

ISD 110 School Board Regular Meeting

Monday, August 25, 2025 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:** Vice Chair Bergstrom

2. **ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE** **Presenter:** Vice Chair Bergstrom

2.A. Upcoming Meetings:

Sept. 8 Finance & Facilities Committee 6PM @ District Office

Sept. 8 Work Session 7PM @ District Office

Sept. 22 Policy Committee 6PM @ Waconia City Hall

Sept. 22 Regular Meeting 7PM @ Waconia City Hall

2.B. Introductions

2.B.1. Student School Board Representatives for SY 2025-2026

- Sydney Sabol
- Colette Newman

2.B.2. Ceremonial Oath of Office **Presenter:** Vice Chair Bergstrom



Ceremonial Oath of Office for Student Representatives

Please stand and raise your right hand to take a ceremonial oath of office.

Do you **Sydney Sabol** and **Colette Newman** affirm that you will support the Constitution of the United States and the State of Minnesota and that you will faithfully discharge the duties of the office of Student Representative on the School Board of Independent School District No. 110 to the best of your judgment and ability. If so say "I Will".

3. PUBLIC COMMENT

4. MINUTES OF PREVIOUS MEETING

ISD 110 School Board Regular Meeting
Monday, July 28, 2025 7:00 PM Central

Waconia City Hall
201 S Vine Street
Waconia, MN 55387

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

Members Present: Amott, Kelzer-Breeden, Wilson, Rosin, Hagen, Arnita

Members Absent: Bergstrom

Call to order by Chair Amott at 7:00 PM

Motion by Wilson to adopt agenda

Hagen second

All in favor

Motion carried

Chair Amott read a statement including highlights of the superintendent's evaluation that took place on June 23 during a closed meeting.

2. ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE

2.A. Upcoming Meetings:

Aug. 11 Finance and Facilities 7PM @ District Office Conf. Rm B

Aug. 11 Work Session 7PM @ District Office Conf. Rm A

Aug. 25 Policy Committee 6PM @ Waconia City Hall

Aug. 25 Regular Meeting 7PM @ Waconia City Hall

3. PUBLIC COMMENT none

4. MINUTES OF PREVIOUS MEETING

Motion by Kelzer-Breeden to adopt the minutes of the June 23 regular meeting

Hagen second

All in favor

Motion carried

5. CONSENT AGENDA

Motion by Wilson to approve Consent Agenda

Arnita second

All in favor

Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

Employment

Krummel-Walter, Talon Replacement	Instrumental and Classroom Music Teacher Long Term Substitute Attach K	WMS
McKellip, Bailey Replacement	Grade 4 Teacher 1.0 FTE; 184 Days Attach K	BV
Mosier, Carrie Replacement	Teacher Assistant (ECFE) 4.5 Hours/Day; 175 Days	ECFE
Paulsen, Terri Lee New	Teacher Assistant (Preschool) 5 hours/day; 175 Days	ESC
Ristow, Madelline Replacement	Educational Assistant (SPED) 4 Hours/day; 175 Days	ESC
Serum, Tammy Replacement	School Counselor 1.0 FTE; 184 Days Attach K	WHS
Soppeland, Payton Replacement	Special Education Teacher 1.0 FTE; 184 Days Attach K	WMS
Tackmann, Lori New	Teacher Assistant (ECFE) 4.5 Hours/Day; 175 Days	ECFE
Wilkerson Hardy, Payten Replacement	Educational Assistant (SPED) 6.5 hours/day; 175 Days	BV

Employee Status Changes

Butler, Laura, Occupational Therapist, from 0.6 FTE to 1.0 FTE at ESC

Jaede, Laura, Preschool Teacher, from 7.5 hours/day to 8 hours/day at WEC

Lemke, Amber, Preschool Teacher, from 6.5 hours/day to 8 hours/day at WEC

Leonard, Jessica, Educational Assistant (SPED), from 3 hours/day at WEC to 5 hours/day at ESC

Russell, Melissa, ECFE Teacher Assistant, from 6.5 hours/day to 8 hours/day at ECFE

Weber, Mary, Preschool Teacher, from 7.5 hours/day to 8 hours/day at WEC

Leaves of Absence

Jaede, Laura, Preschool Teacher at ECFE

Retirements/Resignations/Terminations

Forster, Shar, Administrative Assistant III at Comm Ed

Molencamp, Kirsten, Educational Assistant (SPED) at BV

Simanovich, Aleksandr, Technology Manager at ESC

5.C. PSEO Administration Contract with Ridgewater College

5.D. Sitelogiq Invoice (June)

5.E. Receipts of Donation

6. REPORTS

6.A. Administrative Presentation: Dr. Jeff Horton, SW Metro

7. ACTION ITEMS

7.A. Resolution Calling for Special Election Nov. 4, 2025 (ROLL CALL VOTE)

Motion by Kelzer-Breeden to approve Resolution Calling for Special Election Nov. 4, 2025

Hagen second

Roll Call Vote taken

All in favor

Motion carried

7.B. 10-Year LTFM Resolution Fiscal Year (FY) 27 (ROLL CALL VOTE)

Motion by Kelzer-Breeden 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

Rosin second

Roll Call Vote taken

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 Wilson to approve 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

Arnita 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 Rosing 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

Hagen second

Roll Call Vote taken

All in favor

Motion carried

7.E. Student and Family Handbooks

Motion by Kelzer-Breeden to approve Student and Family Handbooks

Wilson second

All in favor

Motion carried

8. DISCUSSION ITEMS

8.A. First Read Board Policy

8.A.1. 516 Student Medication

8.A.2. 105 School District Public Relations and School Communications

8.A.3. 434 Teacher Professional Growth, Reflection and Evaluation Plan

8.A.4. 605 Alternative Educational Services

8.A.5. 610 Field Trips

8.A.6. 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

8.A.7. 301 School District Administration

8.A.8. 302 Superintendent

8.A.9. 303 Superintendent Selection

8.A.10. 304 Superintendent Contract, Duties, and Evaluation

8.A.11. 305 Policy Implementation

8.A.12. 306 Administrator Code of Ethics

8.A.13. 501 School Weapons Policy

8.A.14. 613 Graduation

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. **ADJOURNMENT**

Motion by Wilson to adjourn

Rosin second

All in favor

Motion carried

Meeting adjourned at 7:28 PM

5. **CONSENT AGENDA**

Presenter: Vice Chair
Bergstrom

5.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
616024	BANKS, HANNA	07/23/2025	R	325.00	July
616025	BARSNESS, JON	07/23/2025	R	325.00	July
616026	BD & LL SCREEN PRINTING	07/23/2025	R	2,187.80	July
616027	BNR IRRIGATION SERVICES INC	07/23/2025	R	1,096.84	July
616028	BRIDEN, VERONICA	07/23/2025	R	325.00	July
616029	BROCKPOHLER, KELLY	07/23/2025	R	106.24	July
616030	CAPTIVATE MEDIA+CONSULTING	07/23/2025	R	7,500.00	July
616031	CARLSON, RICK	07/23/2025	R	1,000.00	July
616032	CASEY, NICOLE	07/23/2025	R	325.00	July
616033	CHOICE ELECTRIC	07/23/2025	R	11,709.72	July
616034	CITY OF WACONIA	07/23/2025	R	10,006.38	July
616035	COLE, MARTIN	07/23/2025	R	325.00	July
616036	DAVIS, DIANNA	07/23/2025	R	39.84	July
616037	DORE, SHANE	07/23/2025	R	325.00	July
616038	ECM PUBLISHERS, INC	07/23/2025	R	48.38	July
616039	FETTE, LONNIE	07/23/2025	R	325.00	July
616040	GOHLKE, LISA	07/23/2025	R	325.00	July
616041	HAMILTON, MICHAEL	07/23/2025	R	325.00	July
616042	HEINS, KATIE	07/23/2025	R	325.00	July
616043	HILLESHEIM, KRISTEN	07/23/2025	R	325.00	July
616044	HOEHNE, KIM	07/23/2025	R	325.00	July
616045	HOPE RIDES	07/23/2025	R	560.00	July
616046	HUAMAN, DARLA	07/23/2025	R	325.00	July
616047	INDIANHEAD FS DISTRIBUTOR, INC	07/23/2025	R	123.49	July
616048	INNOVATIONAL WATER SOLUTIONS I	07/23/2025	R	573.00	July
616049	KARLSON, KRISTA	07/23/2025	R	325.00	July
616050	KING, HEATHER	07/23/2025	R	325.00	July
616051	KLEIN, JENNIFER	07/23/2025	R	325.00	July
616052	KOCH SCHOOL BUS SERVICE, INC	07/23/2025	R	27,975.71	July
616053	LUCAS, MEGHAN	07/23/2025	R	92.40	July
616054	MRI SOFTWARE LLC	07/23/2025	R	327.00	July
616055	PAULSEN, TERRI	07/23/2025	R	325.00	July
616056	PITSTICK, SCOTT	07/23/2025	R	106.24	July
616057	SECK, KERIC	07/23/2025	R	325.00	July
616058	SIEVE, MIKE	07/23/2025	R	325.00	July
616059	SIMPSON, AMY	07/23/2025	R	325.00	July
616060	SORENSEN, BRITTANY	07/23/2025	R	325.00	July
616061	STEP SAVER, INC	07/23/2025	R	237.08	July
616062	TECHAU, LYN	07/23/2025	R	325.00	July
616063	TERRAFORM PHOENIX II ARCADIA	07/23/2025	R	292.51	July
616064	THOLKES, MONALIZA	07/23/2025	R	325.00	July
616065	TUCKER, ANDREA	07/23/2025	R	325.00	July
616066	UNITED FARMERS COOPERATIVE	07/23/2025	R	6,906.08	July
616067	URBANIYAK, LUKE	07/23/2025	R	325.00	July
616068	WILLENBRING, DALE	07/23/2025	R	325.00	July
616069	WILSEY, KRISTEN	07/23/2025	R	325.00	July
616070	WOYTCKE, KELLY	07/23/2025	R	325.00	July
616071	A & D SOLUTIONS LLC	07/24/2025	R	1,280.00	July
616072	AMPLIFY EDUCATION INC	07/24/2025	R	6,753.97	July
616073	AVIBEN	07/24/2025	R	566.86	July
616074	BEHRENS, CHARLES	07/24/2025	R	200.00	July
616075	BISCHOFF, KOLETON	07/24/2025	R	90.00	July
616076	BLFPA	07/24/2025	R	100.00	July
616077	BLILIE, ALEC	07/24/2025	R	150.00	July
616078	BYTESPEED	07/24/2025	R	700.00	July
616079	CAMBRIDGE-ISANTI GRAND SLAMMER	07/24/2025	R	100.00	July

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
616081	CARLSON, RICK	07/24/2025	R	42.00	July
616082	CHOICE ELECTRIC	07/24/2025	R	14,268.56	July
616083	Consortium for School Networki	07/24/2025	R	1,020.00	July
616084	DIVERSIFIED PLUMBING & HEATING	07/24/2025	R	346.00	July
616085	EDER, NOLAN	07/24/2025	R	135.00	July
616086	ENKJER, SAMSON	07/24/2025	R	45.00	July
616087	GAME ONE	07/24/2025	R	8,118.23	July
616088	GROGAN, MICHAEL	07/24/2025	R	240.00	July
616089	GROSH SCENIC RENTALS INC.	07/24/2025	R	1,274.93	July
616090	HEINEMANN	07/24/2025	R	8,468.10	July
616091	HIGH POINT NETWORKS, LLC	07/24/2025	R	36,182.40	July
616092	HYATT, ETHAN	07/24/2025	R	180.00	July
616093	IVERSON, LEIGHTON	07/24/2025	R	45.00	July
616094	JOHNSON, CHASE	07/24/2025	R	275.00	July
616095	JOHNSON, CLAYTON	07/24/2025	R	45.00	July
616096	KEARNEY, ANDREW	07/24/2025	R	45.00	July
616097	KIRKPATRICK, GEHRIG	07/24/2025	R	50.00	July
616098	KONIETZKO, ALEX	07/24/2025	R	50.00	July
616099	LANO EQUIPMENT INC	07/24/2025	R	567.52	July
616100	LOFFLER COMPANIES	07/24/2025	R	15,563.21	July
616101	MAGIC PARTY MN LLC	07/24/2025	R	1,275.00	July
616102	MASA/MASE	07/24/2025	R	1,365.00	July
616103	MEI TOTAL ELEVATOR SOLUTIONS	07/24/2025	R	830.54	July
616104	MERRITT, GEDRIC	07/24/2025	R	170.00	July
616105	MESPA	07/24/2025	R	962.00	July
616106	PLANSOURCE BENEFITS ADMIN INC	07/24/2025	R	3,218.53	July
616107	SCHOLASTIC DIGITAL	07/24/2025	R	1,525.00	July
616108	SCHOOL DATEBOOKS INC	07/24/2025	R	1,357.92	July
616109	SHERMAN, BENJAMIN	07/24/2025	R	90.00	July
616110	STAR GROUP LLC	07/24/2025	R	171.15	July
616111	WABBE, LUKE	07/24/2025	R	140.00	July
616112	WILLKOMM, RITTER	07/24/2025	R	145.00	July
616113	YAGER, MICHAEL	07/24/2025	R	230.00	July
616114	PLEASANT VALLEY 4-H	07/29/2025	R	2,300.00	July
616115	AMAZING ATHLETES OF CENTRAL MN	07/30/2025	R	700.00	July
616116	CATALYST SOURCING SOLUTIONS	07/30/2025	R	1,203.42	July
616117	HAPPY FEET SOCCER TWIN CITIES	07/30/2025	R	2,672.00	July
616118	IEA, INC	07/30/2025	R	3,387.26	July
616119	INDUSTRIAL FABRICATION SERVICE	07/30/2025	R	4,855.00	July
616120	LAKESHORE LEARNING MATERIALS L	07/30/2025	R	66.49	July
616121	LOFFLER COMPANIES	07/30/2025	R	357.47	July
616122	REHABMART eCOMMERCE SOLUTIONS	07/30/2025	R	1,507.09	July
616123	SOUTHWEST METRO INTERMEDIATE D	07/30/2025	R	38,996.93	July
616124	ST JOHNS UNIVERSITY	07/30/2025	R	22,029.70	July
616125	TRUE MECHANICAL LLC	07/30/2025	R	4,795.52	July
616126	UHL CO	07/30/2025	R	1,497.00	July
616127	WAYNE DAUWALTER PLUMBING	07/30/2025	R	5,374.17	July
616128	WINSTED SOLAR LLC	07/30/2025	R	6,446.23	July
616129	EYE MED-FIDELITY SECURITY LIFE	07/31/2025	R	1,994.30	July
616130	NCPERS GROUP LIFE INS	07/31/2025	R	88.00	July
616131	SCHOOL SERVICE EMPLOYEES	07/31/2025	R	852.92	July
616132	ADAMS PEST CONTROL CO INC	08/01/2025	R	322.96	August
616133	AUGUST ASH INCORPORATED	08/01/2025	R	1,275.00	August
616134	BIFFS, INC	08/01/2025	R	1,654.00	August
616135	BRUSS, JON	08/01/2025	R	95.00	August
616136	BYWATER BUSINESS SOLUTIONS LLC	08/01/2025	R	145.00	August

