

ISD 110 School Board Regular Meeting

Monday, June 24, 2024 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. Upcoming Meetings:

3. **PUBLIC COMMENT**

4. **MINUTES OF PREVIOUS MEETING**

ISD 110 School Board Regular Meeting
Monday, May 20, 2024 7:00 PM

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

Agenda

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

Presenter: Chair Geller

Call to order by Chair Geller at 7:00 PM.

Members present: Geller, DeBoer, Myers, Bergstrom, Hagen, Amott, Kelzer-Breeden

Members absent: none

Motion by DeBoer to adopt agenda

Amott second

All in favor

Motion carried

2. ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE

Presenter: Chair Geller

2.A. Staff Retirements:

2.B. Thank You, 23-24 Student Board Representatives

2.C. Introduce Student Board Representatives for SY2024-2025

2.D. Upcoming Meetings:

3. PUBLIC COMMENT

4. MINUTES OF PREVIOUS MEETING

Motion by Bergstrom to approve the minutes of the April 22 regular meeting

Amott second

All in favor

Motion carried

5. CONSENT AGENDA

Motion by DeBoer to approve consent agenda

Kelzer-Breeden second

All in favor

Motion carried

Presenter: Chair Geller

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

Presenter: Dr. Enid Schonewise, Director of Human Resources

5.C. Receipts of Donation

6. REPORTS

6.A. Student Representative Report

Presenter: Stella Atkinson and Jayden Kisner

6.B. Finance Report

7. ACTION ITEMS

7.A. WHS Proposed New Science Curriculum

Presenter: Erika Nesvig, Director of Student Services

Motion by DeBoer to approve WHS Proposed New Science Curriculum

Kelzer-Breeden second

All in favor

Motion carried

7.B. SRO Agreement

Motion by DeBoer to approve SRO Agreement

Amott second

All in favor

Motion carried

7.C. Resolution Approving SW Metro Intermediate School District No. 288's Safe School Program and Authorizing the Inclusion of a Proportionate Share of this Program in the District's Application for Safe School Revenue (ROLL CALL VOTE)

Motion by DeBoer to approve Resolution Approving SW Metro Intermediate School District No. 288's Safe School Program and Authorizing the Inclusion of a Proportionate Share of this Program in the District's Application for Safe School Revenue

Hagen second

Roll Call Vote taken

All in favor

Motion carried

7.D. Resolution Approving SW Metro Intermediate School District No. 288's Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Long-Term Facility Maintenance Revenue (ROLL CALL VOTE)

Motion by DeBoer to approve Resolution Approving SW Metro Intermediate School District No. 288's Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Long-Term Facility Maintenance Revenue

Myers second

Roll Call Vote taken

All in favor

Motion carried

7.E. Second Read Board Policies

Motion by DeBoer to approve Second Read Board Policies

Bergstrom second

All in favor

Motion carried

7.E.1. 104 School District Mission Statement

Presenter: Superintendent Brian Gersich, Ed. D.

7.E.2. 206 Notice

7.E.3. 416 Drug and Alcohol Testing

7.E.4. 416 Forms

7.E.5. 506 Student Discipline

Presenter: Superintendent Brian Gersich, Ed.D.

7.E.6. 506 Discipline Complaint Procedure and Form (NEW)

Presenter: Superintendent Brian Gersich, Ed.D.

7.E.7. 604 Instructional Curriculum

8. DISCUSSION ITEMS

9. BOARD COMMITTEE REPORTS

9.A. Self-Governance & Superintendent Relations Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

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

9.E. Southwest Metro Intermediate District 288 Representative

9.F. MSHSL Representative

9.G. Special Education Advisory Council

9.H. Community Education Advisory Council Representative

9.I. Teaching & Learning Advisory Council Representative

9.J. City of Waconia Liaison

10. ADJOURNMENT

Motion by DeBoer to adjourn

Hagen second

All in favor

Motion carried

Meeting adjourned at 8:01 PM

5. **CONSENT AGENDA**

Presenter: Chair
Geller

5.A. Bills and Wire Transfers

Presenter: Todd
Netzke

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
611704	WACONIA EDUCATION ASSOCIATION	05/15/2024	R	11,880.25	May
611705	CARLSON, RICK	05/16/2024	R	39.00	May
611706	AFFINETY SOLUTIONS, INC	05/17/2024	R	710.00	May
611707	ANDERSON, BRIAN	05/17/2024	R	110.00	May
611708	APPLE INC	05/17/2024	R	299.00	May
611709	BACH, MATTHEW	05/17/2024	R	216.00	May
611710	BANYAI, KELLY	05/17/2024	R	147.00	May
611711	BARNES & NOBLE	05/17/2024	R	361.40	May
611712	BEHRENS, CHARLES	05/17/2024	R	539.00	May
611713	BNR IRRIGATION SERVICES INC	05/17/2024	R	1,732.20	May
611714	BORG, DWAYNE	05/17/2024	R	110.00	May
611715	BROWER, ROSS	05/17/2024	R	147.00	May
611716	BSN SPORTS LLC	05/17/2024	R	943.83	May
611718	COLONY PLAZA, INC	05/17/2024	R	47.69	May
611719	DAY, JON	05/17/2024	R	147.00	May
611720	EHLERS & ASSOCIATES, INC	05/17/2024	R	550.00	May
611721	EMMERICH, LUKE	05/17/2024	R	220.00	May
611722	GALLEBERG, DAVID	05/17/2024	R	220.00	May
611723	GOPHER SPORT	05/17/2024	R	962.98	May
611724	GRAINGER	05/17/2024	R	188.55	May
611725	HARRIS, DENNIS	05/17/2024	R	77.00	May
611726	HEGER'S DAIRY LLC	05/17/2024	R	7,064.57	May
611727	HELEN SOLAR LLC	05/17/2024	R	5,792.67	May
611728	HERD, KEITH	05/17/2024	R	110.00	May
611729	HILLYARD/HUTCHINSON	05/17/2024	R	17,448.97	May
611730	HOLTON ELECTRIC CONTRACTORS	05/17/2024	R	1,098.59	May
611731	IND SCHOOL DIST #278	05/17/2024	R	620.00	May
611732	INDIANHEAD FS DISTRIBUTOR, INC	05/17/2024	R	22,277.94	May
611733	INGCO INT'L INC	05/17/2024	R	192.39	May
611734	INSIGHT PUBLIC SECTOR INC	05/17/2024	R	6,915.61	May
611735	JENSEN, STEVEN	05/17/2024	R	154.00	May
611736	JOSTENS	05/17/2024	R	1,514.63	May
611737	KAHMEYER, TROY	05/17/2024	R	147.00	May
611738	KALLESTAD, JAMES	05/17/2024	R	147.00	May
611739	KIM, IN-JAE	05/17/2024	R	20.00	May
611740	KOESTER, TROY	05/17/2024	R	110.00	May
611741	KOHL, JEFFREY	05/17/2024	R	220.00	May
611742	KOPPI, WILLIAM	05/17/2024	R	110.00	May
611743	KOTEK, MARK	05/17/2024	R	110.00	May
611744	LAMKIN, KRISTINE	05/17/2024	R	4,104.00	May
611745	LASCH, ANDREW	05/17/2024	R	230.00	May
611746	LEWANDOSKI, STEVEN	05/17/2024	R	77.00	May
611747	LITFIN, NICHOLAS	05/17/2024	R	110.00	May
611748	LUNDSTROM, WAYNE	05/17/2024	R	154.00	May
611749	MAVO SYSTEMS, INC	05/17/2024	R	7,135.00	May
611750	MCMASTER-CARR	05/17/2024	R	1,070.41	May
611751	MERRITT, GEDRIC	05/17/2024	R	330.00	May
611752	MID-COUNTY CO-OP	05/17/2024	R	184.75	May
611753	NYGAARD, SCOTT	05/17/2024	R	77.00	May
611754	O'NEILL, SEAN	05/17/2024	R	110.00	May
611755	ODP BUSINESS SOLUTIONS LLC	05/17/2024	R	344.52	May
611756	OVERLIE, CHRISTOPHER	05/17/2024	R	77.00	May
611757	PAN-O-GOLD BAKING CO	05/17/2024	R	3,894.32	May
611758	PERFORMANCE FOODSERVICE	05/17/2024	R	2,288.33	May
611759	PERNSTEINER CREATIVE GROUP, IN	05/17/2024	R	1,130.95	May
611760	PLANSOURCE BENEFITS ADMIN INC	05/17/2024	R	1,750.00	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
611761	PREP TIME PRINTING	05/17/2024	R	372.00	May
611762	RACH, PATRICK	05/17/2024	R	110.00	May
611763	RIFTON EQUIPMENT	05/17/2024	R	138.75	May
611764	RK PHOTOGRAPHY	05/17/2024	R	65.00	May
611765	ROBERTS, JOSEPH	05/17/2024	R	184.00	May
611766	ROISUM, DENNIS	05/17/2024	R	110.00	May
611767	SCHIMETZ, SCOTT	05/17/2024	R	77.00	May
611768	SCHLECK, DANIEL	05/17/2024	R	86.00	May
611769	SCHMIDT SPORTS OFFICIALS	05/17/2024	R	154.00	May
611770	SCHUFMAN, THOMAS	05/17/2024	R	36.00	May
611771	SECURITY BANK & TRUST CO	05/17/2024	R	1,128.00	May
611772	SEGLEM, SCOTT	05/17/2024	R	147.00	May
611773	SHUTTERFLY LIFETOUCH, LLC	05/17/2024	R	469.97	May
611774	SKYWARD ACCOUNTING DEPT	05/17/2024	R	250.00	May
611775	SOCIAL CLUB SIMPLE	05/17/2024	R	30.00	May
611776	STADTLANDER, DARWIN	05/17/2024	R	154.00	May
611777	STAPLES ADVANTAGE	05/17/2024	R	146.38	May
611778	TAYLOR SALES LLC	05/17/2024	R	24,741.00	May
611779	TINTES, MATTHEW	05/17/2024	R	696.00	May
611780	TITAN ENERGY SYSTEMS INC	05/17/2024	R	2,524.62	May
611781	TOTAL MECHANICAL SERVICES INC.	05/17/2024	R	2,765.00	May
611782	TOWN & COUNTRY GLASS	05/17/2024	R	133.50	May
611783	TRAINING HAUS	05/17/2024	R	14,762.40	May
611784	TRIO SUPPLY COMPANY	05/17/2024	R	1,009.91	May
611785	TURNBULL, BLAINE	05/17/2024	R	147.00	May
611786	UHL CO	05/17/2024	R	1,621.00	May
611787	UNITED SEATING & MOBILITY LLC	05/17/2024	R	1,252.89	May
611788	WASNESS, SANDY	05/17/2024	R	56.00	May
611789	WAWRZYNIAK, SCOTT	05/17/2024	R	110.00	May
611790	WHITNEY, WILLIAM	05/17/2024	R	172.00	May
611791	WILKOMM, RITTER	05/17/2024	R	90.00	May
611792	WM CORPORATE SERVICES INC	05/17/2024	R	2,272.79	May
611793	YAGER, MICHAEL	05/17/2024	R	649.00	May
611794	YANKE, MICK	05/17/2024	R	110.00	May
611795	AMAZON CAPITAL SERVICES	05/17/2024	R	12,869.41	May
611796	FLICEK, BRAD	05/20/2024	R	89.00	May
611797	JORDAN HIGH SCHOOL	05/23/2024	R	126.00	May
611798	21ST CENTURY SPORTS LLC	05/24/2024	R	2,905.00	May
611799	A H HERMEL COMPANY	05/24/2024	R	88.61	May
611800	ACCUCUT	05/24/2024	R	143.25	May
611801	AMPION PBC	05/24/2024	R	16,383.42	May
611802	APPLE INC	05/24/2024	R	10.98	May
611803	AVIBEN	05/24/2024	R	553.57	May
611804	BARNES & NOBLE	05/24/2024	R	989.75	May
611805	BAUER, MARCUS	05/24/2024	R	85.00	May
611806	BIRCHBARK BOOKS	05/24/2024	R	26.00	May
611808	BOB'S REPAIR OF MAYER INC.	05/24/2024	R	90.00	May
611809	BODE, MARGARET	05/24/2024	R	600.00	May
611810	CATALYST SOURCING SOLUTIONS	05/24/2024	R	359.99	May
611811	CITY OF WACONIA	05/24/2024	R	345.00	May
611812	CONKLIN, TANNER	05/24/2024	R	45.00	May
611813	DECKER EQUIPMENT	05/24/2024	R	139.44	May
611814	ECM PUBLISHERS, INC	05/24/2024	R	231.00	May
611815	FRANKLIN PRINTING INC	05/24/2024	R	2,164.00	May
611816	GARAGE LANES LLC	05/24/2024	R	1,288.00	May
611817	GATEWAY MUSIC FESTIVALS & TOUR	05/24/2024	R	39,112.75	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
611818	GRAVES, DAX	05/24/2024	R	40.00	May
611819	GUNDERSON, JACOB	05/24/2024	R	110.00	May
611820	HEALY AWARDS INC	05/24/2024	R	858.44	May
611821	HILLYARD/HUTCHINSON	05/24/2024	R	52.32	May
611823	IND SCHOOL DISTRICT 716	05/24/2024	R	4,697.12	May
611824	INDIANHEAD FS DISTRIBUTOR, INC	05/24/2024	R	21,486.15	May
611825	INNOVATIONAL WATER SOLUTIONS I	05/24/2024	R	573.00	May
611826	JACKSON, DOMINICK	05/24/2024	R	92.00	May
611827	JOSTENS	05/24/2024	R	78.45	May
611828	KALLESTAD, JAMES	05/24/2024	R	20.00	May
611829	KEARNEY, ANDREW	05/24/2024	R	45.00	May
611830	KEISER, CHRISTOPHER	05/24/2024	R	100.00	May
611831	KIRKPATRICK, GEHRIG	05/24/2024	R	180.00	May
611832	KOEHN, ADAM	05/24/2024	R	55.00	May
611833	KOSCHINSKA, LUKE	05/24/2024	R	120.00	May
611834	KULLY SUPPLY COMPANY	05/24/2024	R	430.60	May
611835	LANO EQUIPMENT INC	05/24/2024	R	899.40	May
611836	LAVONE, PAT	05/24/2024	R	1,177.60	May
611837	LVC COMPANIES INC	05/24/2024	R	410.00	May
611838	LYONS, OLIVER	05/24/2024	R	40.00	May
611839	MACKENTHUN'S FINE FOODS	05/24/2024	R	2,847.71	May
611840	MARKER, SOREN	05/24/2024	R	55.00	May
611841	MASMS	05/24/2024	R	125.00	May
611842	MAYER LUMBER CO, INC	05/24/2024	R	1,943.52	May
611843	MCDONALD, DANIEL	05/24/2024	R	105.00	May
611844	MCHUGH, PATRICK	05/24/2024	R	110.00	May
611845	MEI TOTAL ELEVATOR SOLUTIONS	05/24/2024	R	753.33	May
611846	MEMORY PROJECT	05/24/2024	R	105.00	May
611848	MLUA	05/24/2024	R	540.00	May
611849	MN CLAY CO USA	05/24/2024	R	224.92	May
611850	MRI SOFTWARE LLC	05/24/2024	R	586.00	May
611851	NAHAN, SHELLY	05/24/2024	R	1,114.00	May
611852	OFFICE OF MNIT SERVICES	05/24/2024	R	88.07	May
611853	PARTS CITY WACONIA	05/24/2024	R	82.39	May
611854	PAUSCH, COLTEN	05/24/2024	R	55.00	May
611855	PERFORMANCE FOODSERVICE	05/24/2024	R	1,370.26	May
611856	PICK A TIME	05/24/2024	R	7.20	May
611857	PLANSOURCE BENEFITS ADMIN INC	05/24/2024	R	3,065.26	May
611858	POST, ANDREW	05/24/2024	R	86.00	May
611859	PROFESSIONAL TURF & RENOVATION	05/24/2024	R	3,830.00	May
611860	RABE, CARSON	05/24/2024	R	135.00	May
611861	RECTECH OUTDOOR SOLUTIONS LLC	05/24/2024	R	446.97	May
611862	RIDDELL ALL AMERICAN SPORTS CO	05/24/2024	R	1,250.00	May
611863	ROGNE, NICOLE	05/24/2024	R	100.00	May
611864	SAFARI ISLAND COMMUNITY CENTER	05/24/2024	R	350.00	May
611865	SASC LLC	05/24/2024	R	5,600.00	May
611866	SCHOOL SPECIALTY, LLC	05/24/2024	R	986.27	May
611867	SCHUETTE, CLINT	05/24/2024	R	90.00	May
611868	SOUTHWEST METRO INTERMEDIATE D	05/24/2024	R	69,429.04	May
611869	SOUTHWEST MN STATE UNIV	05/24/2024	R	3,300.00	May
611870	SQUIRES,WALDSPURGER & MACE PA	05/24/2024	R	5,298.50	May
611871	STAPLES ADVANTAGE	05/24/2024	R	514.20	May
611872	STUMPBUSTERS	05/24/2024	R	550.00	May
611873	TECHAU, LIAM	05/24/2024	R	90.00	May
611874	TERRAFORM PHOENIX II ARCADIA	05/24/2024	R	337.35	May
611875	THREE RIVERS PARK DISTRICT	05/24/2024	R	727.50	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
611876	TITAN ENERGY SYSTEMS INC	05/24/2024	R	1,544.31	May
611877	TRIO SUPPLY COMPANY	05/24/2024	R	59.01	May
611878	UNITED FARMERS COOPERATIVE	05/24/2024	R	75,752.03	May
611879	VAN GUILDER, BRUCE	05/24/2024	R	77.00	May
611880	WAYZATA RESULTS, INC	05/24/2024	R	1,000.00	May
611881	WEX BANK	05/24/2024	R	612.71	May
611882	WINNIE, STANLEY	05/24/2024	R	55.00	May
611883	YAGER, MICHAEL	05/24/2024	R	259.25	May
611884	WOYNO, JAMES	05/28/2024	R	20.00	May
611885	EYE MED-FIDELITY SECURITY LIFE	05/31/2024	R	1,945.69	May
611886	NCPERS GROUP LIFE INS	05/31/2024	R	96.00	May
611887	SCHOOL SERVICE EMPLOYEES	05/31/2024	R	914.82	May
611888	WACONIA EDUCATION ASSOCIATION	05/31/2024	R	11,880.25	May
611889	MORAN, SOPHIE	05/30/2024	R	180.00	May
611890	1000 PETALS, LLC	05/31/2024	R	2,000.00	May
611891	A H HERMEL COMPANY	05/31/2024	R	182.09	May
611893	BACH, MATTHEW	05/31/2024	R	56.00	May
611894	BAUER, COLTON	05/31/2024	R	147.00	May
611895	BAUER, MARCUS	05/31/2024	R	45.00	May
611896	BECK, MICHAEL	05/31/2024	R	125.00	May
611897	BEHRENS, CHARLES	05/31/2024	R	77.00	May
611898	BLILIE, TALEN	05/31/2024	R	90.00	May
611899	BNR IRRIGATION SERVICES INC	05/31/2024	R	8,700.96	May
611900	BORG, DWAYNE	05/31/2024	R	110.00	May
611901	BRANDED CUSTOM SPORTSWEAR INC	05/31/2024	R	3,155.40	May
611903	BROWER, ROSS	05/31/2024	R	111.00	May
611904	BRUBAKER, BRADLEY	05/31/2024	R	125.00	May
611905	BSN SPORTS LLC	05/31/2024	R	1,719.80	May
611906	CALLISTER, CURT	05/31/2024	R	90.00	May
611907	COLLEGE BOARD	05/31/2024	R	24,090.00	May
611908	DUBOIS, RICK	05/31/2024	R	86.00	May
611909	ELYEA-WHEELER, KURT	05/31/2024	R	110.00	May
611910	FOSS, DAVID	05/31/2024	R	137.50	May
611911	FOSSEN, STEVEN	05/31/2024	R	125.00	May
611912	GEIB, SCOTT	05/31/2024	R	90.00	May
611913	GERBER, STEVEN	05/31/2024	R	125.00	May
611914	GRAINGER	05/31/2024	R	293.08	May
611915	HAMMANN, DENNIS	05/31/2024	R	125.00	May
611916	HDL-HARDWARE DISTRIBUTORS, LTD	05/31/2024	R	568.65	May
611917	HIGH POINT NETWORKS, LLC	05/31/2024	R	4,750.00	May
611918	HILLYARD/HUTCHINSON	05/31/2024	R	3,281.08	May
611919	HINRICHS, PETER	05/31/2024	R	86.00	May
611920	HOUGHTON MIFFLIN	05/31/2024	R	440.22	May
611921	HUSTLE & HEART SPORTS	05/31/2024	R	425.00	May
611922	IEA, INC	05/31/2024	R	2,873.20	May
611923	INDIANHEAD FS DISTRIBUTOR, INC	05/31/2024	R	20,131.91	May
611924	KAHMEYER, TROY	05/31/2024	R	86.00	May
611925	KIM, IN-JAE	05/31/2024	R	86.00	May
611926	KIRKPATRICK, GEHRIG	05/31/2024	R	45.00	May
611927	KOCH SCHOOL BUS SERVICE, INC	05/31/2024	R	460,897.07	May
611928	KOHN, NICK	05/31/2024	R	111.00	May
611929	KOPPI, WILLIAM	05/31/2024	R	135.00	May
611930	LANGE, JEFF	05/31/2024	R	135.00	May
611931	LAULAINEN, JOHN	05/31/2024	R	75.00	May
611932	LINDQUIST, SARA	05/31/2024	R	137.50	May
611933	MACKIN LIBRARY SERVICE	05/31/2024	R	6,603.57	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
611934	MAYERON, JACK	05/31/2024	R	137.50	May
611935	MCDONALD, DANIEL	05/31/2024	R	130.00	May
611936	MCGUIRE, DAN	05/31/2024	R	55.00	May
611937	MERRITT, GEDRIC	05/31/2024	R	220.00	May
611938	MINI BIFF LLC	05/31/2024	R	99.96	May
611939	MORAN, SOPHIE	05/31/2024	R	90.00	May
611940	MYERS, JENNIFER	05/31/2024	R	187.50	May
611941	NOVAK, JANICE	05/31/2024	R	60.00	May
611942	O'NEILL, SEAN	05/31/2024	R	110.00	May
611943	PERFORMANCE FOODSERVICE	05/31/2024	R	903.52	May
611944	PREP TIME PRINTING	05/31/2024	R	441.00	May
611945	RIES, ROB	05/31/2024	R	147.00	May
611946	RINGEISEN, RICHARD	05/31/2024	R	325.00	May
611947	RIVERA, DAVID	05/31/2024	R	220.00	May
611948	ROBERTS, JOSEPH	05/31/2024	R	88.00	May
611949	ROISUM, DENNIS	05/31/2024	R	110.00	May
611950	RUNDQUIST, DAVID	05/31/2024	R	147.00	May
611951	SOCIAL CLUB SIMPLE	05/31/2024	R	45.00	May
611952	SOUTHWEST METRO INTERMEDIATE D	05/31/2024	R	32,754.55	May
611953	STALLMAN, SCOTT	05/31/2024	R	350.00	May
611954	STAPLES ADVANTAGE	05/31/2024	R	1,793.32	May
611955	TECHAU, LIAM	05/31/2024	R	90.00	May
611956	TRAEN, TODD	05/31/2024	R	110.00	May
611957	TRAVERSE, AIDAN	05/31/2024	R	111.00	May
611958	UHL CO	05/31/2024	R	1,976.20	May
611959	VAN GUILDER, BRUCE	05/31/2024	R	33.00	May
611960	WAYNE DAUWALTER PLUMBING	05/31/2024	R	660.00	May
611961	WENGER CORPORATION	05/31/2024	R	266.21	May
611962	WHITNEY, WILLIAM	05/31/2024	R	61.00	May
611963	WINNIE, STANLEY	05/31/2024	R	55.00	May
611964	WINSTED SOLAR LLC	05/31/2024	R	6,393.68	May
611965	WUETRICH, AL	05/31/2024	R	110.00	May
611966	WYATT, COLTON	05/31/2024	R	90.00	May
611967	ALPHA WIRELESS COMMUNICATIONS	06/07/2024	R	378.00	June
611968	APPLE FORD SHAKOPEE	06/07/2024	R	61,631.80	June
611969	AVIBEN	06/07/2024	R	256.69	June
611970	BACH, MATTHEW	06/07/2024	R	32.00	June
611971	BAKERY ON MAIN	06/07/2024	R	191.28	June
611972	BEACON ATHLETICS LLC	06/07/2024	R	237.00	June
611973	BIFFS, INC	06/07/2024	R	1,976.75	June
611974	BOHR, JENNIFER	06/07/2024	R	300.00	June
611975	BOMGREN, CARY	06/07/2024	R	43.85	June
611976	BUCHANAN, ISIS	06/07/2024	R	300.00	June
611977	CANON FINANCIAL SERVICES INC	06/07/2024	R	890.18	June
611978	CAPITAL ONE TRADE CREDIT	06/07/2024	R	658.53	June
611979	CORRIGAN, TIFFANY	06/07/2024	R	20.70	June
611980	DAVIS, BENJAMIN	06/07/2024	R	90.00	June
611981	ENGGJER, SAMSON	06/07/2024	R	90.00	June
611982	ENSEMBLE'S EDGE LLC	06/07/2024	R	1,041.00	June
611983	FLEWELLING, CODY	06/07/2024	R	65.00	June
611984	FRANKLIN PRINTING INC	06/07/2024	R	155.00	June
611985	FULFORD, BRENDA	06/07/2024	R	10.15	June
611986	GENESIS TECHNOLOGIES, INC.	06/07/2024	R	2,500.00	June
611987	GOHLKE, JADER	06/07/2024	R	55.00	June
611988	GRAINGER	06/07/2024	R	62.44	June
611989	GRAVES, DAX	06/07/2024	R	45.00	June

