

## Regular Meeting

Monday, February 27, 2023 7:00 PM

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

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

2. **ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE** **Presenter:** Chair Geller

2.A. School Board Member Recognition Month

2.B. Upcoming Meetings:

March 13 Policy Committee 6pm @ WHS C107

March 13 Work Session 7pm @ WHS B107

March 20 Public Comment Time/Location TBD

March 23 Work Session Time/Location TBD

March 27 Finance Committee 6pm @ City Hall

March 27 Regular Meeting 7pm @ City Hall

3. **PUBLIC COMMENT**

4. **MINUTES OF PREVIOUS MEETING**

ISD 110 School Board  
Regular Meeting  
Monday, January 30, 2023 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, DeBoer, Myers, Hagen, Amott, Bergstrom, Kelzer-Breeden

Members absent: none

Call to order by Chair Geller at 7:00 PM

Motion by Geller to amend agenda by removing items 7C8. And 7C9.

Bergstrom second

All in favor

Motion carried

Motion by DeBoer to approve amended agenda

Myers second

All in favor

Motion carried

**2. ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE**

2.A. Upcoming Meetings:

3. **PUBLIC COMMENT** - none

**4. MINUTES OF PREVIOUS MEETING**

Motion by DeBoer to approve the minutes of the December 2022 regular and January 2023 organizational meetings

Myers second

All in favor

Motion carried

**5. CONSENT AGENDA**

Motion by DeBoer to approve consent agenda

Myers second

All in favor

Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

Employment

Dammann, Ella  
Replacement

Kids' Company Aide  
Part-Time/Hours Vary

Comm Ed

Jensen, Steven                      Director of Community Education                      Comm Ed  
Replacement    8 Hours/Day; 261 Days

Kelly, Grace                                      Grade 3 Teacher                                      SV  
Replacement    Long-Term Substitute **Attach K**

Employee Status Changes

Hughes, Dawn, from Educational Assistant (SPED) at WEC to Preschool Teacher at Comm Ed

Hughes, Megan, Educational Assistant (SPED), from 3 hours/day to 5.5 hours/day at ESC

Merrill, Allisen, Teacher, Overload added for 12 weeks during Trimester 2 at WHS

Van Haften, Sandra, Educational Assistant (SPED), from 5.5 hours/day to 6 hours/day at ESC

Leaves of Absence

Brown, Peter, Agricultural Education Teacher at WHS

Buesgens, Brenda, ECFE Administrative Assistant at ESC

Kurtz, Roxanne, Nutritional Services at WHS

Menden, Heather, SPED Teacher at WMS

Puelston, Amanda, Grade 3 Teacher at SV

Skerik, Heidi, Grade 3 Teacher at BV

Varble, Meredith, Administrative Assistant I at SV

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

Sonnek, Rebecca, School Psychologist at District-Wide

Retirements/Resignations/Terminations

Bolton, Marie, Educational Assistant at LT

Christenson, Lisa, Educational Assistant at BV

Jensen, Jenny, Preschool Teacher at Comm Ed

Leegard, Emily, Educational Assistant at BV

Nelson, Tiffany, Director of Community Education at Comm Ed

Schuetz, Bryanna, Health Associate at BV

Tackmann, Lori, Early Childhood Special Education Teacher at ESC

Varble, Meredith, Administrative Assistant I at SV

5.C. Receipts of Donation

6. **REPORTS**

6.A. Student Representative Report

6.B. Administrative Presentation

6.B.1. WMS Wild Time Implementation

6.C. Finance Report

## 7. ACTION ITEMS

### 7.A. SOD Plan Approval

Motion by DeBoer to approve SOD Plan

Myers second

All in favor

Motion carried

### 7.B. Budget Revision

Motion by Myers to approve Budget Revision

DeBoer second

All in favor

Motion carried

### 7.C. Second Read Board Policies

Motion by DeBoer to approve Second Read Board Policies

Myers second

All in favor

Motion carried

7.C.1. 998 Memorials for Deceased Students and Staff DRAFT

7.C.2. 603 Curriculum Development

7.C.3. 210 Conflict of Interest - School Board Members

7.C.4. 216 Anonymous Communications

7.C.5. 611 Homeschooling

7.C.6. 614 School District Testing Plan and Procedures

7.C.7. 615 Basic Standards Testing Accommodations Modifications and Exemptions for IEP Section 504 Accommodations and LEP Students

~~7.C.8. 616 School District System Accountability removed~~

~~7.C.9. 617 School District Ensurance of Preparatory and High School Standards removed~~

7.C.10. 623 Mandatory Summer School Instruction

## 8. DISCUSSION ITEMS

### 8.A. First Read Board Policies

8.A.1. 606 Textbooks and Instructional Materials

8.A.2. 625 Media and Book Selection

Kelzer-Breeden suggest change he/she to they

## 9. BOARD COMMITTEE REPORTS

### 9.A. Self-Governance & Superintendent Relations Committee

Geller reminds members to complete 2:1 survey of availability

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee – DeBoer reports first meeting is Feb. 13

9.D. District 110 Advisory Council

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

9.F. Southwest Metro Intermediate District 288 Representative  
Geller reports meeting chair Deb Pauley from Jordan Public Schools

9.G. MSHSL Representative

9.H. Special Education Advisory Council

Hagen reports attending virtual meeting, learned of challenges/needs of parents. Parents seeking mentorship. Council looking at ways to recruit members.

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**

Motion by DeBoer to adjourn

Myers second

All in favor

Motion carried

Meeting adjourned at 8:06 PM

ISD 110 School Board  
Work Session + Closed Session RE:  
Confidential Legal Advice, Labor  
Negotiation Strategy  
Monday, February 13, 2023 7:00 PM Central

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

Members present: Geller, DeBoer, Myers, Bergstrom, Kelzer-Breeden, Amott, Hagen  
Members absent: none

1. ENTER CLOSED SESSION:

- To consider strategy for labor negotiations pursuant to Minnesota Statutes section 13D.03; and
- To receive confidential legal advice pursuant to Minnesota Statutes section 13D.05, subdivision 3(b).

Upon the arrival of district legal counsel, the board will enter into a closed session. (approximately 7:30 PM)

Motion by Geller at 7:00 PM to Enter Closed Session Pursuant to Minnesota Statutes section 13D.03, I move to go into closed session to consider strategy for labor negotiations. Additionally, pursuant to Minnesota Statutes section 13D.05, subdivision 3(b), I move to go into close session to receive confidential legal advice from the School Board's attorney regarding a potential lawsuit by the School Board.

Amott second  
All in favor  
Motion carried

Open meeting resumed at 8:33 PM

2. Superintendent Updates

1.A. Superintendent Goals

Superintendent Gersich reviewed the board approved 22-23 Superintendent Goals.

3. Review Policy 209 Code of Ethics

Chair Geller reviewed Policy 209 Code of Ethics

4. Review School Board Training and Development Opportunities

Tentative dates: April 21-22 (Friday eve/Saturday morning)

Facilitator: Lee Pritzel

5. Discuss WREAP Timeline and Discuss possible public comment and work session for the week of March 20

Superintendent Gersich shared a slide deck that will be used for future presentations. Group determined the need for a public comment session to be held on March 20 followed by a special board meeting to be held on March 23.

Meeting adjourned at 9:36 PM

5. **CONSENT AGENDA**

**Presenter:** Chair  
Geller

5.A. Bills and Wire Transfers

**Presenter:** Ra Chhoth,  
Director of Finance  
and Operations

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
607267	APPLE INC	01/27/2023	R	299.00	January
607268	AVIBEN	01/27/2023	R	533.82	January
607271	BETHEL UNIVERSITY	01/27/2023	R	1,500.00	January
607272	CHILDREN'S THEATRE COMPANY	01/27/2023	R	2,340.00	January
607273	COLLEGE ENTRANCE EXAM BOARD	01/27/2023	R	1,224.00	January
607274	CONTINENTAL CLAY COMPANY	01/27/2023	R	1,342.57	January
607275	CURFMAN TRUCKING & REPAIR, INC	01/27/2023	R	37,625.00	January
607276	DAVIS, KASHTIN	01/27/2023	R	60.00	January
607277	DEPT OF HUMAN SERVICES	01/27/2023	R	1,101.00	January
607278	DIGITAL INS LLC	01/27/2023	R	3,900.00	January
607280	ECM PUBLISHERS, INC	01/27/2023	R	267.75	January
607281	EVERSONS HARDWARE HANK	01/27/2023	R	502.74	January
607282	GIA PUBLICATIONS, INC	01/27/2023	R	104.82	January
607283	GOLD MEDAL MPLS ML55	01/27/2023	R	1,441.75	January
607284	GOPHER STATE ONE CALL, INC	01/27/2023	R	50.00	January
607285	GRAINGER	01/27/2023	R	164.65	January
607286	HAGEN, TESSA	01/27/2023	R	192.78	January
607287	HAPPY FEET SOCCER TWIN CITIES	01/27/2023	R	612.00	January
607288	HASTINGS CREAMERY LLC	01/27/2023	R	9,880.91	January
607289	HENDRYCKS, PHIL	01/27/2023	R	540.00	January
607290	HENNEPIN COUNTY TREASURER	01/27/2023	R	509.20	January
607291	HOERAUF CONSULTING INC.	01/27/2023	R	900.00	January
607292	HOLTON ELECTRIC CONTRACTORS	01/27/2023	R	528.80	January
607293	HORIZON EQUIPMENT	01/27/2023	R	2,722.51	January
607294	INDIANHEAD FS DISTRIBUTOR, INC	01/27/2023	R	20,474.24	January
607295	KROELLS, LINDA	01/27/2023	R	449.82	January
607296	LAKEVIEW AUTOMOTIVE	01/27/2023	R	1,489.99	January
607297	LANGE, JEFF	01/27/2023	R	81.00	January
607298	LEE'S REFRIGERATION LLC	01/27/2023	R	200.00	January
607299	LOFFLER COMPANIES	01/27/2023	R	427.01	January
607300	LVC COMPANIES INC	01/27/2023	R	9,930.00	January
607301	MACKENTHUN'S FINE FOODS	01/27/2023	R	3,301.29	January
607303	MCEA EXECUTIVE OFFICE	01/27/2023	R	1,043.00	January
607304	MEI TOTAL ELEVATOR SOLUTIONS	01/27/2023	R	717.46	January
607305	MN HISTORICAL SOCIETY	01/27/2023	R	656.00	January
607306	PAN-O-GOLD BAKING CO	01/27/2023	R	1,537.45	January
607307	PARTS CITY WACONIA	01/27/2023	R	39.95	January
607308	PERFORMANCE FOODSERVICE	01/27/2023	R	3,434.84	January
607309	RANNOU, ANDREW	01/27/2023	R	141.00	January
607310	REGENTS OF THE U OF MN	01/27/2023	R	3,510.39	January
607311	RUPP, ANDERSON, SQUIRES&WALDSPUR	01/27/2023	R	153.00	January
607312	SECURITY BANK & TRUST CO	01/27/2023	R	212,844.68	January
607313	SOUTHERN MN REGIONAL SCIENCE F	01/27/2023	R	25.00	January
607314	TERRAFORM PHOENIX II ARCADIA	01/27/2023	R	50.08	January
607315	THREE RIVERS PARK DISTRICT	01/27/2023	R	1,068.00	January
607316	TOTAL MECHANICAL SERVICES INC.	01/27/2023	R	2,111.00	January
607317	TRIO SUPPLY COMPANY	01/27/2023	R	251.71	January
607318	UHL CO	01/27/2023	R	440.00	January
607319	UNIV OF WISCONSIN - MADISON	01/27/2023	R	500.00	January
607320	US POSTAL SERVICE	01/27/2023	R	1,407.71	January
607321	VISTAR	01/27/2023	R	1,186.46	January
607322	WAYNE DAUWALTER PLUMBING	01/27/2023	R	374.13	January
607323	WINSTED SOLAR LLC	01/27/2023	R	3,459.54	January
607325	YOUTH PERFORMANCE COMPANY	01/27/2023	R	728.00	January
607327	EYE MED-FIDELITY SECURITY LIFE	01/31/2023	R	2,263.29	January
607328	MESSERLI & KRAMER PA	01/31/2023	R	278.28	January

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
607329	NCPERS GROUP LIFE INS	01/31/2023	R	96.00	January
607330	SCHOOL SERVICE EMPLOYEES	01/31/2023	R	1,483.60	January
607331	WACONIA EDUCATION ASSOCIATION	01/31/2023	R	13,147.34	January
607332	WAYNE DAUWALTER PLUMBING	01/27/2023	R	11,900.00	January
607334	KOCH SCHOOL BUS SERVICE, INC	01/31/2023	R	407,809.18	January
607335	BEHRENS, CHARLES	02/03/2023	R	80.00	February
607336	BLICK ART MATERIALS	02/03/2023	R	285.50	February
607337	BLOOMINGTON JEFFERSON HS	02/03/2023	R	150.00	February
607338	BROWN, AUDREY	02/03/2023	R	40.00	February
607339	BSN SPORTS LLC	02/03/2023	R	668.68	February
607340	CALCULATORS, INC	02/03/2023	R	224.75	February
607341	CANON FINANCIAL SERVICES INC	02/03/2023	R	890.18	February
607342	CATALYST SOURCING SOLUTIONS	02/03/2023	R	359.99	February
607343	CLEAN HARBORS ENVIRONMENTAL SE	02/03/2023	R	5,994.13	February
607344	DEMCO, INC	02/03/2023	R	453.34	February
607345	DISTRICT 112 COMM ED	02/03/2023	R	1,575.00	February
607346	DUBAY, MALIA	02/03/2023	R	40.00	February
607347	DUBAY, SUNIL	02/03/2023	R	40.00	February
607348	DYKSTRA, ETHAN	02/03/2023	R	100.00	February
607349	FIVE STAR SPORT SALES	02/03/2023	R	4,760.00	February
607350	FRITZ, RYAN	02/03/2023	R	100.00	February
607351	GRALAPP, CRAIG	02/03/2023	R	80.00	February
607352	GREAT LAKES COCA-COLA DIST	02/03/2023	R	682.00	February
607353	HAMMER SPORTS LLC	02/03/2023	R	270.00	February
607354	HIGH POINT NETWORKS, LLC	02/03/2023	R	2,488.00	February
607355	HILLYARD/HUTCHINSON	02/03/2023	R	7,057.80	February
607356	INDIANHEAD FS DISTRIBUTOR, INC	02/03/2023	R	29,007.27	February
607357	INNOVATIVE OFFICE SOLUTIONS LL	02/03/2023	R	92.91	February
607358	JW PEPPER & SON, INC	02/03/2023	R	55.00	February
607359	KENDELL DOORS & HARDWARE LLC	02/03/2023	R	8,105.02	February
607361	KNIGHTKRAWLER ROBOTICS	02/03/2023	R	175.00	February
607362	LAGE, IAN	02/03/2023	R	120.00	February
607363	MCDONALD, TATE	02/03/2023	R	40.00	February
607364	MCGUIRE, DAN	02/03/2023	R	20.00	February
607365	MERRITT, AVERY	02/03/2023	R	60.00	February
607366	MERRITT, GEDRIC	02/03/2023	R	100.00	February
607367	MILLER, CAITLYN	02/03/2023	R	40.00	February
607368	NORTHLAND TRUST SERV INC	02/03/2023	R	395.00	February
607369	OHM, CHRIS	02/03/2023	R	180.00	February
607370	OHM, CULLEY	02/03/2023	R	180.00	February
607371	PERFORMANCE FOODSERVICE	02/03/2023	R	35.57	February
607372	PERNSTEINER CREATIVE GROUP, IN	02/03/2023	R	735.67	February
607373	PRAIRIE FIRE CHILDREN'S THEATR	02/03/2023	R	1,000.00	February
607374	PREP TIME PRINTING	02/03/2023	R	288.10	February
607375	RABE, CALEB	02/03/2023	R	140.00	February
607376	REGION V	02/03/2023	R	696.25	February
607377	RK PHOTOGRAPHY	02/03/2023	R	145.00	February
607378	ROBBINS, ZACHARY	02/03/2023	R	80.00	February
607379	ROSEMOUNT SAW & TOOL CO	02/03/2023	R	43.75	February
607380	ROTHSTEIN, NOLAN	02/03/2023	R	120.00	February
607381	SONNEK, JONATHAN	02/03/2023	R	80.00	February
607382	SOUTHWEST METRO INTERMEDIATE D	02/03/2023	R	72,724.60	February
607383	SPARBY, JOSHUA	02/03/2023	R	60.00	February
607384	SPRING LAKE PARK HS	02/03/2023	R	345.00	February
607385	STAPLES ADVANTAGE	02/03/2023	R	50.10	February
607386	STROM, JACKSON	02/03/2023	R	40.00	February

