

Regular Meeting

Monday, October 24, 2022 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
2. **ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE**
 - 2.A. Upcoming Meetings:
3. **MINUTES OF PREVIOUS MEETING**

Regular Meeting
Monday, September 26, 2022 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

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

Members absent: Bullis

Call to order by Chair Geller at 7:00 PM

Motion by Johnson to adopt agenda

A.Myers second

Roll Call Vote Taken

All in favor

Motion carried

2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE

2.A. Student Board Representatives

2.A.1. Swear in Student Board Representatives

2.A.2. Student Representative Introductions

-Stella Atkinson

-Sam Stanton

2.B. Recognitions:

2.B.1. Teachers Achieving Continuing Contract Status

2.B.2. Teachers Achieving a Master's Degree

2.B.3. 2022 Employee Essence Award Winners

2.B.4. 2022 Waconia Accomplished Educators

2.B.5. Max McEnelly, WHS Senior Class of 2023

2.C. Upcoming Meetings:

3. MINUTES OF PREVIOUS MEETING

Motion by Johnson to approve minutes of the August 22 regular meeting

A.Myers second

Roll Call Vote Taken

All in favor

Motion carried

4. CONSENT AGENDA

Motion by Johnson to approve the Consent Agenda

A.Myers second

Roll call vote taken

All in favor

Motion carried

4.A. Bills and Wire Transfers

4.B. Human Resource Items:

Employment

Clark, Miranda Replacement	Educational Assistant (SPED) Long-Term Substitute	LT
Finnerty, Kelly Replacement	Nutritional Assistant 4.5 Hours/Day; 175 Days	SV
Holm, Kelli Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	SV
Huepenbecker, Annee Replacement	Nutritional Assistant 4.5 Hours/Day; 175 Days	LT
Johnson, Kendra Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	BV
Kendrick, Julie Replacement	Special Education Teacher 1.0 FTE; 184 days Attach K	BV
Leegard, Emily Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	BV
Leistiko, Alyssa Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	WHS
McCallum, Bryan Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	WMS
Molencamp, Kirsten	Educational Assistant (SPED)	BV

Replacement	6.5 Hours/Day; 175 Days	
Norman, Diana Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	BV
Pedretti, Emily Replacement	7th Grade Science Teacher 1.0 FTE; 184 Days Attach K	WMS
Schaaf, Peyton Replacement	Kids' Company Aide Part-Time; Hours Vary	Comm Ed
Thomas, Matt Replacement	Director of Communications 8 Hours/Day; 261 Days	ESC

Employee Status Changes

Braunwarth, Christine, Assistant Head Cook from 32.5 hours/week to 40 hours/week at WHS

Davison, Amy, Teacher, Overload added for 3 weeks during Trimester 1 at WHS

Edsill, Nora, from Part Time Kids' Company Aide to Full Time Kids' Company Lead at Comm Ed

Fischer, Amy, Teacher, Overload added for 3 weeks during Trimester 1 at WHS

Gillmore, Mary Ellen, from Educational Assistant at SV to Administrative Assistant I at WHS

Haselhorst, Polly, Educational Assistant from 32.5 hours/week to 37.5 hours/week at BV

Jones, Lynda, Educational Assistant from 32.5 hours/week to 35 hours/week at LT

Keogh, Katie, Teacher, Overload added for 3 weeks during Trimester 1 at WHS

Kern, Elmira, Educational Assistant from 32.5 hours/week to 36.25 hours/week at LT

Klein, Kari, Teacher, Overload added for 3 weeks during Trimester 1 at WHS

Larson, Nikki, Educational Assistant from 32.5 hours/week to 35 hours/week at LT

Merrill, Allisen, Teacher, Overload added for Trimester 1 at WHS

Poehler, Sommer, from Kids' Company Lead to Kids' Company Site Lead at Comm Ed

Schulte, Sarah, SLP Assistant from 4 days/week to 5 days/week at BV & LT

Stier, Griffie, WLC Teacher, Overload added for Trimester 1 at WHS

Extended Contracts

Threlkeld, Joshua, WLC Teacher, up to 5 additional extra duty days

Leaves of Absence

Barrie, Libby, Science Teacher at WHS

Janssen, Leah, Grade 4 Teacher at BV

Klitzke, Sarah, Interim Director of Teaching & Learning at ESC

Kurtz, Roxanne, Nutritional Services at WHS

Retirements/Resignations/Terminations

Huneke, Laura, SPED Teacher at SV

Kinkel, Cristina, Due Process Clerk at ESC

Paulson, Jason, Performing Arts Coordinator at Comm Ed

4.C. Receipts of Donation

4.D. Concurrent Enrollment Program Agreement w/Southwest Minnesota State University

5. REPORTS

5.A. Waconia High School Report

5.B. Finance Report

6. ACTION ITEMS

6.A. Certify Proposed Property Tax Levy

Motion by Rothstein to Certify Proposed Property Tax Levy

Johnson second

Roll call vote taken

All in favor

Motion carried

6.B. Superintendent Goals SY 22-23

Motion by Johnson to approve Superintendent Goals SY 22-23

A.Myers second

Roll call vote taken

All in favor

Motion carried

6.C. Miscellaneous Wage Rates

Motion by Johnson to approve Miscellaneous Wage Rates

A.Myers second

Roll call vote taken

All in favor

Motion carried

6.D. Snow Removal Vendor Selection

Motion by Johnson to approve

A.Myers second

Roll call vote taken

All in favor

Motion carried

6.E. Second Read Board Policies

Motion by Johnson to approve Second Read Board Policies with the removal of 203.1 (returned to Policy Committee for review)

A.Myers second

Roll call vote taken

Motion carried

6.E.1. 103 Complaints - Students, Employees, Parents, Other Persons (May 2016)

6.E.2. 104 School District Mission Statement (December 2019)

6.E.3. 201 Legal Status of the School Board (November 2017)

6.E.4. 202 School Board Officers (November 2017)

6.E.5. 203 Operation of School Board - Governing Rules (November 2017)

~~6.E.6. 203.1 School Board Procedures; Rules of Order~~

6.E.7. 203.5 School Board Meeting Agenda (November 2019)

6.E.8. 203.6 Consent Agendas (May 2016)

7. DISCUSSION ITEMS

7.A. First Read Board Policies

7.A.1. 105 Public Relations and School Communications

7.A.2. 204 School Board Meeting Minutes

7.A.3. 205 Open Meetings and Closed Meetings

7.A.4. 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations

7.A.5. 207 Public Hearings

7.A.6. 203.2 Order of the Regular School Board Meeting

7.B. Determine Truth in Taxation Date & Time

December 19, 2022, 6:00 PM

8. BOARD COMMITTEE REPORTS

8.A. Self-Governance & Superintendent Relations Committee

8.B. Finance & Facilities Committee

8.C. Policy & Advocacy Committee

8.D. District 110 Advisory Council

- 8.E. Schools for Equity in Education (SEE) Representative
- 8.F. Southwest Metro Intermediate District 288 Representative
- 8.G. MSHSL Representative
- 8.H. Special Education Advisory Council
- 8.I. Community Education Advisory Council Representative
- 8.J. Teaching & Learning Advisory Council Representative
- 8.K. Chemical Abuse Advisory Council/HERO's
- 8.L. City of Waconia Liaison

9. PUBLIC COMMENT

10. ADJOURNMENT

Motion by Johnson to adjourn

A.Myers second

Roll call vote taken

All in favor

Motion carried.

Meeting adjourned at 7:53 PM

ISD 110 School Board Work Session
Monday, October 10, 2022 7:00 PM Central

Waconia High School - Room C107
1650 Community Drive
Waconia, MN 55387

Members present: Geller, Rothstein, DeBoer, Bullis, A.Myers, R.Myers (arrived 7:30PM)
Members absent: Johnson

1. Superintendent Updates

1.A. Board Site Visits DRAFT

Recommended to move forward with schedule as presented, suggestion for student board reps to participate too.

2. Final Edits of Board Handbook

No further edits have been submitted.

Motion by Deboer to approve Board Handbook edits

A.Myers second

All in favor

Motion carried

3. New School Board Member Presentation

Draft presentation was shared. Plan to present to newly elected board members end of November, prior to MSBA's Phase I & II training dates.

4. Select Date for Superintendent's Mid-Year Evaluation

Dec. 5 6:00pm Review of Superintendent Goals

Dec. 12 6:30pm Closed Meeting Re: Superintendent Evaluation

Dec. 19 7:00pm Regular Meeting: Chair will give a summary of the Superintendent Evaluation

4. **CONSENT AGENDA**

4.A. Bills and Wire Transfers

Presenter: Ra Chhoth,
Director of Finance
and Operations

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
606083	ANTHEM SPORTS, LLC	09/22/2022	R	842.32	September
606084	APPLE INC	09/22/2022	R	4,667.97	September
606085	ARCHER MECHANICAL	09/22/2022	R	15,956.50	September
606086	AUGUST ASH INCORPORATED	09/22/2022	R	80.00	September
606087	AVIBEN	09/22/2022	R	493.37	September
606088	BARNES & NOBLE	09/22/2022	R	334.97	September
606089	BECKER'S	09/22/2022	R	632.99	September
606090	BLICK ART MATERIALS	09/22/2022	R	436.18	September
606091	BNR IRRIGATION SERVICES INC	09/22/2022	R	4,516.44	September
606092	BSN SPORTS LLC	09/22/2022	R	1,715.54	September
606093	CD PRODUCTS INC	09/22/2022	R	348.00	September
606094	COFFEY, MATT	09/22/2022	R	500.00	September
606095	CONDE SYSTEMS, INC.	09/22/2022	R	1,014.30	September
606096	COUNTRYSIDE CUSTOM APPAREL	09/22/2022	R	725.00	September
606097	CROWN COLLEGE	09/22/2022	R	300.00	September
606098	DACOTAH PAPER CO.	09/22/2022	R	2,491.58	September
606099	DECKER EQUIPMENT	09/22/2022	R	116.89	September
606100	DIAMOND VOGEL PAINT	09/22/2022	R	2,006.72	September
606101	ECM PUBLISHERS, INC	09/22/2022	R	843.25	September
606102	ERICKSON, TYRUS	09/22/2022	R	71.00	September
606103	EVERSONS HARDWARE HANK	09/22/2022	R	794.86	September
606104	FENNER, CHRISTINE	09/22/2022	R	400.00	September
606105	HAAS, CASEY	09/22/2022	R	82.00	September
606106	HASTINGS CREAMERY LLC	09/22/2022	R	2,768.08	September
606107	HENNEPIN THEATRE TRUST	09/22/2022	R	300.00	September
606108	HILLYARD/HUTCHINSON	09/22/2022	R	9,253.26	September
606109	HUSTLE & HEART SPORTS	09/22/2022	R	483.70	September
606110	INDIANHEAD FS DISTRIBUTOR, INC	09/22/2022	R	11,125.85	September
606111	INFOBASE LEARNING	09/22/2022	R	438.49	September
606112	INNOVATIVE OFFICE SOLUTIONS LL	09/22/2022	R	1,405.64	September
606113	JUREK, JOSHUA	09/22/2022	R	500.00	September
606114	KEEGAN, KEVIN	09/22/2022	R	500.00	September
606115	KROMER COMPANY	09/22/2022	R	132.00	September
606116	KRUGERUD, JOSH	09/22/2022	R	500.00	September
606117	KUERSCHNER, JASON	09/22/2022	R	82.00	September
606118	KULLY SUPPLY COMPANY	09/22/2022	R	449.84	September
606119	LAKESHORE LEARNING MATERIALS	09/22/2022	R	422.41	September
606120	LANGER, BETHANY	09/22/2022	R	80.00	September
606121	LUEBKE, MICHAEL	09/22/2022	S	1,760.00	September
606122	LUEBKE, MICHAEL	09/22/2022	S	1,760.00	September
606123	LUEBKE, MICHAEL	09/22/2022	S	880.00	September
606124	MACKENTHUN'S FINE FOODS	09/22/2022	R	2,878.41	September
606125	MACKIN LIBRARY SERVICE	09/22/2022	R	2,842.59	September
606126	MATH LEARNING CENTER	09/22/2022	R	2,354.00	September
606127	MAYER LUMBER CO, INC	09/22/2022	R	175.35	September
606128	MEEHAN, NAOMI	09/22/2022	R	40.00	September
606129	MEI TOTAL ELEVATOR SOLUTIONS	09/22/2022	R	717.46	September
606130	METRO WEST CONFERENCE	09/22/2022	R	6,500.00	September
606131	MINI BIFF LLC	09/22/2022	R	84.66	September
606132	MN CLAY CO USA	09/22/2022	R	697.61	September
606133	MRI SOFTWARE LLC	09/22/2022	R	286.00	September
606134	MUSIC MART	09/22/2022	R	90.00	September
606135	NASCO EDUCATION	09/22/2022	R	217.48	September
606136	NELSON PIANO SERVICE	09/22/2022	R	130.00	September
606137	OWENS COMPANIES INC	09/22/2022	R	1,612.36	September
606138	PERFORMANCE FOODSERVICE	09/22/2022	R	4,708.13	September

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
606139	PMA ASSET MANAGEMENT, LLC	09/22/2022	R	164.66	September
606140	POSITIVE PROMOTIONS INC	09/22/2022	R	24.85	September
606141	POWERSCHOOL GROUP LLC	09/22/2022	R	1,125.00	September
606142	POZEGA, JUSTIN	09/22/2022	R	500.00	September
606143	REGENTS OF THE U OF MN	09/22/2022	R	599.00	September
606144	RENNEBERG HARDWOODS INC.	09/22/2022	R	5,607.94	September
606145	RIVERS EDGE CONCRETE LLC	09/22/2022	R	450.98	September
606146	RK PHOTOGRAPHY	09/22/2022	R	138.00	September
606147	S.M. HENTGES & SONS INC	09/22/2022	R	5,100.00	September
606148	SCHOOL SPECIALTY, LLC	09/22/2022	R	543.93	September
606149	SFM	09/22/2022	R	41,086.00	September
606150	SPOKES	09/22/2022	R	2,799.95	September
606151	STAND TALL VOLLEYBALL ACADEMY	09/22/2022	R	1,800.00	September
606152	STV CNC	09/22/2022	R	9,898.00	September
606153	SUNBEEB, SUBEL	09/22/2022	R	71.00	September
606154	TECHNE FUTBOL	09/22/2022	R	2,950.00	September
606155	THEIS, JASON	09/22/2022	R	103.00	September
606156	TINTES, MATTHEW	09/22/2022	R	261.00	September
606157	UNITED FARMERS COOPERATIVE	09/22/2022	R	5,683.83	September
606158	WACONIA CHAMBER OF COMMERCE	09/22/2022	R	1,036.00	September
606159	WESTERN PSYCHOLOGICAL SERVICES	09/22/2022	R	162.80	September
606160	WEX BANK	09/22/2022	R	463.40	September
606161	YAGER, MICHAEL	09/22/2022	R	82.00	September
606162	ZIEDAN, MOHAMED	09/22/2022	R	71.00	September
606163	AMAZON CAPITAL SERVICES	09/27/2022	R	24,728.55	September
606164	INTERMEDIATE DIST #287	09/28/2022	R	3,159.88	September
606165	LVC COMPANIES INC	09/28/2022	R	5,850.00	September
606166	AIRGAS USA LLC	09/29/2022	R	1,373.30	September
606167	AMERICAN SCHOOL COUNSELOR ASSN	09/29/2022	R	129.00	September
606168	ANDERSON, CLIFF	09/29/2022	R	127.00	September
606169	APPLE INC	09/29/2022	R	2,392.00	September
606170	ARCHER MECHANICAL	09/29/2022	R	1,433.90	September
606171	BARFKNECHT, ALAN	09/29/2022	R	164.00	September
606172	BEARCOM WIRELESS WORLDWIDE	09/29/2022	R	1,600.21	September
606173	BEHRENS, CHARLES	09/29/2022	R	196.00	September
606174	BERNARDS, PHILIP	09/29/2022	R	92.00	September
606175	BEST BUY BUSINESS ADV ACCT	09/29/2022	R	1,051.16	September
606176	BIFFS, INC	09/29/2022	R	2,195.25	September
606177	BLICK ART MATERIALS	09/29/2022	R	442.34	September
606178	BLUE 84	09/29/2022	R	2,755.40	September
606179	BUSEMAN, BRYCE	09/29/2022	R	80.00	September
606180	CARVER COUNTY PARKS & RECREATI	09/29/2022	R	464.00	September
606181	COREMARK METALS	09/29/2022	R	1,161.40	September
606182	COSTELLO, KEVIN	09/29/2022	R	92.00	September
606183	CREATURE WORKS, INC	09/29/2022	R	250.00	September
606184	DEGEN, JAMIE	09/29/2022	R	90.00	September
606185	DRUSCH, PETE	09/29/2022	R	82.00	September
606186	DUBAY, GABRIEL	09/29/2022	R	80.00	September
606187	DUBAY, SUNIL	09/29/2022	R	80.00	September
606188	DURRUTY, FRANCISCO	09/29/2022	R	1,650.00	September
606189	EDPUZZLE INC	09/29/2022	R	1,755.00	September
606190	FOLLETT CONTENT SOLUTIONS LLC	09/29/2022	R	109.00	September
606191	GAERTNER, FRANCIS	09/29/2022	R	95.00	September
606192	GERBER, WYATT	09/29/2022	R	80.00	September
606193	GRAINGER	09/29/2022	R	145.74	September
606194	GROTH MUSIC COMPANY	09/29/2022	R	1,383.90	September