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611990	HEGER'S DAIRY LLC	06/07/2024	R	7,204.05	June
611991	HILLYARD/HUTCHINSON	06/07/2024	R	3,383.78	June
611992	HOERNEMANN, KERRI	06/07/2024	R	28.05	June
611993	HYATT, ETHAN	06/07/2024	R	90.00	June
611994	INDIANHEAD FS DISTRIBUTOR, INC	06/07/2024	R	23,479.50	June
611995	INDUSTRIAL FABRICATION SERVICE	06/07/2024	R	250.00	June
611996	INNOVATIVE OFFICE SOLUTIONS LL	06/07/2024	R	167.28	June
611997	IVERSEN, SHERI	06/07/2024	R	5.15	June
611998	JAGER, JACQUELINE	06/07/2024	R	21.90	June
611999	JOSTENS	06/07/2024	R	15,758.83	June
612000	KEARNEY, ANDREW	06/07/2024	R	45.00	June
612001	KENNEDY & GRAVEN SCHOOL LAW SE	06/07/2024	R	125.00	June
612002	KIM, IN-JAE	06/07/2024	R	20.00	June
612003	KIRKPATRICK, GEHRIG	06/07/2024	R	170.00	June
612004	KLEIN, ANNALISA	06/07/2024	R	14.15	June
612005	KLEMBARSKY, JANE	06/07/2024	R	13.25	June
612006	KOEHN, ADAM	06/07/2024	R	40.00	June
612007	KOEHN, ANDREW	06/07/2024	R	55.00	June
612008	LAKESHORE LEARNING MATERIALS L	06/07/2024	R	140.44	June
612009	LAUSENG, STACEY	06/07/2024	R	28.70	June
612010	LEYS, KRISTINE	06/07/2024	R	55.47	June
612011	LYONS, OLIVER	06/07/2024	R	110.00	June
612012	MAIN SCOOP	06/07/2024	R	366.00	June
612013	MAUCK, DOUGLAS	06/07/2024	R	86.00	June
612014	MCDONALD, DANIEL	06/07/2024	R	85.00	June
612015	METRONET	06/07/2024	R	1,906.65	June
612016	MEYERES, JOHN	06/07/2024	R	55.00	June
612017	MIELKE, DARIN	06/07/2024	R	38.25	June
612018	MN HISTORICAL SOCIETY	06/07/2024	R	1,464.00	June
612019	MULLER BOAT CO	06/07/2024	R	3,289.06	June
612020	MUSIC MART	06/07/2024	R	1,090.01	June
612021	MYERS, ALYCIA	06/07/2024	R	5.50	June
612022	NELSON, STACY	06/07/2024	R	52.45	June
612023	NICHOLS, JACQUELINE	06/07/2024	R	60.40	June
612024	PARTS CITY WACONIA	06/07/2024	R	102.99	June
612025	PERNSTEINER CREATIVE GROUP, IN	06/07/2024	R	325.00	June
612026	PICK A TIME	06/07/2024	R	13.20	June
612027	PREP TIME PRINTING	06/07/2024	R	100.00	June
612028	RECTECH OUTDOOR SOLUTIONS LLC	06/07/2024	R	138.99	June
612030	RHODE II, JOHN	06/07/2024	R	21.40	June
612031	RIES, DEB	06/07/2024	R	12.25	June
612032	ROBERTS, JOSEPH	06/07/2024	R	32.00	June
612033	RYAN, JENNIFER	06/07/2024	R	38.10	June
612034	SCHOLASTIC BOOK FAIRS-15	06/07/2024	R	606.79	June
612035	SHRED-N-GO - 446138	06/07/2024	R	175.00	June
612036	SKATEVILLE	06/07/2024	R	637.00	June
612037	STAPLES ADVANTAGE	06/07/2024	R	358.33	June
612038	STRAWBRIDGE STUDIOS INC	06/07/2024	R	1,108.07	June
612039	SULLIVAN, COLLEEN	06/07/2024	R	13.10	June
612040	SWOBODA, SARA	06/07/2024	R	13.30	June
612041	THOMPSON, STEVE	06/07/2024	R	110.00	June
612042	TOP INDUSTRIAL SUPPLY	06/07/2024	R	641.51	June
612043	TRINITY LUTHERAN SCHOOL	06/07/2024	R	2,300.00	June
612044	UHL CO	06/07/2024	R	9,978.00	June
612045	ULRICH, JENNIFER	06/07/2024	R	67.15	June
612046	WINNIE, STANLEY	06/07/2024	R	65.00	June

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612047	YAGER, MICHAEL	06/07/2024	R	90.00	June
612048	WACONIA EDUCATION ASSOCIATION	06/14/2024	R	11,878.46	June
612049	AMAZON CAPITAL SERVICES	06/14/2024	R	5,628.64	June
612050	21ST CENTURY SPORTS LLC	06/14/2024	R	10,578.50	June
612051	AAMOLD, RIVER	06/14/2024	R	456.07	June
612052	ACT	06/14/2024	R	6,205.00	June
612053	AFFINETY SOLUTIONS, INC	06/14/2024	R	710.00	June
612054	AMERICAN TIME	06/14/2024	R	919.84	June
612055	AMPION PBC	06/14/2024	R	15,375.67	June
612056	APPLE INC	06/14/2024	R	999.00	June
612057	BLUUM OF MINNESOTA LLC	06/14/2024	R	1,400.00	June
612058	CD PRODUCTS INC	06/14/2024	R	33.00	June
612059	CITY OF WACONIA	06/14/2024	R	11,100.38	June
612061	COMMUNITY CLUB TOURS	06/14/2024	R	92.00	June
612062	CREATIVE COSTUMING & DESIGN	06/14/2024	R	6,929.00	June
612063	CURTIS, MELISSA	06/14/2024	R	894.00	June
612064	DALLMAN, JAGGER	06/14/2024	R	100.00	June
612065	EAU CLAIRE JAZZ INC	06/14/2024	R	300.00	June
612066	FROST, GARRETT	06/14/2024	R	136.82	June
612067	GAME ONE	06/14/2024	R	1,359.74	June
612068	GERLING, QUINTIN	06/14/2024	R	1,026.15	June
612069	GOHLKE, JADER	06/14/2024	R	55.00	June
612070	GRAVES, DAX	06/14/2024	R	40.00	June
612071	GRELL, MAX	06/14/2024	R	684.10	June
612072	KKC TAE KWON DO	06/14/2024	R	869.40	June
612073	HANSON SPORTS LLC	06/14/2024	R	2,779.40	June
612074	HELLAND, RYKER	06/14/2024	R	228.03	June
612075	HLS GROUP	06/14/2024	R	57.50	June
612077	HYATT, ETHAN	06/14/2024	R	120.00	June
612078	INDIANHEAD FS DISTRIBUTOR, INC	06/14/2024	R	18,819.36	June
612079	INFINITE HEALTH COLLABORATIVE	06/14/2024	R	112.50	June
612080	INGCO INT'L INC	06/14/2024	R	204.94	June
612081	JENCO PROPERTY MAINTENANCE	06/14/2024	R	6,225.00	June
612082	JOHNSON, BENJAMIN	06/14/2024	R	200.00	June
612083	KEARNEY, ANDREW	06/14/2024	R	40.00	June
612084	KIRKPATRICK, GEHRIG	06/14/2024	R	90.00	June
612086	LAKETOWN GYMNASTICS	06/14/2024	R	255.00	June
612087	LARSON, NICHOLAS	06/14/2024	R	790.92	June
612088	LOFFLER COMPANIES	06/14/2024	R	4,740.14	June
612089	MARKER, SOREN	06/14/2024	R	65.00	June
612090	MARTINSON, LANDON	06/14/2024	R	570.08	June
612091	MCDONALD, DANIEL	06/14/2024	R	90.00	June
612092	MEATH, SIMON	06/14/2024	R	709.70	June
612093	MEYERES, JOHN	06/14/2024	R	55.00	June
612094	MEYER, PAYTON	06/14/2024	R	65.00	June
612095	MN HISTORICAL SOCIETY	06/14/2024	R	2,400.00	June
612096	MORAN, SOPHIE	06/14/2024	R	90.00	June
612097	NEW DOMINION SCHOOL	06/14/2024	R	7,234.71	June
612098	NICKLAUS, MARK	06/14/2024	R	72.00	June
612099	NOVAK, JANICE	06/14/2024	R	160.00	June
612100	NYHAMMER, CADE	06/14/2024	R	40.00	June
612101	OCCUPATIONAL HLTH CNTRS MN PC	06/14/2024	R	588.00	June
612102	OMBATI, NEHEMIAH	06/14/2024	R	50.00	June
612103	PAN-O-GOLD BAKING CO	06/14/2024	R	3,460.86	June
612104	PERFORMANCE FOODSERVICE	06/14/2024	R	918.32	June
612105	PREP TIME PRINTING	06/14/2024	R	1,074.00	June

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612106	PRICKETTE, VINCENT	06/14/2024	R	50.00	June
612107	PROFESSIONAL TURF & RENOVATION	06/14/2024	R	6,141.77	June
612108	PUFAHL, ELIJAH	06/14/2024	R	2,226.87	June
612109	RABE, CARSON	06/14/2024	R	40.00	June
612110	SCAN AIR FILTER, INC	06/14/2024	R	6,982.29	June
612111	SIEFKER, OWEN	06/14/2024	R	50.00	June
612112	SMITH, ISAAC	06/14/2024	R	924.93	June
612114	STAPLES ADVANTAGE	06/14/2024	R	83.04	June
612115	STEJSKAL, ELEANOR	06/14/2024	R	240.00	June
612116	STRUCK, CALEB	06/14/2024	R	1,012.13	June
612117	TECHAU, LIAM	06/14/2024	R	130.00	June
612118	THOR, JACK	06/14/2024	R	228.03	June
612119	THOR, PORTER	06/14/2024	R	228.03	June
612120	VAN VOOREN, JOSIE	06/14/2024	R	90.00	June
612121	VETTEL, ASHTON	06/14/2024	R	912.13	June
612122	WILTJER, BRENDEN	06/14/2024	R	90.00	June
612123	WINNIE, STANLEY	06/14/2024	R	65.00	June
612124	WOYNO & ASSOCIATES LLC	06/14/2024	R	400.00	June
612125	YAGER, MICHAEL	06/14/2024	R	157.37	June
202301122	T-MOBILE	05/20/2024	W	0.00	May
202301125	EDUCATIONAL SUPPORT PARA UNION	05/15/2024	W	1,402.15	May
202301126	INTERNAL REVENUE SERVICE	05/15/2024	W	271,843.14	May
202301127	LIFE INS CO OF NORTH AMERICA	05/15/2024	W	3,946.78	May
202301128	MN CHILD SUPPORT PYMT CENTER	05/15/2024	W	150.50	May
202301129	MN DEPT OF REVENUE	05/15/2024	W	42,633.46	May
202301130	MN TEACHERS RETIREMENT ASSN	05/15/2024	W	153,948.44	May
202301131	PERA	05/15/2024	W	49,128.44	May
202301132	AVIBEN	05/15/2024	W	58,102.72	May
202301133	ONEBRIDGE BENEFITS, INC.	05/15/2024	W	4,307.64	May
202301135	MN DEPT OF REVENUE	05/17/2024	W	0.00	May
202301138	EDUCATIONAL SUPPORT PARA UNION	05/31/2024	W	0.00	May
202301139	INTERNAL REVENUE SERVICE	05/31/2024	W	275,431.01	May
202301140	LIFE INS CO OF NORTH AMERICA	05/31/2024	W	6,737.27	May
202301141	MN CHILD SUPPORT PYMT CENTER	05/31/2024	W	150.50	May
202301142	MN DEPT OF REVENUE	05/31/2024	W	43,275.74	May
202301143	MN TEACHERS RETIREMENT ASSN	05/31/2024	W	155,472.10	May
202301144	PERA	05/31/2024	W	48,833.38	May
202301145	AVIBEN	05/31/2024	W	58,830.14	May
202301146	ONEBRIDGE BENEFITS, INC.	05/31/2024	W	4,515.97	May
202301147	DOMINO'S PIZZA	06/10/2024	W	429.00	June
202301148	ALDI	06/10/2024	W	149.72	June
202301149	WEBSTAIRANT STORE	06/10/2024	W	336.54	June
202301150	FLEET FARM	06/10/2024	W	364.80	June
202301152	VENDNET	06/10/2024	W	72.61	June
202301153	TARGET BANK	06/10/2024	W	1,332.72	June
202301162	TEACHERS SYNERGY, LLC	06/10/2024	W	116.80	June
202301163	HOME DEPOT	06/10/2024	W	338.40	June
202301164	DOLLAR TREE	06/10/2024	W	179.26	June
202301165	WACONIA SUBWAY	06/10/2024	W	845.32	June
202301166	JIMMY JOHNS	06/10/2024	W	1,074.83	June
202301167	DELEO BROS PIZZA	06/10/2024	W	1,247.38	June
202301169	IRON TAP	06/10/2024	W	1,300.12	June
202301170	US POSTAL SERVICE	06/10/2024	W	5.08	June
202301171	AMF SOUTHTOWN LANES	06/10/2024	W	2,442.39	June
202301172	MN ZOO	06/10/2024	W	678.00	June
202301174	HOEFLER & CO	06/10/2024	W	159.99	June

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202301175	FACEBOOK MARKETPLACE	06/10/2024	W	9.13	June
202301176	ROCKET SCIENCE GROUP, LLC	06/10/2024	W	300.00	June
202301179	EMAGINE WACONIA	06/10/2024	W	81.28	June
202301180	SPORTSENGINE INC	06/10/2024	W	1,599.00	June
202301181	LAKES COUNTRY SERVICE COOPERAT	06/10/2024	W	250.00	June
202301183	MN TWINS	06/10/2024	W	1,260.00	June
202301185	NATIONAL HONOR SOCIETY	06/10/2024	W	1,540.49	June
202301186	PANERA BREAD	06/10/2024	W	379.23	June
202301187	MOCHA MONKEY	06/10/2024	W	71.93	June
202301188	BAKKEN MUSEUM	06/10/2024	W	1,724.22	June
202301189	FLIGHT DECK ATHLETICS	06/10/2024	W	467.25	June
202301190	DICK'S SPORTING GOODS	06/10/2024	W	49.99	June
202301191	MN VALLEY ELECTRIC CORP	06/10/2024	W	28,996.17	June
202301192	TWIN CITIES SOCCER LEAGUES	06/10/2024	W	266.00	June
202301194	MATH FOR LOVE LLC	06/10/2024	W	5.00	June
202301195	USA INFLATABLES	06/10/2024	W	3,479.72	June
202301199	PIXTON	06/10/2024	W	144.00	June
202301201	GOTSPORT	06/10/2024	W	40.00	June
202301204	TONKA SPLASH	06/10/2024	W	1,000.00	June
202301209	CTL CORP	06/10/2024	W	99.00	June
202301217	CASEY'S GENERAL STORE	06/10/2024	W	159.24	June
202301218	MN LANDSCAPE ARBORETUM	06/10/2024	W	25.00	June
202301220	SOCCER SPECIFIC	06/10/2024	W	99.99	June
202301221	HOLIDAY INN EXPRESS HOTEL	06/10/2024	W	1,792.46	June
202301222	CENTERPOINT ENERGY	05/28/2024	W	19,845.03	May
202301223	XCEL ENERGY	05/22/2024	W	81.73	May
202301223	XCEL ENERGY	05/31/2024	W	6,973.34	May
202301224	QUADIENT FINANCE USA, INC	05/23/2024	W	500.00	May
202301225	AT&T MOBILITY	05/06/2024	W	146.43	May
202301226	SECURITY BANK & TRUST CO	05/31/2024	W	71.95	May
202301227	AUTHORIZE.NET	05/02/2024	W	72.60	May
202301228	EDUTRAK LLC	05/10/2024	W	12,069.13	May
202301229	ONEBRIDGE BENEFITS, INC.	05/16/2024	W	914.50	May
202301230	MN UNEMPLOY INS	05/15/2024	W	9,089.77	May
202301232	BLUE CROSS AND BLUE SHIELD OF	05/20/2024	W	657,180.78	May
202301234	PMA ASSET MANAGEMENT, LLC	05/15/2024	W	202.68	May
202301238	INTERNAL REVENUE SERVICE	06/14/2024	W	264,941.22	June
202301240	MN CHILD SUPPORT PYMT CENTER	06/14/2024	W	150.50	June
202301241	MN DEPT OF REVENUE	06/14/2024	W	41,384.05	June
202301242	MN TEACHERS RETIREMENT ASSN	06/14/2024	W	150,368.20	June
202301243	PERA	06/14/2024	W	47,123.38	June
202301244	AVIBEN	06/14/2024	W	58,739.42	June
232400133	OLSON SCHWICHTENBERG, KENDRA	05/17/2024	A	94.74	May
232400134	CLAUSEN, SHANE	05/24/2024	A	112.56	May
232400135	HALLERMANN, SARA	05/24/2024	A	206.59	May
232400136	HOLT-OLSON, AMANDA	05/24/2024	A	112.56	May
232400137	MITCHELL, MARY	05/24/2024	A	217.52	May
232400138	SMITH, NICOLE	05/24/2024	A	270.00	May
232400139	KOLHEI, SHANNON	06/06/2024	A	329.71	June
232400140	KROENING, KARNA	06/06/2024	A	327.63	June
232400141	MOTTAZ, ALLISON	06/06/2024	A	93.47	June
232400142	WACHHOLZ, ANDREA	06/06/2024	A	8.38	June
232400143	WAMRE, HEIDI	06/06/2024	A	55.91	June
232400144	WINGERT, MOLLY	06/06/2024	A	404.14	June
232400145	BUTLER, LAURA	06/17/2024	A	80.43	June
232400146	CHAPMAN, ALYCIA	06/17/2024	A	600.00	June

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232400147	ROHDE, JENNIFER	06/17/2024	A	151.42	June
232400148	SPARBY, PAUL	06/17/2024	A	360.00	June
232400149	STACKEN, RON	06/17/2024	A	300.00	June
232400150	SWANSON, ANN	06/17/2024	A	360.00	June

Totals for checks 3,870,868.49

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	2,234,030.06	0.00	1,107,777.95	3,341,808.01
02	Food Service	81,728.24	0.00	238,579.29	320,307.53
04	Community Service	131,469.57	0.00	77,080.70	208,550.27
45	OPEB Irrevocable Trust Fund	0.00	0.00	202.68	202.68
***	Fund Summary Totals ***	2,447,227.87	0.00	1,423,640.62	3,870,868.49

***** 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 – June 24, 2024

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

AGENDA ITEM: Human Resources Recommendations

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

Employment

Black, Ethan Replacement	Social Studies Teacher 1.0 FTE; 184 Days Attach K	WHS
Burdorf, Theresa Replacement	Reading Specialist 1.0 FTE; 184 Days Attach K	WMS
Dant, Mariah Replacement	Vocal & Classroom Music Teacher 1.0 FTE; 184 Days Attach K	SV
Gilligan, Jennifer Replacement	Grade 1 Teacher 1.0 FTE; 184 Days Attach K	LT
Kahle, Angela Replacement	Special Education Teacher 1.0 FTE; 184 Days Attach K	LT
Kuerschner, Clara Replacement	Business Education Teacher 1.0 FTE; 184 Days Attach K	WHS
Manjarrez, Ignacio Replacement	Custodial Cleaner 8 Hours/Day; 260 Days	WMS

Manjarrez, Zulema Replacement	Custodial Cleaner 8 Hours/Day; 260 Days	LT
Nelson, Stacy Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	SV
Price, Kathleen Replacement	Special Education Teacher 1.0 FTE; 184 Days Attach K	BV
Ronning, Ashley Replacement	Kindergarten Teacher 1.0 FTE; 184 Days Attach K	BV
Schieffer, Pamela Replacement	Special Education Teacher 1.0 FTE; 184 Days Attach K	LT
Ulrich, Jennifer Replacement	Grade 3 Teacher 1.0 FTE; 184 Days Attach K	LT

Employee Status Changes

Anderson, Kara, Educational Assistant (SPED), from 4 hours/day at BV to 6.5 hours/day at SV

Arkins, Lynette, Educational Assistant (SPED) at SV, Going from full-time to part-time in current position and adding 3.5 hours/day as Speech Language Pathologist Assistant at WMS or SV (TBD)

Beery, Alisa, Educational Assistant (SPED), from 2.75 hours/day to 4 hours/day at BV

Donahue, John P., Piano Accompanist, from 2.25 hours/day to 3.75 hours/day at WMS

Grimm, Laura, from Educational Assistant at WMS to Media Specialist at WMS/WHS **Attach K**

Karels, Patricia, from CE Administrative Assistant I to CE Administrative Assistant II at Comm Ed

Leaves of Absence

DeVaan, Khuzana, Principal at SV

Ditsch, Emilee, 1st Grade Teacher at LT

Kelly, Grace, 3rd Grade Teacher at BV

Smith, Keyla, Educational Assistant (SPED) at LT

Extended Leave of Absence

Olson, Erik, Spanish Teacher and Technology Integrationist (TOSA) at WHS

Retirements/Resignations/Terminations

Canfield, Kerry, Media & Digital Learning Coordinator at BV

Davis, Mary Ann, English/Language Arts Teacher at WMS

DeWall, Megan, Health Associate at BV
Gingras, Laura, Media Specialist at LT
Hallermann, Sara, Deaf and Hard of Hearing Teacher at WHS
Horab, Elizabeth, Theater Arts Teacher at WMS
Iracheta, Leonardo, Custodial Cleaner at WMS
Lerfald, Karen, Special Education Teacher at LT
Norris, Amy, Educational Assistant (SPED) at LT
Sybrant, Leah, Grade 4 Teacher at BV

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

5.C. Education Identity and Access Management Board
Resolution (IoWA)

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: **Waconia Public Schools**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **0110-01**

Superintendent or Exec. Director Name: **Superintendent Brian Gersich, Ed.D.**

Will act as the IOWA? **Yes**

If no, identify below the individual who will act as the IOWA for your organization. The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name:

Title:

Board Member Signature:

Name: _____ Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

5.D. Resolution for MSHSL Membership SY2024-2025



**2024-2025 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2024. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Waconia Public Schools located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

WACONIA PUBLIC SCHOOLS

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Dana Geller

(Designated School Board Member – please print)

dgeller@isd110.org

Email Address

Bucky Mieras

(Designated School Representative – please print)

bmieras@isd110.org

Email Address

208.02 ACTIVITY REPRESENTATIVES

Erik Olson

(Boys Sports – please print)

Ashley Westphal

(Girls Sports – please print)

Joseph Kretchman-Grande

(Speech – please print)

Nick Hanesberry

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Luke DeBoer

(Board Member—please print)

McKenna Varner

(Student—please print)

Mike Yager

(Parent—please print)

Roxanne Kuerschner

(Faculty Member—please print)

Bucky Mieras

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: Luke DeBoer
(Clerk/Secretary - Local Governing Board)

Print Name: Brian Gersich
(Superintendent or Head of School)

Signed: Signature required

(Clerk/Secretary - Local Governing Board)

electronically through DocuSign

Date: _____

Signed: Signature required

(Superintendent or Head of School)

electronically through DocuSign

Date: _____

5.E. SitelogiQ Invoices for April and May 2024



INVOICE

Project #: PUBMID-006344

MN - Waconia - LTFM - PSA - Phase I

BILLING DATE	4/18/2024
PERIOD TO:	4/30/2024
ACCOUNT NUMBER	102640
INVOICE NUMBER	10731
AMOUNT DUE	\$ 220,696.88

INVOICE TO:
Waconia Public Schools
 ATTN: Brian Gersich
 512 Industrial Blvd
 Waconia, MN 55387
bgersich@isd110.org

PLEASE REMIT PAYMENT TO:
 SitelogIQ Inc. - Accounts Receivables Midwest
 IDS Center
 80 South 8th Street, Suite 1850
 Minneapolis, MN 55402

DETACH HERE - RETURN TOP PORTION WITH YOUR PAYMENT - RETAIN THIS COPY FOR YOUR RECORDS



BILLING DATE	4/18/2024
PERIOD TO:	4/30/2024
ACCOUNT NUMBER	102640
INVOICE NUMBER	10731
AMOUNT DUE	\$ 220,696.88

TERMS:	30 DAYS UPON RECEIPT

Waconia Public Schools

Program	Fund	Description	Project Amount	Percent Complete	Previously Billed	Current Billing	Cumulative Billing
		Design Document Phase	\$ 2,206,968.74	69%	\$ 1,293,283.69	\$ 220,696.88	\$ 1,513,980.57
		Construction Implementation Phase	\$ 788,203.13	0%	\$ -	\$ -	\$ -
		Post Construction	\$ 157,640.63	0%	\$ -	\$ -	\$ -
							\$ -
			\$ 3,152,812.50	48%	\$ 1,293,283.69	\$ 220,696.88	\$ 1,513,980.57

DIRECT INQUIRIES AND CORRESPONDENCE TO:

Michael Smith
 651.528.2518
michael.smith@sitelogiq.com

SitelogIQ, Inc - Accounts Receivables Midwest
 IDS Center 80 South 8th
 Suite 1850
 Minneapolis, MN 55402

PAY THIS AMOUNT IN US DOLLARS



\$ 220,696.88



INVOICE

Project #: PUBMID-006344

MN - Waconia - LTFM - PSA - Phase I

BILLING DATE	5/20/2024
PERIOD TO:	5/31/2024
ACCOUNT NUMBER	102640
INVOICE NUMBER	10370
AMOUNT DUE	\$ 220,696.88

INVOICE TO:
Waconia Public Schools
 ATTN: Brian Gersich
 512 Industrial Blvd
 Waconia, MN 55387
bgersich@isd110.org

PLEASE REMIT PAYMENT TO:
 SitelogIQ Inc. - Accounts Receivables Midwest
 IDS Center
 80 South 8th Street, Suite 1850
 Minneapolis, MN 55402

DETACH HERE - RETURN TOP PORTION WITH YOUR PAYMENT - RETAIN THIS COPY FOR YOUR RECORDS

BILLING DATE	5/20/2024
PERIOD TO:	5/31/2024
ACCOUNT NUMBER	102640
INVOICE NUMBER	11396
AMOUNT DUE	\$ 220,696.88



TERMS: 30 DAYS UPON RECEIPT

Waconia Public Schools

Program	Fund	Description	Project Amount	Percent Complete	Previously Billed	Current Billing	Cumulative Billing
		Design Document Phase	\$ 2,206,968.74	79%	\$ 1,513,982.57	\$ 220,696.88	\$ 1,734,679.45
		Construction Implementation Phase	\$ 788,203.13	0%	\$ -	\$ -	\$ -
		Post Construction	\$ 157,640.63	0%	\$ -	\$ -	\$ -
							\$ -
			\$ 3,152,812.50	55%	\$ 1,513,982.57	\$ 220,696.88	\$ 1,734,679.45

DIRECT INQUIRIES AND CORRESPONDENCE TO:

Josh Evanson
 320.296.4264
Josh.evanson@sitelogiq.com

SitelogIQ, Inc - Accounts Receivables Midwest
 IDS Center 80 South 8th
 Suite 1850
 Minneapolis, MN 55402

PAY THIS AMOUNT IN US DOLLARS



\$ 220,696.88

5.F. Award Bread Vendor



June 13, 2024

Re: Bread Distributor Selection - School Meal Program - ISD #110

Cafe #110 received one price quote for bread distributor for the 2024-2025 school year, from Pan 'O Gold. Darlene Siegle & Barb Schank attended the RFQ meeting.