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
607388	TRIO SUPPLY COMPANY	02/03/2023	R	751.63	February
607389	TWIN CITIES SOCCER LEAGUES	02/03/2023	R	4,561.00	February
607390	US TOY CO/CONSTRUCTIVE PLAYTHI	02/03/2023	R	182.84	February
607391	WACONIA DANCE CO	02/03/2023	R	1,420.16	February
607392	WOYNO, JAMES	02/03/2023	R	100.00	February
607393	WYATT, COLTON	02/03/2023	R	80.00	February
607394	WYATT, MICHAEL	02/03/2023	R	40.00	February
607395	AMAZON CAPITAL SERVICES	02/06/2023	R	7,700.22	February
607396	ADAMS PEST CONTROL CO INC	02/09/2023	R	436.80	February
607397	ANOKA HIGH SCHOOL	02/09/2023	R	300.00	February
607398	AVIBEN	02/09/2023	R	250.04	February
607399	BARTA, SCOTT	02/09/2023	R	167.00	February
607400	BERGERON, JASON	02/09/2023	R	90.00	February
607401	BLICK ART MATERIALS	02/09/2023	R	477.17	February
607402	BRICKMAN, DANIEL	02/09/2023	R	167.00	February
607403	CODDINGTON, MICHAEL	02/09/2023	R	170.00	February
607404	COLONY PLAZA, INC	02/09/2023	R	68.74	February
607405	COREMARK METALS	02/09/2023	R	1,339.63	February
607406	CROW RIVER PRESS INC	02/09/2023	R	2,203.75	February
607407	DISTRICT 112 COMM ED	02/09/2023	R	450.00	February
607408	DYBSA	02/09/2023	R	400.00	February
607409	FLINN SCIENTIFIC	02/09/2023	R	20.28	February
607410	FRYKMAN, ERIC	02/09/2023	R	78.00	February
607411	GARFIELD, BARRETT	02/09/2023	R	156.00	February
607412	GEARMAN, MICHAEL	02/09/2023	R	164.00	February
607413	GRAINGER	02/09/2023	R	47.82	February
607414	GRALAPP, CRAIG	02/09/2023	R	101.00	February
607415	GRAMS, RYAN	02/09/2023	R	82.00	February
607416	GREATER MN COMMUNICATIONS	02/09/2023	R	93.75	February
607417	HAHN, RYAN	02/09/2023	R	173.00	February
607418	HANSON, ADAM	02/09/2023	R	82.00	February
607419	HECK, MATTHEW	02/09/2023	R	78.00	February
607420	HEGLAND, LAURA	02/09/2023	R	96.00	February
607421	HELEN SOLAR LLC	02/09/2023	R	2,264.64	February
607422	HENNING, RYAN	02/09/2023	R	82.00	February
607423	HERZOG, JASON	02/09/2023	R	173.00	February
607424	HILLYARD/HUTCHINSON	02/09/2023	R	4,875.40	February
607425	HLS OUTDOOR	02/09/2023	R	1,699.24	February
607426	HOFFMANN, KYLE	02/09/2023	R	141.00	February
607427	HOLTON ELECTRIC CONTRACTORS	02/09/2023	R	576.07	February
607428	IEA, INC	02/09/2023	R	897.62	February
607429	INDIANHEAD FS DISTRIBUTOR, INC	02/09/2023	R	17,046.15	February
607430	JARVIS, JAMES	02/09/2023	R	140.00	February
607431	JESSEN, CHRIS	02/09/2023	R	167.00	February
607432	JOHNSON, BRENT	02/09/2023	R	173.00	February
607433	KENNEY, PATRICK	02/09/2023	R	173.00	February
607434	KLEIN, MATT	02/09/2023	R	346.00	February
607435	KNOWBE4 INC	02/09/2023	R	5,140.26	February
607436	KOBIELUSH, SAMUEL	02/09/2023	R	202.00	February
607437	KRUEGER, DWIGHT	02/09/2023	R	164.00	February
607438	LANGE, JEFF	02/09/2023	R	82.00	February
607439	LASIUK, BRIAN	02/09/2023	R	173.00	February
607440	LETTERMEN SPORTS	02/09/2023	R	2,907.00	February
607441	LICHTENWALTER, KIMBERLY	02/09/2023	R	95.00	February
607442	LOFFLER COMPANIES	02/09/2023	R	2,061.96	February
607443	MACKIN LIBRARY SERVICE	02/09/2023	R	1,791.52	February

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
607444	MASLOWSKI, ROBERT	02/09/2023	R	82.00	February
607445	METRONET	02/09/2023	R	1,868.66	February
607446	MINI BIFF LLC	02/09/2023	R	98.94	February
607447	MOZINA, STEPHEN	02/09/2023	R	202.00	February
607448	NEW DOMINION SCHOOL	02/09/2023	R	327.72	February
607449	NOENNIG, JENNIFER	02/09/2023	R	96.00	February
607450	NORTHWEST PASSAGE LTD	02/09/2023	R	3,740.00	February
607451	NYGAARD, SCOTT	02/09/2023	R	101.00	February
607452	OFFICE OF MNIT SERVICES	02/09/2023	R	16.80	February
607453	ONDREY, JOHN	02/09/2023	R	101.00	February
607454	PERFORMANCE FOODSERVICE	02/09/2023	R	769.92	February
607455	PLANK ROAD PUBLISHING	02/09/2023	R	53.90	February
607456	PODRATZ, JERRY	02/09/2023	R	303.00	February
607458	QUADIENT INC	02/09/2023	R	154.85	February
607459	RACH, PATRICK	02/09/2023	R	164.00	February
607460	RIDDELL ALL AMERICAN SPORTS CO	02/09/2023	R	8,764.12	February
607461	RIVERSIDE INSIGHTS	02/09/2023	R	568.70	February
607462	RODGERS, DAVE	02/09/2023	R	173.00	February
607463	SANDE, JUSTIN	02/09/2023	R	90.00	February
607464	SCHAFFER, KEVIN	02/09/2023	R	82.00	February
607465	SCHERBER, DREW	02/09/2023	R	164.00	February
607466	SCHMEICHEL, DAVID	02/09/2023	R	82.00	February
607467	SCHOENECK, MARLENE	02/09/2023	R	2,000.00	February
607468	SCHULZE, JOEL	02/09/2023	R	101.00	February
607469	SHERWIN-WILLIAMS CO	02/09/2023	R	417.10	February
607470	ST JOSEPH CATHOLIC SCHOOL	02/09/2023	R	1,705.66	February
607471	TEACHERS SYNERGY, LLC	02/09/2023	R	1,650.00	February
607473	TRIO SUPPLY COMPANY	02/09/2023	R	235.63	February
607474	UNIVERSITY OF N DAKOTA	02/09/2023	R	500.00	February
607475	WASNESS, SANDY	02/09/2023	R	64.00	February
607476	WAUDBY, JEREMY	02/09/2023	R	167.00	February
607477	WAYNE DAUWALTER PLUMBING	02/09/2023	R	400.00	February
607478	WESTERN PSYCHOLOGICAL SERVICES	02/09/2023	R	120.00	February
607479	WINSTED SOLAR LLC	02/09/2023	R	1,595.65	February
607480	WITZEL, GAIL ANN	02/09/2023	R	95.00	February
607481	WRIGHT, BRITTANY	02/09/2023	R	96.00	February
607482	SPECIAL OLYMPICS OF MN	02/10/2023	R	6,742.40	February
607483	WACONIA EDUCATION ASSOCIATION	02/15/2023	R	13,147.34	February
607484	21ST CENTURY SPORTS LLC	02/16/2023	R	100.00	February
607485	ABRAKADOODLE	02/16/2023	R	370.00	February
607486	ACCURATE LABEL DESIGN	02/16/2023	R	219.95	February
607487	AFFINETY SOLUTIONS, INC	02/16/2023	R	710.00	February
607488	AIRGAS USA LLC	02/16/2023	R	452.28	February
607489	ALPHA WIRELESS COMMUNICATIONS	02/16/2023	R	378.32	February
607490	AUDIO LOGIC SYSTEMS	02/16/2023	R	1,227.50	February
607491	BAKER, MICHAEL	02/16/2023	R	101.00	February
607492	BEEHNER, TAMI	02/16/2023	R	8,850.00	February
607493	BETMAR LANGUAGES	02/16/2023	R	150.00	February
607494	BIFFS, INC	02/16/2023	R	200.00	February
607495	BLUUM OF MINNESOTA LLC	02/16/2023	R	1,107.53	February
607496	BUDNER, CONNOR	02/16/2023	R	101.00	February
607497	CASE, BRADLEY	02/16/2023	R	141.00	February
607498	CITY OF WACONIA	02/16/2023	R	8,757.92	February
607499	COOK, ANDREW	02/16/2023	R	82.00	February
607500	CRAWFORD, MIRANDA	02/16/2023	R	80.00	February
607501	DANIELLE ALEXANDER DESIGN LLC	02/16/2023	R	975.00	February

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
607502	DENNY, ROGER	02/16/2023	R	183.00	February
607504	EPBBA	02/16/2023	R	650.00	February
607505	EVENSON, CHAD	02/16/2023	R	101.00	February
607506	FENSKE, DALTON	02/16/2023	R	173.00	February
607507	FROST, ROD	02/16/2023	R	127.00	February
607508	FRYKMAN, ERIC	02/16/2023	R	17.00	February
607509	GALLAGHER BASSETT SERVICES INC	02/16/2023	R	10,000.00	February
607510	GEARMAN, MICHAEL	02/16/2023	R	82.00	February
607511	GLAD, MARK	02/16/2023	R	141.00	February
607512	GOLD MEDAL MPLS ML55	02/16/2023	R	136.35	February
607513	GRAMS, RYAN	02/16/2023	R	183.00	February
607514	GRAY, ERIC	02/16/2023	R	82.00	February
607515	GREAT LAKES COCA-COLA DIST	02/16/2023	R	775.65	February
607516	HAMMER SPORTS LLC	02/16/2023	R	540.00	February
607517	HARRISON, TYLER	02/16/2023	R	173.00	February
607518	HICKS, WILLIAM	02/16/2023	R	82.00	February
607519	HONNOLD, MARK	02/16/2023	R	104.00	February
607520	INDIANHEAD FS DISTRIBUTOR, INC	02/16/2023	R	3,431.97	February
607521	INNOVATIVE OFFICE SOLUTIONS LL	02/16/2023	R	160.05	February
607522	JOHNSON, BRENT	02/16/2023	R	78.00	February
607523	JOSTENS	02/16/2023	R	1,714.75	February
607524	KLEIN, MATT	02/16/2023	R	173.00	February
607526	KOHLER, MAX	02/16/2023	R	156.00	February
607527	KRITZ, KEVIN	02/16/2023	R	142.00	February
607528	KULLY SUPPLY COMPANY	02/16/2023	R	852.70	February
607529	LASCH, ANDREW	02/16/2023	R	101.00	February
607530	LEE'S REFRIGERATION LLC	02/16/2023	R	281.25	February
607531	LITFIN, NICHOLAS	02/16/2023	R	82.00	February
607532	LITFIN, TIM	02/16/2023	R	82.00	February
607533	LVC COMPANIES INC	02/16/2023	R	360.00	February
607534	MANN LAKE LTD	02/16/2023	R	3,711.65	February
607535	MASLOWSKI, ROBERT	02/16/2023	R	82.00	February
607536	MUSIC MART	02/16/2023	R	619.90	February
607537	NAHAN, SHELLY	02/16/2023	R	1,538.40	February
607538	NELSON, INGRID	02/16/2023	R	96.00	February
607539	PARPART, NATE	02/16/2023	R	82.00	February
607540	PERFORMANCE FOODSERVICE	02/16/2023	R	895.55	February
607541	PICK A TIME	02/16/2023	R	17.70	February
607542	PLANSOURCE BENEFITS ADMIN INC	02/16/2023	R	2,988.75	February
607543	PMA ASSET MANAGEMENT, LLC	02/16/2023	R	171.04	February
607544	POPPITZ, TANIA	02/16/2023	R	64.40	February
607545	RACH, PATRICK	02/16/2023	R	164.00	February
607546	RIVERA, DAVID	02/16/2023	R	101.00	February
607547	ROSE, MITCHELL	02/16/2023	R	101.00	February
607549	SCHOLASTIC BOOK FAIRS-15	02/16/2023	R	2,669.38	February
607550	SCHOOL SPECIALTY, LLC	02/16/2023	R	157.48	February
607552	SIFFERLE, DELANEY	02/16/2023	R	96.00	February
607554	STARR, CHRISTINE	02/16/2023	R	4,659.00	February
607555	TAGGATZ, ELAINE	02/16/2023	R	96.00	February
607556	TINTES, MATTHEW	02/16/2023	R	493.00	February
607557	TITAN ENERGY SYSTEMS INC	02/16/2023	R	1,822.20	February
607558	TRIO SUPPLY COMPANY	02/16/2023	R	1,238.52	February
607559	UNITED FARMERS COOPERATIVE	02/16/2023	R	2,029.71	February
607560	VANDY'S GRILLE	02/16/2023	R	440.84	February
607561	VOGELGESANG, MACKENZIE	02/16/2023	R	34.00	February
607562	WA-CO REPAIR	02/16/2023	R	60.38	February

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
607563	WASNESS, SANDY	02/16/2023	R	80.00	February
607564	WAUDBY, JEREMY	02/16/2023	R	6.00	February
607565	WEBER, JASON	02/16/2023	R	82.00	February
607566	WORTZ, TYLER	02/16/2023	R	2,736.00	February
607567	YAGER, MICHAEL	02/16/2023	R	60.00	February
202200675	BLUE CROSS AND BLUE SHIELD OF	01/13/2023	W	331,743.94	January
202200677	EDUCATIONAL SUPPORT PARA UNION	01/13/2023	W	1,225.06	January
202200679	LIFE INS CO OF NORTH AMERICA	01/13/2023	W	4,348.55	January
202200685	ONEBRIDGE BENEFITS, INC.	01/13/2023	W	5,735.44	January
202200752	BLUE CROSS AND BLUE SHIELD OF	01/31/2023	W	335,937.49	January
202200754	EDUCATIONAL SUPPORT PARA UNION	01/31/2023	W	1,225.06	January
202200755	INTERNAL REVENUE SERVICE	01/31/2023	W	295,712.09	January
202200756	LIFE INS CO OF NORTH AMERICA	01/31/2023	W	7,055.76	January
202200757	MN CHILD SUPPORT PYMT CENTER	01/31/2023	W	112.50	January
202200758	MN DEPT OF REVENUE	01/31/2023	W	48,349.43	January
202200759	MN TEACHERS RETIREMENT ASSN	01/31/2023	W	159,876.86	January
202200760	PERA	01/31/2023	W	49,171.92	January
202200761	AVIBEN	01/31/2023	W	65,222.03	January
202200762	ONEBRIDGE BENEFITS, INC.	01/31/2023	W	5,548.02	January
202200763	LAKEVIEW AUTOMOTIVE	02/10/2023	W	550.69	February
202200764	ANDYMARK INC	02/10/2023	W	29.26	February
202200765	REV ROBOTICS	02/10/2023	W	341.57	February
202200766	MAILCHIMP	02/10/2023	W	225.00	February
202200767	ALDI	02/10/2023	W	462.89	February
202200768	TARGET BANK	02/10/2023	W	775.93	February
202200774	FLEET FARM	02/10/2023	W	152.22	February
202200780	MANN LAKE LTD	02/10/2023	W	509.95	February
202200790	MN VALLEY ELECTRIC CORP	02/10/2023	W	22,227.75	February
202200792	REPUBLIC SERVICES	02/10/2023	W	6,673.25	February
202200793	SPIRALEDGE INC	02/10/2023	W	76.99	February
202200795	TEACHERS SYNERGY, LLC	02/10/2023	W	57.52	February
202200799	DOMINO'S PIZZA	02/10/2023	W	230.13	February
202200800	WALGREENS	02/10/2023	W	80.47	February
202200802	PEAR DECK	02/10/2023	W	149.99	February
202200803	CLIFTONLARSONALLEN	02/10/2023	W	3,670.42	February
202200804	AMERICINN	02/10/2023	W	1,361.88	February
202200805	UltimateSLP	02/10/2023	W	1,259.28	February
202200806	FAIRFIELD INN	02/10/2023	W	1,589.41	February
202200807	WOODBURY ATHLETIC ASSOCIATION	02/10/2023	W	474.75	February
202200808	BTBA (BLOOMINGTON BASEBALL ASS	02/10/2023	W	4,050.00	February
202200809	BLAINE AREA TRAV BASEBL ASSOC	02/10/2023	W	980.40	February
202200810	Inver Grove Heights Baseball A	02/10/2023	W	979.41	February
202200812	LAKEVILLE BASEBALL ASSOCIATION	02/10/2023	W	429.25	February
202200813	EPBA	02/10/2023	W	1,315.13	February
202200814	CHASKA BASEBALL ASSOCIATION	02/10/2023	W	1,900.00	February
202200815	APPLE VALLEY ATHLETIC ASSN	02/10/2023	W	515.95	February
202200816	ERAA BASEBALL (EAST RIDGE ATH.	02/10/2023	W	495.00	February
202200817	EAA FASTPITCH (Eagan Ath. Asso	02/10/2023	W	425.00	February
202200818	SYBA (Shakopee Y. Baseball)	02/10/2023	W	1,300.00	February
202200822	BROOKLYN PARK ATH. ASSOC.	02/10/2023	W	438.75	February
202200823	MINNETONKA BASEBALL ASSOC	02/10/2023	W	438.71	February
202200827	GUTHRIE THEATER	02/10/2023	W	305.00	February
202200828	LA QUINTA INN & SUITES	02/10/2023	W	575.60	February
202200829	WACONIA CHAMBER OF COMMERCE	02/10/2023	W	35.00	February
202200830	COUNTRY INN & SUITES	02/10/2023	W	240.04	February
202200831	SUPER 8 PERHAM	02/10/2023	W	87.20	February

