

## **ISD 110 School Board Work Session**

Monday, October 7, 2024 7:00 PM

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

### **1. Superintendent Updates**

**Presenter:** Brian  
Gersich,  
Superintendent

#### 1.A. Superintendent Goals

## District 110 Superintendent Goals and Evaluation: 2024-2025

### Instructions for School Board Members:

This document contains the standards & goals, evidence/artifacts provided by Supt. Gersich and the rubric for evaluation purposes.

1. Use this document for information purposes only
2. Supt Gersich's artifacts/evidence provided for each goal can be found below in **BLUE**
3. Fill out your evaluation form in this link: **Evaluation Form**
4. Dates:

#### **Mid Year Eval:**

- a. Supt Gersich will share evaluation artifacts/evidence to the full board at a closed session **12/9/24**
- b. Individual form due from School Board members by **12/13/24**
- c. Board chair will compile by **12/15/24 & share out to board members**
- d. Compiled evaluation will be discussed by the full board at a closed session **12/16/24**
- e. Evaluation presented and discussed with Supt Gersich **12/16/24**

#### **Final Eval: dates TBD**

- f. Supt Gersich will share evaluation artifacts/evidence to the full board by **6/2/2024**, Board members will be able to ask questions about the artifacts/evidence at a closed session **6/9/2024**
  - g. Individual form due from School Board members by **6/20/2024**
  - h. Board chair will compile by **6/23/2024 & share out to board members**
  - i. Compiled evaluation will be discussed by the full board at a closed session **6/23/2024**
  - j. Evaluation presented and discussed with Supt Gersich at **6/23/2024**
5. Final evaluation will be placed in Supt. Gersich's personnel file at the district office.

**Standard 2. School District Finances**

- **Element 2.d. Bond and Levy Campaigns**

<p><b>Goal:</b> Create a strategy and plan within the framework of long-term financial planning and goals to aid the board in assessing the extent to which current levies and bonds address the district's financial needs and help identify what needs exist for future local referendums.</p> <p><i>Strategic Direction 3: Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of district vision.</i></p>	
<p><b>How the Board can support the Superintendent in this area (Board Goals)</b></p> <ul style="list-style-type: none"> <li>● Engage in discussion related to understanding past and present bond and levy authority</li> <li>● Support development of and discussion around long-term district goals and priorities</li> <li>● Suggest and consider other points of data necessary to support Board discussion related to possible future bond and levy options</li> </ul>	

**Element 2.d. Bond and Levy Campaigns**

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Helps school board assure that levy and bond campaigns meet immediate fiscal needs and advance long-term school district goals and/or priorities	Helps school board develop community engagement strategies that build support for levies and bonds	Helps school board assure that levy and bond campaigns are conducted in legally correct and fiscally responsible manner	Does not provide school board with timely and helpful guidance on conducting levy and bond campaigns

**Element Score:**

**Comments and/or Rationale for Evaluation:**

<ul style="list-style-type: none"> <li>●</li> </ul>
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**Standard 4. School District Operations**

- **Element 4.d. Technology**

<p><b>Goal:</b> Establish a long-term plan to manage and monitor ISD 110 technology including but not limited to infrastructure, hardware upgrades and replacement, cyber security, and software.</p> <p><i>Strategic Direction 3: Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of district vision.</i></p>	
<p><b>How the Board can support the Superintendent in this area (Board Goals)</b></p> <ul style="list-style-type: none"> <li>● Engage in discussion related to recommended changes to district long-term technology planning</li> <li>● Support and engage in finalizing general long-term planning</li> <li>● Support the development of a financial plan to support long term technology needs</li> </ul>	

**Element 4.d. Technology**

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
<p>Is open to future needs and trends in technology; ensures technology plan is in place and includes long-range plan to replace and upgrade hardware, software, and infrastructure</p>	<p>Ensures technology plan in place with long-range plan to replace and upgrade hardware, software, and infrastructure</p>	<p>Technology plan in place, but no replacement plan for hardware, software, and infrastructure</p>	<p>No technology plan in place; no replacement plan for hardware, software, and infrastructure</p>

**Element Score:**

**Comments and/or Rationale for Evaluation:**

<ul style="list-style-type: none"> <li>●</li> </ul>
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**Standard 3. Communication and Community Relationships**