Pan O'Gold has provided bread service to our district for the past 17 years. Their customer service, product quality, flexibility, and value are a great asset to us and many school districts across the state. Pan 'O Gold has been very responsive to meeting our needs and we feel very confident with their ability to provide bread service to our kitchens for our students. I recommend accepting Pan 'O Gold as the district bread supplier.

Sincerely,

Barbara Schank, LD

Director of Cafe #110, ISD #110 Nutritional Services
Waconia Public School District

Attachment D

SCHOOL FOOD SERVICE LINE-ITEM PRICE QUOTE

to

Waconia Public School District; Independent School District #110

DUE: June 13, 2024 at noon

The undersigned hereby offers to provide food products as specified in this line-item quote for the period of August 2024 to June 2025.

I understand that the School reserves the right to reject any or all quotes and that this quote may not be withdrawn during a period of sixty (60) days from the time of opening of the quote.

DISTRIBUTOR NAME PAN-O-GOLD BAKING CO.

DISTRIBUTOR ADDRESS 444 E ST. GERMAIN ST.
ST. CLOUD, MN 56302

PRINTED NAME JASON REVENIG

TITLE Vice President Sales

DATE 5-22-24

SIGNATURE 
Authorized Representative

CONTACT NAME JASON REVENIG

TITLE Vice President of Sales

PHONE NUMBER 320-251-9361

FAX NUMBER 320-252-0249

E-MAIL jrevenig@panogold.com

Attachment C

BREAD PRODUCT LIST

School District:	Waconia Public Schools; ISD #110	Distributor Name:	PAN-O-GOLD BAKING CO.
Quote Due Date/Time:	June 13 @ Noon	Contact Name:	Barbara Schank, LD, Director of Child Nutrition
Firm Prices for Period of:	School Year 2024-2025	Telephone:	952-856-4512

1	2	3	4	5	6	7	8
Distributor Item Number	Manufacturer Product Code	Product Description (First Choice = FC) (Approved Equal = AE)	Brand, Manufacturer or Distributor Choice	Pack Size/ Purchase Unit	Firm Unit Price to School	Quantity - Dozen unless otherwise stated	Extended Price to District (Unit Price x Quantity)
1 325		sliced bread - ≥50% whole grain - Sandwich Loaf, 1.5#	clear BOB	24oz 22 slices	\$ 2.30	1670 LOAVES	
2 706		bun - ≥50% whole grain - 3 1/2" Hamburger, sliced	clear BOB	60 ct	\$ 2.16	2555 DOZEN	
3 538		bun - ≥50% whole grain - 4" Hamburger, sliced	clear BOB	60 ct	\$ 2.16	4760 DOZEN	
4 5154		bun - ≥50% whole grain - Weiner, sliced	clear BOB	12 ct	\$ 2.65	1298 DOZEN	
5 5150		bun - ≥50% whole grain - Steak Bun, sliced	clear BOB	24 ct	2.64	1514 DOZEN	
6 5152		roll - ≥50% whole grain - Dinner Roll	clear BOB	12 ct	2.45	124 DOZEN	

5.G. Receipts of Donation

6. **REPORTS**

6.A. Administrative Presentation: District 110
Survey Results



End-of-Year Survey Results

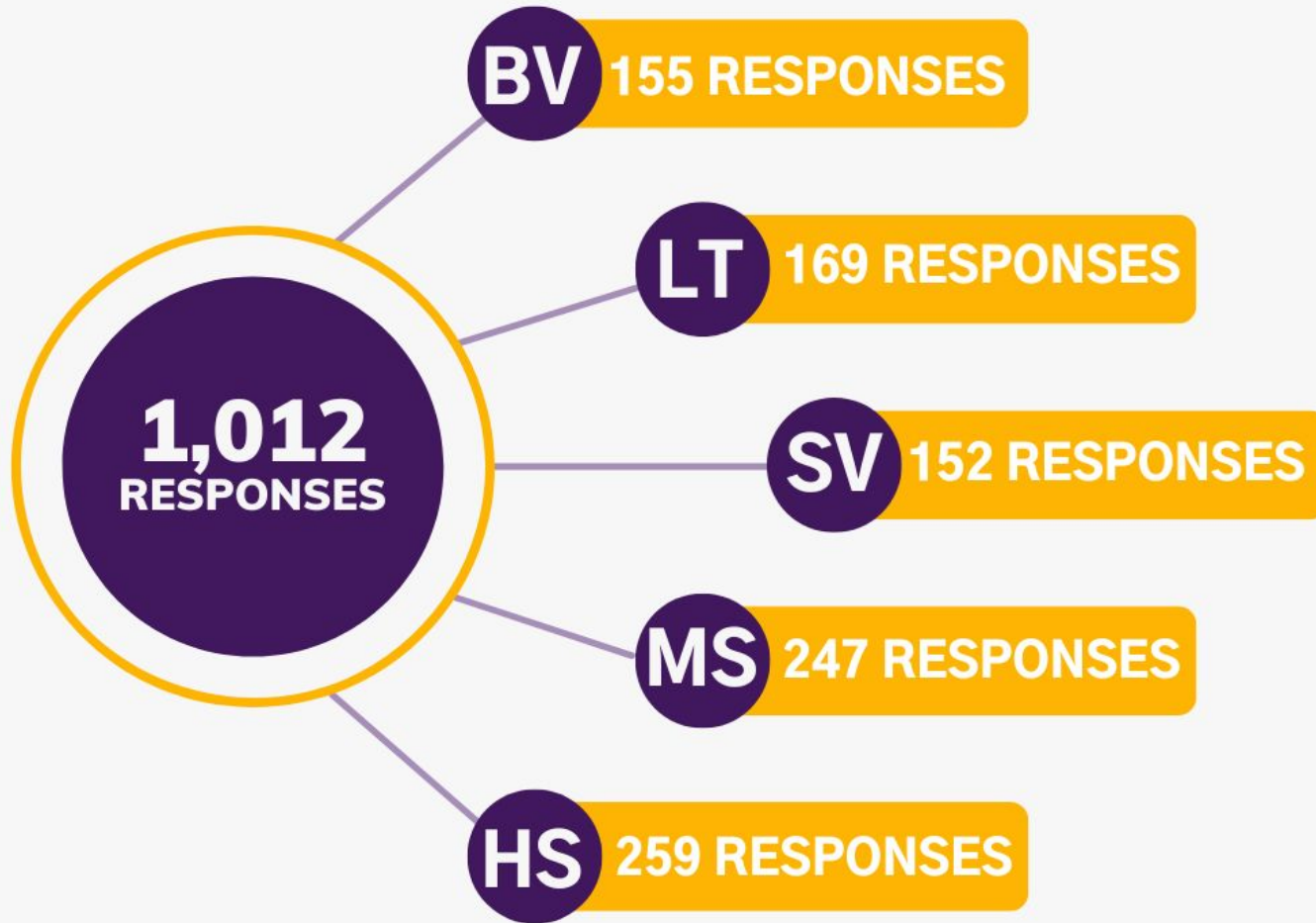
June 24, 2024

Parent/Guardian Survey

- Goal of keeping the same wording and questions to be able to show trends. Some questions were slightly changed to align with our strategic directions.
- Survey first sent to parents/guardians on May 13 via Infinite Campus. Reminder included in May 30 edition of the CommuniCATor e-newsletter. Survey closed on Monday, June 3
- 1,012 responses, down slightly from last Year (1,130).



Who Responded to Parent Survey?



*Notes: 23 responses from Early Childhood parents
Didn't receive a statistically significant response from WLC parents



Who Responded to Parent Survey?

Race/Ethnicity

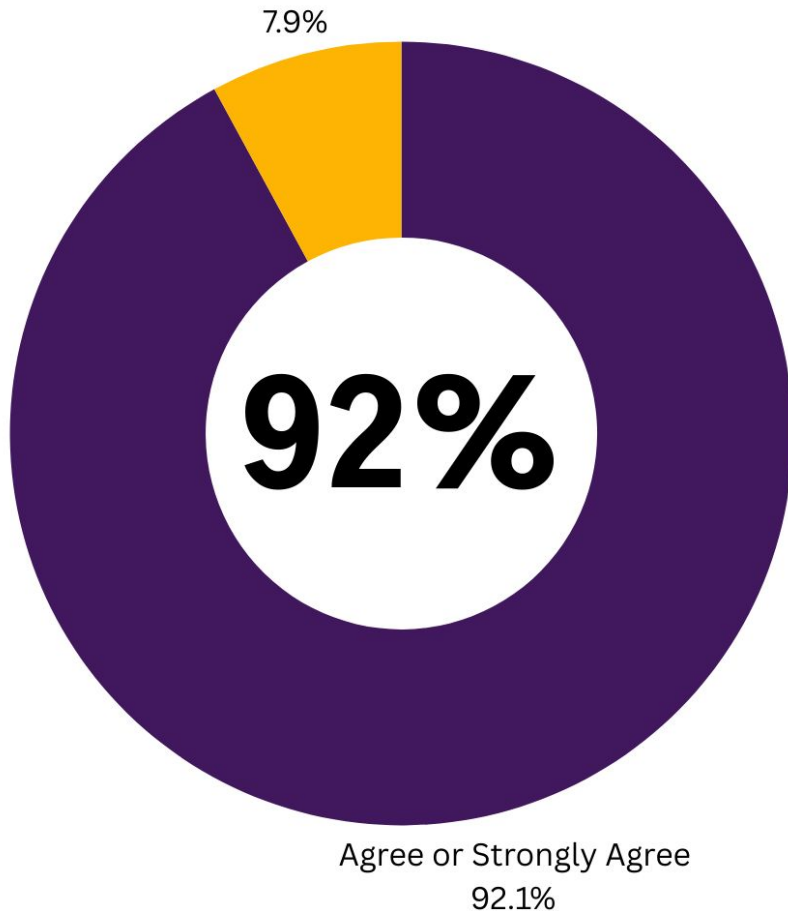
- 93.8% of respondents said their child identifies as white. Other categories included two or more races (3.3%), Hispanic/Latino (1.3%), Asian (0.7%) and Black/African American (0.6%)

Special Education

- 17.3% of respondents stated that their child receives special education services.



Parent/Guardian Survey Results

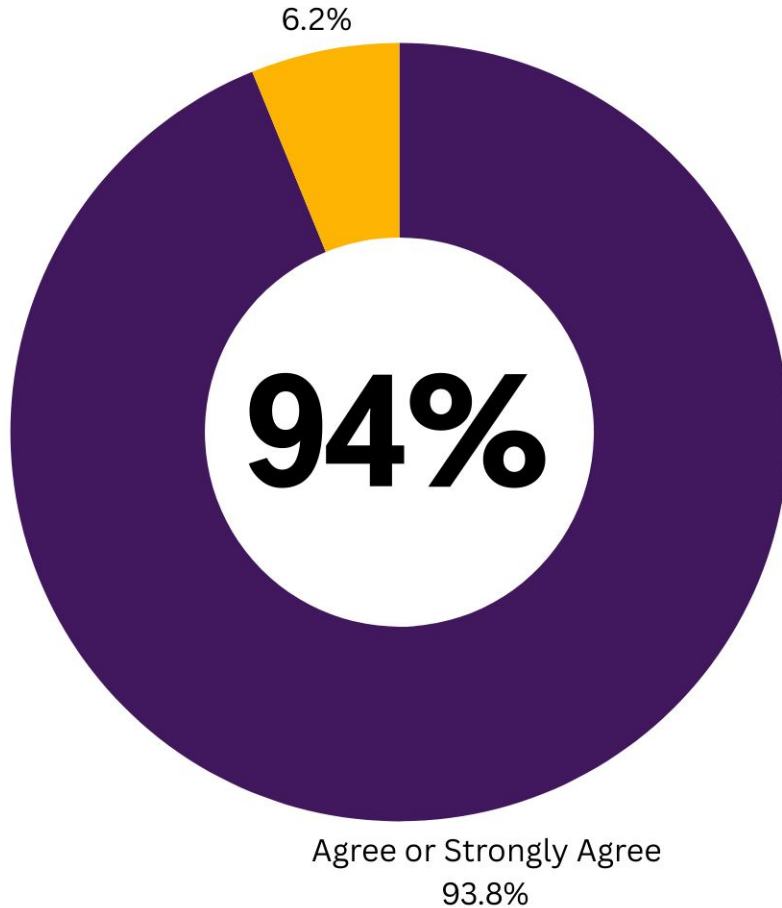


My child feels welcomed, respected and heard at school.

Laketown Elem.	98.8%
Bayview Elem.	97.4%
Southview Elem.	96.1%
Waconia MS	86.6%
Waconia HS	86.5%
Early Childhood	100%
WLC	100%



Parent/Guardian Survey Results

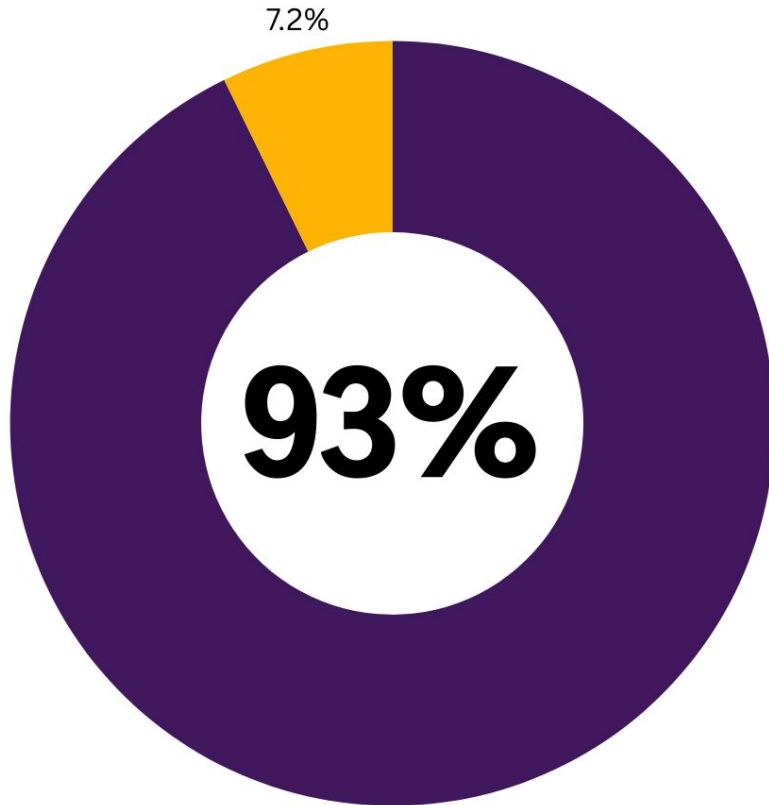


My child is safe and supported at school.

Laketown Elem.	99.4%
Bayview Elem.	98.7%
Southview Elem.	96.7%
Waconia MS	90.2%
Waconia HS	88.4%
Early Childhood	100%
WLC	100%



Parent/Guardian Survey Results



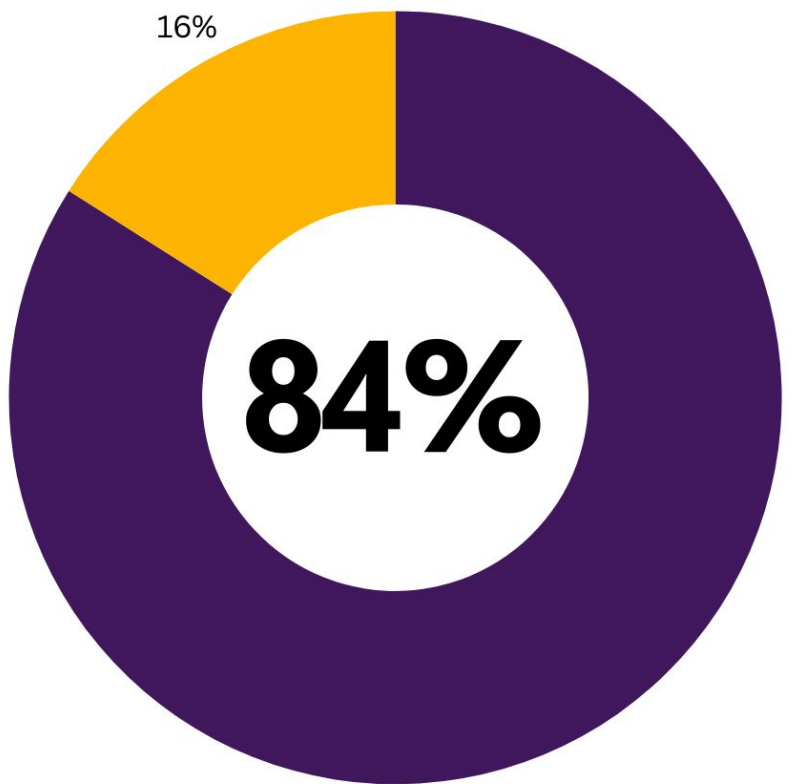
Agree or Strongly Agree
92.8%

My child is engaged and involved in school.

Laketown Elem.	99.4%
Bayview Elem.	98.1%
Southview Elem.	96.1%
Waconia MS	88.3%
Waconia HS	87.6%
Early Childhood	92.8%
WLC	66.7%



Parent/Guardian Survey Results



Agree or Strongly Agree
84%

My child is receiving a high quality education.

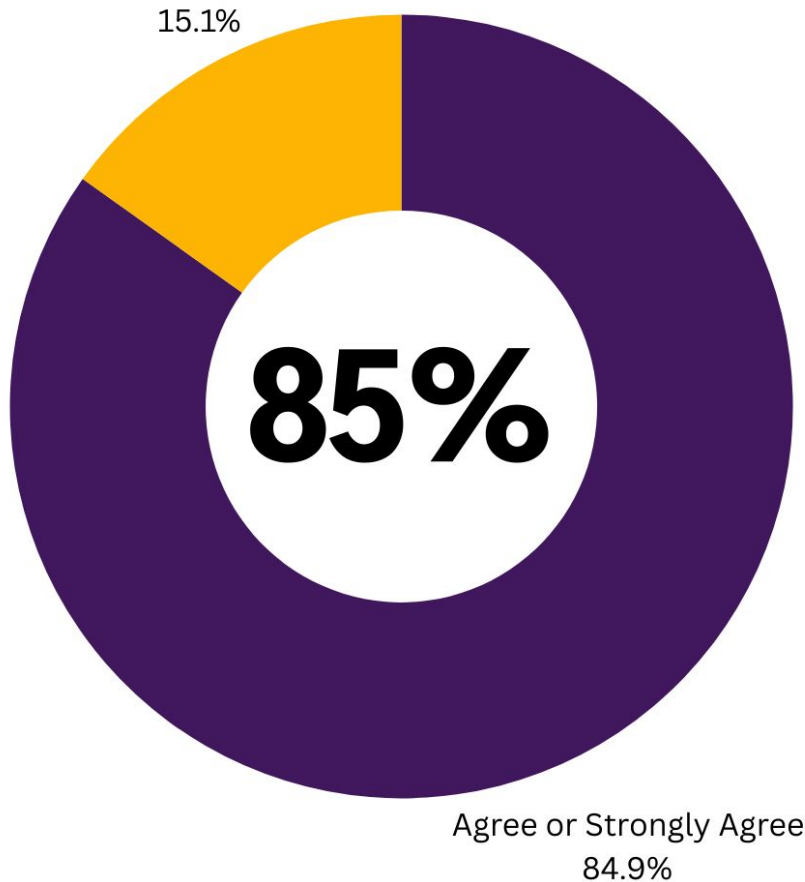
Laketown Elem.	95.8%
Southview Elem.	91.4%
Bayview Elem.	89.0%
Waconia HS	77.3%
Waconia MS	74.2%

Early Childhood	90.9%
WLC	100%

2023 Result: 88.5% agreed or strongly agreed



Parent/Guardian Survey Results



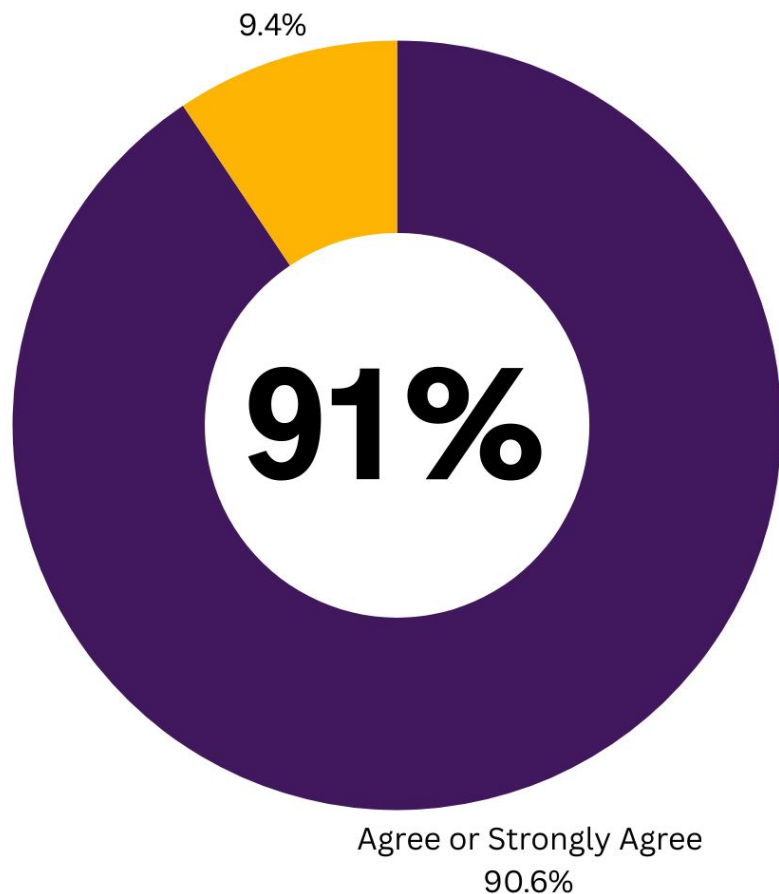
Overall, I am satisfied with my child's educational experience.