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
606195	HAAS, CASEY	09/29/2022	R	136.00	September
606196	HANSON, ADAM	09/29/2022	R	82.00	September
606197	HEINEMANN	09/29/2022	R	100.00	September
606198	HILLYARD/HUTCHINSON	09/29/2022	R	3,467.92	September
606199	HOLLENBACK, CHARLES	09/29/2022	R	92.00	September
606200	INDIANHEAD FS DISTRIBUTOR, INC	09/29/2022	R	20,575.13	September
606201	INNOVATIVE OFFICE SOLUTIONS LL	09/29/2022	R	617.16	September
606202	IXL LEARNING INC	09/29/2022	R	976.00	September
606203	JENCO PROPERTY MAINTENANCE	09/29/2022	R	5,880.00	September
606204	JOHNSTON, THOMAS	09/29/2022	R	34.25	September
606205	JOSTENS	09/29/2022	R	14.99	September
606206	JW PEPPER & SON, INC	09/29/2022	R	65.00	September
606207	KOCH SCHOOL BUS SERVICE, INC	09/29/2022	R	185,130.40	September
606208	KRAMER, PAUL	09/29/2022	R	127.00	September
606209	KUTA SOFTWARE LLC	09/29/2022	R	620.00	September
606210	LICHTENWALTER, KIMBERLY	09/29/2022	R	95.00	September
606211	LIFE SPACE CRISIS INTERVENTION	09/29/2022	R	199.00	September
606212	LOFFLER COMPANIES	09/29/2022	R	861.33	September
606213	LYNCH, KEVIN	09/29/2022	R	11,248.00	September
606214	MAYER-JOHNSON LLC	09/29/2022	R	99.00	September
606215	MED COMPASS	09/29/2022	R	591.18	September
606216	MEINERT, ETHAN	09/29/2022	R	74.00	September
606217	MSCA-MN SCHOOL COUNSELORS ASSN	09/29/2022	R	180.00	September
606218	N2Y, LLC	09/29/2022	R	457.35	September
606219	NASCO EDUCATION	09/29/2022	R	337.14	September
606220	NCS PEARSON, INC	09/29/2022	R	6,572.75	September
606221	PARTS CITY WACONIA	09/29/2022	R	19.98	September
606222	PERFORMANCE FOODSERVICE	09/29/2022	R	2,380.19	September
606223	PLANSOURCE BENEFITS ADMIN INC	09/29/2022	R	2,337.50	September
606224	PREP TIME PRINTING	09/29/2022	R	400.00	September
606225	PUGH, SETH	09/29/2022	R	92.00	September
606226	RECTECH OUTDOOR SOLUTIONS LLC	09/29/2022	R	29.56	September
606227	SAVVAS LEARNING CO LLC	09/29/2022	R	528.00	September
606228	SCHAAF, LUCAS	09/29/2022	R	92.00	September
606229	SCHEFF, BRODY	09/29/2022	R	218.00	September
606230	SCHEFF, BRONSON	09/29/2022	R	82.00	September
606231	SCHEFF, GREG	09/29/2022	R	272.00	September
606232	SCHOLASTIC, INC	09/29/2022	R	641.42	September
606233	SCHOOL SPECIALTY, LLC	09/29/2022	R	433.54	September
606234	SOCIAL THINKING PUBLISHING	09/29/2022	R	292.78	September
606235	ST JOSEPH'S ATHLETICS	09/29/2022	R	340.00	September
606236	STUKENT, INC	09/29/2022	R	800.00	September
606237	SUNBEEB, SUBEL	09/29/2022	R	127.00	September
606238	SWIM OUTLET.COM	09/29/2022	R	1,399.48	September
606239	TERRAFORM PHOENIX II ARCADIA	09/29/2022	R	361.31	September
606240	TINTES, MATTHEW	09/29/2022	R	87.00	September
606241	UHL CO	09/29/2022	R	11,336.18	September
606242	WILSON LANGUAGE TRAINING CORP	09/29/2022	R	271.08	September
606243	EYE MED-FIDELITY SECURITY LIFE	09/30/2022	R	2,216.00	September
606244	MESSERLI & KRAMER PA	09/30/2022	R	154.58	September
606245	NCPEERS GROUP LIFE INS	09/30/2022	R	96.00	September
606246	SCHOOL SERVICE EMPLOYEES	09/30/2022	R	1,483.60	September
606247	WACONIA EDUCATION ASSOCIATION	09/30/2022	R	13,099.00	September
606248	A H HERMEL COMPANY	10/07/2022	R	1,559.45	October
606249	ABRAKADOODLE	10/07/2022	R	2,664.00	October
606250	AIM ELECTRONICS INC	10/07/2022	R	730.00	October

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
606251	AMAZING ATHLETES OF CENTRAL MN	10/07/2022	R	780.00	October
606252	APPLE INC	10/07/2022	R	49.98	October
606253	ARROW BUILDING CENTER	10/07/2022	R	27.72	October
606254	AV FOR YOU	10/07/2022	R	616.00	October
606255	AVIBEN	10/07/2022	R	230.04	October
606256	BEHRENS, CHARLES	10/07/2022	R	270.00	October
606257	BIFFS, INC	10/07/2022	R	1,140.00	October
606258	CANON FINANCIAL SERVICES INC	10/07/2022	R	890.18	October
606259	CMERDC	10/07/2022	R	10,532.00	October
606260	COLONY PLAZA, INC	10/07/2022	R	214.77	October
606261	COMMITTEE FOR CHILDREN	10/07/2022	R	2,719.00	October
606262	CPI	10/07/2022	R	200.00	October
606263	DOGAN, SONER	10/07/2022	R	77.00	October
606264	ECLIPSE ENTERTAINMENT	10/07/2022	R	850.00	October
606265	EIYNCK, TERRY	10/07/2022	R	92.00	October
606266	FIORAVANTI, MARC	10/07/2022	R	92.00	October
606267	FOLLETT CONTENT SOLUTIONS LLC	10/07/2022	R	1,539.65	October
606268	FRANKLIN PRINTING INC	10/07/2022	R	382.69	October
606269	GOLD MEDAL MPLS ML55	10/07/2022	R	386.40	October
606270	GREAT LAKES COCA-COLA DIST	10/07/2022	R	1,894.02	October
606271	HAAS, CASEY	10/07/2022	R	82.00	October
606272	HANSON, ADAM	10/07/2022	R	164.00	October
606273	IEA, INC	10/07/2022	R	4,477.46	October
606274	IKI INC	10/07/2022	R	132.00	October
606275	INDIANHEAD FS DISTRIBUTOR, INC	10/07/2022	R	16,783.11	October
606276	INNOVATIVE OFFICE SOLUTIONS LL	10/07/2022	R	2,652.25	October
606277	JEIHOON, SHAMIM	10/07/2022	R	77.00	October
606278	JP DESIGN & CONSULTING	10/07/2022	R	1,500.00	October
606279	JW PEPPER & SON, INC	10/07/2022	R	122.97	October
606280	KAHMEYER, MAX	10/07/2022	R	127.00	October
606281	KAHMEYER, TROY	10/07/2022	R	127.00	October
606282	KIRCHNER, SHAWN	10/07/2022	R	90.00	October
606283	KUGLER, JIM	10/07/2022	R	95.00	October
606284	LessonPix, Inc	10/07/2022	R	131.96	October
606285	LOFFLER COMPANIES	10/07/2022	R	106.82	October
606286	LVC COMPANIES INC	10/07/2022	R	3,200.00	October
606287	MANN, KATHERINE	10/07/2022	R	50.00	October
606288	MAR, KALEB	10/07/2022	R	92.00	October
606289	MCNAUGHTON, NATHAN	10/07/2022	R	92.00	October
606290	METRO VOLLEYBALL OFFICIALS ASS	10/07/2022	R	843.00	October
606291	METRONET	10/07/2022	R	1,879.00	October
606292	NWAOFUNE, PETER	10/07/2022	R	127.00	October
606293	OCCUPATIONAL HLTH CNTRS MN PC	10/07/2022	R	133.00	October
606294	OFFICE OF MNIT SERVICES	10/07/2022	R	4.20	October
606295	PALO, JASON	10/07/2022	R	164.00	October
606296	PELLETIER, DAN	10/07/2022	R	92.00	October
606297	PERFORMANCE FOODSERVICE	10/07/2022	R	2,098.92	October
606298	PERKINS, JASON	10/07/2022	R	92.00	October
606299	PICK A TIME	10/07/2022	R	26.90	October
606300	PREP TIME PRINTING	10/07/2022	R	6,784.00	October
606301	RIVERSIDE INSIGHTS	10/07/2022	R	787.60	October
606302	RK PHOTOGRAPHY	10/07/2022	R	250.00	October
606303	ROSEMOUNT SAW & TOOL CO	10/07/2022	R	43.75	October
606304	RYAN, SCOTT	10/07/2022	R	95.00	October
606305	SCHMID, BRIAN	10/07/2022	R	92.00	October
606306	SCHOOL SPECIALTY, LLC	10/07/2022	R	720.92	October

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
606307	SHERWIN-WILLIAMS CO	10/07/2022	R	467.10	October
606308	STAPLES ADVANTAGE	10/07/2022	R	171.36	October
606309	SUPERINTENDENCY INSTITUTE	10/07/2022	R	225.00	October
606310	TINTES, MATTHEW	10/07/2022	R	232.00	October
606311	TRIO SUPPLY COMPANY	10/07/2022	R	1,403.02	October
606312	TRUE FRIENDS	10/07/2022	R	3,343.77	October
606313	UHL CO	10/07/2022	R	4,501.00	October
606314	UNIVERSAL ATHLETIC LLC	10/07/2022	R	5,896.95	October
606315	VORT CORPORATION	10/07/2022	R	168.00	October
606316	VU, HIEP	10/07/2022	R	77.00	October
606317	WAYZATA RESULTS, INC	10/07/2022	R	942.00	October
606318	WITZEL, GAIL ANN	10/07/2022	R	190.00	October
606319	YAGER, MICHAEL	10/07/2022	R	82.00	October
606320	WACONIA EDUCATION ASSOCIATION	10/14/2022	R	13,099.00	October
606321	AFFINETY SOLUTIONS, INC	10/13/2022	R	665.00	October
606322	AMPLIFY EDUCATION INC	10/13/2022	R	260,029.43	October
606323	BNR IRRIGATION SERVICES INC	10/13/2022	R	1,901.75	October
606324	BRANDED CUSTOM SPORTSWEAR INC	10/13/2022	R	835.00	October
606325	BSN SPORTS LLC	10/13/2022	R	4,808.16	October
606326	CARVER COUNTY FINANCE	10/13/2022	R	36,802.09	October
606327	CITY OF WACONIA	10/13/2022	R	11,170.45	October
606328	COREMARK METALS	10/13/2022	R	662.90	October
606329	CRAWFORD, MIRANDA	10/13/2022	R	400.00	October
606330	CULLIGAN BOTTLED WATER	10/13/2022	R	254.85	October
606331	DEMCO, INC	10/13/2022	R	182.65	October
606332	ECM PUBLISHERS, INC	10/13/2022	R	555.50	October
606333	FLINN SCIENTIFIC	10/13/2022	R	441.02	October
606334	FOLLETT SCHOOL SOLUTIONS	10/13/2022	R	209.81	October
606335	FRANKLIN PRINTING INC	10/13/2022	R	202.29	October
606336	GIA PUBLICATIONS, INC	10/13/2022	R	386.96	October
606337	GRAINGER	10/13/2022	R	49.56	October
606338	HAPPY FEET SOCCER TWIN CITIES	10/13/2022	R	1,152.00	October
606339	HELEN SOLAR LLC	10/13/2022	R	6,632.72	October
606340	HILLYARD/HUTCHINSON	10/13/2022	R	703.99	October
606341	HOLTON ELECTRIC CONTRACTORS	10/13/2022	R	2,035.20	October
606342	HORIZON EQUIPMENT	10/13/2022	R	183,961.34	October
606343	INDIANHEAD FS DISTRIBUTOR, INC	10/13/2022	R	21,113.98	October
606344	INNOVATIVE OFFICE SOLUTIONS LL	10/13/2022	R	47,680.60	October
606345	JOHNSON CONTROLS FIRE PROTECTI	10/13/2022	R	1,347.96	October
606346	LAKESHORE LEARNING MATERIALS	10/13/2022	R	5.30	October
606347	LEARNING A-Z	10/13/2022	R	124.92	October
606348	LEE'S REFRIGERATION	10/13/2022	R	330.00	October
606349	LOFFLER COMPANIES	10/13/2022	R	254.11	October
606350	MASSP	10/13/2022	R	480.00	October
606351	MCGRAW-HILL LLC	10/13/2022	R	543.60	October
606352	MEI TOTAL ELEVATOR SOLUTIONS	10/13/2022	R	2,114.01	October
606353	MINNSPRA	10/13/2022	R	179.00	October
606354	MULLER BOAT CO	10/13/2022	R	2,789.10	October
606355	NAHAN, SHELLY	10/13/2022	R	408.00	October
606356	NCS PEARSON, INC	10/13/2022	R	547.47	October
606357	NELSON PIANO SERVICE	10/13/2022	R	240.00	October
606358	NEW DOMINION SCHOOL	10/13/2022	R	6,107.80	October
606359	NICE SHIRT CO.	10/13/2022	R	4,643.89	October
606360	OCCUPATIONAL HLTH CNTRS MN PC	10/13/2022	R	391.00	October
606361	ORIENTAL TRADING/FUN EXPRESS	10/13/2022	R	546.01	October
606362	PERFORMANCE FOODSERVICE	10/13/2022	R	1,706.10	October

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
606363	RANDY SHAVER CANCER RESEARCH&C	10/13/2022	R	3,183.00	October
606364	RUPP, ANDERSON, SQUIRES&WALDSPUR	10/13/2022	R	765.00	October
606365	SCHOLASTIC BOOK FAIRS-15	10/13/2022	R	2,866.75	October
606366	SCHOLASTIC, INC	10/13/2022	R	490.88	October
606367	SCHOOL SPECIALTY, LLC	10/13/2022	R	1,086.72	October
606368	STAPLES ADVANTAGE	10/13/2022	R	241.17	October
606369	STEP SAVER, INC	10/13/2022	R	259.96	October
606370	TOP INDUSTRIAL SUPPLY	10/13/2022	R	607.94	October
606371	TRIO SUPPLY COMPANY	10/13/2022	R	2,490.61	October
606372	UNHINGED PIZZA - WACONIA	10/13/2022	R	650.00	October
606373	US BANK	10/13/2022	R	1,000.00	October
606374	VISTAR	10/13/2022	R	1,010.98	October
606375	VOYAGER SOPRIS LEARNING	10/13/2022	R	522.00	October
606376	WACONIA PATRIOT	10/13/2022	R	71.55	October
606377	WACONIA TOWNSHIP	10/13/2022	R	500.00	October
606378	AMAZON CAPITAL SERVICES	10/17/2022	R	2,580.02	October
202200239	EDUCATIONAL SUPPORT PARA UNION	09/15/2022	W	0.00	September
202200241	LIFE INS CO OF NORTH AMERICA	09/15/2022	W	4,537.30	September
202200247	ONEBRIDGE BENEFITS, INC.	09/15/2022	W	5,184.48	September
202200255	INTERNAL REVENUE SERVICE	09/15/2022	W	75.32	September
202200256	MN DEPT OF REVENUE	09/15/2022	W	0.00	September
202200259	EDUCATIONAL SUPPORT PARA UNION	09/30/2022	W	1,224.38	September
202200260	INTERNAL REVENUE SERVICE	09/30/2022	W	308,692.86	September
202200261	LIFE INS CO OF NORTH AMERICA	09/30/2022	W	7,505.31	September
202200262	MN CHILD SUPPORT PYMT CENTER	09/30/2022	W	112.50	September
202200263	MN DEPT OF REVENUE	09/30/2022	W	49,736.93	September
202200264	MN TEACHERS RETIREMENT ASSN	09/30/2022	W	164,522.91	September
202200265	PERA	09/30/2022	W	50,019.56	September
202200266	AVIBEN	09/30/2022	W	64,618.44	September
202200267	ONEBRIDGE BENEFITS, INC.	09/30/2022	W	5,628.96	September
202200271	INTERNAL REVENUE SERVICE	09/30/2022	W	110.50	September
202200272	MN DEPT OF REVENUE	09/30/2022	W	6.02	September
202200275	INTERNAL REVENUE SERVICE	10/01/2022	W	227.24	October
202200277	MN DEPT OF REVENUE	10/01/2022	W	36.62	October
202200278	PERA	10/01/2022	W	168.56	October
202200280	TARGET BANK	10/10/2022	W	1,411.08	October
202200282	BEST BUY STORE #611	10/10/2022	W	514.98	October
202200283	SKYWARD USERS OF MN	10/10/2022	W	780.00	October
202200284	PRIME SUPPLY INC.	10/10/2022	W	139.34	October
202200285	GARBANZO LLC	10/10/2022	W	447.00	October
202200286	MICROSOFT CORP	10/10/2022	W	177.17	October
202200288	TEACHERS SYNERGY, LLC	10/10/2022	W	483.05	October
202200292	CANVA	10/10/2022	W	239.39	October
202200293	MAILCHIMP	10/10/2022	W	205.00	October
202200294	ALDI	10/10/2022	W	451.18	October
202200308	MACKENTHUN'S FINE FOODS	10/10/2022	W	18.45	October
202200318	DOLLAR TREE	10/10/2022	W	35.25	October
202200320	MN VALLEY ELECTRIC CORP	10/10/2022	W	34,987.15	October
202200321	ART OF COACHING VOLLEYBALL	10/10/2022	W	129.99	October
202200322	VISTAPRINT USA	10/10/2022	W	33.99	October
202200324	REPUBLIC SERVICES	10/10/2022	W	6,044.29	October
202200325	SHUTTER STREET PHOTO	10/10/2022	W	574.50	October
202200327	MUSIC THEATRE INTERNATIONAL	10/10/2022	W	1,118.00	October
202200330	US CLUB SOCCER	10/10/2022	W	4,722.00	October
202200331	WORLDPOINT ECC	10/10/2022	W	482.55	October
202200332	QUIZIZZ	10/10/2022	W	288.00	October