- **Element 3.a. Relationships with the Community**

**Standard 7. Student Support**

- **Element 7.g. Emotional Health and Social Needs**

**Standard 8. Ethical and Inclusive Leadership**

- **Element 8.b. Interactions with Staff, Students, and Community**

<p><b>Goal: Promote and build upon the district’s positive reputation for both academic excellence and a culture of respect with specific focus on efforts to attract students to enroll and staff to work.</b></p> <p><i>Strategic Direction 2: Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.</i></p> <p><i>Strategic Direction 3: Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of district vision.</i></p>	
<p><b>How the Board can support the Superintendent in this area (Board Goals):</b></p> <ul style="list-style-type: none"> <li>● Conduct site visits to gain additional insights on positive aspects of our district to promote.</li> <li>● Monitor news, media, and conversations related to the overall reputation of ISD 110.</li> <li>● Engage in dialogue around alignment of resources or adjustments needed to ensure academic excellence, course offerings, and staffing resources.</li> </ul>	

**Element 3.a. Relationships with the Community**

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Builds and sustains productive relationships with public and private sectors, such as local law enforcement, MSBA, MASA, etc	Creates relationships with public and private sectors	Reluctantly seeks some relationships with public or private sectors	Has no relationships with public and private sectors and shows no interest in pursuing partnerships

**Element Score:**

**Comments and/or Rationale for Evaluation:**

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### Element 7.g. Emotional Health and Social Needs

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Ensures system-wide plan has been developed and implemented to assure a healthy school and/or work environment; collaborates with local mental health and social services and agencies, if available, to provide services for students and/or staff; implements policies prohibiting bullying and harassment as intended and evaluates on ongoing basis	Ensures system-wide plan has been developed to assure a healthy school and/or work environment; collaborates with local services and agencies to provide social and emotional support options and services for students and/or staff; ensures policies prohibiting bullying and/or harassment have been developed and implemented	Plan has been developed to assure a healthy school learning and work environment; collaborates with local services to provide social and emotional support options and services for students and/or staff, but is not followed completely; policies prohibiting bullying and/or harassment policies have been developed	No plan developed to assure a healthy learning and/or work environment; no plan for social and emotional support options and services for students and/or staff exists; policies prohibiting bullying and/or harassment do not exist

**Element Score:**

**Comments and/or Rationale for Evaluation:**

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### Element 8.b. Interactions with Staff, Students, and Community

Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
Assures that school district procedures and practices are systematically reviewed and revised to reflect fairness and respect for human dignity for members of school community; builds relationships with union and non-affiliated	Guides staff to examine school district procedures and practices for adherence to principles of fairness and human dignity; manages dynamics of union relationships	Frequently examines school district procedures and practices for adherence to principles of fairness and human dignity; works to make the best of union relationships	Does not examine school district procedures and practices for adherence to principles of fairness and human dignity; is unable to work with union leadership; does not work to improve relationships

employee groups through trust and sharing appropriate information			
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**Element Score:**

**Comments and/or Rationale for Evaluation:**

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**Comments and/or Rationale for Evaluation:**

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**General Comments on Performance:**

- 

**Ideas for goals for 2025/2026:**

- 

**Summary:**

Meeting Closed under Minn. Stat. 13D.05, Subd. 3(a)

A school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board must identify (and notify) the individual to be evaluated before closing the meeting. A meeting must be open at the individual's request.\* If the evaluation is closed, at the next open meeting, the school board must give a detailed summary of its conclusions regarding the evaluation. This closed meeting must be electronically recorded at the school district's expense. The recording must be preserved for at least three years after the meeting date. The recording is not available to the public.

2. **Field Trip Report**

**Presenter:** Erika  
Nesvig, Director of  
Education Services



# Field Trips

School Board Work Session  
October 7, 2024

# Waconia School Board Policy

## 610 Field Trips

“The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested.”

### **Instructional Field Trips**

- Take place during the school day and related directly to a course of study and require student participation.
- Fees may not be assessed against students to defray direct costs.

### **Supplementary Field Trips**

- Student voluntarily participate and which usually take place outside of the regular school day.
- Financial may be requested

### **Extended Field Trips**

- One or more overnight stops.
- May be instructional or supplementary.
- All are voluntary.