Bayview Elem.	94.9%
Laketown Elem.	94.6%
Southview Elem.	92.8%
Waconia HS	76.7%
Waconia MS	74.3%
Early Childhood	95.7%
WLC	100%

2023 Result: 89.5% agreed or strongly agreed



Parent/Guardian Survey Results



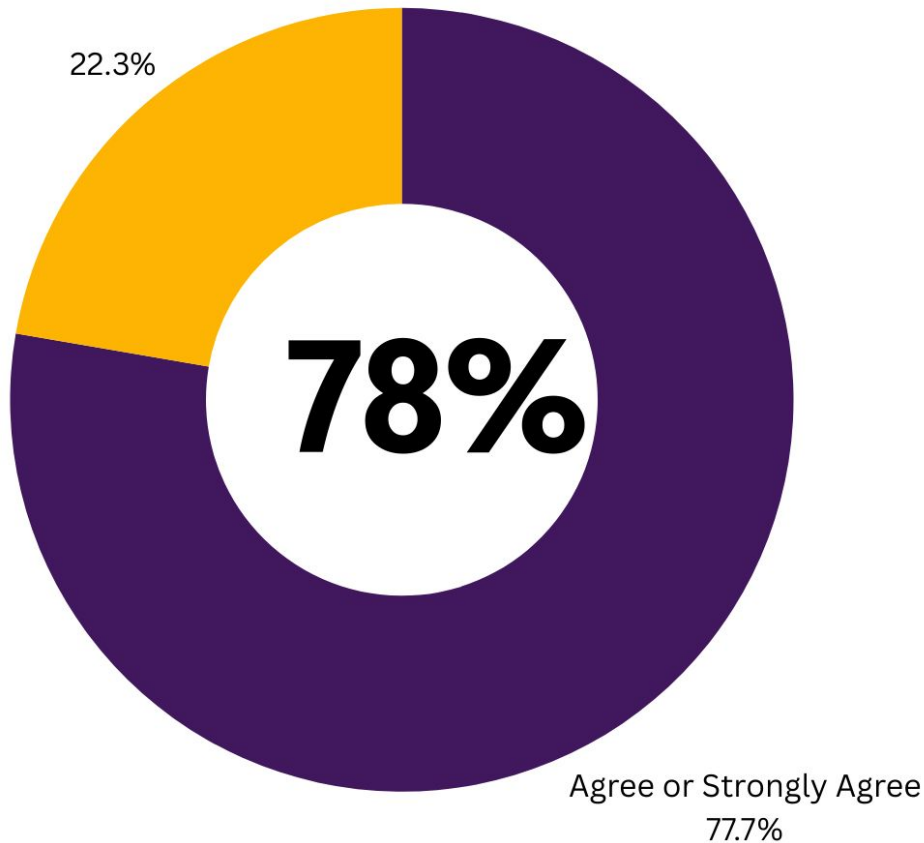
School staff in my child's building work to ensure an inclusive learning environment and a sense of belonging for my child.

Laketown Elem.	97.0%
Southview Elem.	96.1%
Bayview Elem.	94.8%
Waconia HS	85.0%
Waconia MS.	85.0%
Early Childhood	100%
WLC	100%

2023 Result: 90.0% agreed or strongly agreed



Parent/Guardian Survey Results



I receive clear and relevant communication from my child's teacher(s).

Laketown Elem.	95.3%
Bayview Elem.	93.5%
Southview Elem.	90.7%
Waconia MS	66.8%
Waconia HS	57.2%

Early Childhood	100%
WLC	100%

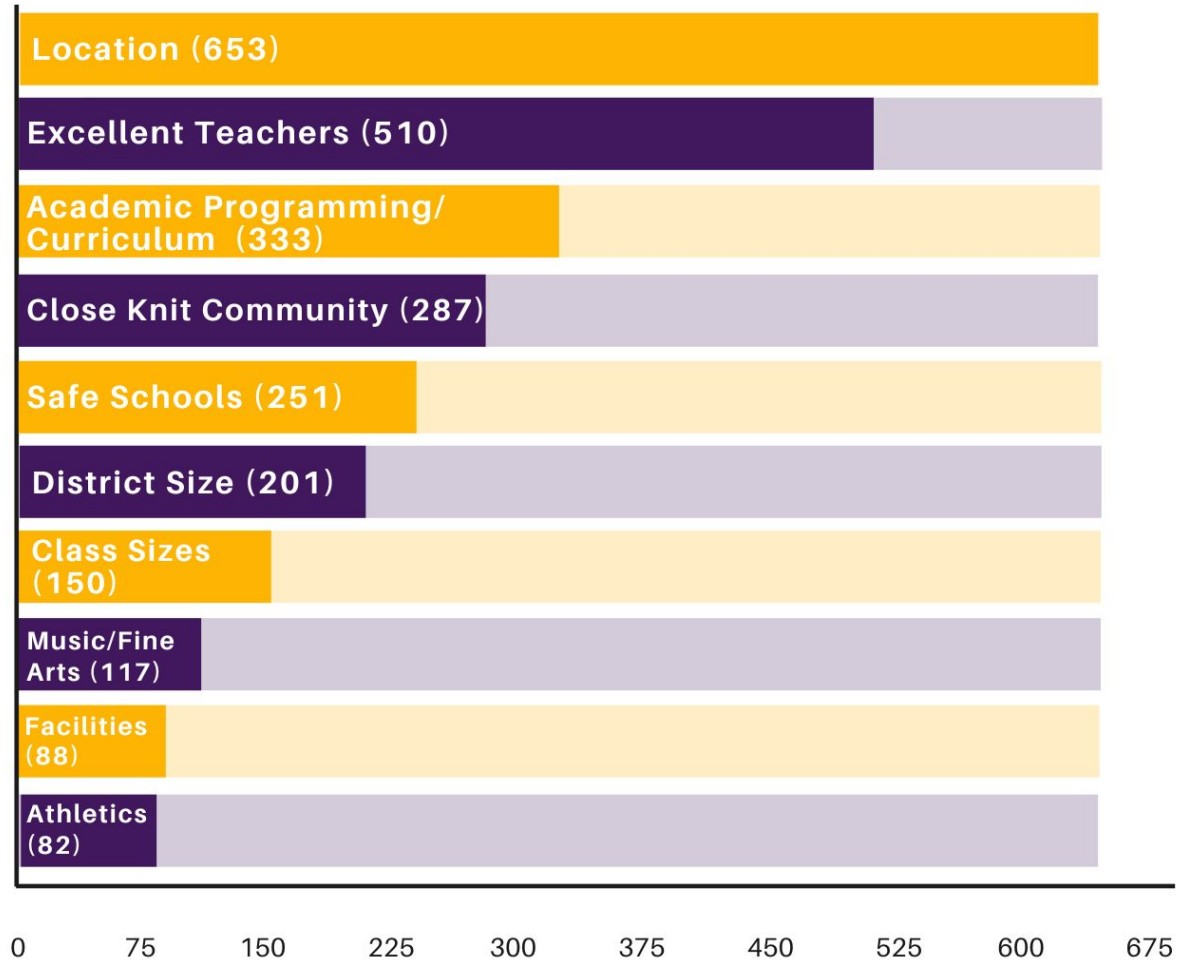
2023 Result: 79.3% agreed or strongly agreed



Parent/Guardian Survey Results

What are the top reasons you choose Waconia Public Schools for your child?

(Pick up to three)

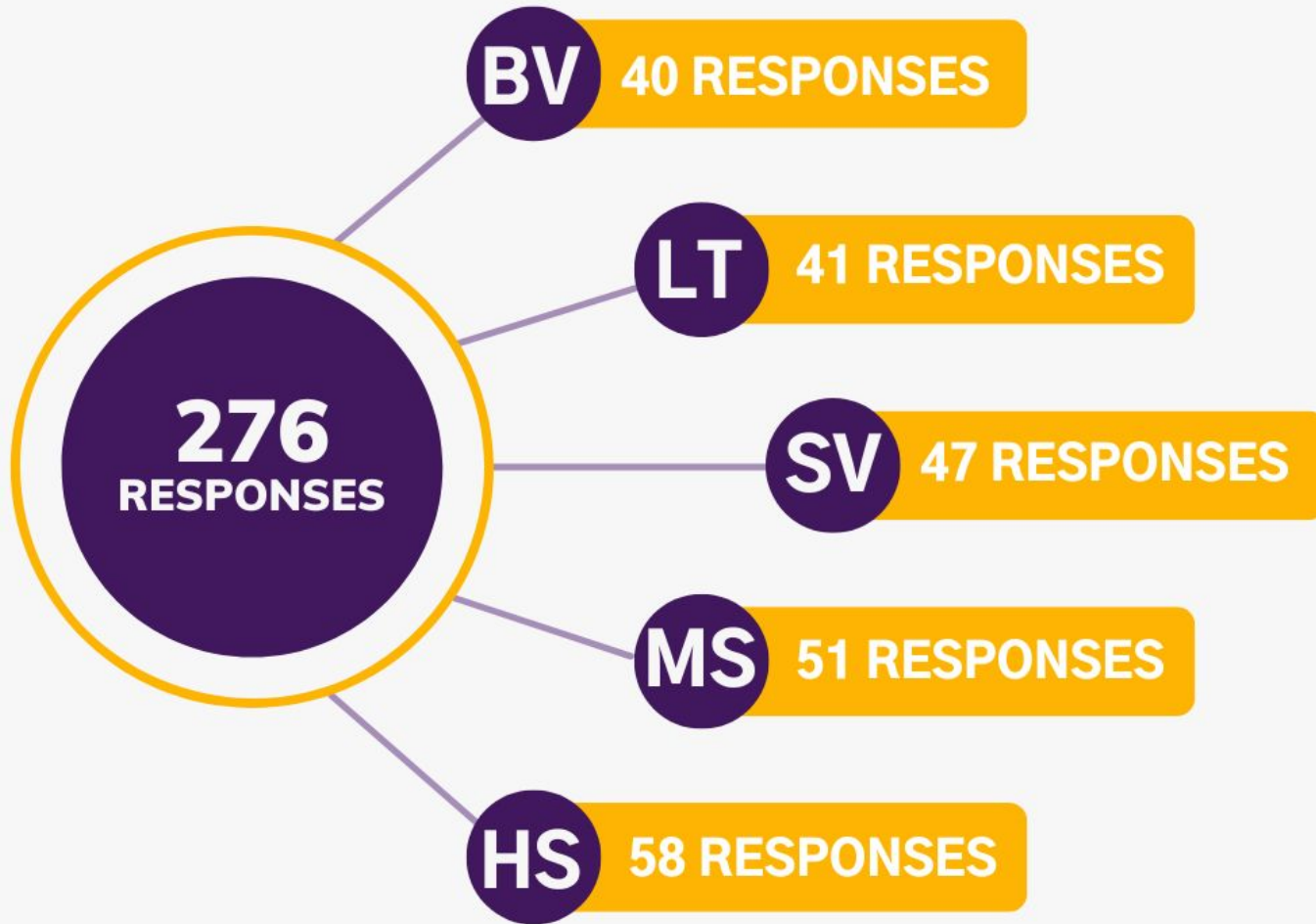


Staff Survey

- Survey emailed to all staff on May 13
- Survey closed on Monday, June 3
- 276 responses; Up from 271 last year



Who Responded to Staff Survey?



*Additional Responses: District Office (22); Community Ed. (15); WLC (2)



Who Responded to Staff Survey?

Teachers (169)

ESPs (54)

Directors/Managers/Principals (17)

Admin Support Professionals (15)

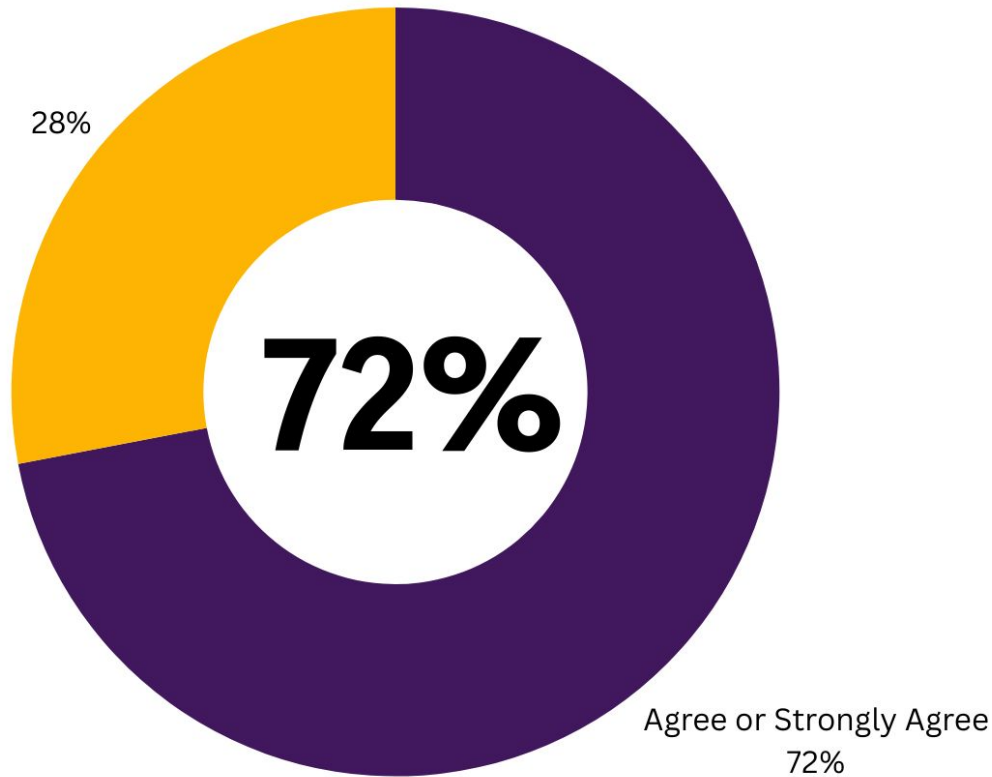
Nutritional Services (10)

Community Education (6)

Custodial (5)



Staff Survey Results



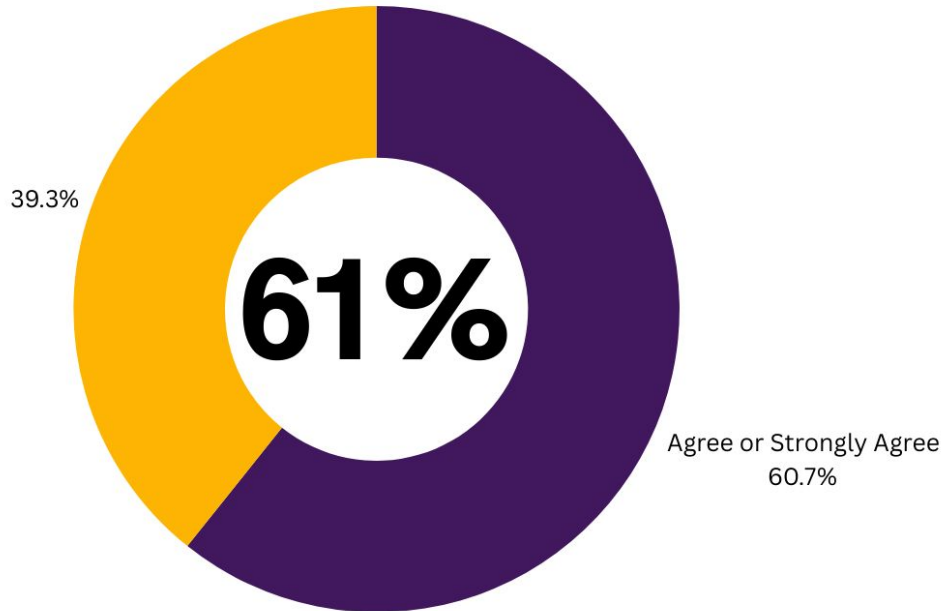
I feel safe and supported at work.

Southview Elem.	80.9%
Laketown Elem.	75.6%
Bayview Elem.	74.4%
Waconia MS	66.7%
Waconia HS	58.6%

ESC	86.4%
Early Childhood	73.3%
WLC	100%



Staff Survey Results



I feel welcomed, respected and heard at work.

Laketown Elem.	70.7%
Bayview Elem.	69.2%
Southview Elem.	63.8%
Waconia MS	58.8%
Waconia HS	39.7%
ESC	77.3%
Early Childhood	60.0%
WLC	100%

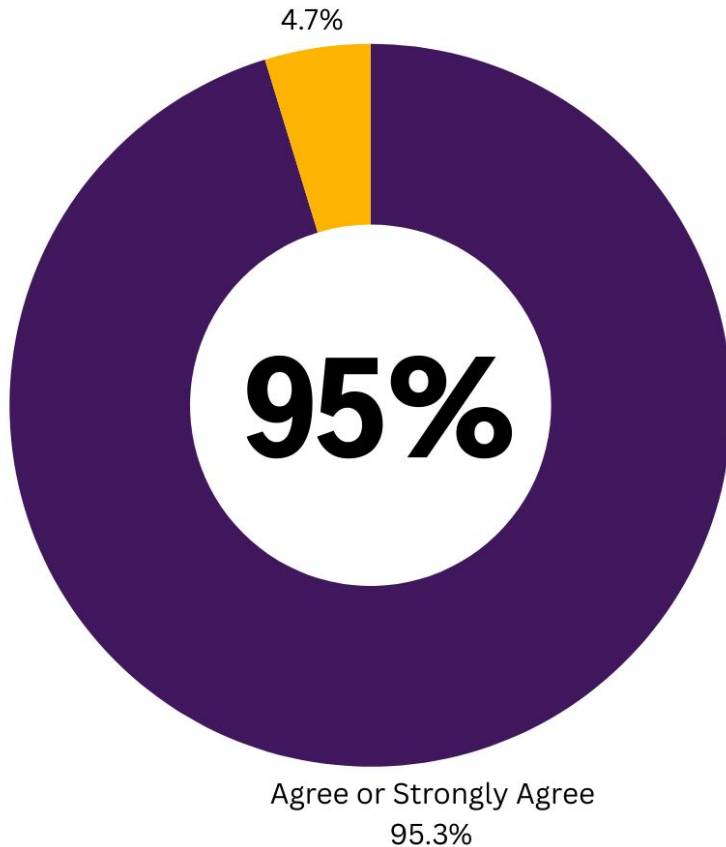


Staff Survey Results

I feel that I am engaged and productive in my position.

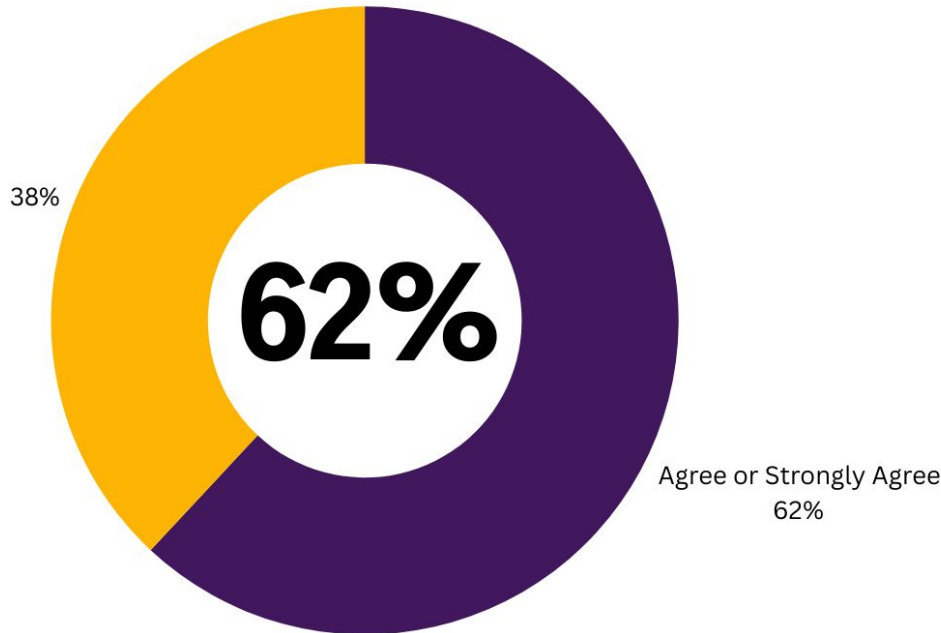
Southview Elem.	100%
Bayview Elem.	97.4%
Laketown Elem.	95.1%
Waconia HS	93.1%
Waconia MS	88.2%

ESC	100%
Early Childhood	100%
WLC	100%



Staff Survey Results

I am proud to be part of and work in District ONE10.



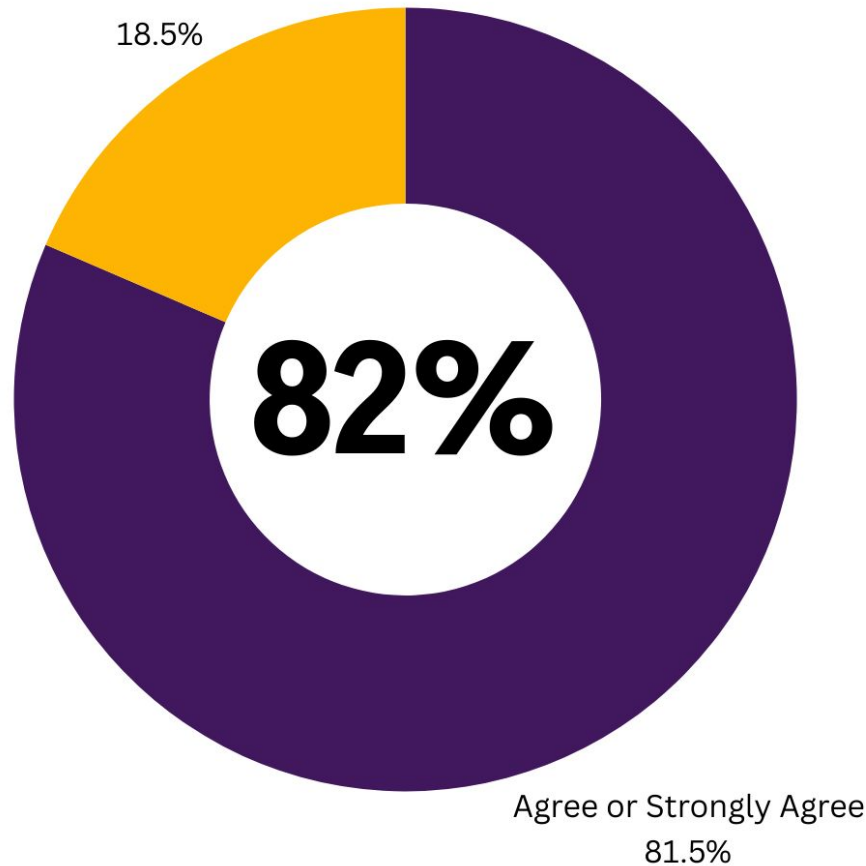
Waconia MS	64.7%
Laketown Elem.	63.4%
Southview Elem.	57.4%
Waconia HS	55.2%
Bayview Elem.	52.5%

ESC	86.4%
Early Childhood	73.3%
WLC	100%

2023 Result: 78% agreed or strongly agreed



Staff Survey Results

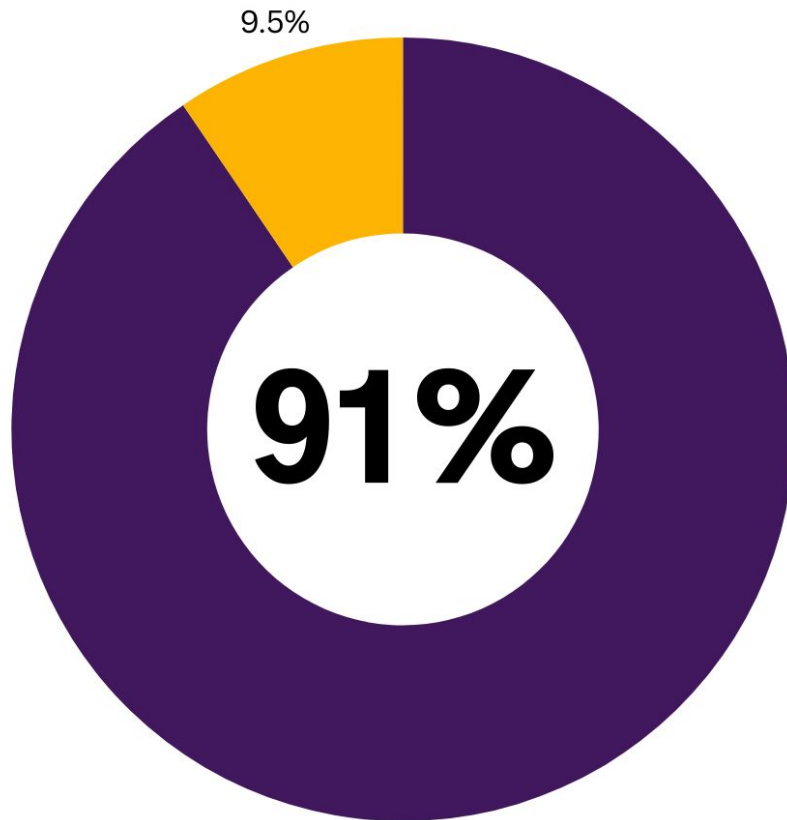


I feel supported by my direct supervisor.

2023 Result: 78.5% agreed or strongly agreed.



Staff Survey Results



Agree or Strongly Agree
90.5%

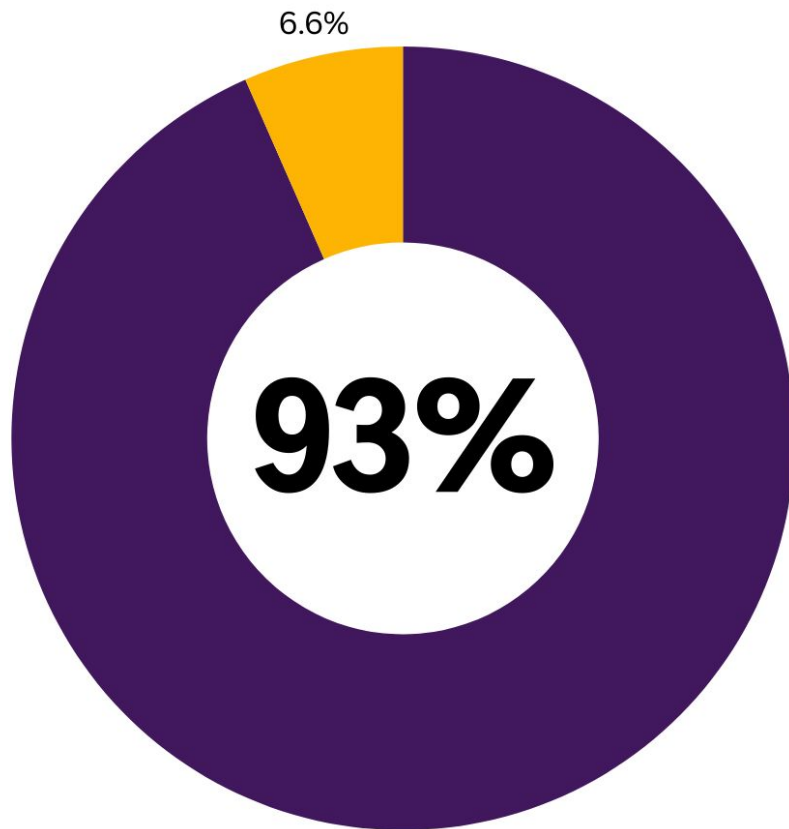
I know what my responsibilities are in emergency situations.