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202200334	MULTI-HEALTH SYSTEMS	10/10/2022	W	297.50	October
202200338	Center for AAC & Autism	10/10/2022	W	139.00	October
202200341	NORTHFIELD LINES, INC	10/10/2022	W	978.01	October
202200342	WILLIAM O'BRIEN STATE PARK	10/10/2022	W	75.00	October
202200346	WILSON LANGUAGE TRAINING CORP	10/10/2022	W	1,495.00	October
202200349	PEAR DECK	10/10/2022	W	149.99	October
202200350	MARSH INC	10/10/2022	W	25.00	October
202200351	FREIGHTCENTER INC	10/10/2022	W	1,080.17	October
202200352	TEACHING EMPATHY INSTITUTE	10/10/2022	W	68.80	October
202200353	USA CLEAN	10/10/2022	W	76.27	October
202200355	MIDWEST BEVERAGE EQUIPMENT	10/10/2022	W	161.14	October
202200356	POSITIVE PHYSICS LLC	10/10/2022	W	299.00	October
202200357	WACONIA CHAMBER OF COMMERCE	10/10/2022	W	30.00	October
202200358	MICHAELS	10/10/2022	W	1,004.30	October
202200360	PRINTFUL	10/10/2022	W	5,899.12	October
202200364	MSHSCA	10/10/2022	W	100.00	October
202200365	INDUSTRIAL AIR POWER	10/10/2022	W	859.57	October
202200366	DOMINO'S PIZZA	10/10/2022	W	108.52	October
202200368	MADDEN RESORT	10/10/2022	W	420.64	October
202200369	MASE	10/10/2022	W	319.00	October
202200370	BSN SPORTS LLC	10/10/2022	W	168.93	October
202200372	MENARDS HUTCHINSON	10/10/2022	W	673.11	October
202200373	TACO BELL	10/10/2022	W	181.58	October
202200374	CARIBOU COFFEE STORE #1300	10/10/2022	W	79.99	October
202200378	INTERNAL REVENUE SERVICE	10/14/2022	W	311,811.29	October
202200380	MN CHILD SUPPORT PYMT CENTER	10/14/2022	W	112.50	October
202200381	MN DEPT OF REVENUE	10/14/2022	W	50,441.99	October
202200382	MN TEACHERS RETIREMENT ASSN	10/14/2022	W	164,261.09	October
202200383	PERA	10/14/2022	W	52,365.19	October
202200384	AVIBEN	10/14/2022	W	65,268.44	October
222300005	ANDERSON, HANNAH	09/23/2022	A	53.13	September
222300006	MEUFFELS, JUDY	09/23/2022	A	75.00	September
222300007	VANDERLINDE, LEE	09/23/2022	A	150.00	September
222300008	DELANEY, DAVID	09/30/2022	A	161.81	September
222300009	MUELLER, RYAN	09/30/2022	A	181.94	September
222300010	SPARBY, PAUL	09/30/2022	A	55.25	September
222300011	NEUBAUER, AMANDA	10/13/2022	A	172.50	October
222300012	OVERBY, MARY	10/13/2022	A	298.13	October
222300013	TACKMANN, LORI	10/13/2022	A	88.13	October
222300014	VAN EYLL, TONI	10/13/2022	A	81.88	October

Totals for checks 2,612,729.59

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,279,677.00	0.00	893,410.49	2,173,087.49
02	Food Service	35,077.10	0.00	296,381.42	331,458.52
04	Community Service	57,996.72	0.00	49,022.20	107,018.92
07	Debt Redemption	0.00	0.00	1,000.00	1,000.00
45	OPEB Irrevocable Trust Fund	0.00	0.00	164.66	164.66
***	Fund Summary Totals ***	1,372,750.82	0.00	1,239,978.77	2,612,729.59

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

4.B. Human Resource Items:

Presenter: Dr. Enid
Schonewise, Director
of Human Resources

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

BOARD OF EDUCATION

Regular Meeting – October 24, 2022

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

AGENDA ITEM: Human Resources Recommendations

ITEM ADDED BY: Dr. Enid Schonewise, Director of Human Resources

Employment

Adams, Jennifer Replacement	Grade 4 Teacher Long-Term Substitute Attach K	SV
Bauernfeind, Melissa Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	SV
Kelly, Grace Replacement	Grade 3 Teacher Long-Term Substitute Attach K	SV
Laughlin, Emma Replacement	Grade 3 Teacher Long-Term Substitute Attach K	BV
Loukusa, Erica Replacement	Grade 4 Teacher Long-Term Substitute Attach K	BV
Youngman, Natalie Replacement	Grade 1 Teacher Long-Term Substitute Attach K	LT

Employee Status Changes

Heuer, Debra, Educational Assistant (SPED) from 6.5 hours/day to 8 hours/day at WMS

Lueth, Jillian, from Educational Assistant (SPED) at SV to Due Process Clerk at ESC

McCallum, Bryan, from Educational Assistant (SPED) to Special Education Teacher at WMS

~~**Nenovich, Melissa**, Educational Assistant (SPED) from 6.5 hours/day to 7 hours/day at WHS
10/24/22~~

Randolph, Pamela, Educational Assistant, from 3.25 hours/day to 4 hours/day at SV

Reith, Amy, Educational Assistant, from 4 hours/day to 7.5 hours/day at SV

Wothe, Stacy, Educational Assistant (SPED) from 6.5 hours/day to 7.5 hours/day at WMS

Correction to August 2022 Board Agenda:

Posted:

Thaemert, Katherine, from Administrative Assistant I to Administrative Assistant II at LT

Correction:

Thaemert, Katherine, from Administrative Assistant I to Educational Assistant at LT

Leaves of Absence

Bell, Anna, Grade 4 Teacher at SV

Bieniek-Gelschus, Jane, Physical Therapist at ESC

Stejskal, Amanda, Grade 2 Teacher at LT

Young, Matt, Social Studies Teacher at WMS

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

Retirements/Resignations/Terminations

Bretto, Lorelie, Educational Assistant (SPED) at BV

Kinkel, Cristina, Due Process Clerk at ESC

Mendoza, Mark, Custodial Cleaner at WHS

Vacek, Erin, Educational Assistant (SPED) at WEC

Vinkemeier, Jessica, Educational Assistant (SPED) at BV

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

4.C. Receipts of Donation

Presenter: Ra Chhoth,
Director of Finance
and Operations

4.D. Resolution Supporting FORM A Application to
MSHSL Foundation

Presenter: Jill
Johnson, Director of
Activities

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of _____ District 110 _____ recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of ___ District 110 _____ supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Date

Board Chair/Head of School

Date

Board Clerk – Treasurer/ Finance Director

* Required

1. School Name *

Waconia High School

2. Street Address *

1650 Community Drive

3. City, State Zip *

Waconia, MN 55387

4. Name of Person Completing this Form *

Jill Johnson

5. Title of Person Completing this Form *

Activities Director

6. Phone Number of Person Completing this Form *

7. Email of Person Completing this Form *

8. Federal Tax ID# (this number will start with a 41-) *

9. List the number of free/reduced lunch students identified in your school's October 1, 2021 report to the Department of Education for **grade 9** *10. List the number of free/reduced lunch students identified in your school's October 1, 2021 report to the Department of Education for **grade 10** *11. List the number of free/reduced lunch students identified in your school's October 1, 2021 report to the Department of Education for **grade 11** *

12. List the number of free/reduced lunch students identified in your school's October 1, 2021 report to the Department of Education for **grade 12** *

35

13. Total number of free/reduced lunch students for **grades 9-12**. *

151

14. Identify the total **unduplicated** number of free or reduced lunch students who participated in your school's activity programs during the 2021-2022 school year. *
This number should not be more than the total number of free/reduced lunch students for grades 9-12 in number 13.

16

You can print a copy of your answer after you submit

Submit

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5. **REPORTS**

5.A. Technology: Network Security Initiatives

Presenter: Jeff
Jeska, Director of
Technology



WACONIA PUBLIC SCHOOLS

Network Security

Cybersecurity Alert for K-12 Education

Ransomware Attack on Jackson County Gets Cybercriminals \$400,000

Criminal hackers targeting K-12 schools, U.S. government warns
The alert comes after the Los Angeles Unified School District, one of the largest school districts in the U.S., announced late Monday evening that it had been hit by ransomware.

Cedar Rapids schools pay ransom in cyberattack
Schools make 'easy targets' for hackers, expert says





Vice Society claims LAUSD ransomware attack, theft of 500GB of data

NEWS · EDUCATION

Spring Lake Park schools attacked by 'ransomware' computer virus



Type of Attacks

- DDoS attacks--Distributed Denial of Service
 -  LOS ANGELES UNIFIED SCHOOL DISTRICT
- Data theft--Ransom
 -  Cedar Rapids Community School District
- Financial gain
 - Bank information; direct deposit



How?

- Ransomware/Malware to access and control Network infrastructure
- Access to financial systems
 - Phishing emails
 - Via weak or compromised password



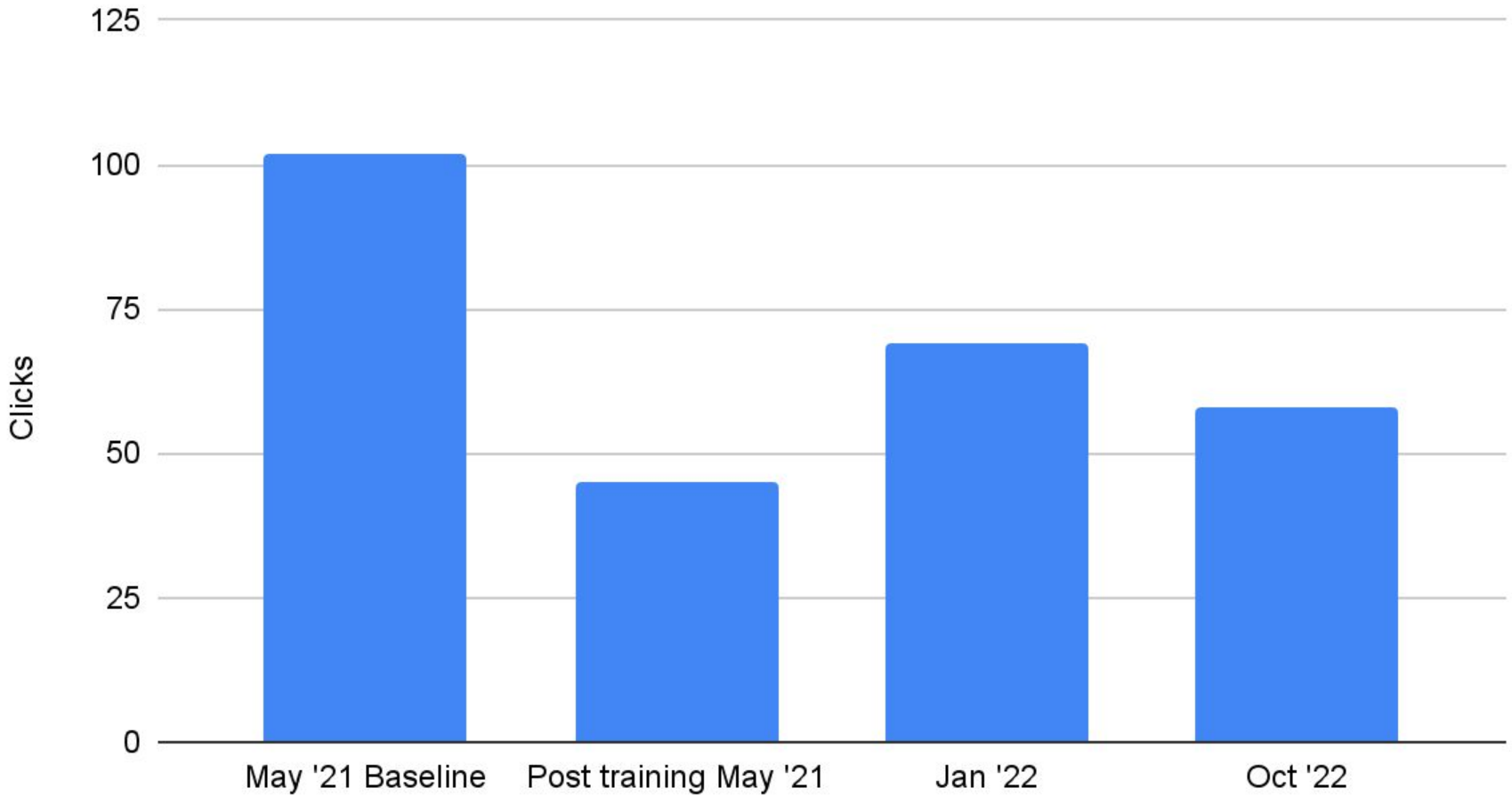
What have we done to improve security?

- Staff Awareness Training
 - Phishing campaigns
 - Virtual trainings
 - Phish Alert Button

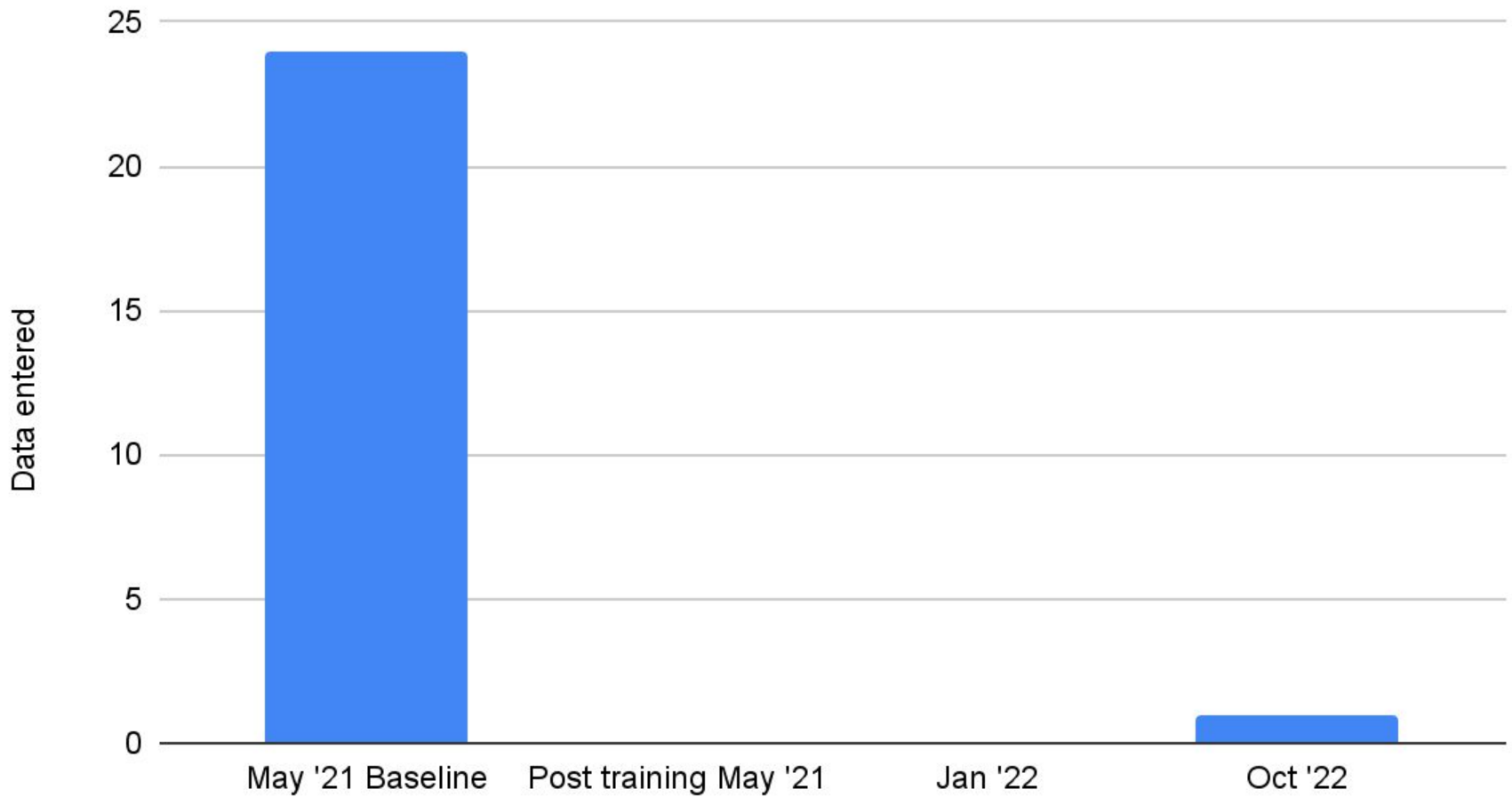
KnowBe4
Human error. Conquered.