# 2023-2024 School Year

- **127 Field Trips Taken**
  - 84 Elementary
  - 23 Middle School
  - 20 High School



# 2024-2025 School Year Elementary

- **Instructional**

- Each school has identified one instructional field trip per grade level.
- This cost of this trip will be covered using building or PTO funds.
- Families will not be asked to contribute any funds.
- *Example:* Science Museum of MN in 3rd grade connects directly to weather science unit.

- **Supplemental**

- Each school has identified supplemental field trips.
- Families will ask to contribute to pay for these trips. A family can request a scholarship.
- *Example:* Hyland Hills Ski Trip in 5th grade



# 2025-2026 School Year Elementary

Each grade level will determine one instructional field trip for all students at that grade level. The cost of the field trip will be covered by ISD 110 funds and PTO funds.

- For example - all Waconia 2nd graders will go to Lowry Nature Center in connection to their science unit on Plant and Animal relationships.



# 2024-2025 School Year Middle School

- **Instructional**
  - All students will attend the field trips.
  - Families will be given the option to make a donation to cover the cost of this trip, but it is not required.
  - *Example:* Capitol and MN History Museum for 6th grade
  
- **Supplemental**
  - Families will ask to contribute to pay for these trips. A family can request a scholarship.
  - *Example:* Valleyfair for 8th grade



# 2025-2026 School Year Middle School

Each grade level will determine one instructional field trip for all students at that grade level. The cost of the field trip will be covered by ISD 110 funds and PTO funds.



# 2024-2025 School Year High School

- **Instructional**
  - Some classes have field trips throughout the year based on their content.
    - Industrial Tech and Cabinetry visit local businesses in the area.
- **Supplemental**
  - Field trips are optional for students.
    - AP English going to the Guthrie.



# 2025-2026 School Year High School

No changes planned for the 2025-2026 school year.





# Questions?

BLDG	Grade Level(s)/Group	Destination	Funding Source	Notes
BV	All Grades	BV Forest facilitated by Three Rivers Parks	BV PTO Budget	No Bus/Celebration Day
BV	DHH	Camp Fire (Excelsior)	SPED	
BV	DHH	Emagine Theatre (Egan)	SPED	
BV	Grade 1	Field Trip in a Box - The Arb	Activity Fund Carry Over	No Bus
BV	Grade 1	Stages Theatre (Hopkins)	School Start Up Contribution	
BV	Grade 2	Minnesota Zoo (Apple Valley)	Activity Fund Carry Over	
BV	Grade 2	Minnesota History Center (St. Paul)	School Start Up Contribution	
BV	Grade 3	Bakery on Main	Activity Fund Carry Over	No Bus
BV	Grade 3	Baylor Park (NYA)	Activity Fund Carry Over	Canceled due to weather.
BV	Grade 3	Stages Theatre (Hopkins)	Activity Fund Carry Over	
BV	Grade 3	University of Minnesota - Physics Force	BV PTO Budget	Canceled due to threat on U of M campus.
BV	Grade 4	Bakken Museum (Minneapolis) & Pavek Museum (St. Louis Park)	Activity Fund Carry Over	
BV	Grade 4	River Rendezvous	School Start Up Contribution	
BV	Grade 4	WHS PAC - Show Choir	Activity Fund Carry Over	Bus Only
BV	Grade 4	Youth Frontiers	BV PTO Budget	In House
BV	Grade 5	Hyland Hills Ski Trip (Bloomington)	School Start Up Contribution/Activity Fund Carry Over	
BV	Grade 5	In Towne Marina - Ice Fishing	School Start Up Contribution	Bus Only
BV	Grade 5	Mall of America - Sea Life (Bloomington)	BV PTO Budget	
BV	Grade 5	WHS PAC - Show Choir	Activity Fund Carry Over	Bus Only
BV	Grades 1-5	WHS PAC	Activity Fund Carry Over	Celebration Day
BV	Kindergarten	Gale Woods Farm	Activity Fund Carry Over	
BV	Kindergarten	Main Scoop	Activity Fund Carry Over	No Bus
BV	Kindergarten	Workshop - In House	School Start Up Contribution	No Bus
BV	School Patrol	Valleyfair (Shakopee)	BV PTO Budget	
BV	SPED	WMS Tour	SPED	
BV	Unified	Bowling - Lazy Loons (NYA)	Unified Funds	
BV	Unified	WHS - Basketball	Unified Funds	
BV	Unified	WHS - Track & Field	Unified Funds	
BV	Unified	WHS PAC - Movie	Unified Funds	
LT	All Grades	Outdoor Explore @ LT facilitated by Three Rivers Parks	Laketown PTO Budget	
LT	Grade 1	Children's Theatre (Minneapolis)	School Start Up Contribution	
LT	Grade 1	Minnesota Children's Museum (St. Paul)	School Start Up Contribution	
LT	Grade 1	Gather and Grow-Waconia Foodshelf and City Square Park	School Start Up Contribution	Bus Cost Only
LT	Grade 2	Cahill School (Edina)	School Start Up Contribution	
LT	Grade 2	Lowry Nature Center (Victoria)	School Start Up Contribution	
LT	Grade 3	Science Museum of Minnesota (St. Paul)	School Start Up Contribution	
LT	Grade 3	University of Minnesota - Physics Force	School Start Up Contribution	Canceled due to threat on U of M campus.
LT	Grade 4	Bell Museum (St. Paul)	School Start Up Contribution	