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202200832	MARRIOTT HOTELS	02/10/2023	W	2,475.00	February
202200833	SECURITY BANK & TRUST CO	01/31/2023	W	221.45	January
202200834	AUTHORIZE.NET	01/02/2023	W	206.05	January
202200835	AFFINETY SOLUTIONS, INC	01/10/2023	W	18,516.50	January
202200836	ONEBRIDGE BENEFITS, INC.	01/16/2023	W	1,024.00	January
202200837	BRI Parent, Inc	01/30/2023	W	293.00	January
202200838	PMA ASSET MANAGEMENT, LLC	01/31/2023	W	20.83	January
202200839	KANSAS STATE BANK	01/15/2023	W	8,996.03	January
202200840	BOND TRUST SERVICES CORP	01/27/2023	W	6,748,803.13	January
202200841	US BANK	01/27/2023	W	1,084,881.25	January
202200842	AT&T MOBILITY	01/06/2023	W	383.56	January
202200843	T-MOBILE	01/09/2023	W	2,640.00	January
202200844	QUADIENT FINANCE USA, INC	01/24/2023	W	500.00	January
202200845	XCEL ENERGY	01/27/2023	W	24,454.86	January
202200846	CENTERPOINT ENERGY	01/27/2023	W	99,907.53	January
202200847	SPRINT WIRELESS	01/27/2023	W	520.78	January
202200852	INTERNAL REVENUE SERVICE	02/15/2023	W	304,260.07	February
202200854	MN CHILD SUPPORT PYMT CENTER	02/15/2023	W	112.50	February
202200855	MN DEPT OF REVENUE	02/15/2023	W	48,019.33	February
202200856	MN TEACHERS RETIREMENT ASSN	02/15/2023	W	162,914.79	February
202200857	PERA	02/15/2023	W	52,784.65	February
202200858	AVIBEN	02/15/2023	W	65,748.23	February
222300088	ALMQUIST, TERENCE	02/13/2023	A	298.58	February
222300089	AMOTT, KELLY	02/13/2023	A	289.84	February
222300090	BRAUN, TRACY	02/13/2023	A	180.00	February
222300091	CLEMENSEN, THOMAS	02/13/2023	A	152.16	February
222300092	HAGEN, MELANIE	02/13/2023	A	111.85	February
222300093	HISE, JAMIE	02/13/2023	A	367.80	February
222300094	JOHNSON, JAN	02/13/2023	A	261.28	February
222300095	KUBE, GREGORY	02/13/2023	A	300.00	February
222300096	MATHWIG, DANIEL	02/13/2023	A	188.87	February
222300097	PIEPER, ELI	02/13/2023	A	280.58	February
222300098	RAETHER, KRISTOPHER	02/13/2023	A	295.30	February
222300099	SELTZ, ANDREW	02/13/2023	A	288.27	February
222300100	STACKEN, RON	02/13/2023	A	300.00	February
222300101	VANDERLINDE, AARON	02/13/2023	A	47.00	February
222300102	WURZER, BONNIE	02/13/2023	A	292.61	February

Totals for checks 11,100,360.17

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,834,165.42	0.00	1,281,808.67	3,115,974.09
02	Food Service	67,635.10	0.00	132,495.30	200,130.40
04	Community Service	78,052.45	0.00	59,208.23	137,260.68
07	Debt Redemption	0.00	0.00	7,644,303.13	7,644,303.13
08	Trust	0.00	0.00	2,500.00	2,500.00
45	OPEB Irrevocable Trust Fund	0.00	0.00	191.87	191.87
***	Fund Summary Totals ***	1,979,852.97	0.00	9,120,507.20	11,100,360.17

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

5.B. Human Resource Items

**Presenter:** Dr. Enid  
Schonewise, Director  
of Human Resources

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

**BOARD OF EDUCATION**

Regular Meeting – February 27, 2023

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

**AGENDA ITEM: Human Resources Recommendations**

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

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**Employment**

<b>Birkholz, Elissa</b> Replacement	Educational Assistant (Kindergarten) 5.5 Hours/Day; 175 Days	LT
<b>Johnson, Sandra</b> Replacement	Educational Assistant 4 Hours/Day; 175 Days	SV
<b>May, Jasmin</b> Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	BV

**Employee Status Changes**

**Leaves of Absence**

**Husman, Anna**, Science Teacher at WHS

**Keogh, Katie**, English/Language Arts Teacher at WHS

**Lueth, Jillian**, Due Process Clerk at ESC

**Peoples, Sara**, English/Language Arts Teacher at WHS

**Von Glan, Nelia**, Social Studies Teacher at WHS

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

**Retirements/Resignations/Terminations**

**Benson, Nancy**, Grade 2 Teacher at BV

**Carlson, Noreen**, Vocal and Classroom Music Teacher at LT

**Helle, Linette**, Educational Assistant (SPED) at SV

**Hime, Melody**, School Psychologist at District-Wide

**Jones, Tara**, Educational Assistant (SPED) at BV

**Michel, Jill**, Grade 2 Teacher 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**

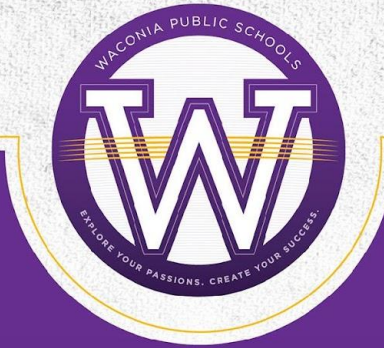
6.A. Student Representative Report

**Presenter:** Stella  
Atkinson and Sam  
Stanton

6.B. Administrative Presentation

6.B.1. Elementary Outdoor Learning Opportunities

**Presenter:** Elementary  
Principals and  
Instructional Coaches



# ISD 110 ELEMENTARY SCHOOLS

## EXPANDING LEARNING TO THE OUTDOORS

# WHY OUTDOOR LEARNING?



Students engage in real world learning.

Make connections to and within the environment.

Given time, this leads them towards a profound recognition of their impact on the world.



# BENEFITS

For students, outdoor learning opportunities develop and provide:

- self-esteem
- sense of community
- skills
- knowledge base
- lifelong critical thinking
- real-life situations
- frequent, enjoyable outdoor experiences
- engagement in learning



# K-5 FORESTRY PROGRAM



A school forest is an outdoor classroom.

Our elementary schools partner with Three Rivers Parks to customize science education for K-5 students utilizing our very own natural resources - Bayview and Laketown Forests.



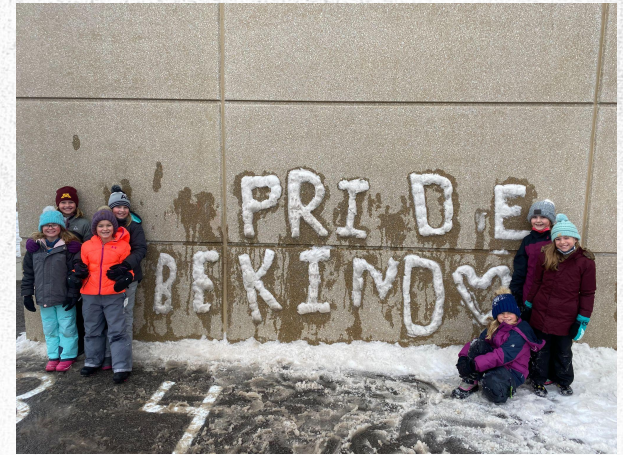
# SCIENCE FOCUS



Environmental/Outdoor Education Staff from the Three Rivers Park Program teach one science lesson (45 minutes) to each class in grades K-5 in the Bayview or Laketown School Forest.



# EMBRACING MINNESOTA



Active  
Recess



Kick Sleds



# ENHANCING OUTDOOR LEARNING SPACES

## Educational Signs



## Outdoor Classrooms



# ACTIVE LEARNING FIELD TRIPS



5th  
Grade  
Skiing



2nd Grade Lowry  
Nature Center



# WACONIA HIGH SCHOOL CONSERVATION CLUB

## Advisors

Wayne Trapp &  
Mike Jensen

Bayview Forest  
Restoration  
&  
Maintenance

5th Grade Ice Fishing

Earth Day  
4th Grade Outdoor  
Education Stations

Winter Family Night



## WILDCAT PRIDE



# BEAUTIFUL LAKE WACONIA



# GRADE 5 ICE FISHING



# Arbor Day



**Conservation Club**



**Thank  
You!**

**Waconia Fire  
Department**



**Waconia  
Community**



6.C. Finance Report

**Presenter:** Ra Chhoth,  
Director of Finance  
and Operations

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

WACONIA | January 31, 2023

REVENUE CATEGORIES						January 31, 2023	January 31, 2022	January 31, 2021	Current YTD vs. PYTD	January 31, 2022	January 31, 2021
	June 30, 2021	June 30, 2022	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received		January 31, 2022	January 31, 2021
STATE	38,867,352	40,345,099	39,631,798	15,995,165	25,113,497	38.91%	37.51%	41.71%	862,213	15,132,951	16,213,239
FEDERAL	2,073,894	1,700,285	1,112,461	457,479	367,762	55.44%	0.64%	59.51%	446,615	10,863	1,234,142
PROPERTY TAXES	7,225,981	8,137,678	10,491,500	5,943,281	3,678,963	61.77%	68.70%	46.16%	352,463	5,590,817	3,335,545
LOCAL SALES, INS RECOVERY & JUDGEMENTS	9,456	324,630	0	0	0	0.00%	2.13%	108.51%	(6,930)	6,930	10,260
SALE OF BONDS & LOANS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	916,025	1,343,135	757,735	270,147	886,363	23.36%	38.97%	36.29%	(253,294)	523,442	332,429
<b>TOTALS</b>	<b>49,092,708</b>	<b>51,850,827</b>	<b>51,993,493</b>	<b>22,666,071</b>	<b>30,046,586</b>	<b>43.00%</b>	<b>41.01%</b>	<b>43.03%</b>	<b>1,401,068</b>	<b>21,265,003</b>	<b>21,125,615</b>

EXPENDITURES (OBJECT SERIES)						January 31, 2023	January 31, 2022	January 31, 2021	Current YTD vs. PYTD	January 31, 2022	January 31, 2021
	June 30, 2021	June 30, 2022	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended		January 31, 2022	January 31, 2021
SALARIES & WAGES	27,567,826	29,139,361	30,419,531	13,889,425	16,506,931	45.69%	44.51%	45.25%	918,411	12,971,014	12,475,790
EMPLOYEE BENEFITS	10,690,251	11,125,828	11,435,876	5,492,635	5,579,679	49.61%	46.95%	47.92%	268,753	5,223,882	5,123,089
PURCHASED SERVICES	5,875,417	7,238,541	6,729,535	3,439,828	3,042,471	53.06%	49.82%	48.05%	(166,390)	3,606,218	2,823,034
SUPPLIES	1,976,695	2,370,587	1,864,439	1,111,034	790,859	58.42%	52.22%	61.27%	(126,976)	1,238,011	1,211,107
EQUIPMENT	1,192,150	1,213,965	1,198,521	926,500	364,409	71.77%	60.08%	92.07%	197,149	729,351	1,097,614
DEBT SERVICE	205,445	120,056	123,919	94,742	41,545	69.52%	96.87%	67.33%	(21,559)	116,301	138,331
OTHER EXPENDITURES	269,862	150,965	296,332	95,208	227,422	29.51%	59.32%	36.60%	5,654	89,554	98,770
OTHER FINANCING USES	61,960	62,920	62,000	0	62,000	0.00%	0.00%	0.00%	0	0	0
<b>TOTALS</b>	<b>47,839,606</b>	<b>51,422,224</b>	<b>52,130,153</b>	<b>25,049,373</b>	<b>26,615,315</b>	<b>48.48%</b>	<b>46.62%</b>	<b>48.01%</b>	<b>1,075,042</b>	<b>23,974,331</b>	<b>22,967,736</b>

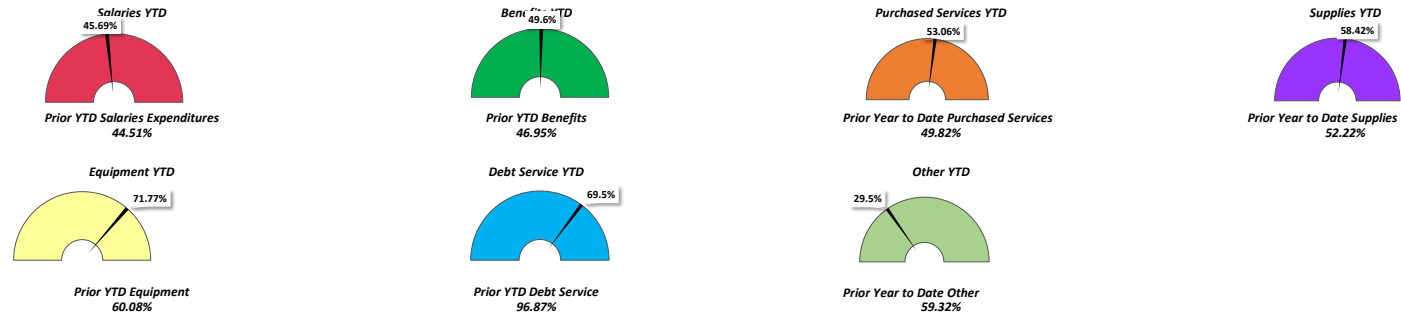
EXPENDITURES (PROGRAM SERIES)						January 31, 2023	January 31, 2022	January 31, 2021	Current YTD vs. PYTD	January 31, 2022	January 31, 2021
	June 30, 2021	June 30, 2022	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended		January 31, 2022	January 31, 2021
SITE ADMINISTRATION	1,061,869	1,026,709	1,123,327	611,606	467,212	56.69%	57.48%	54.95%	21,446	590,160	583,522
DISTRICT ADMINISTRATION	380,640	483,475	419,438	251,166	149,018	62.76%	46.82%	55.70%	24,817	226,348	212,015
SUPPORT SERVICES	1,814,086	1,927,332	1,969,491	1,136,568	761,359	59.88%	54.93%	61.36%	77,907	1,058,661	1,113,095
REGULAR INSTRUCTION	20,228,608	21,143,739	21,670,221	9,611,502	12,106,825	44.26%	42.35%	43.13%	658,025	8,953,477	8,724,236
EXTRA-CURRICULAR ACTIVITES	1,357,464	2,084,503	1,487,036	590,601	1,259,101	31.93%	31.98%	23.34%	(76,006)	666,606	316,822
VOCATIONAL INSTRUCTION	584,005	457,850	521,199	206,763	345,907	37.41%	40.58%	44.36%	20,971	185,792	259,082
SPECIAL EDUCATION	9,810,623	10,227,982	11,070,136	4,849,307	6,146,187	44.10%	43.07%	41.86%	444,327	4,404,980	4,106,816
COMMUNITY SERVICES	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	3,098,230	3,806,134	3,589,554	1,985,454	1,577,413	55.73%	57.10%	58.67%	(187,737)	2,173,190	1,817,855
PUPIL SUPPORT SERVICES	3,796,083	4,310,384	4,450,288	2,171,173	2,137,097	50.40%	47.69%	48.16%	115,475	2,055,698	1,828,136
FACILITIES	5,278,542	5,588,880	5,320,160	3,215,599	1,724,331	65.09%	57.70%	67.06%	(9,297)	3,224,896	3,539,739
OTHER FINANCING USES	429,456	365,236	509,302	419,635	(59,135)	116.40%	118.97%	108.61%	(14,887)	434,522	466,418
<b>TOTALS</b>	<b>47,839,606</b>	<b>51,422,224</b>	<b>52,130,153</b>	<b>25,049,373</b>	<b>26,615,315</b>	<b>48.48%</b>	<b>46.62%</b>	<b>48.01%</b>	<b>1,075,042</b>	<b>23,974,331</b>	<b>22,967,736</b>

