

Regular Meeting

Monday, November 28, 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. **PUBLIC COMMENT**

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

- 3.A. Upcoming Meetings:

Dec. 5 Closed Meeting RE: Superintendent Evaluation @ District Office Conf. Rm C
Dec. 5 Finance Committee Meeting 6:30 PM @ District Office Conf. Rm C
Dec. 12 Closed Meeting RE: Superintendent Evaluation 6:30 PM @ District Office Conf. Rm C
Dec. 12 School Board Work Session 7:30 PM @ District Office Conf. Rm A
Dec. 19 Policy Committee 5:00 PM @ WHS Room B107
Dec. 19 Regular Meeting 6:00 PM @ WHS Room C107
Jan. 3 Organizational Meeting 7:00 PM @ District Office Conf. Rm A

4. **MINUTES OF PREVIOUS MEETING**

ISD 110 School Board
Regular Meeting
Monday, October 24, 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, R.Myers, Rothstein, Bullis

Members absent: A.Myers

Call to order by Chair Geller at 7:00 PM

Motion by Bullis to adopt agenda

DeBoer second

All in favor

Motion carried

2. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE

2.A. Upcoming Meetings:

3. MINUTES OF PREVIOUS MEETING

4. CONSENT AGENDA

4.A. Bills and Wire Transfers

4.B. Human Resource Items:

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
10/24/2022

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

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

4.C. Receipts of Donation

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

5. REPORTS

5.A. Technology: Network Security Initiatives

5.B. Student Representative Report

5.C. Finance Report

5.C.1. Budget Update

5.C.2. Fall Enrollment Report

6. ACTION ITEMS

6.A. Approve Assurance of Compliance Statement

Motion by Bullis to Approve Assurance of Compliance Statement

Johnson second

All in favor

Motion carried.

6.B. Second Read Board Policies

Motion by DeBoer to approve Second Read Board Policies

Johnson second

All in favor

Motion carried.

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

6.B.2. 204 School Board Meeting Minutes

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

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

6.B.5. 207 Public Hearings

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

7. DISCUSSION ITEMS

8. BOARD COMMITTEE REPORTS

8.A. Self-Governance & Superintendent Relations Committee

Geller gave recap of Listening Hour w/WEA

8.B. Finance & Facilities Committee

DeBoer shared the draft Purchasing Policy will be up for 1st read

8.C. Policy & Advocacy Committee

Johnson shared Code of Ethics policy will be brought back for a first read

8.D. District 110 Advisory Council

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

8.F. Southwest Metro Intermediate District 288 Representative

R.Myers shared SWMetro Membership (11 districts) have agreed on a consultant to facilitate strategic goal planning

8.G. MSHSL Representative

8.H. Special Education Advisory Council

8.I. Community Education Advisory Council Representative

Rothstein: reported Nickle Dickle Runner participation numbers are back up to pre-pandemic level.

8.J. Teaching & Learning Advisory Council Representative

R.Myers reports there was discussion at the TLAC meeting relative to development of upcoming year academic calendar, and achievement metrics

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

8.L. City of Waconia Liaison

9. PUBLIC COMMENT

10. ADJOURNMENT

Motion by Bullis to adjourn

DeBoer second

All in favor

Motion carried

Meeting adjourned at 8:01 PM

ISD 110 School Board Special Meeting
Canvass 2022 General Election
Friday, November 18, 2022 12:00 PM

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

Agenda

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

Presenter: Chair Geller

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

Members absent: Rothstein, Johnson

Call to order by Chair Geller at 12:00 PM

Motion by Bullis to adopt agenda

DeBoer second

All in favor

Motion carried

2. ACTION ITEMS

2.A. Resolution Canvassing Returns of Votes for School District General Election for Board Members (Roll Call Vote)

Motion by Bullis to adopt Resolution Canvassing Returns of Votes for School District General Election for Board Members

DeBoer second

Roll call vote taken

Ayes: Geller, DeBoer, A.Myers, R.Myers, Bullis

Nays: none

Motion carried

2.B. Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election-Related Duties (Roll Call Vote)

Motion by Bullis to adopt Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election-Related Duties

DeBoer second

Roll call vote taken

Ayes: Geller, DeBoer, A.Myers, R.Myers, Bullis

Nays: none

Motion carried

3. ADJOURNMENT

Motion by Bullis to adjourn

DeBoer second

All in favor

Motion carried.

Meeting adjourned at 12:06 PM

5. **CONSENT AGENDA**

5.A. Bills and Wire Transfers

Presenter: Ra Chhoth,
Director of Finance &
Operations

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
606379	21ST CENTURY SPORTS LLC	10/19/2022	R	350.00	October
606380	A H HERMEL COMPANY	10/19/2022	R	1,077.10	October
606381	AIRGAS USA LLC	10/19/2022	R	707.13	October
606382	AMAZING ATHLETES OF CENTRAL MN	10/19/2022	R	1,105.00	October
606383	AMERICAN TIME	10/19/2022	R	873.94	October
606384	AMPION PBC	10/19/2022	R	17,471.64	October
606385	ARROW LIFT ACCESSIBILITY	10/19/2022	R	252.00	October
606386	BEARCOM WIRELESS WORLDWIDE	10/19/2022	R	419.23	October
606387	BEHRENS, CHARLES	10/19/2022	R	294.00	October
606388	BENTON COMMUNITY HS	10/19/2022	R	600.00	October
606389	BEST BUY BUSINESS ADV ACCT	10/19/2022	R	2,700.00	October
606390	BISSONETTE, ROBERT	10/19/2022	R	92.00	October
606391	CDW GOVERNMENT	10/19/2022	R	1,800.00	October
606392	CROWN COLLEGE	10/19/2022	R	17,902.98	October
606393	DENNY, ROGER	10/19/2022	R	92.00	October
606394	DEROSIER, JAMIE	10/19/2022	R	77.00	October
606395	DIAMOND VOGEL PAINT	10/19/2022	R	250.84	October
606396	ECM PUBLISHERS, INC	10/19/2022	R	277.75	October
606397	ELLINGSON, JIM	10/19/2022	R	190.00	October
606398	FIEBIGER, ROLF	10/19/2022	R	92.00	October
606399	GLEWWE, NATHANIEL	10/19/2022	R	450.00	October
606400	GRAINGER	10/19/2022	R	8.92	October
606401	GRAMS, RYAN	10/19/2022	R	82.00	October
606402	GRAMS, SCOTT	10/19/2022	R	92.00	October
606403	GREAT LAKES COCA-COLA DIST	10/19/2022	R	4,250.63	October
606404	GREENE, MICKEY	10/19/2022	R	153.00	October
606405	GROTH MUSIC COMPANY	10/19/2022	R	188.52	October
606406	HAAS, CASEY	10/19/2022	R	82.00	October
606407	HANDT, CLAYTON	10/19/2022	R	92.00	October
606408	HANSON, ADAM	10/19/2022	R	82.00	October
606409	HASTINGS CREAMERY LLC	10/19/2022	R	9,649.05	October
606410	HELGESON, JOSH	10/19/2022	R	162.62	October
606411	HIGH POINT NETWORKS, LLC	10/19/2022	R	19,899.58	October
606412	INDIANHEAD FS DISTRIBUTOR, INC	10/19/2022	R	16,750.48	October
606413	INNOVATIVE OFFICE SOLUTIONS LL	10/19/2022	R	155.85	October
606414	JAH SCHEDULING LLC	10/19/2022	R	216.00	October
606415	JEFFERSON CHORUS BOOSTERS INC	10/19/2022	R	550.00	October
606416	JOHNSON, MICHAEL	10/19/2022	R	77.00	October
606417	JW PEPPER & SON, INC	10/19/2022	R	760.19	October
606418	KAHMEYER, MAX	10/19/2022	R	204.00	October
606419	KAHMEYER, TROY	10/19/2022	R	204.00	October
606420	LEARNING WITHOUT TEARS	10/19/2022	R	24.00	October
606421	LOFFLER COMPANIES	10/19/2022	R	106.82	October
606422	LVC COMPANIES INC	10/19/2022	R	810.00	October
606423	MAJERUS, LINDSAY	10/19/2022	R	90.00	October
606424	MATTISON, SCOT	10/19/2022	R	76.00	October
606425	MATTISON, RICHARD	10/19/2022	R	95.00	October
606426	MEI TOTAL ELEVATOR SOLUTIONS	10/19/2022	R	3,403.46	October
606427	MERLINO, RORY	10/19/2022	R	281.00	October
606428	MHS CHOIR BOOSTERS	10/19/2022	R	600.00	October
606429	MILTON CHOIR PARENTS	10/19/2022	R	600.00	October
606430	MINI BIFF LLC	10/19/2022	R	84.66	October
606431	MN ASSN SECRETARIES TO THE PRI	10/19/2022	R	40.00	October
606432	MN SWIM COACHES ASSOC	10/19/2022	R	150.00	October
606433	MRI SOFTWARE LLC	10/19/2022	R	300.45	October
606434	MTI DISTRIBUTING INC	10/19/2022	R	575.18	October

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
606435	MUSIC MART	10/19/2022	R	440.84	October
606436	NASCO EDUCATION	10/19/2022	R	230.75	October
606437	NYA COMMUNITY ED	10/19/2022	R	340.00	October
606438	PARTS CITY WACONIA	10/19/2022	R	1,046.61	October
606439	PERFORMANCE APPAREL, LLC	10/19/2022	R	950.00	October
606440	PERFORMANCE FOODSERVICE	10/19/2022	R	819.05	October
606441	POLACEK, DOUGLAS	10/19/2022	R	92.00	October
606442	PREP TIME PRINTING	10/19/2022	R	806.00	October
606443	PRIOR LAKE ROBOTICS	10/19/2022	R	250.00	October
606444	QUADIENT FINANCE USA, INC	10/19/2022	R	154.85	October
606445	REGENTS OF THE U OF MN	10/19/2022	R	297.00	October
606446	REGION 2AA	10/19/2022	R	1,511.00	October
606447	RIVERA, DAVID	10/19/2022	R	164.00	October
606448	RIVERSIDE INSIGHTS	10/19/2022	R	610.00	October
606449	RM COTTON CO	10/19/2022	R	568.00	October
606450	ROUZEGAR, MIRSAEED	10/19/2022	R	77.00	October
606451	SCAN AIR FILTER, INC	10/19/2022	R	528.86	October
606452	SCHEFF, BRONSON	10/19/2022	R	82.00	October
606453	SCHOOL SPECIALTY, LLC	10/19/2022	R	760.08	October
606455	SEVICK, CRAIG	10/19/2022	R	92.00	October
606456	SFM	10/19/2022	R	19,096.00	October
606457	SHAWN KIRCHNER PUBLISHING	10/19/2022	R	96.00	October
606458	SITELOGIQ, INC	10/19/2022	R	1,500.00	October
606459	SNAP ON TOOLS	10/19/2022	R	430.85	October
606460	ST PETER PUBLIC SCHOOLS	10/19/2022	R	2,688.36	October
606461	STARR, CHRISTINE	10/19/2022	R	4,420.00	October
606462	SUNBEEB, SUBEL	10/19/2022	R	153.00	October
606463	THEMES & VARIATIONS	10/19/2022	R	174.95	October
606464	TINTES, MATTHEW	10/19/2022	R	58.00	October
606465	TITAN ENERGY SYSTEMS INC	10/19/2022	R	2,199.61	October
606466	TRIO SUPPLY COMPANY	10/19/2022	R	625.35	October
606467	UNITED FARMERS COOPERATIVE	10/19/2022	R	6,417.86	October
606468	VOS, TARA	10/19/2022	R	325.24	October
606469	VU, HIEP	10/19/2022	R	77.00	October
606470	WALKER, STEVEN	10/19/2022	R	92.00	October
606471	WASNESS, SANDY	10/19/2022	R	96.00	October
606472	WEX BANK	10/19/2022	R	505.75	October
606473	WILLIAMS, ERIC	10/19/2022	R	77.00	October
606474	WILSON LANGUAGE TRAINING CORP	10/19/2022	R	108.00	October
606475	WINSTED SOLAR LLC	10/19/2022	R	7,218.62	October
606476	WITZEL, GAIL ANN	10/19/2022	R	95.00	October
606477	ZIEDAN, MOHAMED	10/19/2022	R	77.00	October
606478	US POSTAL SERVICE	10/24/2022	R	1,299.04	October
606479	AIRGAS USA LLC	10/27/2022	R	100.20	October
606480	AKRE, KATHRYN	10/27/2022	R	110.00	October
606481	ANGELL, ADAM	10/27/2022	R	500.00	October
606482	AVIBEN	10/27/2022	R	493.37	October
606483	BARFKNECHT, ALAN	10/27/2022	R	204.00	October
606484	BARNES & NOBLE	10/27/2022	R	554.37	October
606485	BLUE 84	10/27/2022	R	1,344.18	October
606486	BNR IRRIGATION SERVICES INC	10/27/2022	R	341.90	October
606487	BSN SPORTS LLC	10/27/2022	R	1,479.34	October
606488	BUSEMAN, BRYCE	10/27/2022	R	40.00	October
606489	CASEY, SEAN	10/27/2022	R	40.00	October
606490	CATALYST SOURCING SOLUTIONS	10/27/2022	R	2,429.99	October
606491	CDW GOVERNMENT	10/27/2022	R	9,610.26	October