Southview Elem.	95.6%
Bayview Elem.	92.5%
Waconia MS	90.2%
Laketown Elem.	90.2%
Waconia HS	89.7%
Early Childhood	86.7%
ESC	86.4%

2023 Result: 94.4% agreed or strongly agreed



Staff Survey Results



Agree or Strongly Agree
93.4%

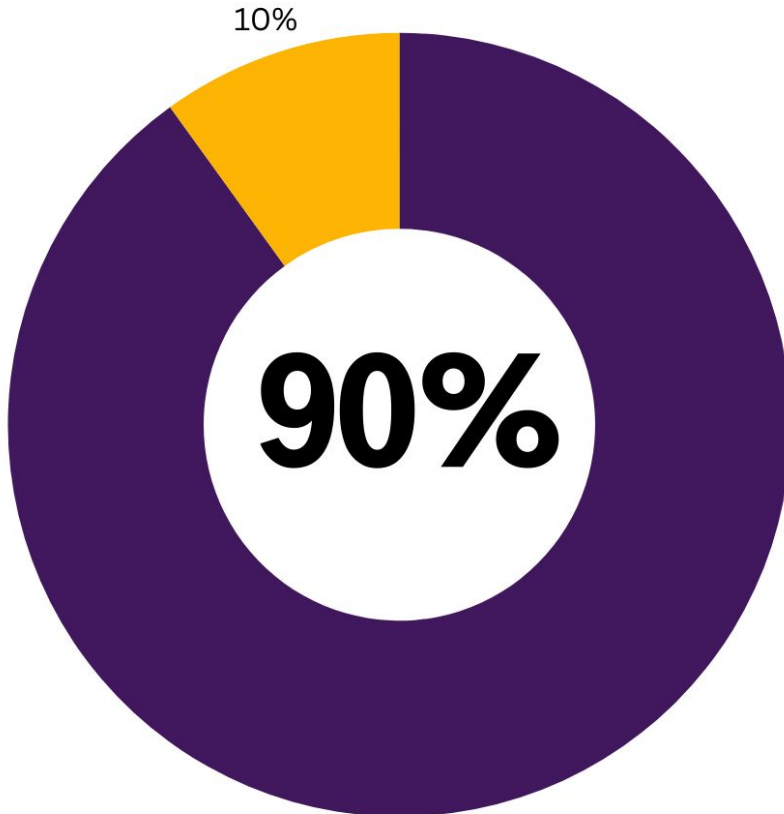
I work with colleagues who ensure an inclusive learning environment.

Southview Elem.	97.8%
Bayview Elem.	97.4%
Laketown Elem.	95.1%
Waconia MS	90.2%
Waconia HS	87.9%
Early Childhood	100%
WLC	100%
ESC	90.5%

2023 Result: 94.1% agreed or strongly agreed



Staff Survey Results



Agree or Strongly Agree
90%

I am part of a successful team focused on students' learning and needs.

Southview Elem.	100%
Laketown Elem.	95.0%
Bayview Elem.	92.3%
Waconia MS	88.2%
Waconia HS	75.4%

WLC	100%
Early Childhood	93.3%
ESC	90.5%

2023 Result: 93.3% agreed or strongly agreed

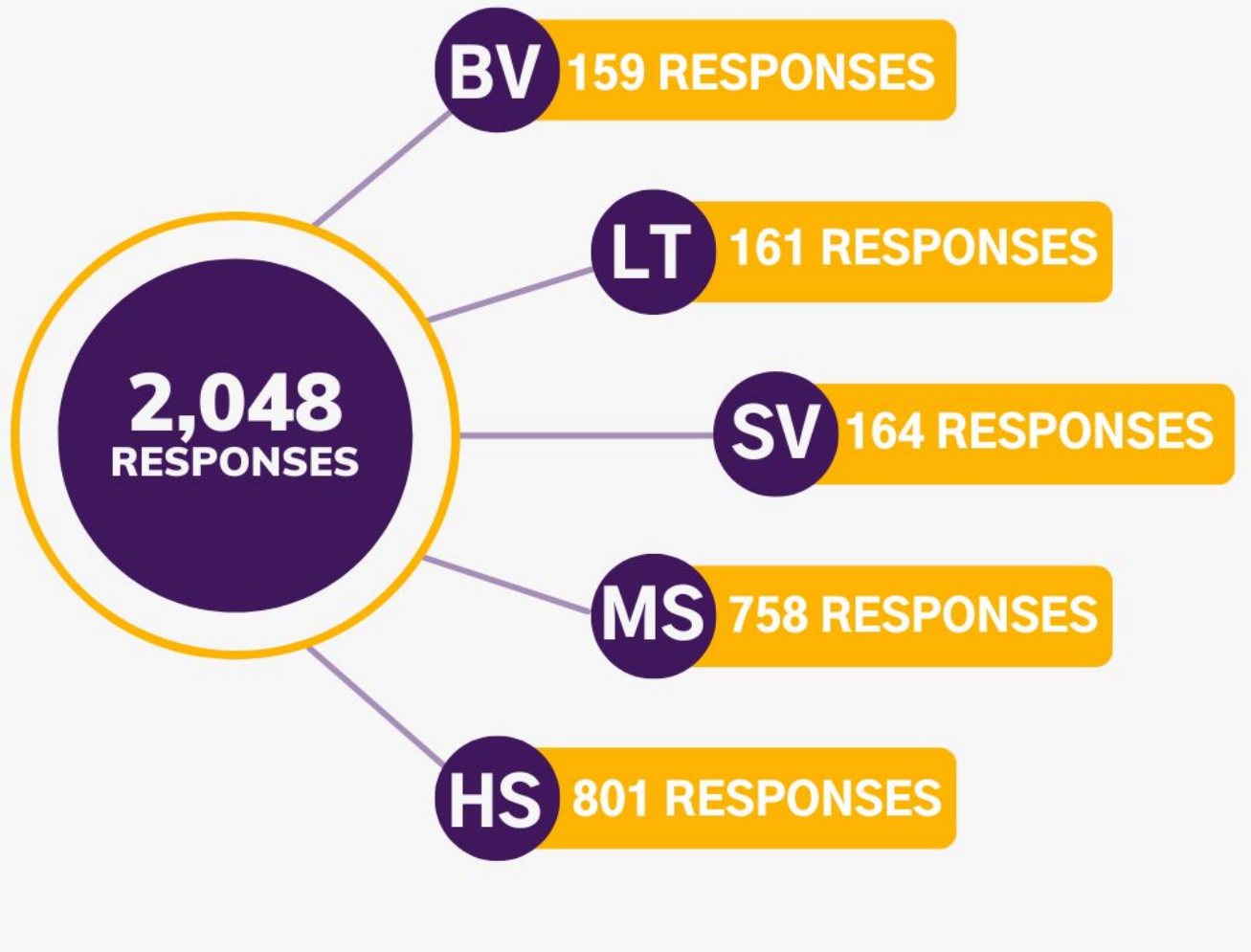


Student Survey

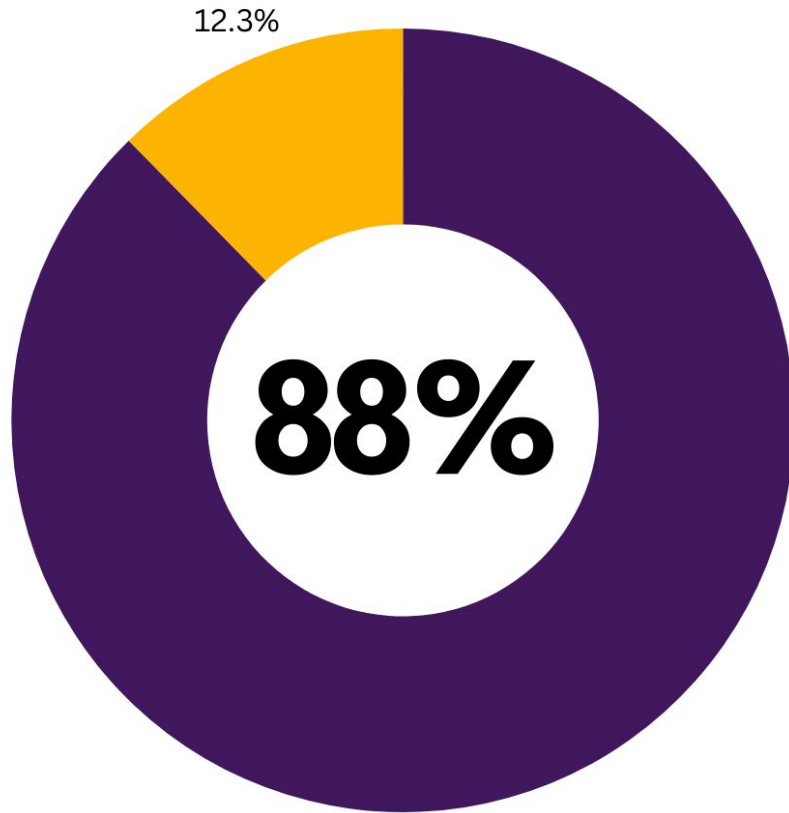
- Administered to students in grades 4-12
- 18 students from 14 families were opted-out of the survey by their parents
- 2,048 responses



Who Responded to Student Survey



Student Survey Results



Agree or Strongly Agree
87.7%

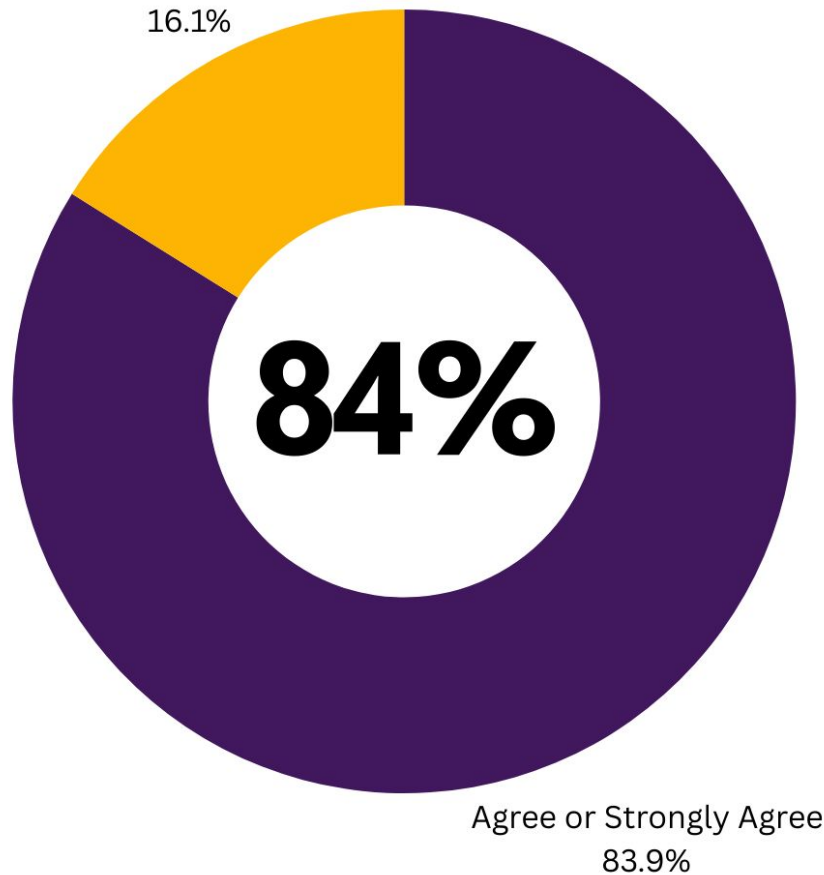
I feel safe and supported at school.

Laketown Elem.	93.8%
Southview Elem.	91.5%
Bayview Elem.	89.6%
Waconia HS	88.5%
Waconia MS	84.2%

2023 Result: 85.6% agreed or strongly agreed.



Student Survey Results

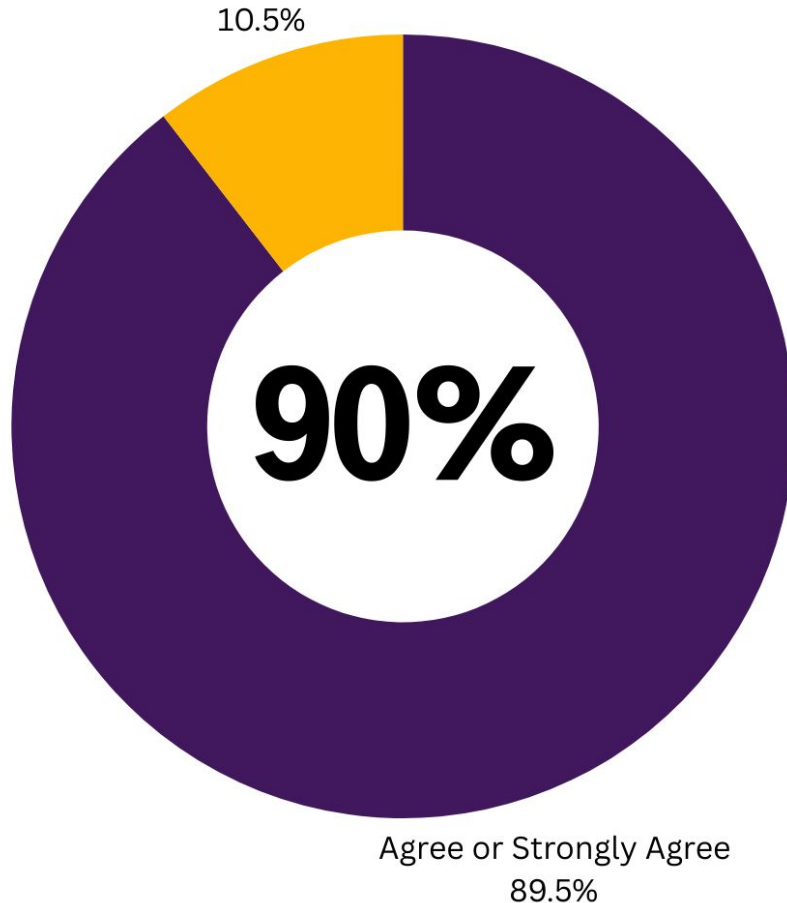


I feel welcomed, respected and heard at school.

Laketown Elem.	86.3%
Waconia HS	86.0%
Bayview Elem.	85.9%
Waconia MS	81.3%
Southview Elem.	80.5%



Student Survey Results

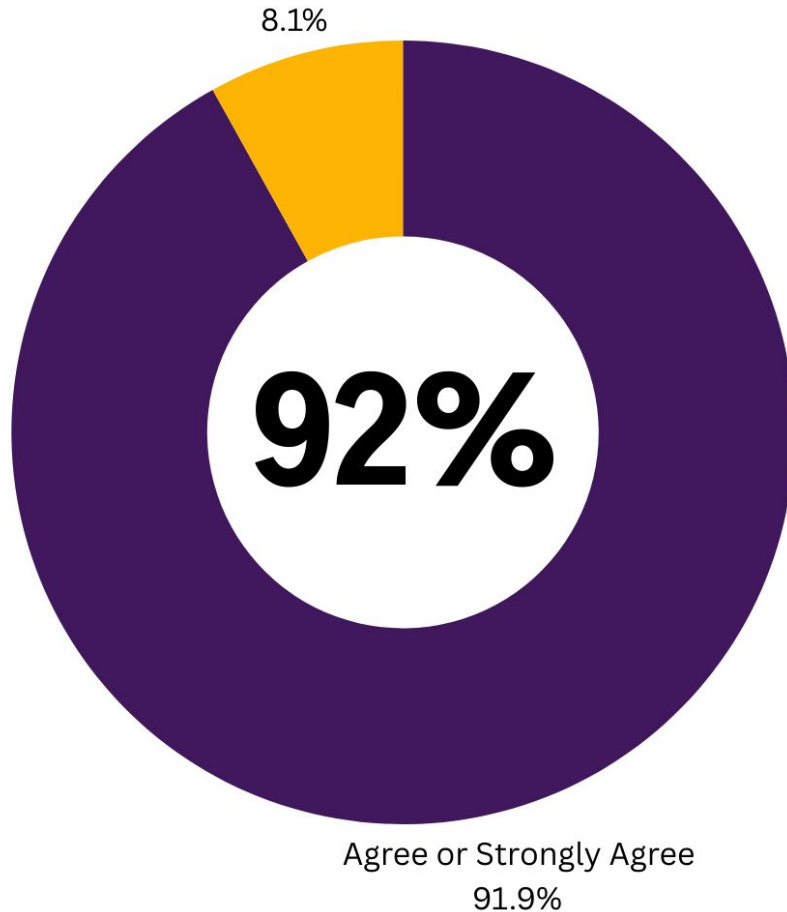


I am engaged and involved in my school.

Bayview Elem.	95.7%
Laketown Elem.	93.8%
Southview Elem.	93.3%
Waconia MS	89.4%
Waconia HS	88.1%



Student Survey Results



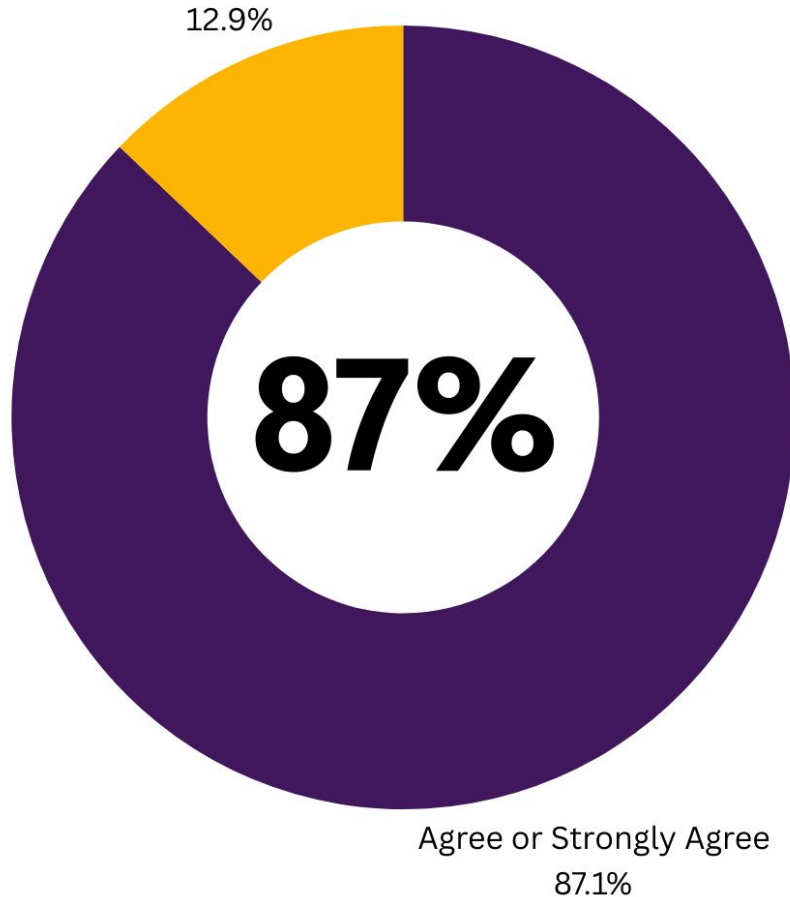
I know that the teachers and other adults at my school respect and care about me.

Laketown Elem.	98.1%
Bayview Elem.	96.3%
Southview Elem.	96.3%
Waconia HS	91.4%
Waconia MS	89.3%

2023 Result: 91.4% agreed or strongly agreed.



Student Survey Results



My teachers challenge me in my learning and provide help when I need it.

Southview Elem.	94.5%
Bayview Elem.	94.4%
Laketown Elem.	93.8%
Waconia HS	85.8%
Waconia MS	83.9%

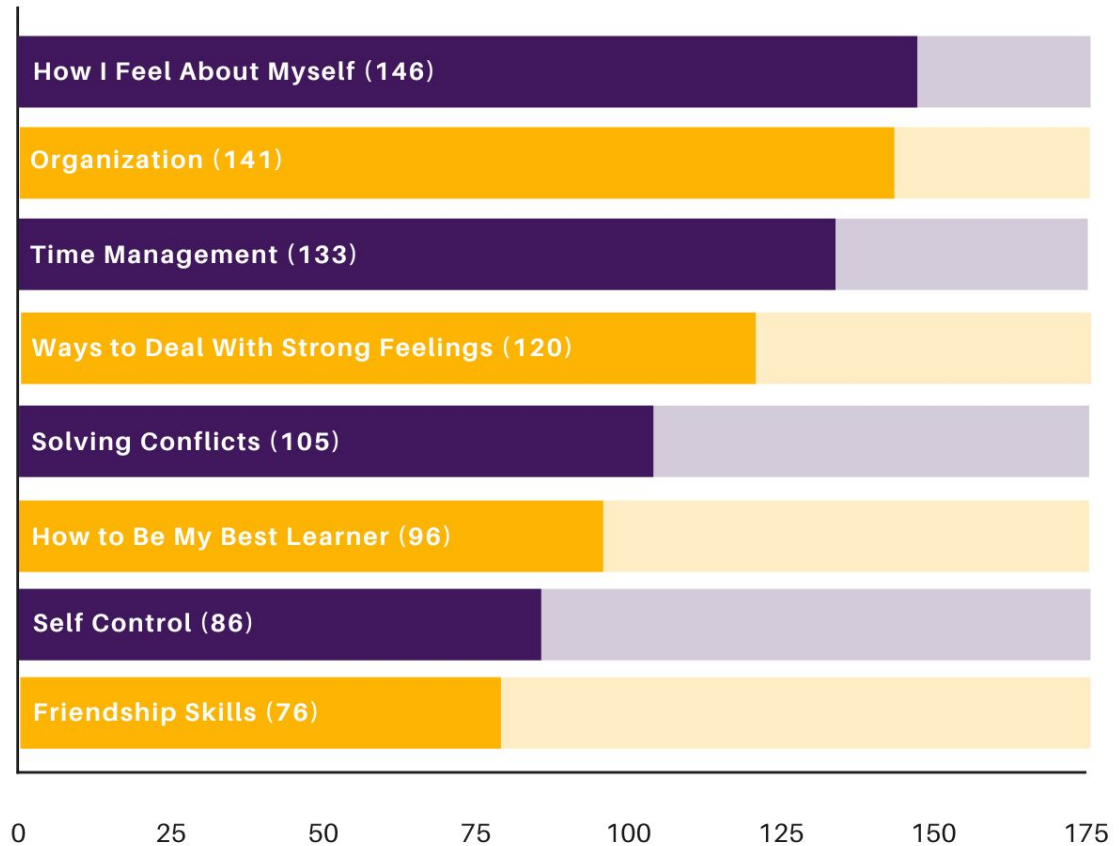
2023 Result: 88.4% agreed or strongly agreed.



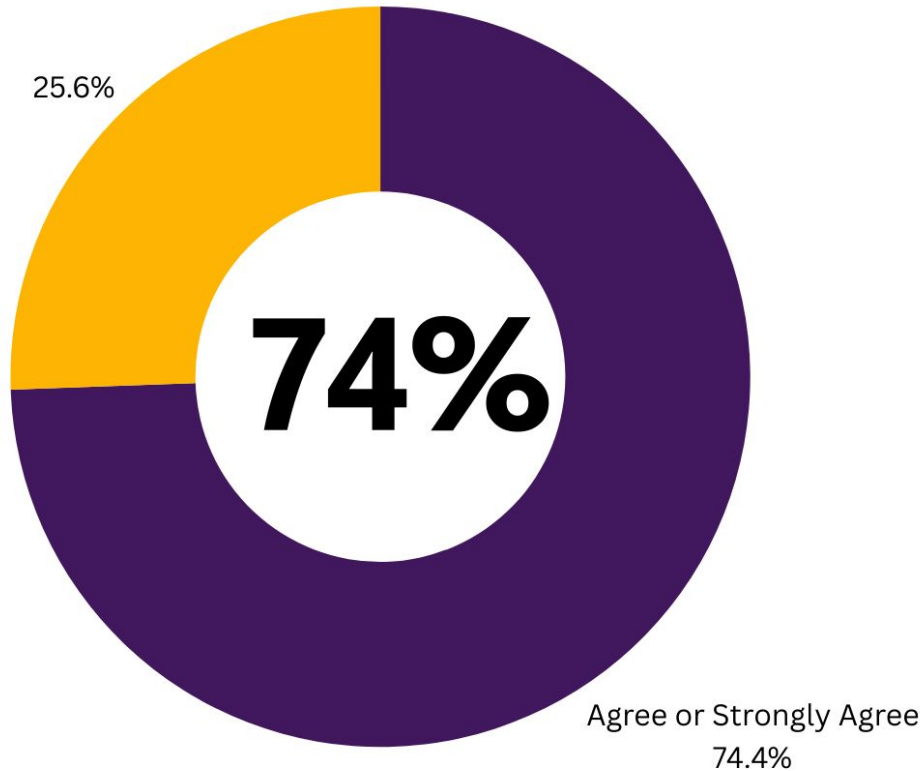
Student Survey Results

I need help with...