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

WACONIA | January 31, 2023

ACTIVITY - OTHER FUNDS				January 31, 2023	January 31, 2022	January 31, 2021						
	June 30, 2021	June 30, 2022	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	January 31, 2022	January 31, 2021	
<b>REVENUE</b>												
FOOD SERVICE	3,131,241	4,529,928	2,289,561	337,004	2,033,246	14.22%	37.69%	72.88%	(1,370,434)	1,707,438	2,282,068	
COMMUNITY EDUCATION	2,757,648	3,446,410	3,635,216	2,349,342	809,591	74.37%	60.99%	55.16%	247,339	2,102,004	1,521,113	
CONSTRUCTION	24,033	0	0	0	0	0.00%	0.00%	100.00%	0	0	24,033	
DEBT SERVICE	9,464,153	9,634,971	8,955,171	4,522,071	5,182,577	46.60%	46.20%	61.87%	70,415	4,451,655	5,855,157	
TRUST	9,049	5,547	7,632	4,000	5,500	42.11%	64.35%	47.36%	430	3,570	4,286	
CUSTODIAL	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
INTERNAL SERVICE	370,835	414,642	434,846	265,267	182,233	59.28%	57.40%	58.00%	27,265	238,002	215,098	
OPEB REVOCABLE TRUST	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
OPEB IRREVOCABLE TRUST	52,573	(52,577)	107,310	42,110	32,890	56.15%	-21.70%	1.52%	30,699	11,411	800	
OPEB DEBT SERVICE	248	0	(28)	(28)	28	0.00%	0.00%	85.46%	(28)	0	212	
<b>TOTALS</b>	<b>15,809,780</b>	<b>17,978,922</b>	<b>15,429,706</b>	<b>7,519,765</b>	<b>8,246,066</b>	<b>47.70%</b>	<b>47.36%</b>	<b>62.64%</b>	<b>(994,314)</b>	<b>8,514,079</b>	<b>9,902,765</b>	
EXPENDITURES	June 30, 2021	June 30, 2022	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	January 31, 2022	January 31, 2021	
FOOD SERVICE	2,195,386	2,769,635	2,941,726	1,667,878	824,513	66.92%	49.08%	47.05%	308,419	1,359,458	1,032,955	
COMMUNITY EDUCATION	2,756,700	3,048,544	3,062,744	1,638,882	1,346,244	54.90%	52.90%	53.35%	26,330	1,612,552	1,470,745	
CONSTRUCTION	(0)	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
DEBT SERVICE	9,154,756	9,363,331	8,041,705	9,411,981	115,388	98.79%	99.95%	100.00%	53,100	9,358,881	9,154,756	
TRUST	92,142	7,950	10,872	4,000	5,500	42.11%	56.60%	5.91%	(500)	4,500	5,443	
CUSTODIAL	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
INTERNAL SERVICE	420,816	449,231	601,250	398,114	55,386	87.79%	56.35%	77.78%	144,969	253,145	327,324	
OPEB REVOCABLE TRUST	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
OPEB IRREVOCABLE TRUST	291,426	232,432	125,999	1,123	228,877	0.49%	0.55%	0.05%	(156)	1,279	146	
OPEB DEBT SERVICE	73,957	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
<b>TOTALS</b>	<b>14,985,183</b>	<b>15,871,123</b>	<b>14,784,295</b>	<b>13,121,977</b>	<b>2,575,909</b>	<b>83.59%</b>	<b>79.33%</b>	<b>80.02%</b>	<b>532,162</b>	<b>12,589,815</b>	<b>11,991,369</b>	
SUMMARY - ALL FUNDS				January 31, 2023	January 31, 2022	January 31, 2021						
SUMMARY	June 30, 2021	June 30, 2022	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	January 31, 2022	January 31, 2021	
REVENUE	64,902,488	69,829,749	67,423,200	30,185,836	38,292,652	44.08%	42.65%	47.81%	406,754	29,779,083	31,028,380	
EXPENDITURES	62,824,789	67,293,347	66,914,448	38,171,350	29,191,224	56.67%	54.34%	55.65%	1,607,204	36,564,146	34,959,105	
SPENDING VARIANCE	2,077,699	2,536,402	508,751	(7,985,514)	N/A	N/A	N/A	N/A	(1,200,450)	(6,785,064)	(3,930,725)	

YTD % Expenditures vs. PYTD % Expenditures

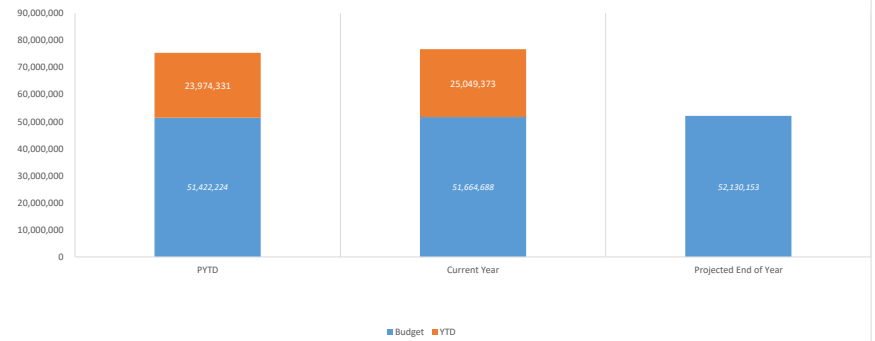


Top 10 Expenditures YTD by Object Code 3

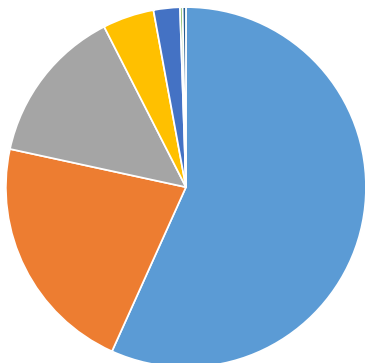
Variance from PYTD Received

	Current YTD	Variance vs. PYTD Received
1 TOTAL SALARIES AND WAGES	\$13,889,425	\$918,411
2 LICENSED CLASSROOM TEACHER	\$7,380,331	\$589,866
3 TOTAL EMPLOYEE BENEFITS	\$5,492,635	\$268,753
4 TOTAL PURCHASED SERVICES	\$3,439,828	-\$166,390
5 HEALTH INSURANCE	\$2,732,164	\$78,422
6 NON-INSTRUCTIONAL SUPPORT	\$1,718,433	\$824,843
7 ADMINISTRATION/SUPERVISION	\$1,454,889	\$60,350
8 TRANSPORT CONTR <=\$25,000	\$1,449,094	\$70,500
9 TOTAL SUPPLIES	\$1,111,034	-\$126,976
10 FICA/MEDICARE	\$1,007,043	\$68,731

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

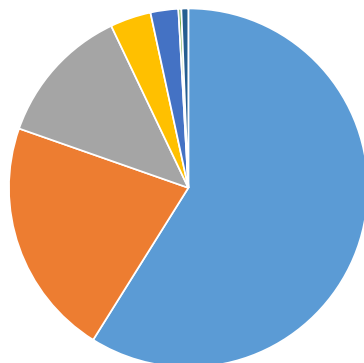


Prior Year Final



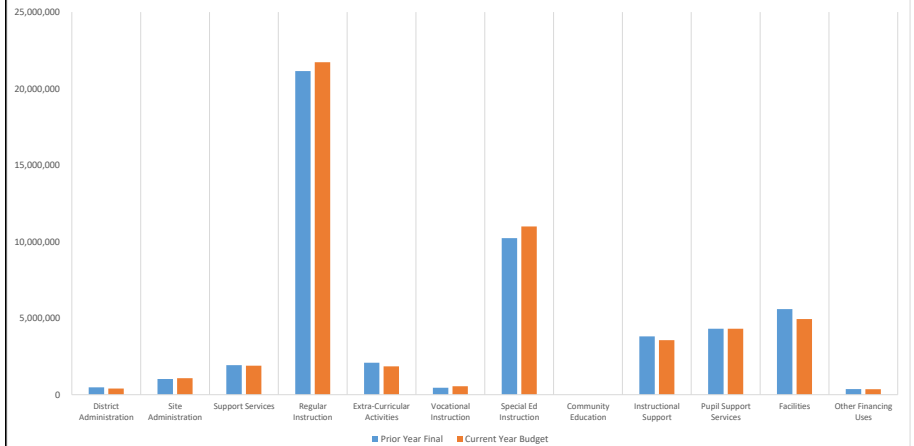
SALARIES, BENEFITS, PURCHASED SERVICES, GENERAL SUPPLIES, CAPITAL EXPENSES, DEBT SERVICE, DUES & OTHER

Current Year Budget

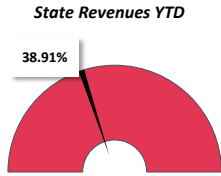


SALARIES, BENEFITS, PURCHASED SERVICES, GENERAL SUPPLIES, CAPITAL EXPENSES, DEBT SERVICE, DUES & OTHER

Prior Year Final and Current Budget by Program

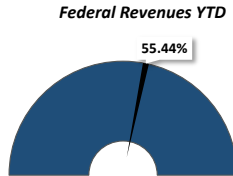


**YTD % Received vs. PYTD % Received**



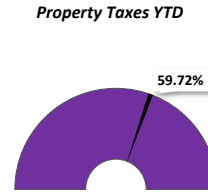
Prior YTD State Revenues

37.51%



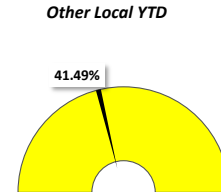
Prior YTD Federal Revenues

0.64%



Prior Year to Date Property Taxes

68.91%



Prior Year to Date Local Revenues

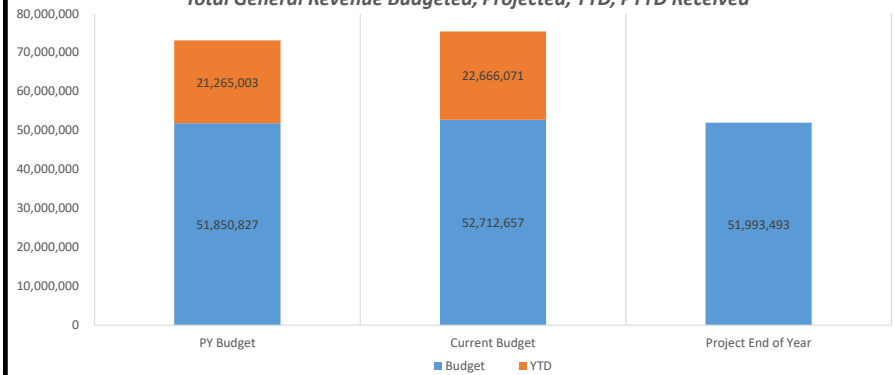
36.49%

**Top 5 Revenues Received YTD by Source Code 3**

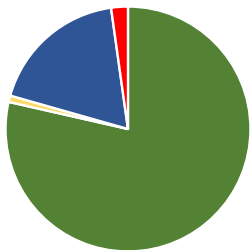
**Variance from PYTD Received**

	Current YTD	Variance vs. PYTD
1 Total STATE REVENUES	\$15,995,165	\$862,213
2 GENERAL EDUCATION AID	\$13,110,040	\$762,317
3 Total LOCAL REVENUES	\$6,213,428	\$99,169
4 PROPERTY TAX LEVY, GENERAL	\$5,703,887	\$298,042
5 STATE AID FOR SPECIAL EDUC	\$2,780,325	\$238,840

**Total General Revenue Budgeted, Projected, YTD, PYTD Received**

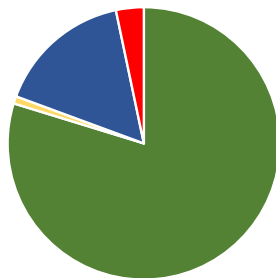


**Current Year Revenue Budget**



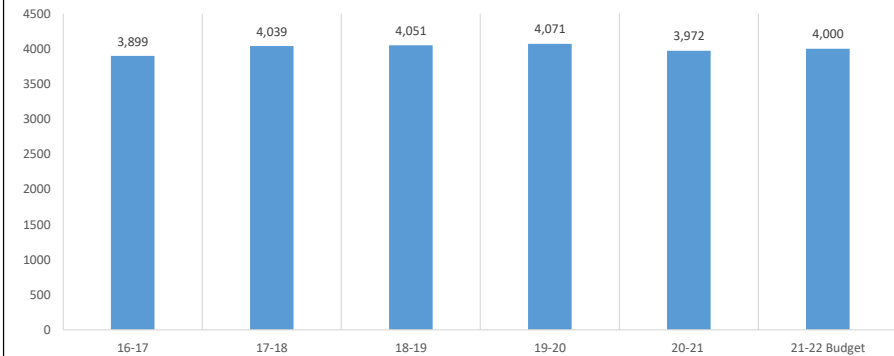
■ STATE ■ FEDERAL ■ PROPERTY TAXES ■ LOCAL

**Prior Year Revenue Budget**



■ STATE ■ FEDERAL ■ PROPERTY TAXES ■ LOCAL

**End of Year ADM History**



# WACONIA PUBLIC SCHOOLS

## ENROLLMENT ANALYSIS

### Fiscal Year 22-23

MONTHS REPORTED: 6

#### 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	200		89		42	242	294	278	288	267	313	308	337	297	348	332	351	338	4,082
JAN	201		96		42	243	292	278	288	266	313	309	337	298	344	331	350	340	4,085
FEB	196		104		45	241	291	277	288	264	312	308	336	297	346	330	349	339	4,082
MAR						-													-
APR						-													-
MAY						-													-
TOTALS	1,210	-	512	-	246	1,456	1,756	1,674	1,730	1,595	1,883	1,857	2,025	1,785	2,081	1,999	2,113	2,018	24,484
AVERAGE	201.7	-	85.3	-	41.0	242.7	292.7	279.0	288.3	265.8	313.8	309.5	337.5	297.5	346.8	333.2	352.2	336.3	4,080.7
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	9.00	15.00	26.00
JAN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	10.00	13.00	26.00
FEB	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00	11.00	16.00	31.00
MAR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
APR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
JUN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9.00	54.00	99.00	162.00
AVERAGE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9.0	54.0	99.0	162.0
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9.0	54.0	99.0	162.0
AVG TOTALS	201.7	-	85.3	-	41.0	242.7	292.7	279.0	288.3	265.8	313.8	309.5	337.5	297.5	346.8	342.2	406.2	435.3	4,242.7

7. **ACTION ITEMS**

7.A. Bid Approval for Fully Depreciated Equipment

**Presenter:** Jeff  
Jeska, Director of  
Technology and Ra  
Chhoth, Director of  
Finance & Operations

DATE: February 2023

TO: District 110 School Board

FROM: Jeff Jeska, Director of Technology

SUBJECT: 802 Disposition of Obsolete Equipment and Material

Per School Board Policy 802 Section IV Paragraph D, we have received 3 quotes to purchase fully depreciated equipment (iPads and MacBooks). We received quotes from AGiRepair, Tech Defenders and Mac of All Trades. I am recommending that we accept the bid submitted by Tech Defenders.

Included are the 3 bids and itemized list of fully depreciated equipment.

# AGiREPAIR

Repair. Protection. Buyback. Parts. Provisioning.

## K-12 Technology Buyback Quote #4867

AGiRepair, Inc.  
220 Huff Avenue, Suite 500  
Greensburg PA 15601  
(724) 838-1170

Quote No.: 4867  
Quote Date: 11/10/2022  
Valid until : 12/10/2022

### School/Vendor:

Waconia School District – ISD 110 – MN

Model	Quantity	A Grade	B Grade	C Grade	D Grade	F Grade
iPad 2	12	Recycle	Recycle	Recycle	Recycle	Recycle
iPad 4	4	\$10	\$5	\$2	Recycle	Recycle
iPad 5	5	\$75	\$45	\$30	\$15	\$5
iPad Mini 1	3	Recycle	Recycle	Recycle	Recycle	Recycle
iPad Mini 2	11	\$12	\$8	\$3	Recycle	Recycle
iPad Mini 4	9	\$50	\$30	\$20	\$10	\$5
iPad Mini 5	14	\$110	\$85	\$65	\$45	\$15
iPad Air 1	10	\$18	\$10	\$5	\$2	\$0
iPad Air 2	48	\$50	\$30	\$20	\$10	\$5
13" MacBook Air – Early 2015	148	\$105	\$75	\$55	\$35	\$15
11" MacBook Air – Early 2015	33	\$85	\$65	\$45	\$30	\$10
MacBook Pro – 2011	2	\$25	\$15	\$5	Recycle	Recycle
MacBook Pro – Mid 2014	1	\$55	\$35	\$20	\$10	\$5
21" iMac – Late 2015, Retina 4K	31	\$65	\$45	\$30	\$15	\$5
21" iMac – Late 2013	1	\$50	\$35	\$20	\$10	Recycle
21" iMac – Mid 2010	2	Recycle	Recycle	Recycle	Recycle	Recycle
iPod Touch – 6 <sup>th</sup> Gen	15	\$50	\$35	\$20	\$10	\$5
iPod Touch – 3 <sup>rd</sup> Gen	1	Recycle	Recycle	Recycle	Recycle	Recycle
<b>No Deductions for Missing Accessories or Engravings</b>						
Defective or missing device chargers – No deduction						
Defective or missing USB cables – No deduction						
Small engravings – No deduction						
Packaging and shipping labels provided at no additional costs						
Complimentary White Glove Service available only on qualifying orders						

Terms / Conditions	
You guarantee AGiRepair, you are fully authorized and sole owner of all products submitted.	
AGiRepair does not assume responsibility for any damages, theft or loss until the products reaches our facility.	
If the products are not shipped within 30 days of agreement to sell, AGiRepair reserves the right to re-evaluate offer pricing.	
Please be sure all devices are removed from MDM lock, iCloud lock or any other enrollment prior to sending to AGiRepair.	
Device Grading Scale	
<b>A Grade</b>	Device is fully functional and cosmetically perfect. The screen is in perfect condition and the device does not contain any noticeable blemishes or dents.
<b>B Grade</b>	Device is in good working condition. Slight cosmetic wear/hairline scratches on the screen or back case are acceptable, but no dents. Scratches should not be able to be felt with a finger.
<b>C Grade</b>	Device is in good working condition. Visible scratches on the screen, light nicks on the sides or small dents on the back case.
<b>D Grade</b>	Device is in good working condition, with severe cosmetic damage. Multiple deep dents on back casing, corner dents, and deep screen scratches.
<b>F Grade</b>	Device has function loss due to defects such as cracked screen, faulty ports, or defective parts. Device is iCloud locked, MDM locked, or locked under any other enrollment.

