school board control in accordance with Minn. Stat. § 123B.49, Subd. 4(e).]~~

~~e4.~~ All student activity funds will be collected and expended:

~~(1)a.~~ in compliance with school district policies and procedures;

~~(2)b.~~ under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;

~~(3)c.~~ in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;

~~(4)d.~~ for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and

~~(5)e.~~ in a manner which meets a public purpose.

~~d5.~~ Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will ~~be removed from the terminated student activity account and deposited into~~ remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

~~[Note: The school board may take control over residual funds from a graduating class activity account only if it has taken board control over such activities and transactions. The school board then has authority to transfer these terminated accounts to its general fund. The school district may then transfer this money from its general fund to those extracurricular activities over which the board has taken control in accordance with Section IV.B.1.a., above. Unless the school board has taken class activity accounts under its control, it would not be authorized to transfer funds from a graduating class activity account to an existing class activity fund for another class. If the school board has not taken control over these accounts, however, the principal and student representatives of the class may choose to transfer residual accounts to another existing class activity account prior to graduation.]~~

**V. DEMONSTRATION OF ACCOUNTABILITY**

~~A. Semi Annual Activity Fund Reports~~

~~The school board shall appoint a Student Finance Advisory Committee at the commencement of each school year. The Committee will review all new student activity funds and continuing student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The Committee will provide the school board with a summary accounting of student activity accounts at least semi-annually, including a report on transactions within each account of the student activity funds. The Committee will make recommendations to the school board on any recommended internal controls regarding student activity funds.~~

~~[Note: MAFA recommends that the school board conduct periodic reviews of student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The manner in which such reviews are conducted is in the discretion of the school board. The foregoing procedure is the practice suggested by MAFA. It could also be done by a different standing or special committee appointed by the school board.]~~

BA. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

CB. Fundraiser Report

The ~~Committee~~ administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

Fundraising Proposals

superintendent

present

proposals

estimated

proposals

*[Note: ~~MAFA recommends that the~~ The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board. ~~The foregoing procedure is the practice suggested by MAFA.~~]*

**Legal References:** Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 123B.35 (General Policy)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.38 (Hearing)  
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)  
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)  
*Visina v. Freeman*, 252 Minn. 177, 89 N.W.2d 635 (1958)  
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

**Cross References:** Uniform Financial Accounting and Reporting Standards (UFARS)  
~~Manual for Activity Fund Accounting (MAFA)~~  
MSBA/MASA Model Policy 510 (School Activities)  
MSBA/MASA Model Policy 511 (Student Fundraising)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

8.B.8. 910 Admission to Extra Curricular Events

## ADMISSION TO EXTRA CURRICULAR EVENT 910

School District 110 recognizes that community attendance at extra curricular events enhances the event for the participants as well as strengthens community/school partnerships. Admission fees will be charged at extra curricular events to ~~pay for~~ offset the cost of ~~the events~~ and ~~offset~~ extra curricular programming.

### I. ESTABLISHING PRICES

Annually, the school district will establish prices for extra curricular events. These prices will be comparable to neighboring and conference schools.

### II. CLASSIFICATION

The following classifications will be used when charging admission to extra curricular events:

- A. Adults- individuals no longer high school students
- B. **Seniors - individuals 60 years of age and older**
- C. Students - all individuals attending a kindergarten through grade 12 school.
- D. Preschool - all individuals who have yet to enter kindergarten. Preschool children are admitted free with the accompaniment of an adult.

### III. ADMISSION

- A. Adult Activity **Passes** - **Pass** for one adult to all **regular season** District 110 extra curricular events during a school year (**excludes special events and post season competition**). Activity tickets are sold **online and** in the extra curricular office.
- B. Student Activity **Passes** - **Pass** for one student for all **regular season** District 110 extra curricular events during a school year (**excludes special events and post season competition**). Activity tickets are sold **online and** in the extra curricular office.
- C. Senior Adult **Passes** - individuals 60 years of age and older may apply, in writing, for a courtesy activity **pass** to home ~~extra-curricular~~ **regular season** events (**excludes special events and post season competition**). The courtesy

activity **pass** will admit one senior citizen and is a lifetime pass.

D. Lost Activity **Passes** - Any lost activity **pass** will be replaced at the full original price. ~~All activity tickets will be numbered consecutively and a record of to whom they were sold will be kept by number and name. Activity tickets are sold in the extra-curricular office.~~

E. School Board Members - School board members will receive two non-transferable extra curricular **adult activity** passes for a school year.

F. Special Events - special events which are intended for fundraising purposes (i.e. ~~musical performance~~ **invitationals, limited fine arts events**) are not ~~an extra-curricular~~ **considered regular season events for the purpose of admission**, but are ~~rather~~ considered fundraising events. Extra curricular passes will not be recognized at fundraising events.

Original Policy / Amended: June 9, 1997/Amended: June  
2004 Policy Reviewed: September 2017) Independent  
School District No. 110 Waconia, MN 55387

8.B.9. 911 School and Booster Club Combinations

School District 110 affirms support for booster clubs in the school district. The purpose of the clubs is to provide a 'boost' to specific extra-curricular programs, through volunteer and financial support. The Activities Director is the district liaison for Booster Clubs. All booster groups must be sanctioned by the school district.

**I. ADMINISTRATION**

The Board of Education will establish the district extra-curricular programs. The school district will administer them, including the recruiting, hiring, and firing of all personnel. The administration will execute programs offered at grade levels, squad levels, by gender, and by season. The administration has the sole communications responsibility with other schools and school officials on matters of interscholastic athletic business. The activity director and the administration will establish schedules and calendars of school events.

Policy Adopted: May 10, 1982/Amended: October 14, 1991/Amended: June 14, 1993/Amended:  
June 9, 1997/Amended: September 2004  
Policy Reviewed: September 2017

Independent School District No. 110  
Waconia MN 55387

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations  
Committee

9.A.1. Superintendent Evaluation Update **Presenter:** Chair  
Geller

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**