LT	Grade 4	Carver County Historical Society and Waterford Park	School Start Up Contribution	Bus Cost Only
LT	Grade 4	WHS PAC	School Start Up Contribution	Bus Cost Only
LT	Grade 5	Hyland Hills Ski Trip (Bloomington)	School Start Up Contribution	
LT	Grade 5	In Towne Marina - Ice Fishing	School Start Up Contribution	Bus Cost Only
LT	Grade 5	University of Minnesota	School Start Up Contribution	Bus Cost Only and is reimbursed by the U of MN
LT	Grade 5	WHS PAC	School Start Up Contribution	Bus Cost Only
LT	Grade 5 (some students)	MN Twins Game (Minneapolis)	Laketown PTO Budget	School Patrol and Student Council Members
LT	Kindergarten	Gale Woods Farm (Minnetrista)	School Start Up Contribution	
LT	Kindergarten	Minnesota Zoo (Apple Valley)	School Start Up Contribution	
LT	Kindergarten	Waconia Fire Station	School Start Up Contribution	Bus Cost Only
LT	Unified	Bowling - Lazy Loons (NYA)	Unified Funds	Unified Pays for Bus Cost
LT	Unified	WHS - Basketball	Unified Funds	Unified Pays for Bus Cost
LT	Unified	WHS PAC - Movie	Unified Funds	Unified Pays for Bus Cost
LT	Unified	WHS - Track & Field	Unified Funds	Unified Pays for Bus Cost
SV	DCD Center-based Classroom	Safari Island	SPED	
SV	DHH	Emagine Theater in (Egan)	SPED	
SV	EBD Center-based Classroom	City Square Park	n/a	Walked - no bus cost
SV	Grade 1	Baker Park Reserve (Maple Plaine)	School Start Up Contribution	Celebration Day
SV	Grade 1	Gather and Grow-Waconia Foodshelf	n/a	Walked - no bus cost
SV	Grade 1	Minnesota Children's Museum (St. Paul)	School Start Up Contribution	
SV	Grade 1	Stages Theatre (Hopkins)	School Start Up Contribution	
SV	Grade 1	Waconia Library	n/a	Walked - no bus cost
SV	Grade 2	Carver County Historical Society	n/a	Walked - no bus cost
SV	Grade 2	Lake Rebecca Park Reserve (Rockford)	School Start Up Contribution	Celebration Day
SV	Grade 2	Lowry Nature Center (Victoria)	School Start Up Contribution	
SV	Grade 2	Minnesota History Center (St. Paul)	School Start Up Contribution	
SV	Grade 2	Stages Theatre (Hopkins)	School Start Up Contribution	
SV	Grade 3	Baylor Park (NYA)	School Start Up Contribution	
SV	Grade 3	Feed My Starving Children (Chanhassen)	School Start Up Contribution	
SV	Grade 3	Lake Minnetonka Regional Park (Minnetrista)	School Start Up Contribution	Celebration Day
SV	Grade 3	Science Museum of Minnesota (St. Paul)	School Start Up Contribution	
SV	Grade 3 - 1 class	Auburn Manor	n/a	Walked - no bus cost
SV	Grade 3 - 1 class	Waconia City Hall & Library	n/a	Walked - no bus cost
SV	Grade 3 - 1 class	Ridgeview Hospital	n/a	Walked - no bus cost
SV	Grade 3 - 1 class	Westview Acres	n/a	Walked - no bus cost
SV	Grade 4	BV Forest for Arbor Day	School Start Up Contribution	
SV	Grade 4	Hyland Lake Park Reserve (Bloomington)	School Start Up Contribution	Celebration Day
SV	Grade 4	Mill City Museum (Minneapolis)	School Start Up Contribution	
SV	Grade 4	Plymouth Congregational Church	School Start Up Contribution	
SV	Grade 4	Westview Acres	n/a	Walked - no bus cost
SV	Grade 4 & 5	WHS PAC - Show Choir	School Start Up Contribution	