By signing below, each party agrees to the above pricing per AGiRepair's grading scale.

**School District**

**AGiRepair, Inc.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



RECOVER. REVIVE. REUSE.



# Buyback Proposal

Created by:

Tori Tyler  
Tech Defenders

Prepared for:

Allison Mereness  
Waconia School District 110

# Table of Contents

## **Table of Contents**

### **Buyback Quote**

Offer Summary

### **Important Quote Details**

Estimated Offer

### **Payment & Shipping Options**

### **Who We Are**

### **Device Grading**

Grading Scale

Deductions

### **Buyback Process**

### **Terms and Conditions**

Audit and Condition of Devices

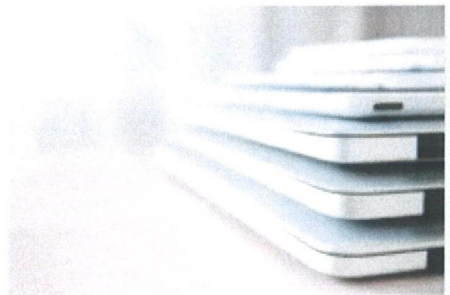
Transit Options

Remittance

Title and Finality

Agreement

### **Contract Signature**



# Buyback Quote

Nov 11, 2022

Quote No.: 10897885582

Signature Due By: 11/25/2022

Receive Products By: 12/11/2022

Prepared  
forWaconia School District 110  
512 Industrial Blvd  
Waconia, MN 55387

**Important Note:** If the planned "Receive Products By" date is more than 30 days after the "Signature Due By" date, Tech Defenders reserves the right to accurately update the quote no more than 30 days before the actual land by date.

## Offer Summary

Product	QTY	MPN	A Grade	B Grade	C Grade	D Grade	F Grade
iPad 2 (WiFi) 16GB Silver	13	MC769LL /A	\$0	\$0	\$0	\$0	\$0
iPad 4 (WiFi) 16GB Black	4	MD510LL /A	\$0	\$0	\$0	\$0	\$0
iPad 5 (WiFi) 32GB Space Gray	5	MP2F2LL /A	\$65	\$55	\$40	\$20	\$2
iPad Mini (WiFi) 16GB Slate	5	MD528LL /A	\$0	\$0	\$0	\$0	\$0
iPad Mini 2 (WiFi) 16GB Space Gray	11	ME276LL /A	\$0	\$0	\$0	\$0	\$0
iPad Mini 4 (WiFi) 16GB Space Gray	9	MK6J2LL /A	\$89	\$76	\$43	\$17	\$5
iPad Mini 5 (WiFi) 64GB Space Gray	14	MUQW2 LL/A	\$210	\$195	\$135	\$70	\$9
iPad Air (WiFi) 16GB Space Gray	10	MD785LL /A	\$20	\$15	\$10	\$3	\$0
iPad Air 2 (WiFi) 16GB Space Gray	48	MGL12LL /A	\$44	\$37	\$20	\$9	\$0

MacBook Pro 13 (E2015) i5-5257U 8GB-128GB SSD	148	MF839LL /A	\$170	\$145	\$85	\$50	\$9
MacBook Air 11 (E2015) i5-5250U 4GB-128GB SSD	33	MJVM2L L/A	\$100	\$86	\$68	\$39	\$9
MacBook Pro 13 (E2011) i5-2415M 4GB-320GB HDD	2	MC700LL /A	\$5	\$5	\$3	\$2	\$0
MacBook Pro 13 (M2014) i5-4278U 8GB-128GB SSD	1	MGX72LL /A	\$150	\$140	\$95	\$60	\$8
iMac 21.5 (L2015) i5-5575R 8GB-1TB HDD	31	MK442LL /A	\$0	\$0	\$0	\$0	\$0
iMac 21.5 (L2013) i3-3225 4GB- 500GB HDD	1	ME699LL /A	\$0	\$0	\$0	\$0	\$0
iMac 21.5 (M2010) i3-540 4GB-500GB HDD	2	MC508LL /A	\$0	\$0	\$0	\$0	\$0
iPod Classic 6th Gen 80GB Silver	15	MB029LL /A	\$0	\$0	\$0	\$0	\$0
iPod 3rd Gen 32GB Black	1	MC008LL /A	\$0	\$0	\$0	\$0	\$0

Grade A Total  
Maximum Payout:  
**\$34,998.00**

Average Historical  
Estimated Payout:  
**\$18,766.72**

Guaranteed  
Minimum Payout:  
**\$15,951.71**

**Notes:**

Sort & Settle with recycling

**Logistics:**

Shipping Method: Ground shipping

# Important Quote Details

## Community Sale Option

This community sale option is a hands-off solution for selling devices back into your community for either school or personal use, all online and at a guaranteed discount. Any customer undergoing a direct buyback with Tech Defenders will be eligible to resell their bought back devices - for a 30-day coupon code that will include the following discounts:

**15% for Chromebook**  
(max. 5 per customer)

**10% for MacBook**  
(max. 5 per customer)

## White Glove Pickup Service

White Glove Pickup pricing is deducted from your overall reimbursement and qualification for white glove pickup is dependent on device quantity and pickup location. Pricing only applies if the information provided to the rep for quoting remains accurate. Tech Defenders is not able to unlock any devices that are locked or controlled by a device management program.

## Estimated Offer

The estimated cash offer is reflective of grading we typically observe in an average school district environment.

## Guaranteed Minimum

Guaranteed minimum is calculated using the quoted device quantity; if the actual number of devices received is different from the quoted, then the guaranteed minimum will be adjusted accordingly. Guaranteed Minimums only apply to batches with 20% (or less) fails and locks. Does not include White Glove or Recycling charges.

## Offer & Acceptance

A new or updated quote may be required if this offer is not accepted within 15 days. If the expected land date of the product to the Tech Defenders' facility is more than 15 days from the acceptance date of this quote, Tech Defenders may provide a new quote due to market fluctuations of more than 10% and will be sent no less than 30 days before product availability.

## Locked Devices

Devices **MUST** be unlocked from Cloud, Google Admin, MDM or DEP in order to receive payment for your devices. Learn more about unlocking your devices [here](#).

# Payment & Shipping Options

## Payment Method

### Check or Wire Transfer

Tech Defenders will send the total payment after the report has been sent and reviewed. Your Buyback Representative will confirm the address of which the check will be sent to.

## Shipping Method

### White Glove Service

White Glove Service provides the customer with a packaging and pickup solution for their retired devices for an additional fee. Tech Defenders will arrive on-site, package up the products for safe shipment, and remove them from the organization's property with zero hassle.

### 3rd Party Shipping

A completely free option where Tech Defenders will provide packaging materials including boxes, packing tape, and bubble wrap to ensure safe shipping. Shipping and packing instructions are included as well as details about coordinating the shipping and/or pickup with your representative.

### TBD

If you can't make a decision at the moment, that's okay. Read through further documentation and contact your representative to clear up any questions you may have.



# Who We Are

Founded in 2014, Tech Defenders is a recognized leader in the K-12 industry, serving as an all-in-one solution for technology device buyback. Educational institutions nationwide have entrusted Tech Defenders to be their key partner in supporting their technology programs.

With every partnership, Tech Defenders maintains a steadfast commitment to providing reliable, long-term support and seamless solutions that meet our partners' evolving needs.

## EdTech Awards

**2019 Cool Tool Award:** Repair Software (repairWATCH)

**2020 Company Setting A Trend Award:** Buyback & Sustainability

## Certifications

To ensure peace of mind for our partners, our Grand Rapids facility (601 Maryland Ave, Grand Rapids, MI 49505) underwent an extensive audit, which demonstrates that our daily operations align with SERI and EPA standards, and were awarded with the R2v3 (Responsible Recycling), ISO 9001, ISO 14001 and ISO 45001 certifications.



## Buyback Testimonials

"We worked with Tech Defenders to create an online resale opportunity, and are thrilled with the results. We were able to maximize our buyback value, and still provide an opportunity for our graduating seniors, students, and community members to purchase used devices at a discounted price. The pickup up of the devices was easy, and everyone at Tech Defenders was super professional. Great experience!"

**Kyle Maginity**  
Boyer City Public Schools

"With over 20,000 chromebooks, 3,000 iPads and other devices our needs are quite extensive and always changing. Tech Defenders has always been very responsive and easy to work with allowing our staff to focus on other needs. Additionally, the turnaround time is the best of any company we have worked with. We couldn't be happier with our decision to partner with Tech Defenders."

**Harendra, Goonetilleke**  
Pajaro Valley Unified School District

# Device Grading

## Grading Scale



### MINT

No scratches or wear. Certified pre-owned, mint, certified refurbished, or OEM refurbished product.



### GREAT

Barely visible but minimal small dings.



### AVERAGE

Normal signs of use. Some surface level scratches with minimal small dings.



### POOR

Moderate wear. Some surface level scratches including one to two deeper scratches. Some pitting, dings, & dents may be possible.



### BROKEN

Heavier wear, case scarring, deeper scratches, scuffs, pitting, dings, dents, possible LCD imaging or tripped liquid damage indicator, but no sign of corrosion or liquid damage. Battery does not maintain industry standard charge.



### LOCKED

Units locked under iCloud, Google admin, MDM, or DEP

## Deductions

### Engraving / Etching

**\$5.00 - \$15.00**

Based on size and location of the engraving and / or etching.

### Adapters

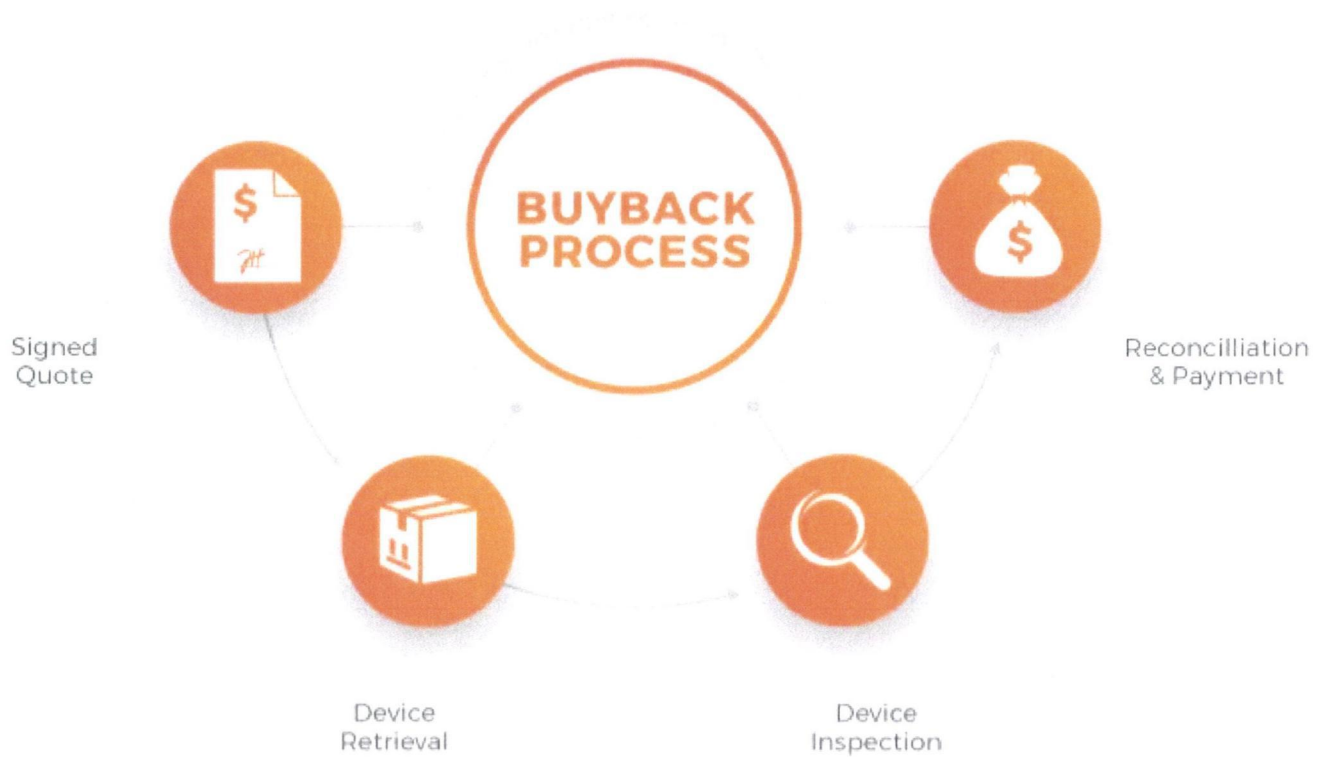
**\$5.00 - \$20.00**

Missing OEM MacBook, iMac, iPad, Chromebook (Non Type C), Chromebook Type-C, Windows (Non Type-C), Windows Type-C, Windows Surface, or AC Laptop Adapter

### Note:

Deductions are not made on F Grade units due to value.

# Buyback Process



1

## Signed Quote

Once we receive your device information, we will be able to provide an estimate quote to you within 48 hours.

2

## Device Retrieval

Your representative will coordinate device pickup and shipping with you.

3

## Device Inspection

Once your units arrive at our processing facility, they go through a detailed inspection audit process.

4

## Reconciliation & Payment

A full report and payment (cash or credit) is sent to you.

# Terms and Conditions

## Audit and Condition of Devices

Quotation amount is determined in Tech Defenders' sole discretion by condition of devices (A-F) paired with quantity, and accessories provided.

All data is removed from equipment by Tech Defenders per R2v3 standards.

Any device that is received that was not originally quoted will receive Tech Defenders' standard market rate pricing. This pricing will be non-negotiable

Deductions are made on a per device basis, pending evaluation of engraving, accessories (if applicable) and firmware locks.

In the case of units with firmware locks, Tech Defenders will provide a serialized list of the unit(s) that are locked. The customer will have fifteen days to provide proof of unlock in order to restore full, quoted value to the device. Any devices still locked after the fifteen day period will receive \$0 value.

Tech Defenders does not have the ability to unlock devices.

In the event that units are missing vital components, these units will receive \$0 payout value upon reconciliation unless otherwise stated in the agreement. Vital components may include (but are not limited to): LCD, Digitizer, Motherboard, Battery, Keyboard, and Trackpad

## Transit Options

Tech Defenders will take responsibility to provide packaging materials and instructions, as well as coordinate the shipping and/or pickup details.

Tech Defenders will also incur all costs associated with the shipping process unless otherwise agreed upon.

The customer will have the product packaged and ready to ship prior to the 'Valid Until' date listed on the agreement. If the product is not shipped on or before the 'Valid Until' date, Tech Defenders reserves the right in its sole and absolute discretion to adjust pricing based on the current market rates. Tech Defenders will provide the shipping service and schedule a pick up of the product accordingly, but it is the customer's sole responsibility to ensure that the devices are ready to ship per Tech Defenders instructions.

## Remittance

Audit and grading will be completed 60 days from product receipt. Payment by check or ACH with a full reconciliation of audit results will be provided net 30 days from batch completion.

# Terms and Conditions

## Title and Finality

Sale is final and title to equipment transfers to Tech Defenders upon pickup.

Tech Defenders may immediately resell equipment following pickup.

Tech.Defenders is not liable for discrepancies in quantity of unit(s) upon pickup.

If parties later disagree on equipment-grade pricing adjustments after audit, such disagreements shall be resolved through binding arbitration to be conducted by JAMS. Such arbitration shall be exclusively held in Kent County, Michigan. The prevailing party shall be entitled to all costs and attorney fees. In no event will equipment be returned following pickup.

## Agreement

This written Contract constitutes the complete integration of all statements and agreements relating to the Contract and there are no representations, guaranties or warranties other than those expressly incorporated herein nor is this Contract dependent upon or subject to any conditions or approvals precedent or subsequent not herein stated. No subsequent agreement relating hereto shall be binding upon Customer or Company unless in writing and signed by the party being bound.

# Contract Signature

By signing this document, the authorized signer agrees that the buyback offer is approved and both parties agree to the above terms and conditions.

**Waconia School District 110**

I have read and understand the important information regarding locked devices on page 4.

Waconia School District 110  
512 Industrial Blvd  
Waconia, MN 55387

We want to thank you and the rest of your team at Waconia School District 110.  
We look forward to this process and working with you in the future!