(Check all that apply)



Student Survey Results



I participate in at least one extra-curricular activity, student club, and/or sport that is connected to my school.

Waconia HS	79.9%
Bayview Elem.	79.9%
Waconia MS.	73.2%
Laketown Elem.	69.8%
Southview Elem.	52.5%

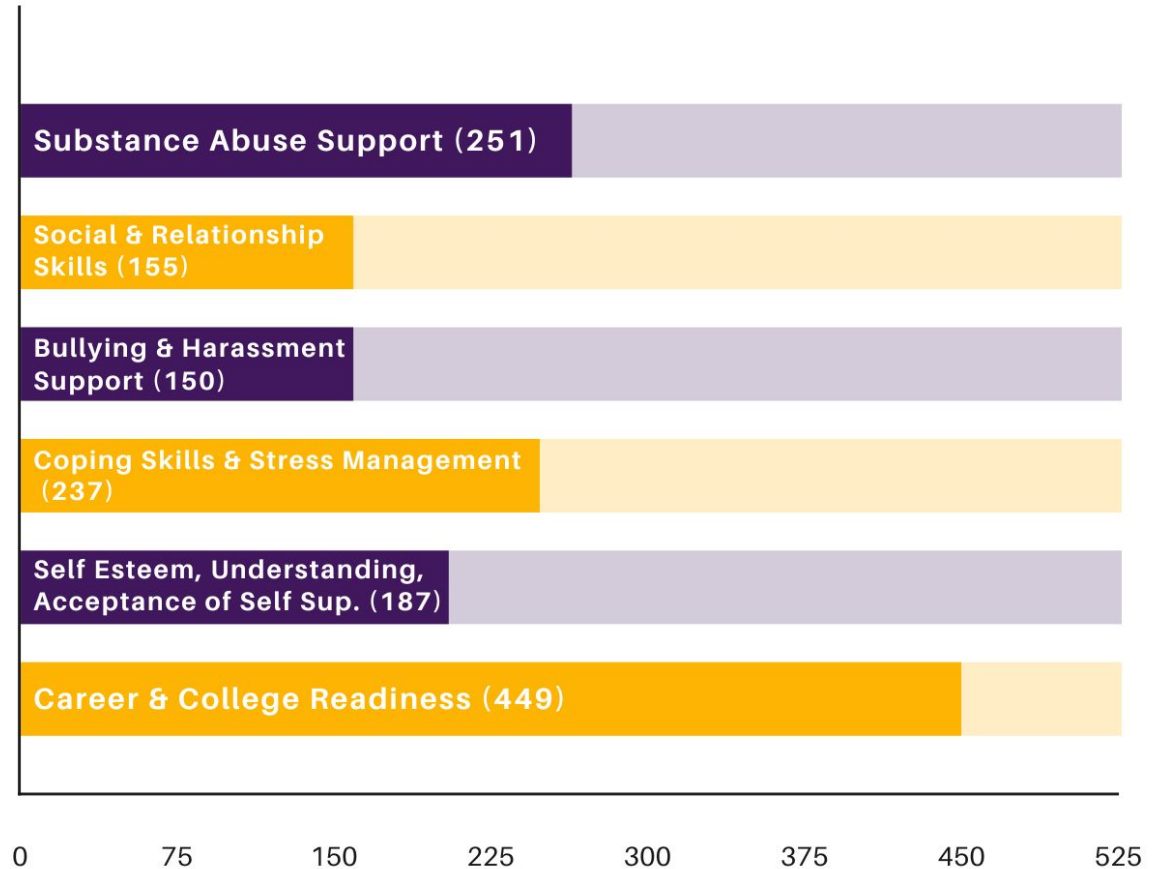
2023 Result: 76.6% responded yes.



Student Survey Results

Which of the following services or programming does Waconia High School need more of?

(Check all that apply)





Questions?

6.B. Finance Report

Presenter: Todd
Netzke

WACONIA		WACONIA				REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES			May 31, 2024			
REVENUE								May 31, 2024	May 31, 2023	May 31, 2022		
REVENUE CATEGORIES	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	May 31, 2023	May 31, 2022
STATE	39,356,446	40,808,107	43,795,018	43,734,427	43,868,049	37,078,779	6,655,648	84.8%	86.3%	86.5%	35,205,647	34,053,152
FEDERAL	2,040,900	1,312,610	378,471	1,177,492	804,000	999,807	177,685	84.9%	62.0%	19.5%	814,275	398,888
PROPERTY TAXES	9,241,888	9,562,770	10,135,132	10,127,969	10,364,532	7,502,912	2,625,057	74.1%	82.5%	80.4%	7,893,643	7,434,525
LOCAL (FEES, INTEREST, ETC.)	1,866,047	1,401,557	1,547,347	1,434,959	1,396,025	1,311,158	123,801	91.4%	78.5%	82.4%	1,099,744	1,537,001
TOTALS	52,505,280	53,085,044	55,855,968	56,474,847	56,432,606	46,892,657	9,582,190	83.0%	84.8%	82.7%	45,013,309	43,423,566
EXPENDITURES								May 31, 2024	May 31, 2023	May 31, 2022		
OBJECT SERIES	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	May 31, 2023	May 31, 2022
SALARIES & WAGES	28,891,216	30,105,275	28,955,774	28,666,987	30,579,805	21,978,990	6,687,997	76.7%	80.1%	78.7%	24,123,206	22,742,615
EMPLOYEE BENEFITS	11,190,361	11,428,690	11,932,890	11,487,252	11,816,186	8,624,660	2,862,592	75.1%	82.6%	81.2%	9,445,134	9,087,622
PURCHASED SERVICES	7,580,936	7,021,355	7,290,190	8,030,497	8,159,259	6,367,174	1,663,323	79.3%	81.2%	78.7%	5,701,243	5,967,694
SUPPLIES	2,373,884	2,109,245	1,757,841	1,896,342	1,712,115	916,076	980,266	48.3%	72.6%	74.4%	1,531,034	1,766,639
EQUIPMENT	1,270,638	1,070,691	1,207,555	1,399,179	1,332,477	891,166	508,013	63.7%	91.5%	77.8%	979,266	988,804
DEBT SERVICE	120,056	130,312	122,287	95,287	83,287	83,267	12,020	87.4%	100.0%	99.7%	130,312	119,661
OTHER EXPENDITURES	358,747	360,341	362,104	354,232	393,144	157,160	197,072	44.4%	64.3%	66.4%	231,847	238,189
TOTALS	51,785,839	52,225,908	51,628,641	51,929,776	54,076,273	39,018,493	12,911,283	75.1%	80.7%	79.0%	42,142,042	40,911,223
PROGRAM SERIES								May 31, 2024	May 31, 2023	May 31, 2022		
PROGRAM SERIES	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	May 31, 2023	May 31, 2022
SITE ADMINISTRATION	1,057,731	1,059,746	1,283,277	1,255,301	1,265,732	957,124	298,177	76.2%	90.6%	88.9%	960,110	940,389
DISTRICT ADMINISTRATION	454,715	445,097	587,160	529,865	490,183	413,822	116,043	78.1%	83.2%	76.0%	370,334	345,612
SUPPORT SERVICES	1,799,328	1,914,925	2,108,137	2,033,422	2,109,042	1,579,311	454,111	77.7%	89.9%	97.1%	1,720,824	1,746,935
REGULAR INSTRUCTION	21,207,841	21,776,013	20,269,706	19,995,316	21,644,557	15,200,008	4,795,308	76.0%	77.7%	74.7%	16,912,787	15,840,390
EXTRA-CURRICULAR ACTIVITES	2,057,519	2,010,489	1,805,359	1,870,599	2,122,036	1,271,189	599,410	68.0%	71.3%	76.2%	1,432,698	1,568,144
VOCATIONAL INSTRUCTION	454,124	564,801	490,366	493,251	550,798	407,416	85,835	82.6%	71.3%	79.1%	402,950	359,251
SPECIAL EDUCATION	10,739,386	10,796,201	11,316,789	11,042,433	11,685,564	8,352,978	2,689,455	75.6%	79.3%	71.4%	8,565,671	7,663,543
INSTRUCTIONAL SUPPORT	3,804,830	3,478,924	3,265,186	3,017,489	2,916,754	2,012,657	1,004,832	66.7%	84.6%	84.5%	2,942,797	3,213,661
PUPIL SUPPORT SERVICES	4,273,134	4,469,513	4,520,994	5,556,600	5,475,650	4,189,660	1,366,940	75.4%	82.2%	88.9%	3,672,925	3,799,700
FACILITIES	5,571,995	5,322,155	5,367,817	5,558,500	5,310,957	4,111,681	1,446,819	74.0%	87.1%	87.4%	4,635,478	4,870,783
OTHER FINANCING USES	365,236	388,044	613,850	577,000	505,000	522,648	54,352	90.6%	135.4%	154.1%	525,469	562,815
TOTALS	51,785,839	52,225,908	51,628,641	51,929,776	54,076,273	39,018,493	12,911,283	75.1%	80.7%	79.0%	42,142,042	40,911,223

WACONIA	WACONIA	REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES	May 31, 2024
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ACTIVITY - OTHER FUNDS								May 31, 2024	May 31, 2023 % of	May 31, 2022		
	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Received YTD	Budget Remaining	% of Budget Received	Actuals Received	% of Actuals Received	May 31, 2023	May 31, 2022
REVENUE												
FOOD SERVICE	4,704,730	2,728,664	4,719,300	2,986,051	3,475,575	2,015,255	970,796	67.5%	28.2%	79.3%	769,372	3,732,398
COMMUNITY EDUCATION	3,456,751	3,763,349	3,730,859	3,809,317	4,015,267	3,429,687	379,630	90.0%	89.2%	95.9%	3,357,944	3,314,904
CONSTRUCTION	-	-	-	6,200,000	10,839,500	6,073,436	126,564	98.0%	#DIV/0!	#DIV/0!	-	-
DEBT SERVICE	9,634,655	9,841,168	9,352,090	9,572,864	9,376,864	7,170,269	2,402,595	74.9%	70.2%	71.5%	6,903,751	6,887,557

								May 31, 2024	May 31, 2023 % of	May 31, 2022		
	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	% of Budget Received	Actuals Received	% of Actuals Received	May 31, 2023	May 31, 2022
EXPENDITURES												
FOOD SERVICE	3,173,194	3,413,744	3,399,862	3,524,593	3,597,627	2,718,340	806,253	77.1%	85.7%	74.7%	2,924,049	2,370,015
COMMUNITY EDUCATION	3,101,049	3,151,216	3,383,052	3,309,668	3,787,078	3,178,670	130,998	96.0%	85.2%	84.0%	2,683,965	2,604,425
CONSTRUCTION	-	-	-	850,000	15,239,314	1,368,970	(518,970)	161.1%	#DIV/0!	#DIV/0!	-	-
DEBT SERVICE	9,363,331	9,413,981	9,327,369	9,512,869	9,328,000	9,394,831	118,038	98.8%	100.0%	100.0%	9,411,981	9,363,331

SUMMARY - ALL FUNDS								May 31, 2024	May 31, 2023 % of	May 31, 2022		
	June 30, 2022	June 30, 2023	Adopted Budget	Revised Budget	Next Year Budget	Expended YTD	Budget Remaining	% of Budget Received	Actuals Received	% of Actuals Received	May 31, 2023	May 31, 2022
SUMMARY												
REVENUE	70,301,415	69,418,224	73,658,217	79,043,079	84,139,812	65,581,303	13,461,776	83.0%	80.7%	81.6%	56,044,376	57,358,425
EXPENDITURES	67,423,413	68,204,849	67,738,924	69,126,906	86,028,292	55,679,304	13,447,602	80.5%	83.8%	81.9%	57,162,038	55,248,995
SPENDING VARIANCE	2,878,003	1,213,376	5,919,293	9,916,173	(1,888,480)	9,901,999	N/A	N/A	N/A	N/A	(1,117,662)	2,109,430

6.C. Labor Relations Update

7. **ACTION ITEMS**

7.A. Adopt FY24-25 Budget



FY25 Proposed Original Budget

Presentation Purpose

The purpose of tonight's presentation is to present the FY25 budget for School Board review.



FY25 ADM Projections - Summary

ADM Projections - Summary

	FY23 EOY	FY24 Proj	FY25 Proj	Net Change FY25 to FY24
Early Childhood (EC)	34	30	30	-
Voluntary Pre-K	-	-	-	-
Kindergarten	242	263	263	-
Grades 1-3	847	796	787	(9)
Grades 4-6	878	853	817	(36)
Grades 7-12	1,978	2,008	2,021	13
Total ADM	3,979	3,950	3,918	(32)



FY25 General Fund Assumptions:

- Projected enrollment decline of 32 ADM's
- State Aid Formula Increase of 2%
- Salary & Benefits Increase of 5%
- Purchased Services decrease of \$21,238 or .3%
- General Supplies decrease of \$174,227 or 9.2%
- Equipment decrease of \$181,702 or 13%
- Debt Service decrease of \$12,000 or 12.6%
- Other increase of \$38,912 or 11%



FY25 Legislative Mandates with Budgetary Impact:

- Unemployment Insurance for hourly employees – Estimated \$110,000
- State Aid Formula Increase of 2%
- Earned Sick and Safe Time (ESST)
- READ Act
- Special Education
- English Learner (EL)



FY25 General Fund Budget Overview

General Fund - 01								
		July 1, 2024	Revenues	Expenditures	Transfers	June 30, 2025 Proj. Balance	Net Increase or Decrease	
Unassigned - 422		(2,525,036)	52,232,672	50,988,614	1,733,685	452,707	2,977,743	
		-4.86%				0.84%		
Restricted								
Student Activities - 401		343,063	-	-	-	343,063	-	
Staff Development - 403		-	629,399	349,895	(279,504)	-	-	
Operating Capital - 424		-	973,416	1,404,005	430,589	-	-	
Learning & Development - 428		1,125,975	799,923	238,690	(1,187,208)	500,000	(625,975)	
Literacy Incentive Aid - 412		-	235,000	-	(235,000)	-	-	
Gifted & Talented - 438		87,358	56,189	16,682	(40,000)	86,865	(493)	
Library Aid - 443		-	50,000	-	(50,000)	-	-	
Basic Skills - 441		256,387	390,289	274,114	(372,562)	-	(256,387)	
Safe Schools - 449		145,629	166,832	168,168	-	144,293	(1,336)	
LTFM - 467		270,492	683,886	631,605	-	322,773	52,281	
Medical Assistance - 472		530,966	215,000	4,500	-	741,466	210,500	
Subtotal Restricted		2,759,870	4,199,934	3,087,659	(1,733,685)	2,138,460	(621,410)	
Nonspendable								
Prepays		885,964	-	-	-	885,964	-	
Subtotal Nonspendable - 460		885,964	-	-	-	885,964	-	
Subtotal Assigned - 462		-	-	-	-	-	-	
Total General Fund		1,120,798	56,432,606	54,076,273	-	3,477,131	2,356,333	



FY25 Food Service Fund Budget Overview

	July 1, 2024	Revenues	Expenditures	Transfers	June 30, 2025 Proj. Balance	Net Increase or Decrease
Food Service Fund - 02						
Nonspendable						
Prepays	-	-	-		-	-
Inventory	94,725	-	-		94,725	-
Subtotal Nonspendable - 460	94,725	-	-	-	94,725	-
Restricted - 464	1,734,101	3,475,575	3,597,627	-	1,612,049	(122,052)
Total Food Service	1,828,826	3,475,575	3,597,627	-	1,706,774	(122,052)



FY25 Community Service Fund Budget Overview

	July 1, 2024	Revenues	Expenditures	Transfers	June 30, 2025 Proj. Balance	Net Increase or Decrease
Community Services - 04						
Nonspendable						
Prepays	63,565	-	-	-	63,565	-
Subtotal Nonspendable - 460	63,565	-	-	-	63,565	-
Restricted - 464	830	97,336	94,466	-	3,700	2,870
Restricted / Reserved						
Community Ed - 431	1,468,521	2,926,704	2,733,522	-	1,661,703	193,182
ECFE - 432	151,672	398,733	369,910	-	180,495	28,823
Adult Basic Ed - 447	-	-	-	-	-	-
School Readiness - 444	187,641	592,494	589,180	-	190,955	3,314
Restricted/Reserved - Subtotal	1,807,834	3,917,931	3,692,612	-	2,033,153	225,319
Unassigned - 463	(9,025)	-	-	-	(9,025)	-
Total Community Education	1,863,204	4,015,267	3,787,078	-	2,091,393	228,189



FY25 Construction Fund Budget Overview

							June 30, 2025	Net Increase or Decrease
			July 1, 2024	Revenues	Expenditures	Transfers	Proj. Balance	
Construction - 06								
Restricted - 464			4,500,000	10,839,500	15,239,314	-	100,186	(4,399,814)
Total Construction Fund			4,500,000	10,839,500	15,239,314	-	100,186	(4,399,814)



FY25 Debt Service Fund Budget Overview

	<u>July 1, 2024</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Transfers</u>	<u>June 30, 2025 Proj. Balance</u>	<u>Net Increase or Decrease</u>
Debt Service - 07						
Restricted - 464	2,250,870	9,376,864	9,328,000	-	2,299,734	48,864
Total Debt Service Fund	2,250,870	9,376,864	9,328,000	-	2,299,734	48,864



Next Steps

Finalize FY25 Original Budget

- June 10th - Work Session for Non-Action Review
- June 24th - Business Meeting for Action – Approve FY25 Original Budget





Questions ?

WACONIA
Budget Overview
Preliminary Budget Summary 2024-25

General Fund - 01	July 1, 2024	Revenues	Expenditures	Transfers	June 30, 2025 Proj. Balance	Net Increase or Decrease
Unassigned - 422	(2,525,036)	52,232,672	50,988,614	1,733,685	452,707	2,977,743
	-4.86%				0.84%	
Restricted						
Student Activities - 401	343,063	-	-	-	343,063	-
Staff Development - 403	-	629,399	349,895	(279,504)	-	-
Operating Capital - 424	-	973,416	1,404,005	430,589	-	-
Learning & Development - 428	1,125,975	799,923	238,690	(1,187,208)	500,000	(625,975)
Literacy Incentive Aid - 412	-	235,000	-	(235,000)	-	-
Gifted & Talented - 438	87,358	56,189	16,682	(40,000)	86,865	(493)
Library Aid - 443	-	50,000	-	(50,000)	-	-
Basic Skills - 441	256,387	390,289	274,114	(372,562)	-	(256,387)
Safe Schools - 449	145,629	166,832	168,168	-	144,293	(1,336)
LTFM - 467	270,492	683,886	631,605	-	322,773	52,281
Medical Assistance - 472	530,966	215,000	4,500	-	741,466	210,500
Subtotal Restricted	2,759,870	4,199,934	3,087,659	(1,733,685)	2,138,460	(621,410)
Nonspendable						
Prepays	885,964	-	-	-	885,964	-
Subtotal Nonspendable - 460	885,964	-	-	-	885,964	-
Subtotal Assigned - 462	-	-	-	-	-	-
Total General Fund	1,120,798	56,432,606	54,076,273	-	3,477,131	2,356,333
Food Service Fund - 02						
Nonspendable						
Prepays	-	-	-	-	-	-
Inventory	94,725	-	-	-	94,725	-
Subtotal Nonspendable - 460	94,725	-	-	-	94,725	-
Restricted - 464	1,734,101	3,475,575	3,597,627	-	1,612,049	(122,052)
Total Food Service	1,828,826	3,475,575	3,597,627	-	1,706,774	(122,052)
Community Services - 04						
Nonspendable						
Prepays	63,565	-	-	-	63,565	-
Subtotal Nonspendable - 460	63,565	-	-	-	63,565	-
Restricted - 464	830	97,336	94,466	-	3,700	2,870
Restricted / Reserved						
Community Ed - 431	1,468,521	2,926,704	2,733,522	-	1,661,703	193,182
ECFE - 432	151,672	398,733	369,910	-	180,495	28,823
School Readiness - 444	187,641	592,494	589,180	-	190,955	3,314
Restricted/Reserved - Subtotal	1,807,834	3,917,931	3,692,612	-	2,033,153	225,319
Unassigned - 463	(9,025)	-	-	-	(9,025)	-
Total Community Education	1,863,204	4,015,267	3,787,078	-	2,091,393	228,189
Construction - 06						
Restricted - 464	5,350,000	10,839,500	15,239,314	-	950,186	(4,399,814)
Total Construction Fund	5,350,000	10,839,500	15,239,314	-	950,186	(4,399,814)
Debt Service - 07						
Restricted - 464	2,250,870	9,376,864	9,328,000	-	2,299,734	48,864
Total Debt Service Fund	2,250,870	9,376,864	9,328,000	-	2,299,734	48,864
Trust Fund - 08	26,198	5,000	5,000	-	26,198	-
Custodial Fund - 18	-	-	-	-	-	-
Internal Service - 20	67,126	475,000	485,000	-	57,126	(10,000)
OPEB Revocable Trust - 25	-	-	-	-	-	-
OPEB Irrevocable Trust - 45	1,030,871	100,000	300,000	-	830,871	(200,000)
OPEB Debt Service - 47	-	-	-	-	-	-
Total All Funds:	13,537,893	84,719,812	86,818,292	-	11,439,413	(2,098,480)

7.B. Worker's Compensation Insurance Renewal for
SY24-25

Presenter: Todd
Netzke

Business Insurance Proposal

Waconia ISD #110

512 Industrial Blvd Waconia, MN 55387

Presented By: Pat Truax

Presented On: 05/30/24; Updated 6/3/24 with updated payrolls

Policy Term: 07/01/24 to 07/01/25

Proposal Expires On: 07/01/24

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BUSINESS INSURANCE PROPOSAL

- Named Insured
- SFM Workers' Compensation

PREMIUM SUMMARY & COMPARISON

- Premium Summary & Comparison
- Direct Bill Payment Terms
- Compensation Disclosure & Limitation of Liability
- Disclaimer
- Best Rating & Best Financial Performance Rating

Named Insureds

Waconia ISD #110

Workers' Compensation – SFM Second Year of a Two Year Retention

EMPLOYER'S LIABILITY:

Bodily Injury by Accident:	Each Accident	\$500,000
Bodily Injury by Disease:	Per Policy	\$500,000
Bodily Injury by Disease:	Each Employee	\$500,000

STATES: MN

Includes: Other States Coverage except Monopolistic States

SCHEDULE OF OPERATIONS:

STATE	CODE	CLASSIFICATION	23-24 PAYROLL	24-25 PAYROLL	23-24 RATE	24-25 RATE	PREMIUM	
MN	8868	School: Professional Employees	\$26,625,210	\$24,186,105	0.61	0.51	123,349	
MN	9101	School: All Other Employees	\$1,317,366	\$1,239,215	5.42	4.86	60,226	
							Manual Premium	183,575
							Increased Limit Factor	1,469
							Experience Mod (0.82)	-33,308
							Schedule Credit (18%)	-27,312
							Premium Discount	-11,405
							Expense Constant	205
							Terrorism	1,271
							Estimated Annual Premium	114,495
							MN Special Compensation Fund Assessment	3,376
							*Total Estimated Cost:	\$117,871

EXPERIENCE MODIFICATION FACTOR HISTORY:

POLICY TERM	EXPERIENCE MOD.
2024-2025	0.82
2023-2024	0.74
2022-2023	0.70
2021-2022	0.94
2020-2021	1.08
2019-2020	1.19

Workers' Compensation – SFM (Continued)

2 Year Workers' Compensation Fixed Term Retention Plan Endorsement

Second Year of a Two Year Retention Plan

SFM Mutual Insurance Company agrees to accept a stated percentage (Retention Factor) of the final audited discounted premium as its fee for administering and servicing the plan. A percentage fee (Loss Conversion factor) is also applied to all incurred claims. In addition, a tax multiplier will be applied to the total of the administration fee and converted losses. The difference of this and the 2 year audited discounted premiums or maximum premium will either be charged or returned to the Insured or SFM Mutual Insurance Company, as the case may be, within thirty (30) days after the calculations described below are made and delivered in writing to the Insured.

Losses will be valued nine (9) months after policy expiration of the second policy period, and will include a loading for loss development, with the initial calculation being run as soon as practical. All subsequent calculations will be made approximately twelve (12) months after the initial calculation.

This plan is a "Losses to Completion" type plan, thus all reductions, as well as increases in reserves for the policy year, will be considered at each successive calculation. The maximum premium charged to an Insured will not exceed 100% of the combined 2 year audited discounted premiums. Any successive calculation can be considered as a "Final" calculation if it is mutually agreed upon by SFM Mutual Insurance Company and the Insured.

Returns are not payable under the Retention Plan if:

1. The policy is canceled for any reason other than retiring from business.
2. Proper records are not available for determination of the final audited discounted premium.
3. Final audited discounted premiums are less than \$25,000.

Total Estimated "Annual" Premium: **\$113,224**

Retention Factor: **0.32** Loss Conversion Factor: **1.15** Tax Multiplier: **1.055**

Maximum Premium: **100%** of the 2 year audited discounted premiums

Minimum premium: **91%** of the 2 year audited discounted premium.

The retention plan applies to the following state(s): Minnesota and is based on premium before the charge for Terrorism and for other state specific fees and assessments.