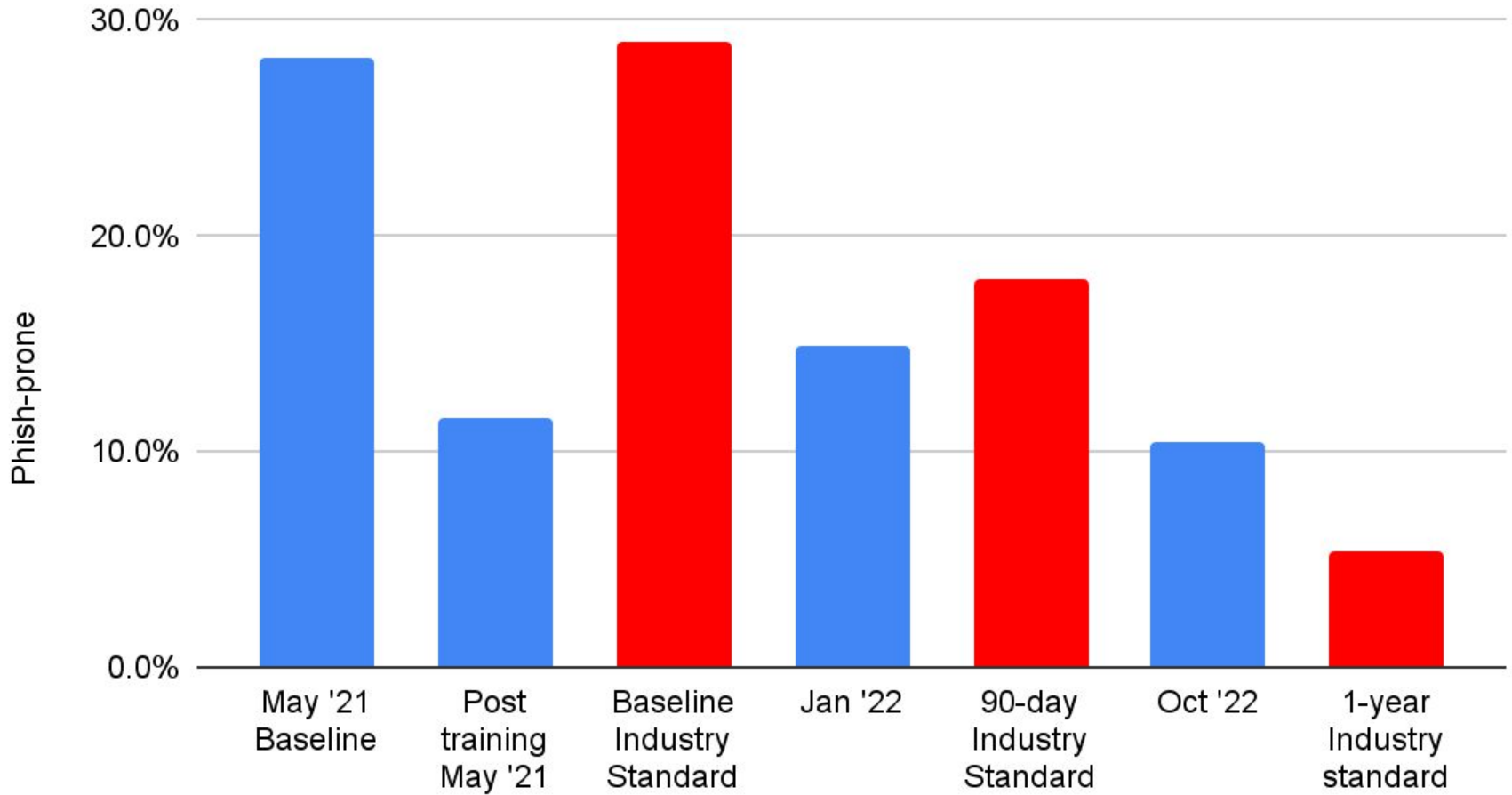
Number of times D110 Staff engaged phishing email




Number of times D110 staff entered data from a phish request




D110 Phish-prone % vs. K-12 Industry Standard %



What have we done to improve security?

- Staff Awareness
 - Phishing campaigns
 - Virtual trainings
 - Phish Alert Button 



- Multi Factor Authentication 
- My Accounts--Single-sign on (SSO)
- Enhanced virus protection
 - Monitor and logging virus threats



What Next?

- Password Resets for all staff
 - Newest Standards--National Institute of Standards and Technology (NIST)
 - Passphrases vs Passwords
 - Easier for end user to remember
 - Much more difficult to hack



Passphrase Examples?

- Wildcats!!0
 - 85.97 seconds
- purple helga horns are awesome
 - 478 millions years
- Purple helga horn\$ r awesome
 - 12 billion years



What Next?

- Goal: All staff have an increased understanding of their role in network security
 - Objective: Provide high quality, pertinent and engaging network security trainings
 - Measure of Success: District staff will reach 80% completion rate on assigned network security training



What Next?

- Goal: All district staff consistently use the Phish Alert Button (PAB) embedded within gmail to alert tech staff of potential phishing emails.
- Objective:
 - Implement PAB training for all new staff
 - Ensure staff have active PABs
 - PAB marketing campaign
- Measure of Success: 50% of staff have used the PAB at least once during '22-'23 SY



5.B. Student Representative Report

Presenter: Stella
Atkinson and Sam
Stanton

5.C. Finance Report

Presenter: Ra Chhoth,
Director of Finance &
Operations

5.C.1. Budget Update

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

WACONIA | August 31, 2022

REVENUE CATEGORIES			August 31, 2022							August 31, 2021			August 31, 2020	
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	August 31, 2021	August 31, 2020		
STATE	38,867,352	40,345,099	41,108,662	39,161,186	1,077,363	40,031,299	2.62%	3.99%	5.92%	(532,545)	1,609,908	2,300,968		
FEDERAL	2,073,894	1,700,285	825,241	865,664	23,391	801,850	2.83%	0.00%	0.00%	23,391	0	0		
PROPERTY TAXES	7,225,981	8,137,678	9,622,244	10,485,404	1,305,541	8,316,703	13.57%	14.50%	-0.47%	125,954	1,179,587	(33,701)		
LOCAL SALES, INS RECOVERY & JUDGEMENTS	9,456	324,630	0	0	0	0	0.00%	0.00%	0.00%	0	0	0		
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0		
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0		
LOCAL (FEES, INTEREST, ETC.)	916,025	1,343,135	1,156,510	934,898	(17,309)	1,173,819	-1.50%	13.17%	12.54%	(194,265)	176,956	114,856		
TOTALS	49,092,708	51,850,827	52,712,657	51,447,152	2,388,986	50,323,671	4.53%	5.72%	4.85%	(577,464)	2,966,450	2,382,124		

EXPENDITURES (OBJECT SERIES)			August 31, 2022							August 31, 2021			August 31, 2020	
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	August 31, 2021	August 31, 2020		
SALARIES & WAGES	27,567,826	29,139,361	30,396,356	30,382,346	1,048,801	29,347,555	3.45%	3.50%	3.40%	28,711	1,020,090	936,623		
EMPLOYEE BENEFITS	10,690,251	11,125,828	11,072,314	11,039,326	461,250	10,611,064	4.17%	4.60%	4.41%	(50,412)	511,662	471,557		
PURCHASED SERVICES	5,875,417	7,238,541	6,482,299	6,671,750	638,748	5,843,551	9.85%	5.88%	7.47%	212,988	425,760	438,868		
SUPPLIES	1,976,695	2,370,587	1,901,893	1,777,318	324,565	1,577,328	17.07%	21.91%	13.00%	(194,893)	519,459	257,065		
EQUIPMENT	1,192,150	1,213,965	1,290,909	1,120,625	287,077	1,003,832	22.24%	27.24%	33.28%	(43,618)	330,695	396,693		
DEBT SERVICE	205,445	120,056	136,287	3,161,611	81,287	55,000	59.64%	12.13%	-3430.56%	66,719	14,568	(7,047,918)		
OTHER EXPENDITURES	269,862	150,965	322,630	316,254	36,254	286,376	11.24%	17.75%	7.06%	9,462	26,792	19,046		
OTHER FINANCING USES	61,960	62,920	62,000	62,000	0	62,000	0.00%	0.00%	0.00%	0	0	0		
TOTALS	47,839,606	51,422,224	51,664,688	54,531,229	2,877,982	48,786,706	5.57%	5.54%	-9.47%	28,957	2,849,025	(4,528,066)		

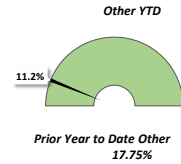
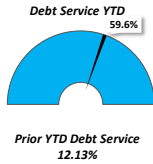
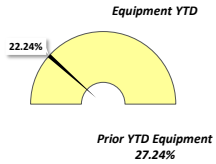
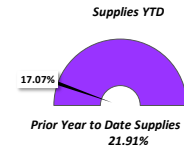
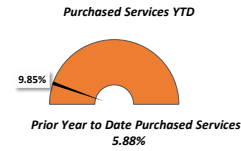
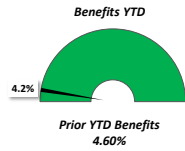
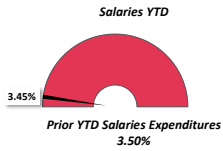
EXPENDITURES (PROGRAM SERIES)			August 31, 2022							August 31, 2021			August 31, 2020	
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	August 31, 2021	August 31, 2020		
SITE ADMINISTRATION	1,061,869	1,026,709	1,078,818	1,118,120	176,476	902,342	16.36%	16.43%	15.80%	7,743	168,733	167,824		
DISTRICT ADMINISTRATION	380,640	483,475	400,184	425,276	95,998	304,186	23.99%	17.11%	13.66%	13,279	82,719	51,992		
SUPPORT SERVICES	1,814,086	1,927,332	1,897,927	1,958,760	349,892	1,548,035	18.44%	17.54%	22.04%	11,809	338,083	399,749		
REGULAR INSTRUCTION	20,228,608	21,143,739	21,718,327	21,412,990	256,070	21,462,257	1.18%	1.68%	1.02%	(98,465)	354,535	207,127		
EXTRA-CURRICULAR ACTIVITIES	1,357,464	2,084,503	1,849,702	1,521,741	(146,517)	1,996,219	-7.92%	-7.97%	-11.19%	19,628	(166,145)	(151,928)		
VOCATIONAL INSTRUCTION	584,005	457,850	552,670	538,002	2,739	549,931	0.50%	0.63%	0.38%	(146)	2,885	2,203		
SPECIAL EDUCATION	9,810,623	10,227,982	10,995,494	10,975,042	251,351	10,744,143	2.29%	2.22%	1.70%	24,365	226,985	166,457		
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0		
INSTRUCTIONAL SUPPORT	3,098,230	3,806,134	3,562,867	3,591,873	539,833	3,023,034	15.15%	19.91%	14.41%	(218,112)	757,945	446,500		
PUPIL SUPPORT SERVICES	3,796,083	4,310,384	4,308,269	4,426,499	149,690	4,158,579	3.47%	1.01%	0.99%	105,979	43,711	37,696		
FACILITIES	5,278,542	5,588,880	4,939,930	8,087,059	889,126	4,050,804	18.00%	14.40%	18.47%	84,342	804,784	974,836		
OTHER FINANCING USES	429,456	365,236	360,500	475,867	313,324	47,176	86.91%	64.28%	-1590.51%	78,534	234,790	(6,830,523)		
TOTALS	47,839,606	51,422,224	51,664,688	54,531,229	2,877,982	48,786,706	5.57%	5.54%	-9.47%	28,957	2,849,025	(4,528,066)		

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

WACONIA | August 31, 2022

ACTIVITY - OTHER FUNDS										August 31,	August 31,	August 31,			
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	2022	2021	2020	Current YTD vs. PYTD	August 31, 2021	August 31, 2020
REVENUE															
FOOD SERVICE	3,131,241	4,529,928	2,370,250	2,320,557	75	2,370,175	0.00%	7.85%	0.00%				(355,349)	355,424	0
COMMUNITY EDUCATION	2,757,648	3,446,410	3,158,933	3,504,706	838,875	2,320,058	26.56%	17.84%	14.61%				224,108	614,767	402,904
CONSTRUCTION	24,033	0	0	0	0	0	0.00%	0.00%	0.00%				0	0	1
DEBT SERVICE	9,464,153	9,634,971	9,704,648	8,983,138	(206,089)	9,910,737	-2.12%	-2.01%	13.37%				(12,276)	(193,813)	1,265,400
TRUST	9,049	5,547	9,500	7,602	0	9,500	0.00%	0.00%	0.00%				0	0	0
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%				0	0	0
INTERNAL SERVICE	370,835	414,642	447,500	419,598	64,375	383,125	14.39%	13.80%	14.13%				7,141	57,233	52,382
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%				0	0	0
OPEB IRREVOCABLE TRUST	52,573	(52,577)	75,000	131,071	33,924	41,076	45.23%	-35.17%	-42.18%				15,432	18,492	(22,177)
OPEB DEBT SERVICE	248	0	0	(28)	(28)	28	0.00%	0.00%	40.44%				(28)	0	100
TOTALS	15,809,780	17,978,922	15,765,831	15,366,644	731,131	15,034,700	4.64%	4.74%	10.74%				(120,972)	852,103	1,698,610
EXPENDITURES										August 31,	August 31,	August 31,			
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	2022	2021	2020	Current YTD vs. PYTD	August 31, 2021	August 31, 2020
FOOD SERVICE	2,195,386	2,769,635	2,492,391	2,415,158	94,388	2,398,003	3.79%	8.35%	5.74%				(136,950)	231,337	126,063
COMMUNITY EDUCATION	2,756,700	3,048,544	2,985,126	3,153,375	467,015	2,518,111	15.64%	14.96%	17.27%				11,071	455,944	476,158
CONSTRUCTION	(0)	0	0	0	0	0	0.00%	0.00%	#####				0	0	(69,285)
DEBT SERVICE	9,154,756	9,363,331	9,527,369	9,487,897	1,765,728	7,761,641	18.53%	20.07%	21.66%				(113,500)	1,879,228	1,982,528
TRUST	92,142	7,950	9,500	9,635	0	9,500	0.00%	0.00%	0.00%				0	0	0
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%				0	0	0
INTERNAL SERVICE	420,816	449,231	453,500	472,596	99,671	353,830	21.98%	18.39%	-17.15%				17,037	82,634	(72,169)
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%				0	0	0
OPEB IRREVOCABLE TRUST	291,426	232,432	230,000	222,226	212	229,788	0.09%	0.02%	0.01%				170	42	42
OPEB DEBT SERVICE	73,957	0	0	0	0	0	0.00%	0.00%	0.00%				0	0	0
TOTALS	14,985,183	15,871,123	15,697,886	15,760,887	2,427,014	13,270,872	15.46%	16.69%	16.31%				(222,172)	2,649,185	2,443,336
SUMMARY - ALL FUNDS										August 31,	August 31,	August 31,			
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	2022	2021	2020	Current YTD vs. PYTD	August 31, 2021	August 31, 2020
SUMMARY															
REVENUE	64,902,488	69,829,749	68,478,488	66,813,797	3,120,117	65,358,371	4.56%	5.47%	6.29%				(698,437)	3,818,554	4,080,733
EXPENDITURES	62,824,789	67,293,347	67,362,574	70,292,117	5,304,995	62,057,579	7.88%	8.17%	-3.32%				(193,214)	5,498,210	(2,084,730)
SPENDING VARIANCE	2,077,699	2,536,402	1,115,914	(3,478,320)	(2,184,879)	N/A	N/A	N/A	N/A				(505,222)	(1,679,656)	6,165,463