**e: [External] Your Trusted Apple Device Buyback Company - Mac of all Trades**

Allison Mereness <amereness@isd110.org>  
: "Jeff Jeska (Staff)" <jjeska@isd110.org>

Thu, Nov 10, 2022 at 4:07 F

here is the second Apple Quote from Mac Of All Trades.

have a good night,



**Allison Mereness**  
Mobile Web Technology Support Specialist  
Need technology support? [Click this link.](#)

o 952-442-0690 ext 7006

**WACONIA PUBLIC SCHOOLS • ISD110**  
EXPLORE YOUR PASSIONS. CREATE YOUR SUCCESS.

----- Forwarded message -----

From: **Nathan Sharley** <n.sharley@macofalltrades.com>

Date: Thu, Nov 10, 2022 at 3:37 PM

Subject: [External] Re: [External] Re: [External] Your Trusted Apple Device Buyback Company - Mac of all Trades

To: Allison Mereness <amereness@isd110.org>

Allison,

Thank you for taking the time to answer my questions.

wanted to get our offer over to you that way you have time to review. A couple of the models are a bit older than what we are currently looking to purchase, but we can provide some value for all models. However, if any of the old units are damaged beyond repair, we will certainly properly recycle them. Attached is our Graded A-F offer based on average winning bids of similar models. Our offer assumes all units are free of any DEP, Firmware, or iCloud locks. Our service includes custom packing supplies for all units and round trip shipping. I will schedule a dropoff for the pallets and a pickup when all pallets are ready to go. Our custom packing supplies give you and your team a simple process to pack each unit. Once the units arrive at our facility, our team will conduct an audit to clean, test, wipe, and grade each device. As you stated, most devices from educational sectors yield an average of Grade B cosmetics with minor hardware issues.

QTY 351 - Miscellaneous Apple Devices  
Partial Accessories

**Grade A Total: \$26,064.00**

Grading Breakdown:

- Grade A - Like new condition. No defects, light hairline scratching on the casing is acceptable - Full price
- Grade B - Minor defects such as corner bends, case scuffs, or light screen wear - 10% less than Grade A value
- Grade C - Moderate or multiple defects including dents, case wear, or screen imperfections - 25% less than Grade A value
- Grade D- Heavy signs of use. Including major cosmetic defects - 50% less than Grade A value
- Grade F - Defective or broken items (logic boards, displays, keyboard, ports, buttons, trackpad, battery, RAM, hard drive, cameras, audio, network connectivity, hinges, etc) - 75% less than Grade A value
- Deductions - See the attached list

Below is an outline of our selling process:

- With acceptance of our estimate, Mac of all trades will issue a Purchase Order for the equipment listed.
- We will send packing supplies and schedule all pickups for the equipment. I will also have my team include a couple extra boxes/ supplies in case the quantities change.
- Once the equipment arrives at our facility, Mac of all trades will perform a detailed audit. All units are tested, wiped and refurbished by Certified Technicians. A serialized audit will be provided to confirm this. Typically an audit of this size takes up to 30 days assuming

want to make this process as seamless as possible! Looking forward to your response!

Best Regards,

**Nathan Sharley**

Account Executive - mac of all trades

Office: 813-925-1181 x218

Direct: 407-340-7491

[n.sharley@macofalltrades.com](mailto:n.sharley@macofalltrades.com)

[macofalltrades.com](http://macofalltrades.com)



On Thu, Nov 10, 2022 at 3:24 PM Allison Mereness <[amereness@isd110.org](mailto:amereness@isd110.org)> wrote:

Good Afternoon Nathan,

Thank you for your quick response.

Here are the answers to your questions.

• Have you ever refreshed Apple equipment before? If so, how did the refresh go? Is there anything you value highly (quick payment, proof of data erasure, packing supplies)?

Yes - I have refreshed Apple Devices a few times with a few different companies.

Providing Packing Supplies & making it easy to get the devices to you (ie. having a pack-up/pick-up crew or having packing material with postage labels)

• What are the conditions of the units? In our experience, most Apple devices from schools yield a Grade B (fully functional) average with normal wear on the casing and some minor scratches on the glass. This can change depending on how the units were handled (kept in classrooms vs taken home).

There is a variety of wear on the devices. Do you take devices to be recycled as well?

Lab iMacs and most iPads are in good to Grade B condition.

The MacBook Airs were teacher devices, so there's a range of conditions from used to gently used.

• Will any of the units come with an AC adapter/Cable? Most schools rarely provide adapters, but the reason I ask is because they do add additional value if they are just sitting around.

MacBooks - Yes, power cords will be turned in them

iPads- No, There are not many power cords for them.

• Do you have a timeline on when these devices will be ready to go? If you do not have an exact date that is totally fine. I just wanted to have an estimated date of when you are looking to make a decision.

Devices are erased and ready to go.

• Do you have a safe area that your staff could pack all units onto a pallet(s)? The size of this deal will most likely need to be on two pallets.

Yep, the devices are at a school with a loading dock area.

Hope this answers all your questions : )



**Allison Mereness**

Mobile Web Technology Support Specialist

Need technology support? [Click this link.](#)

o 952-442-0690 ext 7006

**WACONIA PUBLIC SCHOOLS • ISD110**

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On Thu, Nov 10, 2022 at 11:44 AM Nathan Sharley <[n.sharley@macofalltrades.com](mailto:n.sharley@macofalltrades.com)> wrote:

Hi Allison,

Thank you for reaching out.

We are interested in all models and will begin putting together a quote. However, I did want to ask a couple questions so that we can make the buyback process as simple as possible for you.

were handled (kept in classrooms vs taken home).

- Will any of the units come with an AC adapter/Cable? Most schools rarely provide adapters, but the reason I ask is because they do add additional value if they are just sitting around.
- Do you have a timeline on when these devices will be ready to go? If you do not have an exact date that is totally fine. I just wanted to have an estimated date of when you are looking to make a decision.
- Do you have a safe area that your staff could pack all units onto a pallet(s)? The size of this deal will most likely need to be on two pallets.

Additionally, feel free to give me a call and we can further discuss. Looking forward to working with WACONIA PUBLIC SCHOOLS!

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

Quoted text hidden]



**WACONIA PUBLIC SCHOOLS ISD110 - Moat Offer .xlsx**

11K

Device Type	Asset Tag	Serial Number	Notes
iPad (4th generation)	5313	DMQMWM8BF182	
iPad (4th generation)	5340	DMRMW5W1F182	
iPad (4th generation)	5342	DMRMW3Y2F182	
iPad (4th generation)	5605	DMPNFF9BF182	
iPad (5th generation)	5953	F9FTL081HLFF	
iPad (5th generation)	8132	GCHVN1THHLF9	
iPad (5th generation)	8159	DMPTC1D4HLFC	
iPad (5th generation)	8927	GCTV9JVMHLFC	
iPad (5th generation)	8928	DMPV94VXHLFC	
iPad 2	3462	DMRJX4SDFHFW	
iPad 2	3505	DMQJXZJBDFHFW	
iPad 2	2804	DN6HC8H3DFHFW	
iPad 2	2804	DN6HC8H3DFHFW	
iPad 2	3365	DKVJ40JKDFHFW	
iPad 2	3460	DMQJXYEYDFHFW	
iPad 2	3462	DMQJXZY8DFHFW	
iPad 2	3470	DMQJXZV2DFHFW	
iPad 2	3492	DMRJX4SDFHFW	
iPad 2	3526	DMQJXWL4DFHFW	
iPad 2	3608	DMQJXXUWDFHFW	
iPad 2	3857	DKVKH317DFHFW	
iPad 2	3981	F5RKPBJ2DFHFW	
iPad 2	5253	DYTLH1BSDFHFW	
iPad 2	5268	F5XKT6F3DFHFW	
iPad Air	7977	DMQS334EG5VJ	
iPad Air	7982	DMQS33XCG5VJ	
iPad Air	7986	DMQS33EYG5VJ	
iPad Air	8036	DMQS339MG5VJ	
IPAD air	5621	DMPN625PFK10	
iPad Air	6274	DMPPJCMFK10	
iPad Air	6494	DMPPJK0RFK10	
iPad Air	6501	DMPPJNHZFK10	
iPad Air	6514	DMPPJQKDFK10	
iPad Air	6609	DMPRHNUSG5VT	
IPAD AIR2	5554	DMPRLFZ7G5VJ	
IPAD AIR2	5557	DMPSSGG5GHG5D	
IPAD AIR2	5558	DMPSSGKPHHG5D	
IPAD AIR2	6607	DMPRHH2ZG5VT	
IPAD AIR2	6611	DMPRGRHQRG5VT	
IPAD AIR2	6612	DMPRHN3XG5VT	
IPAD AIR2	7970	DMQS33WXG5VJ	
IPAD AIR2	7973	DMQS339DG5VJ	

Device Type	Asset Tag	Serial Number	Notes
IPAD AIR2	7974	DMQS33ELG5VJ	
IPAD AIR2	7975	DMQS3356G5VJ	
IPAD AIR2	7979	DMQS3187G5VJ	
IPAD AIR2	7981	DMQS34FUG5VJ	
IPAD AIR2	7983	DMQS33ERG5VJ	
IPAD AIR2	7984	DMQS316CG5VJ	
IPAD AIR2	7985	DMQS318HG5VJ	
IPAD AIR2	7987	DMQS33VNG5VJ	
IPAD AIR2	7988	DMQS32SGG5VJ	
IPAD AIR2	7992	DMQS323ZG5VJ	RECYCLE
IPAD AIR2	7993	DMQS354AG5VJ	
IPAD AIR2	7994	DMQS37RAG5VJ	
IPAD AIR2	7995	DMQS376LG5VJ	
IPAD AIR2	7996	DMQS37KSG5VJ	
IPAD AIR2	8000	DMQS37NMG5VJ	
IPAD AIR2	8002	DMQS36Z8G5VJ	
IPAD AIR2	8003	DMP33NTHG5VJ	
IPAD AIR2	8005	DMQS357TG5VJ	
IPAD AIR2	8012	DMQS344RG5VJ	
IPAD AIR2	8014	DMQS34B8G5VJ	
IPAD AIR2	8016	DMP33V7DG5VJ	
IPAD AIR2	8030	DMQS33R1G5VJ	
IPAD AIR2	8031	DMQS33XJG5VJ	
IPAD AIR2	8033	DMQS3144G5VJ	
IPAD AIR2	8034	DMQS33VTG5VJ	
IPAD AIR2	8035	DMQS3375G5VJ	WON'T TURN ON - RECYCLE
IPAD AIR2	8038	DMQS318VG5VJ	
IPAD AIR2	8039	DMQS312MG5VJ	
IPAD AIR2	8040	DMQS34TEG5VJ	
IPAD AIR2	8041	DMQS337VG5VJ	
IPAD AIR2	8042	DMQS3392G5VJ	
IPAD AIR2	8044	DMQS33Y9GVJ	RECYCLE
IPAD AIR2	8045	DMQS33XDG5VJ	
IPAD AIR2	8051	DMQS31CNG5VJ	
IPAD AIR2	8052	DMQS336EG5VJ	
IPAD AIR2	8053	DMQS31CCG5VJ	
IPAD AIR2	8057	DMQS335LG5VJ	
IPAD AIR2	8060	DMQS37QSG5VJ	
IPAD AIR2	8091	DMQS33W2G5VJ	
IPAD AIR2	8163	DMP33HYUCHG5D	
IPAD MINI	3404	DQTJRRFBF196	

Device Type	Asset Tag	Serial Number	Notes
IPAD MINI	5291	F9FMF1N3FP84	
iPad mini	5292	F9FMF1N2FP84	
IPAD MINI 2	6768	F9FRKBVHFCM5	
IPAD MINI 2	6807	F9FRH4UZFCM5	
IPAD MINI 2	7049	F9FRH2GXFCM5	
IPAD MINI 2	6822	F9FRGHKUFM5	
IPAD MINI 2	6931	F9FRH4RJFCM5	
IPAD MINI 4	8134	F9GV81K9GHKJ	
IPAD MINI 4	8136	F9FV8SEHGHKJ	
IPAD MINI 4	8137	F9FV8VZWGHKJ	
IPAD MINI 4	8138	F9FV8TMSGHKJ	
IPAD MINI 4	8139	F9FV8Y04GHKJ	
IPAD MINI 4	8946	F9GV85UWGHKJ	
IPAD MINI 4	8133	F9GV8FZBGHKJ	
IPAD MINI 4	8135	F9FV8UWXGHKJ	
IPAD MINI 4	9330	F9GV80ZWGHKJ	
IPAD MINI 5	8147	DMPD87TALM93	
IPAD MINI 5	8868	DMPD884DLM93	
IPAD MINI 5	8869	DMPD852KLM93	
IPAD MINI 5	8870	DMPD85CJLM93	
IPAD MINI 5	8874	DMPD87R2LM93	
IPAD MINI 5	229	DMPD87STLM93	
IPAD MINI 5	230	DMPD89UJLM93	
IPAD MINI 5	8158	DMPTD7Y2HLFC	
IPAD MINI 5	8195	DMPYQ8WCLM94	
IPAD MINI 5	8910	DMPCRGAAALM93	
IPAD MINI 5	8911	DMPCRHBCLM93	
IPAD MINI 5	8958	DMPYQ8T1LM94	
IPAD MINI 5	8959	DMPYQ8NJLM94	
IPAD MINI 5	8960	DMPYQ8FLLM94	
iPod touch(3rd GEN)	3155	1A0187SD6K2	
MacBook Air (11-inch, Early 2015)	8859	C02RR3W7GFWM	
MacBook Air (11-inch, Early 2015)	8860	C02RR5Z4GFWM	
MacBook Air (11-inch, Early 2015)	8861	C02V406LGFWL	
MacBook Pro (late 2011)	2855	C02HMJB4DV13	
MacBook Pro (late 2011)	6706	C1MRR0FEDV30	
MacBook Pro (mid 2014)	5644	C02P41B8G3QH	

<b>Asset Tag</b>	<b>Serial Number</b>	<b>Notes</b>
5560	C02N48LHG5RN	
5632	C02NW1MBG5RN	Recycle
5638	C02P318PG5RN	Recycle
8386	C1MTJ70CH3QD	
8390	C1MTJ70MH3QD	
8406	C1MTJ0MRH3QD	
8428	C1MTJ7F3H3QD	
8431	C1MTJ7FRH3QD	
8433	C1MTJ7ADH3QD	
8434	C1MTJ7ASH3QD	
8437	C1MTJ6YWH3QD	
8438	C1MTJ0P3H3QD	Recycle
8438	C1MTJ04NH3QD	Recycle
8441	C1MTJ70GH3QD	Recycle
8442	C1MTJ740H3QD	
8447	C1MTJ0NQH3QD	Recycle
8448	C1MTJ0PTH3QD	Recycle
8456	C1MTJ0PAH3QD	
8461	C1MTJ6YPH3QD	Recycle
8473	C1MTJ0LSH3QD	Recycle
8475	C1MTJ04NH3QD	Recycle
8485	C1MTJ75XH3QD	
8492	C1MTJ717H3QD	
8493	C1MTJ727H3QD	hormann
8494	C1MTJ6EVH3QD	Recycle
8495	C1MTJ79YH3QD	Recycle
8499	C1MTJ7HWH3QD	Recycle
8500	C1MTJ7HQH3QD	
8862	C1MTJ0MTH3QD	Recycle
8864	C1MTJ0F6H3QD	
8949	FVFWN515J1WK	
8471	C1MTJ70KH3QD	
8440	C1MTJ7ATH3QD	
8148	C02MT048F6T5	
8465	C1MTJ7D3H3QD	
?	F9GG45EDQ1GC	
8477	C1MTJ6EGH3QD	
8470	C1MTJ71GH3QD	
8385	C1MTJ769H3QD	
8943	FVFWN52EJ1WK	
8284	C1MTJ72BH3QD	
8393	C1MTJ0F9H3QD	

Asset Tag	Serial Number	Notes
8480	C1MTJ76GH3QD	
8482	C1MTJ7A5H3QD	
8460	C1MTJ6Y8H3QD	
8443	C1MTJ73CH3QD	
8387	C1MTJ79UH3QD	
8421	C1MTJ0FKH3QD	
8941	FVFWN526J1WK	
8484	C1MTJ72AH3QD	
8412	C1MTJ75PH3QD	
8430	C1MTJ7FBH3QD	
8940	FVFWN4ZRJ1WK	
9258	C1MVD0KDJ1WT	
8429	C1MTJ7E9H3QD	
8937	FVFWN51EJ1WK	
8483	C1MTJ729H3QD	
8498	C1MTJ7HBH3QD	
8388	C1MTJ7AVH3QD	
8414	C1MTJ7A7H3QD	
8395	C02TX9SZJ1WK	
8420	C1MTJ0P6H3QD	
8481	C1MTJ73DH3QD	
8467	C1MTJ70SH3QD	
8400	C1MTJ70RH3QD	
5559	C02N48LFG5RN	
8436	C1MTJ71PH3QD	
8403	C1MTJ0NMH3QD	
8402	C1MTHCX9H3QD	
8426	C1MTJ0G5H3QD	
8945	FVFWN4HZJ1WK	
8418	C1MTJ0PQH3QD	
5947	C1MPV6G4G943	
4928	C02MT049F6T5	
8410	C1MTJ7AFH3QD	
8452	C1MTJ0P3H3QD	
8497	C1MTJ7HCH3QD	
8423	C1MTJ0MQH3QD	
2	C1MSX2M4H3QK	
8478	C1MTJ73KH3QD	
8404	C1MTJ0N5H3QD	
3	C1MTJ0NSH3QD	
5645	C02P40HUG5RN	