Workers' Compensation – SFM (Continued)

Two Year Retention Plan Exhibit

Based upon an Estimated Annual Discounted Premium of \$111,060

Retention Factor 0.32 Premium	Loss Ratio	Losses	Loss Conversion Factor 1.150	Tax Multiplier 1.055	Estimated Estimated Retention Premium
36,232	0.472	53,418	61,431	97,663	103,034
	0.500	56,612	65,104	101,336	106,909
	0.546	61,817	71,089	107,321	113,224
					MAXIMUM

This exhibit is based on just one year of the retention information. The actual retention calculation will include both the first and second years. Losses in actual retention calculation will include a loading for loss development.

The retention plan applies to the following state(s): Minnesota and is based on premium before the charge for Terrorism and for other state specific fees and assessments.

Workers' Compensation – SFM (Continued)

NOTATIONS:

- Workers' Compensation quotation contemplates exposures in the states listed above. Some carriers are not licensed in all states. Therefore, you must notify us if you have any operations or plan to hire any employees to work in states other than those listed above.
- Beginning January 1, 2003, the information page on your Workers' Compensation policy will show a surcharge for Minnesota's Special Compensation Fund assessments. Until now, the amount of the assessment has been built into your rates and included in the total estimated annual premium amount. New state law does not consider the SCF assessment as premium and requires insurers to take the assessment out of their rate and identify it separately.
 - This new "SCF assessment" line item on your policy information page does not represent a new charge to you.
 - The SCF assessment used to be built into your insurance rate. Now it will be displayed separately.
 - The separately displayed amount should be comparable to what you paid last year, assuming the factors that go into figuring your estimated premium are also comparable.
 - The SCF, administered by the Minnesota Department of Labor and Industry, pays benefits to injured workers of uninsured employers and supplemental benefits to certain low-wage workers. It also pays the cost of operating the state's worker's compensation system, including the Office of Administration Hearings, the Workers' Compensation Court of Appeals and certain department divisions including MN OSHA.
- You may be required under the Workers' Compensation law of your state to include liability for compensation to employees of contractors (or subcontractors) as well as to contractors (or subcontractors) without employees performing work for you. However, this does not apply if the contractor (or subcontractor) has furnished you with a Certificate of Insurance indicating he has Workers' Compensation coverage.

Volunteer Accident - HSR

INDEMNITY \$250,000

2023-2024 NUMBER OF VOLUNTEERS	2024-2025 NUMBER OF VOLUNTEERS
150	150

Premium Summary & Comparison

COVERAGE	2022 - 2023 EXPIRING PREMIUMS	2023 - 2024 (SFM) EXPIRING PREMIUMS	2024 - 2025 (SFM) PROPOSED RENEWAL PREMIUMS
Carrier	SFM	SFM	SFM
Workers' Compensation	\$164,323.00	\$116,839.00	\$117,871.00
Terrorism	Included	Included	Included
	HSR	HSR	HSR
Volunteer Accident	\$399.00	\$399.00	\$399.00
Total Estimated Annual Premium:	\$164,722.00	\$117,238.00	\$118,270.00

PAYMENT TERMS & PLANS:

- Direct Bill - Quarterly
- HSR: Agency Bill- Annual

Request to Bind Insurance Coverage

Please bind insurance coverage as specifically quoted and identified in this proposal. I understand coverage is ONLY bound when written confirmation is received from the carrier(s).

Signature: _____ Date: _____

Print Name: _____ Title: _____

Direct Bill Payment Terms

Your policy is what we refer to as Direct Bill. This means that you are billed directly by the insurance company, instead of making payments to Marsh & McLennan Agency.

You will receive all future bills from your insurance company, and will make out your checks directly to them.

You will be given a number to call with any billing questions you might have, but you are welcome to call us for help in resolving your billing questions.

PREMIUM DEPOSIT:

We must receive the required deposit premium from you before coverage can be put in force. All future installments under the payment plan will be billed to you even if the policy has not yet been issued. You will be provided with "binders" as proof of coverage once the deposit is paid.

INSTALLMENTS:

Future installments will be billed to you by the insurance company in advance of the day they are due. They should be mailed in time to be received by the insurance company by the due date. It is important that you pay your premiums on time because some carriers are eliminating the existing pay plan if there are too many late payments.

ENDORSEMENTS (POLICY CHANGES):

For most policy changes, you will not be billed until the change (endorsement) is processed by the insurance company. Then, depending on the insurance company and the amount, it will either be due in thirty (30) days, or split out over your remaining installments. If you have problems understanding the bill, call us.

AUDITS:

Certain policies (usually Workers' Compensation and General Liability) are auditable policies. This means that the premium you are charged throughout the year is based on the estimates of payroll, sales, etc. that were included on the application. After the policy period ends, you will be contacted by someone representing the insurance company to do an audit of your actual payroll or sales figures.

These audited figures are used to re-figure your premium. You may either owe additional premium or have money coming back. Audit billings are usually due immediately. Audits should be reviewed in detail to be sure they are correct. Audits should get prompt attention when you get them. (Make sure to ask for a copy of the auditor's work papers before they leave. This can help you understand an audit and will also help determine if people are included under the correct classification codes.)

We thank you for your business.

Compensation Disclosure & Limitation of Liability

Marsh & McLennan Agency LLC (“MMA”) prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest.

As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients.

MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit: <https://mma.marshmma.com/non-us-affiliates>. In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

- **Retail Commissions** – A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client.
- **Client Fees** – Some clients may negotiate a fee for MMA’s services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA’s engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client’s placements.
- **Contingent Commissions** – Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.

Compensation Disclosure & Limitation of Liability (Continued)

- **Supplemental Commissions** – Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer’s performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.
- **Wholesale Broking Commissions** – Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.
- **Medallion Program and Sponsorships** – Pursuant to MMA’s Medallion Program, participating carriers sponsor educational programs, MMA events and other initiatives. Depending on their sponsorship levels, participating carriers are invited to attend meetings and events with MMA executives, have the opportunity to provide education and training to MMA colleagues and receive data reports from MMA. Insurers may also sponsor other national and regional programs and events.
- **Other Compensation & Sponsorships** – From time to time, MMA may be compensated by insurers for providing administrative services to clients on behalf of those insurers. Such amounts are typically calculated as a percentage of premium or are based on the number of insureds. Additionally, insurers may sponsor MMA training programs and events.

We will be pleased to provide you additional information about our compensation and information about alternative quotes upon your request. For more detailed information about the forms of compensation we receive please refer to our Marsh & McLennan Agency Compensation Guide at <https://www.marshmma.com/us/compensation-guide.html>.

MMA’s aggregate liability arising out of or relating to any services on your account shall not exceed ten million dollars (\$10,000,000), and in no event shall we be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits or other economic loss arising out of or relating to such services. In addition, you agree to waive your right to a jury trial in any action or legal proceeding arising out of or relating to such services. The foregoing limitation of liability and jury waiver shall apply to the fullest extent permitted by law.

Disclaimer

No coverage is provided by this summary, nor can it be construed to replace any provision of the policy. Refer to the actual policy for complete information on the coverages provided. If there is a conflict between the policy and this summary, the provisions of the policy shall govern.

This proposal contains a brief outline of coverages and not a complete explanation of insurance being presented. It is intended to provide a summary of coverage for your review. Only the policy itself can provide a detailed description of the terms conditions, exclusions and endorsements of coverage. A complete specimen policy form will be made available upon your request. For details of coverage refer to the policy itself when issued. This document is neither a binder nor a legal interpretation of the insurance coverage.

In evaluating your exposures to loss, we are dependent upon information provided by you. You ultimately choose the values elected. If there are any areas that need to be evaluated prior to binding coverage, or should any of your exposures change after coverage is bound, such as the beginning of new operations, hiring employees in new states, buying additional property, autos, equipment, etc., please let us know so coverage can be discussed. While we will strive to place your insurance with reputable, highly rated companies, we cannot guarantee the financial stability of an insurance company.

In order to ensure that your important changes are properly communicated, please contact us as questions arise and or exposure changes occur. We must discuss how they affect your insurance program.

The changes in exposure that have an impact on your insurance program include, but are not limited to, those listed below:

1. Changes to any operation such as expansion to another state, new products, etc.
2. Mergers and/or acquisitions of new companies
3. Any assumed contractual liability, granting of indemnities, or hold harmless agreements
4. Circumstances which may require an increase in liability insurance limits
5. Any changes to fire or theft protection, such as installation or disconnection of sprinkler system, burglar alarms, etc. This includes alterations to same.
6. Any changes to scheduled equipment such as contractors' equipment, computer equipment, etc.
7. Property, of yours that is in transit, unless we have previously arranged for this insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises purchased, constructed, or occupied.
9. Any new exposures or plans for foreign travel or operations

Your insurance program will only be as good as the communication between your organization and Marsh & McLennan Agency.

Best Financial Ratings

COMPANY	A.M. BEST RATING	WEBSITE	RATING DATE
Accident Fund	A XIII	www.accidentfund.com	11/17/2021
Acuity	A+ XV	www.acuity.com	1/12/2022
Affiliated FM Insurance Co.	A+ XV	www.affiliatedfm.com	1/13/2022
Allied Insurance Group	A+ XV	www.alliedinsurance.com	12/17/2020
American Compensation Ins Co. (RTW)	A XIV	www.rtw.com	3/2/2022
American Interstate	A IX	www.amerisafe.com	6/24/2021
Capitol Indemnity	A IX	www.capitolindemnity.com	9/17/2021
AXA XL / Catlin	A+ XV	www.xlcatlin.com	9/17/2021
AIG	A XV	www.aig.com	10/7/2021
Chubb	A++ XV	www.chubb.com	12/10/2020
Cincinnati Insurance Company	A+ XV	www.cinfin.com	2/2/2022
CNA	A XV	www.cnacentral.com	7/8/2021
Community Insurance Corporation	Not Rated	www.communityinsurancecorporation.com	N/A
Continental Western	A+ XV	www.continentalwestern.com	6/8/2022
Crum & Forster	A XIV	www.cfins.com	7/14/2021
Dakota Truck Underwriters (member of Dakota Group)	A- VII	www.rascompanies.com	7/21/2021
EMC	A XIV	www.emcinsurance.com	12/17/2021
Fidelity & Deposit of Maryland	A+ XV	www.zurichna.com	10/1/2021
Firemans Fund	A+ XV	www.firemansfund.com	6/2/2021
Hanover	A XV	www.hanover.com	6/21/2022
Harleysville	A+ XV	www.harleysvillegroup.com	12/22/2021
Hartford	A+ XV	www.thehartford.com	7/29/2021
Hartford Steam Boiler	A++ X	www.hsb.com	8/6/2021
Indiana Insurance (member of Liberty Mutual)	A XV	www.indiana-ins.com	6/29/2021
Indiana Lumbermens Mutual	A- VIII	www.plmilm.com	6/6/2022
Lexington	A XV	www.intactspecially.com	10/7/2021
Liberty Mutual	A XV	www.aig.com	6/29/2021
Markel	A XV	www.libertymutualgroup.com	9/15/2021
Medmarc	A XIII	www.markelcorp.com	4/26/2022
Intact / Atlantic Specialty	A+ XV	www.medmarc.com	5/2/2022
Pennsylvania Lumbermens Mutual	A- VIII	www.plmins.com	6/16/2022
Philadelphia	A++ XV	www.phly.com	12/10/2020
QBE	A XV	www.qbena.com	3/11/2021
SFM	A- VIII	www.sfmic.com	3/3/2021
Society Insurance	A- VIII	www.societyinsurance.com	6/16/2022
Travelers	A++ XV	www.travelers.com	11/4/2021
United Fire & Casualty	A XI	www.ufginsurance.com	12/16/2021
United Heartland (see Accident Fund)	A XIII	www.accidentfund.com	11/17/2021
Virginia Surety	A XIV	www.assurant.com	7/22/2021
Wausau (member of Liberty Mutual)	A XV	www.wausau.com	6/29/2021
West Bend Mutual Insurance/NSI	A XIV	www.thesilverlining.com	6/2/2022
Western National Mutual Insurance Company	A+ X	www.wnins.com	7/22/2021
Westfield National Insurance Company	A XV	www.westfieldinsurance.com	1/20/2022
Zurich	A+ XV	www.zurichna.com	10/1/2021

Secure Best's Ratings Scale

A++ and A+	Superior	B and B-	Fair
A and A-	Excellent	C++ and C+	Marginal
B++ and B+	Very Good	C and C-	Weak
		D	Poor

Vulnerable Best's Ratings

Financial Size Category (per million)

FSC I	less than 1	FSC V	10 to 25	FSC IX	250 to 500	FSC XIII	1,250 to 1,500
FSC II	1 to 2	FSC VI	25 to 50	FSC X	500 to 750	FSC XIV	1,500 to 2,000
FSC III	2 to 5	FSC VII	50 to 100	FSC XI	750 to 1,000	FSC XV	greater than 2,000
FSC IV	5 to 10	FSC VIII	100 to 250	FSC XII	1,000 to 1,250		



Minneapolis
6160 Golden Hills Drive
Minneapolis, MN 55416
(763) 746-8000

Duluth
332 West Superior St., Suite 700
Duluth, MN 55802
(218) 722-7753

Eau Claire
4410 Golf Terrace, Suite 202
Eau Claire, WI 54701
715 833-7000

Grand Rapids
520 NE First Ave Suite 2
Grand Rapids, MN 55744
(218) 248-8396

Hayward
15564 Railroad Street, Suite 201
Hayward, WI 54843
(715) 634-4318

Hibbing
2226 1st Avenue
Hibbing, Minnesota 55746
(218) 262-6611

Virginia
820 9th St N, Ste 100
Virginia, Minnesota 55792
(218) 248-8396

7.C. Miscellaneous Wage Rate Increases

Presenter: Dr. Enid
Schonewise, Director
of Human Resources

Waconia Public Schools
Independent School District No. 110
Waconia, Minnesota
BOARD OF EDUCATION

Regular Meeting June 24, 2024

Effective July 1, 2024

AGENDA SECTION: Action Item
AGENDA ITEM: Miscellaneous Wage Rates
ITEM ADDED BY: Enid Schonewise, Director of Human Resources

It is recommended that the Board of Education approve the below Miscellaneous Wage Rates effective July 1, 2024.

These proposed increases will assist our school district in remaining competitive with our surrounding communities and other local businesses. Many of these positions are difficult to fill at the current pay rates. By increasing the rates, we hope to attract and retain more employees. In many cases, Community Education participant fees cover the increases to employee pay rates. Our Substitute (licensed and non-licensed) pay rates are below the market and have not been increased since November of 2021. The estimated financial impact of the proposed increases will have a minimal effect on the budget.

ATHLETICS/ ACTIVITIES

Student Concessions Worker: ~~\$10.00~~ **\$10.85** per hour or prevailing minimum wage

Team W / Event Worker: \$16.00 per hour; \$50.00 stipend incentive payment for every 35 hours of accumulated service **(including ticket sellers and gate workers)**

~~Ticket Seller / Gate Worker:~~ **Nightly Event = \$35.00 per event**
Homecoming Football Game = \$55.00 per event
Varsity Event Double Header = \$50.00 per event
Hockey Game = \$55.00 per event
Special Event Hours = \$60.00 for 5 hours and \$70.00 for 6 hours

COMMUNITY EDUCATION

Drivers Education Instructor:	\$28.00 \$30.00 per hour (year 1) \$29.00 per hour (year 2)
Field Maintenance:	\$11.25 \$15.00 per hour (year 1) \$11.75 \$15.25 per hour (year 2) \$12.25 \$15.50 per hour (year 3) \$12.75 \$15.75 per hour (year 4)
Kids' Company Aide:	\$11.25 \$15.00 per hour (year 1) \$11.75 \$15.25 per hour (year 2) \$12.25 \$15.50 per hour (year 3) \$12.75 \$15.75 per hour (year 4)
Recreation Assistant:	\$11.25 \$15.00 per hour (year 1) \$11.75 \$15.25 per hour (year 2) \$12.25 \$15.50 per hour (year 3) \$12.75 \$15.75 per hour (year 4)
Referee/Umpire – Football:	\$20.00 \$25.00 per game
Referee/Umpire – Football 7th/8th Grade: Referee/Umpire – Soccer: —	\$68.00 per game (SW Metro League) U9/U10 = \$35.00 per game (1 Referee) U11/U12 = \$40.00 per game (Center Referee); \$25.00 per game (Assistant Referee); \$50 per game (Single) U13/U14 = \$50.00 per game (Center Referee); \$30.00 per game (Assistant Referee); \$60.00 per game (Single) U15-U16 = \$60.00 per game (Center Referee); \$40.00 per game (Assistant Referee); \$70.00 per game (Single) U17-U19 = \$70.00 per game (Center Referee); \$50.00 per game (Assistant Referee); \$80.00 per game (Single)
Referee/Umpire – Basketball:	\$20.00 per game (Referee) \$25.00 (3rd - 6th grade) \$30.00 (7th-8th grade)
Referee/Umpire – Metro Baseball:	\$45.00 \$50.00 per game (9-11 year olds) \$55.00 \$60.00 per game (12-13 year olds) \$65.00 \$70.00 per game (14-15 year olds)
Referee/Umpire – Youth Baseball/Softball:	\$40.00 \$45.00 per game (3rd – 6 th grade)
Referee/Umpire – Big West Softball:	\$45.00 \$50.00 per game

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

NUTRITIONAL SERVICES

Edible-Garden Assistant (seasonal): ~~\$12.25~~
\$15.00 per hour (year 1)
\$15.25 per hour (year 2)
\$15.50 per hour (year 3)
\$15.75 per hour (year 4)

Garden Aide (seasonal) \$12.25 per hour

BUILDINGS & GROUNDS

Grounds Maintenance (seasonal): ~~\$12.25~~ \$15.00 per hour

Building Cleaners (seasonal): ~~\$12.25~~ \$15.00 per hour

DAILY SUBSTITUTES

Daily Substitute Custodial Cleaner: ~~\$15.00~~ \$17.00 per hour

Daily Substitute Educational Assistant: ~~\$15.00~~ \$17.00 per hour

Daily Substitute Nutritional Assistant: ~~\$15.00~~ \$17.00 per hour

Daily Substitute Teacher:
~~\$130.00~~ \$145.00 per day (5 hours or more)
~~\$67.50~~ \$72.50 per day (2.25-4.75 hours)
~~\$22.00~~ \$24.50 per hour (2 hours or less)

7.D. Summer Technology eRate Projects

Presenter: Aleks
Simanovich,
Technology Manager

TO: ISD 110 School Board
FROM: Mr. Aleks Simanovich, Technology Manager
Dr. Brian Gersich, Superintendent
DATE: June 11, 2024

Proposal for District-Wide IT Infrastructure Upgrades

Introduction

This memorandum proposes a comprehensive replacement of failing and outdated district IT infrastructure, including replacing wireless access points, installing and configuring a new firewall, and replacing Uninterruptible Power Supply (UPS) batteries. These upgrades are essential to ensure the reliability, security, and efficiency of our network services, supporting the growing technological needs of our educational community.

Rationale

1. Replacing Wireless Access Points

- **Current Situation:** The existing access points were installed in July 2015. They have an average life expectancy of 3-5 years and, therefore, need to be addressed urgently.
- **Impact:** Frequent connectivity issues, slow internet speeds, and limited coverage affect the overall productivity and learning experience.
- **Solution:** Deploy new, high-performance wireless access points district-wide to provide faster, more reliable internet access and support future technology integration.

2. Replacing and Configuring a New Firewall with Multi-Factor Authentication (MFA)

- **Current Situation:** The current firewall lacks the latest security updates and protections required to handle modern cyber threats and cannot efficiently manage the growing network traffic. Additionally,

there is no MFA, which increases the risk of unauthorized access. The life cycle of many firewalls is 5-6 years. The installation date of our current firewall was July 2018.

- **Impact:** Increased vulnerability to cyber attacks, potential data breaches, and inefficient network traffic management pose significant risks to district operations and data security.
- **Solution:** Implement a new firewall with the modern security features necessary to protect against growing cyber threats, improve network performance, and ensure compliance with security policies.

3. Replacing UPS Batteries

- **Current Situation:** Many UPS batteries in use are nearing the end of their life cycle, resulting in reduced power backup capabilities and increased risk of downtime during power outages. The current ones were installed in July 2019, and many batteries' life cycles are 3 to 5 years.
- **Impact:** Potential data loss, hardware damage, and disruption of critical services during power failures could negatively affect educational activities and administrative operations.
- **Solution:** Replace aging UPS batteries to ensure uninterrupted power supply, protect equipment, and maintain continuous operation during power interruptions.

Proposal

We plan to utilize E-Rate funds to enhance our technology infrastructure. To address the issues outlined above, the following actions are proposed:

1. Wireless Access Points Replacement

- The total cost of the Wireless Access Point Replacement is \$214,259.84. E-rate will provide \$107,129.92 of the cost, so the net impact on the ISD 110 budget is approximately \$107,129.92.

2. Firewall Replacement and Configuration

- The total cost of the firewall replacement and configuration is \$74,992.38. E-rate will provide \$31,361.13 of the price, so the net impact on the ISD 110 budget is approximately \$43,631.25.

3. UPS Batteries Replacement

- The total cost of the UPS battery replacement is \$14,534.00. E-rate will provide \$7,267.00 of the price, so the net impact on the ISD 110 budget is approximately \$7,267.00

Conclusion

It's evident that our current IT systems are aging and need significant maintenance. This investment is not a luxury or an upgrade but a critical necessity to ensure our operations' continued reliability and efficiency.

By addressing the current limitations and preparing for future demands, we can provide a robust technological environment that supports the educational mission of our district.

The recommended changes in this proposal have been included in the ISD 110 FY 25 budget.

FIREWALL RESPONSE

* Contains Optional Items

Qty	Item	Description	Price	Ext. Price
1	PROSERVE-PKG	<p>High Point Networks Professional Services defined in the pdf online or above in this document</p> <p>PROJECT SCOPE: Waconia Public Schools replacing their Cipafilter Firewall to FortiGate Firewall.</p> <p>HPN RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Project Management • Discovery of Existing environment • Review and determine network design with the customer. • Provision FortiGate firewalls to HPN standards and apply best practices. • Work with Waconia Public Schools to create FortiCloud account and make sure licensing is applied to FortiGate firewall and FortiAnalyzer • Work with Waconia Public Schools to ensure OVA is correctly sized for FortiAnalyzer. • Initial setup of FortiAnalyzer and adding FortiGate firewall to FortiAnalyzer • Migrate configuration from existing Cipafilter for FortiGate firewall. • Pre-configure VPN tunnels to the best of my knowledge. • Pre-configure SSL VPN remote access • Provide on-site support for installation • Post-Migration documentation • Knowledge Transfer <p>CLIENT RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Firewall configuration freeze so no new firewall policies, or NAT policies are added when we start the migration. • Switch configuration work needed. • Provide remote access for remote configuration. • Internet connections. • Verify power is available for new firewalls. • Provide any patch cables necessary. • Clean up existing Firewall rules and NAT policies. • Provide AD/LDAP Account for Directory Connectivity if needed. • Waconia Public Schools will recycle old firewall. • FortiClient VPN deployment for SSL VPN remote access. • If SSL decryption is used, deploying client certificate to devices. 	\$16,500.00	\$16,500.00

* Optional Subtotal: \$4,229.88

Subtotal: \$74,992.38

Quote Summary

Description	Amount
WIRELESS RESPONSE	\$294,364.84
FIREWALL RESPONSE	\$74,992.38
Total:	\$369,357.22

*Optional Expenses

Description	One-Time
WIRED RESPONSE	\$671,188.48
WIRELESS RESPONSE	\$274,565.06
UPS RESPONSE	\$363,325.00
FIREWALL RESPONSE	\$4,229.88
Optional Subtotal:	\$1,313,308.42

For questions related to your quotation, please contact us using the information above. Acceptance of the quote online is considered acceptance of an offer and binding. All quotes are subject to shipping costs that may not be listed on the quote. Prices quoted are valid for 30 days from Quotation Date. Limitation of Liability for Consequential Damages. High Point Networks, LLC shall not be liable for any indirect, incidental, consequential, exemplary, or punitive damages of any kind or nature. Orders will be invoiced when shipped. Orders may be partially invoiced as items ship and thus there may be multiple invoices per order. "Projects" will be invoiced in the same method. Professional services may be progress billed over the term of the project. All licensing and subscription orders will be invoiced immediately upon customer approval. Payment for all orders are due in 30 days subject to credit approval. Finance charges will be charged at the rate of 1.5% per month if not paid by the due date. If payment is not received within 45 days of the invoice date, we reserve the right to suspend or terminate your service without further notice. Credit card usage as a form of payment may be accepted on a pre-approval basis and may be subject to a convenience fee. "Optional" items on the above quote are not included in the total pricing at the bottom of the quote. This offer to sell the listed products is subject to product availability and High Point Networks standard terms and conditions and prices are subject to change without notice. Please consult your Account Representative prior to placing an order for timely, updated pricing. High Point Networks reserves the right to adjust pricing based on any error or omission.

Note: Once product is ordered and shipped there is NO right of return and may be subject to a restocking fee. Orders can be subject to extreme product delays. Product cannot be returned if ordered in error. Product cannot be returned if next generation product has been released.