SV	Grade 5	Camp Fire (Excelsior)	School Start Up Contribution	
SV	Grade 5	Hyland Hills Ski Trip (Bloomington)	School Start Up Contribution	
SV	Grade 5	In Towne Marina - Ice Fishing	School Start Up Contribution	
SV	Grade 5	Minnesota Zoo (Apple Valley)	School Start Up Contribution	
SV	Grade 5	Skateville (Burnsville)	School Start Up Contribution	Celebration Day
SV	Grade 5	Valleyfair (Shakopee)	SV PTO	Safety Patrol students
SV	Grades K-5	BV Forest facilitated by Three Rivers Parks	SV PTO	
SV	Grades K-5	WHS - Track & Field	School Start Up Contribution	
SV	Kindergarten	Gale Woods Farm (Minnetrista)	School Start Up Contribution	
SV	Kindergarten	Lake Minnetonka Regional Park (Minnetrista)	School Start Up Contribution	
SV	Kindergarten	Laketown Gymnastics	School Start Up Contribution	Celebration Day
SV	Kindergarten	Waconia Fire Station	n/a	Walked - no bus cost
SV	Mixed Grades	WHS - Track & Field	SPED	On call bus for SPED students if needed
SV	Unified	Bowling - Lazy Loons (NYA)	Unified Funds	
SV	Unified	Waconia Inclusive Playground & Culvers	Unified Funds	
SV	Unified	WHS Gym - Basketball	Unified Funds	
SV	Unified	WHS PAC - Movie	Unified Funds	
SV	Unified	WHS Track & Field	Unified Funds	
WMS	6th Grade All	Bowling - Southtown Lanes (Bloomington)	Families/PTO Scholarships	Non-curricular/Optional- Donations Requested
WMS	6th Grade All	Capital Building and MN History Center (St. Paul)	Families/PTO Scholarships	Curricular- Donations Requested
WMS	6th Grade All	Long Lake Conservation Center (Palisade)	Families/PTO Scholarships	Required Fee/ Schaloarships Available Waconia Fire Dept. Donated for Scholarships
WMS	6th Grade All	Orchestra Hall (Minneapolis)	Band Boosters	Curricular- Donations Requested
WMS	6th Grade Gifted and Talented	Mall of America- Fly over (Bloomington)	Families/GT Funds	Curricular- Donations Requested
WMS	7/8 Band	Southdale Mall (Edina)	Band Boosters	Optional Donations Requested
WMS	7/8 Jazz Band	Eau Claire, WI	Band Boosters	Optional- Donations Requested
WMS	7th Grade All	Bowling - Southtown Lanes (Bloomington)	Families/PTO Scholarships	Non-curricular/Optional- Donations Requested
WMS	8th Grade All	St. Croix River Canoe Trip (Taylor's Falls)	Families/PTO Scholarships	Curricular/ Donations requested Waconia Fire Dept. Donated for Scholarships
WMS	8th Grade All	Valleyfair (Shakopee)	Families/PTO Scholarships	Non-curricular/Optional- Required Fee
WMS	8th Grade Gifted andf Talented	Arboretum (Chanhassen)	Families/GT Funds	Curricular- Donations Requested
WHS	Band	Chanhassen High School	Activities (all conference event)	
WHS	Band Department	Mound Westonka High School	Students' families and boosters.	
WHS	Band Department	Mound Westonka High School	Students' families and boosters.	
WHS	Chamber Choir	Chanhassen High School	Metro West Conference	
WHS	FACS Interior Design	MIA (Minneapolis) and Ikea (Bloomington)	Perkins Funded	
WHS	Fish and Wildlife Biology, Winter Biology	Stieger Lake(Sept, May) Tiger Lake WMA (Oct, May), Lake Waconia(Jan), Schneewind WMA (Jan)	High School Field Trip Transportation Funds	
WHS	Spanish CIS	University of Minnesota	High School Field Trip Transportation Funds	
WHS	Vocal department	New Prague High School	Metro West Conference	
WHS	WHS AP English Department	Guthrie Theater (Minneapolis)	Student Fees	

