

Regular Meeting

Monday, November 8, 2021 7:00 PM

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

1. **CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE, and PLEDGE OF ALLEGIANCE** **Presenter:** Chair Geller

- 1.A. Ceremonial Oath of Office

- 1.B. Student Board Representatives Introductions

2. **PUBLIC COMMENT**

3. **ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE**

- 3.A. Upcoming Meetings:

4. **MINUTES OF PREVIOUS MEETING**

ISD 110 School Board
Regular Meeting
Monday, October 11, 2021 7:00 PM Central

Waconia City Hall
201 S Vine Street
Waconia, MN 55387

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

Call to order by Chair Geller at 7:00 PM

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

Members absent: none

2. PUBLIC COMMENT

3. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE

3.A. Upcoming Meetings:

Oct. 25 Board Listening Hour w/WEA 5:30-6:30PM via Zoom

Oct. 25 School Board Work Session 7:00PM District Office Conf. Rm A

Nov. 1 Finance Committee 6:00PM @ District Office

Nov. 8 Policy Committee 6:00PM @ City Hall

Nov. 8 Regular Meeting 7:00PM @ City Hall

3.B. Master's Degree Achievements

- Nick Giese - MA in Educational Leadership, Concordia, St. Paul
- Rebecca Pauly - MA in Differentiated Instruction, Concordia, St. Paul

4. MINUTES OF PREVIOUS MEETING

Motion by Johnson to approve the minutes September 13 regular meeting and September 27 work session

Bullis second

All in favor

Motion carried

5. CONSENT AGENDA

Motion by Johnson to approve consent agenda

Bullis second

All in favor

Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

Bobrowske, Erin Replacement	Educational Assistant (SPED) 6.5 hours/day; 175 days	SV
Borntrager, Annette Replacement	ECFE Teacher Assistant 16.25 hours/week; 172 days	ECFE
Buroker, Nicholas New	Instrumental Music Teacher 0.25 FTE; 184 days	WMS
Culver, Dean Replacement	Custodial Cleaner 4 hours/day; 261 days	SV
Gager, Mikaela New	Kids' Company Aide Part-time; hours will vary	Comm Ed
Jackson, Annalyse New	Kids' Company Aide Part-time; hours will vary	Comm Ed
John, Jarod Replacement	Performing Arts Facilities Coordinator Full-time; 261 days	Comm Ed
Kelly, Kim Replacement	Educational Assistant (SPED) 6.5 hours/day; 175 days	BV
Schmisek, Cassandra Replacement	ECSE Teacher 0.67971 FTE; 184 days	ESC
Werdahl, Karin Replacement	Vocal Music Teacher Long-Term Substitute	WMS

Employee Status Changes

Dustin, Kristie, Learning Disabilities Teacher, from 0.7 FTE to 0.96086 FTE at SV.
Jackson, Anna, Kids' Company Aide, from seasonal to year-round for Comm Ed.
Miller, Kimberly, Admin Assistant I, from 4 hours/day at SV to 7.5 hours/day at WHS.
Sang, Carey, Spanish Teacher, from 0.5 FTE to Spanish/ESL 0.58532 FTE at WMS.

Leaves of Absence

Kuerschner, Roxanne, Science/Math Teacher at WHS.
Rajewsky, Peggy, Media Assistant at BV.
Stifter, Mary, Assistant Head Cook at WMS.
Vogelgesang, Mackenzie, Educational Assistant at BV.

Retirements/Resignations/Terminations

Fredrickson, Pamela, Nutritional Assistant at WMS.

Houghton, Marah, Kids' Company Lead at Comm Ed.

Lenz, Cynthia, Administrative Assistant III-MARSS at ESC.

Lind, Samantha, Educational Assistant (SPED) at SV.

Patterson, Bionca, Kids' Company Lead at Comm Ed.

Yancey, Maya, Kids' Company Aide at Comm Ed.

6. REPORTS

6.A. Finance Report

6.B. Superintendent's Report

6.B.1. Update to Preliminary Budget

7. ACTION ITEMS

7.A. Approve Assurance of Compliance Certificate

Motion by Johnson to approve Assurance of Compliance Certificate

Bullis second

All in favor

Motion carried

7.B. MSHSL Membership Renewal

Motion by A. Myers to approve MSHSL membership renewal

Bullis second

All in favor

Motion carried

8. DISCUSSION ITEMS

9. BOARD COMMITTEE REPORTS

9.A. Self-Governance & Superintendent Relations Committee

Geller reports work on goal framework for Superintendent; interviews of student board representatives have happened

9.B. Leadership & District Service Committee

9.C. Finance & Facilities Committee

9.D. Policy & Advocacy Committee

Johnson reports policy 430 will be recommended for retire; MSBA has updated policies and they will be brought for a first read

- 9.E. Southwest Metro Intermediate District 288 Representative
- R.Myers reports there are 300 students enrolled in the online program
- 9.F. Teaching & Learning Advisory Council Representative
- 9.G. Community Education Advisory Council Representative
- 9.H. MSHSL Representative
- 9.I. Technology Committee Representative
- 9.J. District 110 Foundation Representative
- 9.K. Schools for Equity in Education (SEE) Representative
- 9.L. Carver County Elected Leaders Representative
- 9.M. City of Waconia Liaison
- 9.N. City of Minnetrista Liaison
- 9.O. City of Victoria Liaison
- 9.P. City of St. Bonifacius Liaison
- 9.Q. City of New Germany Liaison

10. **ADJOURNMENT**

Motion by Johnson to adjourn

Bullis second

All in favor

Motion carried

Meeting adjourned at 7:50 PM

5. **CONSENT AGENDA**

5.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
602756	WACONIA EDUCATION ASSOCIATION	10/15/2021	R	12,129.40	October
602757	A H HERMEL COMPANY	10/15/2021	R	562.57	October
602758	ACCUCUT	10/15/2021	R	74.00	October
602759	ADAMS PEST CONTROL CO INC	10/15/2021	R	414.96	October
602760	AFFINETY SOLUTIONS, INC	10/15/2021	R	640.00	October
602761	AIRGAS USA LLC	10/15/2021	R	687.62	October
602762	APPLE INC	10/15/2021	R	598.00	October
602763	BJORKLUND COMPENSATION CONSULT	10/15/2021	R	290.00	October
602764	BNR IRRIGATION SERVICES INC	10/15/2021	R	279.31	October
602765	BSN SPORTS LLC	10/15/2021	R	1,124.00	October
602766	CD PRODUCTS INC	10/15/2021	R	24.00	October
602767	CITY OF WACONIA	10/15/2021	R	8,049.46	October
602768	CONTINENTAL CLAY COMPANY	10/15/2021	R	541.80	October
602769	COSTUME SHOPPE (THE)	10/15/2021	R	1,254.00	October
602770	CULLIGAN BOTTLED WATER	10/15/2021	R	254.85	October
602771	DANIELLE ALEXANDER DESIGN LLC	10/15/2021	R	717.50	October
602772	ECM PUBLISHERS, INC	10/15/2021	R	325.07	October
602773	EPHS DRAMA	10/15/2021	R	100.00	October
602774	FOLLETT SCHOOL SOLUTIONS	10/15/2021	R	266.88	October
602775	GRAINGER	10/15/2021	R	250.68	October
602776	HELEN SOLAR LLC	10/15/2021	R	7,193.76	October
602777	HILLYARD/HUTCHINSON	10/15/2021	R	1,074.28	October
602778	HOLTON ELECTRIC CONTRACTORS	10/15/2021	R	388.61	October
602779	HUGGETT, BEVERLY	10/15/2021	R	208.00	October
602780	INDIANHEAD FS DISTRIBUTOR, INC	10/15/2021	R	15,439.72	October
602781	INFOBASE LEARNING	10/15/2021	R	417.61	October
602782	INNOVATIONAL WATER SOLUTIONS I	10/15/2021	R	1,157.00	October
602783	JW PEPPER & SON, INC	10/15/2021	R	260.73	October
602784	KIDCREATE STUDIO	10/15/2021	R	1,584.00	October
602785	KOPPI, BILL	10/15/2021	R	864.00	October
602786	LAKESHORE LEARNING MATERIALS	10/15/2021	R	308.68	October
602787	LEARNING A-Z	10/15/2021	R	2,226.00	October
602788	LIGHTSPEED TECHNOLOGIES INC	10/15/2021	R	96.00	October
602789	LOFFLER COMPANIES	10/15/2021	R	4,997.37	October
602790	LUEBKE, MICHAEL	10/15/2021	R	950.00	October
602791	MASE	10/15/2021	R	319.00	October
602792	MEI TOTAL ELEVATOR SOLUTIONS	10/15/2021	R	787.29	October
602793	MERZER, SHEILA	10/15/2021	R	93.75	October
602794	METRONET	10/15/2021	R	2,199.13	October
602795	MONKEY WRENCH PRODUCTIONS LLC	10/15/2021	R	87.50	October
602796	MUSIC MART	10/15/2021	R	125.00	October
602797	NASCO EDUCATION	10/15/2021	R	86.24	October
602798	NAVIDAD, LAURA	10/15/2021	R	171.20	October
602799	OCCUPATIONAL HLTH CNTRS MN PC	10/15/2021	R	246.00	October
602800	OTICON, INC	10/15/2021	R	310.00	October
602801	PARTS CITY WACONIA	10/15/2021	R	3.99	October
602802	PETERSON SHEET METAL INC	10/15/2021	R	4,200.00	October
602803	PETTY CASH	10/15/2021	R	200.00	October
602804	RAPIDBIZ LLC	10/15/2021	R	5,124.00	October
602805	REINHART FOODSERVICE LLC	10/15/2021	R	392.98	October
602807	RM COTTON CO	10/15/2021	R	316.00	October
602808	SAVVAS LEARNING CO LLC	10/15/2021	R	34,520.74	October
602809	SCHOLASTIC BOOK FAIRS-15	10/15/2021	R	3,775.57	October
602810	SCHOLASTIC, INC	10/15/2021	R	163.63	October
602811	SPORTS UNLIMITED	10/15/2021	R	1,650.00	October
602812	STAPLES ADVANTAGE	10/15/2021	R	62.26	October

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
602813	TIME USA LLC	10/15/2021	R	970.20	October
602814	TRIO SUPPLY COMPANY	10/15/2021	R	364.48	October
602815	US BANK	10/15/2021	R	900.00	October
602816	WACONIA CHAMBER OF COMMERCE	10/15/2021	R	50.00	October
602817	WINSOR LEARNING, INC	10/15/2021	R	78.00	October
602818	WORTHINGTON DIRECT	10/15/2021	R	974.36	October
602819	AMAZON CAPITAL SERVICES	10/21/2021	R	3,709.82	October
602820	AIRGAS USA LLC	10/22/2021	R	472.00	October
602821	ALL SEASONS GARMENT CARE	10/22/2021	R	597.40	October
602822	ANDERSON'S	10/22/2021	R	119.06	October
602823	AVIBEN	10/22/2021	R	730.91	October
602824	BARNES & NOBLE	10/22/2021	R	734.30	October
602825	BEST BUY BUSINESS ADV ACCT	10/22/2021	R	5,935.50	October
602826	CHREST, JEFF	10/22/2021	R	80.97	October
602827	CHROMEBOOK PARTS.COM	10/22/2021	R	799.80	October
602828	COMMERCIAL INFRASTRUCTURE CABL	10/22/2021	R	1,321.80	October
602829	ECM PUBLISHERS, INC	10/22/2021	R	644.97	October
602830	EDUCATIONAL THEATRE ASSOC	10/22/2021	R	129.00	October
602831	EVERSONS HARDWARE HANK	10/22/2021	R	723.33	October
602832	FENNER, CHRISTINE	10/22/2021	R	400.00	October
602833	FOLLETT SCHOOL SOLUTIONS	10/22/2021	R	2,894.97	October
602834	GRAINGER	10/22/2021	R	247.47	October
602835	HASTINGS CREAMERY LLC	10/22/2021	R	5,850.39	October
602836	HILDI INC	10/22/2021	R	1,550.00	October
602837	HORIZON EQUIPMENT	10/22/2021	R	344.50	October
602838	HUIKKO'S BOWLING CENTER	10/22/2021	R	873.00	October
602839	INDIANHEAD FS DISTRIBUTOR, INC	10/22/2021	R	28,416.43	October
602840	INGCO INT'L INC	10/22/2021	R	86.20	October
602841	INNOVATIVE OFFICE SOLUTIONS LL	10/22/2021	R	182.23	October
602842	JIANG, JI-LI	10/22/2021	R	500.00	October
602843	JUREK, JOSHUA	10/22/2021	R	750.00	October
602844	KNOWBE4 INC	10/22/2021	R	2,715.00	October
602845	LAKESHORE LEARNING MATERIALS	10/22/2021	R	75.99	October
602846	LVC COMPANIES INC	10/22/2021	R	335.00	October
602847	MACKIN LIBRARY SERVICE	10/22/2021	R	1,380.74	October
602848	MAKE MUSIC, INC	10/22/2021	R	3,257.69	October
602849	MAWSECO 938	10/22/2021	R	4,203.21	October
602850	MAYER LUMBER CO, INC	10/22/2021	R	2,228.12	October
602851	MEI TOTAL ELEVATOR SOLUTIONS	10/22/2021	R	571.12	October
602852	MESPA	10/22/2021	R	225.00	October
602853	METRO VOLLEYBALL OFFICIALS ASS	10/22/2021	R	771.00	October
602854	MINI BIFF LLC	10/22/2021	R	85.93	October
602855	MN HISTORICAL SOCIETY	10/22/2021	R	4,885.00	October
602856	MN SWIM COACHES ASSOC	10/22/2021	R	150.00	October
602857	MULLER BOAT CO	10/22/2021	R	2,887.50	October
602858	MUSIC MART	10/22/2021	R	127.50	October
602859	NICE SHIRT CO.	10/22/2021	R	4,452.80	October
602860	OFFICE DEPOT	10/22/2021	R	340.38	October
602861	PAN-O-GOLD BAKING CO	10/22/2021	R	2,664.95	October
602862	PLANSOURCE BENEFITS ADMIN INC	10/22/2021	R	2,337.50	October
602863	REINHART FOODSERVICE LLC	10/22/2021	R	1,609.80	October
602864	RENNEBERG HARDWOODS INC.	10/22/2021	R	1,183.44	October
602865	ROTARY CLUB OF WACONIA-WEST CA	10/22/2021	R	160.00	October
602866	SCHOOL SPECIALTY, LLC	10/22/2021	R	37.43	October
602867	SECURITY BANK & TRUST CO	10/22/2021	R	1,447.00	October
602868	SONOVA USA INC	10/22/2021	R	119.99	October

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602869	SOUTHPAW ENTERPRISES	10/22/2021	R	27.00	October
602870	STAGES THEATRE COMPANY	10/22/2021	R	2,091.00	October
602871	STAPLES ADVANTAGE	10/22/2021	R	23.44	October
602872	THEMES & VARIATIONS	10/22/2021	R	174.95	October
602873	TINTES, MATTHEW	10/22/2021	R	261.78	October
602874	TRIO SUPPLY COMPANY	10/22/2021	R	1,642.52	October
602875	UHL CO	10/22/2021	R	12,987.51	October
602876	UNITED FARMERS COOPERATIVE	10/22/2021	R	972.42	October
602877	VISTAR	10/22/2021	R	1,783.75	October
602878	WA-CO REPAIR	10/22/2021	R	57.85	October
602879	WAYZATA RESULTS, INC	10/22/2021	R	700.00	October
602880	EYE MED-FIDELITY SECURITY LIFE	10/29/2021	R	2,288.64	October
602881	MESSERLI & KRAMER PA	10/29/2021	R	562.41	October
602882	NCPERS GROUP LIFE INS	10/29/2021	R	112.00	October
602883	SCHOOL SERVICE EMPLOYEES	10/29/2021	R	1,558.14	October
602884	WACONIA EDUCATION ASSOCIATION	10/29/2021	R	12,324.18	October
602885	21ST CENTURY SPORTS LLC	10/29/2021	R	330.00	October
602886	A H HERMEL COMPANY	10/29/2021	R	893.86	October
602887	ARROW LIFT ACCESSIBILITY	10/29/2021	R	240.00	October
602888	AV FOR YOU	10/29/2021	R	200.00	October
602889	BATTERIES R US	10/29/2021	R	899.97	October
602890	BAUNE, STEPHANIE	10/29/2021	R	160.00	October
602891	BERNARDS, PHILIP	10/29/2021	R	94.00	October
602892	BIFFS, INC	10/29/2021	R	1,845.00	October
602893	BNR IRRIGATION SERVICES INC	10/29/2021	R	385.00	October
602894	BOVEE, CHAD	10/29/2021	R	71.00	October
602895	CAROLINA BIOLOGICAL SUPPLY CO	10/29/2021	R	80.32	October
602896	COMMUNITY CLUB TOURS	10/29/2021	R	76.00	October
602897	COSTELLO, KEVIN	10/29/2021	R	94.00	October
602898	CRUNSTEDT, BOB	10/29/2021	R	85.00	October
602899	ECM PUBLISHERS, INC	10/29/2021	R	94.86	October
602900	ERICKSON, TYRUS	10/29/2021	R	71.00	October
602901	FOLLETT SCHOOL SOLUTIONS	10/29/2021	R	110.93	October
602902	FRANKLIN PRINTING INC	10/29/2021	R	333.00	October
602903	GAERTNER, FRANCIS	10/29/2021	R	85.00	October
602904	GALE/CENGAGE LEARNING	10/29/2021	R	50.00	October
602905	GOLD MEDAL MPLS ML55	10/29/2021	R	468.35	October
602906	GRAINGER	10/29/2021	R	350.20	October
602907	GRAMS, RYAN	10/29/2021	R	82.00	October
602908	GREAT LAKES COCA-COLA DIST	10/29/2021	R	1,037.16	October
602909	HAAS, CASEY	10/29/2021	R	82.00	October
602910	HENNING EXCAVATING	10/29/2021	R	22,750.00	October
602911	HOLIDAY STATIONSTORES LLC	10/29/2021	R	321.20	October
602912	HOLLENBACK, CHARLES	10/29/2021	R	94.00	October
602913	HOLTON ELECTRIC CONTRACTORS	10/29/2021	R	4,112.99	October
602914	INDIANHEAD FS DISTRIBUTOR, INC	10/29/2021	R	17,362.16	October
602915	INGCO INT'L INC	10/29/2021	R	75.00	October
602916	INNOVATIVE OFFICE SOLUTIONS LL	10/29/2021	R	429.92	October
602917	KOCH SCHOOL BUS SERVICE, INC	10/29/2021	R	334,005.45	October
602918	KUERSCHNER, JASON	10/29/2021	R	136.00	October
602919	LANO EQUIPMENT INC	10/29/2021	R	418.35	October
602920	LEARNING SCIENCES INT'L LLC	10/29/2021	R	250.00	October
602921	LOFFLER COMPANIES	10/29/2021	R	776.20	October
602922	MACKENTHUN'S FINE FOODS	10/29/2021	R	3,871.19	October
602923	MAJERUS, LINDSAY	10/29/2021	R	180.00	October
602924	MERLINO, RORY	10/29/2021	R	198.00	October

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602925	MOATS, SHERYL	10/29/2021	R	490.00	October
602926	OLYMPUS LOCKERS & STORAGE PROD	10/29/2021	R	439.00	October
602927	PAGGEN, TONY	10/29/2021	R	82.00	October
602928	PARTS CITY WACONIA	10/29/2021	R	180.92	October
602929	PEITERSEN, KATIE	10/29/2021	R	199.74	October
602930	PENSINI, BRIANNA	10/29/2021	R	71.00	October
602931	PREP TIME PRINTING	10/29/2021	R	2,680.00	October
602932	PUGH, SETH	10/29/2021	R	94.00	October
602933	RAM CONSTRUCTION SERVICES	10/29/2021	R	60,240.00	October
602934	REALLY GOOD STUFF LLC	10/29/2021	R	237.40	October
602935	REGION V	10/29/2021	R	721.25	October
602936	REINHART FOODSERVICE LLC	10/29/2021	R	2,151.20	October
602937	RICORD, SHERI	10/29/2021	R	79.13	October
602938	SAFETYFIRST PLAYGROUND SURFACI	10/29/2021	R	18,532.25	October
602939	SAVAGE II, ALAN	10/29/2021	R	71.00	October
602940	SCHAAF, LUCAS	10/29/2021	R	94.00	October
602941	SCHEFF, BRODY	10/29/2021	R	136.00	October
602942	SCHOOL SPECIALTY, LLC	10/29/2021	R	440.59	October
602943	SHIFFLER EQUIP SALES, INC	10/29/2021	R	43.77	October
602944	SHIRK, ALISON	10/29/2021	R	600.00	October
602945	STARR, CHRISTINE	10/29/2021	R	3,844.00	October
602946	SUNBEEB, SUBEL	10/29/2021	R	127.00	October
602947	SUPERINTENDENCY INSTITUTE	10/29/2021	R	800.00	October
602948	TERRAFORM PHOENIX II ARCADIA	10/29/2021	R	303.02	October
602949	TRIO SUPPLY COMPANY	10/29/2021	R	194.19	October
602950	UHL CO	10/29/2021	R	7,691.50	October
602951	UNITED STATES TREASURY	10/29/2021	R	26.08	October
602952	UNIVERSITY OF MN	10/29/2021	R	8,265.00	October
602953	VISTAR	10/29/2021	R	1,095.02	October
602954	VOS, TARA	10/29/2021	R	111.55	October
602955	VU, HIEP	10/29/2021	R	71.00	October
602956	WA-CO REPAIR	10/29/2021	R	518.27	October
602957	WALSTROM, BLAINE	10/29/2021	R	82.00	October
602958	SECURITY BANK & TRUST CO	11/03/2021	R	90.00	November
602959	ANDERSON, BRIAN	11/05/2021	R	82.00	November
602960	APPLE INC	11/05/2021	R	30.93	November
602961	AUDIOQUIP	11/05/2021	R	910.00	November
602962	AVS COMPANIES - MN OFFICE	11/05/2021	R	530.08	November
602963	BAN-KOE SYSTEMS, INC	11/05/2021	R	3,389.64	November
602964	BLICK ART MATERIALS	11/05/2021	R	536.63	November
602966	BSN SPORTS LLC	11/05/2021	R	5,388.00	November
602967	CAROLINA BIOLOGICAL SUPPLY CO	11/05/2021	R	47.74	November
602968	CONTINENTAL CLAY COMPANY	11/05/2021	R	71.98	November
602969	COUNTRYSIDE CUSTOM APPAREL	11/05/2021	R	1,310.10	November
602970	CRUNSTEDT, BOB	11/05/2021	R	85.00	November
602971	DEPT OF HUMAN SERVICES	11/05/2021	R	413.00	November
602972	DOBLE, MARK	11/05/2021	R	94.00	November
602973	ECM PUBLISHERS, INC	11/05/2021	R	617.34	November
602974	FLAGSUSA.COM	11/05/2021	R	660.00	November
602975	FOLLETT SCHOOL SOLUTIONS	11/05/2021	R	1,554.27	November
602976	GAMMELL, LINCOLN	11/05/2021	R	40.00	November
602977	GEYEN, NICHOLAS	11/05/2021	R	60.00	November
602978	GOLD MEDAL MPLS ML55	11/05/2021	R	375.85	November
602979	GOLDSCHMIDT, WIL	11/05/2021	R	20.00	November
602980	GRAINGER	11/05/2021	R	384.88	November
602981	GROTH MUSIC COMPANY	11/05/2021	R	105.40	November