Asset Tag	Serial Number	Notes
8439	C1MTJ714H3QD	
8415	C1MTJ7AKH3QD	
8464	C1MTJ7UTH3QD	
8444	C1MTJ708H3QD	
8391	C1MTJ78YH3QD	
8944	FVFWN52DJ1WK	
8472	C1MTJ0NRH3QD	
8489	C1MTJ0N8H3QD	
8863	C1MTJ0GBH3QD	
8432	C1MTJ7AHH3QD	
8486	C1MTJ72AH3QD	
8383	C1MTJ70FH3QD	
8479	C1MTJ4L7H3QD	
8405	C1MTJ0N3H3QD	
8469	C1MTJ711H3QD	
8389	C1MTJ796H3QD	
8462	C1MTJ7UGH3QD	
8425	C1MTJ0BZH3QD	
8458	C1MTJ6YJH3QD	
8455	C1MTJ0PMH3QD	
8487	C1MTJ0MZH3QD	
8397	C1MTJ749H3QD	
8396	C02TX9UNJ1WK	
8409	C1MTJ7AGH3QD	
8424	C1MTJ0NPH3QD	
8491	C1MTJ0MCH3QD	
8457	C1MTJ6YLH3QD	
8408	C1MTJ7AWH3QD	
8463	C1MTJ7TEH3QD	
8947	FVFWN4X9J1WK	
8466	C1MTJ7Q3H3QD	
4957	C1MTG6DUH3QD	
8490	C1MTJ0NUH3QD	
8392	C1MTJ0E1H3QD	
8393	C1MTJ0F9H3QD	
8148	C02MT048F6T5	
8474	C1MTJ0ECH3QD	
8468	C1MTJ6PYH3QD	
8416	C1MTJ72LH3QD	
8411	C1MTJ7AJH3QD	
8419	C1MTJ0P8H3QD	



<b>Asset Tag</b>	<b>Serial Number</b>	<b>Model</b>
8776	D25TM0QTGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8769	D25TP0SVGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8757	D25TP0WQGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8751	D25TQ01FGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8755	D25TQ01GGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8773	D25TQ01HGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8770	D25TQ01KGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8865	D25TQ01PGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8774	D25TQ01QGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8764	D25TQ01SGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8762	D25TQ01TGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8760	D25TQ01VGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8866	D25TQ01WGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8766	D25TQ01XGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8763	D25TQ01ZGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8771	D25TQ020GG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8749	D25TQ021GG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8753	D25TQ024GG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8756	D25TQ027GG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8754	D25TQ029GG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8765	D25TQ02EGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8768	D25TQ02GGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8775	D25TQ0F0GG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8750	D25TQ0F1GG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8761	D25TQ0F4GG7F	iMac (Retina 4K, 21.5-inch, Late 2015)
8767	D25TQ0FDGG7F	iMac (Retina 4K, 21.5-inch, Late 2015)



Type	Asset Tag	Serial Number
MacBook Air (11-inch, Early 2015)	8289	C02S638UGFWM
MacBook Air (11-inch, Early 2015)	8262	C02S63BYGFWM
MacBook Air (11-inch, Early 2015)	8285	C02S62Z9GFWM
MacBook Air (11-inch, Early 2015)	8288	C02S62Z6GFWM
MacBook Air (11-inch, Early 2015)	8287	C02S5740GFWM
MacBook Air (11-inch, Early 2015)	8263	C02S62UZGFWM
MacBook Air (11-inch, Early 2015)	8264	C02S5732GFWM
MacBook Air (11-inch, Early 2015)	8260	C02S571BGFWM
MacBook Air (11-inch, Early 2015)	8269	C02S62VSGFWM
MacBook Air (11-inch, Early 2015)	8259	C02S631UGFWM
MacBook Air (11-inch, Early 2015)	8261	C02S63CGGFWM
MacBook Air (11-inch, Early 2015)	8280	C02S62RGGFWM
MacBook Air (11-inch, Early 2015)	8267	C02S63CQGFWM
MacBook Air (11-inch, Early 2015)	8273	C02S63CFGFWM
MacBook Air (11-inch, Early 2015)	8290	C02S63B2GFWM
MacBook Air (11-inch, Early 2015)	8278	C02S5744GFWM
MacBook Air (11-inch, Early 2015)	8270	C02S62YWGFWM
MacBook Air (11-inch, Early 2015)	8272	C02S62TVGFWM
MacBook Air (11-inch, Early 2015)	8291	C02S62Y7GFWM
MacBook Air (11-inch, Early 2015)	8275	C02S63C3GFWM
MacBook Air (11-inch, Early 2015)	8276	C02S62TGGFWM
MacBook Air (11-inch, Early 2015)	8274	C02S62ZZGFWM
MacBook Air (11-inch, Early 2015)	8279	C02S63CKGFWM
MacBook Air (11-inch, Early 2015)	8266	C02S63BDGFWM
MacBook Air (11-inch, Early 2015)	8268	C02S63BUGFWM
MacBook Air (11-inch, Early 2015)	8256	C02S570PGFWM
MacBook Air (11-inch, Early 2015)	8258	C02S62YBGFWM
MacBook Air (11-inch, Early 2015)	8257	C02S570SGFWM
MacBook Air (11-inch, Early 2015)	8282	C02S62SDGFWM
MacBook Air (11-inch, Early 2015)	33	C02S62Z5GFWM
iPod touch (6th generation)	9332	CCQX428FGGNK
iPod touch (6th generation)	9345	CCQX42M1GGNK
iPod touch (6th generation)	9341	CCQX42HLGGNK
iPod touch (6th generation)	9334	CCQX41YWGGNK
iPod touch (6th generation)	9336	CCQX41S2GGNK
iPod touch (6th generation)	9337	CCQX41PVGGNK
iPod touch (6th generation)	9335	CCQX42S2GGNK
iPod touch (6th generation)	9342	CCQX42M9GGNK
iPod touch (6th generation)	9338	CCQX41YRGGNK
iPod touch (6th generation)	9343	CCQX42RLGGNK
iPod touch (6th generation)	9340	CCQX42JVGGNK
iPod touch (6th generation)	9333	CCQX4215GGNK

Type	Asset Tag	Serial Number
iPod touch (6th generation)	9344	CCQX42LLGGNK
iPod touch (6th generation)	9331	CCQX42AGGGNK
iPod touch (6th generation)	9339	CCQX42NDGGNK
iPad mini 2	8127	F9FS90GTFCM5
iPad mini 2	8124	F9FS9643FCM5
iPad mini 2	8126	F9FS967LFCM5
iPad mini 2	8125	F9FS96VRFCM5
iPad mini 2	8123	F9FS985EFCM5
iPad mini 2	5288	F9FMF1ZRFP84

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

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

### **I. PURPOSE**

The purpose of this policy is to provide guidelines to assist in timely disposition of obsolete equipment and material.

### **II. GENERAL STATEMENT OF POLICY**

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### **III. DEFINITIONS**

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.
- C. “Obsolete property” means any District commodities, equipment, materials, or supplies that are obsolete, unused, not needed for a public purpose, or ineffective for current use.

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

The superintendent is authorized to dispose of obsolete equipment and materials by selling them at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent is authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

#### **B. Contracts Over \$175,000**

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids must be solicited by two weeks’ published notice in the official newspaper. This notice must state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board deems necessary.
2. The sale must be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record must be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid must be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may re-advertise.
5. All bids obtained must be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions will be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the sale, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district may sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice must include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Donation of Surplus Property

1. By resolution, the School board may authorize the donation of obsolete property (not including real property) to an organization outside the school district, if the School Board concludes that the property has de minimis value or no value. When such a donation is made, the organization receiving the donated property must pay all costs associated with the donation of the obsolete property, including, but not limited to, any costs associated with loading or unloading the property, shipping the property, and storage of the property.

2. As a condition to receiving a donation of obsolete property, an organization must sign a written waiver that is substantially in the following form or such other form as is approved by the School Board's legal counsel:

I am an authorized representative of [ORGANIZATION NAME]. Independent School District No. 110 ("District") is donating the following obsolete property that it has determined has little or no value to the District: [DESCRIBE THE PROPERTY]. On behalf of [ORGANIZATION NAME], I acknowledge that the property is being donated "as is" and without any express or implied warranties, promises, or guarantees from the District. I also acknowledge that the District makes no representations as to whether the property is safe, fit, or appropriate for any general or specific use. On behalf of [ORGANIZATION NAME], I waive and release the District from any and all liability, including any claims for damages, arising out of or related to any future use of the donated property. [ORGANIZATION NAME] also agrees to defend and indemnify the District against any claim for damages, or any other form of liability, arising out of or related to any use of the donated property.

#### H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
  - a. another school district;
  - b. the state department of corrections;
  - c. the board of trustees of Minnesota State Colleges and Universities;
  - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
  - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student

is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

***Legal References:*** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. §15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)  
Minn. Stat. § 123B.29 (Sale of School Building at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin “F” (School District Contract and Bidding Procedures)

Policy Adopted: September 2004, April 2007, May 2010, June 2018

Revised: August 2020 / January 2022

Independent School District #110

Waconia, MN

7.B. Second Read Board Policies

7.B.1. 606 Textbooks and Instructional  
Materials

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

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

MSBA/MASA Model Policy 606

Orig. 1995

Rev. 202205

## 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

### I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

### III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the ~~Director of Teaching and Learning~~ superintendent **[or designee]** the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials ~~which~~that:
1. support the goals and objectives of the education programs;
  2. consider the needs, age, and maturity of students;
  3. foster respect and appreciation for cultural diversity and varied opinion;
  4. fit within the constraints of the school district budget;
  5. are in the English language. Another language may be used, pursuant to Minnesota Statutes section~~Minn. Stat. §~~ 124D.61;
  6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
  7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The ~~Director of Teaching and Learning~~ superintendent **[or designee]** shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall be coordinated with the school district's curriculum development effort and may utilize the Teaching and Learning Advisory Council for input and consideration. ~~provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's~~

~~curriculum development effort and may utilize advisory committees.~~

#### IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The ~~Director of Teaching and Learning~~ superintendent [or designee] shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The ~~Director of Teaching and Learning~~ superintendent [or designee] shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

#### V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. ~~The school district shall provide a process for members of the school district community to seek reconsideration of the use of select textbooks or instructional materials. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.~~
- B. The ~~Director of Teaching and Learning~~ superintendent [or designee] shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. **The superintendent [or designee] shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.**

**Commented [1]:** This is part of original MSBA policy but not included in ours. Here's the procedures: <https://isd110.org/district-departments/teaching-learning/reconsideration-instructional-materials>

**Commented [2]:** This is part of original MSBA policy but not included in ours. Here's the procedures: <https://isd110.org/district-departments/teaching-learning/reconsideration-instructional-materials>

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction ~~—Curriculum~~)  
Minn. Stat. § 120B.235 (American Heritage Education)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
Minn. Stat. § 124D.59-124D.61 (~~Limited English Proficiency Education for English Learners Act~~)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260, ~~108 S.Ct. 562, 98 L.Ed.2d 592~~ (1988)  
*Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

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

7.B.2. 625 Media and Book Selection

## 625 MEDIA AND BOOK SELECTION

### I. OBJECTIVE OF SCHOOL EDUCATION MEDIA CENTER

The primary objective of the school and educational media center is to enrich and support the educational program of the school. It is the policy of the school district to provide a wide range of media materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view. The media staff is responsible for organizing and arranging materials to provide easy access, and for a continual evaluation of the collection to keep it relevant.

#### A. Selection of Material for the Media Center Collections

While selection of media materials ~~may involve~~ many people, ~~the responsibility of coordinating the selection of most media materials and making recommendations to Principals for acquisition rests with licensed media personnel,~~ the responsibility of coordinating and recommending the selection of most media materials rests with the licensed media professionals. Final recommendations will be made to the principal for purchase. Critical reviews, recommended lists, publishers' announcements, reading and previewing are all to be used to varying degrees in the selection process.

Since the primary objective of the media center is to enrich and support the educational program of the school, criteria for media materials selections should reflect this objective. Materials ~~for purchase~~ are considered on the basis of ~~the following criteria as they apply:~~

- ~~1. Overall purpose~~
- ~~2. Authenticity~~
- ~~3. Timeliness~~
- ~~4. Degree of permanence~~
- ~~5. Importance of the subject matter~~
- ~~6. Quality of the writing/production~~
- ~~7. Readability and popular appeal~~
- ~~8. Authoritativeness~~
- ~~9. Reputation of the publisher/producer~~
- ~~10. Format and price~~
- ~~11. School board values~~

1. Support, and be consistent with, the educational goals of the district.
2. Be selected to enrich and support the curriculum and to meet the individual needs and interests of users.
3. Be appropriate for the age, social development, and maturity of the users.
4. Provide a global perspective and foster respect and appreciation for cultural diversity by including materials by authors and illustrators of all cultures.
5. Be selected in a variety of formats most suitable for intended use.
6. Represent differing viewpoints on controversial topics.
7. Exhibit a high degree of potential user appeal and interest.

~~Suggestion from faculty, students and citizens are given consideration.~~

The school may accept gift materials and integrate them into the general collection if they meet selection criteria.

The media center is to contain collections of materials that support the current school curriculum. ~~The center is not designed to become an archive or storehouse of all recorded wisdom.~~ Frequent weeding of materials is necessary to keep the collections current and provide shelf space for more useful materials.

~~The media center materials that are no longer in use will be repurposed or disposed of. Materials that are no longer suitable for media collections will be offered to teachers for classroom use or disposed of.~~

~~No child will be prevented from reading or viewing any school materials in which he/she has an interest. However, reasonable efforts will be made to comply with requests from parents that certain materials be withheld from their children. On the other hand, no child shall be forced to read or view any materials to which he/she objects based on a genuinely held belief.~~

#### B. Teacher Selected Materials

Materials selected for classroom use may include both print and non-print formats as well as fiction and nonfiction. Classroom materials have ~~as~~ their primary justification ~~the~~ to support ~~of~~ the curriculum. Although a textbook may contain the entire curriculum content of a course of study, more commonly, a variety of materials are used. Assumptions underlying the latter practice include the following:

1. People ~~usually~~ ~~often~~ are better informed for having considered a subject from various points of view.
2. Students in any subject at any given grade level have ~~a~~ wide range of skills and abilities. An equally wide range of materials is needed to match these individual differences.
3. Access to adequate collections of materials is essential to programs that provide students with independent study time.
4. Because the curriculum may not include items of personal relevance of students, access to a wide range of materials is essential.
5. Teachers can be more flexible and creative if a wide variety of materials are available.

#### C. ~~Philosophy of Selection~~

~~Materials are selected to support curriculum. Every effort is made to select the best from all the materials that are available. Works chosen on the basis of their strengths rather than rejected on the basis of their weaknesses. Most materials are biased to some extent. Young people must learn how to deal with this situation.~~

~~If a controversial issue is covered at all in the curriculum or in the media center materials representing all sides of that issue are to be included. Since controversy is a major component of modern life, an enlightened citizenry learns to cope with it. Untested beliefs, dogma, and value structures are likely neither to be as valid nor as durable as those which have been challenged by conflicting ideas.~~

~~A mission of the school is to expose children to ideas — not restrict them; to encourage the study of problems — not to hide them. If an increasing portion of the curriculum is to be devoted to issues of real importance to students, many controversial materials will have to be provided. These are the issues about which students seem most to need and want information.~~

~~No child will be prevented from reading or viewing any school materials in which he/she has an interest. However, reasonable efforts will be made to comply with requests from parents that certain materials be withheld from their children. On the other hand, no child shall be forced to read or view any materials to which he/she objects based on a genuinely held belief.~~

## II. RECONSIDERATION OF MEDIA AND BOOK SELECTIONS

A. Occasional objections to materials will be made, despite the quality of the selection process. The school board supports principles of intellectual freedom inherent in the First Amendment of the

Constitution of the United States and expressed in the School Library Bill of Rights of the American Association of School librarians, the Library Bill of Rights of the American Association, and the Students' Right to Read of the National Council of Teachers of English.

B. The school district shall provide a process for members of the school district community to seek reconsideration of the use of media and book selections.

C. The **Director of Teaching and Learning** Superintendent or designee shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of the use of media and book selections.

Policy Adopted: June 10, 2002  
Revised: December 2020  
Independent School District No. 110  
Waconia, MN 55387

Cross References: District 110 Policy #606 Textbook and Instructional Materials  
District 110 Policy #xxx Teaching about Controversial Topics

**Commented [1]:** should this be changed to "Superintendent or designee"?

**Commented [2R1]:** @JKilian@isd110.org Thank you for catching this! I made the change.

**Commented [KJ3R1]:**

**Commented [KJ4R1]:**

**CITIZENS REQUEST FOR RECONSIDERATION OF MATERIALS  
INDEPENDENT SCHOOL DISTRICT #110**

Creator/Author \_\_\_\_\_ Type of Material \_\_\_\_\_

Title \_\_\_\_\_

Publisher/Producer, Source \_\_\_\_\_

Request initiated by \_\_\_\_\_ Phone \_\_\_\_\_

Complainant represents himself/herself \_\_\_\_\_

And/or (organization or other individuals)

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1. In which class(es) is this material being assigned?

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2. To what in the material do you object? (Please be specific; cite portions)

---

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3. What do you feel might be the result of the students' continued exposure to this material?

---

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4. For what are the good portions of this material?

---

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5. What are the good portions of this material?