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
616137	CANON FINANCIAL SERVICES INC	08/01/2025	R	890.18	August
616138	GRAINGER	08/01/2025	R	138.42	August
616139	HANSON SPORTS LLC	08/01/2025	R	1,640.20	August
616140	HEINEMANN	08/01/2025	R	18,595.14	August
616141	HILLYARD/HUTCHINSON	08/01/2025	R	757.86	August
616142	INDIANHEAD FS DISTRIBUTOR, INC	08/01/2025	R	361.34	August
616143	KRAMER, ADAM	08/01/2025	R	35.00	August
616144	L2 BRANDS LLC	08/01/2025	R	1,471.00	August
616145	LAVONE, PAT	08/01/2025	R	580.80	August
616146	LEE'S REFRIGERATION LLC	08/01/2025	R	9,699.22	August
616147	LOAD'EM UP TRAILER RENTAL & SA	08/01/2025	R	2,280.14	August
616148	LOUWAGIE, ETHAN	08/01/2025	R	815.00	August
616149	LVC COMPANIES INC	08/01/2025	R	380.00	August
616150	LYNCH, KEVIN	08/01/2025	R	5,776.00	August
616151	MESPA	08/01/2025	R	713.00	August
616152	METRO ELEVATOR	08/01/2025	R	10,881.00	August
616153	MUSIC MART	08/01/2025	R	5,695.00	August
616154	MYSTERY SCIENCE	08/01/2025	R	1,695.00	August
616155	PREP TIME PRINTING	08/01/2025	R	143.00	August
616156	RIVERS EDGE CONCRETE LLC	08/01/2025	R	589.50	August
616157	SAFARI ISLAND COMMUNITY CENTER	08/01/2025	R	396.00	August
616158	SCENARIO LEARNING LLC	08/01/2025	R	9,885.22	August
616159	SECURITY BANK & TRUST CO	08/01/2025	R	34,202.24	August
616160	SPORTS UNLIMITED	08/01/2025	R	1,134.00	August
616161	TECH ACADEMY/THOMSEN SYSTEMS	08/01/2025	R	1,056.00	August
616162	VITAMINK12 LLC	08/01/2025	R	900.00	August
616163	WILSON LANGUAGE TRAINING CORP	08/01/2025	R	13,332.60	August
616164	BCI CONSTRUCTION INC	08/05/2025	R	148,325.78	August
616165	CHOICE ELECTRIC	08/05/2025	R	963.12	August
616166	CHOSEN VALLEY TESTING INC	08/05/2025	R	627.00	August
616167	DIVERSIFIED PLUMBING & HEATING	08/05/2025	R	1,611.00	August
616168	HILLYARD/HUTCHINSON	08/05/2025	R	13,218.86	August
616169	SUNBELT RENTALS INC	08/05/2025	R	4,697.31	August
616170	AMPION PBC	08/07/2025	R	15,299.47	August
616171	AVIBEN	08/07/2025	R	260.71	August
616172	CRAWFORD, MIRANDA	08/07/2025	R	480.00	August
616173	GARAGE LANES LLC	08/07/2025	R	560.00	August
616174	HAPPY FEET SOCCER TWIN CITIES	08/07/2025	R	864.00	August
616175	HELEN SOLAR LLC	08/07/2025	R	6,080.70	August
616176	INDIANHEAD FS DISTRIBUTOR, INC	08/07/2025	R	23,671.36	August
616177	JESSEN, CHRIS	08/07/2025	R	50.00	August
616178	LVC COMPANIES INC	08/07/2025	R	735.00	August
616179	ROCKFORD HIGH SCHOOL	08/07/2025	R	100.00	August
616180	SHED & FENCE COMPANY	08/07/2025	R	1,668.00	August
616181	SOCIAL CLUB SIMPLE	08/07/2025	R	60.00	August
616182	TRUE MECHANICAL LLC	08/07/2025	R	24,806.24	August
616183	AMAZON CAPITAL SERVICES	08/07/2025	R	11,225.57	August
616184	21ST CENTURY SPORTS LLC	08/08/2025	R	434.00	August
616185	ACCURATE LABEL DESIGNS INC	08/08/2025	R	380.90	August
616186	ADAMS PEST CONTROL CO INC	08/08/2025	R	814.12	August
616187	ALPHA WIRELESS COMMUNICATIONS	08/08/2025	R	378.00	August
616188	ARBITERSPORTS	08/08/2025	R	8,638.50	August
616189	AUGUST ASH INCORPORATED	08/08/2025	R	1,901.25	August
616190	BELL, ANTHONY	08/08/2025	R	800.00	August
616191	BJORKLUND COMPENSATION LLC	08/08/2025	R	150.00	August
616192	BOOTLACE CONSTRUCTION	08/08/2025	R	33,200.00	August

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
616193	COR ROBOTICS LLC	08/08/2025	R	1,600.00	August
616194	DISCOUNT SCHOOL SUPPLY	08/08/2025	R	106.93	August
616195	FOLLETT SOFTWARE LLC	08/08/2025	R	5,233.40	August
616196	FULLER, AUSTIN	08/08/2025	R	175.00	August
616197	GOOSE LAKE AUTO PARTS	08/08/2025	R	527.00	August
616198	GRAND, TAYLOR	08/08/2025	R	442.00	August
616199	GREAT MINDS PBC	08/08/2025	R	2,350.00	August
616200	HANSON SPORTS LLC	08/08/2025	R	1,445.60	August
616201	HEGER'S DAIRY LLC	08/08/2025	R	1,122.55	August
616202	HILLYARD/HUTCHINSON	08/08/2025	R	8.62	August
616203	HLS GROUP	08/08/2025	R	306.23	August
616204	HOUGHTON MIFFLIN	08/08/2025	R	4,800.00	August
616205	HUSTLE & HEART SPORTS	08/08/2025	R	91.00	August
616206	INGINA LLC	08/08/2025	R	2,850.00	August
616207	INNOVATIVE OFFICE SOLUTIONS LL	08/08/2025	R	68.26	August
616208	ISENSEE, SAMANTHA	08/08/2025	R	800.00	August
616209	JUREK, DANIEL	08/08/2025	R	800.00	August
616210	JUREK, JOSHUA	08/08/2025	R	800.00	August
616211	KEEGAN, KEVIN	08/08/2025	R	800.00	August
616212	LAKESHORE LEARNING MATERIALS L	08/08/2025	R	726.21	August
616213	LOFFLER COMPANIES	08/08/2025	R	423.24	August
616214	LUEBKE, MICHAEL	08/08/2025	R	1,500.00	August
616215	MACKIN LIBRARY SERVICE	08/08/2025	R	382.54	August
616216	METRONET	08/08/2025	R	1,868.37	August
616217	MN COMMUNITY ED ASSOC	08/08/2025	R	50.00	August
616218	MN SOFTBALL	08/08/2025	R	5,440.00	August
616219	MSBA	08/08/2025	R	13,452.00	August
616220	MUSIC MART	08/08/2025	R	959.15	August
616221	NEVER BORED ADVENTURE LLC	08/08/2025	R	500.00	August
616222	OLLIE SPORTS, INC	08/08/2025	R	2,600.00	August
616223	PEREZ, JOSEPH	08/08/2025	R	800.00	August
616224	PIONEER MANUFACTURING CO	08/08/2025	R	3,025.30	August
616225	POZEGA, JUSTIN	08/08/2025	R	800.00	August
616226	REALLY GOOD STUFF LLC	08/08/2025	R	452.92	August
616227	RECTECH OUTDOOR SOLUTIONS LLC	08/08/2025	R	309.99	August
616228	RED ROVER TECHNOLOGIES, LLC	08/08/2025	R	21,580.00	August
616229	RENAISSANCE LEARNING INC	08/08/2025	R	49,957.52	August
616230	ROCHESTER 100, INC	08/08/2025	R	846.60	August
616231	SALIB, CODY	08/08/2025	R	800.00	August
616232	SCHOLASTIC, INC	08/08/2025	R	1,574.38	August
616233	SCHOOLMATE	08/08/2025	R	541.50	August
616234	SOCIAL CLUB SIMPLE	08/08/2025	R	100.00	August
616235	SOUTHSIDE REFEREES LLC	08/08/2025	R	2,251.00	August
616236	STAPLES ADVANTAGE	08/08/2025	R	1,232.19	August
616237	STEP SAVER, INC	08/08/2025	R	83.39	August
616238	SUCCESS BY DESIGN, INC	08/08/2025	R	860.57	August
616239	SUPREME SCHOOL SUPPLY	08/08/2025	R	167.99	August
616240	TECH ACADEMY/THOMSEN SYSTEMS	08/08/2025	R	1,452.00	August
616241	TECH CHECK LLC	08/08/2025	R	39,958.50	August
616242	TREBRON COMPANY, INC	08/08/2025	R	11,898.86	August
616243	TRUE MECHANICAL LLC	08/08/2025	R	881.22	August
616244	WOYNO & ASSOCIATES LLC	08/08/2025	R	800.00	August
616245	YOUTH ENRICHMENT LEAGUE	08/08/2025	R	1,064.00	August
616246	FRATTALLONES	08/08/2025	R	1,300.15	August
616247	BCI CONSTRUCTION INC	08/13/2025	R	308,250.52	August
616248	BITUMINOUS ROADWAYS, INC.	08/13/2025	R	365,787.83	August