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
606492	CENGAGE LEARNING INC/GALE	10/27/2022	R	50.00	October
606493	CERAMIC SHOP	10/27/2022	R	52.12	October
606494	DANIELLE ALEXANDER DESIGN LLC	10/27/2022	R	262.50	October
606495	DUBAY, GABRIEL	10/27/2022	R	200.00	October
606496	DUBAY, SUNIL	10/27/2022	R	160.00	October
606497	ECM PUBLISHERS, INC	10/27/2022	R	420.00	October
606499	EVERSONS HARDWARE HANK	10/27/2022	R	954.06	October
606500	FOLLETT CONTENT SOLUTIONS LLC	10/27/2022	R	16.60	October
606501	FRANKLIN PRINTING INC	10/27/2022	R	362.00	October
606502	GOLD MEDAL MPLS ML55	10/27/2022	R	1,394.70	October
606503	GRAINGER	10/27/2022	R	393.04	October
606504	GRAMS, RYAN	10/27/2022	R	272.00	October
606505	HAAS, CASEY	10/27/2022	R	272.00	October
606506	HERMAN, MIKE	10/27/2022	R	68.00	October
606507	HILDI INC	10/27/2022	R	3,400.00	October
606508	HILLYARD/HUTCHINSON	10/27/2022	R	526.63	October
606509	HOLT-OLSON, AMANDA	10/27/2022	R	110.00	October
606510	HOLTZ, SHAUN	10/27/2022	R	270.00	October
606511	HOUGHTON MIFFLIN	10/27/2022	R	1,209.61	October
606512	HULS, NICOLE	10/27/2022	R	110.00	October
606513	HUMANEX VENTURES	10/27/2022	R	2,200.00	October
606514	INDIANHEAD FS DISTRIBUTOR, INC	10/27/2022	R	17,275.21	October
606515	INNOVATIONAL WATER SOLUTIONS I	10/27/2022	R	1,927.00	October
606516	INSTRUCTIONAL EMPOWERMENT INC	10/27/2022	R	7,230.00	October
606517	INTEREUM INC	10/27/2022	R	80.00	October
606518	ISD 15	10/27/2022	R	5,387.00	October
606519	JORDAN COMMUNITY ED	10/27/2022	R	255.00	October
606520	KUERSCHNER, JASON	10/27/2022	R	68.00	October
606521	LIBRARY SKILLS, INC.	10/27/2022	R	645.85	October
606523	LORENZ, JACK	10/27/2022	R	40.00	October
606524	LUCE LINE ORCHARD	10/27/2022	R	968.00	October
606525	MACKENTHUN'S FINE FOODS	10/27/2022	R	5,211.21	October
606526	MACKIN LIBRARY SERVICE	10/27/2022	R	1,727.88	October
606527	MAYER LUMBER CO, INC	10/27/2022	R	1,377.38	October
606528	METRO VOLLEYBALL OFFICIALS ASS	10/27/2022	R	843.00	October
606529	MILTON CHOIR PARENTS	10/27/2022	R	600.00	October
606530	NICE SHIRT CO.	10/27/2022	R	68.81	October
606531	ORIENTAL TRADING/FUN EXPRESS	10/27/2022	R	114.53	October
606532	OWENS COMPANIES INC	10/27/2022	R	15,110.00	October
606533	PAN-O-GOLD BAKING CO	10/27/2022	R	2,836.74	October
606534	PICKLE EVENTS LLC	10/27/2022	R	2,419.62	October
606536	PLANSOURCE BENEFITS ADMIN INC	10/27/2022	R	2,363.00	October
606537	RECTECH OUTDOOR SOLUTIONS LLC	10/27/2022	R	176.97	October
606538	REGION V	10/27/2022	R	696.25	October
606539	RIVERS EDGE CONCRETE LLC	10/27/2022	R	484.27	October
606540	ROCHESTER 100, INC	10/27/2022	R	810.00	October
606541	ROTHSTEIN, NOLAN	10/27/2022	R	120.00	October
606542	SAVVAS LEARNING CO LLC	10/27/2022	R	33.48	October
606543	SCHEFF, BRODY	10/27/2022	R	204.00	October
606544	SCHEFF, GREG	10/27/2022	R	204.00	October
606545	SCHOOL SPECIALTY, LLC	10/27/2022	R	110.38	October
606546	SECURITY BANK & TRUST CO	10/27/2022	R	2,050.00	October
606548	SPECIALTY FLOORING REMOVAL INC	10/27/2022	R	2,884.00	October
606549	SPIRALEDGE INC	10/27/2022	R	149.60	October
606550	STAPLES ADVANTAGE	10/27/2022	R	2,035.69	October
606551	SUPRT SUCCESS CHLD HEAR LOSS	10/27/2022	R	129.00	October

CHECK NUMBER	CHECK VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
606552	TCI-TEACHERS' CURRICULUM INSTI	10/27/2022	R	136.00	October
606553	TERRAFORM PHOENIX II ARCADIA	10/27/2022	R	327.11	October
606554	TRIO SUPPLY COMPANY	10/27/2022	R	1,189.87	October
606555	TWIN CITY HARDWARE	10/27/2022	R	703.37	October
606556	UHL CO	10/27/2022	R	1,360.00	October
606557	UNIVERSAL ATHLETIC LLC	10/27/2022	R	2,556.00	October
606558	UNIVERSITY OF MN	10/27/2022	R	11,165.00	October
606559	YAGER, MICHAEL	10/27/2022	R	136.00	October
606560	AMAZON CAPITAL SERVICES	10/27/2022	R	8,504.16	October
606561	EYE MED-FIDELITY SECURITY LIFE	10/31/2022	R	2,469.44	October
606562	MESSERLI & KRAMER PA	10/31/2022	R	591.75	October
606563	NCPERS GROUP LIFE INS	10/31/2022	R	96.00	October
606564	SCHOOL SERVICE EMPLOYEES	10/31/2022	R	1,483.60	October
606565	WACONIA EDUCATION ASSOCIATION	10/31/2022	R	13,099.00	October
606566	KOCH SCHOOL BUS SERVICE, INC	10/31/2022	R	327,264.09	October
606567	APPLE INC	11/03/2022	R	9.99	November
606568	AUDIO LOGIC SYSTEMS	11/03/2022	R	585.00	November
606569	BABCOCK, EVIE	11/03/2022	R	120.00	November
606570	BIFFS, INC	11/03/2022	R	2,110.50	November
606571	BSN SPORTS LLC	11/03/2022	R	9,975.07	November
606572	BUFFALO HIGH SCHOOL	11/03/2022	R	300.00	November
606573	BURMAN, FRED	11/03/2022	R	1,150.00	November
606574	CANON FINANCIAL SERVICES INC	11/03/2022	R	890.18	November
606575	CARMER, ALEXIS	11/03/2022	R	1,350.00	November
606576	CAROLINA BIOLOGICAL SUPPLY CO	11/03/2022	R	92.60	November
606577	CD PRODUCTS INC	11/03/2022	R	66.00	November
606578	CHANHASSEN HIGH SCHOOL	11/03/2022	R	238.53	November
606579	COLD STONE CREAMERY	11/03/2022	R	1,848.00	November
606580	CONTINENTAL CLAY COMPANY	11/03/2022	R	902.46	November
606581	DC-LITCH COOP	11/03/2022	R	150.00	November
606582	EAST RIDGE HIGH SCHOOL	11/03/2022	R	250.00	November
606583	EDEN PRAIRIE HIGH SCHOOL	11/03/2022	R	350.00	November
606584	FLDT BOOSTER CLUB	11/03/2022	R	390.00	November
606585	FOLLETT CONTENT SOLUTIONS LLC	11/03/2022	R	199.81	November
606586	HILLYARD/HUTCHINSON	11/03/2022	R	3,838.79	November
606587	HORIZON EQUIPMENT	11/03/2022	R	100.00	November
606588	IEA, INC	11/03/2022	R	2,129.22	November
606589	INDIANHEAD FS DISTRIBUTOR, INC	11/03/2022	R	15,129.92	November
606590	INGCO INT'L INC	11/03/2022	R	50.00	November
606591	JW PEPPER & SON, INC	11/03/2022	R	545.00	November
606592	KEEGAN, KEVIN	11/03/2022	R	900.00	November
606593	KEVIN CHASE LLC	11/03/2022	R	12,750.00	November
606594	KIENHOLZ, SYDNEY	11/03/2022	R	120.00	November
606595	KROELLS, LINDA	11/03/2022	R	1,020.60	November
606596	LEARNING A-Z	11/03/2022	R	274.08	November
606597	LessonPix, Inc	11/03/2022	R	33.73	November
606598	LOFFLER COMPANIES	11/03/2022	R	3,746.60	November
606599	MANKATO EAST HIGH SCHOOL	11/03/2022	R	250.00	November
606600	MCEA EXECUTIVE OFFICE	11/03/2022	R	279.00	November
606601	DR. WARD MILLER LLC	11/03/2022	R	600.00	November
606602	MN LIBRARY ASSOCIATION	11/03/2022	R	170.00	November
606603	MN WRESTLING EVENTS LLC	11/03/2022	R	375.00	November
606604	MOUND WESTONKA HS	11/03/2022	R	295.00	November
606605	MYAS	11/03/2022	R	300.00	November
606606	NORTHFIELD LINES, INC	11/03/2022	R	3,131.14	November
606607	PERFORMANCE FOODSERVICE	11/03/2022	R	1,971.94	November

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
606608	POZEGA, JUSTIN	11/03/2022	R	900.00	November
606609	PRO-ED INC	11/03/2022	R	350.00	November
606610	QUADIENT INC	11/03/2022	R	154.86	November
606611	REALLY GOOD STUFF LLC	11/03/2022	R	107.16	November
606612	REGION 2AA	11/03/2022	R	5,777.00	November
606613	RIDGEWATER COLLEGE	11/03/2022	R	16,100.00	November
606614	RUMBLE ON THE RED	11/03/2022	R	300.00	November
606615	SCHULTZ, ALEXANDER	11/03/2022	R	1,300.00	November
606616	SECURITY BANK & TRUST CO	11/03/2022	R	75.00	November
606617	SENR WOOLY	11/03/2022	R	675.00	November
606618	SOUTHPAW ENTERPRISES	11/03/2022	R	738.15	November
606619	ST JOHN'S UNIVERSITY	11/03/2022	R	200.00	November
606620	ST MICHAEL-ALBERTVILLE HS	11/03/2022	R	275.00	November
606621	STAR GROUP LLC	11/03/2022	R	1,086.68	November
606622	STILLWATER HIGH SCHOOL	11/03/2022	R	225.00	November
606623	TIMESAVERS LLC	11/03/2022	R	84.95	November
606624	TOWN & COUNTRY GLASS	11/03/2022	R	438.26	November
606625	TRINITY LUTHERAN SCHOOL	11/03/2022	R	1,875.09	November
606626	TRIO SUPPLY COMPANY	11/03/2022	R	491.11	November
606627	TWIN CITY HARDWARE	11/03/2022	R	2,788.88	November
606628	WACONIA PATRIOT	11/03/2022	R	60.95	November
606629	WEVIDEO, INC.	11/03/2022	R	788.72	November
606630	WILLMAR HIGH SCHOOL	11/03/2022	R	105.00	November
606631	WILSON LANGUAGE TRAINING CORP	11/03/2022	R	58.00	November
606632	SECURITY BANK & TRUST CO	11/03/2022	R	90.00	November
606633	D'VINCI'S	11/11/2022	R	1,925.00	November
606634	AMAZON CAPITAL SERVICES	11/11/2022	R	5,360.71	November
606635	WACONIA EDUCATION ASSOCIATION	11/15/2022	R	13,099.00	November
202200273	BLUE CROSS AND BLUE SHIELD OF	10/01/2022	W	484.63	October
202200276	LIFE INS CO OF NORTH AMERICA	10/01/2022	W	6.41	October
202200375	BLUE CROSS AND BLUE SHIELD OF	10/14/2022	W	331,265.30	October
202200377	EDUCATIONAL SUPPORT PARA UNION	10/14/2022	W	1,235.17	October
202200379	LIFE INS CO OF NORTH AMERICA	10/14/2022	W	3,992.39	October
202200385	ONEBRIDGE BENEFITS, INC.	10/14/2022	W	5,753.97	October
202200386	EDUCATIONAL SUPPORT PARA UNION	10/19/2022	W	0.00	October
202200387	INTERNAL REVENUE SERVICE	10/19/2022	W	145.74	October
202200388	LIFE INS CO OF NORTH AMERICA	10/19/2022	W	7.10	October
202200389	MN DEPT OF REVENUE	10/19/2022	W	0.06	October
202200390	PERA	10/19/2022	W	133.36	October
202200404	BLUE CROSS AND BLUE SHIELD OF	10/31/2022	W	374,878.31	October
202200406	EDUCATIONAL SUPPORT PARA UNION	10/31/2022	W	1,267.51	October
202200407	INTERNAL REVENUE SERVICE	10/31/2022	W	311,623.74	October
202200408	LIFE INS CO OF NORTH AMERICA	10/31/2022	W	7,583.88	October
202200409	MN CHILD SUPPORT PYMT CENTER	10/31/2022	W	112.50	October
202200410	MN DEPT OF REVENUE	10/31/2022	W	50,291.04	October
202200411	MN TEACHERS RETIREMENT ASSN	10/31/2022	W	163,126.02	October
202200412	PERA	10/31/2022	W	52,545.23	October
202200413	AVIBEN	10/31/2022	W	65,682.32	October
202200414	ONEBRIDGE BENEFITS, INC.	10/31/2022	W	5,753.97	October
202200415	BMO-MASTERCARD BILLING	11/10/2022	W	19,402.60	November
202200416	TARGET BANK	11/10/2022	W	1,147.80	November
202200418	DOMINO'S PIZZA	11/10/2022	W	114.50	November
202200422	MASBO	11/10/2022	W	80.00	November
202200423	ARROWOOD-A RADISSON RESORT	11/10/2022	W	741.51	November
202200424	COURAGE KENNY REHAB INSTITUTE	11/10/2022	W	250.00	November
202200426	MAILCHIMP	11/10/2022	W	205.00	November