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
602982	HAAS, CASEY	11/05/2021	R	82.00	November
602983	HAPPY FEET SOCCER TWIN CITIES	11/05/2021	R	1,008.00	November
602984	HENNEPIN THEATRE TRUST	11/05/2021	R	125.00	November
602985	HERMAN, KADEN	11/05/2021	R	20.00	November
602986	HETLETVEDT, MACY	11/05/2021	R	40.00	November
602987	HILLYARD/HUTCHINSON	11/05/2021	R	3,829.01	November
602988	IEA, INC	11/05/2021	R	1,936.36	November
602989	INDIANHEAD FS DISTRIBUTOR, INC	11/05/2021	R	24,315.88	November
602990	INNOVATIVE OFFICE SOLUTIONS LL	11/05/2021	R	239.19	November
602991	INNOVATIONAL WATER SOLUTIONS I	11/05/2021	R	1,157.00	November
602992	JAH SCHEDULING LLC	11/05/2021	R	264.00	November
602993	JAMBOR-MAY, LIAM	11/05/2021	R	20.00	November
602994	KCBI	11/05/2021	R	350.00	November
602995	KEVIN CHASE LLC	11/05/2021	R	19,100.00	November
602996	KIENHOLZ, SYDNEY	11/05/2021	R	40.00	November
602997	LAUMANN, MACKAYLA	11/05/2021	R	40.00	November
602998	LICHTENWALTER, KIMBERLY	11/05/2021	R	170.00	November
602999	MARKER, SOREN	11/05/2021	R	60.00	November
603000	MARSH, COOPER	11/05/2021	R	80.00	November
603001	MASA	11/05/2021	R	1,285.00	November
603002	MERZER, SHEILA	11/05/2021	R	187.50	November
603003	MOUNTAIN STREAM SIGNS & SPORTS	11/05/2021	R	1,544.70	November
603004	MUSIC MART	11/05/2021	R	90.00	November
603005	N2Y, LLC	11/05/2021	R	199.68	November
603006	NELSON, DAVID	11/05/2021	R	85.00	November
603007	NOVAK, JANICE	11/05/2021	R	60.00	November
603008	OCCUPATIONAL HLTH CNTRS MN PC	11/05/2021	R	492.00	November
603009	OFFICE OF MNIT SERVICES	11/05/2021	R	114.45	November
603010	ORIENTAL TRADING/FUN EXPRESS	11/05/2021	R	183.64	November
603011	PARDEE, JARED	11/05/2021	R	80.00	November
603012	Pick A Time	11/05/2021	R	875.70	November
603013	PLAMAN, BRAD	11/05/2021	R	94.00	November
603014	PRICE, MATTHEW	11/05/2021	R	94.00	November
603015	RENNEBERG HARDWOODS INC.	11/05/2021	R	1,564.03	November
603016	RIDGEWATER COLLEGE	11/05/2021	R	11,040.00	November
603017	ROJAS, GABE	11/05/2021	R	100.00	November
603018	SAFFORD, ETHAN	11/05/2021	R	60.00	November
603019	SCHOLASTIC BOOK FAIRS-15	11/05/2021	R	987.97	November
603020	SFGFII, LLC	11/05/2021	R	17,170.97	November
603021	SIEBERER, BRIDGET	11/05/2021	R	40.00	November
603022	SMITH, ISAAC	11/05/2021	R	40.00	November
603023	STAPLES ADVANTAGE	11/05/2021	R	168.43	November
603024	STOTKO, ALEXIS	11/05/2021	R	50.00	November
603025	TELLERS, LILIAN	11/05/2021	R	50.00	November
603026	THORPE, BRECKON	11/05/2021	R	80.00	November
603027	TRAINING HAUS	11/05/2021	R	1,216.00	November
603028	TRIO SUPPLY COMPANY	11/05/2021	R	592.58	November
603029	UHL CO	11/05/2021	R	966.50	November
603030	WASNESS, SANDY	11/05/2021	R	80.00	November
603031	WHITE, TERRENCE	11/05/2021	R	94.00	November
603032	WILSON LANGUAGE TRAINING CORP	11/05/2021	R	43.30	November
603033	WINSOR LEARNING, INC	11/05/2021	R	1,650.00	November
603034	WINSTED SOLAR LLC	11/05/2021	R	7,194.81	November
603035	ZIEGLER INC	11/05/2021	R	8,421.31	November
603036	ZIMMERMAN, FRANK	11/05/2021	R	94.00	November
202100271	BLUE CROSS AND BLUE SHIELD OF	10/15/2021	W	318,477.39	October

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
202100273	EDUCATIONAL SUPPORT PARA UNION	10/15/2021	W	1,140.11	October
202100274	INTERNAL REVENUE SERVICE	10/15/2021	W	289,572.82	October
202100275	LIFE INS CO OF NORTH AMERICA	10/15/2021	W	4,006.18	October
202100276	MN CHILD SUPPORT PYMT CENTER	10/15/2021	W	137.50	October
202100277	MN DEPT OF REVENUE	10/15/2021	W	46,413.26	October
202100278	MN TEACHERS RETIREMENT ASSN	10/15/2021	W	148,018.80	October
202100279	PERA	10/15/2021	W	50,495.14	October
202100280	FURTHER	10/15/2021	W	5,573.25	October
202100281	AVIBEN	10/15/2021	W	63,031.43	October
202100282	CARIBOU COFFEE STORE #1300	10/10/2021	W	106.85	October
202100283	APPLE ITUNES	10/10/2021	W	8.35	October
202100284	MAILCHIMP	10/10/2021	W	185.00	October
202100285	MASBO	10/10/2021	W	340.00	October
202100286	WACONIA CHAMBER OF COMMERCE	10/10/2021	W	50.00	October
202100287	TARGET BANK	10/10/2021	W	1,471.08	October
202100290	ALDI	10/10/2021	W	494.93	October
202100305	PARTSTOWN	10/10/2021	W	112.73	October
202100310	JIMMY JOHNS	10/10/2021	W	99.34	October
202100311	MENARDS HUTCHINSON	10/10/2021	W	1,798.17	October
202100312	TWIN CITIES SOCCER LEAGUES	10/10/2021	W	4,997.00	October
202100314	SCREENCASTIFY	10/10/2021	W	29.00	October
202100315	US POSTAL SERVICE	10/10/2021	W	81.75	October
202100316	EBAY	10/10/2021	W	1,391.84	October
202100318	NIKE.COM	10/10/2021	W	700.00	October
202100319	CUSTOMINK	10/10/2021	W	603.98	October
202100320	SupplyHouse.com	10/10/2021	W	61.93	October
202100325	UNIVERSAL ATHLETIC LLC	10/10/2021	W	118.77	October
202100326	US CLUB SOCCER	10/10/2021	W	540.00	October
202100327	POP UP PARTY RENTAL	10/10/2021	W	185.64	October
202100328	PRINTFUL	10/10/2021	W	3,189.94	October
202100331	DOMINO'S PIZZA	10/10/2021	W	75.10	October
202100332	GARBANZO LLC	10/10/2021	W	447.00	October
202100333	WALMART.COM	10/10/2021	W	21.45	October
202100335	MN DAPE LEADERSHIP COMMITTEE	10/10/2021	W	175.00	October
202100337	ITEM-INFO & TECH EDUCATORS	10/10/2021	W	190.00	October
202100339	ART OF COACHING VOLLEYBALL	10/10/2021	W	129.99	October
202100340	TEACHERS SYNERGY, LLC	10/10/2021	W	159.84	October
202100341	SEESAW LEARNING INC	10/10/2021	W	5,695.25	October
202100342	MAYER-JOHNSON LLC	10/10/2021	W	199.00	October
202100343	LEARNING A-Z	10/10/2021	W	334.00	October
202100345	REPUBLIC SERVICES	10/10/2021	W	5,156.65	October
202100346	UPS STORE	10/10/2021	W	11.84	October
202100347	QUIZIZZ	10/10/2021	W	180.00	October
202100348	American Heart Association	10/10/2021	W	8.48	October
202100349	CANBY INN & SUITES	10/10/2021	W	945.86	October
202100350	CONCORD THEATRICALS	10/10/2021	W	1,238.55	October
202100354	LEAPS & REBOUNDS	10/10/2021	W	378.00	October
202100355	HEINEMANN	10/10/2021	W	1,920.00	October
202100356	CANVA	10/10/2021	W	119.40	October
202100357	MRI SOFTWARE LLC	10/10/2021	W	347.00	October
202100358	SENIOR WOOLY	10/10/2021	W	450.00	October
202100359	WAVERLY LABS	10/10/2021	W	144.46	October
202100360	GLOGSTER EC, INC	10/10/2021	W	190.00	October
202100362	GENERATION GENIUS, INC.	10/10/2021	W	995.00	October
202100363	WILSON LANGUAGE TRAINING CORP	10/10/2021	W	578.00	October
202100370	CLIFTONLARSONALLEN	10/10/2021	W	2,546.25	October

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202100372	MICHAELS	10/10/2021	W	443.95	October
202100373	DOLLAR TREE	10/10/2021	W	25.00	October
202100375	MN STATE COLLEGES & UNIV.	10/10/2021	W	566.50	October
202100376	CI LIFTOFF	10/10/2021	W	180.00	October
202100377	PEAR DECK	10/10/2021	W	149.99	October
202100378	EDPUZZLE INC	10/10/2021	W	1,460.00	October
202100380	WORLDPOINT ECC	10/10/2021	W	342.14	October
202100382	EASY SONG LICENSING	10/10/2021	W	179.00	October
202100383	POSITIVE PHYSICS LLC	10/10/2021	W	399.00	October
202100384	MBITE	10/10/2021	W	300.00	October
202100386	IntraData	10/10/2021	W	804.12	October
202100392	MN DEPT OF REVENUE	09/15/2021	W	0.00	October
202100394	MN DEPT OF REVENUE	10/15/2021	W	0.00	October
202100402	BLUE CROSS AND BLUE SHIELD OF	10/29/2021	W	327,351.47	October
202100404	EDUCATIONAL SUPPORT PARA UNION	10/29/2021	W	1,143.75	October
202100405	INTERNAL REVENUE SERVICE	10/29/2021	W	289,958.07	October
202100406	LIFE INS CO OF NORTH AMERICA	10/29/2021	W	7,221.36	October
202100407	MN CHILD SUPPORT PYMT CENTER	10/29/2021	W	112.50	October
202100408	MN DEPT OF REVENUE	10/29/2021	W	46,408.22	October
202100409	MN TEACHERS RETIREMENT ASSN	10/29/2021	W	148,200.28	October
202100410	PERA	10/29/2021	W	50,063.24	October
202100411	FURTHER	10/29/2021	W	5,562.96	October
202100412	AVIBEN	10/29/2021	W	63,308.04	October
212200050	BYRNE, AMANDA	10/15/2021	A	241.44	October
212200051	HALLERMANN, SARA	10/15/2021	A	53.93	October
212200052	MELIUS, MICHELE	10/15/2021	A	223.91	October
212200053	SPARBY, PAUL	10/15/2021	A	46.73	October
212200054	ALDRICH, KATIE	10/21/2021	A	147.13	October
212200055	BLEGEN, JILL	10/21/2021	A	149.93	October
212200056	BUCK, DAWN	10/21/2021	A	150.00	October
212200057	DOLEZAL, KATHLEEN	10/21/2021	A	150.00	October
212200058	DULEBOHN, JESSECA	10/21/2021	A	103.96	October
212200059	HOLT-OLSON, AMANDA	10/21/2021	A	150.00	October
212200060	JANTZ, MATTHEW	10/21/2021	A	145.84	October
212200061	KURTZ, ROXANNE	10/21/2021	A	132.16	October
212200062	LADWIG, MICHEL	10/21/2021	A	150.00	October
212200063	MASTERSON, JEAN	10/21/2021	A	150.00	October
212200064	MCDANNOLD, ERIN	10/21/2021	A	25.97	October
212200065	SARLETTI, DANA	10/21/2021	A	149.16	October
212200066	SCHUETTE, JEAN	10/21/2021	A	134.93	October
212200067	SCHWAB, AMY	10/21/2021	A	90.60	October
212200068	STIFTER, MARY	10/21/2021	A	89.04	October
212200069	WILLIAMS, ANGELA	10/21/2021	A	128.78	October
212200070	BLOEM, JENNIFER	10/29/2021	A	150.00	October
212200071	BRAUNWARTH, CHRISTINE	10/29/2021	A	130.00	October
212200072	CALVENTE BERRIOS, LORRAINE	10/29/2021	A	71.98	October
212200073	GARNATZ, JANE	10/29/2021	A	120.00	October
212200074	MEUFFELS, JUDY	10/29/2021	A	150.00	October
212200075	MEUFFELS, THOMAS	10/29/2021	A	112.48	October
212200076	THIES, COREEN	10/29/2021	A	79.18	October

Totals for checks 2,802,183.79

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,745,101.74	0.00	754,419.30	2,499,521.04
02	Food Service	60,194.38	0.00	120,438.79	180,633.17
04	Community Service	90,045.62	0.00	31,083.96	121,129.58
07	Debt Redemption	0.00	0.00	900.00	900.00
***	Fund Summary Totals ***	1,895,341.74	0.00	906,842.05	2,802,183.79

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

5.B. Human Resource Items:

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

BOARD OF EDUCATION

Regular Meeting – November 8, 2021

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

AGENDA ITEM: Human Resource Recommendations

ITEM ADDED BY: Sonya Sailer, Director of Human Resources

Employment

Anderson, Emily Replacement	Grade 4 Teacher Long-Term Substitute	BV
Anderson, Joshua New Position	Security Monitor 3 hours/day; 175 days	WMS
Beery, Alisa Replacement	Educational Assistant (SPED) Long-Term Substitute	BV
Foley, David New Position	Educational Assistant (SPED) 6.5 hours/day; 175 days	LT
Johnson, Alisa Replacement	Educational Assistant Long-Term Substitute	BV
Krause, Miranda Replacement	Educational Assistant (SPED) 6.5 hours/day; 175 days	SV
Kunkel, Jessica Replacement	Administrative Assistant III - MARSS 8 hours/day; 261 days	ESC
Mueller, Katie Replacement	Life Science Teacher Long-Term Substitute	WHS
Pedretti, Emily Replacement	Family & Consumer Science Teacher Long-Term Substitute	WMS

Piotter, Alicia Replacement	ECFE Teacher Assistant 16.25 hours/week; 172 days	ECFE
Schulte, Sarah New Position	Speech-Language Assistant 26 hours/week; 175 days	BV/WEC
Stark, Linda Replacement	Nutritional Assistant 4.5 hours/day; 175 days	WMS
Varble, Meredith Replacement	Administrative Assistant I 4 hours/day; 175 days	SV

Employee Status Changes

Pigeon, Sara, from Assistant Head Cook, 6.25 hours/day to Café 110 Assistant at 7 hours/day at ESC.
Talton, Simone, Kids' Company Lead, from temporary to 12-month position at Community Education.

Leaves of Absence

Brown, Peter, Agriculture Teacher at WHS.
Fuller, Hannah, Social Studies Teacher at WHS.
McKeever, Mark, Educational Assistant (SPED) at WLC.
Thomas, Annette, Educational Assistant (SPED) at BV.
Strack, Alissa, Grade 6 Teacher at WMS.

Retirements/Resignations/Terminations

Abdel-Khaliq, Nakia, Kids' Company Aide at Community Education.
Bettcher, James, School Counselor at WHS.
Borntrager, Annette, Preschool Teacher Assistant at ECFE.
Ellis, Nancy, Administrative Assistant III-Special Education at ESC.

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

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

BOARD OF EDUCATION

Regular Meeting – November 8, 2021

AGENDA SECTION: Consent Agenda

AGENDA ITEM: Miscellaneous Wage Rates
Daily Substitutes: Nutritional Assistants and Custodial Cleaners

ITEM ADDED BY: Sonya Sailer, Director of Human Resources

It is recommended that the Board of Education approve the below Miscellaneous Wage Rates effective November 16, 2021. The recommended increases include:

Daily Substitute Positions

Increases are being recommended for the following daily substitute positions:

Substitute Nutritional Assistants – Increase from \$12.25/hour to \$15.00/hour

Substitute Custodial Cleaners – Increase from \$12.25/hour to \$15.00/hour

These proposed increases will assist our school district in becoming more competitive with similar positions being offered in our surrounding communities.

The annual estimated financial impact to the food service fund for the proposed increase to the substitute nutritional assistant wage is \$4,034.62. This increase will not impact the school district's general fund.

There is no anticipated financial impact to the school district's general fund for the proposed increase to the substitute custodial cleaner wage as substitutes are only obtained in the custodial department to cover vacant positions during the recruitment period.



Miscellaneous Wage Rates*
Non-Benefit Eligible Positions
As of **November 16, 2021**

Approved by ISD 110 School Board _____.

ACTIVITIES DEPARTMENT

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

COMMUNITY EDUCATION

Drivers Education Instructor:.....	\$28.00 per hour (year 1) \$29.00 per hour (year 2)
ECFE Screening Registered Nurse:	\$22.00 per hour (year 1) \$23.00 per hour (year 2) \$24.00 per hour (year 3) \$25.00 per hour (year 4)
Field Maintenance:.....	\$11.25 per hour (year 1) \$11.75 per hour (year 2) \$12.25 per hour (year 3) \$12.75 per hour (year 4)
Kids' Company Aide:.....	\$10.08 per hour or prevailing minimum wage
Recreation Assistant:	\$11.25 per hour (year 1) \$11.75 per hour (year 2) \$12.25 per hour (year 3) \$12.75 per hour (year 4)
Referee/Umpire – Football:.....	\$20.00 per game
Referee/Umpire – Soccer:.....	<i>U9/U10</i> = \$25.00 per game (1 Referee) <i>U11/U12</i> = \$30.00 per game (Center Referee); \$15.00 per game (Assistant Referee) <i>U13/U14</i> = \$35.00 per game (Center Referee); \$20.00 per game (Assistant Referee) <i>U15-U19</i> = \$45.00 per game (Center Referee); \$30.00 per game (Assistant Referee)
Referee/Umpire – Basketball:	\$20.00 per game (Referee)
Referee/Umpire – Metro Baseball:.....	\$35.00 per game (9-11 year olds) \$50.00 per game (12-13 year olds) \$60.00 per game (14-15 year olds)
Referee/Umpire – Youth Baseball/Softball:.....	\$35.00 per game (3 rd – 6 th grade)
Referee/Umpire – Big West Softball:.....	\$37.00 per game

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

NUTRITIONAL SERVICES

Nutritional Aide:.....\$10.08 per hour or prevailing minimum wage

SCHOOL DISTRICT BUILDINGS & GROUNDS

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

DAILY SUBSTITUTES

Daily Substitute Custodial Cleaner:.....	\$12.25 15.00 per hour
Daily Substitute Educational Assistant:.....	\$15.00 per hour
Daily Substitute Nutritional Assistant:.....	\$12.25 15.00 per hour
Daily Substitute Teacher:.....	\$130.00 per day (5 hours or more)
	\$67.50 per day (2.25-4.75 hours)
	\$22.00 per hour (2 hours or less)

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

5.C. Receipts of Donation

6. **REPORTS**

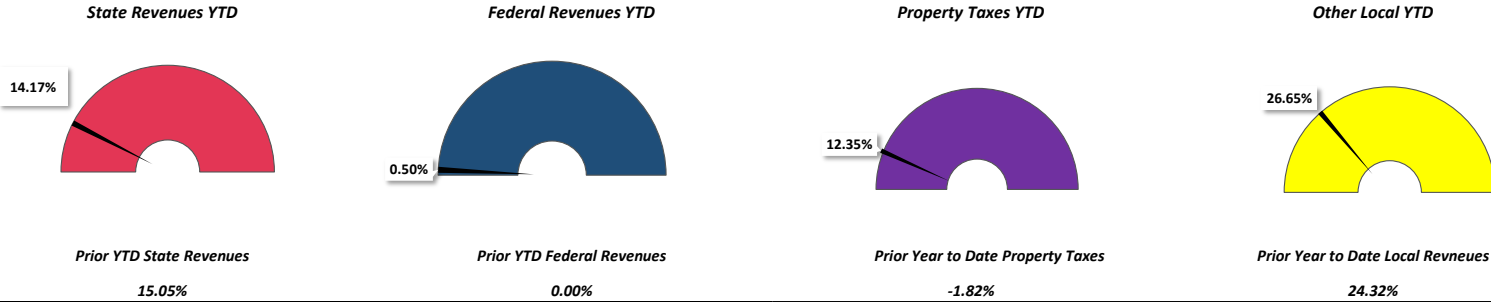
6.A. Student Representative Report

Presenter: Kate
Schutte and Jack
McCarty

6.B. Finance Report

Presenter: Todd
Swanson, Director of
Finance & Operations

YTD % Received vs. PYTD % Received

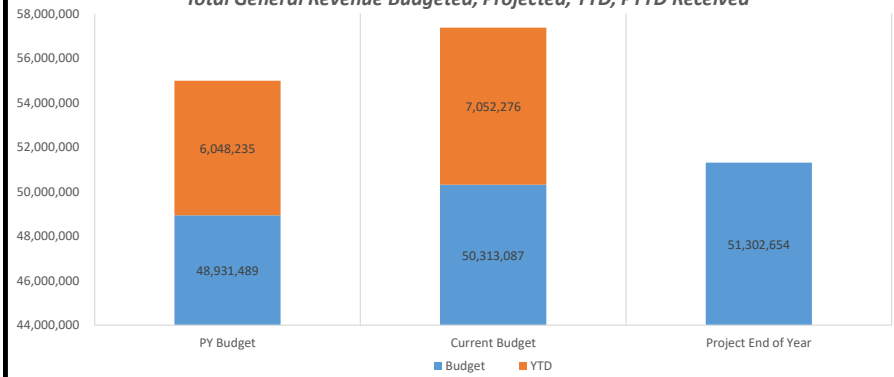


Top 5 Revenues Received YTD by Source Code 3

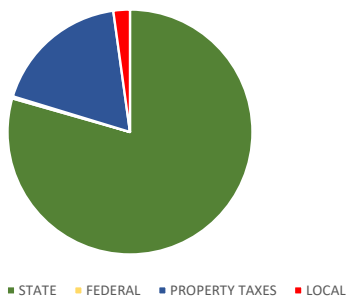
Variance from PYTD Received

	Current YTD	Variance vs. PYTD Received
1 Total STATE REVENUES	\$5,631,971	-\$258,240
2 GENERAL EDUCATION AID	\$3,584,619	-\$1,835,162
3 STATE AID FOR SPECIAL EDUC	\$1,868,813	\$1,541,731
4 Total LOCAL REVENUES	\$1,418,200	\$1,259,632
5 PROPERTY TAX LEVY, GENERA	\$1,112,530	\$1,238,510

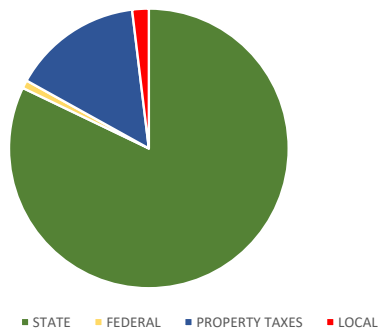
Total General Revenue Budgeted, Projected, YTD, PYTD Received