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
616249	CHOICE ELECTRIC	08/13/2025	R	177,650.00	August
616250	COOL AIR MECHANICAL, INC.	08/13/2025	R	1,477,915.00	August
616251	MINNESOTA ROADWAYS CO	08/13/2025	R	40,413.19	August
616252	SITELOGIQ, INC	08/13/2025	R	126,112.50	August
616253	ST CLOUD REFRIGERATION INC	08/13/2025	R	163,692.73	August
616254	ECM PUBLISHERS, INC	08/14/2025	R	419.25	August
616255	HEGER'S DAIRY LLC	08/14/2025	R	807.85	August
616256	KKC TAE KWON DO	08/14/2025	R	840.00	August
616257	LAKESHORE LEARNING MATERIALS L	08/14/2025	R	170.94	August
616258	MN STATE UNIVERSITY, MANKATO	08/14/2025	R	22,443.69	August
616259	SQUIRES,WALDSPURGER & MACE PA	08/14/2025	R	8,008.00	August
616260	ADAMS PEST CONTROL CO INC	08/15/2025	R	531.74	August
616261	AFFINETY SOLUTIONS, INC	08/15/2025	R	230.00	August
616262	ANOKA HENNEPIN ISD#11	08/15/2025	R	650.00	August
616263	AVIBEN	08/15/2025	R	566.86	August
616264	BEACON ATHLETICS LLC	08/15/2025	R	2,571.98	August
616265	BRAINPOP LLC	08/15/2025	R	15,931.51	August
616266	BSN SPORTS LLC	08/15/2025	R	5,665.45	August
616267	BUILD ENDURANCE LLC	08/15/2025	R	2,160.00	August
616268	CARVER COUNTY SPORTSMEN CLUB	08/15/2025	R	4,894.50	August
616269	CITY OF WACONIA	08/15/2025	R	9,126.62	August
616270	COLONY PLAZA, INC	08/15/2025	R	382.28	August
616271	COMMITTEE FOR CHILDREN	08/15/2025	R	3,207.00	August
616272	COUGHLAN COMPANIES LLC - 17143	08/15/2025	R	4,272.03	August
616273	DIAMOND VOGEL PAINT	08/15/2025	R	209.84	August
616274	DIVERSIFIED PLUMBING & HEATING	08/15/2025	R	1,825.58	August
616275	EXPLORELEARNING LLC	08/15/2025	R	5,931.00	August
616276	FLINN SCIENTIFIC	08/15/2025	R	765.00	August
616277	GAME ONE	08/15/2025	R	1,414.60	August
616278	GLOBAL INDUSTRIAL	08/15/2025	R	1,119.80	August
616279	GONGOLL ROOFING LLC	08/15/2025	R	1,972.00	August
616281	GREAT MINDS PBC	08/15/2025	R	2,350.00	August
616282	HAPPY FEET SOCCER TWIN CITIES	08/15/2025	R	2,144.00	August
616283	HSR PREMIUM TRUST	08/15/2025	R	399.00	August
616284	HEIDISONGS	08/15/2025	R	399.96	August
616285	HIGH POINT NETWORKS, LLC	08/15/2025	R	920.00	August
616286	HILLYARD/HUTCHINSON	08/15/2025	R	7,613.49	August
616287	HOUGHTON MIFFLIN	08/15/2025	R	19,492.14	August
616288	HUSKEY, ROSS	08/15/2025	R	3,000.00	August
616289	HUSTLE & HEART SPORTS	08/15/2025	R	150.00	August
616290	HUTCH SEW & VAC CENTER	08/15/2025	R	800.00	August
616291	INDIANHEAD FS DISTRIBUTOR, INC	08/15/2025	R	3,490.44	August
616292	INGINA LLC	08/15/2025	R	1,323.00	August
616293	INNOVATIVE OFFICE SOLUTIONS LL	08/15/2025	R	318.26	August
616294	INNOVATIONAL WATER SOLUTIONS I	08/15/2025	R	573.00	August
616295	JAGER, TREVOR	08/15/2025	R	300.00	August
616296	JOHNSON CONTROLS FIRE PROTECTI	08/15/2025	R	987.67	August
616297	KLEIN, DAN	08/15/2025	R	24.50	August
616298	LAKESHORE LEARNING MATERIALS L	08/15/2025	R	62.22	August
616299	LOFFLER COMPANIES	08/15/2025	R	167.86	August
616300	MACKENTHUN'S FINE FOODS	08/15/2025	R	305.46	August
616301	MACKIN LIBRARY SERVICE	08/15/2025	R	1,368.29	August
616302	MASSACHUSETTS BAY TRADING CO	08/15/2025	R	131.69	August
616303	MAYER LUMBER CO, INC	08/15/2025	R	498.18	August
616304	MEI TOTAL ELEVATOR SOLUTIONS	08/15/2025	R	830.54	August
616305	MERRITT, GEDRIC	08/15/2025	R	100.00	August

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
616306	MEULENERS, AMELIA	08/15/2025	R	300.00	August
616307	MINI BIFF LLC	08/15/2025	R	99.96	August
616308	MN INSURANCE SCHOLASTIC TRUST	08/15/2025	R	507,605.28	August
616309	MRI SOFTWARE LLC	08/15/2025	R	46.00	August
616310	MUELLER, AMANDA	08/15/2025	R	100.00	August
616311	NAUGHTON, MOLLIE	08/15/2025	R	70.00	August
616312	ORIENTAL TRADING/FUN EXPRESS	08/15/2025	R	120.65	August
616313	PINE PRODUCTS	08/15/2025	R	1,040.00	August
616314	PLATZKE, JEFFREY	08/15/2025	R	3,000.00	August
616315	PMA SECURITIES LLC	08/15/2025	R	2,000.00	August
616316	POWERSCHOOL GROUP LLC	08/15/2025	R	1,200.00	August
616317	PRIOR LAKE ROBOTICS	08/15/2025	R	300.00	August
616318	PROJECT LEAD THE WAY, INC	08/15/2025	R	4,150.00	August
616319	PYRAMID MODEL CONSORTIUM	08/15/2025	R	506.61	August
616321	RAHS FIREBEARS ROBOTICS	08/15/2025	R	300.00	August
616322	ROCHESTER 100, INC	08/15/2025	R	1,935.25	August
616323	SASC LLC	08/15/2025	R	10,708.50	August
616324	SCHOOL SPECIALTY, LLC	08/15/2025	R	2,010.59	August
616325	SCHROEDER, DARRIN	08/15/2025	R	3,000.00	August
616326	SECURITY BANK & TRUST CO	08/15/2025	R	500.00	August
616327	SHRED-N-GO - 446138	08/15/2025	R	165.00	August
616328	SPORTSFIELD SPECIALTIES INC	08/15/2025	R	272.34	August
616329	STAPLES ADVANTAGE	08/15/2025	R	2,759.83	August
616330	STATE OF MN-SECRETARY OF STATE	08/15/2025	R	120.00	August
616331	TEACHING STRATEGIES, LLC	08/15/2025	R	20,075.00	August
616332	TERRAFORM PHOENIX II ARCADIA	08/15/2025	R	464.80	August
616333	TEXTBOOK WAREHOUSE	08/15/2025	R	1,742.89	August
616334	TINTES, MATTHEW	08/15/2025	R	612.00	August
616335	UNITED FARMERS COOPERATIVE	08/15/2025	R	10,271.56	August
616336	WEX BANK	08/15/2025	R	534.40	August
616337	WIMMER, CHAD	08/15/2025	R	22.00	August
616338	WM CORPORATE SERVICES INC	08/15/2025	R	2,319.01	August
616339	WORTZ, NOELLE	08/15/2025	R	300.00	August
616340	WRITE STUFF INC	08/15/2025	R	479.40	August
202500004	LIFE INS CO OF NORTH AMERICA	07/15/2025	W	3,019.09	July
202500009	ONEBRIDGE BENEFITS, INC.	07/15/2025	W	625.05	July
202500014	LIFE INS CO OF NORTH AMERICA	07/15/2025	W	3,934.39	July
202500019	ONEBRIDGE BENEFITS, INC.	07/15/2025	W	3,319.79	July
202500021	SHEELS	08/10/2025	W	559.99	August
202500022	VENDNET	08/10/2025	W	1,804.66	August
202500026	ROCKET SCIENCE GROUP, LLC	08/10/2025	W	300.00	August
202500028	EMAGINE WACONIA	08/10/2025	W	80.55	August
202500029	WILSON LANGUAGE TRAINING CORP	08/10/2025	W	350.00	August
202500030	HOME DEPOT	08/10/2025	W	337.00	August
202500031	EMPOWER CONSULTING	08/10/2025	W	234.00	August
202500033	TARGET BANK	08/10/2025	W	236.32	August
202500034	MN TWINS	08/10/2025	W	2,810.00	August
202500035	ALDI	08/10/2025	W	328.76	August
202500036	DOLLAR TREE	08/10/2025	W	10.00	August
202500037	THREE RIVERS PARK DISTRICT	08/10/2025	W	980.00	August
202500038	MN VALLEY ELECTRIC CORP	08/10/2025	W	34,707.91	August
202500039	ZERO GRAVITY TRAMPOLINE PARK L	08/10/2025	W	1,650.00	August
202500040	VISTAPRINT USA	08/10/2025	W	966.95	August
202500042	VALLEYFAIR	08/10/2025	W	2,759.00	August
202500043	STAGES THEATRE COMPANY	08/10/2025	W	1,002.00	August
202500046	MASBO	08/10/2025	W	589.00	August

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202500047	META	08/10/2025	W	2.86	August
202500048	QUICKLUTION	08/10/2025	W	49.00	August
202500052	MN ZOO	08/10/2025	W	215.00	August
202500054	HANDLE WITH CARE BEHAVIOR MGMT	08/10/2025	W	1,050.00	August
202500056	INTERNAL REVENUE SERVICE	07/31/2025	W	161,471.54	July
202500057	LIFE INS CO OF NORTH AMERICA	07/31/2025	W	2,934.04	July
202500058	MN DEPT OF REVENUE	07/31/2025	W	25,679.78	July
202500059	MN TEACHERS RETIREMENT ASSN	07/31/2025	W	128,127.43	July
202500060	PERA	07/31/2025	W	9,011.43	July
202500061	AVIBEN	07/31/2025	W	46,299.31	July
202500062	ONEBRIDGE BENEFITS, INC.	07/31/2025	W	625.05	July
202500065	INTERNAL REVENUE SERVICE	07/15/2025	W	80,620.59	July
202500066	LIFE INS CO OF NORTH AMERICA	07/31/2025	W	1,079.88	July
202500067	MN DEPT OF REVENUE	07/15/2025	W	13,584.53	July
202500068	MN TEACHERS RETIREMENT ASSN	07/31/2025	W	21,191.74	July
202500069	PERA	07/31/2025	W	26,665.39	July
202500070	AVIBEN	07/31/2025	W	11,551.65	July
202500071	ONEBRIDGE BENEFITS, INC.	07/31/2025	W	3,319.79	July
202500073	AT&T MOBILITY	07/29/2025	W	147.31	July
202500074	XCEL ENERGY	07/16/2025	W	88.50	July
202500075	CENTERPOINT ENERGY	07/31/2025	W	12,157.58	July
202500076	SECURITY BANK & TRUST CO	07/01/2025	W	71.95	July
202500077	AUTHORIZE.NET	07/02/2025	W	20.00	July
202500078	EDUTRAK LLC	07/10/2025	W	2,583.86	July
202500079	ONEBRIDGE BENEFITS, INC.	07/16/2025	W	1,024.00	July
202500080	BRI PARENT, INC	07/30/2025	W	402.00	July
202500081	MN DEPT OF REVENUE	07/14/2025	W	540.00	July
202500084	PMA SECURITIES LLC	07/31/2025	W	258.97	July
202500085	BOND TRUST SERVICES CORP	07/29/2025	W	1,026,203.13	July
202500087	US BANK	07/31/2025	W	226,000.00	July
202500088	T-MOBILE	07/29/2025	W	380.00	July
202500089	US BANK	07/25/2025	W	41,581.25	July
202500091	INTERNAL REVENUE SERVICE	08/15/2025	W	161,496.51	August
202500093	MN DEPT OF REVENUE	08/15/2025	W	26,222.11	August
202500094	MN TEACHERS RETIREMENT ASSN	08/15/2025	W	128,303.76	August
202500095	PERA	08/15/2025	W	8,957.71	August
202500096	AVIBEN	08/15/2025	W	46,299.31	August
202500100	INTERNAL REVENUE SERVICE	08/15/2025	W	92,327.92	August
202500102	MN DEPT OF REVENUE	08/15/2025	W	15,413.28	August
202500103	MN TEACHERS RETIREMENT ASSN	08/15/2025	W	28,684.85	August
202500104	PERA	08/15/2025	W	28,201.78	August
202500105	AVIBEN	08/15/2025	W	11,051.65	August
252600002	KILIAN, JESSICA	08/14/2025	A	80.78	August
252600003	STACKEN, RON	08/14/2025	A	150.00	August

Totals for checks 6,747,547.76

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,036,400.94	0.00	1,319,939.73	2,356,340.67
02	Food Service	27,209.58	0.00	17,713.44	44,923.02
04	Community Service	85,524.54	0.00	177,032.59	262,557.13
06	Building Construction	0.00	0.00	2,829,264.84	2,829,264.84
07	Debt Redemption	0.00	0.00	1,254,203.13	1,254,203.13
45	OPEB Irrevocable Trust Fund	258.97	0.00	0.00	258.97
***	Fund Summary Totals ***	1,149,394.03	0.00	5,598,153.73	6,747,547.76

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

5.B. Human Resource Items:

Presenter: Jeni
Super, Director of
Human Resources

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

BOARD OF EDUCATION

Regular Meeting – August 25, 2025

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

AGENDA ITEM: Human Resources Recommendations

ITEM ADDED BY: Jeni Super, Director of Human Resources

Employment

Berger, Todd Replacement	0.5 Preschool Teacher 0.5 Special Education Teacher 1.0 FTE; 184 Days Attach K (2)	Comm Ed BV
Culver, Amy Replacement	Social Studies Teacher 1.0 FTE; 184 Days Attach K	WMS
Dulebohn, Jesseca Replacement	Nutritional Assistant 5 Hours/Day; 176 Days	WMS
Gilbertson, Alyssa Replacement	English/Language Arts Teacher 1.0 FTE; 184 Days Attach K	WMS
Grafft, Brittanie New	Educational Assistant 6.5 Hours/Day; 175 Days	LT
Hoffman, Emily Replacement	Social Studies Teacher 1.0 FTE; 184 Days Attach K	WHS
Kastern, Heidi Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	LT