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202200427	QR PLANET GMBH	11/10/2022	W	60.00	November
202200430	ALDI	11/10/2022	W	550.37	November
202200432	MACKENTHUN'S FINE FOODS	11/10/2022	W	12.57	November
202200443	FLEET FARM	11/10/2022	W	1,050.83	November
202200453	PACIFIC PECTIN INC.	11/10/2022	W	149.00	November
202200461	TEACHERS SYNERGY, LLC	11/10/2022	W	166.38	November
202200462	REPUBLIC SERVICES	11/10/2022	W	5,648.62	November
202200463	JIMMY JOHNS	11/10/2022	W	174.02	November
202200464	MBDA-MN BAND DIR ASSOC	11/10/2022	W	55.00	November
202200465	ITEM-INFO & TECH EDUCATORS	11/10/2022	W	145.00	November
202200466	VIMEO	11/10/2022	W	84.00	November
202200467	SQUARESPACE INC	11/10/2022	W	252.00	November
202200469	MN VALLEY ELECTRIC CORP	11/10/2022	W	35,294.75	November
202200470	MinneTESOL	11/10/2022	W	690.00	November
202200473	Quizlet INC	11/10/2022	W	35.99	November
202200476	CLIFTONLARSONALLEN	11/10/2022	W	15,962.38	November
202200477	PADLET	11/10/2022	W	96.00	November
202200478	WACONIA CHAMBER OF COMMERCE	11/10/2022	W	60.00	November
202200479	MULTI-REGIONAL TRAINING CENTER	11/10/2022	W	1,200.00	November
202200481	QUIZIZZ	11/10/2022	W	96.00	November
202200482	DOLLAR TREE	11/10/2022	W	80.50	November
202200484	CITY OF BLOOMINGTON	11/10/2022	W	1,056.00	November
202200486	US POSTAL SERVICE	11/10/2022	W	12.50	November
202200487	EMMA KRUMBEE'S ORCHARD	11/10/2022	W	885.00	November
202200489	UDDER TECH INC.	11/10/2022	W	1,009.96	November
202200490	SCOREFLIPPERS LLC	11/10/2022	W	225.00	November
202200491	ANDYMARK INC	11/10/2022	W	439.15	November
202200492	MSHSCA	11/10/2022	W	306.75	November
202200493	MN SHAPE	11/10/2022	W	125.00	November
202200494	ISLAND VIEW DINING	11/10/2022	W	250.00	November
202200495	RESILITE SPORTS PRODUCTS INC.	11/10/2022	W	182.00	November
202200497	SECURITY BANK & TRUST CO	10/31/2022	W	191.15	October
202200498	AUTHORIZE.NET	10/03/2022	W	265.10	October
202200499	MN STATE RETIREMENT SYSTEM	10/03/2022	W	19,200.00	October
202200500	AFFINETY SOLUTIONS, INC	10/10/2022	W	17,720.89	October
202200501	KANSAS STATE BANK	10/15/2022	W	8,996.03	October
202200502	BRI Parent, Inc	10/31/2022	W	370.00	October
202200503	ONEBRIDGE BENEFITS, INC.	10/16/2022	W	926.50	October
202200504	BONZI	10/12/2022	W	2,028.50	October
202200505	PMA	10/31/2022	W	20.83	October
202200509	INTERNAL REVENUE SERVICE	11/15/2022	W	303,254.45	November
202200511	MN CHILD SUPPORT PYMT CENTER	11/15/2022	W	112.50	November
202200512	MN DEPT OF REVENUE	11/15/2022	W	48,857.11	November
202200513	MN TEACHERS RETIREMENT ASSN	11/15/2022	W	161,826.24	November
202200514	PERA	11/15/2022	W	49,204.83	November
202200515	AVIBEN	11/15/2022	W	65,615.63	November
222300015	CLEMENSEN, THOMAS	10/20/2022	A	25.00	October
222300016	KROENING, KARNA	10/20/2022	A	134.69	October
222300017	WINGERT, MOLLY	10/20/2022	A	86.81	October
222300018	GEYEN, DENNIS	10/27/2022	A	137.09	October
222300019	JANTZ, MATTHEW	10/27/2022	A	150.00	October
222300020	JOHNSON, JULIE	10/27/2022	A	150.00	October
222300021	LADWIG, MICHEL	10/27/2022	A	150.00	October
222300022	LITFIN, VICKIE	10/27/2022	A	150.00	October
222300023	NELSON, TIFFANY	10/27/2022	A	1,419.32	October
222300024	PINGEON, SARA	10/27/2022	A	150.00	October

<u>CHECK</u>		<u>CHECK</u>	<u>CHE</u>		<u>POST</u>
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>TYP</u>	<u>AMOUNT</u>	<u>MONTH</u>
222300025	SCHUETTE, JEAN	10/27/2022	A	150.00	October
222300026	SCHWAB, AMY	10/27/2022	A	150.00	October
222300027	WORM, CYNTHIA	10/27/2022	A	150.00	October
222300028	ABRAHAMS, KIMBERLY	11/14/2022	A	200.00	November
222300029	BOSCH, ALAN	11/14/2022	A	26.98	November
222300030	CANFIELD, KERRY	11/14/2022	A	300.00	November
222300031	HILL, JACQUELINE	11/14/2022	A	75.00	November
222300032	WOYNO, IVAN	11/14/2022	A	120.00	November

Totals for checks 2,914,206.98

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,882,592.88	0.00	728,206.80	2,610,799.68
02	Food Service	66,417.89	0.00	85,153.50	151,571.39
04	Community Service	86,587.43	0.00	65,227.65	151,815.08
45	OPEB Irrevocable Trust Fund	0.00	0.00	20.83	20.83
***	Fund Summary Totals ***	2,035,598.20	0.00	878,608.78	2,914,206.98

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

5.B. Human Resource Items:

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

BOARD OF EDUCATION

Regular Meeting – November 28, 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

Balmer, Koen Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	BV
Hoxie, Gretchen Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	BV
Hughes, Megan Replacement	Educational Assistant (SPED) 3 Hours/Day; 175 Days	ESC
Kleve, Emma Replacement	Kids' Company Aide Part-Time; Hours Vary	Comm Ed
Muhlenbruch, Taylor Replacement	Educational Assistant 3.25 Hours/Day; 175 Days	SV

Employee Status Changes

Haack, Leslie, Teacher, Overload added for 12 weeks during Trimester 2 at WHS
Porthan, Sam, Teacher, Overload added for 6 weeks during Trimester 2 at WHS
Stanley, Colleen, Teacher, Overload added for 12 weeks during Trimester 2 at WHS
Westphal, Ashley, Teacher, Overload added for 12 weeks during Trimester 2 at WHS

Leaves of Absence

Smothers, Charlie, Grade 5 Teacher at SV

Wingert, Molly, Occupational Therapist at ESC

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

Retirements/Resignations/Terminations

Forbes, Claire, ECSE Teacher at WEC

Nelson, Christina, Educational Assistant (SPED) at BV

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

5.C. Receipts of Donation

6. **REPORTS**

6.A. Student Representative Report

Presenter: Stella
Atkinson and Sam
Stanton

6.B. Activities Report

Presenter: Jill
Johnson, Activities
Director



2022-2023 Waconia Wildcat Activities Department

Jill Johnson, Activities Director

November 28, 2022



2022 Fall Highlights

Wildcats Girls' Cross Country Running Team captures 2022 Metro West Conference Championship Title!



Junior Madeline Lage medals at Minnesota State High School League Class AAA state meet with an 8th place finish and sets new 5k Girls School Record with a time of 18:17!





2022 Fall Highlights

Wildcats Girls' Swim and Dive team had their most successful Section 3A Finals meet in team history!

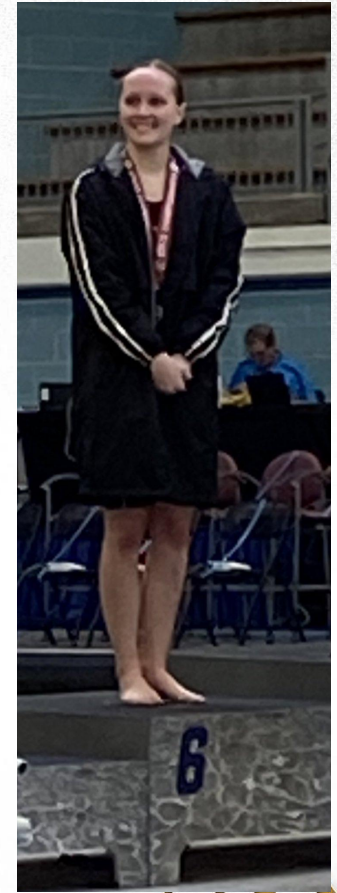
- 4th Place in Team points
- 3 Shattered School Records
- 1st Section Champion in an individual event since 2012
- Qualified 10 entrants to the state meet in 8 events, the most ever for the Wildcats!





2022 State Swimmers

- 200 Medley Relay: Laura Stockinger, Hailey Stotko, Abby Voelker, & Jordyn Grotbo
- 200 Individual Medley: Claire Canfield, Claire's time = New school record.
- 100 Butterfly: Amalia Schaefer & Abby Voelker, Abby's time = New school record. - **STATE 6TH PLACE!!!**
- 100 Freestyle: Jordyn Grotbo
- 500 Freestyle: Hailey Stotko Hailey's time = New school record
- 200 Free Relay: Jordyn Grotbo, Laura Stockinger, Amalia Schaefer & Claire Canfield
- 100 Backstroke: Claire Canfield Section 3A Champion
- 400 Freestyle Relay: Jordyn Grotbo, Mallory Haas, Hailey Stotko & Claire Canfield





2022 Fall Highlights

WHS Fall Musical - Record Crowds!

Hennepin Theater Trust:
Spotlight on Education Honors
WHS Cast, Stage and Tech crews





2022 Fall Highlights

Mel Berg, WHS Science Teacher

AKA - "The Voice of Wildcat Soccer"

Sept 8th, 2022 - Wildcats vs Chaska
Announced his 200th Soccer Game



August 2022 - NEW Activities Department Website!

waconiaactivities.org





District 110 Mission/Beliefs

“To provide an opportunity for ALL students to become lifelong participants and positively impact the lives of others.”

- * Emphasis on teaching the fundamentals, teamwork & sportsmanship
- * Value Development of team & program
- * Learn self-discipline, strong work ethic & build self-confidence
- * Creation of lasting, positive experience

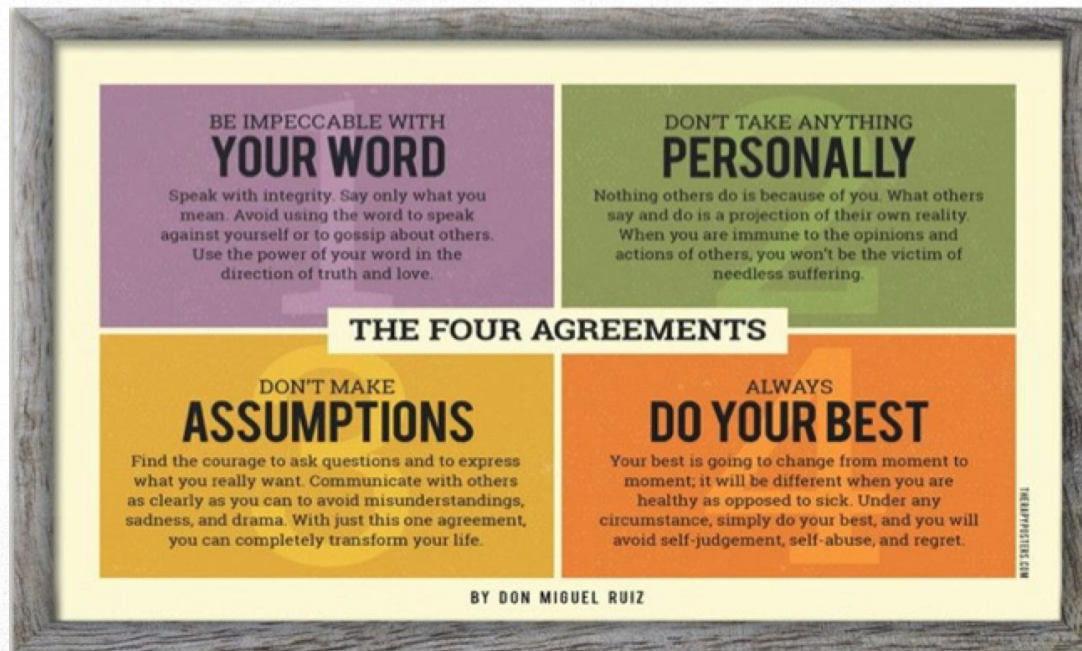
Being competitive and winning are important GOALS, but not our PURPOSE.