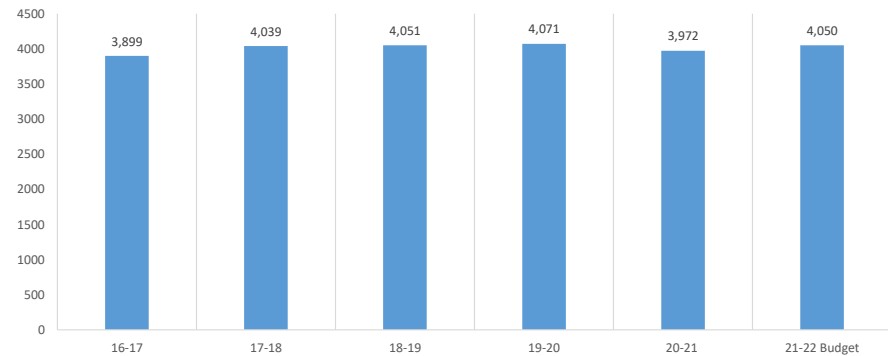
Current Year Revenue Budget



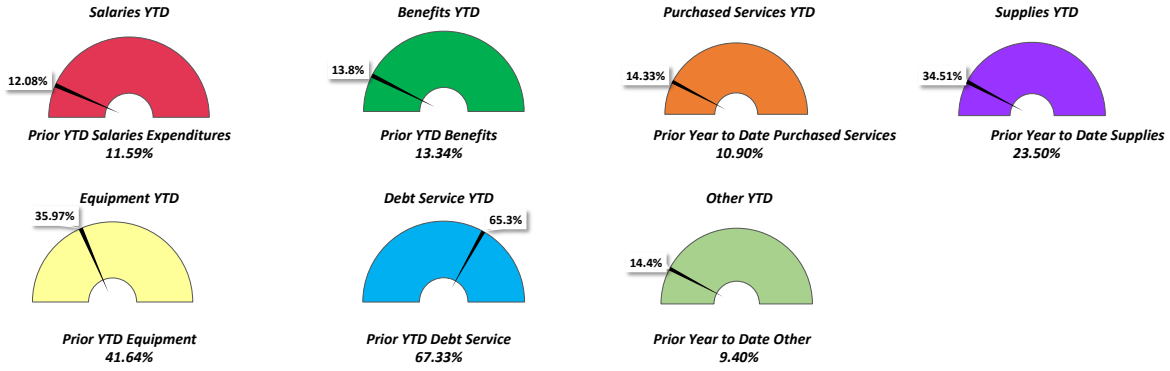
Prior Year Revenue Budget



End of Year ADM History



YTD % Expenditures vs. PYTD % Expenditures



Top 10 Expenditures YTD by Object Code 3

Variance from PYTD Received

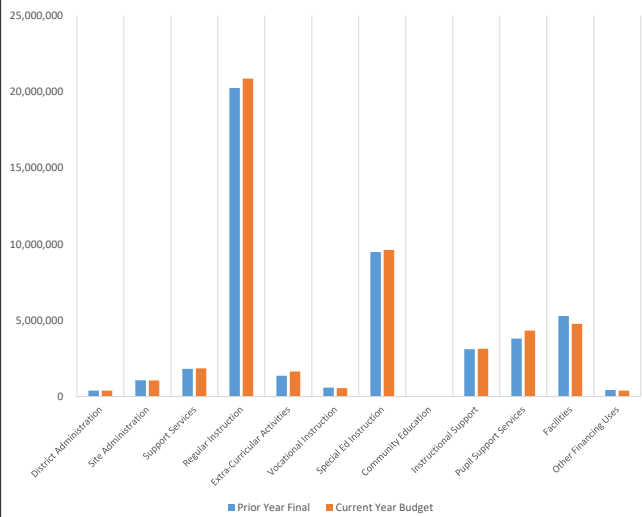
	Current YTD	Variance vs. PYTD
1 TOTAL SALARIES AND WAGES	\$3,388,960	\$193,488
2 TOTAL EMPLOYEE BENEFIT	\$1,479,751	\$55,215
3 LICENSED CLASSROOM TEACHER	\$1,383,564	\$9,688
4 TOTAL SUPPLIES	\$697,015	\$232,423
5 HEALTH INSURANCE	\$678,279	\$16,461
6 ADMINISTRATION/SUPERVISION	\$597,659	-\$1,242
7 NON-INSTRUCTIONAL SUPPORT	\$351,531	\$1,672
8 FICA/MEDICARE	\$247,792	\$15,486
9 TRA	\$185,668	\$15,742
10 NON-INSTRUCTIONAL SOFTWARE LICEN	\$184,159	-\$10,666

Total General Expenditures Budgeted, Projected, YTD and , PYTD Expended



	Prior Year Final	Current Year Budget
SALARIES	27,577,386	28,047,677
BENEFITS	10,680,691	10,732,746
PURCHASED SERVICE	5,536,937	6,014,548
GENERAL SUPPLIES	1,976,695	2,019,499
CAPITAL EXPENSES	1,192,150	1,213,398
DEBT SERVICE	205,445	161,287
DUES & OTHER	269,862	283,230

Prior Year Final and Current Budget by Program



Pie Graphs - Prior Year Final & Current Budget - by Object Level 1

Prior Year Final Exp Budget

• SALARIES • BENEFITS

Current Year Exp Budget

• SALARIES • BENEFITS

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

WACONIA | September 30, 2021

					September 30, 2021	September 30, 2020	September 30, 2019			
REVENUE CATEGORIES	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	September 30, 2020	September 30, 2019
STATE	39,741,795	40,686,849	5,631,971	34,109,824	14.17%	15.05%	16.22%	(258,240)	5,890,211	6,123,038
FEDERAL	418,801	429,303	2,105	416,696	0.50%	0.00%	0.00%	2,105	0	0
PROPERTY TAXES	9,059,691	9,115,639	1,179,587	7,880,104	13.02%	-0.47%	2.28%	1,213,288	(33,701)	156,435
LOCAL SALES, INS RECOVERY & JUDGEMENTS	7,800	951	0	7,800	0.00%	-5.76%	101.50%	544	(544)	5,033
SALE OF BONDS & LOANS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	1,085,000	1,069,912	238,613	846,387	21.99%	21.26%	39.50%	46,344	192,269	422,297
TOTALS	50,313,087	51,302,654	7,052,276	43,260,811	14.02%	12.36%	14.40%	1,004,041	6,048,235	6,706,803

					September 30, 2021	September 30, 2020	September 30, 2019			
EXPENDITURES (OBJECT SERIES)	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	September 30, 2020	September 30, 2019
SALARIES & WAGES	28,047,677	28,063,792	3,388,960	24,658,717	12.08%	11.59%	12.30%	193,488	3,195,472	3,369,252
EMPLOYEE BENEFITS	10,732,746	10,808,834	1,479,751	9,252,995	13.79%	13.34%	13.02%	55,215	1,424,536	1,303,649
PURCHASED SERVICES	6,014,548	6,158,321	861,615	5,152,933	14.33%	10.90%	12.77%	258,149	603,466	740,857
SUPPLIES	2,019,499	2,057,314	697,015	1,322,484	34.51%	23.50%	26.13%	232,423	464,592	373,998
EQUIPMENT	1,213,398	1,055,666	436,481	776,917	35.97%	41.64%	16.84%	(59,977)	496,458	155,420
DEBT SERVICE	161,287	(3,840,636)	105,326	55,961	65.30%	67.33%	50.85%	(33,005)	138,331	133,684
OTHER EXPENDITURES	283,230	291,025	40,906	242,324	14.44%	9.40%	14.96%	15,526	25,380	40,026
OTHER FINANCING USES	62,000	62,000	0	62,000	0.00%	0.00%	0.00%	0	0	0
TOTALS	48,534,385	44,656,317	7,010,053	41,524,332	14.44%	13.36%	13.25%	661,818	6,348,235	6,116,885

					September 30, 2021	September 30, 2020	September 30, 2019			
EXPENDITURES (PROGRAM SERIES)	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	September 30, 2020	September 30, 2019
SITE ADMINISTRATION	1,052,277	1,092,243	255,736	796,541	24.30%	23.86%	23.91%	2,363	253,373	247,573
DISTRICT ADMINISTRATION	383,610	402,895	109,813	273,797	28.63%	20.19%	25.29%	32,962	76,851	92,603
SUPPORT SERVICES	1,846,740	1,899,590	475,254	1,371,486	25.73%	31.23%	31.92%	(91,286)	566,541	588,019
REGULAR INSTRUCTION	20,853,827	20,554,473	2,068,105	18,785,722	9.92%	9.43%	9.95%	160,661	1,907,445	1,959,762
EXTRA-CURRICULAR ACTIVITIES	1,642,440	1,334,048	(31,830)	1,674,270	-1.94%	-6.03%	-3.18%	50,071	(81,900)	(48,970)
VOCATIONAL INSTRUCTION	550,674	527,613	34,809	515,866	6.32%	7.70%	7.15%	(10,169)	44,977	40,728
SPECIAL EDUCATION	9,607,951	9,617,756	1,035,868	8,572,083	10.78%	9.58%	10.00%	128,426	907,442	929,218
COMMUNITY SERVICES	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	3,126,822	3,478,400	1,097,847	2,028,975	35.11%	24.01%	24.60%	354,102	743,745	725,734
PUPIL SUPPORT SERVICES	4,322,863	4,488,056	394,683	3,928,180	9.13%	3.68%	9.47%	254,986	139,697	376,860
FACILITIES	4,761,681	772,217	1,194,866	3,566,815	25.09%	26.12%	19.95%	(184,127)	1,378,993	903,072
OTHER FINANCING USES	385,500	489,026	374,902	10,598	97.25%	95.72%	81.18%	(36,170)	411,072	302,284
TOTALS	48,534,385	44,656,317	7,010,053	41,524,332	14.44%	13.36%	13.25%	661,818	6,348,235	6,116,885

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

WACONIA | September 30, 2021

ACTIVITY - OTHER FUNDS	September 30, 2021											
	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	September 30, 2020	September 30, 2019	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	September 30, 2020	September 30, 2019
REVENUE												
FOOD SERVICE	3,483,750	3,996,456	499,898	2,983,852	14.35%	0.00%	0.56%		499,898	0	11,865	
COMMUNITY EDUCATION	3,145,327	3,334,963	1,004,285	2,141,042	31.93%	20.54%	30.29%		441,630	562,654	828,219	
CONSTRUCTION	0	0	0	0	0.00%	0.00%	0.18%		(1)	1	343	
DEBT SERVICE	9,570,847	9,748,284	(61,691)	9,632,538	-0.64%	14.69%	8.85%		(1,450,817)	1,389,126	793,431	
TRUST	11,500	10,483	0	11,500	0.00%	0.00%	0.00%		0	0	0	
CUSTODIAL	0	0	0	0	0.00%	0.00%	0.00%		0	0	0	
INTERNAL SERVICE	427,500	396,479	93,199	334,301	21.80%	22.95%	20.49%		8,103	85,096	80,231	
OPEB REVOCABLE TRUST	0	0	0	0	0.00%	0.00%	0.00%		0	0	0	
OPEB IRREVOCABLE TRUST	40,000	53,106	(1,656)	41,656	-4.14%	20.07%	-40.71%		(10,086)	8,430	(32,603)	
OPEB DEBT SERVICE	0	0	0	0	0.00%	40.44%	112.03%		(100)	100	960	
TOTALS	16,678,924	17,539,771	1,534,035	15,144,889	9.20%	12.99%	11.60%		(511,373)	2,045,408	1,682,447	

EXPENDITURES	September 30, 2021										
	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	September 30, 2020	September 30, 2019	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	September 30, 2020
FOOD SERVICE	3,092,620	3,298,715	476,466	2,616,154	15.41%	9.49%	13.98%		273,204	203,262	324,147
COMMUNITY EDUCATION	2,892,975	2,974,818	713,366	2,179,609	24.66%	25.18%	24.93%		19,202	694,164	733,541
CONSTRUCTION	0	0	0	0	0.00%	#####	82.00%		69,285	(69,285)	909,502
DEBT SERVICE	9,404,619	9,359,115	1,879,228	7,525,391	19.98%	21.66%	22.96%		(103,300)	1,982,528	2,126,116
TRUST	9,500	7,675	0	9,500	0.00%	0.00%	11.17%		0	0	1,641
CUSTODIAL	0	0	0	0	0.00%	0.00%	0.00%		0	0	0
INTERNAL SERVICE	423,500	434,991	138,661	284,839	32.74%	-10.24%	-9.16%		181,442	(42,781)	(35,408)
OPEB REVOCABLE TRUST	0	0	0	0	0.00%	0.00%	0.00%		0	0	0
OPEB IRREVOCABLE TRUST	230,000	230,062	62	229,938	0.03%	0.02%	0.03%		0	62	62
OPEB DEBT SERVICE	0	0	0	0	0.00%	0.00%	0.00%		0	0	0
TOTALS	16,053,214	16,305,376	3,207,783	12,845,431	19.98%	18.79%	24.96%		439,833	2,767,950	4,059,603

SUMMARY - ALL FUNDS	September 30, 2021											
	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	September 30, 2020	September 30, 2019	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	September 30, 2020	September 30, 2019
SUMMARY												
REVENUE	66,992,011	68,842,424	8,586,311	58,405,700	12.82%	12.51%	13.74%		492,668	8,093,643	8,389,250	
EXPENDITURES	64,587,599	60,961,693	10,217,837	54,369,762	15.82%	14.65%	16.30%		1,101,651	9,116,186	10,176,488	
SPENDING VARIANCE	2,404,412	7,880,731	(1,631,526)	N/A	N/A	N/A	N/A		(608,983)	(1,022,542)	(1,787,238)	

GENERAL FUND - REVENUE SUMMARY

WACONIA | September 30, 2021

DESCRIPTION	Current Budget	Projected End Of Year	Revenue YTD	Budget Remaining	September 30, 2021	September 30, 2020	September 30, 2019	Current YTD vs. Prior YTD	September 30, 2020	September 30, 2019
					% of Budget Received	% of Actuals Received	% of Actuals Received			
LOCAL REVENUES										
001 PROPERTY TAX LEVY, GENERAL	9,005,324	9,005,324	1,112,530	7,892,794	12.35%	-1.82%	1.34%	1,238,510	(125,980)	89,613
004 MUNICIPAL/TAX INCR FINANCE	0	0	0	0	0.00%	0.00%	100.00%	0	0	239
009 FISCAL DISPARITY	0	55,690	55,690	(55,690)	0.00%	50.21%	50.12%	(3,569)	59,259	35,296
010 COUNTY APPORTIONMENT	54,367	47,123	3,865	50,502	7.11%	17.25%	16.33%	(7,535)	11,400	8,876
019 MISC TAX REV PAID BY COUNTY	0	7,503	7,503	(7,503)	0.00%	30.92%	62.49%	(14,118)	21,621	22,411
021 TUITION/REIMB MN DISTRICTS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
031 TUITION/OUT OF STATE SCHOOLS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
040 TUITION FROM PATRONS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
050 FEES FROM PATRONS	564,650	488,239	157,145	407,505	27.83%	30.43%	56.66%	65,850	91,295	246,528
060 ADMISSIONS & STUDENT ACTIVITY REV	75,100	76,489	20,176	54,924	26.87%	2.55%	39.29%	19,119	1,057	35,281
071 MA REV/DEPT OF HUMAN SVCS	140,000	172,695	42,135	97,865	30.10%	4.47%	9.71%	33,775	8,360	14,276
092 INTEREST EARNINGS	50,000	41,747	590	49,410	1.18%	3.56%	54.51%	(1,547)	2,137	34,449
093 RENT	10,000	8,471	0	10,000	0.00%	-253.33%	34.91%	380	(380)	3,353
096 GIFTS AND BEQUESTS	8,750	5,544	200	8,550	2.29%	0.00%	51.44%	200	0	6,450
099 MISC REV FROM LOCAL SOURCES	236,500	276,727	18,368	218,132	7.77%	29.22%	26.28%	(71,432)	89,799	81,961
Total LOCAL REVENUES	10,144,691	10,185,551	1,418,200	8,726,491	13.98%	1.97%	7.29%	1,259,632	158,568	578,732
STATE REVENUES										
201 ENDOWMENT FUND APPORTIONMENT	171,615	169,705	83,190	88,425	48.47%	50.43%	49.59%	(3,361)	86,550	90,476
211 GENERAL EDUCATION AID	31,717,968	30,533,961	3,584,619	28,133,349	11.30%	17.34%	20.18%	(1,835,162)	5,419,781	6,199,501
212 LITERACY INCENTIVE AID	234,149	238,202	(7,026)	241,175	-3.00%	-2.92%	-4.95%	(181)	(6,845)	(11,299)
213 SHARED TIME AID	12,812	23,834	0	12,812	0.00%	-48.19%	-85.92%	8,332	(8,332)	(7,701)
227 ABATEMENT AID	6,091	11,367	4,803	1,288	78.86%	-3.66%	-3.81%	5,026	(223)	(360)
229 DISPARITY REDUCTION AID	54	54	0	54	0.74%	0.80%	0.44%	(0)	0	0
234 AGRICULTURE MARKET VALUE CR	7,500	7,554	0	7,500	0.00%	0.01%	-4.30%	(0)	0	(286)
258 OTHER STATE CR/EXEMPT PROP REIMB	1,500	1,475	1	1,499	0.06%	-0.02%	13.66%	1	(0)	286
300 STATE AID (REQUIRES FIN CODE)	181,358	271,246	101,510	79,848	55.97%	28.21%	1.22%	24,809	76,701	2,446
301 NONPUBLIC AID	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
309 DEBT SERVICE EQUALIZATION AID	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
317 LONG TERM FACILITY MAINT AID	134,247	137,306	(3,940)	138,187	-2.94%	-3.67%	-8.11%	564	(4,504)	(8,296)
360 STATE AID FOR SPECIAL EDUCATION	7,027,225	9,046,697	1,868,813	5,158,412	26.59%	4.75%	-2.47%	1,541,731	327,083	(148,120)
369 OTHER REV, OTHER STATE AGENCIES	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
370 OTHER, MN DEPT OF EDUCATION	17,640	15,812	0	17,640	0.00%	0.00%	3.84%	0	0	6,392
397 TRA & PERA SPEC SITUATIONS PENSION	229,636	229,636	0	229,636	0.00%	0.00%	0.00%	0	0	0
Total STATE REVENUES	39,741,795	40,686,849	5,631,971	34,109,824	14.17%	15.05%	16.22%	(258,240)	5,890,211	6,123,038
FEDERAL REVENUES RECEIVED FROM STATE										
400 FEDERAL AID/MDE (REQUIRES FIN)	406,001	413,501	0	406,001	0.00%	0.00%	0.00%	0	0	0
405 FEDERAL AID THRU OTHER AGENCY	12,800	15,802	2,105	10,695	16.45%	0.00%	0.00%	2,105	0	0
471 SCHOOL LUNCH PROGRAM	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
472 SPECIAL ASSIST, NEEDY CHILD	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
473 COMMODITY CASH REBATE PROGRAM	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
474 COMMODITY DISTRIBUTION PROGRAM	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
475 SPECIAL MILK PROGRAM	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
476 SCHOOL BREAKFAST PROGRAM	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
479 SUMMER FOOD SERVICE PROGRAM	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total FEDERAL REVENUES RECEIVED FROM STATE	418,801	429,303	2,105	416,696	0.50%	0.00%	0.00%	2,105	0	0
LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS										
601 FOOD SERVICE SALES TO PUPILS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
606 FOOD SERVICE SALES TO ADULTS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
608 SPECIAL FUNCTION FOOD SALES	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
614 CONTRIB TO POST EM BENEFITS TRUST	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
619 COST MATERIALS/REV PROD (CONTRA)	(2,000)	(495)	0	(2,000)	0.00%	88.09%	37.57%	1,594	(1,594)	(3,706)

DESCRIPTION	Current Budget	Projected End Of Year	Revenue YTD	Budget Remaining	September 30, 2021	September 30, 2020	September 30, 2019	Current YTD vs. Prior YTD	September 30, 2020	September 30, 2019
					% of Budget Received	% of Actuals Received	% of Actuals Received			
620 SALES/REV PRODUCING ACTIVITIES	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
621 SALE/MATERIALS FOR RESALE (NET TX)	9,600	1,383	0	9,600	0.00%	58.01%	93.18%	(1,050)	1,050	8,739
623 SALE OF REAL PROPERTY	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
624 SALE OF EQUIPMENT	200	62	0	200	0.00%	0.00%	0.00%	0	0	0
625 INSURANCE RECOVERY	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS	7,800	951	0	7,800	0.00%	-5.76%	101.50%	544	(544)	5,033
SALE OF BONDS AND LOANS										
631 SALE OF BONDS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
635 CERTIFICATE OF PARTICIPATION	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
639 OTHER STATE/NON STATE LOANS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total SALE OF BONDS AND LOANS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTHER FUNDS										
649 PERMANENT TRANSFERS/OTHER FUND	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
Total INCOMING TRANSFERS FROM OTHER FUNDS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
GENERAL FUND TOTAL	50,313,087	51,302,654	7,052,276	43,260,811	14.02%	12.36%	14.40%	1,004,041	6,048,235	6,706,803

GENERAL FUND - EXPENDITURES BY ORG CODE

WACONIA | September 30, 2021

DESCRIPTION	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	September 30, 2021	September 30, 2020	September 30, 2019	Current YTD vs. Prior YTD	September 30, 2020	September 30, 2019
					% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
005 DISTRICTWIDE	9,382,706	10,010,404	2,598,415	6,784,291	27.69%	24.37%	23.95%	301,970	2,296,445	1,951,638
006 COMMUNITY CENTER	250,800	234,194	23,157	227,643	9.23%	1.47%	8.26%	19,240	3,916	22,005
007 CARVER CTY-FIBER PROJ	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
008 ST. BONI FACILITY	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
110 SOUTHVIEW ELEMENTARY	6,304,810	6,199,176	638,717	5,666,093	10.13%	11.35%	12.53%	(67,642)	706,358	710,719
111 SOUTHVIEW EXTRAS	0	(21,356)	(21,356)	21,356	0.00%	0.00%	#####	(17,895)	(3,461)	(2,499)
115 EARLY CHILDHOOD SPEC ED	981,564	1,012,066	133,817	847,747	13.63%	14.16%	16.33%	1,471	132,346	147,136
120 BAYVIEW ELEMENTARY	5,654,338	5,641,813	678,819	4,975,519	12.01%	11.24%	12.41%	48,928	629,891	676,617
121 BAYVIEW EXTRAS	0	(44,254)	(44,254)	44,254	0.00%	-154885.39%	0.00%	6,858	(51,112)	(45,046)
130 LAKETOWN ELEMENTARY SCHOOL	4,740,234	4,713,313	556,462	4,183,772	11.74%	11.06%	11.62%	38,195	518,267	593,572
131 LAKETOWN ELEMENTARY EXTRAS	0	(8,042)	(8,042)	8,042	0.00%	0.00%	0.00%	4,847	(12,889)	(5,282)
220 WACONIA MIDDLE SCHOOL	8,063,014	7,969,043	924,442	7,138,572	11.47%	10.95%	10.69%	69,840	854,602	854,499
310 WACONIA HIGH SCHOOL	12,045,202	7,974,025	1,564,543	10,480,659	12.99%	12.15%	11.66%	170,200	1,394,343	1,340,133
311 HS STUDENT ACTIVITY STORE	12,000	8,577	(383)	12,383	-3.19%	338.91%	150.31%	12,880	(13,263)	(3,948)
315 TRANSITIONS PROGRAM 18-21	34,315	50,965	20,256	14,059	59.03%	14.13%	15.33%	9,561	10,695	19,937
601 ALC-AREA LEARNING CENTER	456,261	449,929	40,727	415,534	8.93%	8.22%	9.55%	6,826	33,901	48,645
602 ALC-AFTER SCHOOL	71,452	73,100	20,094	51,358	28.12%	-0.23%	-0.08%	20,102	(8)	(7)
611 TARGETED SERVICES	64,879	98,922	49,416	15,463	76.17%	37.23%	79.17%	26,083	23,333	46,631
700 NON PUBLIC	172,000	190,583	20,572	151,428	11.96%	-0.32%	10.66%	21,172	(600)	20,364
701 ST. JOSEPHS	6,428	8,351	3,385	3,043	52.66%	26.21%	3.63%	385	3,000	210
703 TRINITY LUTHERAN SCHOOL	2,322	3,431	1,496	826	64.41%	63.99%	9.52%	(223)	1,719	300
704 HOME SCHOOL SITE	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
810 HIGH SCHOOL SHOW CHOIR	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
815 TRANSITIONS PROGRAM	0	(425)	(425)	425	0.00%	0.00%	0.00%	0	(425)	(537)
822 WMS ACTIVITIES	0	(38,903)	(38,903)	38,903	0.00%	0.00%	0.00%	1,149	(40,052)	(42,028)
831 WHS ACTIVITIES	2,000	(149,982)	(151,951)	153,951	-7597.57%	0.00%	0.00%	(26,350)	(125,601)	(173,115)
880 HIGH SCHOOL PROM	35,000	29,619	0	35,000	0.00%	0.00%	0.00%	4,094	(4,094)	(14,806)
998 TUITION BILLING SITES	255,060	251,770	1,052	254,008	0.41%	-2.76%	-12.14%	10,127	(9,075)	(28,252)
GENERAL FUND TOTAL - ALL SITES	48,534,385	44,656,317	7,010,053	41,524,332	14.44%	13.36%	13.25%	661,818	6,348,235	6,116,885