Macziewski, Therese New	Teacher Assistant 3.75 Hours/Day; 175 Days	ECFE
Perrin, Nicholas Replacement	Administrative Assistant II (Activities) 8 Hours/Day; 260 Days	WHS
Precht, Isabella Replacement	Grade 2 Teacher 1.0 FTE; 184 Days Attach K	BV
Scroggin, Lisa Replacement	EL Teacher 1.0 FTE; 184 Days Attach K	HS/MS
Stieve, Madison Replacement	Grade 3 Teacher Long Term Substitute Attach K	BV
Volkman, Caitlin New	Recreation Coordinator 8 Hours/Day; 260 Days	Comm Ed
Wilkinson, Jesika Replacement	Administrative Assistant I 6.5 Hours/Day; 175 Days	WMS

Employee Status Changes

Ackerman, Sarah, from Educational Assistant (Title I) at SV to Administrative Assistant III at CE
Fleck, Steven, Grade 6 Teacher, Overload for Trimesters 1-3 at WMS
Honkomp, Brian, Life Sciences Teacher, Overload for Trimesters 1-3 at WMS
Litfin, Vickie, Nutritional Assistant, from 4.5 hours/day to 5.0 hours/day at BV
Loftgren, Toni, Nutritional Assistant, from 4.5 hours/day to 5.0 hours/day at BV
Lopez, Jasmine, from KidSpace Lead to KidSpace Site Lead at Comm Ed

Leaves of Absence

Barger, Sandra, Social Worker at BV
Buesgens, Brenda, Administrative Assistant II at ECFE
Fawcett, Beth, Grade 3 Teacher at BV
Smothers, Charles, Grade 5 Teacher at SV

Extended Leave of Absence

Retirements/Resignations/Terminations

Blilie, Heidi, ECFE Teacher Assistant at ECFE

Brothen, Nikole, EL Teacher at WMS

Carlson, Leann, English/Language Arts Teacher at WMS

Fuller, Titus, Educational Assistant (SPED) at BV

Jantz, Matthew, District Baker at WHS

Palmer, April, Nutritional Assistant at LT

Radant, Brittany, Grade 6 Teacher at WMS

Seim, Tyrel, Social Studies Teacher at WHS

Smith, Keyla, Educational Assistant (SPED) at LT

Walker, Bethany, Grade 2 Teacher at BV

Westmiller, Gabrielle, Educational Assistant (SPED) at WMS

Young, Thomas, Nutritional Assistant at WMS

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

5.C. EC Playground Safety and Accessibility Upgrades **Presenter:** Pam Carman, Director of Finance and Operations



MEMORANDUM

TO: ISD 110 Finance Committee

FROM: Steven Jensen, Director of Community Education
Pam Carman, Director of Finance & Operations
Tim Bisek, Director of Buildings & Grounds

DATE: August 11, 2025

SUBJECT: Early Childhood Playground Safety and Accessibility Upgrades

Background and Rationale

The Early Childhood playground at the Waconia Enrichment Center (WEC) is in need of safety and accessibility upgrades. The current rubber tile surface—originally installed prior to 2007 and repurposed in 2015—has warped significantly due to sun exposure and aging, creating tripping hazards, exposed screws, and an uneven surface that limits accessibility for children with mobility needs.

Families have expressed concerns, and site staff have confirmed the surface condition has deteriorated beyond repair. In addition, increased preschool enrollment has led to overcrowding and limited inclusive play options. As a Unified School committed to inclusive play, the current environment is inconsistent with our goals of providing safe, equitable learning spaces for all students, including those on IEPs.

The Early Childhood team—comprised of Waconia Wildcats Preschool, Kids' Company, ECFE, and ECSE—has developed a multi-phase plan to improve the playground by replacing the damaged tile surfacing with a poured-in-place (PIP) rubber surface and adding inclusive play features over time.

Scope of Work – Phase 1: Safety Surface Installation

Phase 1 addresses the most urgent need: replacing the deteriorating surface under and around the play structures with a continuous, ADA-compliant poured-in-place rubber surface.

Scope Includes:

- Removal of damaged tile surfacing (to be completed by district staff)
- Installation of poured-in-place (PIP) rubber surfacing over the existing concrete base:
 - Main playground area: 1,678 sq. ft.

This work represents a **partial implementation** of the full vendor estimate, focusing only on the most critical area at this time.

Quotes to Date

In accordance with Board policy, we are obtaining competitive pricing. To date:

Vendor: SafetyFirst Playground Maintenance

Quote (Estimate #7558, dated 05/09/2025):

- Total project cost (full scope, including path and apron areas): \$57,229.02
- **Phase 1 – Main play area only:** \$44,869.72
- **Status:** Second quote pending

Funding Plan

Phase 1 would be funded from the Community Education Fund 04.

- **Audited FY24 Fund 04 Ending Balance:** \$1.6 million
- **Projected FY25 Fund 04 Ending Balance:** \$1.8 million

Future phases—such as adding inclusive play structures, expanding the sandbox, and improving access paths—will be pursued through donations and available funds. The Early Childhood team is engaging local partners including the Lions Club, DandyLions, American Legion, and Unified Programs to support this work.

Next Steps

- Obtain a second quote in alignment with procurement requirements
- Make a recommended vendor selection and present option to the School Board for action at the August 25, 2025 School Board meeting



Store Location: Bloomington / Rochester
 Custom Order Form Q-08226
 Representative: Joel Giles
 Secondary Representative:
 Order Date: 8/15/2025
 Approx. Delivery Date:
 Balance due upon delivery: \$5,000.00

BILL TO

Name: Waconia Community Education
Address: 516 Industrial Blvd
City: Waconia **State:** MN **Zip:** 55378
Best Phone#:
2nd Best Phone#:
Email:

SHIP TO

Name: Waconia Community Education
Address: 516 Industrial Blvd
City: Waconia **State:** MN **Zip:** 55378
Home#:
Work/Cell#:

QTY	PART #	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
1.00		Pour in place (15ft circle)	\$5,000.00		\$5,000.00
Regular Total:					\$5,000
Sale Total:					\$5,000.00

Total \$5,000.00
Tax Amount \$0.00

Tax Rate
Grand Total \$5,000.00

Flat/Level Yard: No
Fence: No

Balance due upon delivery: \$5,000.00
Balance payment method :
Balance Payment Date:

Special Instructions:

By placing a deposit on the above items the purchaser agrees to the conditions listed below.

Purchaser agrees to pay Rainbow Midwest in full for any products or services prior to the installation/delivery/pick up date.

Rainbow Midwest will not schedule installation, transfer products, or begin services prior to being paid in full. Rainbow Midwest retains all ownership and possession rights until all amounts owed are paid in full, including the right to repossess installed equipment that has not been paid for in full. All unpaid invoices will go to 3rd party collections at which time a 35% collection fee is added to the final balance due. All collection costs and expenses including debt collector fees and attorney fees, associated with collection will be added to the purchasers invoice and is their responsibility to pay.

It is the purchaser's responsibility to approve the product location in the play area with the installer on the installation day. Any products the purchaser requests to be relocated after the initial installation will be subject to an additional labor charge. It is the purchaser's responsibility to ensure that the play area is resilient, safe, and free of any potential hazards. Products or services in addition to the original invoice that are needed to complete an installation or move will be gone over, agreed to, and paid for by the purchaser on site before the additional products/services are started.

All warranty inquiries are submitted by the customer to the products manufacturer for review. Rainbow Midwest is not allowed to submit or determine Warranty outcomes, only the products manufacturer can determine the outcome of a warranty claim.

Uninstalled orders over 12 months old have a 20% restocking fee if canceled. Any product that has been installed for less than 30 days and the purchaser wishes to return is subject to a 30% restocking fee. It is the purchaser's responsibility to return the product to the showroom it came from undamaged.

To Schedule Installation Call:

Bloomington: 952-884-4040

St. Cloud: 320-202-7925

Sioux Falls: 605-331-3663

I agree to the above terms and confirm installation is complete:

X _____ **DATE** _____

Register your Play System at:

Register.RainbowPlay.com

For Office Use	
Installed By:	Date:



Store Location: Bloomington / Rochester
 Custom Order Form Q-08225
 Representative: Joel Giles
 Secondary Representative:
 Order Date: 8/15/2025
 Approx. Delivery Date:
 Balance due upon delivery: \$4,940.00

BILL TO

Name: Waconia Community Education
Address: 516 Industrial Blvd
City: Waconia **State:** MN **Zip:** 55378
Best Phone#:
2nd Best Phone#:
Email:

SHIP TO

Name: Waconia Community Education
Address: 516 Industrial Blvd
City: Waconia **State:** MN **Zip:** 55378
Home#:
Work/Cell#:

QTY	PART #	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
1.00		Pour in Place (Side walk Area 65'x4')	\$4,940.00		\$4,940.00
				Regular Total:	\$4,940
				Sale Total:	\$4,940.00

Total \$4,940.00
Tax Amount \$0.00

Tax Rate
Grand Total \$4,940.00

Flat/Level Yard: No
Fence: No

Balance due upon delivery: \$4,940.00
Balance payment method :
Balance Payment Date:

Special Instructions:

By placing a deposit on the above items the purchaser agrees to the conditions listed below.

Purchaser agrees to pay Rainbow Midwest in full for any products or services prior to the installation/delivery/pick up date.

Rainbow Midwest will not schedule installation, transfer products, or begin services prior to being paid in full. Rainbow Midwest retains all ownership and possession rights until all amounts owed are paid in full, including the right to repossess installed equipment that has not been paid for in full. All unpaid invoices will go to 3rd party collections at which time a 35% collection fee is added to the final balance due. All collection costs and expenses including debt collector fees and attorney fees, associated with collection will be added to the purchasers invoice and is their responsibility to pay.

It is the purchaser's responsibility to approve the product location in the play area with the installer on the installation day. Any products the purchaser requests to be relocated after the initial installation will be subject to an additional labor charge. It is the purchaser's responsibility to ensure that the play area is resilient, safe, and free of any potential hazards. Products or services in addition to the original invoice that are needed to complete an installation or move will be gone over, agreed to, and paid for by the purchaser on site before the additional products/services are started.

All warranty inquiries are submitted by the customer to the products manufacturer for review. Rainbow Midwest is not allowed to submit or determine Warranty outcomes, only the products manufacturer can determine the outcome of a warranty claim.

Uninstalled orders over 12 months old have a 20% restocking fee if canceled. Any product that has been installed for less than 30 days and the purchaser wishes to return is subject to a 30% restocking fee. It is the purchaser's responsibility to return the product to the showroom it came from undamaged.

To Schedule Installation Call:

Bloomington: 952-884-4040

St. Cloud: 320-202-7925

Sioux Falls: 605-331-3663

I agree to the above terms and confirm installation is complete:

X _____ **DATE** _____

Register your Play System at:

Register.RainbowPlay.com

For Office Use
Installed By: _____ Date: _____



Store Location: Bloomington / Rochester
 Custom Order Form Q-08224
 Representative: Joel Giles
 Secondary Representative:
 Order Date: 8/15/2025
 Approx. Delivery Date:
 Balance due upon delivery: \$43,628.00

BILL TO

Name: Waconia Community Education
Address: 516 Industrial Blvd
City: Waconia **State:** MN **Zip:** 55378
Best Phone#:
2nd Best Phone#:
Email:

SHIP TO

Name: Waconia Community Education
Address: 516 Industrial Blvd
City: Waconia **State:** MN **Zip:** 55378
Home#:
Work/Cell#:

QTY	PART #	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
1.00		Pour In Place (Play Ground Area 1,678 square feet.	\$43,628.00		\$43,628.00
				Regular Total:	\$43,628
				Sale Total:	\$43,628.00

Total \$43,628.00
Tax Amount \$0.00

Tax Rate
Grand Total \$43,628.00

Flat/Level Yard: No
Fence: No

Balance due upon delivery: \$43,628.00
Balance payment method :
Balance Payment Date:

Special Instructions:

By placing a deposit on the above items the purchaser agrees to the conditions listed below.

Purchaser agrees to pay Rainbow Midwest in full for any products or services prior to the installation/delivery/pick up date.

Rainbow Midwest will not schedule installation, transfer products, or begin services prior to being paid in full. Rainbow Midwest retains all ownership and possession rights until all amounts owed are paid in full, including the right to repossess installed equipment that has not been paid for in full. All unpaid invoices will go to 3rd party collections at which time a 35% collection fee is added to the final balance due. All collection costs and expenses including debt collector fees and attorney fees, associated with collection will be added to the purchasers invoice and is their responsibility to pay.

It is the purchaser's responsibility to approve the product location in the play area with the installer on the installation day. Any products the purchaser requests to be relocated after the initial installation will be subject to an additional labor charge. It is the purchaser's responsibility to ensure that the play area is resilient, safe, and free of any potential hazards. Products or services in addition to the original invoice that are needed to complete an installation or move will be gone over, agreed to, and paid for by the purchaser on site before the additional products/services are started.