Wildcat Activities Department Purpose Statement

We lead by example to create an environment that is inspirational, healthy and encourages lifelong commitment to core values.





Education Based Programming

We are an extension of the school day

- Our coaches/directors are teachers
- We prepare the person not the path
- Our participants are human beings not human doings
- Mistakes are part of the learning process
- MSHSL & School board policy govern our activities
- We PREPARE, PLAN and PLAY to WIN but...
- We define success of our programs beyond the scoreboard





“WILDCAT WAY”

Foundation for Success - Honor the Game

- Built on Respect for our R.O.O.T.S.
Rules, Opponents, Officials, Team and Self
- Built on Pride in our play and in our habits
- Built on Hard Work & Determination
- Built on High Expectations on and off the “field”, “court” or the “stage”





“WILDCAT WAY”

WHS Activities Definition of Success:

1. We Create Lifelong Memories
2. We Develop Lifelong Relationships
3. We Teach & Model Lifelong Lessons

* 54 Coaches, Directors & Volunteers served our 660 WHS Fall Student Activities Participants

* More than 40 education based professionals will join our Wildcat Activities Family to serve our Winter season student participants which totals 488 and counting





On behalf of our entire department,
THANK YOU for allowing us the
opportunity to serve our students
and for the privilege of being part of
the Waconia Wildcat Family!



6.C. Finance Report

Presenter: Ra Chhoth,
Director of Finance &
Operations

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

WACONIA | October 31, 2022

REVENUE CATEGORIES						October 31, 2022	October 31, 2021	October 31, 2020	Current YTD vs. PYTD	October 31, 2021	October 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		
STATE	38,867,352	40,345,099	41,108,662	40,084,556	7,609,890	33,498,772	18.51%	18.51%	19.75%	141,703	7,468,187	7,677,343
FEDERAL	2,073,894	1,700,285	825,241	996,369	203,809	621,432	24.70%	0.12%	13.71%	201,704	2,105	284,373
PROPERTY TAXES	7,225,981	8,137,678	9,622,244	10,452,553	3,260,606	6,361,638	33.89%	42.16%	22.48%	(170,431)	3,431,037	1,624,641
LOCAL SALES, INS RECOVERY & JUDGEMENTS	9,456	324,630	0	0	0	0	0.00%	0.00%	99.57%	0	0	9,415
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	917,025	175,286	981,224	15.16%	22.93%	13.22%	(132,710)	307,995	121,122
TOTALS	49,092,708	51,850,827	52,712,657	52,450,503	11,249,591	41,463,066	21.34%	21.62%	19.79%	40,267	11,209,325	9,716,894

EXPENDITURES (OBJECT SERIES)						October 31, 2022	October 31, 2021	October 31, 2020	Current YTD vs. PYTD	October 31, 2021	October 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		
SALARIES & WAGES	27,567,826	29,139,361	30,396,356	30,415,363	6,238,213	24,158,143	20.52%	20.00%	20.17%	410,576	5,827,637	5,561,213
EMPLOYEE BENEFITS	10,690,251	11,125,828	11,072,314	11,216,645	2,505,210	8,567,104	22.63%	21.64%	21.89%	97,875	2,407,335	2,340,157
PURCHASED SERVICES	5,875,417	7,238,541	6,482,299	6,615,278	1,492,130	4,990,169	23.02%	18.73%	20.73%	136,382	1,355,747	1,218,083
SUPPLIES	1,976,695	2,370,587	1,901,893	1,837,146	753,722	1,148,171	39.63%	38.67%	37.86%	(162,991)	916,712	748,292
EQUIPMENT	1,192,150	1,213,965	1,290,909	1,103,581	472,801	818,108	36.63%	35.93%	49.62%	36,604	436,197	591,569
DEBT SERVICE	205,445	120,056	136,287	122,491	83,267	53,020	61.10%	87.73%	67.33%	(22,059)	105,326	138,331
OTHER EXPENDITURES	269,862	150,965	322,630	327,535	89,654	232,976	27.79%	52.40%	24.34%	10,546	79,108	65,689
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	51,700,040	11,634,996	40,029,692	22.52%	21.64%	22.29%	506,933	11,128,063	10,663,334

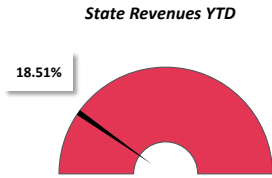
EXPENDITURES (PROGRAM SERIES)						October 31, 2022	October 31, 2021	October 31, 2020	Current YTD vs. PYTD	October 31, 2021	October 31, 2020	
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended		% of Actuals Expended		
SITE ADMINISTRATION	1,061,869	1,026,709	1,078,818	1,126,014	352,525	726,293	32.68%	33.05%	31.62%	13,186	339,338	335,791
DISTRICT ADMINISTRATION	380,640	483,475	400,184	412,934	148,382	251,802	37.08%	27.34%	28.98%	16,197	132,185	110,327
SUPPORT SERVICES	1,814,086	1,927,332	1,897,927	1,940,478	639,385	1,258,542	33.69%	32.03%	35.53%	21,980	617,405	644,495
REGULAR INSTRUCTION	20,228,608	21,143,739	21,718,327	21,688,799	4,235,315	17,483,012	19.50%	18.06%	18.18%	416,534	3,818,780	3,678,012
EXTRA-CURRICULAR ACTIVITIES	1,357,464	2,084,503	1,849,702	1,357,501	16,714	1,832,988	0.90%	6.49%	2.37%	(118,605)	135,319	32,231
VOCATIONAL INSTRUCTION	584,005	457,850	552,670	525,709	74,844	477,826	13.54%	13.97%	15.17%	10,885	63,959	88,577
SPECIAL EDUCATION	9,810,623	10,227,982	10,995,494	11,003,037	2,084,049	8,911,445	18.95%	18.43%	17.62%	199,432	1,884,617	1,728,319
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	3,683,289	1,192,330	2,370,537	33.47%	35.13%	31.35%	(144,763)	1,337,093	971,365
PUPIL SUPPORT SERVICES	3,796,083	4,310,384	4,308,269	4,406,674	882,202	3,426,067	20.48%	18.79%	17.83%	72,077	810,125	676,755
FACILITIES	5,278,542	5,588,880	4,939,930	5,063,604	1,633,764	3,306,166	33.07%	28.88%	37.63%	19,423	1,614,341	1,986,390
OTHER FINANCING USES	429,456	365,236	360,500	491,999	375,486	(14,986)	104.16%	102.65%	95.72%	585	374,902	411,072
TOTALS	47,839,606	51,422,224	51,664,688	51,700,040	11,634,996	40,029,692	22.52%	21.64%	22.29%	506,933	11,128,063	10,663,334

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

WACONIA | October 31, 2022

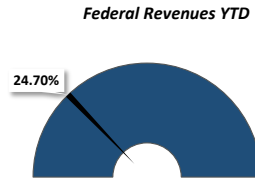
ACTIVITY - OTHER FUNDS						October 31,	October 31,	October 31,				
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Received YTD	2022	2021	2020	Current YTD vs. PYTD	October 31, 2021	October 31, 2020	
REVENUE						% of Budget Received	% of Actuals Received	% of Actuals Received				
FOOD SERVICE	3,131,241	4,529,928	2,370,250	2,213,330	10,131	2,360,119	0.43%	11.14%	0.04%	(494,332)	504,463	1,397
COMMUNITY EDUCATION	2,757,648	3,446,410	3,158,933	3,657,714	1,544,775	1,614,159	48.90%	37.11%	32.94%	265,953	1,278,821	908,292
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	9,052,144	1,860,406	7,844,242	19.17%	15.80%	31.10%	338,193	1,522,213	2,942,985
TRUST	9,049	5,547	9,500	6,967	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	422,288	143,862	303,638	32.15%	31.30%	31.96%	14,087	129,775	118,531
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	102,563	18,380	56,620	24.51%	-51.65%	-36.47%	(8,774)	27,154	(19,173)
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	15,454,976	3,577,525	12,188,306	22.69%	19.26%	25.00%	115,100	3,462,426	3,952,133
EXPENDITURES						October 31,	October 31,	October 31,				
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	2022	2021	2020	Current YTD vs. PYTD	October 31, 2021	October 31, 2020	
FOOD SERVICE	2,195,386	2,769,635	2,492,391	2,713,647	788,923	1,703,468	31.65%	25.80%	21.53%	74,362	714,560	472,712
COMMUNITY EDUCATION	2,756,700	3,048,544	2,985,126	3,118,773	956,909	2,028,217	32.06%	31.30%	32.83%	2,851	954,058	904,953
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	9,484,098	1,766,728	7,760,641	18.54%	20.08%	21.67%	(113,400)	1,880,128	1,983,428
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	351,210	39,894	413,606	8.80%	-12.12%	-4.45%	94,338	(54,444)	(18,714)
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	183,812	418	229,582	0.18%	0.04%	0.03%	335	83	83
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	15,861,175	3,552,873	12,145,013	22.63%	22.02%	21.84%	58,487	3,494,386	3,273,177
SUMMARY - ALL FUNDS						October 31,	October 31,	October 31,				
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	YTD	2022	2021	2020	Current YTD vs. PYTD	October 31, 2021	October 31, 2020	
SUMMARY							% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
REVENUE	64,902,488	69,829,749	68,478,488	67,905,480	14,827,116	53,651,372	21.65%	21.01%	21.06%	155,366	14,671,750	13,669,028
EXPENDITURES	62,824,789	67,293,347	67,362,574	67,561,215	15,187,869	52,174,705	22.55%	21.73%	22.18%	565,420	14,622,449	13,936,511
SPENDING VARIANCE	2,077,699	2,536,402	1,115,914	344,265	(360,753)	N/A	N/A	N/A	N/A	(410,054)	49,301	(267,484)

YTD % Received vs. PYTD % Received



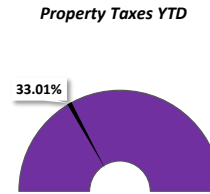
Prior YTD State Revenues

18.51%



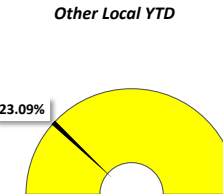
Prior YTD Federal Revenues

0.12%



Prior Year to Date Property Taxes

42.88%



Prior Year to Date Local Revenues

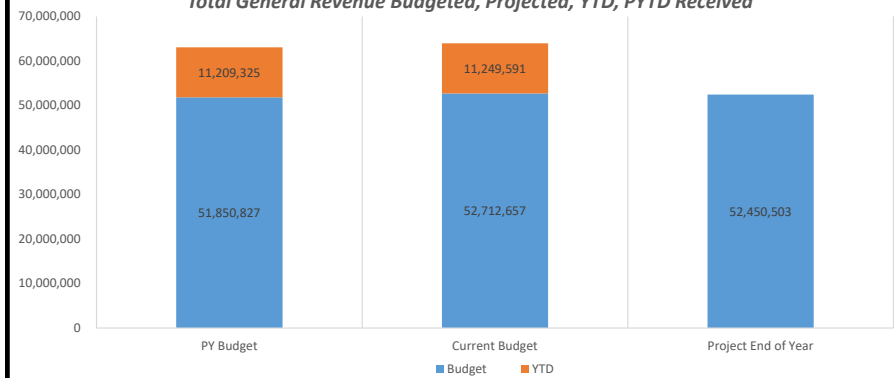
19.13%

Top 5 Revenues Received YTD by Source Code 3

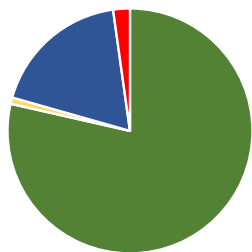
Variance from PYTD Received

	Current YTD	Variance vs. PYTD
1 Total STATE REVENUES	\$7,609,890	\$141,703
2 GENERAL EDUCATION AID	\$6,711,421	\$1,320,904
3 Total LOCAL REVENUES	\$3,435,891	-\$303,141
4 PROPERTY TAX LEVY, GENERA	\$3,152,270	-\$211,710
5 STATE AID FOR SPECIAL EDUC	\$800,858	-\$1,067,955