GENERAL FUND - EXPENDITURES BY PROGRAM CODE

WACONIA | September 30, 2021

DESCRIPTION	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	September 30, 2021	September 30, 2020	September 30, 2019	Current YTD vs. Prior YTD	September 30, 2020	September 30, 2019
					% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
DISTRICT ADMINISTRATION										
010 BOARD OF EDUCATION	92,313	97,997	31,310	61,003	33.92%	3.97%	28.12%	28,241	3,068	16,296
020 OFFICE OF THE SUPERINTENDENT	291,297	303,776	77,382	213,915	26.56%	24.11%	24.76%	5,813	71,569	76,307
030 INSTRUCTIONAL ADMINISTRATION	0	1,122	1,122	(1,122)	0.00%	34.59%	0.00%	(1,092)	2,214	0
TOTAL - DISTRICT ADMINISTRATION	383,610	402,895	109,813	273,797	28.63%	20.19%	25.29%	32,962	76,851	92,603
SITE ADMINISTRATION										
050 SCHOOL ADMINISTRATION	1,052,277	1,092,243	255,736	796,541	24.30%	23.86%	23.91%	2,363	253,373	247,573
TOTAL - SITE ADMINISTRATION	1,052,277	1,092,243	255,736	796,541	24.30%	23.86%	23.91%	2,363	253,373	247,573
SUPPORT SERVICES										
105 GENERAL ADMINISTRATIVE SUPPORT	523,882	564,597	158,035	365,847	30.17%	29.26%	30.72%	3,013	155,022	167,078
107 OTHER ADMINISTRATIVE SUPPORT	179,300	187,520	45,203	134,097	25.21%	24.26%	23.11%	(1,846)	47,048	41,618
108 ADMINISTRATIVE TECHNOLOGY SVC	358,545	366,329	83,208	275,337	23.21%	26.17%	24.83%	(5,998)	89,206	85,493
110 BUSINESS SUPPORT SERVICES	785,013	781,144	188,808	596,205	24.05%	36.72%	37.98%	(86,457)	275,265	293,830
TOTAL - SUPPORT SERVICES	1,846,740	1,899,590	475,254	1,371,486	25.73%	31.23%	31.92%	(91,286)	566,541	588,019
REGULAR INSTRUCTION										
201 EDUCATION, KINDERGARTEN	1,548,627	1,516,381	117,245	1,431,382	7.57%	8.83%	8.43%	(30,147)	147,392	106,887
203 EDUCATION, ELEMENTARY GENERAL	8,233,255	8,079,856	790,589	7,442,666	9.60%	9.67%	11.34%	40,552	750,038	838,435
204 TITLE II, PART A TRAINING & RECRUITING	37,300	32,418	1,570	35,730	4.21%	2.74%	6.01%	392	1,178	2,719
206 TITLE IV, PART A SAFE/DRUG FREE SCHOOLS	10,000	15,549	8,849	1,151	88.49%	3.43%	10.54%	8,308	541	1,500
211 EDUCATION, SECONDARY GENERAL	1,470,389	1,419,146	300,570	1,169,819	20.44%	15.87%	15.41%	82,244	218,327	189,235
212 VISUAL ART	486,020	480,354	42,485	443,535	8.74%	8.36%	9.69%	2,355	40,130	50,443
215 BUSINESS	92,560	91,508	7,654	84,906	8.27%	7.89%	8.22%	260	7,394	7,208
216 TITLE I, PART A IMPROVE ACHIEVE/DISADV	66,100	71,201	11,486	54,614	17.38%	3.89%	12.54%	8,486	3,000	9,003
217 ASSURANCE OF MASTERY	37,715	34,302	0	37,715	0.00%	0.08%	8.57%	(0)	0	4,187
218 GIFTED & TALENTED	57,506	51,697	769	56,737	1.34%	1.37%	9.93%	(28)	796	6,200
219 ENGLISH LEARNER	171,019	170,250	15,164	155,855	8.87%	7.88%	8.44%	1,566	13,597	13,223
220 ENGLISH, LANGUAGE ARTS	1,527,408	1,540,287	159,529	1,367,879	10.44%	8.50%	8.39%	34,102	125,427	158,377
230 FOREIGN/NATIVE LANGUAGE	839,341	838,932	79,349	759,992	9.45%	8.21%	8.31%	9,958	69,391	72,244
240 HEALTH, PHYSICAL ED & RECREATION	1,174,247	1,162,536	99,426	1,074,821	8.47%	8.34%	8.18%	2,415	97,011	92,711
250 FAMILY LIVING SCIENCE	101,123	100,202	8,958	92,165	8.86%	7.98%	8.65%	516	8,442	8,687
255 INDUSTRIAL EDUCATION	130,261	129,934	13,975	116,286	10.73%	8.33%	7.44%	3,195	10,780	9,527
256 MATHEMATICS	1,785,626	1,758,423	140,320	1,645,306	7.86%	8.98%	8.10%	(6,497)	146,818	131,763
257 COMPUTER SCIENCE/TECHNOLOGY ED	109,182	99,827	1,577	107,605	1.44%	8.21%	8.11%	(7,125)	8,701	8,568
258 MUSIC	845,596	836,392	72,904	772,692	8.62%	8.49%	8.53%	1,886	71,018	74,685
260 NATURAL SCIENCES	1,017,477	1,014,610	93,934	923,543	9.23%	8.48%	8.60%	8,112	85,822	85,313
270 SOCIAL SCIENCES/SOCIAL STUDIES	1,113,075	1,110,668	101,754	1,011,321	9.14%	8.62%	8.27%	113	101,641	88,849
TOTAL - REGULAR INSTRUCTION	20,853,827	20,554,473	2,068,105	18,785,722	9.92%	9.43%	9.95%	160,661	1,907,445	1,959,762
EXTRA-CURRICULAR										
291 CO, CURRICULAR ACTIVITIES, NON ATHLETICS	2,000	(91,263)	(93,232)	95,232	-4661.61%	0.00%	0.00%	(18,014)	(75,219)	(76,096)
292 BOYS/GIRLS ATHLETICS	441,335	481,095	134,468	306,867	30.47%	18.73%	14.27%	55,294	79,174	61,334
294 BOYS ATHLETICS	347,908	322,453	19,392	328,516	5.57%	-8.27%	3.35%	48,386	(28,994)	13,064
296 GIRLS ATHLETICS	357,239	319,886	10,573	346,666	2.96%	-1.32%	2.03%	15,334	(4,761)	7,495
298 EXTRA, CURRICULAR ACTIVITIES	493,958	301,877	(103,030)	596,988	-20.86%	-23.32%	-15.64%	(50,930)	(52,100)	(54,767)
TOTAL - EXTRA-CURRICULAR ACTIVITIES	1,642,440	1,334,048	(31,830)	1,674,270	-1.94%	-6.03%	-3.18%	50,071	(81,900)	(48,970)
VOCATIONAL INSTRUCTION										
301 AGRICULTURAL EDUCATION	79,570	80,952	8,987	70,583	11.29%	9.91%	7.14%	187	8,801	6,668
331 FAMILY & CONSUMER SCIENCE	111,370	105,149	6,118	105,252	5.49%	7.60%	7.65%	(323)	6,440	7,059
341 BUSINESS & OFFICE EDUCATION	92,112	93,723	11,605	80,507	12.60%	10.02%	9.93%	2,044	9,561	10,369
361 TRADE & INDUSTRIAL EDUCATION	261,867	239,782	5,231	256,636	2.00%	4.22%	3.89%	(6,229)	11,461	10,696
380 SPECIAL NEEDS	5,755	8,006	2,867	2,888	49.82%	20.09%	129.44%	(5,847)	8,714	5,936
TOTAL - VOCATIONAL INSTRUCTION	550,674	527,613	34,809	515,866	6.32%	7.70%	7.15%	(10,169)	44,977	40,728

				September 30, 2021	September 30, 2020	September 30, 2019					
DESCRIPTION	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. Prior YTD	September 30, 2020	September 30, 2019	
SPECIAL ED INSTRUCTION											
400	GENERAL SPECIAL EDUCATION	21,150	19,708	0	21,150	0.00%	0.00%	93.15%	0	0	15,729
401	SPEECH/LANGUAGE IMPAIRED	571,547	560,321	58,745	512,802	10.28%	10.29%	10.50%	3,357	55,388	36,099
402	MILD,MODERATE COGNITIVE DISAB	631,420	639,211	73,051	558,369	11.57%	9.58%	8.35%	16,160	56,891	56,924
403	SEVERE,PROFOUND COGNITIVE DISAB	345,771	362,864	54,609	291,162	15.79%	5.55%	8.87%	33,845	20,763	23,875
404	PHYSICALLY IMPAIRED	122,262	121,060	10,791	111,471	8.83%	7.98%	4.23%	1,332	9,459	5,938
405	DEAF, HARD OF HEARING	203,924	201,164	19,678	184,246	9.65%	9.14%	12.71%	1,867	17,811	32,130
406	VISUALLY IMPAIRED	7,420	7,195	0	7,420	0.00%	0.00%	0.00%	0	0	0
407	SPECIFIC LEARNING DISABILITY	1,472,413	1,472,368	141,630	1,330,783	9.62%	8.53%	9.86%	17,451	124,178	131,270
408	EMOTIONAL/BEHAVIORAL DISORDER	1,072,939	1,066,521	91,202	981,737	8.50%	7.20%	8.47%	15,765	75,437	72,152
409	DEAF,BLIND	13,849	13,712	1,159	12,690	8.37%	8.22%	8.15%	19	1,141	1,085
410	OTHER HEALTH DISABILITIES	743,390	730,788	58,774	684,616	7.91%	8.16%	10.64%	(1,095)	59,869	86,026
411	AUTISTIC SPECTRUM DISORDERS	1,784,581	1,771,942	164,866	1,619,715	9.24%	9.72%	9.48%	(10)	164,877	167,134
412	DEVELOPMENTALLY DELAYED	1,035,859	1,057,614	130,689	905,170	12.62%	13.13%	12.78%	(672)	131,360	131,352
414	TRAUMATIC BRAIN INJURY	54,975	53,171	3,546	51,429	6.45%	8.34%	2.89%	(977)	4,523	1,436
416	SEVERELY MULTIPLY IMPAIRED	165,392	166,043	17,205	148,187	10.40%	9.40%	9.89%	1,137	16,068	22,283
420	SPECIAL ED,AGGREGATE 3+	1,173,773	1,193,536	192,294	981,479	16.38%	12.82%	10.34%	38,700	153,595	130,440
422	SPECIAL ED,STUDENTS W/O DISABILITES	187,286	180,538	17,629	169,657	9.41%	6.04%	6.23%	1,547	16,082	15,346
	TOTAL - SPECIAL ED INSTRUCTION	9,607,951	9,617,756	1,035,868	8,572,083	10.78%	9.58%	10.00%	128,426	907,442	929,218
COMMUNITY EDUCATION											
505	GENERAL COMMUNITY EDUCATION	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
570	SCHOOL AGE CARE	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
578	OPTIONAL FEE,BASED PROGRAMS FOR KINDE	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
580	EARLY CHILDHOOD & FAMILY ED	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
582	SCHOOL READINESS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
583	EARLY CHILDHOOD SCREENING	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
585	YOUTH DEV/AFTER SCHOOL ENRICH	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
590	OTHER COMMUNITY PROGRAMS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
	TOTAL - COMMUNITY EDUCATION	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT											
605	GENERAL INSTRUCTIONAL SUPPORT	717,578	705,296	122,170	595,408	17.03%	16.97%	17.71%	(1,610)	123,779	129,306
610	CURRICULUM CONSULT & DEV	639,510	680,956	164,080	475,430	25.66%	29.03%	20.95%	(18,931)	183,011	142,017
620	LIBRARY MEDIA CENTER	451,883	473,424	73,025	378,858	16.16%	10.04%	10.79%	28,767	44,258	47,704
630	INSTRUCTION,RELATED TECHNOLOGY	1,074,977	1,384,220	671,548	403,429	62.47%	27.87%	37.29%	349,804	321,744	349,576
640	STAFF DEVELOPMENT	242,874	234,504	67,024	175,850	27.60%	49.63%	35.20%	(3,928)	70,952	57,132
	TOTAL - INSTRUCTIONAL SUPPORT	3,126,822	3,478,400	1,097,847	2,028,975	35.11%	24.01%	24.60%	354,102	743,745	725,734
PUPIL SUPPORT SERVICES											
710	SECONDARY COUNSELING/GUIDANCE	691,238	674,659	63,800	627,438	9.23%	10.39%	10.90%	(2,134)	65,934	63,715
712	ELEMENTARY COUNSELING/GUIDANCE	168,207	166,190	13,873	154,334	8.25%	8.34%	8.23%	482	13,391	13,120
715	SCHOOL SECURITY	177,561	132,942	15,606	161,955	8.79%	26.72%	23.75%	(2,788)	18,393	22,366
718	OTHER SCHOOL SAFETY	0	750	750	(750)	0.00%	0.00%	0.00%	750	0	0
720	HEALTH SERVICES	404,019	413,677	50,511	353,508	12.50%	10.15%	19.24%	15,973	34,539	41,441
740	SOCIAL WORK SERVICES	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
760	PUPIL TRANSPORTATION	2,859,838	3,072,933	250,143	2,609,695	8.75%	0.29%	8.14%	242,717	7,427	236,217
770	FOOD SERVICES	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
790	OTHER PUPIL SUPPORT SERVICES	22,000	26,906	0	22,000	0.00%	0.05%	0.00%	(13)	13	0
	TOTAL - PUPIL SUPPORT SERVICES	4,322,863	4,488,056	394,683	3,928,180	9.13%	3.68%	9.47%	254,986	139,697	376,860
FACILITIES											
810	OPERATIONS & MAINTENANCE	3,579,161	3,697,795	864,362	2,714,799	24.15%	21.32%	22.66%	19,529	844,833	786,513
850	CAPITAL FACILITIES	718,399	(3,364,967)	271,709	446,690	37.82%	39.42%	13.20%	(137,802)	409,511	72,244
865	LTFM NOT PRO 866,867,868	464,121	439,389	58,796	405,325	12.67%	44.95%	8.71%	(65,853)	124,649	44,315
866	LTFM \$100,000,\$1.99M FIN 358,363,366	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
870	BUILDING CONSTRUCTION	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
	TOTAL - FACILITIES	4,761,681	772,217	1,194,866	3,566,815	25.09%	26.12%	19.95%	(184,127)	1,378,993	903,072
9	OTHER FINANCING USES										

GENERAL FUND - EXPENDITURES BY FIN CODE

WACONIA | September 30, 2021

DESCRIPTION	Current Budget	Expenses YTD	Budget Remaining	September 30, 2021	September 30, 2020	September 30, 2019	Current YTD vs. Prior YTD	September 30, 2020	September 30, 2019
				% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
DISTRICT WIDE									
000 DISTRICT WIDE	30,022,547	4,404,614	25,617,933	14.67%	14.49%	14.18%	259,764	4,144,850	4,019,451
Total DISTRICT WIDE	30,022,547	4,404,614	25,617,933	14.67%	14.49%	14.18%	259,764	4,144,850	4,019,451
FEDERALLY SUPPORTED SOURCES									
150 ARP SUMMER ACAD ENRICH	108,164	7,998	100,166	7.39%	0.00%	0.00%	7,998	0	0
151 ESSER 90% FORMULA ALLOCATION	0	0	0	0.00%	165.16%	0.00%	(91,665)	91,665	0
152 ESSER 9.5% STATE DIRECTED GRANT	0	0	0	0.00%	0.19%	0.00%	(65)	65	0
153 GEER GOVERNOR'S EMERGENCY ED	0	0	0	0.00%	27.03%	0.00%	(2,472)	2,472	0
154 CORONAVIRUS RELIEF FUND	0	1,122	(1,122)	0.00%	21.51%	0.00%	(195,797)	196,918	0
155 ESSER II - 90%	0	1,125	(1,125)	0.00%	0.00%	0.00%	1,125	0	0
160 ESSER III-90% ALLOC	0	169,962	(169,962)	0.00%	0.00%	0.00%	169,962	0	0
161 ESSER III-90% LEARNING LOSS	109,525	123,589	(14,064)	112.84%	0.00%	0.00%	123,589	0	0
163 EXPANDED SUMMER LEARNING - ESS	47,550	17,962	29,588	37.77%	0.00%	0.00%	17,962	0	0
ARP IDEA PART B 611	0	416	(416)	0.00%	0.00%	0.00%	416	0	0
Total FEDERALY SUPPORTED SOURC	265,239	322,174	(56,935)	121.47%	23.09%	0.00%	31,053	291,121	0
STATE SUPPORTED PROGRAMS									
302 OPERATING CAPITAL	1,408,677	527,802	880,875	37.47%	37.01%	36.82%	24,437	503,365	420,286
303 AREA LEARNING CENTER	503,000	86,261	416,739	17.15%	12.41%	17.72%	31,572	54,689	90,356
309 BASIC SKILLS FOR EXTENDED TIME	3,908	0	3,908	0.00%	0.00%	0.00%	0	0	0
311 TELECOMMUNICATIONS ACCESS COS	19,250	0	19,250	0.00%	0.00%	0.00%	0	0	0
316 GENERAL EDUCATION FOR STAFF DE	489,834	126,094	363,740	25.74%	35.17%	29.00%	(8,188)	134,283	114,661
317 BASIC SKILLS	208,734	15,164	193,570	7.26%	7.86%	8.55%	1,566	13,598	20,571
319 TEACHER DEVELOPMENT & EVAL REV	391,190	90,946	300,244	23.25%	21.20%	19.03%	8,993	81,953	84,488
320 AMERICAN INDIAN EDUCATION AID	0	507	(507)	0.00%	0.00%	0.00%	507	0	0
321 COMMUNITY EDUCATION	0	0	0	0.00%	0.00%	0.00%	0	0	0
325 ECFE	0	0	0	0.00%	0.00%	0.00%	0	0	0
328 HOME VISITING	0	0	0	0.00%	0.00%	0.00%	0	0	0
330 LEARNING & DEVELOPMENT	1,273,710	16,797	1,256,913	1.32%	1.09%	8.39%	823	15,974	90,613
332 AFTER SCHOOL ENRICHMENT	0	0	0	0.00%	0.00%	0.00%	0	0	0
337 EARLY LEARNING SCHOLARSHIP/PATI	0	0	0	0.00%	0.00%	0.00%	0	0	0
338 EARLY LEARNING SCHOLARSHIP/PATI	0	0	0	0.00%	0.00%	0.00%	0	0	0
342 SAFE SCHOOLS LEVY	177,561	16,356	161,205	9.21%	11.23%	7.49%	(2,038)	18,393	22,366
344 SCHOOL READINESS	0	0	0	0.00%	0.00%	0.00%	0	0	0
347 PHYSICAL HAZARDS	51,199	7,081	44,118	13.83%	15.18%	32.64%	3,373	3,708	15,871
349 OTHER HAZARDOUS MATERIALS	13,500	485	13,015	3.59%	1.36%	38.46%	438	47	3,895
350 AID TO NONPUBLIC HEALTH SERVICE	0	0	0	0.00%	0.00%	0.00%	0	0	0
351 AID NONPUBLIC BOOKS/TESTS/TECH	0	0	0	0.00%	0.00%	0.00%	0	0	0
352 ENVIRONMENTAL H&S MANAGEMENT	88,422	1,074	87,348	1.21%	5.44%	10.87%	(2,880)	3,954	9,272
353 AID NONPUBLIC GUIDANCE/COUNSEL	0	0	0	0.00%	0.00%	0.00%	0	0	0
354 EARLY CHILDHOOD SCREENING PROC	0	0	0	0.00%	0.00%	0.00%	0	0	0
358 ASBESTOS REMOVAL & ENCAPSULAT	0	2,489	(2,489)	0.00%	43.08%	6.41%	1,051	1,438	1,247

				September 30, 2021	September 30, 2020	September 30, 2019				
DESCRIPTION		Current Budget	Expenses YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. Prior YTD	September 30, 2020	September 30, 2019
362	YOUTH DEVELOPMENT/YOUTH SERVICE	0	0	0	0.00%	0.00%	0.00%	0	0	0
363	FIRE SAFETY	35,000	9,718	25,282	27.77%	41.64%	7.52%	(369)	10,087	2,180
366	INDOOR AIR QUALITY	1,000	97	903	9.69%	9.09%	1.53%	50	47	46
367	ACCESSIBILITY	0	0	0	0.00%	1655.35%	0.00%	(922)	922	0
368	BUILDING ENVELOPE (EXCLUDE ROOFING)	115,000	722	114,278	0.63%	81.55%	0.00%	(34,338)	35,060	0
369	BUILDING HARDWARE & EQUIPMENT	30,000	0	30,000	0.00%	31.89%	0.00%	(517)	517	0
370	ELECTRICAL	0	0	0	0.00%	0.00%	0.00%	(22,307)	22,307	0
372	MEDICAL ASSISTANCE,3RD PARTY REIMBURSEMENT	142,000	730	141,270	0.51%	-19.01%	-19.95%	25,774	(25,044)	(29,010)
379	INTERIOR SURFACES	20,000	2,798	17,202	13.99%	119.55%	0.00%	(20,247)	23,045	0
380	MECHANICAL SYSTEMS	35,000	32,200	2,800	92.00%	13.90%	21.42%	26,925	5,276	3,955
381	PLUMBING	0	0	0	0.00%	0.00%	0.00%	(868)	868	0
383	ROOFING SYSTEMS	40,000	0	40,000	0.00%	0.00%	0.00%	0	0	0
384	SITE PROJECTS	35,000	2,500	32,500	7.14%	37.19%	3.38%	(14,873)	17,373	7,850
385	DEFERRED MAINTENANCE	0	0	0	0.00%	0.00%	0.00%	0	0	0
388	GIFTED & TALENTED	57,506	769	56,737	1.34%	1.37%	9.93%	(28)	796	6,200
	Total STATE SUPPORTED PROGRAMS	5,139,491	940,589	4,198,902	18.30%	18.68%	17.73%	17,934	922,655	864,847
FEDERAL AID RECEIVED FROM STATE										
401	TITLE I, PART A ACADEMIC ACH/DISABILITY	66,100	11,486	54,614	17.38%	4.13%	12.54%	8,486	3,000	9,003
414	TITLE II, PART A TEACH/PRINCIPAL TRAINING	37,300	1,570	35,730	4.21%	2.74%	6.32%	392	1,178	2,719
419	IDEA, PART B (611) INDIV W/DISAB AGING	0	0	0	0.00%	31.30%	13.16%	(90,766)	90,766	80,242
420	IDEA, PART B (619) PRESCH AGE 3-5 YEARS	15,862	0	15,862	0.00%	0.00%	0.00%	0	0	0
422	IDEA BIRTH THROUGH TWO	11,500	0	11,500	0.00%	0.00%	0.00%	0	0	0
428	CARL PERKINS VOC & APPLIED TECH	0	0	0	0.00%	0.00%	0.00%	0	0	0
499	MISC FEDERAL REVENUE/MDE	10,000	8,849	1,151	88.49%	3.43%	10.54%	8,308	541	1,500
628	CARL PERKINS VOC & APPLIED TECH	12,760	2,349	10,411	18.41%	0.00%	2.04%	2,349	0	300
	Total FEDERAL AID RECEIVED FROM STATE	153,522	24,254	129,268	15.80%	20.70%	12.02%	(71,231)	95,485	93,764
CHILD NUTRITION										
701	NATIONAL SCHOOL LUNCH	0	0	0	0.00%	0.00%	0.00%	0	0	0
705	SCHOOL BREAKFAST	0	0	0	0.00%	0.00%	0.00%	0	0	0
707	A LA CARTE/OTHER	0	0	0	0.00%	0.00%	0.00%	0	0	0
	Total CHILD NUTRITION	0	0	0	0.00%	0.00%	0.00%	0	0	0
TRANSPORTATION										
720	REGULAR TO AND FROM SCHOOL	1,359,838	193,813	1,166,025	14.25%	0.67%	17.02%	186,625	7,189	193,766
723	SPECIAL EDUCATION TRANSPORTATION	1,406,425	56,902	1,349,523	4.05%	0.02%	2.90%	56,664	238	44,602
728	SPECIAL TRANSPORT OF SELECTED PUPILS	100,000	0	100,000	0.00%	0.00%	0.00%	0	0	0
733	NON,AUTHORIZED TRANSPORTATION	94,435	(1,251)	95,686	-1.32%	0.00%	-1.06%	(1,251)	0	(1,525)
	Total TRANSPORTATION	2,960,698	249,464	2,711,234	8.43%	0.28%	7.74%	242,037	7,427	236,843
SPECIAL EDUCATION										
740	STATE,SPECIAL ED AGE BIRTH-21	9,412,214	1,034,151	8,378,063	10.99%	9.33%	10.14%	192,430	841,721	859,972
	Total SPECIAL EDUCATION	9,412,214	1,034,151	8,378,063	10.99%	9.33%	10.14%	192,430	841,721	859,972
LEVY SUPPORTED PROGRAMS										
791	PROJECT CERT OF PARTICIP/LEASE,FUNDS	0	0	0	0.00%	0.00%	0.00%	0	0	0
797	OPEB PAY AS YOU GO	35,000	0	35,000	0.00%	0.00%	0.00%	0	0	0
798	CHILDREN/DISAB SCHOOL AGE CARE	0	0	0	0.00%	0.00%	0.00%	0	0	0