YTD % Expenditures vs. PYTD % Expenditures



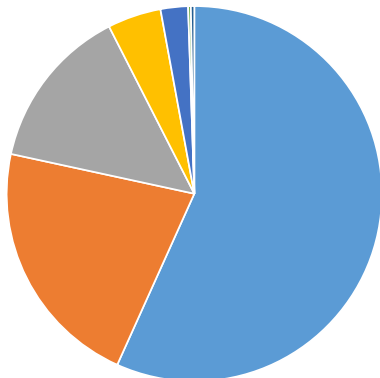
**Top 10 Expenditures YTD by Object Code 3
Variance from PYTD Received**

	Current YTD	Variance vs. PYTD Received
1 TOTAL SALARIES AND WAGES	\$1,048,801	\$28,711
2 TOTAL PURCHASED SERVICES	\$638,748	\$212,988
3 TOTAL EMPLOYEE BENEFITS	\$461,250	-\$50,412
4 NON-INSTRUCTIONAL SUPPORT	\$454,822	\$246,693
5 ADMINISTRATION/SUPERVISION	\$417,266	\$18,827
6 TOTAL SUPPLIES	\$324,565	-\$194,893
7 NON-INSTRUCTIONAL SOFTWARE LICENSE	\$235,695	\$68,847
8 HEALTH INSURANCE	\$189,481	\$2,400
9 INSTRUCTIONAL SOFTWARE LICENSE	\$170,267	\$25,621
10 FICA/MEDICARE	\$78,325	\$1,993

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

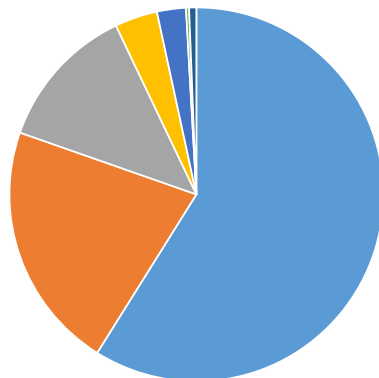


Prior Year Final



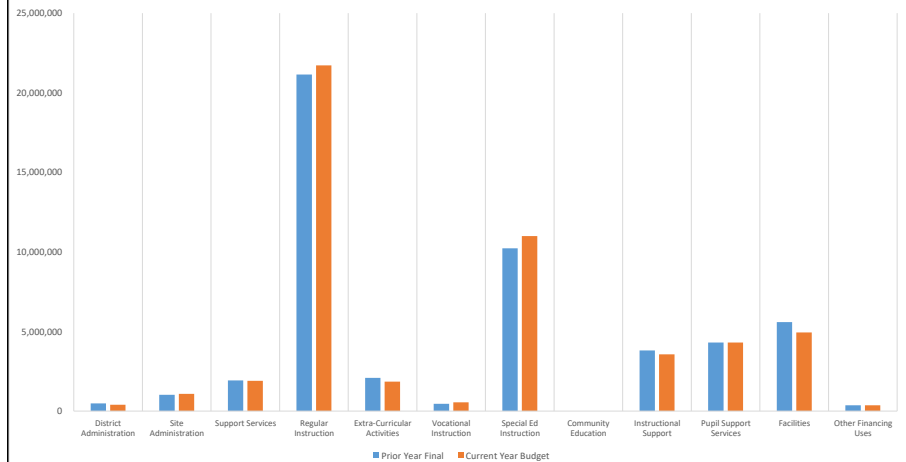
SALARIES BENEFITS PURCHASED SERVICES
 GENERAL SUPPLIES CAPITAL EXPENSES DEBT SERVICE
 DUES & OTHER

Current Year Budget

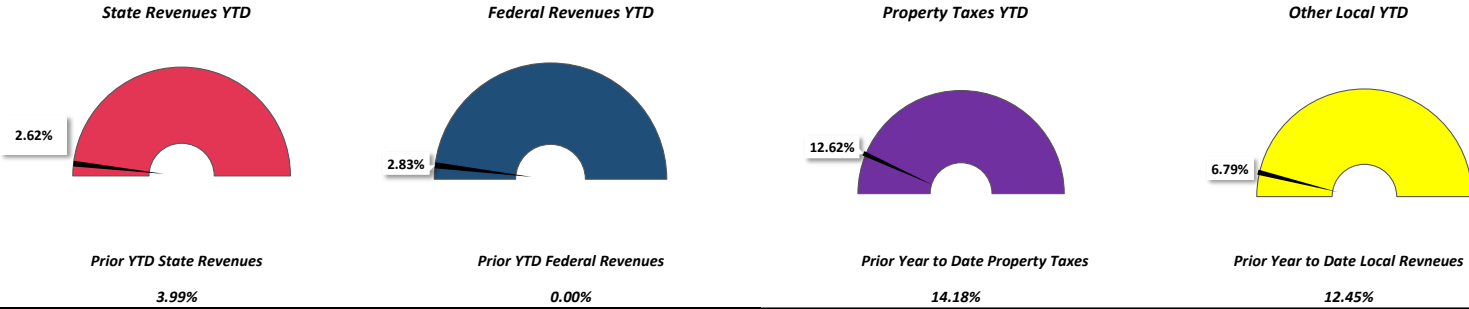


SALARIES BENEFITS PURCHASED SERVICES
 GENERAL SUPPLIES CAPITAL EXPENSES DEBT SERVICE
 DUES & OTHER

Prior Year Final and Current Budget by Program



YTD % Received vs. PYTD % Received

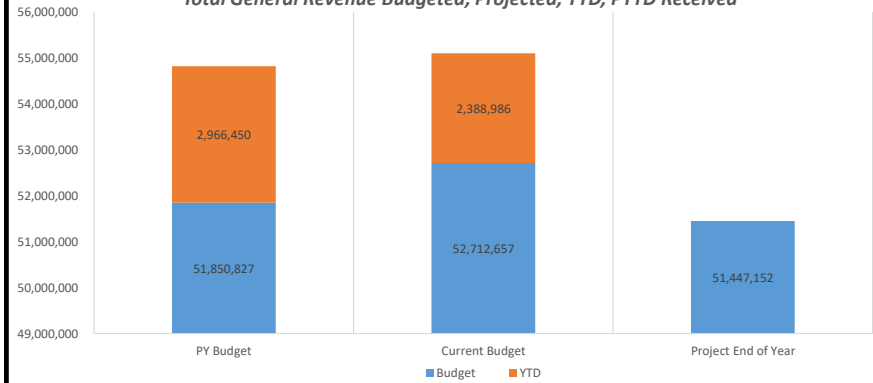


Top 5 Revenues Received YTD by Source Code 3

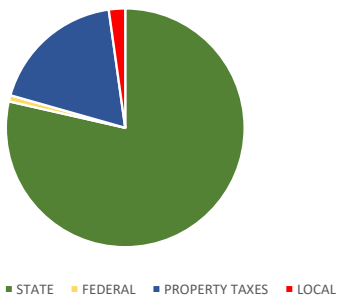
Variance from PYTD Received

	Current YTD	Variance vs. PYTD
1 Total LOCAL REVENUES	\$1,288,232	-\$68,311
2 PROPERTY TAX LEVY, GENERA	\$1,204,890	\$92,361
3 Total STATE REVENUES	\$1,077,363	-\$532,545
4 GENERAL EDUCATION AID	\$643,631	-\$314,770
5 STATE AID FOR SPECIAL EDUC	\$475,323	-\$106,659

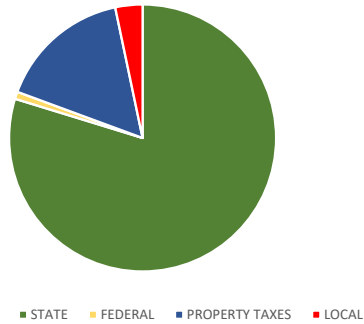
Total General Revenue Budgeted, Projected, YTD, PYTD Received



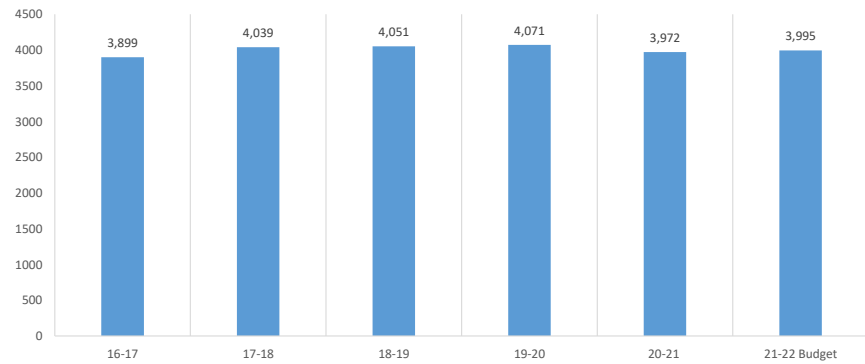
Current Year Revenue Budget



Prior Year Revenue Budget



End of Year ADM History





MNTrust Monthly Statement

Waconia ISD 110

Please Note:

THE FUND WILL BE CLOSED OCTOBER 10TH IN OBSERVANCE OF THE COLUMBUS DAY HOLIDAY

Activity Summary (30553-301) 2008 Opeb Bonds (Municipal Advisory Account)

9/1/2022 - 9/30/2022

Investment Pool Summary	IS
Beginning Balance	\$80,789.31
Dividends	\$153.36
Purchases	\$0.00
Redemptions	(\$20.83)
Ending Balance	\$80,921.84
Average Monthly Rate	2.310%
Share Price	\$1.000
Total	\$80,921.84
Total Fixed Income	\$1,013,301.01
Account Total	\$1,094,222.95

Your PMA Representative
 Angie Stillwell
 (612) 509-2562
astillwell@pmanetwork.com

Waconia ISD 110
 Mary Overby
 512 Industrial Blvd
 Waconia, MN 55387



PMA Financial Network
 2135 CityGate Lane, 7th Floor
 Naperville, IL 60563



Transaction Activity (30553-301) 2008 Opeb Bonds

IS 9/1/2022 - 9/30/2022

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	Share Price	Shares this Transaction
10318293	09/15/2022	09/15/2022	Banking Fee Redemption, OPEB Fees - July 2022	(\$20.83)	\$0.00	\$1.000	(20.830)
10352803	09/30/2022	09/30/2022	Dividend Reinvest	\$0.00	\$153.36	\$1.000	153.360
				(\$20.83)	\$153.36		132.530

Beginning Balance: \$80,789.31 | Ending Balance: \$80,921.84



MNTrust Monthly Statement

Waconia ISD 110

Current Portfolio

9/30/2022

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				09/30/2022		IS Account Balance	\$80,921.84	2.310%	\$1.000	\$80,921.84	\$80,921.84
SEC	6	49576-1	11/09/2021	11/10/2021	06/30/2023	US TREASURY N/B, 91282CCK5	\$279,770.31	0.175%		\$280,000.00	\$271,840.52
SEC	15	48591-1	07/08/2021	07/12/2021	08/01/2023	NEW YORK, 64966MEE5	\$486,830.70	0.230%		\$470,000.00	\$461,760.90
CD	N	291225-1	08/25/2021	08/25/2021	08/23/2024	BANK OF THE VALLEY, NE	\$246,700.00	0.311%		\$248,998.24	\$246,700.00
							\$1,094,222.85			\$1,079,920.08	\$1,061,223.26

Time and Dollar Weighted Average Portfolio Yield: 0.255%

Weighted Average Portfolio Maturity: 393.77 Days

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

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
IS	7.395%	\$80,921.84	IS Account
SEC	70.059%	\$766,601.01	Securities
CD	22.546%	\$246,700.00	Certificate of Deposit

Index

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

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

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

Deposit Codes

Security Codes

N	Single FEIN	6	Treasury Note
		15	Municipal Bond

MNTrust MONTHLY STATEMENT DISCLAIMER

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 the issuance of municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with PMA Asset Management, 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 and DTC CD 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. Other CDs 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.

MNTrust Activity

This section shows all of the client's transactions in MNTrust. 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 MNTrust investment objectives, risks, charges and expenses can be found in the MNTrust Information Statement, which can be obtained at <http://investmntrust.org/> or by calling PMA at the phone number listed. An investment in any series of MNTrust is not a deposit of any bank, and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the U.S. Government, any state governmental agency or MNTrust. Investors could lose money investing in any series of MNTrust, and there can be no assurance that any series of MNTrust that seeks to maintain a stable net asset value of \$1.00 per share will be able to do so.

Money Market

The Rate shown for the liquid money market portfolio, called Investment Shares represents the average net interest rate over the previous month which is then annualized. Information regarding the investment objectives, risks, charges and expenses 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.

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 non-DTC CD listed is 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) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

PMA Securities, LLC provides the following items of information pursuant to the Financial Industry Regulatory Authority ("FINRA") Rule 2267. (1) The FINRA BrokerCheck Hotline Number is 1-800-289-9999; (2) The FINRA Web site address is: www.finra.org; and (3) FINRA publishes an investor brochure that includes information describing the FINRA BrokerCheck Program. This brochure is available by contacting FINRA at the above telephone number or on the FINRA website. PMA Securities, LLC is also registered as a municipal securities dealer and municipal advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board (MSRB). The MSRB website address is www.msrb.org. Investor brochures relating to municipal securities firms and municipal advisory firms are available and posted on the website of the MSRB that describe the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

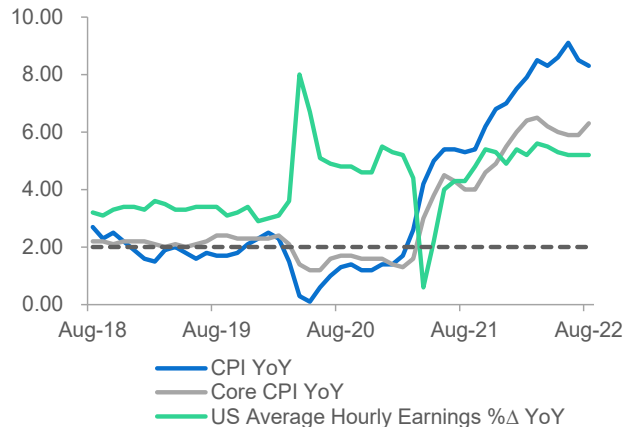


PMA[®]
ASSET MANAGEMENT

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

September 1 - September 30, 2022

INFLATION AND WAGE GROWTH

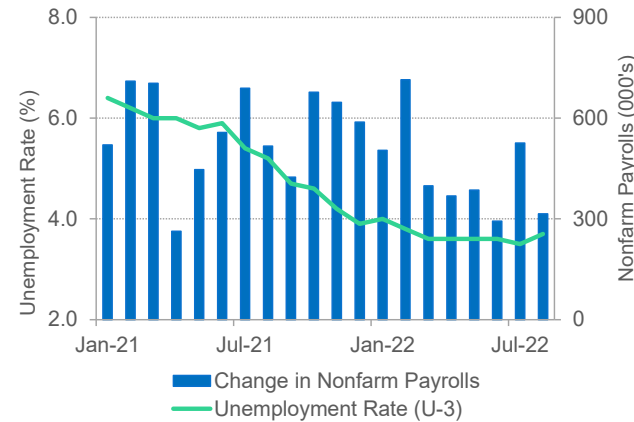


Source: Bloomberg

A higher than expected reading on August inflation sent market prices down sharply in September. While a decrease in oil and gas prices helped reduce headline CPI to 8.3% in August from 8.5% in July, the focus was on the month-over-month Core CPI number of 0.6%, which was above expectations of 0.3%. Prices for shelter, medical care and new vehicles represented some of the fastest growing goods and services for the month.

Wage growth also remained elevated in August at 5.2%. While this level is below the rate of growth for CPI, the high level has helped fuel inflation on durable goods such as new vehicles and home furnishings. To reduce inflation, the Federal Reserve has indicated it must slow demand and employment growth.

EMPLOYMENT

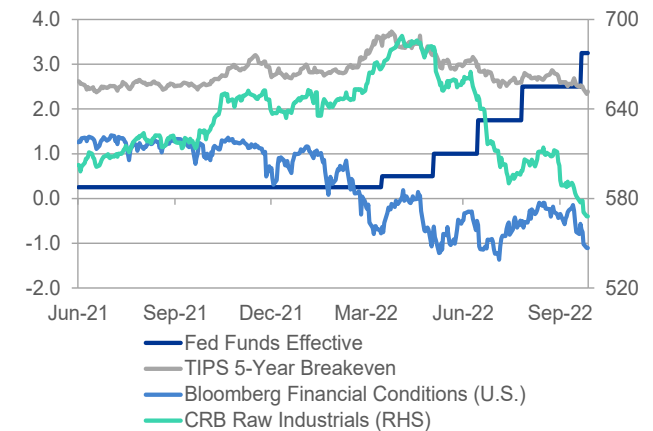


Source: Bloomberg

The unemployment rate rose slightly to 3.7% in August. Job growth remained strong for the month as 315,000 new jobs were added. Notable job gains occurred in professional and business services, health care and retail. The rise in the unemployment rate was driven primarily by an increase in the labor participation rate. Unemployment ticked up as more people re-entered the labor market.