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X _____ **DATE** _____

Register your Play System at:

Register.RainbowPlay.com

For Office Use
Installed By: _____ Date: _____

SafetyFirst Playground Maintenance

31095 Baugh St NW
Princeton, MN 55371
+13204969118

office.manager@safetyfirstplayground.com
www.safetyfirstplayground.com



Estimate

ADDRESS	SHIP TO	ESTIMATE # 7558
Tim Bisek	Tim Bisek	DATE 05/09/2025
ISD 110 Waconia Public Schools	ISD 110 Waconia Public Schools	
Educational Service Center	Educational Service Center	
512 Industrial Blvd	512 Industrial Blvd	
Waconia, MN 55387	Waconia MN 55387	

ACTIVITY	QTY	RATE	AMOUNT
Waconia Early Childhood PIP project (remove tiles and replace with PIP unitary rubber surfacing)			
(1678 sq/ft main play area) (300 sq/ft path) (400 sq/ft apron)			
Owner completing tile removal and concrete base			
Poured In Place (PIP) Rubber unitary surfacing 6' CFH, over existing concrete base. 3" thick	1,678	26.74	44,869.72T
Poured In Place (PIP) Rubber unitary surfacing 48" x 75' long PIP path to sandbox area east side of building	300	26.74	8,022.00T
Poured In Place (PIP) Rubber unitary surfacing 400 sq/ft apron from spinner PIP to shed + sand wood chip area	400	26.74	10,696.00T
CPC Contract #24.8 SFP	63,587	-0.10	-6,358.70

Tax ID 84-3718494	SUBTOTAL	57,229.02
Surcharges are applied at the time work is completed to the total price of the contract	TAX	0.00
	TOTAL	\$57,229.02

PLEASE REFER TO THE MIDWEST DIESEL FUEL, EIA PRICE
WWW.EIA.GOV/PETROLEUM/GASDIESEL

Unless otherwise noted, this estimate assumes a single mobilization

by SFPM to complete the work described herein. Additional charges of a minimum of \$2,500 per mobilization will be added if site and/or equipment is not ready for installation upon arrival.

All projects are contingent on weather and aggregate material availability (e.g. concrete). Agreed upon timelines may shift due to inclement weather. SFPM will do our best to accommodate all projects in a timely manner.

This estimate is based on the entire scope of work described herein. Any changes made to the project scope will require a new estimate.

This estimate is good for 30 days from the date shown at the top of the estimate.

SFMP is not responsible for damage to any private utilities that are not communicated via drawings.

Accepted By

Accepted Date

5.D. SiteLogiq Invoice (July 2025)



INVOICE

Project #: PUBMID-006344

MN - Waconia - LTFM - PSA - Phase I

BILLING DATE	7/31/2025
PERIOD TO:	7/31/2025
ACCOUNT NUMBER	102640
INVOICE NUMBER	16828
AMOUNT DUE	\$ 126,112.50

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	7/31/2025
PERIOD TO:	7/31/2025
ACCOUNT NUMBER	102640
INVOICE NUMBER	16828
AMOUNT DUE	\$ 126,112.50

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	100%	\$ 2,206,968.74		\$ 2,206,968.74
		Construction Implementation Phase	\$ 788,203.13	84%	\$ 535,977.86	\$ 126,112.50	\$ 662,090.36
		Post Construction	\$ 157,640.63	0%	\$ -	\$ -	\$ -
							\$ -
			\$ 3,152,812.50	91%	\$ 2,742,946.60	\$ 126,112.50	\$ 2,869,059.10

DIRECT INQUIRIES AND CORRESPONDENCE TO:

Joshua Evenson
320.296.4264
Joshua.evenson@sitelogiq.com

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

PAY THIS AMOUNT IN US DOLLARS



\$ 126,112.50

6. **REPORTS**

6.A. Finding a New Path: Update on Collaborative
Process to Establish Comparison Districts

Presenter: Pam
Carman, Peter Brown,
and Nick Hansberry



WEA School Board Presentation

August 25, 2025



Process Thus Far

Process

- **Series of 3 Meetings:**
 - **March Half Day**
 - **April After School**
 - **May Full Day Meeting**
- **Involved Various District Partners:**
 - **Board Chair**
 - **7 WEA Members**
 - **5 District Leaders**



Why a New Way?



Notes about our process

This is a process about trust and partnership, and it assumes we all want the same things:

- Competitive compensation packages to value our team
- A new way forward that is respectful and fair
- An open mind from one another
- Agreement that we can do better and avoid creating negativity in our district and community



Presume Positive Intentions



Why Start Now?

It's not time to negotiate, and we can talk more about that process later in the spring.

However:

- if we can figure out what is fair to compare, hopefully we can create some trust and consistency;
- it's important to get us on the same team, get our community on the same team;
- long term budgeting and projections need to start sooner.



How can we do this?

If we can decide...

- Who should we compare with?
- How should we compare with the chosen districts? (Average, median, second, etc.)



We can determine...

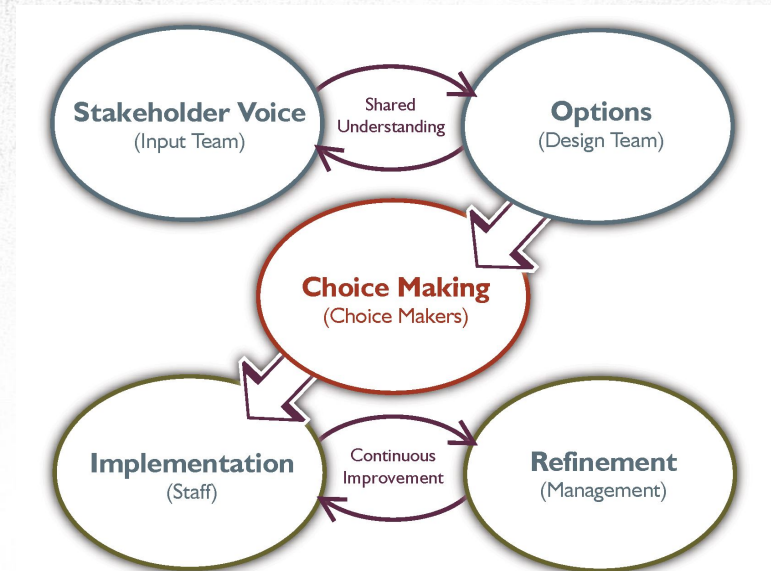
- Benefit by benefit total analysis for all comparable districts.
- Create a common vision.
- Chart a path to achieve and sustain the vision collaboratively.



Another notes about process

Acknowledgement:

- We are not negotiating
 - Look at that process too though
- Actual decision makers (Board, WEA) could overrule what we decide



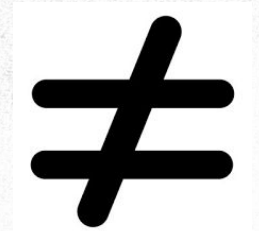
Hopefully we are all here in good faith with at least conceptual support from our groups.



A note about comps

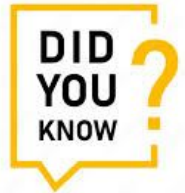
Have to remember, district access to funding is, and always will be, a factor:

- School funding is not equal or consistent
- Tax structures are not fair



Did you know?

- Waconia schools rank in the bottom 5 % for general education revenue in Minnesota
- Even after our current operating referendum is included, Waconia is in the bottom 25 % for all revenue in Minnesota



This doesn't completely change the process, but can impact the pace and path



Bloomington vs. Waconia as Example

2024: Total General Fund Dollars Spent Per ADM

- Bloomington: \$18,839 per ADM
- Waconia: \$12,271 per ADM

Difference: \$6,568 per ADM

- If we had the same access to money, that translates into over \$25 million additional dollars for ISD 110 (about 50% more than we have)
- Total operating revenues we could get if voters approved us to the maximum would be about \$4 million (Technology levy could free up about \$2 to \$2.5 million of GF)
- Our income does not match their income, so our spending can't match their spending
 - Yet we and our community want the same things like great teachers, competitive class sizes, and quality programs for kids
 - Leads to priorities and choices



Comparing Districts



Big Point: Unless there are changes to laws, student demographics, or funding formulas, we are only able to compare so much with various districts.

- Need to be mindful of comparing (goals need to be realistic and achievable)
- Could be creative with formulas, multipliers, ratios, etc.
- Need to be mindful of impact on resources (class sizes, course offerings, activities, etc.)



Profile of Districts to Compare

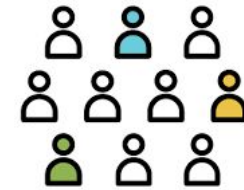
If we can determine WHO we should compare with, and HOW we should compare, we have an objective target and common goal we can chase from the same team.



Profile of Districts to Compare

Examples:

- Geographical (Neighbors)
- Student demographics
- District size
- Comparable size, location
- Combination
 - Geographical “outer ring” suburb
 - Size
 - Student demographics
- Other creative ideas



In groups

What is the profile of the district we could compare ourselves to?

- Brainstorm a list of options
- For each option listed, what are the pros and cons of the option

Be prepared to share your options



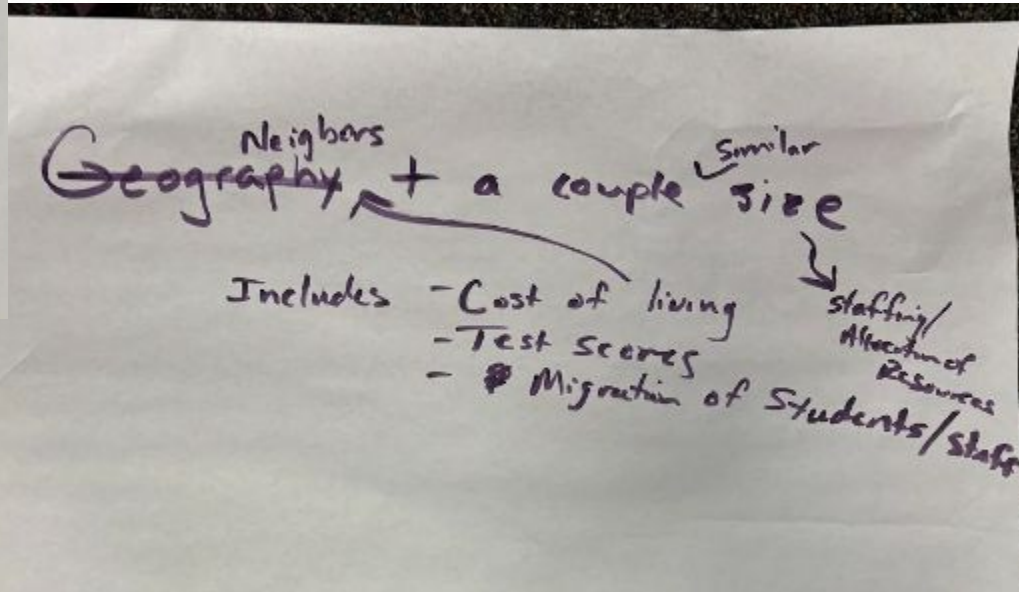
Location

- proximity to Waconia
- Where are the students and staff going
- salaries compared to the cost of living

Revenue

- enrollment
- demographics
- local ^{funding} compared to state/federal (control the gap ~ could vs should)

1. Student Enrollment
- class size
2. Geographical Proximity
3. Similar Revenue



First meeting consensus

Comparable districts would include:

- Neighboring Districts
- 2 additional districts that are similar in size and revenue to ISD 110