Total General Revenue Budgeted, Projected, YTD, PYTD Received

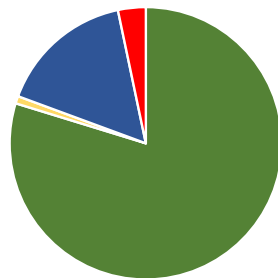


Current Year Revenue Budget



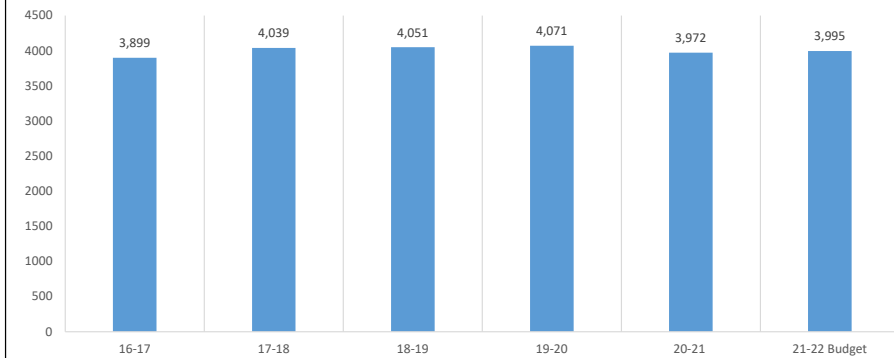
■ STATE ■ FEDERAL ■ PROPERTY TAXES ■ LOCAL

Prior Year Revenue Budget

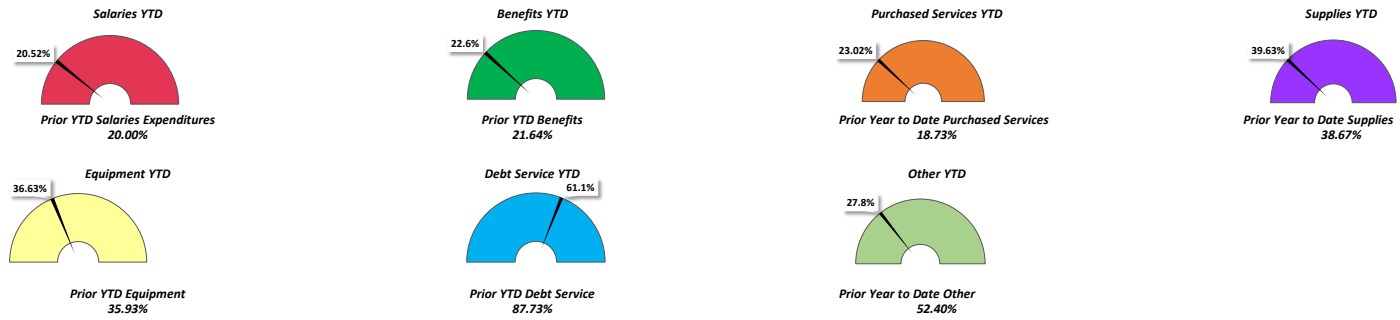


■ STATE ■ FEDERAL ■ PROPERTY TAXES ■ LOCAL

End of Year ADM History



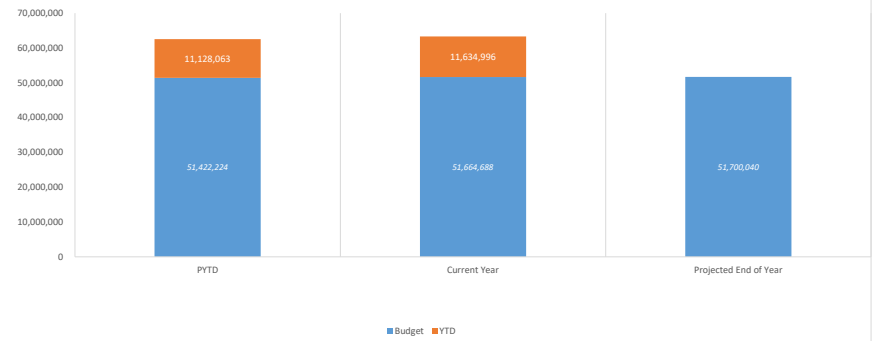
YTD % Expenditures vs. PYTD % Expenditures



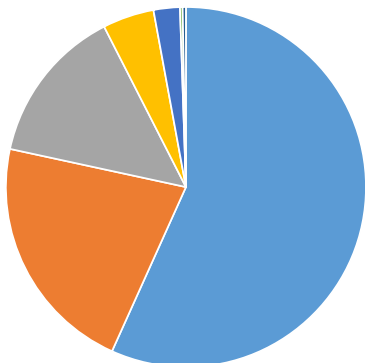
**Top 10 Expenditures YTD by Object Code 3
Variance from PYTD Received**

	Current YTD	Variance vs. PYTD Received
1 TOTAL SALARIES AND WAGES	\$6,238,213	\$410,576
2 LICENSED CLASSROOM TEACHER	\$2,965,857	\$235,399
3 TOTAL EMPLOYEE BENEFITS	\$2,505,210	\$97,875
4 TOTAL PURCHASED SERVICES	\$1,492,130	\$136,382
5 HEALTH INSURANCE	\$1,198,366	\$30,115
6 NON-INSTRUCTIONAL SUPPORT	\$967,329	\$480,302
7 ADMINISTRATION/SUPERVISION	\$829,592	\$32,712
8 TOTAL SUPPLIES	\$753,722	-\$162,991
9 TRANSPORT CONTR <=\$25,000	\$458,393	\$30,427
10 FICA/MEDICARE	\$453,102	\$29,156

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

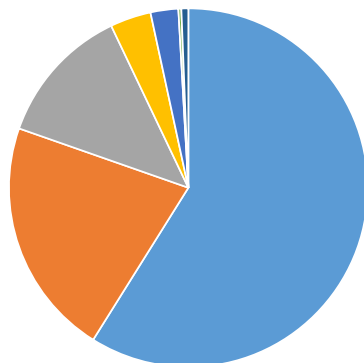


Prior Year Final



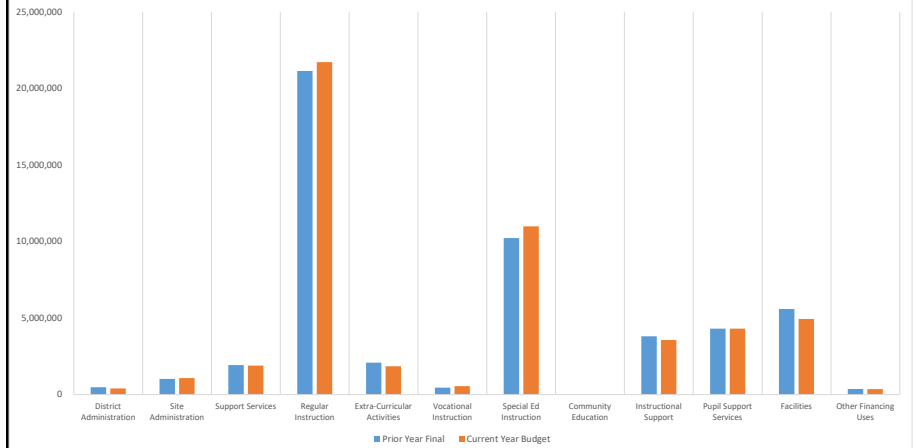
SALARIES, BENEFITS, PURCHASED SERVICES, GENERAL SUPPLIES, CAPITAL EXPENSES, DEBT SERVICE, DUES & OTHER

Current Year Budget



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

Prior Year Final and Current Budget by Program



WACONIA PUBLIC SCHOOLS

ENROLLMENT ANALYSIS

Fiscal Year 22-23

MONTHS REPORTED: 3

REGULAR ED																			
BEG OF MONTH	REG K	HD-K	EC	PRE-K	HK	TOTAL K	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GR 9	GR 10	GR 11	GR 12	TOTALS
SEP	210		64		35	245	294	284	290	265	319	313	340	300	350	336	361	336	4,097
OCT	201		79		41	242	291	279	287	267	313	310	336	297	347	335	351	332	4,066
NOV	202		80		41	243	294	278	289	266	313	309	339	296	346	335	351	333	4,072
DEC						-													-
JAN						-													-
FEB						-													-
MAR						-													-
APR						-													-
MAY						-													-
TOTALS	613	-	223	-	117	730	879	841	866	798	945	932	1,015	893	1,043	1,006	1,063	1,001	12,235
AVERAGE	204.3	-	74.3	-	39.0	243.3	293.0	280.3	288.7	266.0	315.0	310.7	338.3	297.7	347.7	335.3	354.3	333.7	4,078.3
EXTENDED TIME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TUITION - OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ALC																			
MONTH	REG K	HD-K	EC	PRE-K	HK	TOTAL K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr.10	Gr. 11	Gr. 12	TOTALS
SEP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7.00	19.00	26.00
OCT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8.00	19.00	27.00
NOV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9.00	17.00	26.00
DEC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JAN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FEB	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MAR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
APR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JUN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24.00	55.00	79.00
AVERAGE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24.0	55.0	79.0
SEAT COUNT TO ADM ADJ. FACTOR	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
ALC ADJUSTED ADM'S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24.0	55.0	79.0
AVG TOTALS	204.3	-	74.3	-	39.0	243.3	293.0	280.3	288.7	266.0	315.0	310.7	338.3	297.7	347.7	335.3	378.3	388.7	4,157.3

7. **ACTION ITEMS**

7.A. Academic Calendars

Presenter: Sarah Klitzke, Interim Director of Teaching & Learning and Dr. Enid Schonewise, Director of Human Resources



District Calendar 2023-2025

Waconia Public Schools
ISD110

Monday, November 14

Calendar Objectives

Primary Objective:

To develop a calendar for 2023-24 and 2024-25 that best supports student and staff learning outcomes.

Secondary Objectives:

To provide clarity in understanding the purpose of the various non-student days.

To provide consistency across all buildings.



Parameters

Teacher Work Day

New Teachers: 187

Returning Teachers: 184

*Must have a minimum of 6 teacher work days

Student Days

	# of Days 2023-2024 and 2024-2025	Required Hours per <u>Policy 602</u> (hours/days over required minimum)
PreK		350
K	169	850 (166.9 hours - 27.4 days)
1-5	171	935 (83.55 - 13.7 days)
6-8	171	Gr. 6 = 935 (116.9 hours - 18.6 days) Gr. 7-8 = 1020 (31.9 hours - 5.07 days)
9-12	171	1020 (12.2 hours - 1.97 days)

*Having 171 student days still allows for approximately 1.9 days above the minimum requirement for grades 9-12 even if we have two inclement weather days.





Calendar Feedback

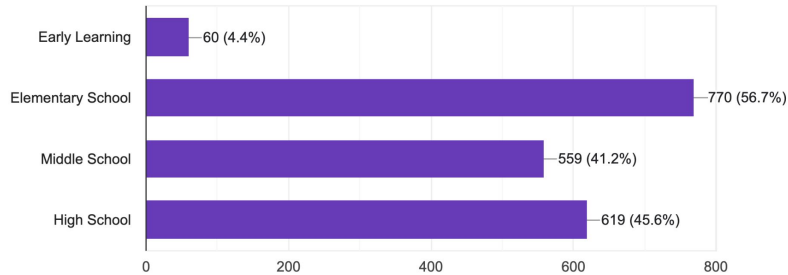
Staff, Teachers, Administrators, Parents & Community

- Survey all parents, all licensed staff Oct. 5-10
- Teaching and Learning Advisory Council Oct. 17
- Administration Oct. 18-19
- WEA leadership Oct. 27

What level(s) do you have children attending ISD110? Check all that apply.
What level(s) do you teach? Check all that apply

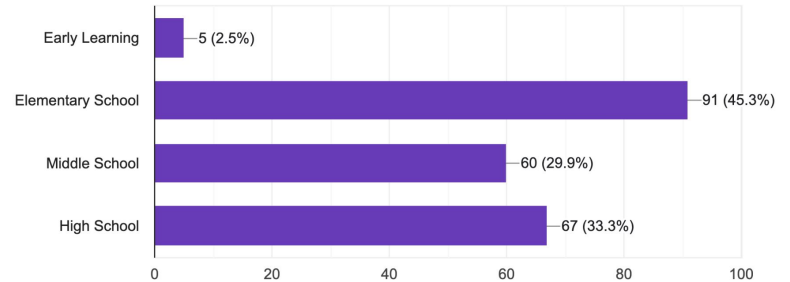
Which level(s) do you have children attending ISD110? Check all that apply.

1,357 responses



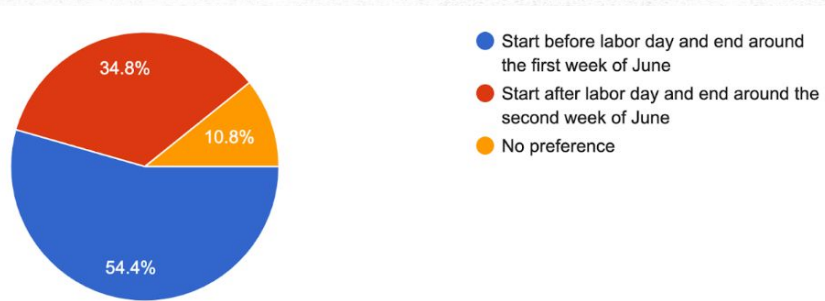
Which level(s) do you teach? Check all that apply.