## **610 FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

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

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

#### **A. Instructional Trips**

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, assistant principal, or special education director and may be financed by school district funds within the constraints of the school building budget which may include support from booster clubs or similar organizations. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

#### **B. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, community education activities and other special interest groups. These trips are subject to review and approval of the activities director, community education director and/or the building principal. Financial contributions by students may be requested which may include support from booster clubs or similar organizations. (Minn. Stat. § 123B.36, Authorized Fees)

#### **C. Extended Trips**

1. Trips that involve one or more overnight stops fall into this category and are not considered part of a predetermined school district competition schedule. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. All extended trips are voluntary and participation or non-participation status may not influence grades, or future placement, treatment or opportunity for students. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to

accommodate emergencies or contingencies (e.g., tournament competition).

2. Participation in Extended Trips is optional, students and families may choose to opt-out.
3. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### **III. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.

1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

### **IV. SCHOOL BOARD REVIEW**

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities;  
Insurance)  
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675  
(8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal  
of School District Employees)  
MSBA/MASA Model Policy 423 (Employee – Student Relationships)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 707 (Transportation of Public School  
Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Policy Adopted: January 2004, revised January 2014, revised August 2021  
Independent School District No. 110  
Waconia, MN

3. **Enrollment Report**

**Presenter:** Pamela  
Carman, Director of  
Finance & Operations



# FY25 Enrollment Update

## October 7, 2024

# Past Estimated Average Daily Membership (ADM) Actuals and Forecast

Fiscal Year	Revise Forecast	Actual	Variance
2016-17	3968	3899	(69)
2017-18	3990	4039	49
2018-19	4105	4051	(54)
2019-20	4145	4071	(74)
2020-21	4088	3972	(116)
2021-22	4050	4017	(33)
2022-23	4000	3979	(21)
2023-24	3950	3921	(29)
2024-25*	3888	3896	8

\*2024-25: The forecast of 30 early childhood (EC) students has been excluded from the 24-25 enrollment, as we are still finalizing actual EC enrollment numbers with the allocation of 50 Voluntary Pre-K (VPK) students. The actuals for 24-25 are as of 10/1.



### 2024-25 Enrollment Comparison

Grade	FY25 EOY ADM Original Forecast	FY25 Fall Seat Count (10/1)	Diff
Kindergarten	263.00	243.00	(20.00)
Grade 1	265.00	272.00	7.00
Grade 2	240.00	242.00	2.00
Grade 3	282.00	285.00	3.00
Grade 4	278.00	292.00	14.00
Grade 5	280.00	289.00	9.00
Grade 6	259.00	264.00	5.00
Grade 7	317.00	319.00	2.00
Grade 8	307.00	312.00	5.00

### 2024-25 Enrollment Comparison

Grade	FY25 EOY ADM Original Forecast	FY25 Fall Seat Count (10/1)	Diff
Grade 9	357.00	357.00	0.00
Grade 10	321.00	318.00	(3.00)
Grade 11	347.00	354.00	7.00
Grade 12	372.00	349.00	(23.00)
<b>Total</b>	<b>3,888.00</b>	<b>3,896.00</b>	<b>8.00</b>



# Further Enrollment Analysis

- Evaluate Fall to End-of-Year (EOY) Average Daily Membership (ADM)
- Assess Resident Capture Rate over time, considering
  - Public Schools
  - Charter Schools
  - Non-Public Schools
  - Homeschool
- Analyze Kindergarten enrollment trends
- Examine Preschool retention to Kindergarten transitions
- Investigate Elementary to Middle and Middle to High School retention trends.