Comparison Table

	Product A	Product B	Product C
Factor 1	✓	✗	✗
Factor 2	—	—	✓
Factor 3	—	✓	—

ANKORUP.COM 2012

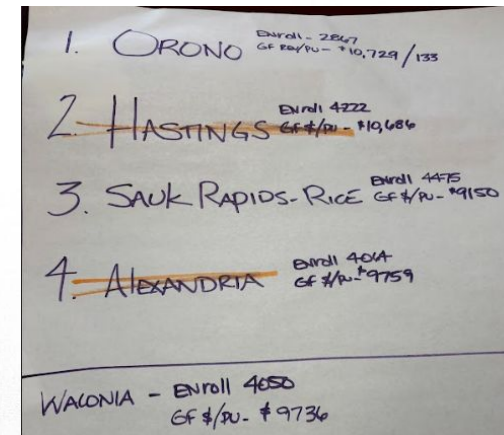
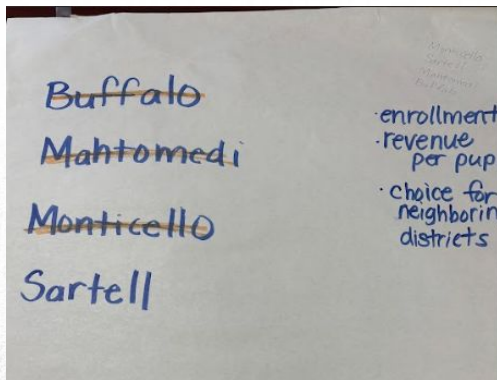
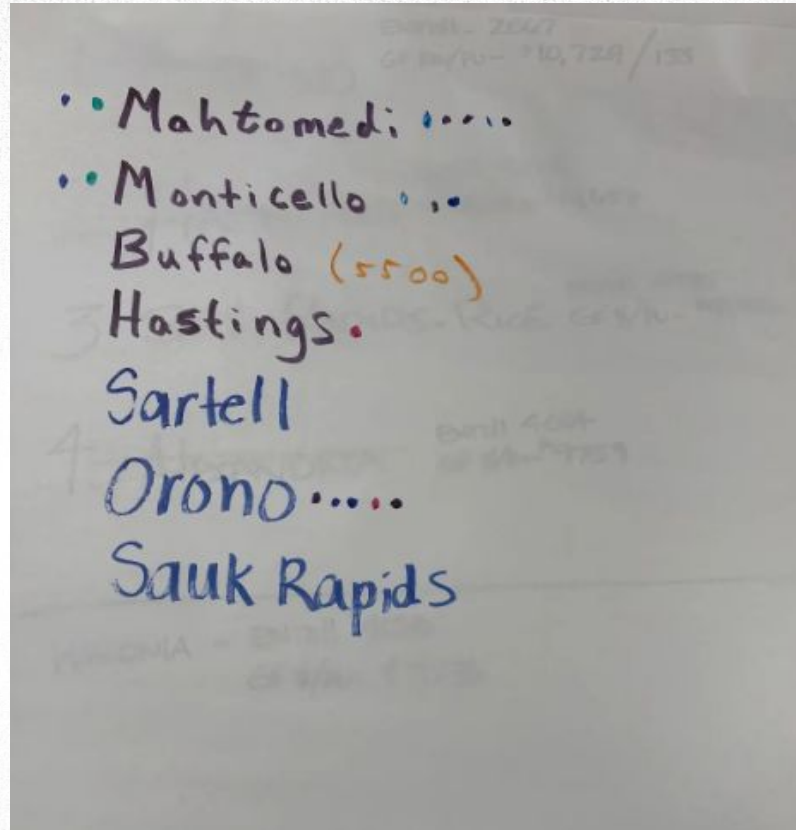


Results from Meeting 2



Added:

- Mahtomedi
- Monticello
- Orono



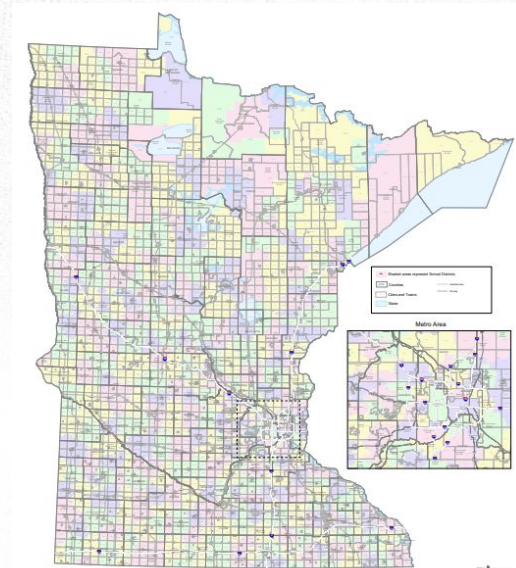
List of Districts to Compare

Neighbors:

- Belle Plaine
- Central
- Eastern Carver County
- Watertown
- Westonka

Similar Size and Revenue:

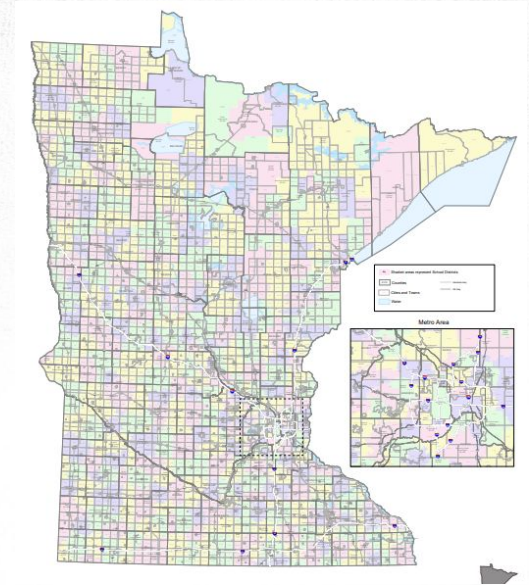
- Mahtomedi
- Monticello
- Orono



List of Districts to Compare

Peter, Nick, and Pam collaborated over a day and half to review district contracts and complete a comparative analysis examining how Waconia aligns with these eight districts.

- **Contextual Alignment:** Mapping salary schedules to others provides a consistent basis for comparison.
- **Limitations of Comparison:** Understanding any limitations in comparison (ie. definition of credits).
- **Benchmarking Value:** These comparisons give us objective targets, helping establish fair and transparent conversations.





Data Analysis

Agenda

- Review our Process
- Additional Framing
- Review 24-25 Salary Schedules and Conversion for Comparable Districts
- Review Benefit Information
- Other Factors to be considered related to a Day in the Life of a Teacher



Process

- **Salary Schedule Validation** – reviewed each district’s salary schedule for accuracy and alignment with published 2024-2025 contracts
- **Contract Language Analysis** – read and interpreted contract language to understand:
 - Step and lane advancement criteria
 - Credit-based movement across lanes
 - Differentiation between schedule-based, career increments, and longevity-based compensation and made assumptions to create a complete salary schedule
- **Benefits Comparison**
- **Day in the Life of Teacher** – started compiling provisions that affect daily work life



Additional Framing

As we review this information today:

- **Let's lean into our norms of collaboration**
 - Be curious
 - Ask clarifying questions
- **Avoid forming assumptions or conclusions prematurely**
- **Remember: we may not get it right the first time, which is why a collaborative approach is essential**





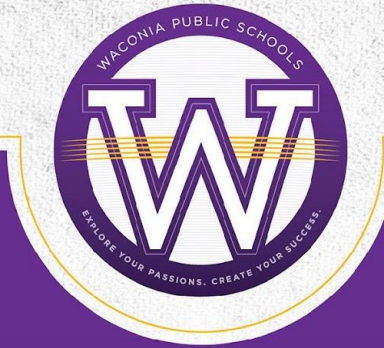
2024-25 Salary Schedule Review and Conversions

2024-25 Salary Schedule Review and Conversions

Each District will be shown in three views to support consistent comparison and insight

- Original Schedule
- Discussion Items Related to Conversion
- Waconia-Aligned Conversion
- Comparative Heat Map for Comparative Districts from the lens of a Waconia Teacher moving to Comparison District





Waconia

2024-25 Salary Schedules & Aligned Conversions

Waconia Public Schools - Original Schedule

2024-2025 Salary Schedule

Step	BA	BA+15 QTR	BA+30	BA+45	BA+60/MA	MA+15	MA+30	MA+45
	BA	BA+10 SEM	BA+20 SEM	BA+30 SEM	BA+40 MA SEM	MA+10 SEM	MA+20 SEM	MA+30 SEM
B	44,802	46,339	47,928	49,572	51,274	53,032	54,850	56,732
C	46,080	47,660	49,295	50,986	52,735	54,543	56,414	58,349
D	47,393	49,018	50,699	52,438	54,237	56,098	58,021	60,012
E	48,743	50,415	52,144	53,932	55,783	57,696	59,676	61,722
F	50,133	51,851	53,631	55,470	57,374	59,341	61,376	63,481
G	51,561	53,331	55,160	57,050	59,008	61,032	63,126	65,291
H	53,031	54,850	56,731	58,676	60,690	62,771	64,925	67,151
I		56,413	58,348	60,349	62,420	64,561	66,774	69,065
J				62,070	64,199	66,400	68,678	71,033
K				63,839	66,027	68,293	70,635	73,058
L					67,910	70,239	72,648	75,140
M					69,845	72,240	74,718	77,281
N					71,836	74,300	76,848	79,483
O					73,884	76,417	79,038	81,750
P					75,988	78,595	81,292	84,078
Q					78,155	80,835	83,608	86,475
R					80,381	83,139	85,990	88,940

The Career Increment will begin after the last step of the BA+60/MA, MA+15, MA+30 or MA+45 lane.				
Please refer to Article IX, Section 2.				
2024-2025 Salary Including Career Increment				
	BA+60/MA QTR	MA+15 QTR	MA+30 QTR	MA+45 QTR
	BA+40 MA SEM	MA+10 SEM	MA+20 SEM	MA+30 SEM
Career Increment	83,998	86,880	89,860	92,942

Eligible teachers will advance one step on the salary schedule in 2024-2025. In December 2024, the District will make a one-time, off-schedule payment to each 1.0 FTE teacher. The amount of the payment will be 2% of the teacher's step and lane placement on the 2024-2025 salary schedule as of August 19, 2024. The amount will be prorated for part-time teachers.

Waconia Public Schools

Discussion Points Related to Aligned Conversion:

- BA Lanes
- Aligned steps with the comparable district with the most steps
- Aligned lanes with the max lane at Waconia Public Schools
- Career increments considered to be longevity, but they were added into the conversion schedule
- Assumptions made related to combined lanes
- 2024-25 Salary Schedule:
 - First Step, First Lane - BA-B: \$44,802
 - Max Lane (Quarter/Semester): MA 45 / MA 60
 - Max Step, Max Lane - MA45-R: \$88,940
 - Max Step, Max Lane with Longevity: \$92,942
 - Years to Move Through Schedule at Max Lane: 16
- Longevity (Career Increment) starts after the last Step R



Waconia Public Schools - Aligned Conversion

2024-2025 Salary Schedule -

Step	BA	BA 15	BA 30	BA 45	BA60	MA	MA 15	MA 30	MA 45
	BA	BA 10	BA 20	BA 30	BA 40	MA	MA 10	MA 20	MA 30
B	\$44,802	\$46,339	\$47,928	\$49,572	\$51,274	\$51,274	\$53,032	\$54,850	\$56,732
C	\$46,080	\$47,660	\$49,295	\$50,986	\$52,735	\$52,735	\$54,543	\$56,414	\$58,349
D	\$47,393	\$49,018	\$50,699	\$52,438	\$54,237	\$54,237	\$56,098	\$58,021	\$60,012
E	\$48,743	\$50,415	\$52,144	\$53,932	\$55,783	\$55,783	\$57,696	\$59,676	\$61,722
F	\$50,133	\$51,851	\$53,631	\$55,470	\$57,374	\$57,374	\$59,341	\$61,376	\$63,481
G	\$51,561	\$53,331	\$55,160	\$57,050	\$59,008	\$59,008	\$61,032	\$63,126	\$65,291
H	\$53,031	\$54,850	\$56,731	\$58,676	\$60,690	\$60,690	\$62,771	\$64,925	\$67,151
I	\$53,031	\$56,413	\$58,348	\$60,349	\$62,420	\$62,420	\$64,561	\$66,774	\$69,065
J	\$53,031	\$56,413	\$58,348	\$62,070	\$64,199	\$64,199	\$66,400	\$68,678	\$71,033
K	\$53,031	\$56,413	\$58,348	\$63,839	\$66,027	\$66,027	\$68,293	\$70,635	\$73,058
L	\$53,031	\$56,413	\$58,348	\$63,839	\$67,910	\$67,910	\$70,239	\$72,648	\$75,140
M	\$53,031	\$56,413	\$58,348	\$63,839	\$69,845	\$69,845	\$72,240	\$74,718	\$77,281
N	\$53,031	\$56,413	\$58,348	\$63,839	\$71,836	\$71,836	\$74,300	\$76,848	\$79,483
O	\$53,031	\$56,413	\$58,348	\$63,839	\$73,884	\$73,884	\$76,417	\$79,038	\$81,750
p	\$53,031	\$56,413	\$58,348	\$63,839	\$75,988	\$75,988	\$78,595	\$81,292	\$84,078
Q	\$53,031	\$56,413	\$58,348	\$63,839	\$78,155	\$78,155	\$80,835	\$83,608	\$86,475
R	\$53,031	\$56,413	\$58,348	\$63,839	\$80,381	\$80,381	\$83,139	\$85,990	\$88,940
S	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
T	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
U	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
V	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
W	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
X	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
Y	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
Z	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
AA	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
AB	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
AC	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
AD	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
AE	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942
AF	\$53,031	\$56,413	\$58,348	\$63,839	\$83,998	\$83,998	\$86,880	\$89,860	\$92,942



Monticello

2024-25 Salary Schedules & Aligned Conversions

Monticello - Original Schedule

SCHEDULE B 2024-25

<u>STEP</u>	<u>BA</u>	<u>BA+10</u>	<u>BA+20</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+10</u>	<u>MA+20</u>
1	44,182	45,549	46,914	48,199	49,486	50,863	52,163
2	45,388	46,781	48,120	49,471	50,811	52,188	53,568
3	47,536	48,966	50,412	51,831	53,196	54,668	56,046
4	49,539	51,037	52,561	53,992	55,479	56,974	58,512
5	51,845	53,435	54,959	56,494	58,088	59,653	61,189
6	53,886	55,517	57,173	58,722	60,356	62,024	63,589
7	55,981	57,665	59,386	61,044	62,687	64,411	66,096
8	58,671	60,462	62,264	63,988	65,711	67,554	69,222
9	60,926	62,808	64,609	66,439	68,201	70,112	71,901
10	63,523	65,446	67,367	69,237	71,145	73,081	74,975
11	68,759	70,892	72,974	75,001	77,031	79,152	81,194
12		75,202	77,404	79,564	81,711	83,992	86,111
13							90,327

Monticello – Longevity Pay

ARTICLE XIII Longevity Pay

Section 1. The *requirements* for longevity pay in Sections 2-5 are as follows:

Subd. 1. Longevity Pay will apply at the top of the following lanes: BA+30 lane, the MA, MA+10, and MA+20, and

Subd. 2. In order to qualify for longevity pay, a teacher must have had thirteen (13) full years of teaching service in the Monticello School District.