The Labor Department reported in August that there were a seasonally adjusted 11.2 million job openings in July, up from the previous month's 11 million. Job quits edged down to 4.2 million in July. Both levels continue to indicate a tight labor market. Further, weekly unemployment claims remain near 200,000, a level also associated with strong employment.

TIGHTER POLICY REDUCING INFLATION RISKS

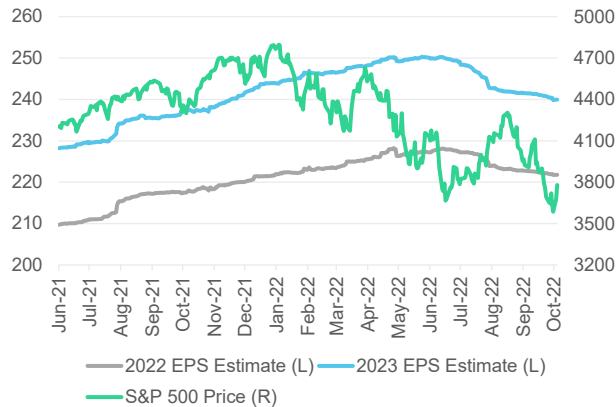


Source: Bloomberg

The Federal Reserve has raised rates by 300 basis points, or 3.0% in 2022 and additional rate hikes are widely expected. The Fed has become more hawkish throughout the year as inflation has remained persistently high. Through its words and actions, the Fed has been successful at tightening financial conditions. We can see this most clearly through the Bloomberg U.S. Financial Conditions index, which began declining in late 2021. Tighter financial conditions have helped reduce inflation expectations and lower commodity prices.

According to New York Fed President John Williams, higher mortgage rates and falling stock prices have helped slow demand. However, he also noted that reducing inflation to the Fed's 2.0% target would take more time because "prices pressures have become broad based" across the economy.

S&P 500 EPS ESTIMATES VS. PRICE

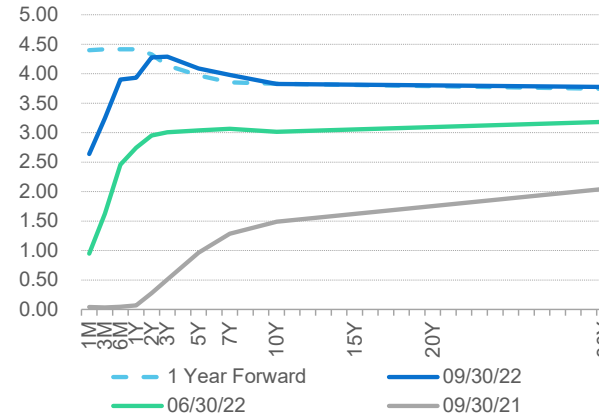


Source: Bloomberg, Factset

The S&P 500 returned (23.9%) for the year-to-date period ending September 30, continuing to be driven by concerns of inflation and higher rates. While this has been a painful year in the equity markets, earnings forecasts have remained elevated and could provide new downward pressure on stock prices.

Current earnings estimates for companies listed on the S&P 500 index call for earnings growth of 7.4% in 2022 and 8.2% in 2023. Historically during recessionary periods, there have been on average 20% declines in EPS, or 11% declines during high inflationary recessions. Given this backdrop, if the economy is unable to avoid a recession, there will likely be cuts to earnings projections and results over the coming months. It should be noted that markets are forward looking and some earnings pressure has already been priced into markets.

HISTORIC RATE VOLATILITY

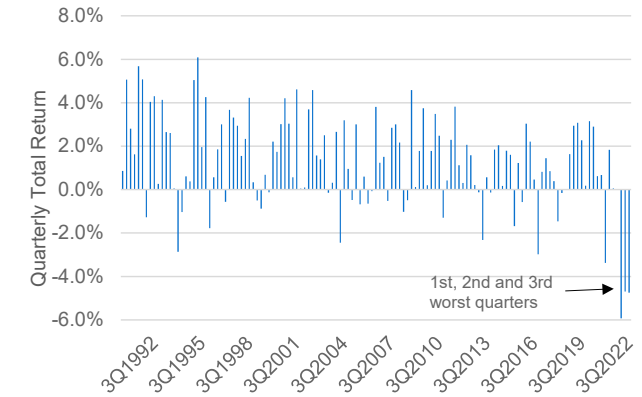


Source: Bloomberg

The Federal Reserve (Fed) raised rates an additional 0.75% in September, bringing the Fed Funds rate to a range of 3.0-3.25%. Additionally, the new “dot plot” from the Fed’s September meeting shows a median rate of 4.625% at the end of 2023, which has led to global market concern that the Fed - and other Central Banks - may be doing too much too quickly.

Yields inverted significantly during the quarter as the front end of the curve increased on Fed actions. The 3-month and 2-year Treasuries increased 1.61% and 1.30% to end the quarter at 3.33% and 4.22%, respectively. The 10-year Treasury yield increased just 0.85%, ending the period at 3.83%. This inversion reflects recessionary pressures and demonstrates the market’s expectation for inflation to wane in the intermediate term.

BLOOMBERG U.S. AGGREGATE SINCE 1990



Source: Bloomberg

Bond yields have risen at an historically fast pace in 2022 resulting in negative returns and continued volatility in the bond market. The Bloomberg U.S. Aggregate, a widely-used U.S. bond market index, returned (4.75%) in the third quarter. This followed the first two quarters of the year at (5.93%) and (4.69%). The past three quarters have represented the three worst quarters for the index since 1990.

Bond prices and yields have an inverse relationship, so negative absolute returns are expected in 2022. Additionally, the global effort to reduce inflation is extraordinary, and therefore market volatility is expected. Credit spreads have also widened as recession concerns have grown. We remain focused on strong credit metrics and typically holding bonds until maturity to recoup short-term unrealized losses.

CLIENT

ISD No 110 OPEB Waconia
MN Equ

INCEPTION DATE

07/02/2021

RELATIONSHIP TEAM

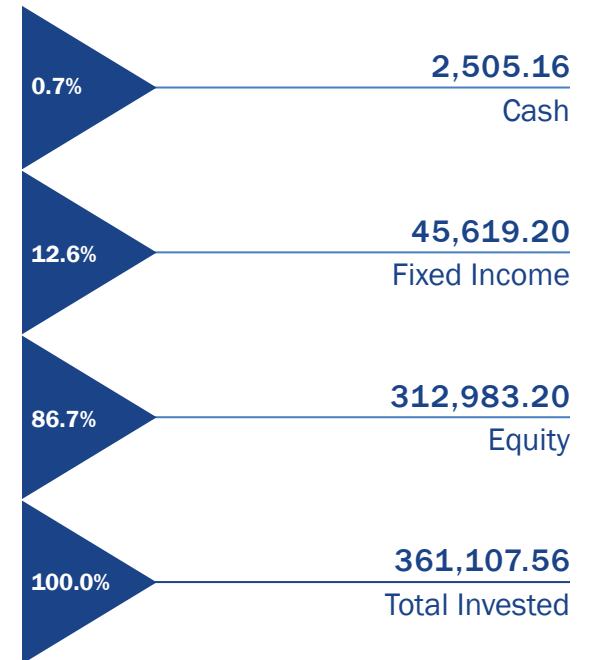
Kendra Shelland
Institutional Portfolio
Manager
(612) 509-2579
kshelland@pmanetwork.
com

Steve Pumper
VP, Investment Services
(612) 509-2565
spumper@pmanetwork.com

PORTFOLIO OVERVIEW

	Value
Beginning Market Value	395,193.18
Contributions	0.00
Withdrawals	0.00
Net Investment Income	1,490.83
Unrealized Gain/Loss	(35,576.45)
Realized Gain/Loss	0.00
Ending Market Value	361,107.56

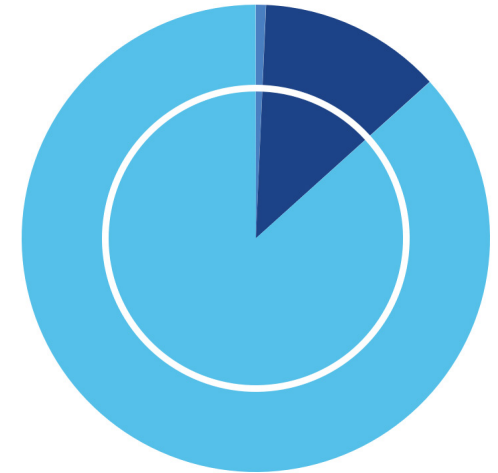
Compliance	Status
As of 09/30/2022	Compliant



INVESTMENT ALLOCATION

Sector	Amount	Allocation	Change	%
Cash				
TOTAL Cash	2,505.16	0.69%	1,490.83	146.98%
Fixed Income				
TOTAL Credit	45,619.20	12.63%	(2,124.80)	(4.45%)
Funds - Corporate	45,619.20	12.63%	(2,124.80)	(4.45%)
TOTAL Fixed Income	45,619.20	12.63%	(2,124.80)	(4.45%)
Equity				
TOTAL Domestic Equity	312,983.20	86.67%	(33,451.65)	(9.66%)
Funds - Large Cap	312,983.20	86.67%	(33,451.65)	(9.66%)
TOTAL Equity	312,983.20	86.67%	(33,451.65)	(9.66%)
TOTAL Invested	361,107.56	100.00%	(34,085.62)	(8.63%)

CURRENT PERIOD ALLOCATION



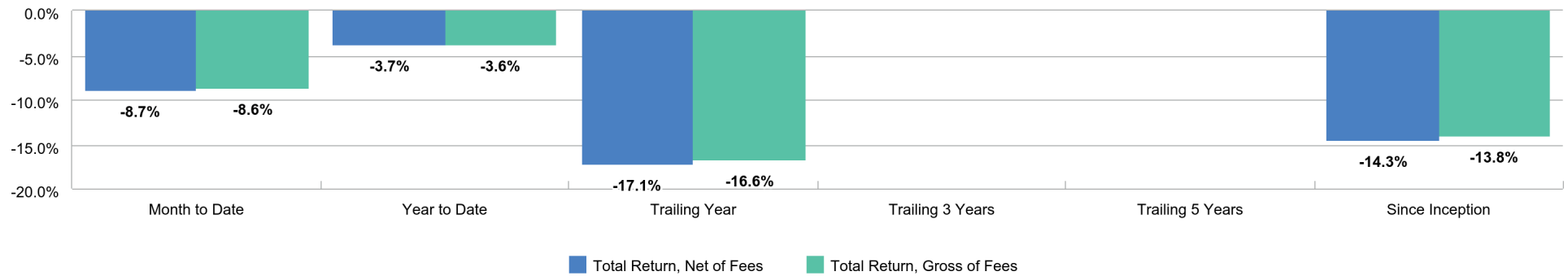
Asset Class

- Cash - 0.7%
- Fixed Income - 12.6%
- Equity - 86.7%

Sector

- Cash - 0.7%
- Credit - 12.6%
- Domestic Equity - 86.7%

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	(8.66%)	(3.72%)	(17.05%)	—	—	(14.27%)
Total Return, Gross of Fees	(8.63%)	(3.60%)	(16.64%)	—	—	(13.84%)

Since Inception Date: July 02, 2021

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

PERFORMANCE BY ASSET CLASS

Asset Class	Ending Market Value	Weight	Gross Total Return	Contribution
Cash	2,505.16	0.40%	0.18%	0.00%
Fixed Income	45,619.20	12.09%	(4.25%)	(0.51%)
Equity	312,983.20	87.51%	(9.27%)	(8.11%)
Portfolio Total	361,107.56	100.00%	(8.63%)	(8.63%)



Transaction and Interest Summary

September 1 - September 30, 2022

Trade Date	Settle Date	Quantity	Security	Ticker	Identifier	Unit Price	Amount	Gain / Loss
Cash								
<i>Money Market Fund Interest</i>								
09/30/2022	09/30/2022	0.00	GOLDMAN:FS GOVT INST	FGTXX	38141W273	—	2.53	—
—	—	0.00	Total Money Market Fund Interest	—	—	—	2.53	—
Funds - Corporate								
<i>Equity Dividend</i>								
09/01/2022	09/07/2022	0.00	VANGUARD TOT BD ETF	BND	921937835	—	100.15	—
—	—	0.00	Total Equity Dividend	—	—	—	100.15	—
Funds - Large Cap								
<i>Equity Dividend</i>								
09/23/2022	09/28/2022	0.00	VANGUARD TSM IDX ETF	VTI	922908769	—	1,388.15	—
—	—	0.00	Total Equity Dividend	—	—	—	1,388.15	—

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														
<i>Cash</i>														
FGTX	38141W273	2,502.63	GOLDMAN:FS GOVT INST	AAA	2.91%	09/30/2022	09/30/2022	2,502.63	1.0000	2,502.63	18.56	—	2.91%	2.91%
USD	CCYUSD	2.53	Receivable	AAA	0.00%	09/30/2022	09/30/2022	2.53	1.0000	2.53	0.00	—	0.00%	0.00%
—	—	2,505.16	—	AAA	2.91%	—	—	2,505.16	—	2,505.16	18.56	—	2.91%	2.91%
Fixed Income														
<i>Credit</i>														
<i>Funds - Corporate</i>														
BND	921937835	640.00	VANGUARD TOT BD ETF	—	—	—	—	50,205.20	71.2800	45,619.20	142.43	2.64%	—	—
—	—	640.00	—	NA	—	—	—	50,205.20	—	45,619.20	142.43	2.64%	—	—
Equity														
<i>Domestic Equity</i>														
<i>Funds - Large Cap</i>														
VTI	922908769	1,745.00	VANGUARD TSM IDX ETF	—	—	—	—	390,815.42	179.3600	312,983.20	1,388.15	1.73%	—	—
—	—	1,745.00	—	—	—	—	—	390,815.42	—	312,983.20	1,388.15	1.73%	—	—
Total Invested		4,890.16	—	AAA	2.91%	—	—	443,525.78	—	361,107.56	1,549.14	1.85%	2.91%	2.91%

Prudent Man Advisors, LLC doing business as PMA Asset Management, LLC ("PMA") is an investment adviser registered with the U.S. Securities and Exchange Commission.

This report is intended to detail investment advisory activity through your PMA advisory separately managed account (hereinafter "Account"). The information in this report is confidential and is intended for existing client use only. All transactions are reflected as of trade date. Information derived from sources other than PMA (including market value and market analytics), is believed to be accurate, but is not independently verified nor guaranteed to be accurate or complete. Accounting settings on PMA's accounting and reporting platform, provided by Clearwater Analytics, may not reflect your internal accounting methodology.

All expressions of opinion and predictions in this report are subject to change without notice. This report is not intended to be nor should it be relied upon in any way as a forecast or guarantee of future events regarding a particular investment or the markets in general. Certain security characteristics may include assumptions including, but not limited to, expected levels of volatility, prepayment rates, default rates and recovery rates. Future market experience may differ from these assumptions.

Past performance is not a guarantee of future results. As with all strategies, there is a risk of loss of all or portion of the amount invested.

Custodian Bank

Please note this report is not intended for clients to use as a replacement for custodial statements, which should be considered the official record for the Account. The custodian bank maintains control of all account assets, executes/settles all investment transactions and is the official record of securities, investments, cash holdings and transactions in the account. The custodian bank will provide you customer statements of your account and you are encouraged to compare PMA's statement to the custodian's statement and reconcile any differences. Many custodian banks use a settlement date basis which may result in the need to reconcile due to a timing difference. The custodian may also provide accounting information for all account assets, which may differ from your records or accounting information provided by PMA. The custodian may use different pricing sources or a different pricing hierarchy than PMA, which also may contribute to differences in the market value of your Account.

Legal or Tax Information

PMA and its employees do not offer tax or legal advice. You should consult with your tax and/or legal advisors before making any tax or legal related investment decisions. Cost data and realized gains/losses are provided for your informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your transactions. PMA does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported.

Account Assets, Cost, Valuation and Performance

In computing the market value of any asset of the Account, each security listed on any national securities exchange shall be valued at the last quoted sale price on the valuation date on the principal exchange on which such security is traded. The market values of many fixed income securities are provided by pricing services companies which utilize pricing evaluations based on various market and industry inputs. A hierarchy of pricing sources, which may include prices provided by PMA, is used to provide a price for each security on this report. Although PMA believes the price to be reliable, the values of the investments do not always represent the prices at which the investments could have been bought or sold. Performance is calculated for positions managed by PMA only. Market values for Unmanaged Assets are shown based on information provided by you or your custodian.