201 responses

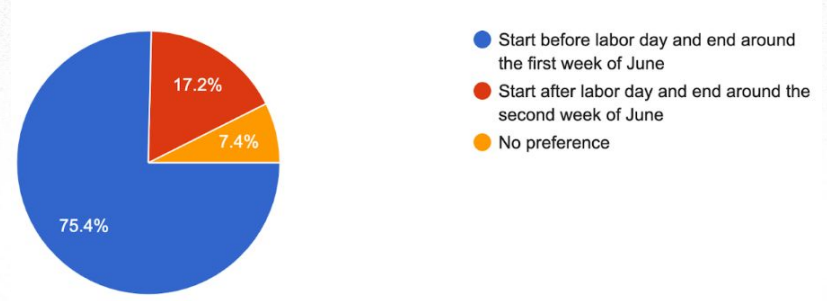


The beginning of the school year is one of the major factors that limits when ISD110 can end the school year. What would be your preference for students to start and end the school year?

1,358 responses from parent survey



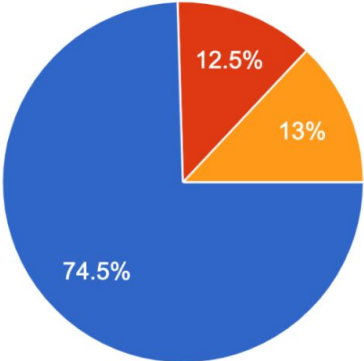
203 responses from staff survey



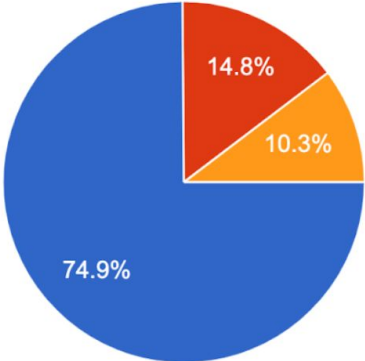
There is an operational need at ISD110 to provide additional time for planning and professional development for our staff so they can provide targeted support for students. Do you prefer:

1,378 responses from parent survey

203 responses from staff survey



- 2-hour early releases
- 2-hour late starts
- No preference

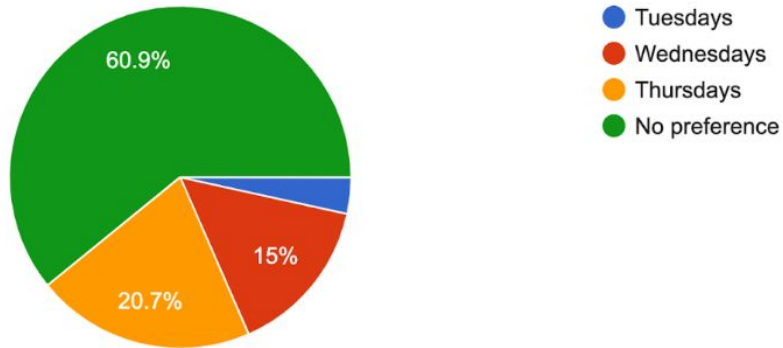


- 2-hour early releases
- 2-hour late starts
- No preference

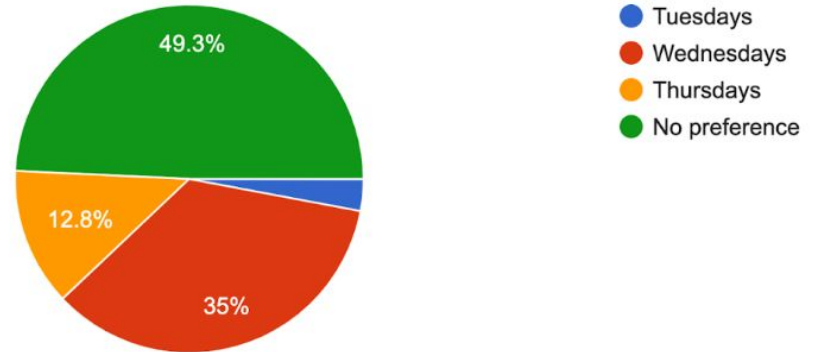


If ISD110 made the decision to move early releases/late starts from Fridays to provide a more optimal learning experience for our teachers, which...release/late start days to appear on the calendar?

1,334 responses from parent survey



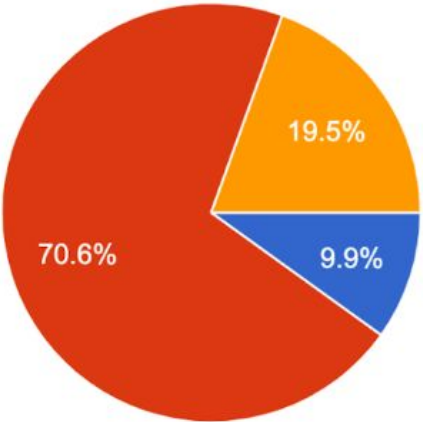
203 responses from staff survey



Parent Only Question:

ISD110 offers parent-teacher conferences two to three times a year. What time of day do you prefer to attend conferences?

1,360 responses



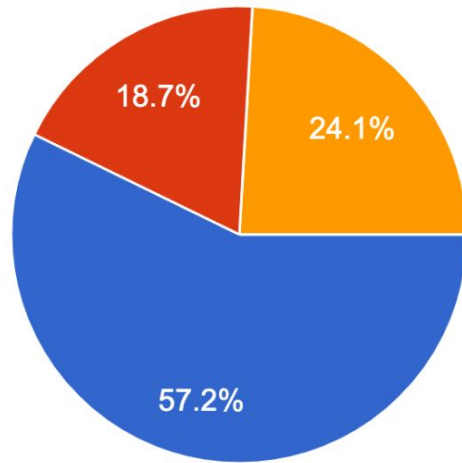
- From 8:00 a.m. - 3:00 p.m. on a non-student day
- From 4:00 p.m. - 8:00 p.m. after school
- No preference



Parent Only Question:

What type of parent-teacher conference do you prefer?

1,358 responses



- In-person at my child's school
- Virtual via a Zoom meeting
- No preference



Preferences from Feedback

- Start before labor day, end early June
- Create more professional development time with more full-day inservice and additional early releases on Wednesday.
- Ensure there is ample time in the evening for conferences. For consistency across buildings, conference time will be equal to 15 hours annual out-of-contract time.
- Conferences should be in-person, on-site, but allow for virtual upon request



Calendar Highlights

- An added day off on the Friday before Labor Day
- 5 scheduled Early Release Days (increased from 3)
- 2 full-day Staff Development Days, November and January.
- Consistent conference time allotted in the evening. This conference time warrants two comp days for teachers, November and February.
- In calendar year 2024-2025, winter break is a full two weeks for students.
- For calendar year 2024-2025, spring break has been pushed back a week to better balance instructional days in each trimester.

[2023-2024 Calendar Draft](#)

[2024-2025 Calendar Draft](#)

[Calendar Day Count](#)





Questions?

7.A.1. SY 23-24







June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 New Teacher Workshop	16 New Teacher Workshop	17 New Teacher Workshop	18	19
20	21 Teacher Workshop Week	22 Teacher Workshop Week	23 Teacher Workshop Week Evening Open House	24 Teacher Workshop Week 	25	26  No School K-12 Students and Teachers  No School K-12 Teachers Staff Development
27	28 First day of school grades 1-12	29	30 First day of school Kindergarten	31		 No School K-12 Teacher Work Day  No School K-12 Teacher Comp Day  2 hour Early Release K-12

September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 No School K-12	2
3	4 No school K-12 Holiday	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 K-12 - 2 hour Early Release	28 WMS Conferences (evening)	29	30

October 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 WMS Conferences (evening)	3	4	5	6	7
8	9	10	11	12	13	14
15	16 WHS Conferences (evening)	17 K-5 Conferences (evening)	18 No School K-12 K-12 Staff Development/ Conferences	19 No School K-12 Ed MN State Conference	20 No School K-12	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1  End of Quarter 1 - WMS	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 End of Trimester 1 - K5/WHS	18
19	20 No School K-12 Teacher Staff Development	21 No School K-12 Teacher Work Day	22 No School K-12 Teacher Comp Day	23 No School K-12 Holiday	24 No School K-12 Holiday	25
26	27	28	29	30		

December 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 No School K-12 Winter Break Holiday	26 No School K-12 Winter Break Observed Holiday	27 No School K-12 Winter Break	28 No School K-12 Winter Break	29 No School K-12 Winter Break Observed Holiday	30
31						

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 No School K-12 Winter Break Holiday	2 No School K-12 Teacher Staff Development	3	4	5	6
7	8	9	10	11	12	13
14	15 No School K-12 Holiday	16	17 WHS Conferences (evening)	18 End of Quarter 2 - WMS	19	20
21	22	23	24  K-12 - 2 hour Early Release	25	26	27
28	29	30	31			


February 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 K-5 Conferences (evening)	2 No School K-12 K-12 Staff Development/ Conferences	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 No School K-12 Teacher Comp Day Holiday	20	21	22 WMS Conferences (evening)	23	24
25	26 WMS Conferences (evening)	27	28 K-12 - 2 hour Early Release	29 End of Trimester 2 - K-5/WHS		

March 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 No School K-12 Teacher Work Day	2
3	4 No School K-12 Spring Break	5 No School K-12 Spring Break	6 No School K-12 Spring Break	7 No School K-12 Spring Break	8 No School K-12 Spring Break	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 End of Quarter 3 - WMS	30
31						

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 No School K-12 Holiday	2	3	4	5	6
7	8	9	10 	11	12	13
14	15	16	17 WHS Conferences (evening)	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Class of 2024 Graduation 7 pm	25
26	27 No School K-12 Holiday	28	29	30 Last Student Day	31 Last Teacher Workday	

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7.A.2. SY 24-25




June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						


July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13 New Teacher Workshop	14 New Teacher Workshop	15 New Teacher Workshop	16	17
18	19 Teacher Workshop Week	20 Teacher Workshop Week	21 Teacher Workshop Week Evening Open House	22 Teacher Workshop Week 	23	24  No School K-12  No School K-12 Teachers Report-Staff Development
25	26 First day of school Grades 1-12	27	28 First day of school Kindergarten	29	30 No School K-12	31  No School K-12 Teacher Work Day  No School K-12 Teacher Comp Day  2 hour Early Release K-12

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 No School K-12 Holiday	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25  K-12 - 2 hour Early Release	26 WMS Conferences (evening)	27	28
29	30 WMS Conferences (evening)					

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 WHS Conferences (evening)	15 K-5 Conferences (evening)	16 No School K-12 K-12 Staff Development/ Conferences	17 No School K-12 Ed MN State Conference	18 No School K-12	19
20	21	22	23	24	25	26
27	28	29	30  K-12 - 2 hour Early Release	31 End of Quarter 1 - WMS		


November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 End of Trimester 1 - K-5/WHS	23
24	25 No School K-12 Teacher Staff Development	26 No School K-12 Teacher Work Day	27 No School K-12 Teacher Comp Day	28 No School K-12 Holiday	29 No School K-12 Holiday	30

December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 No School K-12 Winter Break	24 No School K-12 Winter Break Holiday	25 No School K-12 Winter Break Holiday	26 No School K-12 Winter Break	27 No School K-12 Winter Break	28
29	30 No School K-12 Winter Break	31 No School K-12 Winter Break Holiday				

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 No School K-12 Winter Break Holiday	2 No School K-12 Winter Break	3 No School K-12 Teacher Staff Development	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 No School K-12 Holiday	21 End of Quarter 2 - WMS	22 WHS Conferences (evening)	23	24	25
26	27	28	29 	30	31	


February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 K-5 Conferences (evening)	7 No School Day K-12 Staff Development/ Conferences	8
9	10	11	12	13	14	15
16	17 No School K-12 Teacher Comp Day Holiday	18	19	20 WMS Conferences (evening)	21	22
23	24 WMS Conferences (evening)	25	26 K-12 - 2 hour Early Release	27	28	

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 End of Trimester 2 - K-5/WHS	7 No School K-12 Teacher Work Day	8
9	10 No School K-12 Spring Break	11 No School K-12 Spring Break	12 No School K-12 Spring Break	13 No School K-12 Spring Break	14 No School K-12 Spring Break	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 End of Quarter 3 - WMS	3	4	5
6	7	8	9 	10	11	12
13	14	15	16 WHS Conferences (evening)	17	18	19
20	21 No School K-12 Holiday	22	23	24	25	26
27	28	29	30			

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 Class of 2025 Graduation 7 pm	24
25	26 No School K-12 Holiday	27	28	29	30	31

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Last Student Day	4 Last Teacher Workday	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

7.B. Resolution Relating to General Obligation Aid
Anticipation Certificates of Indebtedness (Roll
Call Vote)

Presenter: Ra Chhoth,
Director of Finance &
Operations

CERTIFICATION OF MINUTES RELATING TO
\$3,000,000 GENERAL OBLIGATION AID ANTICIPATION CERTIFICATES OF
INDEBTEDNESS, SERIES 2023A

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

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on November 28, 2022 at 7:00 p.m. in Waconia City Hall.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO \$3,000,000 GENERAL OBLIGATION AID ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2023A; AUTHORIZING THE ISSUANCE, ESTABLISHING THE TERMS THEREOF, AND AUTHORIZING THE SUPERINTENDENT OR DIRECTOR OF FINANCE AND OPERATIONS AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE

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

WITNESS my hand officially as such recording officer this 28th day of November, 2022.