DESCRIPTION	Current Budget	Expenses YTD	Budget Remaining	September 30, 2021	September 30, 2020	September 30, 2019	Current YTD vs. Prior YTD	September 30, 2020	September 30, 2019
				% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
Total LEVY SUPPORTED PROGRAMS	35,000	0	35,000	0.00%	0.00%	0.00%	0	0	0
CAREER TECH AND FED FUNDED GRA									
830 CAREER & TECH EDUCATION REV	544,919	31,941	512,978	5.86%	6.71%	6.09%	(4,322)	36,263	33,357
835 CAREER & TECH,CHILDREN/DISAB	755	2,867	(2,112)	379.76%	20.99%	237.92%	(5,847)	8,714	8,652
Total CAREER TECH AND FED FUNDEI	545,674	34,809	510,866	6.38%	7.73%	7.62%	(10,169)	44,977	42,009
GENERAL FUND TOTAL	48,534,385	7,010,053	41,524,332	14.44%	13.36%	13.25%	661,818	6,348,235	6,116,885

GENERAL FUND - EXPENDITURES BY OBJECT CODE

WACONIA | September 30, 2021

DESCRIPTION	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	September	September	September	Current YTD vs. Prior YTD	September 30, 2020	September 30, 2019
					30, 2021	30, 2020	30, 2019			
					% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
110 ADMINISTRATION/SUPERVISION	2,423,727	2,427,004	597,659	1,826,068	24.66%	24.64%	24.51%	(1,242)	598,901	592,053
120 EC/ABE/SCHOOL READINESS, ABE AD	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
140 LICENSED CLASSROOM TEACHER	16,259,755	16,247,739	1,383,564	14,876,191	8.51%	8.65%	8.62%	9,688	1,373,876	1,381,024
141 NON,LIC CLASSROOM PERSONNEL	254,247	249,989	16,207	238,040	6.37%	7.61%	8.67%	(19,059)	35,266	14,497
143 LICENSED INSTRUCTIONAL SUPPORT	757,286	774,918	78,839	678,447	10.41%	6.42%	7.15%	30,388	48,451	48,486
144 NON,LIC INSTRUCTIONAL SUPPORT	103,706	105,922	11,360	92,346	10.95%	6.71%	8.96%	3,980	7,380	11,752
145 SUBSTITUTE TEACHER,LICENSED	517,813	514,722	34,313	483,500	6.63%	5.78%	13.23%	6,506	27,808	55,489
146 SUBSTITUTE NON,LIC CLASSROOM	8,714	9,875	2,536	6,178	29.10%	1.64%	19.20%	2,407	129	1,666
150 PHYSICAL THERAPIST	29,013	30,759	7,193	21,820	24.79%	32.98%	24.95%	199	6,993	6,924
151 OCCUPATIONAL THERAPIST	213,560	212,644	36,161	177,399	16.93%	17.72%	17.03%	4,064	32,097	27,762
152 SPEECH/LANGUAGE PATHOLOGIST	412,952	401,426	38,709	374,243	9.37%	9.82%	9.90%	235	38,474	24,038
154 SCHOOL NURSE	273,488	288,189	38,928	234,560	14.23%	9.43%	9.07%	14,138	24,790	21,864
155 LICENSED NURSING SERVICES	106,424	104,120	9,571	96,853	8.99%	8.80%	13.08%	2,401	7,170	11,230
156 SOCIAL WORKER	81,330	81,329	6,718	74,612	8.26%	8.18%	8.22%	186	6,532	6,288
157 SCHOOL PSYCHOLOGIST	201,548	202,430	17,474	184,074	8.67%	8.19%	8.20%	1,156	16,318	18,452
161 CERTIFIED PARA/PCA	1,270,879	1,293,451	128,567	1,142,312	10.12%	7.05%	9.53%	41,030	87,537	137,094
162 CERTIFIED ONE ON ONE PARA	540,918	538,552	35,420	505,498	6.55%	6.93%	7.02%	(761)	36,180	37,920
163 FOREIGN LANGUAGE INTERPRETER	6,376	5,984	289	6,087	4.54%	7.68%	8.78%	(81)	371	390
164 INTERPRETER FOR THE DEAF	1,025	919	0	1,025	0.00%	100.00%	9.98%	(464)	464	3,367
165 SCHOOL COUNSELOR	659,348	658,826	55,041	604,307	8.35%	9.04%	8.22%	(2,150)	57,191	49,251
170 NON,INSTRUCTIONAL SUPPORT	1,622,945	1,609,110	351,531	1,271,414	21.66%	23.37%	23.47%	1,672	349,858	379,655
174 REC SERVICES/DAPE SPECIALIST	85,792	86,066	7,128	78,664	8.31%	7.80%	8.30%	523	6,605	6,199
176 SOCIAL WORKER/INTERAGENCY	1,353,251	1,346,239	327,541	1,025,710	24.20%	23.56%	25.59%	9,161	318,381	333,273
182 OBJECT	0	2,415	2,415	(2,415)	0.00%	0.00%	0.00%	2,415	0	0
185 OTHER LICENSED/CERTIFIED SALARY	749,614	747,298	172,963	576,651	23.07%	15.26%	25.21%	69,989	102,974	174,015
186 OTHER NON LICENSED SALARY	158,846	168,748	28,834	130,012	18.15%	5.26%	14.17%	17,109	11,725	26,564
191 SEVERANCE	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
195 INTERDEPART SALARIES (CHGBK)	(44,880)	(44,880)	0	(44,880)	0.00%	0.00%	0.00%	0	0	0
199 SALARY ADJ CAFETERIA PLAN/IN LIEU	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL SALARIES AND WAGES	28,047,677	28,063,792	3,388,960	24,658,717	12.08%	11.59%	12.30%	193,488	3,195,472	3,369,252
EMPLOYEE BENEFITS										
210 FICA/MEDICARE	2,077,316	2,071,636	247,792	1,829,524	11.93%	11.63%	12.43%	15,486	232,306	242,551
214 PERA	463,038	461,160	79,759	383,279	17.23%	16.78%	18.52%	2,354	77,405	83,106
218 TRA	1,686,465	1,703,630	185,668	1,500,797	11.01%	10.02%	10.45%	15,742	169,926	174,042
220 HEALTH INSURANCE	5,393,344	5,430,844	678,279	4,715,065	12.58%	12.16%	11.91%	16,461	661,818	586,078
225 OBJECT	0	5	5	(5)	0.00%	0.00%	0.00%	5	0	0
230 LIFE INSURANCE	34,648	34,112	3,307	31,341	9.54%	11.11%	11.11%	27	3,280	3,208
235 DENTAL INSURANCE	133,044	137,132	20,756	112,288	15.60%	11.53%	12.61%	5,321	15,435	13,686
240 LONG TERM DISABILITY INSURANCE	44,925	45,038	5,396	39,529	12.01%	11.67%	11.90%	90	5,307	5,250
250 TSA/DEFERRED COMP	452,863	455,300	54,162	398,701	11.96%	11.68%	11.72%	1,042	53,120	52,284
251 TAX ADVANTAGE EMPLOYER HLTH AF	219,283	266,167	106,627	112,656	48.63%	42.89%	18.87%	11,378	95,249	21,738
270 WORKERS COMPENSATION	192,000	167,989	97,999	94,001	51.04%	65.42%	55.83%	(12,691)	110,690	121,705
280 UNEMPLOYMENT COMPENSATION	10,000	10,000	0	10,000	0.00%	0.00%	0.00%	0	0	0
291 OPEB (PAY AS YOU GO)	35,000	35,000	0	35,000	0.00%	0.00%	0.00%	0	0	0
295 INTERDEPART BENEFITS (CHGBK)	(9,180)	(9,180)	0	(9,180)	0.00%	0.00%	0.00%	0	0	0
299 OTHER EMPLOYEE BENEFITS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL EMPLOYEE BENEFITS	10,732,746	10,808,834	1,479,751	9,252,995	13.79%	13.34%	13.02%	55,215	1,424,536	1,303,649
PURCHASED SERVICES										

		September 30, 2021	September 30, 2020	September 30, 2019							
DESCRIPTION	Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. Prior YTD	September 30, 2020	September 30, 2019	
300	PURCHASED SERVICES	0	750	750	(750)	0.00%	0.00%	0.00%	750	0	0
303	FEDERAL SUB AWARD <=\$25000	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
305	CONSULTING FEES/FEES FOR SERVICE	822,123	807,055	121,635	700,488	14.80%	27.21%	30.32%	(62,020)	183,655	249,411
306	SPEC ED LITIGATION COSTS	4,000	3,962	0	4,000	0.00%	0.00%	0.00%	0	0	0
315	REPAIRS & MAINT FOR TECHNOLOGY	37,000	21,214	3,978	33,022	10.75%	33.01%	50.02%	911	3,067	7,851
319	COMPUTER & TECHNOLOGY SVCS	60,949	32,984	11,139	49,810	18.28%	71.50%	0.00%	(2,813)	13,952	0
320	COMMUNICATION SERVICES	113,640	120,618	14,215	99,425	12.51%	5.16%	5.90%	3,296	10,919	7,862
329	POSTAGE & PARCEL SERVICES	18,195	17,003	2,577	15,618	14.16%	18.69%	12.43%	(269)	2,846	1,936
330	UTILITY SERVICES	587,175	579,796	74,862	512,313	12.75%	5.24%	14.83%	39,990	34,872	112,013
340	INSURANCE	243,500	255,941	252,863	(9,363)	103.85%	100.00%	100.00%	9,525	243,338	128,183
350	REPAIRS & MAINTENANCE	288,486	347,642	116,150	172,336	40.26%	13.35%	32.49%	82,299	33,851	48,872
353	CERTIFIED PARA/PCA >\$25000	71,986	80,442	27,324	44,662	37.96%	24.11%	21.79%	9,325	17,999	17,480
358	INTERPRETER/LANGUAGE <=\$25000	1,600	1,578	16	1,584	1.00%	0.62%	8.39%	(6)	22	135
360	TRANSPORT CONTR <=\$25,000	2,663,974	2,741,165	107,996	2,555,978	4.05%	-2.05%	4.43%	160,010	(52,013)	126,916
365	INTERDEPART TRANSPORT (CHGBK)	150,000	150,000	0	150,000	0.00%	0.00%	0.00%	0	0	0
366	TRAVEL CONVENTIONS/CONFERENCE	138,398	137,059	30,133	108,265	21.77%	17.20%	20.36%	14,407	15,726	21,954
368	OUT OF STATE TRAVEL/FEDERAL REIMB	1,046	409	0	1,046	0.00%	0.00%	0.00%	0	0	0
369	ENTRY FEES/STUDENT TRAVEL ALLOW	73,738	81,568	17,194	56,544	23.32%	0.00%	17.42%	17,194	0	10,032
370	OPERATING LEASE/RENTAL	151,578	148,897	9,126	142,452	6.02%	2.04%	13.37%	7,348	1,777	21,046
390	PYMT FOR ED PURPOSE TO MN DISTRICT	298,000	328,393	56,268	241,732	18.88%	25.02%	5.84%	(27,622)	83,890	14,920
391	PYMT TO MN SCHOOL (COST SHARE)	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
392	PYMT FOR ED PURP OUT OF STATE/OTHER	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
393	SPEC ED TRANSITION/CHILD W/DISABILITY	0	387	387	(387)	0.00%	0.00%	0.00%	387	0	0
394	PYMT FOR ED TO OTHER AGENCY	140,000	145,956	15,001	124,999	10.72%	28.41%	0.87%	(19,608)	34,610	1,255
396	SPEC ED SALARY/OTHER DISTRICT	111,780	111,743	0	111,780	0.00%	0.00%	0.00%	0	0	0
397	SPEC ED BENEFITS/OTHER DISTRICT	25,800	25,683	0	25,800	0.00%	0.00%	0.00%	0	0	0
398	INTERDEPART SERVICES (CHGBK)	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
399	CONTRACT SPEC ED/OTHER DISTRICT/CONTRACT	11,580	18,078	0	11,580	0.00%	-43.77%	0.00%	25,044	(25,044)	(29,010)
	TOTAL PURCHASED SERVICES	6,014,548	6,158,321	861,615	5,152,933	14.33%	10.90%	12.77%	258,149	603,466	740,857
	SUPPLIES										
401	SUPPLIES, NON INSTRUCTIONAL	462,330	259,340	(175,550)	637,880	-37.97%	3.94%	-31.71%	(203,921)	28,371	(129,674)
405	NON-INSTRUCTIONAL SOFTWARE LICENSE	189,272	204,657	184,159	5,113	97.30%	100.31%	90.63%	(10,666)	194,825	166,373
406	INSTRUCTIONAL SOFTWARE LICENSE	191,707	196,217	158,594	33,113	82.73%	66.94%	79.77%	15,180	143,414	121,015
430	SUPPLIES & MATERIALS NON INDIVIDUAL	388,842	359,513	71,341	317,501	18.35%	3.28%	27.03%	65,155	6,186	42,815
433	SUPPLIES & MATERIALS INDIVIDUAL INSTRUMENT	105,914	104,937	34,878	71,036	32.93%	15.09%	13.17%	22,466	12,412	8,900
440	FUELS	303,000	324,712	42,431	260,569	14.00%	5.97%	11.44%	25,088	17,344	29,490
455	NONINSTRUCTIONAL TECH SUPPLIES	10,000	13,203	5,657	4,343	56.57%	17.88%	35.38%	4,588	1,069	1,479
456	INSTRUCTIONAL TECH SUPPLIES	11,055	11,392	4,403	6,652	39.83%	25.94%	0.00%	4,246	157	0
460	TEXTBOOKS	193,218	132,216	75,939	117,279	39.30%	70.44%	86.76%	15,351	60,589	132,008
461	STANDARDIZED TESTS	31,000	25,681	(2,018)	33,018	-6.51%	-4.23%	-5.79%	(641)	(1,377)	(1,309)
465	NONINSTRUCTIONAL TECH DEVICES	725	488	0	725	0.00%	0.00%	0.00%	0	0	0
466	INSTRUCTIONAL TECH DEVICES	112,557	390,047	279,487	(166,930)	248.31%	0.00%	-20.71%	279,487	0	(1,358)
470	MEDIA RESOURCES	19,879	34,911	17,693	2,186	89.01%	7.86%	23.85%	16,091	1,602	4,258
490	FOOD	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
491	COMMODITIES	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
495	MILK	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
	TOTAL SUPPLIES	2,019,499	2,057,314	697,015	1,322,484	34.51%	23.50%	26.13%	232,423	464,592	373,998
	SUPPLIES & EQUIPMENT										
505	CAPITALIZED NONINSTRUCTIONAL SOFTWARE	3,000	1,735	0	3,000	0.00%	0.00%	100.00%	0	0	3,000
510	SITE OR GROUNDS ACQUISITION	125,000	87,115	3,222	121,778	2.58%	63.00%	-10.82%	(73,622)	76,844	(25,921)
520	BUILDING ACQ OR CONSTRUCTION	110,000	128,432	37,723	72,277	34.29%	40.51%	1.88%	(45,270)	82,993	7,850
530	OTHER EQUIPMENT PURCHASE	131,266	115,527	35,890	95,376	27.34%	35.29%	46.17%	9,650	26,240	46,608
533	EQUIP SP ED DIRECT INSTRUCTION	10,788	6,031	0	10,788	0.00%	0.00%	0.00%	0	0	3,522
535	CAPITAL LEASES	0	0	0	0	0.00%	0.00%	0.00%	0	0	0

						September 30, 2021	September 30, 2020	September 30, 2019			
DESCRIPTION		Adopted Budget	Projected End Of Year	Expenses YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. Prior YTD	September 30, 2020	September 30, 2019
555	CAPITAL NONINSTR TECH HARDWARE	2,144	886	0	2,144	0.00%	261.91%	59.98%	1,559	(1,559)	21,280
556	CAPITALIZED INSTR TECH HARDWARE	172,405	195,015	127,250	45,155	73.81%	58.25%	98.42%	50,810	76,440	62,340
580	PRINCIPAL ON CAPITAL LEASE	449,595	316,440	132,870	316,725	29.55%	29.08%	58.61%	5,343	127,528	36,742
581	INTEREST ON CAPITAL LEASE	209,200	204,485	99,525	109,675	47.57%	50.79%	0.00%	(8,448)	107,973	0
589	LEASE TRANSACTIONS/INSTALL SALE	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
	TOTAL SUPPLIES & EQUIPMENT	1,213,398	1,055,666	436,481	776,917	35.97%	41.64%	16.84%	(59,977)	496,458	155,420
	DEBT SERVICE										
710	BOND, REDEMPTION OF PRINCIPAL	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
720	BOND, INTEREST	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
730	LOANS, REDEMPTION OF PRINCIPAL	81,287	(3,913,721)	81,287	0	100.00%	100.00%	100.00%	0	81,287	81,287
740	LOANS, INTEREST	65,000	71,082	22,239	42,761	34.21%	39.23%	22.54%	(20,830)	43,069	37,597
790	OTHER DEBT SVC EXPENDITURES	15,000	2,003	1,800	13,200	12.00%	97.25%	100.00%	(12,175)	13,975	14,800
	TOTAL DEBT SERVICE	161,287	(3,840,636)	105,326	55,961	65.30%	67.33%	50.85%	(33,005)	138,331	133,684
	OTHER EXPENDITURES										
820	DUES, MEMBERSHIP, LICENSE, FEES	61,267	69,062	40,906	20,361	66.77%	39.74%	59.39%	15,526	25,380	40,026
891	TRA & PERA SPEC SITUATION PENSIO	147,051	147,051	0	147,051	0.00%	0.00%	0.00%	0	0	0
895	FED/NONPUBLIC INDIRECT (CHGBK)	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
896	TAXES & SPECIAL ASSESSMENTS	74,912	74,912	0	74,912	0.00%	0.00%	0.00%	0	0	0
898	SCHOLARSHIPS	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
899	MISCELLANEOUS EXPENDITURES	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
	TOTAL OTHER EXPENDITURES	283,230	291,025	40,906	242,324	14.44%	9.40%	14.96%	15,526	25,380	40,026
	OTHER FINANCING USES										
910	PERMANENT TRANSFER/OTHER FUNCI	62,000	62,000	0	62,000	0.00%	0.00%	0.00%	0	0	0
920	BOND REFUNDING PAYMENT	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
	TOTAL OTHER FINANCING USES	62,000	62,000	0	62,000	0.00%	0.00%	0.00%	0	0	0
	GENERAL FUND TOTAL	48,534,385	44,656,317	7,010,053	41,524,332	14.44%	13.36%	13.25%	661,818	6,348,235	6,116,885

Budget and Finance Meeting Agenda

November 1, 2021

Discussion Items:

1.0 – Monthly Financial Reports –

- Enrollment Update
- Forecast Five Monthly Reports
- OPEB Statements

2.0 – Annual Audit - The district audit is proceeding well. We are scheduled to have Mary Reedy with Clifton Larson Allen present the audit to the board on 12-13-2021.

Action Items:

1.0 - Cash Flow Borrowing for 2021-2022 School Year – Steve Pumper will be available to discuss with the board the proposed aid anticipation certificates for cash flow purposes for the 2021-2022 school year.

Other items:

Future Items:

December Board Meeting –

Truth in Taxation Hearing
Final Levy Certification
Annual Audit Approval

January Board Meeting –

SOD Plan Review and approval by 1-31-2022

Waconia Public Schools
Budget / Projected ADM Served - 11-1-2021

Grade Level	ADM Served 2018-2019	ADM Served 2019-2020	ADM Served 2020-2021	Current ADM	Budget 2021-2022
ECSE	34	31	28	25	30
K	277	284	257	277	285
1	298	278	275	263	280
2	283	306	262	276	285
3	314	288	302	257	280
4	290	321	282	306	305
5	291	290	320	297	295
Subtotal - K-5	1,753	1,767	1,698	1,676	1,730
6	320	307	291	339	335
7	324	328	308	297	295
8	305	323	329	313	310
Subtotal - 6-8	949	958	928	949	940
9	318	339	358	349	335
10	320	321	330	354	340
11	301	275	287	330	315
12	284	279	261	295	280
Subtotal - 9-12	1,223	1,214	1,236	1,328	1,270
WLC & Transitions	65	71	60	62	45
Extended Day Programs	21	17	15	15	15
Special Ed - Tuition	27	31	24	20	20
Total	4,072	4,089	3,989	4,075	4,050

Year to Year Increase	17	-100	86
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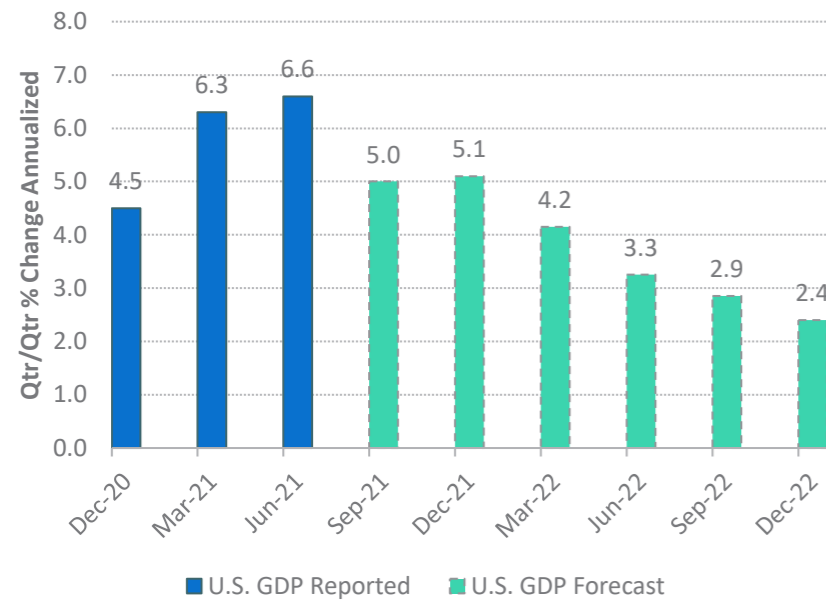


PMA[®]
ASSET MANAGEMENT

**ISD No 110 OPEB Waconia MN Equ
Investment Review**

September 1 - September 30, 2021

Quarterly U.S. Real GDP Growth



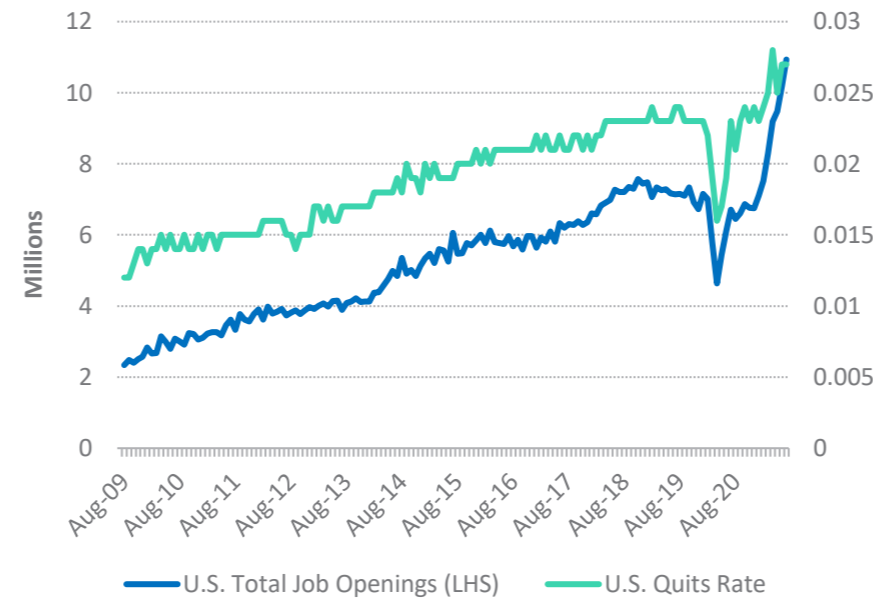
Source: Bloomberg

The U.S. economy saw strong growth in the first half of the year and the economy has now recovered all of 2020's losses. As of June 30, 2021, Gross Domestic Product is larger than it was at the end of 2019. Economists project GDP growth will remain elevated through the remainder of 2021 and in 2022. For the year, the economy is projected to expand by 5.9% following 2020's 3.4% contraction.