Ratings

Information provided for ratings is based upon a good faith inquiry of selected sources, but their accuracy and completeness cannot be guaranteed. Standard & Poor's and Moody's ratings may represent the long-term rating of the issue or issuer as available.

Risk

The securities in this Account are not guaranteed or otherwise protected by PMA, the FDIC (except for certain bank products) or by any government agency. Investment in securities involves risks, including the possible loss of the amount invested. In addition, past performance is no indication of future performance and the price or value of investments may fluctuate. Asset allocation does not assure or guarantee better performance and cannot eliminate the risk of investment losses.

Account Control

PMA does not have the authority to withdraw funds from the Client's account with the custodian bank, except in limited circumstances as authorized by the client for the payment of the investment advisory fee. Our clients retain responsibility for their internal account policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Notification of Changes

In order to better serve you, we request that you promptly notify us of any material change in your investment policy, investment objective or financial situation.

ADV Firm Brochure

PMA provides its Clients with a written disclosure statement of its background and business experience. If you would like to receive another copy of the Firm Brochure, please contact PMA at the contact information below.

Affiliated Entities

PMA provides investment advisory services to a broad range of clients through PMA Asset Management, LLC. PMA Securities, LLC is a broker-dealer and municipal advisor registered with the SEC and MSRB, and is a member of FINRA and SIPC. Public finance services and institutional brokerage services are offered through PMA Securities, LLC. All other products and services are provided by PMA Financial Network, LLC. PMA, PMA Securities, LLC and PMA Financial Network, LLC are under common ownership.

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.



PMA Asset Management, LLC
2135 CityGate Lane, 7th Floor
Naperville, IL 60563
630-657-6400

For more information visit www.pmanetwork.com

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5.C.2. Fall Enrollment Report



Fall Enrollment Updates Presented by Ra Chhoth Director of Finance and Operations

Forecast 5/School Finances Data Assumptions in our Model

Fall Seat Count History

Minnesota Department of Education Enrollment Data

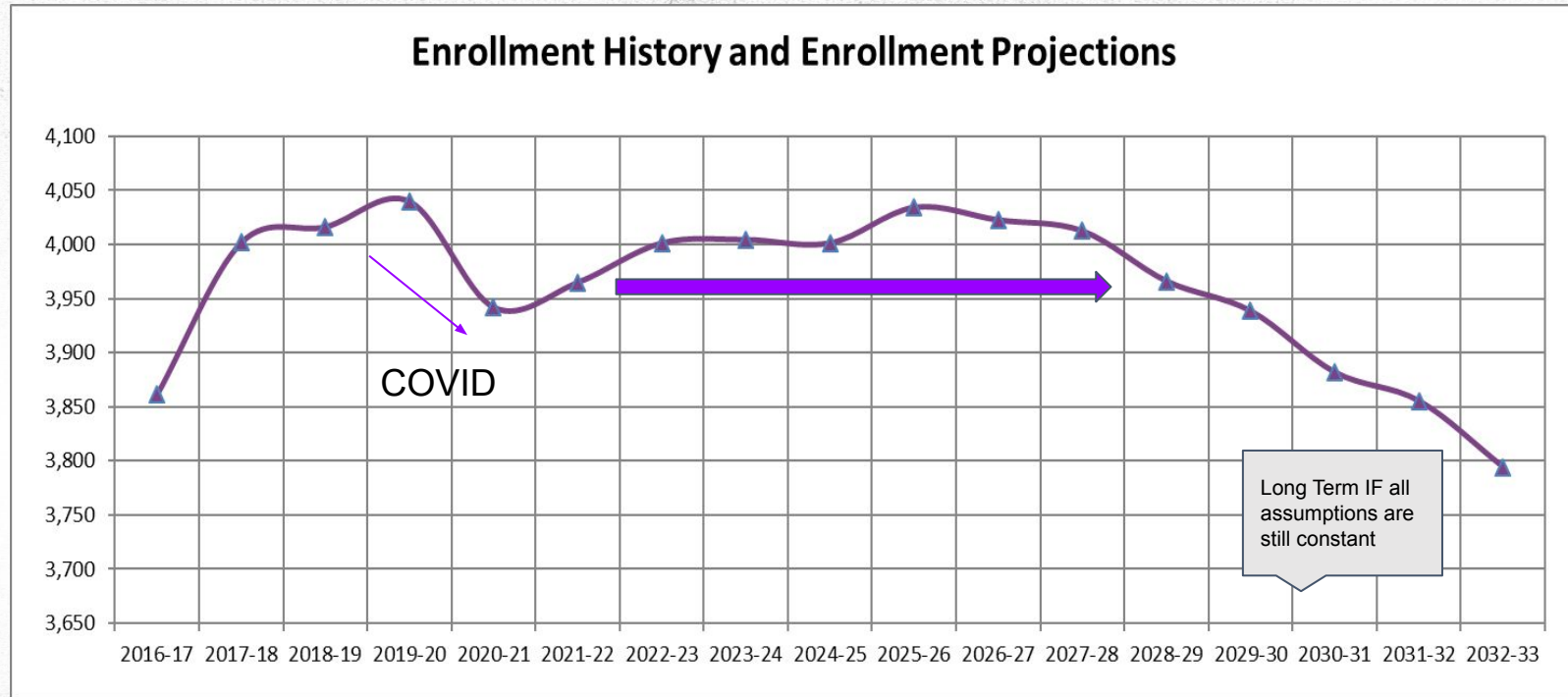
County Birth Rates

Birth Rates by Zip Codes

Weighted Averages



E-12 Enrollment Trends if all assumptions are constant: Short Term average forecast around just 4000

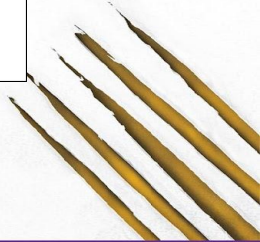
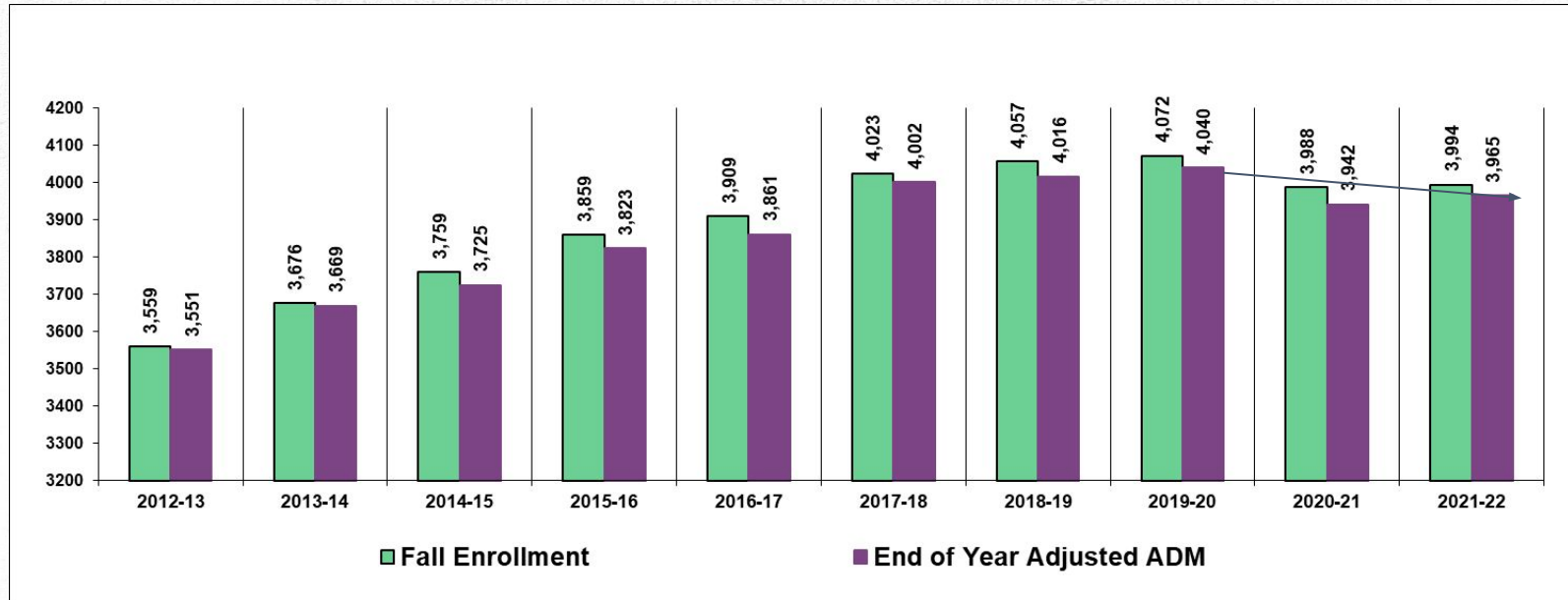


Waconia ISD 110 Future Projections

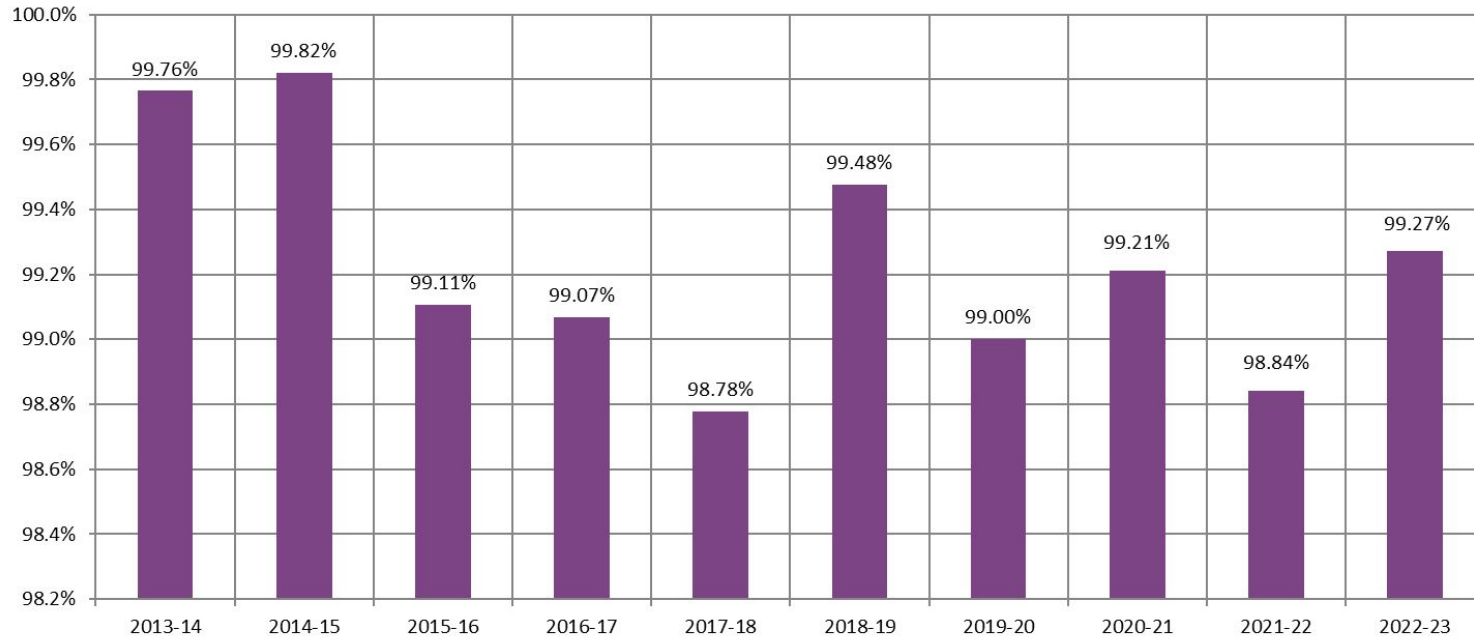
	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
EC	29.6	29.1	29.1	31.2	26.9	25.6
VPK	0.0	0.0	0.0	0.0	0.0	0.0
Handicapped K	59.62	63.81	55.06	52.43	52.44	50.56
Kindergarten	227.7	218.7	228.1	250.6	209.1	198.4
Grade 1	289.3	292.7	287.8	288.4	308.6	266.3
Grade 2	277.8	292.6	295.9	291.0	291.6	312.0
Grade 3	285.9	278.9	293.7	297.1	292.1	292.7
Grade 4	265.5	291.2	284.0	299.2	302.6	297.5
Grade 5	317.9	272.9	299.4	292.0	307.5	311.1
Grade 6	307.5	328.8	282.3	309.7	302.0	318.1
Grade 7	334.5	308.9	330.4	283.6	311.1	303.4
Grade 8	297.2	333.8	308.3	329.7	283.0	310.5
Grade 9	344.5	323.9	363.8	336.0	359.3	308.5
Grade 10	336.2	340.1	319.8	359.3	331.8	354.8
Grade 11	335.7	321.4	325.2	305.7	343.4	317.2
Grade 12	322.2	327.8	313.9	317.5	298.6	335.4
PreK-12	4,031	4,025	4,017	4,043	4,020	4,002
K-12	4,002	3,996	3,988	4,012	3,993	3,977



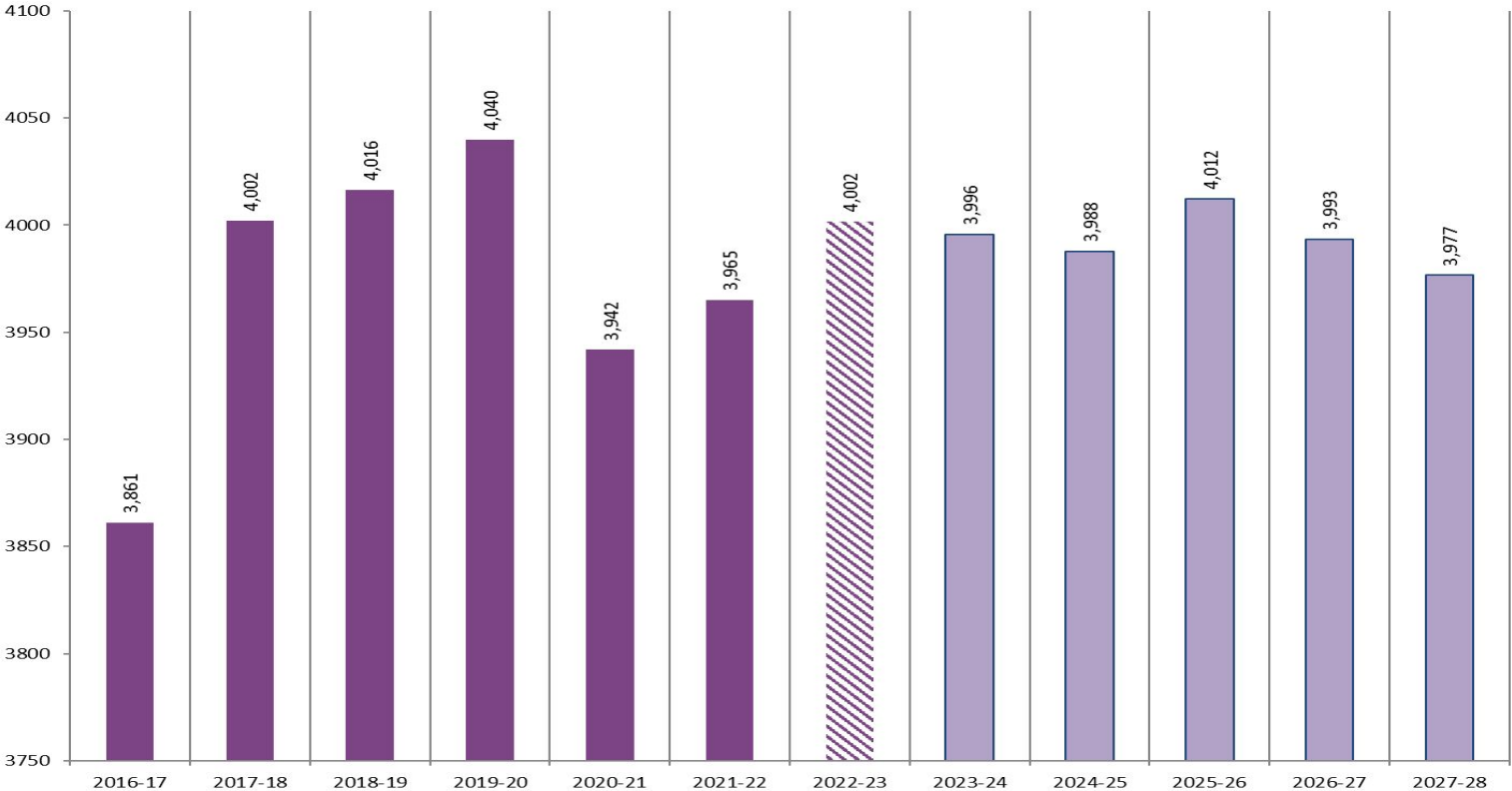
Oct 1 Fall Enrollment vs End of Year Adjusted ADM History



Percent of End-of-Year Adjusted ADM to Fall Enrollment



K-12 ENROLLMENT HISTORY & PROJECTED TOTAL ENROLLMENT



Past Estimated and Actuals and Forecast

ISD #110 - Waconia Public Schools								
Enrollment History and Projection								
Average Daily Membership (ADM)								
	Actuals						Estimated	
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Elementary	2,072	2,102	2,148	2,113	2,111	2,025	2,095	2,068
Secondary	1,788	1,797	1,891	1,938	1,960	1,947	1,955	2,020
Total Students for Aid	3,860	3,899	4,039	4,051	4,071	3,972	4,050	4,088
Percent Change	4.35%	1.01%	3.59%	0.30%	0.50%	-2.44%	1.96%	0.94%



E-12 2022-2023 ADM Budgeted vs New Model Forecast

2022-2023 Budgeted Enrollment: 4088

2022-2023 Actual Fall Seat Counts Oct 1: 4044

2022-2023 New Model Forecast End of Year: 4031

Difference: -57

Timeline

June 30th Budget ADM Estimate for Oct 1 | Actual Fall Seat Counts Oct 1 | Actual ADM EOY



Factors bearing on enrollment

- Birth Rates - Declining Birth Rates
- Migration – both locally and statewide are difficult to estimate as more competition from private schools and online schooling is increasing.
- Generational differences- Some Millennials are delaying family planning. Long Term is difficult to determine additional impact to future enrollment growth.
- Housing Markets - More built single family residents does not yield more school age children.