School District Clerk

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

RESOLUTION RELATING TO \$3,000,000 GENERAL OBLIGATION AID ANTICIPATION CERTIFICATES OF INDEBTEDNESS, SERIES 2023A; AUTHORIZING THE ISSUANCE, ESTABLISHING THE TERMS THEREOF, AND AUTHORIZING THE SUPERINTENDENT OR DIRECTOR OF FINANCE AND OPERATIONS AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 110 (Waconia Public Schools), Minnesota (the District), as follows:

SECTION 1. AUTHORIZATION. It is hereby found, determined and declared that certain state aids for schools receivable by the District during the July 1, 2022 to June 30, 2023 fiscal year will not be received in time to meet necessary expenditures for the purposes for which such aids are receivable. The District is authorized, pursuant to Minnesota Statutes, Sections 126C.50 through 126C.56, to borrow money by the issuance of its aid anticipation certificates of indebtedness in a principal amount not greater than 75% of the amount of such aids receivable by the District during the 2022-2023 fiscal year and has determined to issue its General Obligation Aid Anticipation Certificates of Indebtedness, Series 2023A in an amount not to exceed \$3,000,000 (the Certificates) against aids receivable for funds 1, 2 and 4 (the Operating Funds). The principal amount of the Certificates to be issued pursuant to this resolution is within said statutory borrowing limitation. The District's Certificate as to State Aids from the Commissioner of Education of the State of Minnesota will be received prior to the date on which the Certificates are issued.

SECTION 2. AWARD OF SALE; CERTIFICATE PURCHASE AGREEMENT; EXPIRATION. Pursuant to Minnesota Statutes, Section 126C.56, the requirements of public sale do not apply to the issuance under certain circumstances of aid anticipation certificates of indebtedness. The District has retained PMA Securities, LLC , in Albertville, Minnesota, as independent municipal advisor in connection with the sale of the Certificates. The Superintendent or Director of Finance and Operations and any Board Officer are hereby authorized and directed to award the sale of the Certificates to the most favorable bidder (the Purchaser) and execute a certificate purchase agreement (the Certificate Purchase Agreement) on the part of the District for the sale of the Certificates, provided that the principal amount of the Certificates shall not in any event exceed \$3,000,000 nor shall interest thereon exceed in any event 5.50% per annum, nor shall the true interest cost thereof exceed in any event 5.50%. The Superintendent or Director of Finance and Operations and any Board Officer are hereby authorized and directed to agree with the Purchaser upon the exact purchase price, and interest rate for the Certificates, within the parameters set forth in this resolution. The execution by the Superintendent or Director of Finance and Operations and any Board Officer of the Certificate Purchase Agreement setting forth such final terms is hereby approved and authorized and such execution shall be conclusive evidence of such agreement and shall be binding upon the District. The provisions of the Certificate Purchase

Agreement as so executed, including all exhibits and appendices thereto, are incorporated herein by reference. The authorization contained herein shall expire on February 28, 2023.

SECTION 3. CERTIFICATE TERMS. The Certificates shall be prepared under the supervision of the Clerk and shall bear interest at the rate stated in Section 2 hereof from date of issue until paid. The Certificates shall be dated January 25, 2023, shall mature on May 31, 2023, without option of prior payment, and shall be in the denomination of \$5,000 or any integral multiple thereof. The Certificates shall be issuable only in fully registered form, and the ownership of the Certificates shall be transferred only upon the bond register of the District hereinafter described. Upon presentation and surrender of each Certificate, the principal amount thereof and the interest thereon shall be payable to the registered owner thereof by check or draft issued by the registrar, transfer agent and paying agent hereinafter described.

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

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

(a) The Registrar shall keep at its principal corporate trust office a register in which the Registrar shall provide for the registration of ownership of and the registration of transfers and exchanges of Certificates entitled to be registered, transferred or exchanged.

(b) Upon surrender for transfer of any Certificate duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Certificates of a like aggregate principal amount as requested by the transferor.

(c) All Certificates surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the District.

(d) When any Certificate is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Certificate or separate instrument of transfer is legally authorized. The Registrar shall incur no

liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

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

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

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

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

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

SECTION 8. USE OF PROCEEDS. The proceeds of the Certificates shall be deposited in the Operating Funds of the District and shall be used solely to pay claims duly approved and

allowed with respect to current operating expenses of the kinds and within the amounts provided in the official budget of the District. Such proceeds shall be recorded as liabilities of such funds, pursuant to Minnesota Statutes, Section 123B.78.

SECTION 9. DEBT SERVICE FUND. A General Obligation Aid Anticipation Certificates of Indebtedness, Series 2023A Debt Service Fund (the Debt Service Fund) shall be created for the repayment of the principal of and interest on the Certificates and shall be maintained by the School District Treasurer separate and apart from all other funds of the District. There shall be credited to the Debt Service Fund any amount in excess of \$3,000,000 (or the actual principal amount of the Certificates) received by the District in the sale of the Certificates. At such time as state aids for schools distributable to the District for the current fiscal year, receipts of which are to be recorded as assets of the Operating Funds of the District pursuant to the Uniform Financial Accounting and Reporting System for Minnesota school districts, and which remain to be received, are in the amount of 105% of the principal and interest due on the Certificates issued to fund the deposit to the Operating Funds, on their maturity date, there shall be deposited in the Debt Service Fund all subsequent receipts of such aids or other moneys of the District legally available therefor, until the balance in the Debt Service Fund is sufficient to pay all principal and interest due on the Certificates at maturity.

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

SECTION 10. TAX COVENANTS AND ARBITRAGE MATTERS.

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

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

Clerk, being the officers of the District charged with the responsibility for issuing the Certificates pursuant to this resolution, shall execute and deliver to the Purchaser a certificate as contemplated by the Regulations stating the facts, estimates and circumstances in existence on the date of issuance and delivery of the Certificates which indicate that the proceeds of the Certificates will not be used in a manner that would cause the Certificates to be “arbitrage bonds” within the meaning of the Code and Regulations.

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

10.04. Qualified Tax-Exempt Obligations. The Board hereby designates the Certificates as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions, and hereby finds that the reasonably anticipated amount of tax-exempt obligations which are not private activity bonds (not treating qualified 501(c)(3) bonds under Section 145 of the Code as private activity bonds for the purpose of this representation) which will be issued by the District and all subordinate entities during calendar year 2023 does not exceed \$10,000,000.

SECTION 11. CERTIFICATION OF PROCEEDINGS.

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

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

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

SECTION 13. STATE PAYMENT; DISTRICT AND REGISTRAR OBLIGATIONS.

The District hereby covenants and obligates itself to notify the Commissioner of Education (the Commissioner) of any potential default in the payment of the principal of or interest on the Certificates and to use the provisions of Minnesota Statutes, Section 126C.55 (the State Payment Law), to guarantee, to the extent permitted by Minnesota law, payment of the principal of and interest on the Certificates when due. The District further covenants to deposit with the Registrar not less than three business days prior to May 31, 2023, an amount sufficient to make that payment or to notify the Commissioner as provided in the State Payment Law that it will be unable to make all or a portion of such payment. The Registrar will notify the Commissioner if it becomes aware of a potential default in the payment of principal of and interest on the Certificates at maturity or, if on the date two business days prior to maturity, there are insufficient funds on deposit with the Registrar to pay the Certificates in full at maturity. The Registrar will cooperate with the District, the Commissioner and the Commissioner of Management and Budget in implementing the provisions of the State Payment Law. The District shall do all other things which may be necessary to perform the obligations hereby undertaken under the State Payment Law, including any requirements hereafter adopted by the Commissioner of Management and Budget or the Commissioner.

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

UNITED STATES OF AMERICA
STATE OF MINNESOTA
CARVER AND HENNEPIN COUNTIES

INDEPENDENT SCHOOL DISTRICT NO. 110 (WACONIA PUBLIC SCHOOLS)

GENERAL OBLIGATION AID ANTICIPATION
CERTIFICATE OF INDEBTEDNESS, SERIES 2023A

R-1 \$3,000,000

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>
%	May 31, 2023	January 25, 2023

REGISTERED OWNER:

PRINCIPAL AMOUNT: DOLLARS

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

This Certificate is one of an issue in the aggregate principal amount of \$3,000,000, issued pursuant to and in accordance with the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes, Sections 126C.50 through 126C.56, and pursuant to a resolution duly adopted by the School Board of the School District on November 28, 2022 (the Resolution) authorizing the Superintendent or Director of Finance and Operations and any Board Officer to award the sale of the Certificates on the terms contained in the Resolution, for the purpose of anticipating receipt of certain unpaid state aids for schools receivable by the School District for the fiscal year in which this Certificate is issued.

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

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

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

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

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

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

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

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

(Facsimile Signature - Clerk)

(Facsimile Signature - Chairperson)

CERTIFICATE OF AUTHENTICATION

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

Date of Authentication: _____

NORTHLAND TRUST SERVICES, INC.,
as Registrar

By _____
Authorized Representative

CERTIFICATE OF CARVER COUNTY AUDITOR AS TO REGISTRATION

The undersigned, being the duly qualified and acting County Auditor of Carver County, hereby certifies that there has been filed in my office a certified copy of a resolution of the School Board of Independent School District No. 110 (Waconia Public Schools), Minnesota, adopted November 28, 2022, setting forth the form and details of an issue of \$3,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2023A of the District, to be dated originally as of January 25, 2023(the Certificates).

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

WITNESS my hand and official seal this _____ day of _____, 2023.

Carver County Auditor

(SEAL)

CERTIFICATE OF HENNEPIN COUNTY AUDITOR AS TO REGISTRATION

The undersigned, being the duly qualified and acting County Auditor of Hennepin County, hereby certifies that there has been filed in my office a certified copy of a resolution of the School Board of Independent School District No. 110 (Waconia Public Schools), Minnesota, adopted November 28, 2022, setting forth the form and details of an issue of \$3,000,000 General Obligation Aid Anticipation Certificates of Indebtedness, Series 2023A of the District, to be dated originally as of January 25, 2023 (the Certificates).

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

WITNESS my hand and official seal this _____ day of _____, 2023.

Hennepin County Auditor

(SEAL)

8. **DISCUSSION ITEMS**

8.A. Board Policies - First Read

8.A.1. 203.1 School Board Procedures; Rules of
Order

Adopted: _____

MSBA/MASA Model Policy 203.1

Orig. 1997

Revised: _____

Rev. 1999

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. ~~The If necessary, the chair shall may decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.~~
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.

- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

~~[Note: The school board may choose to include in the policy a method of calling the roll.] Names will be called in alphabetical order and reverse alphabetical order for roll call votes.~~

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
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)

8.A.2. 209 Code of Ethics

209 CODE OF ETHICS

I. PURPOSE The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
 - Notify the board chair and/or committee leader at least 76 hours in advance of an absence if possible.
 - Notify the board chair and superintendent's administrative assistant at least 76 hours in advance if a member plans to attend remotely. (an address in a location that is publicly accessible must be provided)
 - Limit seeking virtual accommodations at public meetings to medical leave or emergency situations.
 - In situations where my attendance impacts my ability to positively contribute to my role, I will bring forth a recommendation for improvement and/or next steps to the board chair or designee.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.1 209-2

4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school 209-3 district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.

9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain. 209-4
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

III. GENERAL PROCESS FOR ADDRESSING CONCERNS
AS MEMBERS OF THE BOARD WE WILL:

1. Bring the concerns to the attention of the member and remind them of this policy.
2. If concerns continue, consider reducing assigned committee assignments or other discretionary roles.
3. In serious situations, consider a formal letter of censure to specially address the concerns publicly.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers) Minn. Stat. § 123B.09 (School Board Powers) Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics Policy Adopted: June 10, 1996

Revised: July 9, 2001, April 11, 2005, July 2007, November 2007, June 2011, November 2017
Independent School District No. 110 Waconia, MN

8.A.3. 211 Criminal or Civil Action Against
School District

Adopted: _____

MSBA/MASA Model Policy 211

Orig. 1995

Revised: _____

Rev. 202206

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance ~~aboutas to~~ the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn~~esota~~. Statutes section ~~§~~466.07, ~~subdivision~~Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn~~esota~~. Statutes ~~section~~ §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district ~~shall~~must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn~~esota~~. Statutes ~~chapter~~Ch. 13, and to the Family Educational Rights and Privacy Act, 20 ~~United~~. States ~~Code~~. section § 1232g, and related regulations. When an employee is subpoenaed and is expected to

testify regarding educational data or personnel data, ~~he or she is to~~ the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official ~~who is~~ designated as the responsible authority ~~responsible~~ for the collection, use, and dissemination of data.