Signature

Date

UPS RESPONSE

* Optional

Qty	Item	Description	Price	Ext. Price
68*	SUGXT-1K3KRMV	STARTUP F/GXT 3KVA 7X24 WR SVCS SERIAL NUMBERS REQUIRED STARTUP OPTION <ul style="list-style-type: none"> • Installation includes mounting and start-up of new UPS or EBC (excludes hard-wired applications). • Services performed by Vertiv factory trained technician. • Services performed 7 X 24, excluding national holidays within the 48 contiguous states and Hawaii. • DOES include removal and disposal of existing UPS or EBC equipment 	\$1,367.68	\$93,002.24
1	SH	Estimated Shipping and Handling - Final shipping costs will be reflected on your invoice from High Point Networks	\$1,000.00	\$1,000.00

* Optional Subtotal: \$363,325.00

FIREWALL RESPONSE

* Contains Optional Items

Qty	Item	Description	Price	Ext. Price
1	FG-601F-BDL-950-60	FortiGate-601F Hardware plus 5 Year FortiCare Premium and FortiGuard Unified Threat Protection (UTP)	\$58,213.14	\$58,213.14
1*	FC1-10-AZVMS-465-01-60	FortiAnalyzer-VM Subscription License with Support 5 Year Subscription license for 5 GB/Day Central Logging & Analytics. Include FortiCare Premium support, IOC, Security Automation Service and FortiGuard Outbreak Detection	\$4,229.88	\$4,229.88
4	FN-TRAN-SFP+ SR	10GE SFP+ transceiver module, short range 10GE SFP+ transceiver module, short range for systems with SFP+ and SFP/SFP+ slots	\$69.81	\$279.24



Quote

Quote ID: Q-80958-H8C2-2

To:	Account Manager:
Waconia School District 110 Ryan Mueller	Gavin Doppler Phone: (218) 227-0496 Email: gdoppler@bytespeed.com

Summary

Total Amount: \$14,534.00 E-rate SPIN: 143022706

Should you decide to proceed with a ByteSpeed proposal for your e-rate process, please let us know so that we can provide you with a contract and bulk upload template.

Invoicing Options:

For Internal Connections (IC), ByteSpeed provides the option for both BEAR and Service Provider Invoicing (SPI). However, we only offer the BEAR option for Basic Maintenance of Internal Connections (BMIC) and Managed Internal Broadband Services (MIBS). We are here to assist applicants with all the necessary documentation required for the BEAR invoicing process.

The eligibility percentages for E-rate shared here are derived from manufacturer-provided information and are accurate to the best of our knowledge.

Details

Quantity	Product ID	Product	Price	Sub Total
26		Eaton EBP-1002 - 5PX 2200 RT2U REPLACEMENT BATT BATTERY PACK	\$559.00	\$14,534.00

Handwritten signature and date: 3/19/24

SubTotal	\$14,534.00
Total Tax	\$0.00
Shipping	
Total	\$14,534.00

No installation quoted.

QUOTE



2385 Troop Drive #204, Sartell, MN 56377

QUOTE #	TCLQ15234
DATE	Mar 8, 2024

Quoted For:
 Aleksandr Simanovich
 Waconia School District 110
 512 Industrial Blvd
 Waconia, MN 55387
 Phone 952-442-0606

Prepared By:
 Jake Van Halbeck
 320-230-2020 x1021
 jakev@techcheckusa.com

Account Executive	P.O. Number	Payment Terms	Quote Expiration
Jake Van Halbeck		Net 30	Apr 7, 2024

QTY	Part Number	Description	Unit Price	Extended Price
ERATE bid response for application #240019798				
Bid C: Ruckus Virtual SmartZone and R650s				
Tech Check E-Rate Spin #143024168				
Ruckus Virtual SmartZone with R650 Access Points				
2	L09-VSCG-WW00	Ruckus Virtual SmartZone 3.0 or newer software virtual appliance, 1 Instance, includes 1 AP license. Need to purchase RTU support license to continue using vSZ beyond 90 days.	\$455.42	\$910.84
400	901-R650-US00	Ruckus R650 dual-band 802.11abgn/ac/ax Wireless Access Point with Multi-Gigabit Ethernet backhaul, 4x4:4 + 2x2:2 streams, OFDMA, MU-MIMO, BeamFlex+, dual ports, PoH/uPoE/802.3at PoE support. Does not include power adapter or PoE injector. Includes Limited Lifetime Warranty	\$352.53	\$141,012.00
400	CLD-BNDL-SZWA-EDU5	Ruckus Cloud Bundle Subscription License (5 years) + 5 Years Support, Ruckus Analytics included for SmartZone	\$141.53	\$56,612.00
Professional Services				
1	TCLB-001	Complete installation and configuration of Ruckus Virtual SmartZone and access points. Includes travel time and all associated costs.	\$15,725.00	\$15,725.00

SUBTOTAL	\$214,259.84
SALES TAX	\$0.00
SHIPPING	\$0.00
TOTAL	\$214,259.84

Notes

Please contact me if I can be of further assistance.

7.E. Senior Fee Implementation

Presenter: Paul
Sparby, WHS Principal



MEMORANDUM

TO: ISD 110 School Board

FROM: Mr. Paul Sparby, Waconia High School Principal
Dr. Brian Gersich, Superintendent

DATE: June 10, 2024

SUBJECT: Recommendation ISD 110 implement a Senior Fee to offset costs associated with Waconia High School Graduation

Introduction:

The purpose of this memo is to provide supporting data and rationale for the board to consider introducing a \$40 senior fee to support offsetting costs associated with graduation events for Waconia Public Schools. Several school districts throughout Minnesota already engage in this practice. Some examples include \$60 senior fees for both Chaska and Chanhassen High Schools, \$40 at Orono High School, and \$30 for New Prague High School.

Rationale:

Minnesota Statute does not allow school districts to charge fees for some specific things related to public school graduation ceremonies. Specifically, schools can not charge fees for “graduation caps, gowns, any specific form of dress necessary for any educational program, and diplomas.”

The costs associated with items that we are NOT allowed to add a fee for include:

- Graduation diplomas \$1,700
- Caps and gowns \$14,500

However, other costs associated with graduation activities include:

- Diploma covers \$2,800
- Honor medals / senior awards \$1,850
- Live stream \$2,400
- Graduation programs \$2,200
- Flowers/plants \$600
- Senior breakfast \$2,200

Total \$12,050 (does not include added custodial costs for graduation)

It is also notable that in the past, senior class mugs cost around \$2,400, but it is not yet determined if this is a tradition that will continue given the unclear impact this has had on graduates.

Proposal:

Given the above information, our administration recommends that starting with the SY2024-25, ISD 110 follows the practice of other districts and implements a \$40 senior fee to support some of the above-mentioned costs not forbidden by statute. Certainly, our district would waive fees for families in financial need, with a respectful process to be determined with the high school team. Implementation of this practice would generate an estimated \$12,000 each year to offset the costs noted above.

7.F. Resolution Certifying the Population Estimate
for the 2024 Payable 2025 Levy of Independent
School District 110 Waconia Public Schools (Roll
Call Vote)

Presenter: Steven
Jensen, Director of
Community Education

Certification of Updated District Population Estimate

RESOLUTION

CERTIFYING THE POPULATION ESTIMATE FOR THE 2024 PAYABLE 2025 LEVY OF INDEPENDENT SCHOOL DISTRICT WACONIA PUBLIC SCHOOLS

WHEREAS, the Independent School District #110 has experienced an increase in population from the 2020 census figure of 22,370, to the current census figure of 23,591 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #110 that the census figure of 23,591 be certified to the State Demographer for approval of use in the 2024 payable 2025 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Date: _____

BY ORDER OF THE SCHOOL BOARD

_____ (Clerk Signature)

Luke DeBoer (Clerk Name)

School Board Clerk

Once the resolution is formally approved at a June 2024 school board meeting, please scan and email the signed copy to.

megan.dayton@state.mn.us

7.G. Resolution Establishing Dates for Filing
Affidavits of Candidacy (Roll Call Vote)

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF
CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District No.110, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 110 shall begin on July 30, 2024 and shall close on August 13, 2024. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 110
WACONIA PUBLIC SCHOOLS
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No.110 shall begin on July 30, 2024, and shall close at 5:00 o'clock p.m. on August 13, 2024.

The general election shall be held on Tuesday, November 5, 2024. At that election, three members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available at the District Office located at 512 Industrial Blvd, Waconia, MN 55387. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 13, 2024.

Dated: _____, 20 _____

BY ORDER OF THE SCHOOL BOARD

/s/ _____

School District Clerk

** the Secretary of State's office takes the position that the office must be open until 5:00 p.m. to receive filings on the last day for filing.

The adoption of this resolution is discretionary; the publication of the notice is mandatory.

* Note that the filing dates in districts that have opted into the primary law shall be between 70 and 84 days before the second Tuesday in August. Filing dates for all other districts shall be between 84 and 98 days before the date of the school district general election.

8. **DISCUSSION ITEMS**

8.A. First Read Board Policies

8.A.1. 410 FMLA

Presenter: Dr. Enid
Schonewise, Director
of Human Resources

410 FAMILY AND MEDICAL LEAVE 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 for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling their Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by

USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of their USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or the eligible employee's child;
 - 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 - 7. to attend post-deployment activities related to a covered military member;

8. to address care needs of a covered military member's parent who is incapable of self-care; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

[Note: An employer is permitted to choose any one of the following methods for determining the 12-month period in which the 12 weeks

of FMLA leave entitlement occurs: (a) the calendar year; (b) any fixed 12-month leave year, such as a fiscal year, a year required by State law, or a year starting on an employee's anniversary date;(c) the 12-month period measured forward from the date any employee's first FMLA leave; or (d) a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. It is recommended, however, that school districts use the 12-month rolling measurement as it prevents employees from stacking 12-week leave entitlement that could occur if, for example, a calendar or fiscal year is utilized. Where a calendar, fiscal or similar period is used, an employee could use 12 weeks at the end of the period and then again at the beginning of the period, providing an entitlement to a leave of 24 consecutive weeks. If a school district changes its definition of a "year" in this policy, it must give employees notice of at least 60 days before implementing this change.]

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in

whole or in part, on the condition precipitating the need for military caregiver leave; or

- (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give

30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave.~~ This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but

may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct

students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the workdays in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

- C. Instructional employees who request continuous leave near the end of a **semester grading period** may be required to extend the leave through the end of the **semester grading period**. The number of weeks remaining before the end of a **semester grading period** does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a **semester grading period** and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the **semester grading period**.
 - 2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a **semester grading period**, the school district may require that the leave be continued until the end of the **semester grading period** if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the **semester grading period**.
 - 3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the **semester grading period** and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the **semester grading period**.
 - 4. If the school district requires an instructional employee to extend leave through the end of a **semester grading period** as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will

prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: ~~MSBA School Law Bulletin "M" (Licensed and Non-Licensed School District Employee Leave)~~

Original Policy Adopted: May 11, 1998 / Amended: February 11, 2002/ Amended: November 9, 2009
Reviewed: April 2015 / May 2016 / June 2017 / May 2018 / December 2019 / April 2021/ June 2022 /
Amended: April 2023
Independent School District No. 110
Waconia, MN 55387

8.A.2. 503 Student Attendance

Presenter:
Superintendent Brian
Gersich, Ed. D.

503 STUDENT ATTENDANCE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

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

3. Teacher's Responsibility

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

4. Administrator's Responsibility

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

B. Attendance Procedures

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

1. Excused Absences

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

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

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

c. Consequences of Excused Absences

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

2. Unexcused Absences

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

excused:

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

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(2) Truancy Pre-Diversion

(a) After 5 Unexcused Absences

- Send 2nd notification to parent/guardian
- AND**
- The school will contact Carver County Truancy to schedule a pre-diversion
- The school will also contact the parent/legal guardian regarding the truancy pre-diversion meeting.

(3) Truancy Diversion

(a) After 7 Unexcused Absences:

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

C. Tardiness

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

Valid excuses for tardiness are:

- a. Illness.

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

4. Unexcused Tardiness

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

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

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

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who

wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

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

V. REQUIRED REPORTING

A. Continuing Truant

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

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

B. Reporting Responsibility

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

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. That alternative educational programs and services may be available in the

child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

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

C. Habitual Truant

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

Legal References: Minnesota Statutes § 120A.05 (Definitions)
Minnesota Statutes § 120A.22 (Compulsory Instruction)
Minnesota Statutes § 120A.24 (Reporting)
Minnesota Statutes § 120A.26 (Enforcement and Prosecution)
Minnesota Statutes § 120A.34 (Violations; Penalties)
Minnesota Statutes §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minnesota Statutes § 260A.02 (Definitions)
Minnesota Statutes § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minnesota Statutes § 260C.007, Subd. 19 (Habitual Truant Defined)
Minnesota Statutes § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)

Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

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

Policy Adopted: July 11, 1988,

Amended: February 12, 1996, / June 2003 / November 2005 / reviewed February 9, 2009 /
October 2017 / Reviewed: Dec. 2020 / December 2021

Independent School District #110

Waconia, MN

8.A.3. 611 Homeschooling

Presenter: Dr. Erika
Nesvig, Director of
Student Services

611 HOME SCHOOLING

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

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED-TIME PROGRAMS

~~Enrollment in class offerings of the school district.~~

~~A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared-time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.~~

~~B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared-time pupils to classes.~~

A. Student Eligibility

1. Resident students who attend nonpublic or home schools and are in compliance with the MN Compulsory Instruction Law may apply for limited shared time enrollment in grades K through 12 in Waconia Public Schools.
2. Shared-time privileges are available to nonpublic or home school students in grades K-12 per the following limitations. Students in grades 6-12 may access any curricular offering and students in grades K-5 may access specialists.
3. Students enrolled as shared-time must remain in attendance at their nonpublic school or home school for the majority of their education and must be in compliance with the Minnesota Compulsory Attendance Law.
4. A student in shared-time enrollment must be enrolled in nonpublic or home school for 50% or greater of the school day.
5. Shared-time students do not qualify for a Waconia high school diploma, participation in honor rolls, class rank, and other recognition available to full-time Waconia High School students.
6. A student must have completed all prerequisite courses prior to being approved for a specific public school course.
7. Shared-time students shall abide by all rules, regulations, policies, and procedures governing the conduct of regular full-time students.
8. Shared-time **non-public** students are not eligible to participate in Minnesota State High School League (MSHSL) activities or other district student activities unless their enrollment in the non-public school is governed by MSHSL By-Law 104.00.

B. Program Availability

Academic shared-time enrollment will be provided only on a seat available basis. Course sections will not be added to provide additional seats. Priority for course enrollment will be given to full-time public school students. Academic shared-time enrollment will be provided only in courses at regular times within the normal schedule of classes. Class hours will not be altered to provide for shared-time enrollment.

Shared-time students must attend public school at the school within their attendance boundary. The district may, at their (its) discretion, assign the student to a different school for reasons such as (but not limited to) building capacity, program capacity, or if a course is only offered in a school outside the student's attendance area.

Shared-time students are eligible for district transportation if space is available on an existing bus route to the student's boundary school and if they meet the district policy guidelines for distance from school. The district's transportation department will determine the bus assignment.

School science laboratories and media centers are available for shared time students only as part of the public school course taken by the shared time student.

C. Enrollment Process

Parents must complete a "Shared Time Student Application" form and submit it to the principal of the school they wish for their child to attend.

If approved, the parent(s) and student must contact the school (as assigned) to register for classes.

[Note: The provisions of Article VIII. - Shared Time Programs do not determine whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

IX. **OPTIONAL COOPERATIVE ARRANGEMENTS**

A. Activities

1. Minnesota State High School League-sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may

not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

Policy Adopted: January 2004

Policy Revised: May 2006 / November 2012 / September 2017 / November 2020 / January 2023

Independent School District No. 110

Waconia, MN

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Confidential Data on Individuals

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

B. Data on Individuals

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

C. Data Practices Compliance Officer

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

D. Government Data

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

E. Individual

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

F. Inspection

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy

is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

G. Not Public Data

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

H. Nonpublic Data

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

I. Private Data on Individuals

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

J. Protected Nonpublic Data

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

K. Public Data

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

L. Public Data Not on Individuals

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

M. Public Data on Individuals

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

N. Responsible Authority

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

O. Summary Data

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

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.

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

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

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

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

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

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

- A. All requests for individual subject data must be made in writing directed to the responsible authority.

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

VIII. COSTS

A. Public Data

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

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

B. Summary Data

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

C. Data Belonging to an Individual Subject

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

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

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

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

IX. Annual Review and Posting

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

Data Practices Contacts

Responsible Authority:

Brian Gersich, Superintendent
Educational Services Center
512 Industrial Blvd
Waconia, MN 55387
(952) 442-0600 bgersich@isd110.org

Data Practices Compliance Official:

Dr. Enid Schonewise, Director of Human Resources
Educational Services Center

512 Industrial Blvd
 Waconia, MN 55387
 (952) 442-0600 eschonewise@isd110.org

Data Practices Designee(s):

Type of Data Requested	Name	Position	Email Address	Telephone Number
Public Personnel Data	Dr. Enid Schonewise	Director of Human Resources	eschonewise@isd110.org	952-442-0600
Public Financial Data	Ra-Chhoth Dr. Enid Schonewise	Director of Finance and Operations Director of Human Resources	rchoth@isd110.org eschonewise@isd110.org	952-442-0600
Public Data Southview Elementary	Khuzana DeVaan	Building Principal	kdevaan@isd110.org	952-442-0620
Public Data Bayview Elementary	Ann Swanson	Building Principal	aswanson@isd110.org	952-442-0630
Public Data Laketown Elementary	Keith Baune	Building Principal	kbaune@isd110.org	952-442-0690
Public Data Waconia Middle School	Shane Clausen	Building Principal	sclausen@isd110.org	952-442-0650
Public Data Waconia High School and WLC	Paul Sparby	Building Principal	psparby@isd110.org	952-442-0670

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 13.01 (Government Data)
 Minn. Stat. § 13.02 (Definitions)
 Minn. Stat. § 13.025 (Government Entity Obligation)
 Minn. Stat. § 13.03 (Access to Government Data)
 Minn. Stat. § 13.04 (Rights of Subjects to Data)
 Minn. Stat. § 13.05 (Duties of Responsible Authority)
 Minn. Stat. § 13.32 (Educational Data)
 Minn. Rules Part 1205.0300 (Access to Public Data)
 Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References:

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

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

Policy adopted: Nov 2020
Revised: December 2022
Independent School District No. 110
Waconia, MN 55387

8.A.5. 722 FORM

INDEPENDENT SCHOOL DISTRICT NO. 110
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

8.A.6. 506 Student Discipline

506 STUDENT DISCIPLINE

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

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Each school has handbook to explain disciplinary procedures.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" ~~means~~ shall be defined as policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes,

section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. ~~A principal, I~~ in exercising ~~their~~ the principal's lawful authority, the principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent imminent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restrict or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall

enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to **correct or** restrain a student to prevent **imminent** bodily harm or death to the student or another. **A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.**

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent **imminent** bodily harm or death to the student or another. **A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.**
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
 - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to

prevent **imminent** bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and

common standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to,

disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a

school assignment or test, plagiarism, or collusion, including the use of ~~picture~~ mobile phones or other technology to accomplish this end;

35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 - 1. a student causes or is likely to cause serious physical harm to other students or staff;
 - 2. the student's parent or guardian specifically consents to the use of recess detention; or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct,

rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;

- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student from a Class
1. Students must be sent to the principal's office or another area clearly designated by the building principal. The teacher should follow the communication protocol established by the principal or designee.
 2. The referring staff shall provide the building principal or designee an explanation for the removal using the appropriate district-approved behavior documentation system.
- D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)
1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.
- E. Responsibility for and Custody of a Student Removed from Class
1. Students must go to the principal's office or another area designated by the building principal.
 2. Depending on the age of the student and severity of the situation, the teacher will determine if a student must be accompanied to the designated area.
 3. Students may be engaged in one or more of the following: calming strategies, classwork, learning focused on the reason for the removal or restorative activities while removed from the class.
 4. The principal or designee will provide custodial care of the student when a student is removed from class until the student returns to class.
- F. Procedures for Return of a Student to a Specific Class from which the Student was Removed
1. When a teacher removes a student from class, the principal or designee shall follow up with teachers to develop a re-entry plan.
 2. After the teacher has removed the student from class the teacher will provide the principal or designee with documentation of a record of

teacher interventions and parent or guardian contacts.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. When a teacher removes a student from class, the principal or designee shall follow up with teachers to develop a re-entry plan.

2. After the teacher has removed the student from class the teacher will provide the principal or designee with documentation of a record of teacher interventions and parent or guardian contacts.

H. Students with a Disability; Special Provisions

1. A student's special education case manager will be notified of the incident leading to removal from class to determine if there is a need for further assessment.

2. A student's special education case manager will be notified of the incident leading to removal from class to determine if there is a need for a review of the adequacy of the current Individualized Education Program (IEP).

3. The principal or designee will follow the MTSS procedures set by the district to determine if a student is in need of special education services.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students while on School Premises

1. The preassessment team will be developed following the steps outlined in District Policy 417 Chemical Use and Abuse.

2. The teacher will report suspected chemical abuse to the principal or designee who will then follow steps outlined with the preassessment team.

3. The principal or designee, the teacher and the MTSS team will meet to develop interventions that may be needed for the student tied to violations of the Code of Student Conduct.

XII. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings, or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425 is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against

the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

- a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
 10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
 11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
 12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and ~~his or her~~ **their** parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall

be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and their parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records

shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)

Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 121A.611 (Recess and Other Breaks)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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May 2024

Reviewed: June 2018/ April 2021/ June 2022

Independent School District No. 110

Waconia MN

8.A.7. 507 Corporal Punishment and Prone
Restraint

8.A.8. 507.5 School Resource Officer (NEW)

507.5 SCHOOL RESOURCE OFFICERS

[Note: The provisions of this policy substantially reflect statutory requirements. School districts utilizing school resource officers may choose to adopt this policy.]

I. PURPOSE

The purpose of this policy is to establish the contractual duties and training requirements of a school resource officer.

II. GENERAL STATEMENT OF POLICY

The school district, upon securing the services of one or more school resource officers, is committed to establishing the qualifications and duties required of these officers. Any contract for the services of a school resources officer with the school district must meet the requirements of this policy.

III. DEFINITIONS

- A. "School" means an elementary school, middle school or secondary school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13.
- B. "School Resource Officer" means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer's regular responsibilities through the terms of a contract entered between the peace officer's employer and the designated school district or charter school.

IV. CONTRACTUAL DUTIES

- A. A school resource officer's contractual duties with the school district shall include:
 - 1. fostering a positive school climate through relationship building and open communication;
 - 2. protecting students, staff, and visitors to the school grounds from criminal activity;
 - 3. serving as a liaison from law enforcement to school officials;
 - 4. providing advice on safety drills;
 - 5. identifying vulnerabilities in school facilities and safety protocols;
 - 6. educating and advising students and staff on law enforcement topics; and,
 - 7. enforcement of criminal laws.
- B. The school district may contract with a school resource officer's employer for the officer to perform additional duties to those described in paragraph IV.A.

- C. A school resource officer must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
- D. Nothing in this Article limits any other duty or responsibility imposed on peace officers; limits the expectation that peace officers will exercise professional judgment and discretion to protect the health, safety, and general welfare of the public when carrying out their duties; or creates a duty for school resource officers to protect students, staff, or others on school grounds that is different from the duty to protect the public as a whole.

V. TRAINING

- A. Except as provided for in paragraphs V.B., V.C., and V.D. below, beginning September 1, 2025, a peace officer assigned to serve as a school resource officer must complete a training course that provides instruction on the learning objectives identified in Minnesota Statutes, section 626.8482, subdivision 4 prior to assuming the duties of a school resource officer.
- B. A peace officer who has completed either the School Safety Center standardized Basic School Resource Officer Training or the National School Resource Officer Basic School Resource Officer course prior to September 1, 2025, must complete the training mandated under paragraph V.A. above before June 1, 2027. A peace officer covered under this paragraph may complete a supplemental training course approved by the board pursuant to Minnesota Statutes, section 626.8482, subdivision 4, paragraph (b), to satisfy the training requirement.
- C. If an officer's employer is unable to provide the required training course to the officer prior to the officer assuming the duties of a school resource officer, the officer must complete the required training within six months of assuming the duties of a school resource officer. The officer is not required to perform the duties described in Minnesota Statutes, section 626.8482, subdivision 2, paragraph (a), clause (4) or (5), until the officer has completed the required training course. The officer must review any policy adopted by the officer's employer pursuant to section 626.8482, subdivision 6 before assuming the other duties of a school resource officer and must comply with that policy.
- D. An officer who is serving as a substitute school resource officer for fewer than 60 student contact days within a school year is not obligated to complete the required training or perform the duties described in Minnesota Statutes, section 626.8482 subdivision 2, paragraph (a), clause (4) or (5), but must review and comply with any policy adopted pursuant to subdivision 6 by the law enforcement agency that employs the substitute school resource officer.
- E. For each school resource officer employed by an agency, the chief law enforcement officer must maintain a copy of the most recent training certificate issued to the officer for completion of the training mandated under this section.

Legal References: Minn. Stat. § 120A.05, subs. 9, 11, and 13 (Definitions)
Minn. Stat. § 120B.02, subd. 25 (General Powers of Independent School Districts – School Resource Officers)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations
Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

9.D. Schools Advocating for Fair Funding (SAFF)
Representative

9.E. Southwest Metro Intermediate District 288
Representative

9.F. MSHSL Representative

9.G. Special Education Advisory Council

9.H. Community Education Advisory Council
Representative

9.I. Teaching & Learning Advisory Council
Representative

9.J. City of Waconia Liaison

10. **ENTER CLOSED MEETING RE: Labor Negotiation
Strategy**

11. **ENTER CLOSED MEETING RE: Superintendent
Evaluation**

12. **ADJOURNMENT**