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6. Did you read, view, listen to, or observe the entire material? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, what parts? \_\_\_\_\_

8. **DISCUSSION ITEMS**

8.A. First Read Board Policies

8.A.1. 613 Graduation Requirements

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

MSBA/MASA Model Policy 613

Orig. 1997

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

Rev. 2022

## 613 GRADUATION REQUIREMENTS

***[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]***

### I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students ~~entering grade 8 in the 2012-2013 school year and later~~ must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### III. DEFINITIONS

- A. "Academic standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. "Credit" means a student's successful completion of an academic ~~course year of study~~ or a student's mastery of the applicable subject matter, as determined by the school district.
- C. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- E. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

### IV. DISTRICT ASSESSMENT COORDINATOR

~~Director of Teaching and Learning~~ The superintendent or designee shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

### V. GRADUATION ASSESSMENT REQUIREMENTS

~~For students enrolled in grade 8 in the 2012-2013 school year and later,~~ sStudents' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as

measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and

- B. Consistent with this paragraph and Minnesota Statutes section 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## VI. GRADUATION CREDIT REQUIREMENTS

Students ~~beginning 8<sup>th</sup> grade in the 2012-2013 school year and later~~ must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. ~~Four~~ **Eight** credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. ~~Three~~ **Seven** credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
- C. An algebra I credit by the end of 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics;
- D. ~~Three~~ **Seven** credits of science, including at least: (a) ~~one~~ **two** credits of biology; (b) ~~one~~ **two** credits of chemistry or physics; and (c) ~~one elective credit of science~~ **three science credits during freshman year**. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. ~~Three and one-half~~ **Eight** credits of social studies, encompassing at least United States

history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

- F. ~~One~~ **Two** credits in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
- G. A minimum of ~~seven~~ **eighteen** elective credits.
- H. **Three credits of physical education (2) and health (1).**
- I. **One credit for speech.**
- J. **One credit for completion of senior seminar.**
- ~~H.~~ **K.** Credit equivalencies
  - 1. A ~~one-half~~ credit of economics taught in a school's ~~agriculture-education-or~~ business department may fulfill a ~~one-half~~ credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
  - 2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
  - 3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
  - 4. A computer science credit may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
  - 5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.

## **VII. GRADUATION STANDARDS REQUIREMENTS**

- A. All students must demonstrate their understanding of the following academic standards:
  - 1. School District Standards, Health (K-12);
  - 2. School District Standards, Career and Technical Education (K-12); and
  - 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed ~~on an annual basis as part of the district's curriculum review cycle.~~\* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

\* Reviews are required to be conducted on a periodic basis. Therefore, this time period

may be changed to accommodate individual school district needs.

- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
  - 1. Minnesota Academic Standards, English Language Arts K-12;
  - 2. Minnesota Academic Standards, Mathematics K-12;
  - 3. Minnesota Academic Standards, Science K-12;
  - 4. Minnesota Academic Standards, Social Studies K-12; and
  - 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

#### **VIII. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minnesota Statutes section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.024 (Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:**

MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)

## **613 GRADUATION REQUIREMENTS**

*[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]*

### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the school district.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that all students entering grade 9 in the 2012-2013 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 9 in the 2013-2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### **III. DEFINITIONS**

- A. "Academic standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- C. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- E. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

### **IV. TEST ADMINISTRATOR**

Director of Teaching & Learning [or designee] shall be named the school district test administrator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

## V. GRADUATION ASSESSMENT REQUIREMENTS

- A. For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:
1. demonstrate understanding of required academic standards on a nationally normed college entrance exam;
  2. achievement and career and college readiness tests in mathematics, reading, and writing. The tests must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation. In addition, the tests must ensure that the foundational knowledge and skills for students' successful performance in postsecondary employment or education and articulated series of possible targeted interventions are clearly identified and satisfy Minnesota's postsecondary admission requirements. To the extent available, the tests should:
    - a. monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and
    - b. based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and
  3. consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
  4. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

5. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
6. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college must be actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.

## **VI. GRADUATION CREDIT REQUIREMENTS**

- A. Students beginning 9<sup>th</sup> grade in the 2011-2012 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:
  1. Four credits of language arts;
  2. Three credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics.
  3. An algebra I credit by the end of 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics;
  4. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
  5. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
  6. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
  7. A minimum of seven elective credits.

8. Credit equivalencies
  - a. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under VI.A.5., above, if the credit is sufficient to satisfy all of the academic standards in economics.
  - b. An agriculture science or career and technical education credit may fulfill the credit in chemistry or physics or the elective science credit required under VI.A.4., above, if the credit meets the state chemistry or physics or district biology academic standards or a combination of these academic standards as approved by the district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under VI.A.4., above.
  - c. A career and technical education credit may fulfill a mathematics or arts credit requirement under VI.A.2. or VI.A.6., above.

## **VII. GRADUATION STANDARDS REQUIREMENTS**

- A. All students must demonstrate their understanding of the following academic standards:
  1. School District Standards, Health (K-12);
  2. School District Standards, Career and Technical Education (K-12); and
  3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and vocational and technical education will be reviewed on an annual basis.\*

\* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
  1. Minnesota Academic Standards, Language Arts K-12;
  2. Minnesota Academic Standards, Mathematics K-12;
  3. Minnesota Academic Standards, Science K-12;
  4. Minnesota Academic Standards, Social Studies K-12; and

5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
  - E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

### **VIII. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)  
Minn. Stat. § 120B.128 (Educational Planning and Assessment System (EPAS) Program)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required

Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

***Cross References:*** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)

Policy Adopted: July 2012  
Revised: Jan. 2016  
Independent School District No. 110  
Waconia, MN

8.A.2. 401 Equal Employment Opportunity

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

MSBA/MASA Model Policy 401

Orig. 1995

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

Rev. 202217

## 401 EQUAL EMPLOYMENT OPPORTUNITY

***[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]***

### I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

### II. GENERAL STATEMENT OF POLICY

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

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

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

C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with the Director of Human Resources (specify, e.g., the Personnel Manager).

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)  
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)  
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 405 (Veteran's Preference)  
MSBA/MASA Model Policy 413 (Harassment and Violence)

## 401 EQUAL EMPLOYMENT OPPORTUNITY

*[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]*

### I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

### II. GENERAL STATEMENT OF POLICY

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

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

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district’s internal procedures for addressing complaints of harassment, please refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Director of Human Resources.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)  
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

***Cross References:*** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 405 (Veteran's Preference)  
MSBA/MASA Model Policy 413 (Harassment and Violence)

Original Policy Adopted: May 11, 1998 / Amended: February 11, 2002/ March 10, 2008 / August 16, 2010 / December 2017 / December 2018 / December 9, 2019

8.A.3. 402 Disability Nondiscrimination

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

MSBA/MASA Model Policy 402

Orig. 1995

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

Rev. 20152022

## 402 DISABILITY NONDISCRIMINATION POLICY

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

### I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

### II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact **Dr. Enid Schonewise, Human Resources Director, Waconia Public Schools 512 Industrial Blvd, Waconia, MN 55387** or email: [eschonewise@isd110.org](mailto:eschonewise@isd110.org) or call (952) 442-0600. *(list the name, title, office address, telephone number, and e-mail address)*. This individual is the school district's appointed ADA/Section 504 coordinator.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973, § 504)  
42 U.S.C., ~~Ch. 126~~ § 1211201 (Americans with Disabilities Act)  
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)  
~~34 C.F.R. Part 35~~  
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

**Cross References:** [MSBA/MASA Model Policy 413 \(Harassment and Violence\)](#)  
[MSBA/MASA Model Policy 521 \(Student Disability Nondiscrimination\)](#)

## 402 DISABILITY NONDISCRIMINATION POLICY

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

### I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

### II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Sonya Sailer, Director of Human Resources, Waconia Public Schools 512 Industrial Blvd, Waconia, MN 55387 (952) 442-0600 ssailer@isd110.org This individual is the school district's appointed ADA/Section 504 coordinator.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)  
29 C.F.R. Part 32  
34 C.F.R. Part 35  
34 C.F.R. Part 104

**Cross References:** MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Policy Adopted: May 11, 1998/ Amended: February 11, 2002/ March 10, 2008 /  
Amended: May 10, 2010 / December 2017 / December 9, 2019

Independent School District No. 110  
Waconia, MN

8.A.4. 412 Expense Reimbursement

## **412 EXPENSE REIMBURSEMENT**

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

### **I. PURPOSE**

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

### **II. AUTHORIZATION**

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

### **III. 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.

### **IV. AIRLINE TRAVEL CREDIT**

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
  - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
  - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to

utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

## **V. 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. § 15.435 (Airline Travel Credit)  
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)  
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

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

Policy Adopted: May 11, 1998

Reviewed: February 11, 2002 / March 10, 2008 / Oct. 2016 / December 2019

Independent School District No.110

Waconia, MN 55387

8.A.5. 421 Gifts to Employees by School Board  
Members

## **421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is “insignificant.”
- D. Teachers may accept from publishers free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

### **III. DEFINITIONS**

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.

- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. “Financial interest” means any ownership or control in an asset which has the potential to produce a monetary return.

#### **IV. PROCEDURES**

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

#### **V. VIOLATIONS**

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

***Legal References:*** Minn. Stat. § 10A.07 (Conflicts of Interest)  
Minn. Stat. § 10A.071 (Prohibition of Gifts)  
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)  
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

***Cross References:*** MSBA/MASA Model Policy 209 (Code of Ethics)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

Policy Adopted: November 9, 1970

Amended: April 9, 1990 / Amended: June 8, 1998 / February 11, 2002 / May 12, 2008 / August 2015 / December 2018 / December 9, 2019

Independent School District No. 110  
Waconia, Minnesota

8.A.6. 424 License Status

## 424 LICENSE STATUS

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

### I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

### II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

### III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

**Legal References:** Minn. Stat. § 122A.16 (Qualified Teacher Defined)  
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)  
Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)  
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)  
*Vettleson v. Special Sch. Dist. No. 1*, 361 N.W.2d 425 (Minn. App. 1985)  
*Lucio v. School Bd. of Independent Sch. Dist. No. 625*, 574 N.W.2d 737 (Minn. App. 1998)  
*In the Matter of the Proposed Discharge of John R. Statz* (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

**Cross References:**

Policy Adopted: May 12, 2008  
Revised: Nov 2016 / December 9, 2019  
Independent School District  
Waconia, MN

8.A.7. 425 Staff Development

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

MSBA/MASA Model Policy 425

Orig. 2001

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

Rev. 2016~~21~~

## 425 STAFF DEVELOPMENT AND MENTORING

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

### I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the school board. Committee members shall serve a two-year term<sup>1\*</sup> based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board ~~will establish~~ shall approve the guidelines for member representation of the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the ~~school board~~ Superintendent or designee. Team members shall serve a two-year term\* based upon nominations by board members, ~~administration~~, teachers, and paraprofessionals. The school board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

### III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan ~~which that~~ will be reviewed and subject to approval by the school board twice a year annually.<sup>2\*</sup>

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<sup>1\*</sup> This time period may be changed to accommodate individual school district needs.

<sup>2\*</sup> This time period may be changed to accommodate individual school district needs.

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes ~~which~~that are consistent with the education outcomes as may be determined periodically by the school board;

***[Note: The board-determined education outcomes for your district could be inserted here.]***

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under ~~Minnesota Statutes, §~~section 122A.187, ~~Subd. 4~~;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
  - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
  - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
  - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
  - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
  - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
  - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
  - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
  - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
  - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
  - c. Maintain a strong subject matter focus premised on students' learning goals consistent with ~~Minnesota Statutes, §~~section 120B.125;
  - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing

on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and

- e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
  - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
  - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
  - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
  - e. Align with state and local academic standards;
  - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
  - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
  - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
  - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

***[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes, [Section 122A.40, Subdivisions. 7 and 7a](#), or Minnesota Statutes, [Section 122A.41, Ssubdivision. 4 and 4a](#), such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]***

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff

Development Plan.

- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board ~~on a quarterly basis~~ annually<sup>3\*</sup> the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- ~~E.~~ In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
- ~~EF.~~ The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Department of Education relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

#### **IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM**

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan ~~twice a year~~ annually.\*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

#### **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, Ssubdivision- 8 or 122A.41, Ssubdivision- 5; (2) principal development and evaluation under section 123B.147, Ssubdivision. 3; (3) professional development under section 122A.60; and (4) in-service education for programs under section 120B.22, Ssubdivision- 2; and (5) teacher mentorship under section 122A.70, subdivision 1. violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of

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<sup>3\*</sup> This time period may be changed to accommodate individual school district needs.

substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. ~~In order to~~To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes ~~§~~section 122A.61.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes sections 124D.861 and 124D.862, may include:
  - 1. additional stipends as incentives to mentors of color or who are American Indian;
  - 2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
  - 3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
  - 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

## **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On a yearly<sup>4\*</sup> basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

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<sup>4\*</sup> This time period may be changed to accommodate individual school district needs.

- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.\*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

## VII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
  - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
  - 2. The report will provide a breakdown of expenditures for:
    - a. Curriculum development and curriculum training programs;
    - b. Staff development training models, workshops, and conferences; and
    - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

B.3. The report will be signed by the superintendent and staff development chair.

B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

### **Legal References:**

Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
 Minn. Stat. § 120A.415 (Extended School Calendar)  
 Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
 Minn. Stat. § 120B.22, Ssubd. 2 (Violence Prevention Education)  
 Minn. Stat. § 122A.18~~7~~, ~~Subd. 4~~ (Board to Issue Licenses; Expiration and Renewal)  
 Minn. Stat. § 122A.40, Ssubds. 7, ~~and 7a~~ and 8 (Employment; Contracts; Termination ~~–Additional Staff Development and Salary~~)

Minn. Stat. § 122A.41, ~~S~~subds. 4, ~~and~~ 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions – ~~Additional Staff Development and Salary~~)  
Minn. Stat. § 122A.60 (Staff Development Program)  
[Minn. Stat. § 122A.70 \(Teacher Mentorship and Retention of Effective Teachers\)](#)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
[Minn. Stat. § 123B.147, subd. 3 \(Principals\)](#)  
[Minn. Stat. § 124D.861 \(Achievement and Integration for Minnesota\)](#)  
[Minn. Stat. § 124D.862 \(Achievement and Integration Revenue\)](#)  
Minn. Stat. § 126C.10, ~~S~~subds. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, ~~S~~subd. 5 (General Education Levy and Aid)

**Cross References:** [None.](#)

## **425 STAFF DEVELOPMENT**

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

### **I. PURPOSE**

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### **II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS**

A. The school board will establish a Staff Development Advisory Committee to develop a District Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the District Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.

B. The district will establish Site Professional Development Teams.

1. Administrators will determine the Site Professional Development Teams based on site and staff need.
2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

### **III. DISTRICT STAFF DEVELOPMENT PLAN**

A. The Staff Development Advisory Committee will develop a District Staff Development Plan. This plan will be reviewed by the school board on an annual basis as part of the district strategic road map;

B. The District Staff Development Plan will address:

1. Goals and desired outcomes that are aligned with the district's strategic initiatives;

*[Note: The board-determined education outcomes for your district could be inserted here.]*

2. The means to achieve the goals and desired outcomes;

3. The process for evaluating progress at each school site toward meeting educational outcomes.
  4. The Staff Development Plan will also:
    - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
    - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
    - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
    - d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency; and
    - e. Reinforce national and state standards of effective teaching practice.
- C. The Staff Development Advisory Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and desired outcomes of the Staff Development Plan.
- D. The Staff Development Advisory Committee will annually evaluate staff development efforts at the site level and the extent to which staff at the site have met the goals and desired outcomes of the District Staff Development Plan.
- E. The Staff Development Advisory Committee shall assist the school district in preparing any reports required by the Department of Education relating to staff development.

#### **IV. STAFF DEVELOPMENT ACTIVITIES**

- A. The Staff Development Plan and district practices will support ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
1. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
  2. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;

3. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
4. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
5. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
6. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
7. Provide teachers and other members of the site-based management teams with appropriate management and financial management skills;

B. Staff Development Activities will include:

1. Focus on the school classroom and research-based strategies that improve student learning;
2. Provide opportunities for teachers to practice and improve their instructional skills over time;
3. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
4. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
5. Align with state and local academic standards;
6. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
7. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.

C. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.

- D. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

## **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for:

- 1. in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways;

- 2. staff development plans;

- 3. curriculum development and programs;

- 4. other in-service education;

- 5. teachers' workshops;

- 6. teacher conferences;

- 7. the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and

- 8. other related costs for staff development efforts.

- B. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

- C. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.

- D. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

## **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On an annual basis, the Staff Development Advisory Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the superintendent [or designee] for consistency with the Staff Development Plan on an annual basis.
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

## **VII. REPORTING**

- A. The school district designee, in partnership with the Staff Development Advisory Committee, shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
  - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities. The report will provide a breakdown of expenditures for:
    - a. Curriculum development and curriculum training programs;
    - b. Staff development training models, workshops, and conferences; and
    - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.
  - 2. The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).
- B. The school district will utilize the reporting form and/or system designated by the

Commissioner. The report will be signed by the superintendent and staff development chair.

***Legal References:*** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)  
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

***Cross References:***

Policy Adopted: May 12, 2008  
Revised: June 2011 / August 2015 / February 2020  
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**