Questions?

6. **ACTION ITEMS**

6.A. Approve Assurance of Compliance Statement

Presenter: Dr. Enid
Schonewise, Director
of Human Resources



Virginia Davis

E-mail: mde.compliance-assistance@state.mn.us

Phone: 651-582-8338

Address: 400 NE Stinson Blvd., Minneapolis, MN 55413

Assurance of Compliance 0110-01 Waconia Public School District INFORMATION NEEDED TO EVIDENCE COMPLIANCE- School Year: 22-23

* - indicates required fields.

Coordinator Identification Information

Table with 4 columns: Coordinator Type (Human Rights, Title IX, 504), Name, Telephone Number, Fax Number, E-Mail Address. Values include Enid Schonewise and Paul Tordoff.

Mandated Reporter Training

Minnesota Chapter 260E.30, Subd. 2(b). Districts must inform all mandated reporters of the duties.

I verify that all mandated reporters employed by or otherwise associated with any school in this district have been informed of mandated reporting requirements and of the prohibition of retaliation against anyone reporting maltreatment.

Date of Verification *

09/16/2022

As part of the Minnesota Department of Education's data collection for the Minnesota Olmstead Plan related to the topic area Prevent and Neglect, please provide the following information;

Total number of school district employees who have received mandated reporter training as of verification date? 597

Number of licensed staff? 318

Number of unlicensed staff? 279

*This information is requested to assist in the prevention of abuse and neglect of students with disabilities through increased awareness, education of all school personnel and their duties associated with mandated reporting requirements.

Document Submittal Verification

Does MDE have current and accurate copies of the following documents? Please submit updated policy if revised since Last Submitted Date.

Table with 3 columns: Document, Last Submitted Date, Upload Document*. Row: Harassment and Violence policy, 10/13/2021, Select Upload Document: Choose File No file chosen

District Compliance Requirements Checklist

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), in installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date.

The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons authorized to submit information on behalf of the district.

Check all statements in which the district has complied with the state and federal requirements prohibiting discrimination.

Federal Laws:

Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 C.F.R. Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.

- * Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.

- * Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000e(k)).

- * Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.

- * The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits discrimination on the basis of age (over 40 years).

- * Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.

- * The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.

- * Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).

- * The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).

- * The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).

- * Prohibition of Discrimination Based on Blindness (20 USC § 1684).

State Laws:

- * The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.

- * Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.

- * Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.

- * Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.

- * Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.

- * Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.

By clicking "Submit" you are affirming that these laws are available in each building in the district, that the information that is provided is accurate, and that you have the authority to submit this assurance on behalf of the district. Clicking "Cancel" will not enter data.

NOTE: When data entry is complete, click "Submit" to send data to The State Department of Education.

6.B. Second Read Board Policies

6.B.1. 105 Public Relations and School
Communications

105 SCHOOL DISTRICT PUBLIC RELATIONS AND SCHOOL COMMUNICATIONS

I. PURPOSE

This policy ensures that Waconia Independent School District 110 maintains regular and ongoing communications throughout the community.

II. GENERAL STATEMENT OF POLICY

Waconia Independent School District 110 is committed to partnering the community, families, students and employees. District 110 will coordinate and share regular and ongoing communications through a variety of means, including: e-newsletters, videos, website, social media, e-mail, printed materials and face-to-face communications. At the direction of the Superintendent, the Director of Communications will manage communications with all audiences and oversee interactions with media at all levels.

III. INFORMATION SHARING

A. Coordination of Communications

The Director of Communications preserves, manages, and promotes the image and brand of District 110. Decisions are guided by the Strategic Roadmap, Communications Plan and Brand Guidelines.

Objectives of the Communications Plan

1. Provide consistent, relevant and engaging communications to all key audiences.
2. Increase awareness and trust by delivering communications in convenient, user-friendly platforms.
3. Develop a network of internal and external storytellers.
4. Increase story frequency on all platforms.
5. Create district-wide storytelling culture based on honesty, authenticity and transparency.

Target Audiences

1. Parents

Internal Communication

Classroom Level – teacher/school/parents

External Communication

Marketing and Public Relations – teacher/school/community

2. **Community**

This broad audience includes everyone regardless of whether they currently have or previously had children in the district.

3. **Students**

Student pride deepens and confidence grows when they see the accomplishments of their school, teachers and classmates being celebrated in the community on a regular basis.

4. **Staff**

Teachers and staff are among the frontline ambassadors of our brand.

5. **Online Community**

Social media includes all of the above stakeholders.

B. Building Level and Program Specific Communications

1. Individual school sites and specific district-sponsored programs will provide regular communications to their stakeholders by sharing information about their activities, events, curriculum, assessments and goals as needed. The preferred method of communication is a branded and formatted weekly e-newsletter. When necessary, these site/school specific communications will include district-level messaging provided by the communications office. District-level communications will be consistent throughout ISD 110 and any proposed changes to the message must be approved by the communications office.

2. The primary source of regular communications will be web/email based with the recognition that District 110, individual school sites, education programs, and extra-curricular activities will ensure that families, community members and employees who do not have access to electronic sources will receive shared communications.

C. Communication Standards

The Director of Communications, at the direction of the Superintendent, establishes communication standards for employees and is responsible for developing and maintaining relationships with media.

1. In collaboration with the Superintendent, the Director of Communications is responsible for working with staff and community partners to identify, develop, produce, write and publish/post/upload stories about District 110.

2. Media inquiries – local, metro, national – are all referred to the communications office.

3. Story pitches must be sent to and approved by the communications office prior to the media being contacted.

4. The communications office must be immediately informed of media presence at any building in the district.
5. Regarding ongoing activities, such as a sports season or band related events, one approval will cover the season.

IV. DISTRICT 110 SPOKESPERSON ~~AND KEY CONTACTS FOR MEDIA~~

A. Official Spokesperson

~~The Director of Communications, working in conjunction with the Superintendent, is the main initial contact for all media. The Director of Communications is responsible for developing and maintaining relationships with media.~~ The Superintendent is always the main spokesperson for the District unless otherwise directed by the Superintendent. In situations where the School Board needs representation in the media, the Superintendent will work with Board leadership to determine who should speak to the media. The Superintendent and Communications Director will prep the School Board spokesperson with talking points.

~~In collaboration with the Superintendent, the Director of Communications is responsible for working with staff and community partners to identify, develop, produce, write and then publish/post/upload stories about District 110.~~

~~District 110 employees must receive approval from the Director of Communications prior to contacting the media.~~

B. Crisis or Emergency Situation

The District 110 Crisis Communications Plan dictates the processes and protocols during an emergency situation, including the spokesperson for District 110.

V. MEDIA COMMUNICATIONS WITH STUDENTS

Media may not contact or interview students on any of the school campuses or at school-related events without permission from one of the following:

1. Director of Communications
2. Leadership at the school level (principal, assistant principal)
3. Program Leader (Activities Director, coach, Director of Community Education)

A one-time Sports/Activities/Community Ed permission blankets the entire season/class/event for media inquiries pertaining to normal developments. Media inquiries involving sensitive information must be referred to the Director of Communications. Even with District permission, parent or guardian permission may still be required. Permission status may be changed for any student at any time throughout the course of the season/class/event.

Cross References: District 110 Policy 406 (Public & Private Personnel Data)
District 110 Policy 423 (Employee-Student Relationships)
District 110 Policy 434 (Teacher Evaluation)
District 110 Policy 515 (Protection & Privacy of Pupil Records)
District 110 Policy 519 (Interviews of Students by Outside Agencies)
District 110 Policy 524 (Internet Acceptable Use and Safety)
District 110 Policy 806 (Crisis Management Policy)

Policy Adopted: March 10, 1997
Policy Amended: July 9, 2001 / July 2007
Policy Revised: August 2014, December 2018
Independent School District No. 110
Waconia, MN

6.B.2. 204 School Board Meeting Minutes

Adopted: _____

MSBA/MASA Model Policy 204

Orig. 1995

Revised: _____

Rev. 202208

204 SCHOOL BOARD MEETING MINUTES

[Note: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
 1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
 2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.

- e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
 4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
 5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
 6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated.

The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 ([Boards of Independent School Districts Publishing Proceedings](#))
Minn. Stat. § 123B.14, Subd. 7 ([Officers of Independent School Districts Record of Meetings](#))
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 ([Form of Public Notices Notice Regarding Published Summaries](#))
Minn. Stat. § 331A.08, Subd. 3 ([Computation of Time Publication of Proceedings](#))
Op. Atty. Gen. 161-a-20 (Dec. 17, 1970)
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

6.B.3. 205 Open Meetings and Closed Meetings

Adopted: _____

MSBA/MASA Model Policy 205

Orig. 1995

Revised: _____

Rev. 202217

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect ~~the~~ Minnesota's Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces ~~the philosophy of openness accountability and transparency~~ in the conduct of its business, in the belief that openness produces better programs, more efficient ~~cy in~~ administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting ~~the an~~ individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum ~~or more of school board~~ members ~~of the school board,~~ or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at ~~its primary~~ the school district offices. If the school board decides to hold a

regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. ~~This notice shall be posted and mailed or delivered at least three days before the date of the meeting.~~ As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment ~~of the school board~~, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, ~~the~~ advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Meetings during Pandemic or ~~Declared Chapter 12~~ Emergency

In the event of a health pandemic or an emergency declared under ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 12, a meeting may be conducted by telephone or ~~other electronic~~interactive technology means in compliance with ~~Minn. Stat. § Minnesota Statutes section~~ 13D.021.

8. Meetings ~~Conducted~~ by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with ~~Minnesota Statutes section Minn. Stat. §~~ 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose, ~~and the journal or any minutes used to record votes of a meeting shall be available must be open~~ to the public during all normal business hours at the school district's administrative offices ~~of the school district~~.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data Data

1. Meetings may not be closed ~~merely because the to discuss data to be that discussed~~ are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation ~~sessions~~ meetings, and hearings between the school board and its employees or their respective representatives are public meetings. ~~These~~ Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on ~~the~~ dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.

- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the-its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. §Minnesota Statutes section 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- ~~a.~~ a. Any portion of a meeting must be closed if the following types of data are discussed:

a. (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

b. (2) active investigative data collected or created by a law enforcement agency;

c. (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or

d. (4) an individual's personal medical records.

- be. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the

date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 ([Exclusion and Expulsion Procedures](#))~~Student Dismissal Hearing~~
Minn. Stat. § 122A.33, Subd. 3 ([License and Degree Exemption for Head Coach](#))~~Coaches; Opportunity to Respond~~
Minn. Stat. § 122A.40, Subd. 14 ([Employment; Contracts; Termination](#))~~Teacher Discharge Hearing~~
Minn. Stat. § 179A.14, Subd. 3 ([Negotiation Procedures](#))~~Labor Negotiations~~
Minn. Rules Part 5510.2810 ([Petition for Mediation](#))~~Bureau of Mediation Services~~
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
[Dept. of Admin. Advisory Op. No. 21-003 \(April 19, 2021\)](#)
[Dept. of Admin. Advisory Op. No. 21-002 \(January 13, 2021\)](#)
[Dept. of Admin. Advisory Op. No. 19-012 \(October 24, 2019\)](#)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
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 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
~~MSBA Service Manual, Chapter 13, School~~ Law Bulletin "C" (Minnesota's Open Meeting Law)

6.B.4. 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations

Adopted: _____

MSBA/MASA Model Policy 206

Orig. 1995

Revised: _____

Rev. 2012~~27~~

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; 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 public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and

awards received; and payroll time sheets or other comparable data that are only used 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.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. 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.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. [Ch. 260E §-626.556](#) (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, [address, \(keep address,](#) the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with

governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 ([Meetings Having Data Classified as Public](#)) ~~Open Meeting Law~~
Minn. Stat. § 121A.47, Subd. 5 ([Exclusion and Expulsion Procedures; Closed or Open Meeting](#)) ~~Student Dismissal Hearing~~
Minn. Stat. § 122A.33, Subd. 3 ([License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond](#)) ~~Coaches; Opportunity to Respond~~
Minn. Stat. § 122A.40, Subd. 14 ([Employment; Contracts; Termination; Hearing Procedures](#)) ~~Teacher Discharge Hearing~~
Minn. Stat. § 122A.44 (Contracting with Teachers; [Substitute Teachers](#))
Minn. Stat. § 123B.02, Subd. 14 ([General Powers of Independent School Districts](#); Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 ([Superintendents](#); Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. ~~Ch. 260E § 626.556~~ (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin "I" (School Records – Privacy – Access to Data)

6.B.5. 207 Public Hearings

Adopted: _____

MSBA/MASA Model Policy 207

Orig. 1995

Revised: _____

Rev. 202209

207 PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board during a public hearing. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

~~In order for~~ For the school board to efficiently receive public input on matters properly before the school board, the school board establishes the procedures set forth in this policy are established ~~by the school board~~.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law ~~to be held~~ concerning certain issues, including but not limited to, school closings (~~Minn. Stat. § Minnesota Statutes section~~ 123B.51), education district establishment (~~Minn. Stat. § Minnesota Statutes section~~ 123A.15), and agreements for secondary education (~~Minn. Stat. § Minnesota Statutes section~~ 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the school board's discretion ~~of the school board~~.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to ~~the~~ commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the school board's discretion ~~of the school board~~.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for

each presentation as needs dictate.

3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. ~~In the event that~~ If the school board requires ~~the~~ designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as the school board otherwise determines ~~sd by the school board~~.
4. Privilege to Speak: A school board member should direct ~~any~~ remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary ~~in order~~ to provide an orderly, efficient, and fair opportunity ~~for those present~~ to be heard.

Legal References: Minn. Stat. § 123A.15 (~~Establishing~~ Education Districts ~~Establishment~~)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

6.B.6. 203.2 Order of the Regular School Board
Meeting

Adopted: _____

MSBA/MASA Model Policy 203.2

Orig. 1997

Revised: _____

Rev. 2007

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order, **Adoption of Agenda, Notation of Members in Attendance, and Pledge of Allegiance**
2. Approval of agenda. **Public Comment**
3. **Announcements, Acknowledgements, and Correspondence**
34. Recognition of visitors. **Presentations**
45. Approval of prior meeting minutes. **Minutes of the Previous Meeting**
56. Consent agenda.
 - **Bills and Wire Transfers**
 - **Human Resource Items**
 - **Receipts of Donation**
67. Presentation of additional bills for payment. **Reports**
78. Reports. **Action Items**
89. Written communications. **Discussion Items**
910. Superintendent's announcements. **Board Committee Reports**
10. Other old or unfinished business.
11. New business.
- 12 **11.** Adjournment.

[Note: The school board should incorporate its preferred order of business into this policy.]

- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

7. DISCUSSION ITEMS

8. BOARD COMMITTEE REPORTS

8.A. Self-Governance & Superintendent Relations
Committee

8.B. Finance & Facilities Committee

8.C. Policy & Advocacy Committee

8.D. District 110 Advisory Council

8.E. Schools for Equity in Education (SEE)
Representative

8.F. Southwest Metro Intermediate District 288
Representative

8.G. MSHSL Representative

8.H. Special Education Advisory Council

8.I. Community Education Advisory Council
Representative

8.J. Teaching & Learning Advisory Council
Representative

8.K. Chemical Abuse Advisory Council/HERO's

8.L. City of Waconia Liaison

9. PUBLIC COMMENT

10. ADJOURNMENT