D. Service of Subpoenas

~~The policy of the school district is that its~~ School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to ~~Minnesota Statutes, section~~ § 123B.02, subdivision ~~Subd.~~ 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision ~~as to~~ whether to reimburse shall be made in the school board's ~~of the school board~~ discretion. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. ~~In order to further~~ To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement

officials to question students and employees outside of school hours and off school premises unless ~~there are~~ extenuating circumstances ~~exist, or~~ the matter being investigated is school-related, or as otherwise provided by law.

2. If ~~such~~ questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn~~esota~~. Statutes section. ~~§ 260E.22~~), ~~626.556~~, ~~Subd. 10~~), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn~~esota~~. Statutes chapter. ~~Ch.~~ 13 (Minnesota Government Data Practices Act) and 20 ~~United~~. States. Code section. ~~§~~ 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, ~~i~~ Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of ~~ng~~ Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, ~~95 S.Ct. 992, 43 L.Ed.2d 214~~ (1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

8.A.4. 212 School Board Member Development

Adopted: _____

MSBA/MASA Model Policy 212

Orig. 1995

Revised: _____

Rev. 202205

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 ([Boards of Independent School Districts](#)~~School Board Member Training~~)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

8.A.5. 214 Out of State Travel by School Board
Member

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Policy Adopted: January 9, 2006
Revised: June 2011/November 2017
Policy Reviewed: September 2017

Independent School District No 110
Waconia, MN

8.A.6. 306 Administrator Code of Ethics

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the

profession through research and continuing professional development.

10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References:

Policy Adopted: November 2007 / November 2012 / December 2017
Independent School District No. 110
Waconia, MN

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 604
Orig. 1995
Rev. 2022-17

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I.);
4. Health and physical education;

[Note: Health curriculum may include child sexual abuse prevention in consultation with other federal, state, or local agencies and community-based organizations to identify research-based tools, curricula, and programs.]

5. The arts;
6. Career and technical education; and
7. World languages.

[Note: World languages programs should be developed and implemented to acknowledge and reinforce the language proficiency and cultural awareness that non-English language speakers already possess and encourage students' proficiency in multiple world languages. Programs also must encompass indigenous American Indian languages and cultures, among other world languages and cultures. School districts may award Minnesota World Language Proficiency Certificates or Minnesota World Language High Achievement Certificates consistent with ~~Minn. Stat. §Minnesota Statutes~~ section 120B.022, subdivision Subd. 1.]

B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and all courses required in all elective subject areas. ~~The instructional approach will be nonsexist and multicultural.~~ Instruction shall be provided in a nondiscriminatory manner, which includes a nonsexist and multicultural approach. In the presentation of subject matter (including controversial issues) teachers shall provide access to a variety of viewpoints, theories, ways of knowing, and methods of inquiry. Teachers shall foster sensitive communication by and among all students, and understand the influence of personal bias on student learning.

C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.

- D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- F. The superintendent **[or designee]** shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.

III. PARENTAL CURRICULUM REVIEW

The school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

IV. CPR AND AED INSTRUCTION

The school district will provide one-time cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum. ~~for all students in that grade beginning in the 2014-2015 school year and later.~~

- ~~A1.~~ In the school district's discretion, training and instruction may result in CPR certification.
- ~~B2.~~ CPR and AED instruction must include CPR and AED training that have been developed:
 - ~~1a.~~ by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - ~~2b.~~ using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- ~~C3.~~ The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- ~~D4.~~ A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]

V. COLLEGE AND CAREER PLANNING

- AH.** The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team-work, collaboration, creativity, communication, critical thinking, and good work habits;
 2. emphasize academic rigor and high expectations **and inform the student, and the student's parent or guardian, if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;**
 3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
 4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
 5. help students access education and career options;
 6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
 7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
 8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
 9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.
- B.** The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.
- C.** Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.

D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

E. **If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.**

F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

[Note: Minn. Stat. § 120B.125 requires school districts to provide the services set forth in Section II.H. beginning in the 2013-2014 school year.]

VI. CIVICS TEST

A. **A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student's transcript that the student answered at least 30 of 50 civics test questions correctly.**

B. "Civics test questions" means 50 of the 100 questions that, as of January 1, 2015, United States citizenship and immigration services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state's civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota's Legacy website by August 1 of that year.

C. ~~A school or district~~ **The school district** may exempt a student with disabilities from this requirement if the student's IEP team determines the requirement is inappropriate and establishes an alternative requirement.

D. ~~A school or district~~ **The school district** may administer the civics test questions in a language other than English to students who qualify for English learner services.

E. ~~Schools and~~ **The school** districts may administer civics test questions as part of the social studies curriculum.

F. ~~A~~ **The school** district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.

G. **The school district cannot charge a fee related to this requirement.**

[Note: This requirement is effective for students enrolling in grade 9 in the 2017-2018 school year and later.]

Legal References: [Minn. Stat. § 120A.20 \(Parental Curriculum Review\)](#)

Commented [1]: is MSBA recommending to delete this paragraph?

Commented [2R2]: It does not have a strike through, so I'd assume it remains

Commented [3]: We do not have any reference to this civics test section in current policy. Recommend to add.

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; ~~Involuntary Career Tracking Prohibited~~)
Personal Learning Plans)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 605 (Alternative Programs)

8.A.8. 605 Alternative Programs

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 605
Orig. 1999
Rev. 2022-1999

605 ALTERNATIVE PROGRAMS EDUCATIONAL SERVICES

I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational ~~programs-services~~ for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative ~~program options~~ educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school ~~board-district~~ that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

~~A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.~~

~~B. It shall be the responsibility of the superintendent to identify alternative ~~program educational~~ opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative ~~programs~~ educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational ~~programs-services~~ to the school board.~~

~~B.C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.~~

- Legal References:**
- Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
 - Minn. Stat. § 121A.41, Subd. 11 (Definitions ~~—Alternative Educational Services~~)
 - Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
 - Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
 - Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
 - Minn. Stat. § 124D.68 (Graduation Incentives Programs)
 - Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
 - Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

- Cross References:**
- MSBA/MASA Model Policy 603 (Curriculum Development)
 - MSBA/MASA Model Policy 604 (Instructional Curriculum)

Commented [1]: check with Terry on this language

Commented [2R2]: parents must attend or withdrawal is not legally able to occur.

8.A.9. 607 Organization of Grade Levels

Adopted: _____

MSBA/MASA Model Policy 607

Orig. 1995

Revised: _____

Rev. 2022~~0~~

607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

Elementary:	Grades prekindergarten through 6
Middle:	Minimum of two consecutive grades above 4th but below 10th
Secondary:	(Grades 7 through 12)
Junior High	Grades ____ through ____
Senior High	Grades ____ through ____
Vocational	Grades 7 through 12}
Prekindergarten:	Prekindergarten
Elementary:	Grades kindergarten through 5
Middle School:	Grades 6 through 8
High School:	Grades 9 through 12

- B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.
- C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

III. DEFINITIONS

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

prepares students to enter kindergarten the following school year.

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

Cross References: None

8.A.10. 608 Instructional Services Special
Education

Adopted: _____

MSBA/MASA Model Policy 608

Orig. 1995

Revised: _____

Rev. 202209

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

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

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified children with a disability are provided special education and related services that are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References:

Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (~~Definition of~~ Child with a Disability Defined)
Minn. Stat. §§ 125A.02~~7~~, (Rulemaking)
Minn. Stat. § 125A.03 (Special Instruction for Children with a Disability),
Minn. Stat. § 125A.08 (Individualized Education Programs)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility), and
Minn. Stat. § 125A.29 (Responsibilities of County Boards and School Boards)District Obligations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act ~~of 2004~~)

Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

8.A.11. 609 Religion

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 609
Orig. 1995
Rev. 2022~~00~~

609 RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 - 3. The activity must not foster excessive governmental relationships with religion.
 - 4. Notwithstanding the foregoing guidelines, reasonable efforts will-must be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or a curricular activity for a religious observance. observance of religious holidays. The school district must provide annual notice to parents of this policy.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Commented [1]: Is this currently in our annual notices for parents?

Commented [2R2]: This is not party of our annual notices - but it looks like it will need to be.

Legal References: U. S. Const., amend. I
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)

Minn. Stat. § 120A.35 (Absence ~~F~~rom School for Religious Observance)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98, ~~121 S.Ct. 2093, 150 L.Ed.2d 151~~ (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290, ~~120 S.Ct. 2266~~ (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251, ~~120 S.Ct. 2706~~ (2000)
Lemon v. Kurtzman, 403 U.S.602, ~~91 S.Ct. 2105, 29 L.Ed.2d 745~~ (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

8.A.12. 722 Public Data Requests

Adopted: _____

MSBA/MASA Model Policy 722

Orig. 2017

Revised: _____

Rev. 2022

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. A requestor is not required to explain the reason for the data request.
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- A.J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
 - 2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IXVII. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

[Name]

[Location]

[Phone number; email address]

Data Practices Compliance Official:

[Name]

[Location]

[Phone number; email address]

Data Practices Designee(s):

[Name]

[Location]

[Phone number; email address]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

[Minn. Stat. § 13.01 \(Government Data\)](#)

[Minn. Stat. § 13.02 \(Definitions\)](#)

Minn. Stat. [§ 13.025 \(Government Entity Obligation\)](#)

[Minn. Stat. § 13.03 \(Access to Government Data\)](#)

[Minn. Stat. § 13.04 \(Rights of Subjects to Data\)](#)

[Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)

[Minn. Stat. § 13.32 \(Educational Data\)](#)

[Minn. Rules Part 1205.0300 \(Access to Public Data\)](#)

[Minn. Rules Part 1205.0400 \(Access to Private Data\)](#)

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

8.A.13. 724 Purchasing Policy

724 PURCHASING POLICY

I. Purpose

This policy outlines and defines the process for purchasing supplies, equipment, materials, and services that will be used to meet the needs and purpose of Waconia Public Schools Independent School District 110. The policy is to assist Waconia Public Schools' purchases and adhere to all applicable state and federal regulations and guidelines.

II. General Statement of Policy

Waconia Public Schools' purchasing process will adhere to state and federal guidelines as well as statutes with the Minnesota Department of Education in partnership with Waconia Public Schools' best practices. This process will be subject to Waconia Public Schools' annual financial audit.

III. Requisition and Purchase Order Process

Any orders that are of material value will follow the Waconia Public Schools' requisition and purchase order process established by the Director of Finance and Operations. In the event there is an emergency and time is of the essence, this process may be modified with a pre-approval by the Director of Finance and Operations. Payments to vendors are to follow the process of creating a purchase order with the approval workflow. In the event a request for payment is not followed by the receivable process in no such terms will payment be approved. Every purchase order must be signed and dated including an indication of receipt of merchandise and forwarded to the Waconia Public School District Finance office for payment.

IV. Orders, Quotations, Bids, and Request for Proposal (RFP) Requirements

All products, equipment, and services purchases must conform to Waconia Public Schools guidelines and protocol established by the Director of Finance and Operations including purchases of \$25,000 and/or less must be completed through quotations in the open market. Departments are required to request quotes at a minimum from two vendors, three or more when funding is from Federal Grants that exceed \$3,000. When contracts reach a \$25,000 cumulative total, SAM.gov (<https://www.sam.gov/portal/SAM/#11>) will be utilized to confirm that vendors have not been debarred or suspended.

For purchases that are \$25,000 to \$175,000 two quotes at the minimum must be obtained. NO exception to this rule. Quotes will be awarded based on the needs of Waconia Public Schools. Consideration will be given to qualified vendors based on experience, price, and responsibility for quality products or services that will perform to the needs of Waconia Public Schools.

Purchases over \$175,000 within a year require one of the following actions:

1. Awarded via sealed bid process in accordance with state and federal procurement statutes
2. Purchased with the use of a current, valid Joint-Powers-eligible cooperative agreement held by the selected vendor or service provider

Waconia Public School will make every effort to utilize a formal procurement process for items over \$175,000. Exceptions to the procurement process could be granted in writing by both the Director of Finance and Operations, and the Superintendent in such rare cases for conditions set forth below.

1. Purchase of copyrighted materials
2. Awarding of professional services agreements
3. Technology-related purchases in which proprietary technology is required for purposes of continuity and/or integration

Any requests for proposals of services must include a document detailing the rationale of services being sought, criteria for the selection process, and the application. In the spirit of best practice, Waconia Public School holds the right every three to five years to seek RFPs for services such as administrative service, waste management, legal services, and insurance carriers.

Legal References:

- Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
- Minn. Stat. 471.345 Subd. 3 (Contracts Over \$175,000)
- Minn. Stat. 471.345 Subd. 4 (Contracts Exceeding \$25,000 But Not \$175,000)
- Minn. Stat. 471.345 Subd. 5 (Contracts \$25,000 Or Less)
- Minn. Stat. 471.345 Subd. 15 (Cooperative Purchasing)

Cross References:

Policy Adopted:
Independent School District No. 110
Waconia, MN

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations
Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

9.D. District 110 Advisory Council

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

9.F. Southwest Metro Intermediate District 288
Representative

9.G. MSHSL Representative

9.H. Special Education Advisory Council

9.I. Community Education Advisory Council
Representative

9.J. Teaching & Learning Advisory Council
Representative

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

9.L. City of Waconia Liaison

10. **ADJOURNMENT**