Though growth is expected to remain strong, economists have been pulling in their growth expectations. GDP growth forecasts for 2021 were 6.6% as recently as July. Materials released following the Federal Reserve's September meeting showed median growth projections declining to 5.9% for 2021 from a 7.0% growth projection in June. A combination of factors have been cited including ongoing Covid-19 concerns and diminishing effects of economic stimulus.

Domestic growth is also impacted by global factors including continued supply chain strains and rising energy costs. Recent economic weakness in China and emerging markets are additional headwinds to U.S. growth. Tighter monetary policy and a stronger dollar may also negatively impact growth in coming quarters.

Employment



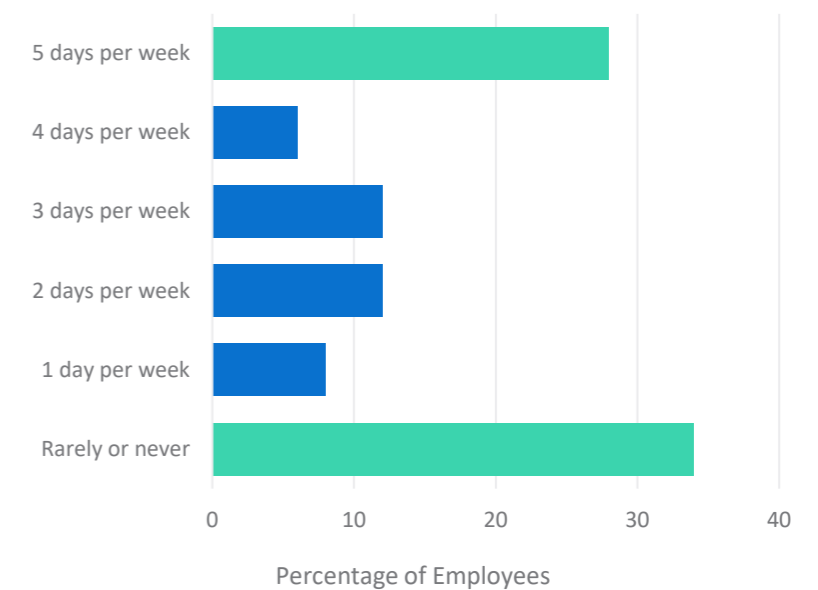
Source: Bloomberg

Unemployment was 5.3% in August. The level remains well above the 3.5% rate reported prior to the pandemic, but has improved considerably.

Other employment data also show considerable improvement. Initial filings for unemployment insurance have fallen to the lowest levels since March 2020. The number of job openings increased to a series high of 10.9 million in July according to the U.S. Bureau of Labor Statistics. The quits rate, an indication of employees confidence in the job market, is well above pre-pandemic levels at 2.7%.

These improving employment numbers indicate labor markets may be tighter than the headline unemployment rate suggests. Rising wages provide further support of a tighter labor market. Hourly earnings grew 4.3% in August. Wage growth has coincided with growing inflationary pressures. While the Fed continues to describe elevated inflation as "transitory," rising wages may be a sign that higher inflation is becoming built into consumer expectations.

Covid-19 Impact - Work From Home



Source: Goldman Sachs

A recent report from Goldman Sachs showed that roughly half of the working population—mostly office workers—are able to work from home. Many of these workers are still working remotely at least some of the time. A key question is whether a "hybrid" work model that entails both in-person and remote work becomes the new normal.

As part of this report, Goldman Sachs conducted a survey showing that 75% of office workers expect to be back full time by mid-2022. In a world of hybrid work, where employees are going to the office 3 or more days a week, Goldman estimates firms won't need much less office space relative to pre-pandemic levels. The Goldman report also cited a survey conducted by the McKinsey Global Institute showing that about half of office employees indicated that they are likely to switch jobs if required to return to in-person work full time. As indicated in the chart above, the largest shares of workers either want to return to working in the office full time, or not at all. So pleasing everyone could prove challenging, potentially generating employee churn. The future of the hybrid work model could have significant impacts on office real estate and economic productivity.

Relative Value

Index	5 Year Range			5Y max
	5Y min	● 09/30/21 ▲ 06/30/21 ■ 1Y range		
S&P 500	2,085			4,537
2Y US Treasury	0.10			2.96
10Y US Treasury	0.51			3.24
US Agg Credit Avg OAS	0.77			3.41
Aaa Corporate Avg OAS	0.43			2.10
Aa Corporate Avg OAS	0.46			2.50
A Corporate Avg OAS	0.63			3.09
CBOE Volatility Index (VIX)	9.14			82.69
ICE BofA MOVE Index	36.62			163.70
U.S. Dollar Spot Index	88.59			103.30

Source: Bloomberg

Despite a sell-off of approximately 4.65% during September, the S&P 500 remained near 5-Year highs as of September 30, 2021 and returns were slightly positive for the quarter. The price / estimated earnings ratio of the S&P 500, a measure of value, was steady for the quarter as corporate earnings estimates mostly increased during the quarter. There was a notable pull-back in estimates in the final weeks of the quarter. Stock market volatility as measured by the VIX was somewhat higher in the third quarter.

Treasury rates gyrated during the quarter as the market digested developments on inflation, geopolitical concerns, fiscal stimulus, the debt ceiling and monetary policy to name a few. However, 2-year and 10-year rates were little changed on a quarter over quarter basis. The 2-year rate remains anchored by the Fed, but 10-year Treasury yields are near the top of their 1-year trading range. Corporate spreads remain very tight across U.S. investment grade bonds. Tighter monetary policy has contributed to a stronger dollar, which is at the top of its 1-year trading range. Across asset classes, the market remains a difficult one to find value.

Style Box Performance

June 30, 2021 to Sept. 30, 2021

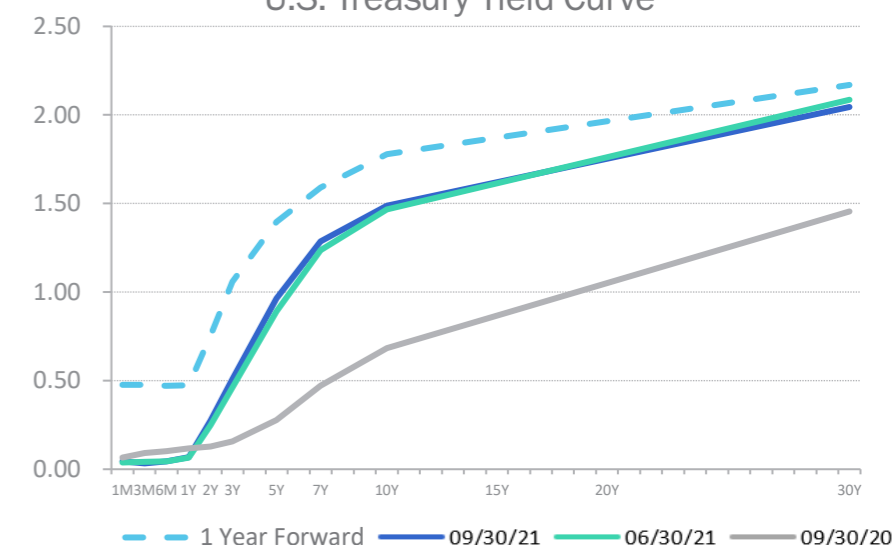
	Value	Blend	Growth
Large	0.0%	1.3%	1.9%
Mid	0.6%	0.3%	-0.3%
Small	-1.9%	-3.5%	-4.9%

Source: Bloomberg, Russell 1000, Russell Midcap, Russell 2000 Indices

Style rotation remained a theme in the third quarter, benefitting diversified portfolios. Returns for large cap stocks were positive in July and August, but down in September by over 4%. On the flip side, small caps were down 3.65% in July, up 2% in August and down about 2.5% in September. Value beat growth by about 2.25% in September, but it trailed 2.5% in July and 1.75% in August.

One consistency in a somewhat volatile quarter was weakness in September. A negative return for the S&P 500 in September ended a streak of positive returns for 7 straight months. It is also notable that the S&P 500 has been positive for 14 of the last 18 months. Looking back to 2020, S&P 500 returns were negative in September and October before election and vaccine news propelled the S&P 500 up 10.75%. So will a trend continue downward into the winter months led by Fed tapering, dampened earnings revisions, inflationary pressures, complications facing additional stimulus, debt ceiling drama, a China slowdown and Covid issues? Or will there be a catalyst to further help push us higher? Vaccination rates, return to work, and travel are areas we are watching as potential catalysts.

U.S. Treasury Yield Curve



Source: Bloomberg

Treasury yields were steady overall in the third quarter. Year-to-date, bonds prices have been suppressed by a significant steepening of the yield curve.

The Federal Reserve all but confirmed during the quarter that it plans to begin tapering its balance sheet during the fourth quarter. Along with growing inflationary pressures, this moved longer term bonds higher in the second half of September. Prior to the September Fed Meeting, the 10-year note had drifted lower as some signs of economic weakness left investors wondering if the Fed might delay its balance sheet taper.

The Fed's tone turned slightly hawkish in its September meeting. Fed members' median forecast showed the potential for at least one rate hike in 2022 and additional hikes likely in 2023 and 2024. The steep yield curve reflects investors' expectations that yields will continue to rise in the next year. Fed policy and inflation forecasts were major contributors to changes in yields during the quarter and these factors will likely remain significant drivers of bond and stock prices in the year ahead.

CLIENT

ISD No 110 OPEB Waconia
MN Equ

INCEPTION DATE

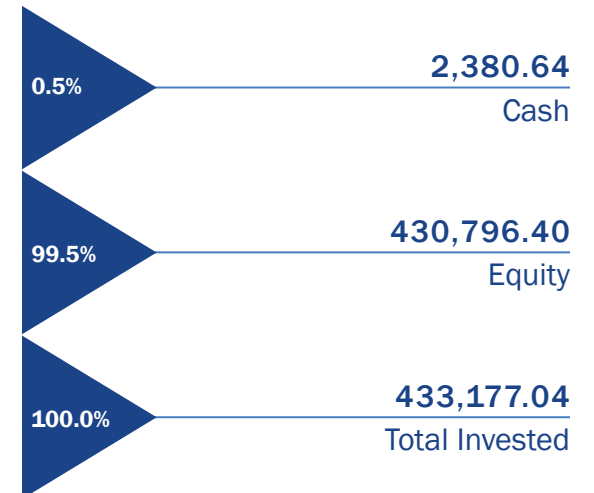
07/02/2021

RELATIONSHIP TEAM

PORTFOLIO OVERVIEW

	Value
Beginning Market Value	453,325.47
Contributions	0.00
Withdrawals	0.00
Net Investment Income	1,404.97
Unrealized Gain/Loss	(21,553.40)
Realized Gain/Loss	0.00
Ending Market Value	433,177.04

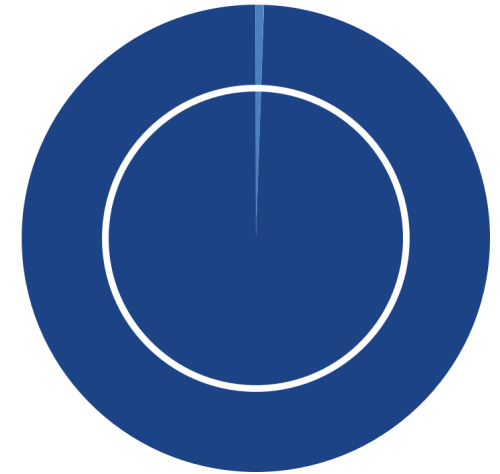
Compliance	Status
As of 09/30/2021	Compliant



INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
Cash				
TOTAL Cash	2,380.64	0.55%	1,404.97	144.00%
Equity				
<i>TOTAL Domestic Equity</i>	<i>430,796.40</i>	<i>99.45%</i>	<i>(21,553.40)</i>	<i>(4.76%)</i>
Funds - Large Cap	430,796.40	99.45%	(21,553.40)	(4.76%)
TOTAL Equity	430,796.40	99.45%	(21,553.40)	(4.76%)
TOTAL Invested	433,177.04	100.00%	(20,148.43)	(4.44%)

CURRENT PERIOD ALLOCATION



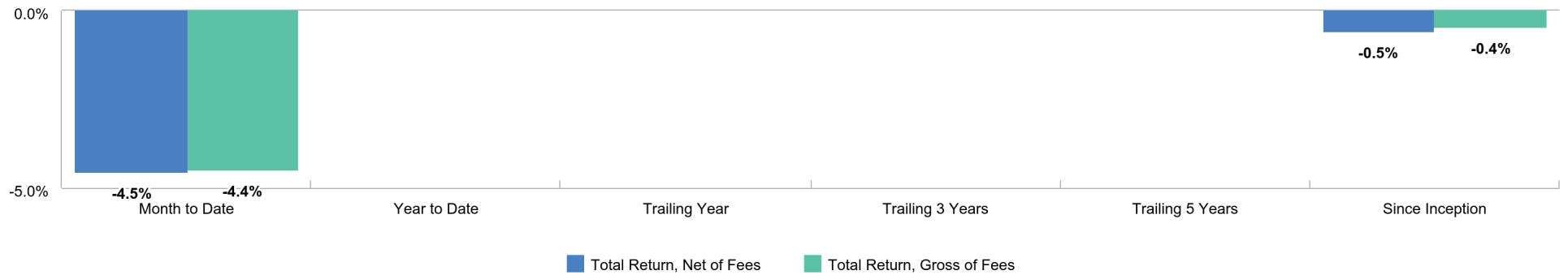
Asset Class

- Cash - 0.5%
- Equity - 99.5%

Sector

- Cash - 0.5%
- Domestic Equity - 99.5%

HISTORICAL PERFORMANCE



HISTORICAL PERFORMANCE

	Month to Date	Year to Date	Trailing Year	Trailing 3 Years	Trailing 5 Years	Since Inception
Total Return, Net of Fees	(4.48%)	—	—	—	—	(0.54%)
Total Return, Gross of Fees	(4.44%)	—	—	—	—	(0.42%)

Since Inception Date: July 02, 2021

Periods greater than 1 year are annualized. Year to Date returns are presented fiscal year to date.



Transaction and Interest Summary

September 1 - September 30, 2021

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
Cash								
<i>Money Market Fund Interest</i>								
09/30/2021	09/30/2021	0.00	GOLDMAN:FS GOVT INST	FGTXX	38141W273	—	0.02	—
—	—	0.00	Total Money Market Fund Interest	—	—	—	0.02	—
Funds - Large Cap								
<i>Equity Dividend</i>								
09/24/2021	09/29/2021	0.00	VANGUARD TSM IDX ETF	VTI	922908769	—	1,404.95	—
—	—	0.00	Total Equity Dividend	—	—	—	1,404.95	—

Ticker	Identifier	Current Units	Description	Rating	Coupon Rate	Effective Maturity	Final Maturity	Original Cost	Market Price	Market Value + Accrued	Interest / Dividend Income	Dividend Yield	Yield	Book Yield
Cash														
Cash														
FGTXX	38141W273	2,380.62	GOLDMAN:FS GOVT INST	AAA	0.03%	09/30/2021	09/30/2021	2,380.62	1.0000	2,380.62	1.61	—	0.03%	0.03%
USD	CCYUSD	0.02	Receivable	AAA	0.00%	09/30/2021	09/30/2021	0.02	1.0000	0.02	0.00	—	0.00%	0.00%
—	—	2,380.64	—	AAA	0.03%	—	—	2,380.64	—	2,380.64	1.61	—	0.03%	0.03%
Equity														
Domestic Equity														
Funds - Large Cap														
VTI	922908769	1,940.00	VANGUARD TSM IDX ETF	—	—	—	—	434,025.92	222.0600	430,796.40	1,404.95	1.28%	—	—
—	—	1,940.00	—	—	—	—	—	434,025.92	—	430,796.40	1,404.95	1.28%	—	—
Total Invested		4,320.64	—	AAA	0.03%	—	—	436,406.56	—	433,177.04	1,406.56	1.28%	0.03%	0.03%

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Review of Report

Please review the pages of this report carefully. If you think there are any errors, missing account information or if you need more information about transactions, please contact PMA within 60 days of receipt. If you have other questions or concerns, you should contact your Institutional Portfolio Manager.



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Naperville, IL 60563
630-657-6400

For more information visit www.pmanetwork.com

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MN TRUST Monthly Statement

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

Statement Period
Sep 1, 2021 to Sep 30, 2021

Statement for the Account of:
WACONIA ISD 110

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY

	IS
Beginning Balance	\$80,295.92
Dividends	\$0.60
Credits	\$0.00
Checks Paid	\$0.00
Other Debits	(\$20.83)
Ending Balance	\$80,275.69
Average Monthly Rate	0.01%

THE FUND WILL BE CLOSED OCTOBER 11TH IN OBSERVANCE OF THE COLUMBUS DAY HOLIDAY

TOTAL IS **\$80,275.69**

TOTAL FIXED INCOME **\$1,233,530.70**

ACCOUNT TOTAL **\$1,313,806.39**

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



WACONIA ISD 110

Statement Period

Sep 1, 2021 to Sep 30, 2021

TRANSACTION ACTIVITY

BEGINNING BALANCE

\$80,295.92

MN TRUST PORTFOLIO

Transaction	Trade Date	Settle Date	Description	Redemption/Debit	Purchase/Credit	Share Price	Shares this Transaction
745703	09/17/21	09/17/21	Associated Banking Fee Redemption OPEB account maintenance - July 2021	(\$20.83)		\$1.00	(20.830)
747467	09/30/21	09/30/21	Dividend Reinvest		\$0.60	\$1.00	0.600
TOTALS FOR PERIOD				(\$20.83)	\$0.60		(20.230)
ENDING BALANCE							\$80,275.69



WACONIA ISD 110

Statement Period
Sep 1, 2021 to Sep 30, 2021

CURRENT PORTFOLIO

Type	Code	Holding ID	Trade	Settle	Maturity	Description	Cost	Rate	Face/Par	Market Value
IS				09/30/21		IS Account Balance	\$80,275.69	0.010%	\$80,275.69	\$80,275.69
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
SEC	15	48591-1	07/08/21	07/12/21	08/01/23	NEW YORK (1.980%) 64966MEE5	\$486,830.70	0.230%	\$470,000.00	\$483,709.90
CD	N	291225-1	08/25/21	08/25/21	08/23/24	BANK OF THE VALLEY	\$246,700.00	0.311%	\$248,998.24	\$246,700.00
Totals for Period:							\$1,313,806.39		\$1,299,874.93	\$1,310,685.59

Weighted Average Portfolio Yield: 0.260 %

Weighted Average Portfolio Maturity: 496.33 Days

Deposit Codes:

N) Single FEIN

Security Codes:

15) Municipal Bond

Portfolio Summary:

Type	Allocation (%)	Allocation (\$)	Description
IS	6.12%	\$80,275.69	IS Activity
CD	56.97%	\$746,700.00	Certificate of Deposit
SEC	36.91%	\$483,709.90	Security (see applicable security code)

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

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

"Rate" is the Net Yield to Maturity.

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

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



MN TRUST Monthly Statement



About Your Account and Statement

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

Fixed Rate Investment Activity

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

MN Trust Activity

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

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

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

Money Market Fund

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

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

Additional Disclosures

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

Debt Securities

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

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

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

How to Contact PMA

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

How to Contact Pershing, LLC

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

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

6.C. Superintendent's Report

Presenter: Pat
Devine,
Superintendent

LEADERSHIP HIGHLIGHTS

November 2021

Elementary:

Veteran's Day: On Thursday, November 11 our elementary schools will observe Veterans Day. We would like to take this opportunity to thank all who have served for our country, past and present.

Mackenthuns Bag Hunger Community Event: Each elementary is supporting the community Bag Hunger sponsored by Mackenthuns. This is a great service opportunity for our students and families to give back to the community and support families in need.

Conferences: Thank you to all of our families for your partnership during Fall conferences. Conferences were held virtually with an option if a family needed an in-person conference. Participation was again extremely high and we are so thankful for the collaboration and partnership with all of our families in our school communities.

Faculty Professional Learning: During the 2019-2020 school year a new phonics program was implemented in K-2 called Wilson Foundations. This school year the program was extended to grade 3. The teaching and learning department has provided ongoing support for the implementation and refinement of this program and we are seeing a positive impact on student learning. This past week Mona, a Wilson Foundations Coach, was in the district virtually to model, observe, and provide individual reflection/coaching sessions with our staff.

On Friday, November 12th is a no school day for students. Staff will be using this day to further their learning and work in areas of Multi-Tiered Systems of Support (MTSS). MTSS is a systematic approach to supporting the academic and social emotional needs of all students. At the elementary we have taken steps toward implementation of MTSS including incorporating scheduled What I Need (WIN) time into our daily schedule. November 12th will provide time for our staff to continue to enhance our understanding of MTSS and develop next steps in our journey toward full implementation.

Fall Fundraisers: Each elementary school has now completed our fall fundraisers. We continue to be so thankful for the support of our school communities who graciously donate to our PTO's. The PTO's play an important role in enhancing learning opportunities for all of our students.

Waconia Middle School:

We removed the majority of the 6th-grade mitigation strategies on Wednesday, 10/27/21 due to the drop in positive Covid-19 cases at the front end of the week. We were happy to see only one positive case in 6th-grade after a week of nine positive cases followed by eight positive cases. The strategies to stop the spike in positive cases worked well and we have been able to

keep students learning in-person. A big thanks to the students, teachers, and families for following the mitigation strategies and keeping each other safe both in and out of school.

For the past month, 7th grade language arts students have been reading *Red Scarf Girl: A Memoir of the Cultural Revolution* by Ji-li Jiang. As students have read about her experiences during the chaos of the Cultural Revolution in China from the ages of twelve to fourteen, they have analyzed how Jiang brought her memories to life for her readers. To round out the learning experience, Ji-li Jiang herself zoomed in for a virtual author visit on October 27th to give a presentation and answer student questions.

October's Teacher of the month is Mr. Young. Mr. Young is one of our 7th grade US history teachers and is new to ISD 110 this year. He was nominated by one of his 7th-grade students Jayda DeFoe. In the nomination, Jayda wrote that Mr. Young has made US History her favorite class and that he is always helpful and kind to her and all of his students. She shared that he makes students laugh and always makes class fun.

Friday, November 12th is a no school day for students. WMS Faculty will be using this day to further their learning and work in areas of Multi-Tiered Systems of Support (MTSS). MTSS is a systematic approach to supporting the academic and social emotional needs of all students. November 12th will provide time for our staff to continue to enhance our understanding of MTSS and develop next steps in our journey toward full implementation.

Waconia High School & Activities: www.waconiaathletics.com

Congratulations to Senior Adorisa Kaeding on qualifying for the **Class AAA State Girls Cross Country Championships** that will take place on the campus of St Olaf College in Northfield this Sat, Nov 6 at 10:30am! Adorisa qualified with an impressive 19:07 in the highly competitive Section 2AAA Championships held last week at Gale Woods Farm. Congrats and Good Luck Addy!!

We are also pleased to announce that **four** of our student athletes will be signing letters of intent to continue to pursue their passion for learning as part of a DI or DII collegiate athletic team!

Please join us **Wednesday, November 10th at 8am in the WHS Performing Arts Center** for our WHS ceremony and to celebrate their signing day!

Julia Bartell signing with Brigham Young University - Swimming

Ava Stier signing with Minnesota State University - Mankato - Girls Basketball

Audrey Swanson signing with Southwest Minnesota State University - Girls Basketball

Ella Swanson signing with Southwest Minnesota State University - Swimming

I look forward to seeing you there! **GO WILDCATS!**

Community Ed:

Community Education will now be offering various intramural options at the Middle School after school. In November, CE will be offering volleyball, basketball and dodgeball. Kids that want to take part in these activities, can register with Community Education.

The Winter/Spring online brochure will be made live the week of November 22, 2021.