Section 2. *Annual Amount:* The School District will pay longevity pay of \$4,025 annually for the school year 2023-24 and \$4,075 annually for the school year 2024-25, based on the criteria listed in Section 1, Subd. 1 and 2 of this Article.

Section 3. *Longevity Pay - Career 50:* All teachers reaching the age of fifty (50) years during a fiscal year (July 1 - June 30) will receive an additional \$3,025 annually for the 2023-24 fiscal year and \$3,075 annually for 2024-25 fiscal year. This will commence on the September 15th paycheck in the fiscal year in which a teacher reaches fifty (50) years of age.

Section 4. *Longevity Pay - Career 20 Year:* The School District will pay longevity pay of \$2,075 annually for 2023-24 school year and \$2,125 annually for the 2024-25 school year to teachers who complete nineteen (19) years of teaching service in the Monticello School District.

Section 5. *Longevity Pay - Career 25 Year:* The School District will pay longevity pay of \$1,425 annually for 2023-24 school year and \$1,475 annually for 2024-25 school year to teachers who complete twenty-four (24) years of service in the Monticello School District.

Monticello

Discussion Points Related to Aligned Conversion:

- Monticello lane tops at MA+20
- We added an MA30 lane (semester credit) for conversion and copied MA20
- 2024-25 Salary Schedule:
 - First Lane, First Step - BA-1: \$44,182
 - Max Lane: MA20
 - Max Lane, Max Step - MA20-13: \$90,327
 - Years to Move Through Schedule at Max Lane: 12
 - Longevity Pay (page 26) - we excluded Longevity Pay - Career 50



Monticello - Aligned Conversion

		BA	BA 15	BA 30	BA 45	BA60	MA	MA 15	MA 30	MA 45
	Waconia	BA	BA 10	BA 20	BA 30	BA 40	MA	MA 10	MA 20	MA 30
Waconia	Step	BA	BA +10	BA +20	BA+30	BA+30	MA	MA +10	MA +20	MA +20
B	1	\$44,182	\$45,549	\$46,914	\$48,199	\$48,199	\$49,486	\$50,863	\$52,163	\$52,163
C	2	\$45,388	\$46,781	\$48,120	\$49,471	\$49,471	\$50,811	\$52,188	\$53,568	\$53,568
D	3	\$47,536	\$48,966	\$50,412	\$51,831	\$51,831	\$53,196	\$54,668	\$56,046	\$56,046
E	4	\$49,539	\$51,037	\$52,561	\$53,992	\$53,992	\$55,479	\$56,974	\$58,512	\$58,512
F	5	\$51,845	\$53,435	\$54,959	\$56,494	\$56,494	\$58,088	\$59,653	\$61,189	\$61,189
G	6	\$53,886	\$55,517	\$57,173	\$58,722	\$58,722	\$60,356	\$62,024	\$63,589	\$63,589
H	7	\$55,981	\$57,665	\$59,386	\$61,044	\$61,044	\$62,687	\$64,411	\$66,096	\$66,096
I	8	\$58,671	\$60,462	\$62,264	\$63,988	\$63,988	\$65,711	\$67,554	\$69,222	\$69,222
J	9	\$60,926	\$62,808	\$64,609	\$66,439	\$66,439	\$68,201	\$70,112	\$71,901	\$71,901
K	10	\$63,523	\$65,446	\$67,367	\$69,237	\$69,237	\$71,145	\$73,081	\$74,975	\$74,975
L	11	\$68,759	\$70,892	\$72,974	\$75,001	\$75,001	\$77,031	\$79,152	\$81,194	\$81,194
M	12	\$68,759	\$75,202	\$77,404	\$79,564	\$79,564	\$81,711	\$83,992	\$86,111	\$86,111
N	13	\$68,759	\$75,202	\$77,404	\$79,564	\$79,564	\$81,711	\$83,992	\$90,327	\$90,327
O	14	\$68,759	\$75,202	\$77,404	\$83,639	\$83,639	\$85,786	\$88,067	\$94,402	\$94,402
p	15	\$68,759	\$75,202	\$77,404	\$83,639	\$83,639	\$85,786	\$88,067	\$94,402	\$94,402
Q	16	\$68,759	\$75,202	\$77,404	\$83,639	\$83,639	\$85,786	\$88,067	\$94,402	\$94,402
R	17	\$68,759	\$75,202	\$77,404	\$83,639	\$83,639	\$85,786	\$88,067	\$94,402	\$94,402
S	18	\$68,759	\$75,202	\$77,404	\$83,639	\$83,639	\$85,786	\$88,067	\$94,402	\$94,402
T	19	\$68,759	\$75,202	\$77,404	\$83,639	\$83,639	\$85,786	\$88,067	\$94,402	\$94,402
U	20	\$68,759	\$75,202	\$77,404	\$85,764	\$85,764	\$87,911	\$90,192	\$96,527	\$96,527
V	21	\$68,759	\$75,202	\$77,404	\$85,764	\$85,764	\$87,911	\$90,192	\$96,527	\$96,527
W	22	\$68,759	\$75,202	\$77,404	\$85,764	\$85,764	\$87,911	\$90,192	\$96,527	\$96,527
X	23	\$68,759	\$75,202	\$77,404	\$85,764	\$85,764	\$87,911	\$90,192	\$96,527	\$96,527
Y	24	\$68,759	\$75,202	\$77,404	\$85,764	\$85,764	\$87,911	\$90,192	\$96,527	\$96,527
Z	25	\$68,759	\$75,202	\$77,404	\$87,239	\$87,239	\$89,386	\$91,667	\$98,002	\$98,002
AA	26	\$68,759	\$75,202	\$77,404	\$87,239	\$87,239	\$89,386	\$91,667	\$98,002	\$98,002
AB	27	\$68,759	\$75,202	\$77,404	\$87,239	\$87,239	\$89,386	\$91,667	\$98,002	\$98,002
AC	28	\$68,759	\$75,202	\$77,404	\$87,239	\$87,239	\$89,386	\$91,667	\$98,002	\$98,002
AD	29	\$68,759	\$75,202	\$77,404	\$87,239	\$87,239	\$89,386	\$91,667	\$98,002	\$98,002
AE	30	\$68,759	\$75,202	\$77,404	\$87,239	\$87,239	\$89,386	\$91,667	\$98,002	\$98,002
AF	31	\$68,759	\$75,202	\$77,404	\$87,239	\$87,239	\$89,386	\$91,667	\$98,002	\$98,002

Monticello - Heat Map

Monticello

	BA	BA 15	BA 30	BA 45	BA60	MA	MA 15	MA 30	MA 45
Waconia Lane	BA	BA 10	BA 20	BA 30	BA 40	MA	MA 10	MA 20	MA 30
Waconia Step	BA	BA +10	BA +20	BA+30	BA+30	MA	MA +10	MA +20	MA +20
B	-\$620	-\$790	-\$1,014	-\$1,373	-\$3,075	-\$1,788	-\$2,169	-\$2,687	-\$4,569
C	-\$692	-\$879	-\$1,175	-\$1,515	-\$3,264	-\$1,924	-\$2,355	-\$2,846	-\$4,781
D	\$143	-\$52	-\$287	-\$607	-\$2,406	-\$1,041	-\$1,430	-\$1,975	-\$3,966
E	\$796	\$622	\$417	\$60	-\$1,791	-\$304	-\$722	-\$1,164	-\$3,210
F	\$1,712	\$1,584	\$1,328	\$1,024	-\$880	\$714	\$312	-\$187	-\$2,292
G	\$2,325	\$2,186	\$2,013	\$1,672	-\$286	\$1,348	\$992	\$463	-\$1,702
H	\$2,950	\$2,815	\$2,655	\$2,368	\$354	\$1,997	\$1,640	\$1,171	-\$1,055
I	\$5,640	\$4,049	\$3,916	\$3,639	\$1,568	\$3,291	\$2,993	\$2,448	\$157
J	\$7,895	\$6,395	\$6,261	\$4,369	\$2,240	\$4,002	\$3,712	\$3,223	\$868
K	\$10,492	\$9,033	\$9,019	\$5,398	\$3,210	\$5,118	\$4,788	\$4,340	\$1,917
L	\$15,728	\$14,479	\$14,626	\$11,162	\$7,091	\$9,121	\$8,913	\$8,546	\$6,054
M	\$15,728	\$18,789	\$19,056	\$15,725	\$9,719	\$11,866	\$11,752	\$11,393	\$8,830
N	\$15,728	\$18,789	\$19,056	\$15,725	\$7,728	\$9,875	\$9,692	\$13,479	\$10,844
O	\$15,728	\$18,789	\$19,056	\$19,800	\$9,755	\$11,902	\$11,650	\$15,364	\$12,652
p	\$15,728	\$18,789	\$19,056	\$19,800	\$7,651	\$9,798	\$9,472	\$13,110	\$10,324
Q	\$15,728	\$18,789	\$19,056	\$19,800	\$5,484	\$7,631	\$7,232	\$10,794	\$7,927
R	\$15,728	\$18,789	\$19,056	\$19,800	\$3,258	\$5,405	\$4,928	\$8,412	\$5,462
S	\$15,728	\$18,789	\$19,056	\$19,800	-\$359	\$1,788	\$1,187	\$4,542	\$1,460
T	\$15,728	\$18,789	\$19,056	\$19,800	-\$359	\$1,788	\$1,187	\$4,542	\$1,460
U	\$15,728	\$18,789	\$19,056	\$21,925	\$1,766	\$3,913	\$3,312	\$6,667	\$3,585
V	\$15,728	\$18,789	\$19,056	\$21,925	\$1,766	\$3,913	\$3,312	\$6,667	\$3,585
W	\$15,728	\$18,789	\$19,056	\$21,925	\$1,766	\$3,913	\$3,312	\$6,667	\$3,585
X	\$15,728	\$18,789	\$19,056	\$21,925	\$1,766	\$3,913	\$3,312	\$6,667	\$3,585
Y	\$15,728	\$18,789	\$19,056	\$21,925	\$1,766	\$3,913	\$3,312	\$6,667	\$3,585
Z	\$15,728	\$18,789	\$19,056	\$23,400	\$3,241	\$5,388	\$4,787	\$8,142	\$5,060
AA	\$15,728	\$18,789	\$19,056	\$23,400	\$3,241	\$5,388	\$4,787	\$8,142	\$5,060
AB	\$15,728	\$18,789	\$19,056	\$23,400	\$3,241	\$5,388	\$4,787	\$8,142	\$5,060
AC	\$15,728	\$18,789	\$19,056	\$23,400	\$3,241	\$5,388	\$4,787	\$8,142	\$5,060
AD	\$15,728	\$18,789	\$19,056	\$23,400	\$3,241	\$5,388	\$4,787	\$8,142	\$5,060
AE	\$15,728	\$18,789	\$19,056	\$23,400	\$3,241	\$5,388	\$4,787	\$8,142	\$5,060
AF	\$15,728	\$18,789	\$19,056	\$23,400	\$3,241	\$5,388	\$4,787	\$8,142	\$5,060



Eastern Carver (ECCISD)

2024-25 Salary Schedules & Aligned Conversions

Eastern Carver (ECCISD) – Original Schedule in Contract

**Schedule B
2024-2025
(September 15 – August 31)**

Category		BA	Category	MA	MA+40 (SEM) MA+60 (QTR) SP/PHD
Emerging Teacher	A1	\$52,851	Emerging Teacher	\$60,380	\$66,568
Teacher 1	B4	\$56,770	Teacher 1	\$66,053	\$72,241
Teacher 2	C7	\$61,927	Teacher 2	\$72,756	\$78,429
Professional Teacher 1	D10	\$63,474	Master Teacher 1	\$80,285	\$86,473
Professional Teacher 2	E13	\$67,084	Master Teacher 2	\$86,164	\$92,868
Professional Teacher 3	F16	\$68,115	Master Teacher 3	\$89,877	\$97,303
Professional Teacher 4	G19	\$69,615	Master Teacher 4	\$91,321	\$99,881
Professional Teacher 5	H22	\$71,115	Master Teacher 5	\$94,415	\$104,522

Career Incentive Level 1	I26	\$1000	\$1,000	\$1,000
Career Incentive Level 2	J31	\$2,000	\$2,000	\$2,000

Q-Comp Performance Pay		\$575	Q-Comp Performance Pay	\$575	\$575
Q- Comp Site Goal		\$1	Q- Comp Site Goal	\$1	\$1
Q-Comp Collaborative Team/PLC		Up to \$400	Collaborative Team/PLC	Up to \$400	Up to \$400

*Lane changes are based on quarter credits. All semester credits shall be referred to and considered at a conversion rate of 1 semester credit equals 1.5 quarter credits.