Our Wildcat Preschool program will be having parent teacher conferences on November 22 and 23, 2021

Human Resources:

Virtual "Preparing for Retirement" seminars are being held in November for all ISD 110 employees interested in learning more about their defined-benefit state pension plans, which are lifetime income, cost-sharing retirement plans. Employees at all stages of their careers are encouraged to attend and learn more about this important benefit of public employment. School District employees belong to one of two state pensions: 1) Public Employment Retirement Association (PERA); or 2) Teachers Retirement Association (TRA). PERA and TRA continue to have moratoriums on in-person group presentations, but both organizations were very willing to offer our School District's employees virtual learning sessions.

Support Services:

The Special Education Advisory Council (SEAC) met October 26th, 2021. Two parents participated in the meeting and provided valuable feedback. Topics included the Special Education Director update, bylaw reviews, and new membership planning. The next meeting will be scheduled for January/February and the parents that completed the application this fall will be invited to participate.

Also on October, 26th, 20 special education staff participated in an after school due process work time session to complete required paperwork for Covid recovery services. It was a beneficial couple of hours for staff and an opportunity for them to ask questions while they are working on due process paperwork.

Superintendent:

Welcome Brian Rothstein as our interim school board member.

On October 27th, Brian Rothstein officially became a ONE10 School Board member again. Brian is one of four candidates who applied to fulfill the vacant position and, on September 27th,

received a 6-0 vote to complete the 14-month term. By statute there is a 30-day waiting period for this appointment to become official. We look forward to having Brian back on the school board and rejoining the ONE10 team.

ONE10 Fall Activities Performed Well

ONE10 students all represented the school district well throughout Wildcat fall activities. Each sport, club and fine arts program did an excellent job of demonstrating great sportsmanship, character and teamwork in their respective activities. We are so fortunate to have such wonderful kids and coaches/advisors/directors involved with our ONE10 Activities Programs. A BIG Thank You to all who made and are continuing to make us proud at ONE10. Well done.....WE Are ONE10....Go Wildcats!!

On a fun note.....The Section and State Activity Officials have found out how great our ONE10 facilities are. Since we opened our new activity facilities, we have hosted many Section events and some State competitions. The officials in charge of finding sites for these competitions are loving our great facilities. The exciting part of hosting these high level events is that we get to have the top teams in the state compete here, sometimes it means we get to compete at our own facilities, and it brings many spectators to our community to enjoy our town and give a boost to the local economy. Pretty cool. We are thankful to have such great facilities.

November is Gratitude Month

As part of November "Gratitude" month, the Wildcat Media Production team will be filming students and staff talking about what they are thankful for at ONE10. We are looking forward to hearing how our ONE10 community lets us know what they like about coming to school/work, some fun event or just what brings them joy at ONE10. We will share the video with staff and parents on the Friday before Thanksgiving.

Supporting each other during stressful times

The pandemic has created some stressful times and has given us experiences that upset us, make us feel unappreciated and not valued due to a disconnect in the way we would like to see things happen. During these challenging times, it's important that we continue to watch out for each other and take care of each other. We have programs that can help any staff or student who could use some additional help in handling the stress. Please reach out to the office, counselor, or HR if you are looking for ways to cope. The caring nature for ALL at ONE10 will give us the strength to persevere and make it through tough times.

Covid-19 Updates

- We are pleased to see a continual slow down in reported positive [covid cases](#) at ONE10. October 2021 is the highest reported positive COVID-19 case month at ONE10 on record, but the end of the month trend gives us hope.
- We are looking forward to the vaccination opportunity for our younger students. I am a firm believer that vaccinations are our best way out of this pandemic. Be well!

- We are now offering N95 masks to any employee who would like one and COVID-19 take home tests are available.

Covid-19 Testing Opportunity at ONE10

ISD 110 is excited to share that, starting Monday, November 8, 2021, the district will begin our School COVID-19 Testing Program. This is made available through MDE COVID-19 School Testing Program Grant. Vault Health tests are individual, saliva PCR tests and will be made available to students and staff to take at home. These test kits will be available Monday - Thursday and are administered over Zoom by a Vault test supervisor. The kits can be picked up by contacting the health services office or front office in your child's school building. The kit will include instructions on how to administer the test through Vault and where to deliver once completed. The program will be for symptomatic students and staff. It is also available for household contacts of positive cases who are interested in a shortened quarantine.

Tests will be administered at home and brought to the following centralized drop-off site:.

Testing Drop-Off Site

ISD 110 Educational Service Center
512 Industrial Blvd.
Waconia, MN

Test kits will be picked-up at noon daily Monday - Friday.

Results are typically available from Vault Health within 48-hours of being received. Results are provided directly to the user ID or email associated with the participant's Vault Health account. Schools will not receive test results or Vault Health account information directly. Students and staff should inform schools of positive results, so steps can be taken to prevent the spread of the virus. Lab results are reported to MDH by Vault Health as required by law.

Locally, Carver County Public Health is also offering free PCR tests at the Waconia Event Center on Mondays 2pm - 6pm, Wednesdays noon - 4pm and Fridays 10am - 2pm [Carver County Local Testing Event and Sign-up](#)

Covid-19 Vaccination for K-12 students is available and optional

Following an extensive clinical trial and final recommendations from CDC for the Pfizer COVID-19 vaccine for 5-11 year-olds, it's been announced that Minnesota can start vaccinations for 5-11 year old children this week. [Read the news release.](#)

Carver County Public Health plans to hold specific COVID-19 vaccine clinics with the Pfizer vaccine for children aged 5-17 years old only.

Carver County Public Health COVID-19 Vaccine Clinics for Kids 5-17 Years Old Only

Dates: Tuesday, Nov. 9, 4-8 p.m.; Tuesday, Nov. 16, 4-8 p.m.

Location: Carver County Government Center (Township Hall), [600 E Fourth St. Chaska](#)

- Pfizer (5+) vaccine available
- First and second vaccine doses available
- Vaccine is free; no health insurance needed
- Registration is strongly encouraged. Limited walk-in appointments available. Reserve your dose at www.co.carver.mn.us/covid19vaccine
- Questions? Call (952) 361-1559

Carver County Public Health also plans to host school-based COVID-19 vaccine clinics for the 5-17-year old age group during the last weeks of November, one at a school in the western part of Carver County and another in the eastern part of Carver County. Once those plans are finalized, Public Health will communicate those clinic details through schools, its website (www.co.carver.mn.us/covid19vaccine) and its associated social-media channels.

Finally, we also encourage families wishing to get the vaccine to also use the [State of Minnesota's Vaccine Locator Map](#) or consult with your health-care provider.

If Waconia Schools is selected for a vaccination site, it will mainly be conducted outside of the academic hours of the day, be totally optional and parents will be notified of this opportunity.

Kids Deserve a Shot! Vaccine Incentives Campaign

The State of MN recently announced a list of Minnesota experiences that will be awarded to weekly drawing winners of the ['Kids Deserve a Shot' vaccine incentives campaign](#) for 12-17 years old who complete their COVID-19 vaccine series.

Parents/guardians can register their fully vaccinated kid for a \$200 Visa Gift Card, \$100,000 Minnesota College Scholarship Drawings and additional Minnesota experience drawings.

Learn more about [this initiative](#) from the Minnesota Department of Health and please share with your school communities.

November 11th is Veterans' Day

ONE10 would like to recognize our ISD ONE10 employees who are veterans:

Tracey Asplund

Shane Clausen

David Grandy

A BIG Thank You to you and all of the veterans in our ONE10 community for their service. We appreciate all you have done and continue to do to keep the USA the Land of the Free!

We are full of Gratitude for All You Do!
WE Are ONE10!!

6.C.1. Update to Preliminary Budget

2021-22 Preliminary Budget Update
11/8/21

The attached spreadsheet reflects the modification to the 2021-22 Preliminary Budget due to changes in revenue and expenses in the last month. These changes have been discussed at the work session, the finance meeting and through informational emails with the school board.

ISD ONE10 has received two more additional revenue amounts from the federal and state government. (Not included in the spreadsheet)

- One is additional money from the ESSER 3 funds. We are pleased to announce that we have received \$547,635.54 more to assist us with the pandemic expense and the aftermath. The exact budget items we can use this money for is still being determined but we know this will help our overall budget, which is exciting. The staffing updates below will fall into the covid relief funding acceptions, so these expenses will be covered with this new money.
- The second new revenue to report is the American Indian Aide funds. We are always on the edge of qualifying for this money each year due to our American Indian enrollment. This year we qualify for \$20,358. This money will support our staff development initiatives and some classroom supplies.

Additional section for Algebra

This request will be funded with the ESSER funds described above. We are requesting a 1 trimester overload for the 2nd trimester. The reason for this overload request is that we have 3 sections of Algebra 2A. All 3 sections are currently sitting at 37 students. Unfortunately, we will also have a handful of students that will not pass Algebra 1A. Unlike other departments, we can't promote a student to Algebra 2A without passing Algebra 1A. When you factor in those students, which we anticipate will be probably 8-12 students, that will put our numbers into the 40's for these courses. Currently, we have 2 teachers teaching Algebra 1A, Tri 2. One of them has agreed to teach an overload for the 2nd trimester which will allow us to create an additional section and get our numbers closer to 30 in each section which will assist the students that have been affected by the pandemic learning gap. If students don't take Algebra 1A in Tri 2 they will need to wait until next year before they can take this course offering. The cost of the overload is approximately \$6000 (\$5200+FICA+).

Substitute Relief Solutions

Security Monitor

This plan is to give relief to our teachers that are losing their prep during the day due to substituting in classes because of our substitute shortage. The high volume of teachers needing to sub during their prep is causing teacher stress and an increase to our substitute budget. Sonya Sailer, Paul Sparby and I have researched alternative ways to provide substitutes for the high school. WHS is where we have the largest concern. Now that we are subbing every day with teacher subs, mathematically it makes sense to explore this concept and it will save money within our substitute budget. This plan is to hire another security monitor

(currently we have one with Ben K.) at approximately \$20 an hour to monitor two high school classrooms in one of our double rooms. Students will be expected to work on their assignment that will be posted in Schoology from their teacher absent. This will eliminate the need to hire 2 teacher substitutes for those classrooms. The teacher rate of pay is \$45 for the 70 minute class period. So not only do we see this as a way to reduce the teacher stress we see a savings. We are asking for the approval to move forward with this plan and hire the candidate we are seeking.

- Savings to substitute budget.
 - 2 seventy minute classrooms (teacher substitute cost = \$90 vs Security Monitor cost = \$23.33)
 - Current data for sub coverage:
 - 258 internal assignments at WHS to cover for absent teachers (8/30 through 11/1/21) - only included up to 10 assignments per day
 - At this rate we would have a cost saving of approximately \$1000 a month from our substitute budget if we institute this new plan

Recommendation: Hire 1 Security Monitor to Assist at WHS with Student Study Hall Supervision and Other Security Monitor Duties

Future changes to operations at ONE10 if needed:

Super Substitutes (Assigned for 3 days per week to cover unplanned absences)

A second solution to our substitute shortage is to explore the Super Sub idea that Mike Bullis referred to at our last meeting. We have checked into what other schools are doing and we may need to consider doing the same if our sub filling rate continues to be an issue. We are not requesting this option as of 11/8/21. We want to monitor the effect from the Security Monitor option to see if the Super Sub option is needed. We would like the authorization to move forward with this option if we see there is a need.

Pay at \$170/day verses basic daily rate of \$130/day

Hire and assign to 3 days per week (M/T/F or M/Th/F)

\$120 per week*15.15% = \$138.18 extra per week with 15.15% benefits per Super Sub

Example: Start date of 11/29/21 would equate to 68 Super Sub days for remainder of 2021-22

$68 * \$138.18 = \$9,396.24$

If 2 Super Subs were hired, then $136 \text{ days} * \$138.18 = \$18,792.48$

(This expense can be covered through the new ESSER 3 revenue.)

Recommendation: IF Needed Hire 2 Super Substitutes assigning 1 to WMS/LT and the other to BV/SV. Create a rotation between assigned buildings. Principals to partner to determine best assignment for the day.

WHS additional section for SPED Math

The pullout SPED math sections are currently at around 12 students in each of the three pullout classrooms. For IEP support these classes are expected to stay in the 6-8 students each range

to assist the students with special needs. If it is logistically possible we would like to offer an overload to one of our SPED math teachers and provide one more SPED math section. This would take place 2nd and 3rd trimester and the cost would be approximately \$6000 (\$5200+FICA+) each trimester. This expense would fall under the ESSER 3 criteria for allowable expenses.

INDEPENDENT SCHOOL DISTRICT #110
Budget Amendments
2021-2022 School Year

	2021-2022	2021-2022	Budget Revisions Following the Adoption of the Preliminary Budget						
	Preliminary Budget	Revised Budget	6 EL Services	7 ECF Program	8 Fed Spec Ed	9 Pandemic Loss Support	10 LSTA Grant	11 COVID-19 Testing Grant	12 Middle School Show Choir
Discussion/Approval Date	6-28-2021	8/9/2021	8/27/2021	10/11/2021	10/11/2021				
Total Revenues and Other Sources	\$ 48,404,073	49,305,431	-	185,677	199,760	110,321	49,995	219,900	30,000
Total Expenditures	\$ 46,661,587	47,594,161	4,964	185,677	199,760		49,995	219,900	30,000
Change to Surplus/Deficit		(31,216)	(4,964)	-	-	110,321	-	-	-
Surplus or (Deficit)	\$ 1,742,486	1,711,270							
Projected Fund Balance at the Beginning of the Year	\$ (5,358,352)	(5,358,352)							
Analysis of Projected Equity Balances as of 06-30-2022									
Nonspendable	50,000	50,000							
Restricted/Reserved	22,113	22,113							
Unassigned	(3,687,979)	(3,719,195)							
Projected Fund Balance at the End of the Year	\$ (3,615,866)	(3,647,082)							

Budget Revisions Following the Adoption of the Preliminary Budget
Descriptions
1. Special Education IEP Required Changes - Board Approved 7-19-2021
2. Middle School Gym Floor Insurance Matter - Board Discussion Date 7-26-2021
3. Miscellaneous Wage Rate Changes - 8-9-2021
4. Additional Students Registered for Girls Tennis and Coach added.
5. Special Ed IEP Services Increase
6. English Language (EL) Students Program Increase
7. Additional E-Rate Funds Received - Emergency Connectivity Funds (ECF)
8. Additional Federal Funds for use with Special Education Programs due to the pandemic
9. Pandemic Enrollment Loss Support
10. Library and Services Technology Act Grant (LSTA - Mandy Bellm)
11. COVID-19 Testing Grant
12. Middle School Show Choir

- Notes -

The Revised Budget is a summary of all of the Revisions detailed on the columns to the right of the Revised Budget Column.

The Special Education IEP Change included a budget revision to revenue of \$50,000 to account for the additional revenue approved at the legislature that was not included in the preliminary budget.

The insurance claim will result in the District using \$5,000 in currently budgeted funds to cover its deductible.

6.C.2. Jersey Mike's Fundraiser

7. **ACTION ITEMS**

7.A. Field Trip Preliminary Approval: Marching Band
July 2022

7.B. Resolution Relating to \$3,000,000 General Obligation Aid
Anticipation Certificates of Indebtedness, Series 2022A;
Authorizing the Issuance, Establishing the Terms Thereof,
and Authorizing the Superintendent or Director of Finance
and Operations and Any Board Officer to Award the Sale
Thereof and to Take Such Action and Execute All Documents
Necessary to Accomplish Said Award and Sale (Roll Call
Vote)

CERTIFICATION OF MINUTES RELATING TO
\$3,000,000 GENERAL OBLIGATION AID ANTICIPATION CERTIFICATES OF
INDEBTEDNESS, SERIES 2022A

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

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on November 8, 2021 at 7:00 p.m. in Waconia City Hall.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO \$3,000,000 GENERAL OBLIGATION AID ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2022A; AUTHORIZING THE ISSUANCE, ESTABLISHING THE TERMS THEREOF, AND AUTHORIZING THE SUPERINTENDENT OR DIRECTOR OF FINANCE AND OPERATIONS AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE

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

WITNESS my hand officially as such recording officer this 8th day of November, 2021.

School District Clerk

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

RESOLUTION RELATING TO \$3,000,000 GENERAL OBLIGATION AID ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2022A; AUTHORIZING THE ISSUANCE, ESTABLISHING THE TERMS THEREOF, AND AUTHORIZING THE SUPERINTENDENT OR DIRECTOR OF FINANCE AND OPERATIONS AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE
BE IT RESOLVED by the School Board (the Board) of Independent School District No. 110 (Waconia Public Schools), Minnesota (the District), as follows:

SECTION 1. AUTHORIZATION. It is hereby found, determined and declared that certain state aids for schools receivable by the District during the July 1, 2021 to June 30, 2022 fiscal year will not be received in time to meet necessary expenditures for the purposes for which such aids are receivable. The District is authorized, pursuant to Minnesota Statutes, Sections 126C.50 through 126C.56, to borrow money by the issuance of its aid anticipation certificates of indebtedness in a principal amount not greater than 75% of the amount of such aids receivable by the District during the 2021-2022 fiscal year and has determined to issue its General Obligation Aid Anticipation Certificates of Indebtedness, Series 2022A in an amount not to exceed \$3,000,000 (the Certificates) against aids receivable for funds 1, 2 and 4 (the Operating Funds). The principal amount of the Certificates to be issued pursuant to this resolution is within said statutory borrowing limitation. The District's Certificate as to State Aids from the Commissioner of Education of the State of Minnesota will be received prior to the date on which the Certificates are issued.

SECTION 2. AWARD OF SALE; CERTIFICATE PURCHASE AGREEMENT; EXPIRATION. Pursuant to Minnesota Statutes, Section 126C.56, the requirements of public sale do not apply to the issuance under certain circumstances of aid anticipation certificates of indebtedness. The District has retained PMA Securities, LLC, in Albertville, Minnesota, as independent municipal advisor in connection with the sale of the Certificates. The Superintendent or Director of Finance and Operations and any Board Officer are hereby authorized and directed to award the sale of the Certificates to the most favorable bidder (the Purchaser) and execute a certificate purchase agreement (the Certificate Purchase Agreement) on the part of the District for the sale of the Certificates, provided that the principal amount of the Certificates shall not in any event exceed \$3,000,000 nor shall interest thereon exceed in any event 3.00% per annum, nor shall the true interest cost thereof exceed in any event 3.00%. The Superintendent or Director of Finance and Operations and any Board Officer are hereby authorized and directed to agree with the Purchaser upon the exact purchase price, and interest rate for the Certificates, within the parameters set forth in this resolution. The execution by the Superintendent or Director of Finance and Operations and any Board Officer of the Certificate Purchase Agreement setting forth such final terms is hereby approved and authorized and such execution shall be conclusive evidence of such agreement and shall be binding upon the District. The provisions of the Certificate Purchase Agreement as so executed, including all exhibits and appendices thereto, are incorporated herein by reference. The authorization contained herein shall expire on February 28, 2022.

SECTION 3. CERTIFICATE TERMS. The Certificates shall be prepared under the supervision of the Clerk and shall bear interest at the rate stated in Section 2 hereof from date of issue until paid. The Certificates shall be dated January 25, 2022, shall mature on May 31, 2022, without option of prior payment, and shall be in the denomination of \$5,000 or any integral multiple thereof. The Certificates shall be issuable only in fully registered form, and the ownership of the Certificates shall be transferred only upon the bond register of the District hereinafter described. Upon presentation and surrender of each Certificate, the principal amount thereof and the interest thereon shall be payable to the registered owner thereof by check or draft issued by the registrar, transfer agent and paying agent hereinafter described.

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

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

- (a) The Registrar shall keep at its principal corporate trust office a register in which the Registrar shall provide for the registration of ownership of and the registration of transfers and exchanges of Certificates entitled to be registered, transferred or exchanged.
- (b) Upon surrender for transfer of any Certificate duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Certificates of a like aggregate principal amount as requested by the transferor.
- (c) All Certificates surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the District.
- (d) When any Certificate is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Certificate or separate instrument of transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(e) The District and the Registrar may treat the person in whose name any Certificate is at any time registered in the register as the absolute owner of such Certificate, whether such Certificate shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Certificate and for all other purposes, and any such payment so made to any such registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability of the District upon such Certificate to the extent of the sum or sums so paid.

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

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

SECTION 6. EXECUTION AND DELIVERY. The Certificates shall be executed by the signatures of the Chairperson and the Clerk, provided that such signatures may be printed, engraved or lithographed facsimiles thereof. Notwithstanding such execution, no Certificate shall be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on such Certificate has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Certificates need not be signed by the same representative. The executed certificate of authentication on each Certificate shall be conclusive evidence that it has been authenticated and delivered under this resolution. When the Certificates have been fully executed and authenticated, they shall be delivered to the Purchaser upon receipt of payment of the purchase price, including accrued interest to the date of delivery, if any. The Purchaser shall not be required to see to the application of the proceeds of the Certificates.

SECTION 7. FORM OF CERTIFICATES. The Certificates shall be prepared in substantially the form found at EXHIBIT A.

SECTION 8. USE OF PROCEEDS. The proceeds of the Certificates shall be deposited in the Operating Funds of the District and shall be used solely to pay claims duly approved and allowed with respect to current operating expenses of the kinds and within the amounts provided in the official budget of the District. Such proceeds shall be recorded as liabilities of such funds, pursuant to Minnesota Statutes, Section 123B.78.

SECTION 9. DEBT SERVICE FUND. A General Obligation Aid Anticipation Certificates of Indebtedness, Series 2022A Debt Service Fund (the Debt Service Fund) shall be created for the repayment of the principal of and interest on the Certificates and shall be maintained by the School District Treasurer separate and apart from all other funds of the District. There shall be credited to the Debt Service Fund any amount in excess of \$3,000,000 (or the actual principal amount of the Certificates) received by the District in the sale of the Certificates. At such time as state aids for schools distributable to the District for the current fiscal year, receipts of which are to be recorded as assets of the Operating Funds of the District pursuant to the Uniform Financial Accounting and Reporting System for Minnesota school districts, and which remain to be received, are in the amount of 105% of the principal and interest due on the Certificates issued to fund the deposit to the Operating Funds, on their maturity date, there shall be deposited in the Debt Service Fund all subsequent receipts of such aids or other moneys of the District legally available therefor, until the balance in the Debt Service Fund is sufficient to pay all principal and interest due on the Certificates at maturity.

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

SECTION 10. TAX COVENANTS AND ARBITRAGE MATTERS.

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

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

contemplated by the Regulations stating the facts, estimates and circumstances in existence on the date of issuance and delivery of the Certificates which indicate that the proceeds of the Certificates will not be used in a manner that would cause the Certificates to be “arbitrage bonds” within the meaning of the Code and Regulations.

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

10.04. Qualified Tax-Exempt Obligations. The Board hereby designates the Certificates as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions, and hereby finds that the reasonably anticipated amount of tax-exempt obligations which are not private activity bonds (not treating qualified 501(c)(3) bonds under Section 145 of the Code as private activity bonds for the purpose of this representation) which will be issued by the District and all subordinate entities during calendar year 2022 does not exceed \$10,000,000.

SECTION 11. CERTIFICATION OF PROCEEDINGS.

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

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

SECTION 12. EXEMPTION FROM DISCLOSURE REQUIREMENTS. The provisions of Securities and Exchange Commission Rule 15c2-12 do not apply to the Certificates because the Certificates are issued in minimum denominations of \$100,000 and meet the other requirements of paragraph (d)(1) of Rule 15c2-12.

SECTION 13. STATE PAYMENT; DISTRICT AND REGISTRAR OBLIGATIONS. The District hereby covenants and obligates itself to notify the Commissioner of Education (the

Commissioner) of any potential default in the payment of the principal of or interest on the Certificates and to use the provisions of Minnesota Statutes, Section 126C.55 (the State Payment Law), to guarantee, to the extent permitted by Minnesota law, payment of the principal of and interest on the Certificates when due. The District further covenants to deposit with the Registrar not less than three business days prior to May 31, 2022, an amount sufficient to make that payment or to notify the Commissioner as provided in the State Payment Law that it will be unable to make all or a portion of such payment. The Registrar will notify the Commissioner if it becomes aware of a potential default in the payment of principal of and interest on the Certificates at maturity or, if on the date two business days prior to maturity, there are insufficient funds on deposit with the Registrar to pay the Certificates in full at maturity. The Registrar will cooperate with the District, the Commissioner and the Commissioner of Management and Budget in implementing the provisions of the State Payment Law. The District shall do all other things which may be necessary to perform the obligations hereby undertaken under the State Payment Law, including any requirements hereafter adopted by the Commissioner of Management and Budget or the Commissioner.

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

UNITED STATES OF AMERICA
STATE OF MINNESOTA
CARVER AND HENNEPIN COUNTIES

INDEPENDENT SCHOOL DISTRICT NO. 110 (WACONIA PUBLIC SCHOOLS)

GENERAL OBLIGATION AID ANTICIPATION
CERTIFICATE OF INDEBTEDNESS, SERIES 2022A

R-1 \$3,000,000

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>
%	May 31, 2022	January 25, 2022

REGISTERED OWNER:

PRINCIPAL AMOUNT: DOLLARS

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

This Certificate is one of an issue in the aggregate principal amount of \$3,000,000, issued pursuant to and in accordance with the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes, Sections 126C.50 through 126C.56, and pursuant to a resolution duly adopted by the School Board of the School District on November 8, 2021 (the Resolution) authorizing the Superintendent or Director of Finance and Operations and any Board Officer to award the sale of the Certificates on the terms contained in the Resolution, for the purpose of anticipating receipt of certain unpaid state aids for schools receivable by the School District for the fiscal year in which this Certificate is issued.

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

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

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

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

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

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

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

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

(Facsimile Signature - Clerk)

(Facsimile Signature - Chairperson)

CERTIFICATE OF AUTHENTICATION

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

Date of Authentication: _____

NORTHLAND TRUST SERVICES, INC.,
as Registrar

By _____
Authorized Representative

CERTIFICATE OF CARVER COUNTY AUDITOR AS TO REGISTRATION

The undersigned, being the duly qualified and acting County Auditor of Carver County, hereby certifies that there has been filed in my office a certified copy of a resolution of the School Board of Independent School District No. 110 (Waconia Public Schools), Minnesota, adopted November 8, 2021, setting forth the form and details of an issue of \$3,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2022A of the District, to be dated originally as of January 25, 2022 (the Certificates).

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

WITNESS my hand and official seal this _____ day of _____, 2022.

Carver County Auditor

(SEAL)

CERTIFICATE OF HENNEPIN COUNTY AUDITOR AS TO REGISTRATION

The undersigned, being the duly qualified and acting County Auditor of Hennepin County, hereby certifies that there has been filed in my office a certified copy of a resolution of the School Board of Independent School District No. 110 (Waconia Public Schools), Minnesota, adopted November 8, 2021, setting forth the form and details of an issue of \$3,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2022A of the District, to be dated originally as of January 25, 2022 (the Certificates).

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

WITNESS my hand and official seal this _____ day of _____, 2022.

Hennepin County Auditor

(SEAL)

8. **DISCUSSION ITEMS**

8.A. First Read Board Policies

8.A.1. 102 Equal Educational Opportunity

102 EQUAL EDUCATIONAL OPPORTUNITY

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

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.

[Note: Part of the definition of “sexual orientation” within the Minnesota Human Rights Act (MHRA) is “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness,” which is how gender identity and expression gain protection under the MHRA. Minn. Stat. § 363A.03, Subd. 44.]

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence.

C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

D. Every school district employee shall be responsible for complying with this policy conscientiously.

E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Policy Adopted: July 2007
Reviewed: May 2016
Revised: November 2019
Independent School District No. 110
Waconia, MN

Adopted: _____

MSBA/MASA Model Policy 102

Orig. 1995

Revised: _____

Rev. 2017/2021

102 EQUAL EDUCATIONAL OPPORTUNITY

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

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for ~~disabled~~ students with disabilities.

[Note: ~~Part of the definition of “sexual orientation” within the Minnesota Human Rights Act (MHRA) is “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness,” which is how gender identity and expression gain protection under the MHRA. Minn. Stat. § 363A.03, Subd. 44.]~~

B. The school district prohibits ~~the harassment~~ and discrimination of any individual ~~for any of the categories based on any of the protected classifications~~ listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence (Policy 413).

C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 (“Section 504”), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district’s corresponding procedures for addressing disability discrimination complaints, refer to the school district’s policy on student disability nondiscrimination (Policy 521).

D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district’s corresponding procedures and processes for addressing sexual harassment and discrimination,

refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).

CE. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

DE. Every school district employee shall be responsible for complying_ with this policy conscientiously.

EG. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

8.A.2. 406 Public and Private Personnel Data

406 PUBLIC AND PRIVATE PERSONNEL DATA

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

IV. PUBLIC PERSONNEL DATA

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

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

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

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

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

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

D. Applicants for appointment to a public body.

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

telephone number at which the appointee can be reached.

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

V. PRIVATE PERSONNEL DATA

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

when the data are relevant to obtaining a restraining order;

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

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

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

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

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

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

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

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

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

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

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

Policy Adopted: November 9, 1970 / Amended October 17, 1988; June 8, 1998
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Independent School District No. 110
Waconia, MN

Adopted: _____

MSBA/MASA Model Policy 406

Orig. 1995

Revised: _____

Rev. ~~2014~~2021

406 PUBLIC AND PRIVATE PERSONNEL DATA

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

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its ~~personnel~~employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

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

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. “Public” means that the data is available to anyone who requests it.

B. “Private” means the data is not public and is available-accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.

C. “Confidential” means the data isare not public and isare not available-accessible to the subject.

D. “Parking space leasing data” means the following government data on an applicant ~~tion~~ for, or ~~lessee~~ ase of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. “Personnel data” means government data on individuals maintained because they are or were employees ~~of the school district~~, applicants for employment, ~~or~~ volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission~~. Personnel data include data submitted by an employee to the school district ~~by an employee~~ as part of an

organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted in electronic form by a school district acting as a by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the ~~federal~~ Family Educational Rights and Privacy Act, ~~and~~ employment records held by a school district in its role as employer, and records regarding a person who has been deceased for more than fifty (50) years.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, ~~including~~ volunteers and independent contractors of the school district, is public:
1. name;
 2. employee identification number, which may not be the employee’s sSocial sSecurity number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;

9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section § 13.43, Subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they applicants are considered by the school board to be become finalists for an public employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn-esota Statutes, section-§ 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in ~~Minnesota Statutes, section~~ § 13.43, ~~s~~Subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in ~~Minnesota Statutes, section~~ 13.43, ~~S~~subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

~~F.~~ Data relating to a complaint or charge against a public official is public only if:

- ~~(1.)~~ the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
- ~~(2.)~~ potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private ~~and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.~~

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the responsible authority school district determines it is the dissemination is necessary for the labor organization to conduct its business elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is or when ordered or authorized by the Commissioner of the Bureau of Mediation Services BMS.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a pre-petition screening team conducting an investigation of the employee under Minnesota Statutes section -§ 253B.07, §subdivision- 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall does not have access to data that would identify the complainant or other witnesses if the school district responsible authority

determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

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

- L. The school district ~~shall~~ must ~~make any~~ report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or ~~the state board of education~~ the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by ~~Minnesota Statutes, section~~ § 122A.20, Ssubdivision. 2, and shall, upon written request from the licensing board having jurisdiction over ~~a teacher's~~ or administrator license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with ~~Minnesota Statutes, section~~ § 122A.20, Ssubdivision. 2.

[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]

- M. Private personnel data shall be disclosed to the ~~d~~Department of Employment and eEconomic security-Development for the purpose of administration of the unemployment insurance program under ~~Minnesota Statutes~~ Ch. 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school facility, as defined under Minn. Stat. section 260E.03, is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes eChapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing-providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines ~~that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or

2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~
- Q. ~~Protected Health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), ~~or sexual abuse~~ or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment

involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under ~~Minnesota Statutes, section §~~ 13.41, ~~S~~subdivision. 5, and must provide ~~the Minnesota Professional Educator Licensing and Standards Board (PELSB)~~ and the ~~licensing~~ division at MDE with the necessary and relevant information to enable ~~the Minnesota Professional Educator Licensing and Standards Board~~ PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under ~~Minnesota Statutes, section §~~ 123B.03, a school board or other school hiring authority must contact ~~the Minnesota Professional Educator Licensing and Standards Board~~ PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by ~~Minnesota Statutes Chapter~~ 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

~~If you have any questions, contact [him/her].~~

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.02 (Definitions)
 - [Minn. Stat. § 13.03 \(Access to Government Data\)](#)
 - [Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)
 - Minn. Stat. § 13.37 (General Nonpublic Data)
 - Minn. Stat. § 13.39 (Civil Investigation Data)
 - [Minn. Stat. § 13.41 \(Licensing Data – Public Data\)](#)
 - Minn. Stat. § 13.43 (Personnel Data)
 - Minn. Stat. § 13.601, ~~S~~subd. 3 (~~Elected and Appointed Officials~~[Applicants for Employment](#))
 - [Minn. Stat. § 15.0597 \(Appointment to Multimember Agencies\)](#)
 - Minn. Stat. § 122A.20, ~~S~~subd. 2 (Mandatory Reporting)
 - Minn. Stat. § 122A.40, ~~S~~subds. 13 and 16 (Employment; Contracts; Termination)
 - [Minn. Stat. § 123B.03 \(Background Check\)](#)
 - [Minn. Stat. § 123B.143, Ssubd. 2 \(Disclose Past Buyouts\)](#)
 - [Minn. Stat. Ch. 179 \(Minnesota Labor Relations Act\)](#)
 - [Minn. Stat. Ch. 179A \(Minnesota Public Labor Relations Act\)](#)
 - [Minn. Stat. § 253B.07, \(Judicial Commitment: Preliminary Procedures\)](#)
 - Minn. Stat. ~~Ch. § 260E 626.556, Subd. 7~~ (Reporting of Maltreatment of Minors)
 - [Minn. Stat. Ch. 268 \(Unemployment Insurance\)](#)
 - [Minn. R. Pt. 1205 \(Data Practices\)](#)
 - P.L. 104-191 (HIPAA)
 - 45 C.F.R. Parts 160, ~~162~~ and 164 (HIPAA Regulations)
- Cross References:** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 - [MSBA/MASA Model Policy 722 \(Public Data Requests\)](#)
 - ~~MSBA Service Manual, Chapter 13, School~~ Law Bulletin “I” (School Records – Privacy – Access to Data)

Consent to Release **Data** – Request from an Individual

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

Explanation of Your Rights

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

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

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

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

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

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

Individual data subject's signature _____ Date _____

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

8.A.3. 413 Harassment and Violence

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE’s policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

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

[Note: The Minnesota Human Rights Act defines “sexual orientation” to include “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.” Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person’s race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school

employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or

available from the school district office, but oral reports shall be considered complaints as well.

- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Director of Human Resources as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the

superintendent.¹

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Policy Adopted: Nov. 12, 1990

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Dec. 13, 2010/ January 2013 / June 2013 / May 2016 / April 2017 / December 2018

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Independent School District 110
Waconia, MN

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. 2017/21

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn-~~esota~~ Statutes, ~~section~~ § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, ~~Minnesota~~ Statutes, ~~Ch.~~section 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by ~~Minnesota~~ Statutes, ~~section~~ § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with ~~Minnesota~~ Statutes, ~~section~~ § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

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

[~~Note: The Minnesota Human Rights Act defines sexual orientation~~] to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected

~~Classrace, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

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b. has a record of such an impairment; or

c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:

a. their parent or parents or the minor's legal guardian; or

b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or violence discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or violence discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

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1. Sexual harassment ~~includes—consists of~~ unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

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b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

c. that conduct or communication has the purpose or effect of substantially ~~or unreasonably~~ interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;

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favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

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G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof ~~which that~~ involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, §section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, ~~whether that person is of the same sex or the opposite sex;~~
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school

district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct ~~which~~ ~~that~~ may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in

disciplinary action against the building report taker.

- G. In the District. The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer,

remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota- Statutes- Chapter. 260E §-626.556 may be applicable.

- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. ~~§ Ch. 260E 626.556 et seq.~~ (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973, ~~§ 504~~)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 ([Title IX Sex Nondiscrimination, Grievance Procedures and Process Policy Student Sex Nondiscrimination](#))
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. _____
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity and expression**, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, **gender**, age, marital status, familial status, status with regard to public assistance, sexual orientation, **including gender identity and expression**, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ ~~gender~~ \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, **including gender identity and expression** \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

8.A.4. 430 Recruitment, Hiring, Resignation and
Termination of Staff

- Recommended for removal

430 RECRUITMENT, HIRING, RESIGNATION AND TERMINATION OF STAFF

The School District recognizes that selection of its employees is one of the most important factors in ensuring a high quality education. The School District is committed to hiring quality staff to serve the community and reach its educational goals and objectives. The district administration will be responsible for recruiting staff members in accordance with School Board Policy. All regular staff members will require School Board approval. The termination of an employee's employment with the district will be done in accordance with Minnesota Statutes, School Board Policy and the employee's work agreement. All employees who seek to resign from a position shall do so in writing to their direct supervisor and the Director of Human Resources. All resignations and terminations shall be forwarded to the School Board for action.

I. JOB POSTING, RECRUITMENT, INTERVIEW AND HIRING PROCEDURES

A. Job Posting and Recruitment:

1. General employment inquiries will be handled by the district's human resources department.
2. District administrators shall submit requests for job postings to fill new and vacant positions to the district's human resources department. District administrators must receive approval for any new positions from the district's business office before submitting a request to post the position to human resources.
3. Job postings shall be developed by the human resources department in consultation with the hiring administrator to determine the required and desired qualifications for the position.
4. Job postings shall be advertised using print media and/or electronic means as deemed effective and appropriate for the available position.
5. All internal job postings will be displayed for a minimum of five (5) days unless a longer time period is required by a collective bargaining agreement. Modifications may be made to this time frame for extenuating circumstances.
6. All external job postings will be displayed for a minimum of five (5) days. Modifications may be made to this time frame for extenuating circumstances.
7. Employment applications will be maintained by the human resources department for the time required by law.

B. Interviewing and Hiring:

1. Employment applications will be screened and scored by the hiring administrator/supervisor.
2. Candidates will be selected for interview by the hiring administrator/supervisor. The hiring administrator/supervisor will adhere to the requirements of the Veterans' Preference Act while selecting candidates.
3. The hiring administrator/supervisor will coordinate the interview process and timeline. This includes determining whether or not to use an interview panel. Licensed and administrative staff shall normally be interviewed by a panel of appropriate individuals. Such individuals may include faculty members, staff, administrators, board members, parents, students, and other stakeholders.

4. The hiring administrator/supervisor shall utilize the best available interviewing techniques when conducting the interview process.
5. The hiring administrator/supervisor will be responsible for checking candidate references, verifying prior employment, and confirming valid and proper licensure.
6. The final decision shall be made by the hiring administrator/supervisor after consultation with the appropriate principal or administrator/director, if any.
7. The hiring administrator/supervisor shall make an offer to the selected candidate within the salary/hourly wage guidelines established by the human resources department.
8. The Superintendent shall make all recommendations for appointment to the School Board.
9. The hiring administrator/supervisor shall notify candidates that have been interviewed of the selection decision as soon as prudent.
10. The hiring administrator/supervisor shall complete all new hire paperwork without delay and provide it to the human resources department. Individual contracts will be mailed to licensed candidates.
11. The human resources department staff will contact all successful candidates in order to arrange for an orientation, including information regarding mandatory district training and policies, fringe benefits, payroll requirements, and background checks.
12. Following School Board approval, the human resources department will send an executed individual contract to all new, licensed appointees.

NOTE: Employment contracts for all teachers hired after August 10th will be automatically non-renewed for the following school year. If a position becomes available for the following school year, then the teacher/candidate may apply for the position. The building administrator shall determine the level of formality required for the re-interview process.

II. RESIGNATION AND TERMINATION

All employees who seek to resign from a position shall do so in writing to their direct supervisor and the Director of Human Resources. All resignations and terminations shall be forwarded to the School Board for action.

A teacher will notify the School District of the intention to resign by March 1 for resignation at the end of the school year. Teachers will be approved for a mid-school year resignation with a sixty (60) day notice. Modifications to this notification deadline may be made between the Superintendent and an individual teacher in the event that this notification is not possible due to extenuating circumstances.

Non-licensed staff will provide a minimum of a two (2) week notice of their intent to resign. The School District reserves the right to negotiate a mutual stop date for any employee who is seeking a resignation during their current work agreement.

The School District shall comply with Minnesota Statutes, School Board Policy, and

local work agreements when terminating an individual's employment.

Policy Adopted: January 4, 1999/ Amended: July 18, 2005/ Amended: Nov. 9, 2009 / Amended
August 16, 2010 / Nov. 2016
Reviewed: December 9, 2019
Independent School District 110
Waconia, Minnesota

8.A.5. 503 Student Attendance

503 STUDENT ATTENDANCE

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

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.

- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minn. Stat. § 120A.22, Subd. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within a minimum of 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

- a. The following are examples of absences which will not be

excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Missed bus.
- (6) Overslept
- (7) Non-prearranged family vacation.
- (8) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
- (9) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (2) Truancy Pre-Diversion
 - (a) After 5 Unexcused Absences
 - Send 2nd notification to parent/guardian
 - AND**
 - The school will contact Carver County Truancy to schedule a pre-diversion
 - The school will also contact the parent/legal guardian regarding the truancy pre-diversion meeting.
- (3) Truancy Diversion

- (a) After 7 Unexcused Absences:

- The school files the truancy paperwork with intake at Carver County Social Services
 - Once the referral has been made, the school and the assigned Social Worker will be in contact to schedule a Truancy Contract Meeting.
- (4) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (5) Students with unexcused absences will also be subject to discipline in the following manner:
- (a) Students will not be allowed to make up work missed due to such absences.
 - (b) For every unexcused absence in a quarter or trimester the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-) Refer to Grade Reductions in WHS Handbook

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death or funeral in the student's immediate family or of a close friend or relative.
 - d. Medical, dental, orthodontic, or mental health treatment.

- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition, 3 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Note: Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the

policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

Policy Adopted: July 11, 1988,

Amended: February 12, 1996, / June 2003 / November 2005 / reviewed February 9, 2009 / October 2017

Reviewed: Dec. 2020

Independent School District #110

Waconia, MN

Adopted: _____

MSBA/MASA Model Policy 503

Orig. 1995

Revised: _____

Rev. 20132021

503 STUDENT ATTENDANCE

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

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also

the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, §section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. ~~Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. The school district will provide annual notice to students of the school district's policy relating to a student's absence for religious observance.~~

~~ebb.~~ The following reasons shall be sufficient to constitute excused

absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes, § 120A.22, ~~Subdivision~~ 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within

____ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (____ tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, ~~Minnesota Statutes, sections §§~~ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

- (4) Students with unexcused absences shall be subject to discipline in the following manner:
- (a) From the first through the _____ cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
 - (b) After the _____ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of _____ unexcused absences and that, after the _____ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
 - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
 - (d) After _____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
 - (e) After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
 - (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, ~~Minnesota Statutes~~ sections §§ 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after ____ unexcused tardies. In addition, ____ unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

1. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
2. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

IV. REQUIRED REPORTING

A. Continuing Truant

~~Minnesota- Statutes- §section~~ 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of ~~Minnesota- Statutes- §section~~ 120A.22 and is absent from instruction in a school, as defined in ~~Minnesota- Statutes- §section~~ 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, ~~Minnesota- Statutes- §section~~ 260A.03 provides that the school attendance officer or other designated

school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to ~~Minnesota Statutes~~ §section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under ~~Minnesota Statutes~~ §section 120A.34;
4. That this notification serves as the notification required by ~~Minnesota Statutes~~ §section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under ~~Minnesota Statutes~~ Chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to ~~Minnesota Statutes~~ section § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Note: Where truancy services and procedures programs under ~~Minnesota Statutes~~ Chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under ~~Minnesota Statutes Chapter~~ 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, ~~S~~subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, ~~95 S.Ct. 729~~ (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

8.A.6. 507 Corporal Punishment

The purpose of this policy is to describe limitations on corporal punishment of students.

I. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

II. EXCEPTIONS

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

III. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

Cross References: Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
Policy 506 (Student Discipline)

Policy Adopted: June 2003 / November 2005 / reviewed May 11, 2009 / reviewed May, 2016 / reviewed February 2020
Independent School District #110
Waconia, MN

Adopted: _____

MSBA/MASA Model Policy 507

Orig. 1995

Revised: _____

Rev. 2001~~21~~

507 CORPORAL PUNISHMENT

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

I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

III. EXCEPTIONS

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

IV. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
[MSBA/MASA Model Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)
[MSBA/MASA Model Policy 415 \(Mandated Reporting of Maltreatment\)](#)

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of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)

8.A.7. 534 School Meals Policy

534 UNPAID MEAL CHARGES

[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a “policy” or “standard practice.” Although this document is styled as a “policy,” school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$25.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.
- B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal \$0.00 will be charged to the student's account or otherwise charged to the student.
- E. When a student has a negative account balance, >\$25.00 the student will not be allowed to charge a snack item.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$-0.01. Families will be notified by calling, email, letters sent home.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. A meal will not be taken away from a student with an overdrawn account.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- D. The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A
Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)

Policy Adopted: February 2020
Waconia Public Schools ISD 110

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Rev. ~~2019~~2021

534 UNPAID MEAL CHARGES SCHOOL MEALS POLICY

~~*[Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, which now states that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy]. United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a “policy” or “standard practice.” Although this document is styled as a “policy,” school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]*~~

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

~~*[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]*~~

A. ~~[OPTION 1: All meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student's account.]~~

[OPTION 2: Students have use of a meal account ^{25.00} When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. ~~[Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]~~

^{by} [OPTION 3: Insert a ~~school~~ district-specific process for payment of meals.] ^{pay cashier}

B. If the school district receives school lunch aid under Minnesota Statutes, ~~§section~~ 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

~~D. A student who has been determined to be eligible for free and reduced-price lunch must always~~ must be served a reimbursable meal even if the student has an outstanding debt. ^{All students}

~~E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.~~

~~DF.~~ The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (\$[insert amount]) will be charged to the student's account or otherwise charged to the student. ^{0.00}

~~EG.~~ When a student has a negative account balance, the student will not be allowed to charge a snack item.

~~FH.~~ If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified ^{Set family preference} of an outstanding negative balance once the negative balance reaches ~~[\$insert amount] or [insert number of meals]~~. Families will be notified by ~~[insert the method used to notify families (e.g., automated calling system, email, letters sent home)]~~ ^{and phone call.}
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. ~~A meal will not be taken away from a student with an overdrawn account, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.~~

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. ~~Negative balances of more than \$[insert amount], not paid prior to [enter time period (e.g., end of the month, end of the semester, end of the school year)], will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.~~
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district ~~may not must~~ will not impose any other restriction prohibited under Minnesota Statutes, §section 123B.37 due to unpaid student meal balances. The school district must will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance. deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
1. all households at or before the start of each school year;
 2. students and families who transfer into the school district, at the time of enrollment; and
 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district ~~may~~ must ~~will~~ post the ~~is~~ policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.

~~C. If the school district contracts with a third party for its meal services, it must will provide the vendor with its school meals policy. Any contract between the school district will ensure that and any third-party provider with whom the school district entered into either an original or modified contract after July 1, 2021, must ensure that the third party provider adheres to the school district's school meals policy.~~

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111, ~~Subd. 4~~ (Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A
~~Minn. Op. Atty. Gen. 169j (May 14, 2019) (Letter to Ricker)~~

Cross References: None

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations
Committee

9.B. Leadership & District Service Committee

9.C. Finance & Facilities Committee

9.D. Policy & Advocacy Committee

9.E. Southwest Metro Intermediate District 288
Representative

9.F. Teaching & Learning Advisory Council
Representative

9.G. Community Education Advisory Council
Representative

9.H. MSHSL Representative

9.I. Technology Committee Representative

9.J. District 110 Foundation Representative

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

9.L. Carver County Elected Leaders Representative

9.M. City of Waconia Liaison

9.N. City of Minnetrista Liaison

9.O. City of Victoria Liaison

9.P. City of St. Bonifacius Liaison

9.Q. City of New Germany Liaison

10. **ADJOURNMENT**