*Movement through salary increments (A-H) is based on three proficient (or higher) annual summative evaluations and 100+ days of service.

*Funding for Title I positions is dependent on availability of special federal and state funds. Lack of funding or changes in regulations may result in elimination or reduction of positions.

*Movement through salary increments is based on three proficient (or higher) annual summative evaluations and 100+ days of service for Title 1 teachers and 700+ hours for Early and Family Education teacher.

*See Q-Comp Letter of Agreement on qualifications for Q-Comp Performance, Site Goal and Collaborative Team/PLC stipends.

***Career Incentives**

There are two (2) Career Incentives available to Eastern Carver County Schools teachers. Movement to **Career Incentive Level 1** (\$1,000) occurs when a teacher has completed step H25 and is at the top of their educational lane. Movement to **Career Incentive Level 2** (\$2,000) occurs when a teacher has completed step I30 and is at the top of their educational lane.

Eastern Carver (ECCISD) - Original Schedule in Table

Years	BA	MA	MA+40S/+60Q/SP/PHD
A1	\$52,851.00	\$60,380.00	\$66,568.00
A2	\$52,851.00	\$60,380.00	\$66,568.00
A3	\$52,851.00	\$60,380.00	\$66,568.00
B4	\$56,770.00	\$66,053.00	\$72,241.00
B5	\$56,770.00	\$66,053.00	\$72,241.00
B7	\$56,770.00	\$66,053.00	\$72,241.00
C7	\$61,927.00	\$72,756.00	\$78,429.00
C8	\$61,927.00	\$72,756.00	\$78,429.00
C9	\$61,927.00	\$72,756.00	\$78,429.00
D10	\$63,474.00	\$80,285.00	\$86,473.00
D11	\$63,474.00	\$80,285.00	\$86,473.00
D12	\$63,474.00	\$80,285.00	\$86,473.00
E13	\$67,084.00	\$86,164.00	\$92,868.00
E14	\$67,084.00	\$86,164.00	\$92,868.00
E15	\$67,084.00	\$86,164.00	\$92,868.00
F16	\$68,115.00	\$89,877.00	\$97,303.00
F17	\$68,115.00	\$89,877.00	\$97,303.00
F18	\$68,115.00	\$89,877.00	\$97,303.00
G19	\$69,615.00	\$91,321.00	\$99,881.00
G20	\$69,615.00	\$91,321.00	\$99,881.00
G21	\$69,615.00	\$91,321.00	\$99,881.00
H22	\$71,115.00	\$94,415.00	\$104,522.00
H23	\$71,115.00	\$94,415.00	\$104,522.00
H24	\$71,115.00	\$94,415.00	\$104,522.00
H25	\$71,115.00	\$94,415.00	\$104,522.00
I26	\$72,115.00	\$95,415.00	\$105,522.00
I27	\$72,115.00	\$95,415.00	\$105,522.00
I28	\$72,115.00	\$95,415.00	\$105,522.00
I29	\$72,115.00	\$95,415.00	\$105,522.00
I30	\$72,115.00	\$95,415.00	\$105,522.00
J31	\$74,115.00	\$97,415.00	\$107,552.00

*Lane changes are based on quarter credits. All semester credits shall be referred to and considered at a conversion rate of 1 semester credit equals 1.5 quarter credits.

*Movement through salary increments (A-H) is based on three proficient (or higher) annual summative evaluations and 100+ days of service.

Eastern Carver (ECCISD)

Discussion Points Related to Aligned Conversion:

- **ECCISD Lane Structure**
 - BA Lane
 - MA Lane
 - MA+40/MA+60, SP, PHD
- **2024-25 Salary Schedule:**
 - First Lane, First Step - BA-A1: \$52,851
 - Max Lane: MA+40S/MA+60Q/SP/PHD
 - Max Lane, Max Step - MA+40S/MA+60A/SP/PHD-H22: \$104,522
 - Years to Move Through Schedule at Max Lane: 21
 - Longevity increases at step I26 & J31



Eastern Carver (ECCISD) - Aligned Conversion

		BA	BA 15	BA 30	BA 45	BA60	MA	MA 15	MA 30	MA 45
Waconia Lane		BA	BA 10	BA 20	BA 30	BA 40	MA	MA 10	MA 20	MA 30
Waconia Step	Years	BA	BA	BA	BA	BA	MA	MA	MA	MA+40S/+60 Q/SP/PHD
B	A1	\$52,851.00	\$52,851.00	\$52,851.00	\$52,851.00	\$52,851.00	\$60,380.00	\$60,380.00	\$60,380.00	\$66,568.00
C	A2	\$52,851.00	\$52,851.00	\$52,851.00	\$52,851.00	\$52,851.00	\$60,380.00	\$60,380.00	\$60,380.00	\$66,568.00
D	A3	\$52,851.00	\$52,851.00	\$52,851.00	\$52,851.00	\$52,851.00	\$60,380.00	\$60,380.00	\$60,380.00	\$66,568.00
E	B4	\$56,770.00	\$56,770.00	\$56,770.00	\$56,770.00	\$56,770.00	\$66,053.00	\$66,053.00	\$66,053.00	\$72,241.00
F	B5	\$56,770.00	\$56,770.00	\$56,770.00	\$56,770.00	\$56,770.00	\$66,053.00	\$66,053.00	\$66,053.00	\$72,241.00
G	B7	\$56,770.00	\$56,770.00	\$56,770.00	\$56,770.00	\$56,770.00	\$66,053.00	\$66,053.00	\$66,053.00	\$72,241.00
H	C7	\$61,927.00	\$61,927.00	\$61,927.00	\$61,927.00	\$61,927.00	\$72,756.00	\$72,756.00	\$72,756.00	\$78,429.00
I	C8	\$61,927.00	\$61,927.00	\$61,927.00	\$61,927.00	\$61,927.00	\$72,756.00	\$72,756.00	\$72,756.00	\$78,429.00
J	C9	\$61,927.00	\$61,927.00	\$61,927.00	\$61,927.00	\$61,927.00	\$72,756.00	\$72,756.00	\$72,756.00	\$78,429.00
K	D10	\$63,474.00	\$63,474.00	\$63,474.00	\$63,474.00	\$63,474.00	\$80,285.00	\$80,285.00	\$80,285.00	\$86,473.00
L	D11	\$63,474.00	\$63,474.00	\$63,474.00	\$63,474.00	\$63,474.00	\$80,285.00	\$80,285.00	\$80,285.00	\$86,473.00
M	D12	\$63,474.00	\$63,474.00	\$63,474.00	\$63,474.00	\$63,474.00	\$80,285.00	\$80,285.00	\$80,285.00	\$86,473.00
N	E13	\$67,084.00	\$67,084.00	\$67,084.00	\$67,084.00	\$67,084.00	\$86,164.00	\$86,164.00	\$86,164.00	\$92,868.00
O	E14	\$67,084.00	\$67,084.00	\$67,084.00	\$67,084.00	\$67,084.00	\$86,164.00	\$86,164.00	\$86,164.00	\$92,868.00
p	E15	\$67,084.00	\$67,084.00	\$67,084.00	\$67,084.00	\$67,084.00	\$86,164.00	\$86,164.00	\$86,164.00	\$92,868.00
Q	F16	\$68,115.00	\$68,115.00	\$68,115.00	\$68,115.00	\$68,115.00	\$89,877.00	\$89,877.00	\$89,877.00	\$97,303.00
R	F17	\$68,115.00	\$68,115.00	\$68,115.00	\$68,115.00	\$68,115.00	\$89,877.00	\$89,877.00	\$89,877.00	\$97,303.00
S	F18	\$68,115.00	\$68,115.00	\$68,115.00	\$68,115.00	\$68,115.00	\$89,877.00	\$89,877.00	\$89,877.00	\$97,303.00
T	G19	\$69,615.00	\$69,615.00	\$69,615.00	\$69,615.00	\$69,615.00	\$91,321.00	\$91,321.00	\$91,321.00	\$99,881.00
U	G20	\$69,615.00	\$69,615.00	\$69,615.00	\$69,615.00	\$69,615.00	\$91,321.00	\$91,321.00	\$91,321.00	\$99,881.00
V	G21	\$69,615.00	\$69,615.00	\$69,615.00	\$69,615.00	\$69,615.00	\$91,321.00	\$91,321.00	\$91,321.00	\$99,881.00
W	H22	\$71,115.00	\$71,115.00	\$71,115.00	\$71,115.00	\$71,115.00	\$94,415.00	\$94,415.00	\$94,415.00	\$104,522.00
X	H23	\$71,115.00	\$71,115.00	\$71,115.00	\$71,115.00	\$71,115.00	\$94,415.00	\$94,415.00	\$94,415.00	\$104,522.00
Y	H24	\$71,115.00	\$71,115.00	\$71,115.00	\$71,115.00	\$71,115.00	\$94,415.00	\$94,415.00	\$94,415.00	\$104,522.00
Z	H25	\$71,115.00	\$71,115.00	\$71,115.00	\$71,115.00	\$71,115.00	\$94,415.00	\$94,415.00	\$94,415.00	\$104,522.00
AA	I26	\$72,115.00	\$72,115.00	\$72,115.00	\$72,115.00	\$72,115.00	\$95,415.00	\$95,415.00	\$95,415.00	\$105,522.00
AB	I27	\$72,115.00	\$72,115.00	\$72,115.00	\$72,115.00	\$72,115.00	\$95,415.00	\$95,415.00	\$95,415.00	\$105,522.00
AC	I28	\$72,115.00	\$72,115.00	\$72,115.00	\$72,115.00	\$72,115.00	\$95,415.00	\$95,415.00	\$95,415.00	\$105,522.00
AD	I29	\$72,115.00	\$72,115.00	\$72,115.00	\$72,115.00	\$72,115.00	\$95,415.00	\$95,415.00	\$95,415.00	\$105,522.00
AE	I30	\$72,115.00	\$72,115.00	\$72,115.00	\$72,115.00	\$72,115.00	\$95,415.00	\$95,415.00	\$95,415.00	\$105,522.00
AF	J31	\$74,115.00	\$74,115.00	\$74,115.00	\$74,115.00	\$74,115.00	\$97,415.00	\$97,415.00	\$97,415.00	\$107,552.00

Eastern Carver (ECCISD) - Heat Map

Eastern Carver County

	BA	BA 15	BA 30	BA 45	BA60	MA	MA 15	MA 30	MA 45
Waconia Lane	BA	BA 10	BA 20	BA 30	BA 40	MA	MA 10	MA 20	MA 30
Waconia Step	BA	BA	BA	BA	BA	MA	MA	MA	MA+40S/+60Q /SP/RHD
B	\$8,049	\$6,512	\$4,923	\$3,279	\$1,577	\$9,106	\$7,348	\$5,530	\$9,836
C	\$6,771	\$5,191	\$3,556	\$1,865	\$116	\$7,645	\$5,837	\$3,966	\$8,219
D	\$5,458	\$3,833	\$2,152	\$413	-\$1,386	\$6,143	\$4,282	\$2,359	\$6,556
E	\$8,027	\$6,355	\$4,626	\$2,838	\$987	\$10,270	\$8,357	\$6,377	\$10,519
F	\$6,637	\$4,919	\$3,139	\$1,300	-\$604	\$8,679	\$6,712	\$4,677	\$8,760
G	\$5,209	\$3,439	\$1,610	-\$280	-\$2,238	\$7,045	\$5,021	\$2,927	\$6,950
H	\$8,896	\$7,077	\$5,196	\$3,251	\$1,237	\$12,066	\$9,985	\$7,831	\$11,278
I	\$8,896	\$5,514	\$3,579	\$1,578	-\$493	\$10,336	\$8,195	\$5,982	\$9,364
J	\$8,896	\$5,514	\$3,579	-\$143	-\$2,272	\$8,557	\$6,356	\$4,078	\$7,396
K	\$10,443	\$7,061	\$5,126	-\$365	-\$2,553	\$14,258	\$11,992	\$9,650	\$13,415
L	\$10,443	\$7,061	\$5,126	-\$365	-\$4,436	\$12,375	\$10,046	\$7,637	\$11,333
M	\$10,443	\$7,061	\$5,126	-\$365	-\$6,371	\$10,440	\$8,045	\$5,567	\$9,192
N	\$14,053	\$10,671	\$8,736	\$3,245	-\$4,752	\$14,328	\$11,864	\$9,316	\$13,385
O	\$14,053	\$10,671	\$8,736	\$3,245	-\$6,800	\$12,280	\$9,747	\$7,126	\$11,118
p	\$14,053	\$10,671	\$8,736	\$3,245	-\$8,904	\$10,176	\$7,569	\$4,872	\$8,790
Q	\$15,084	\$11,702	\$9,767	\$4,276	-\$10,040	\$11,722	\$9,042	\$6,269	\$10,828
R	\$15,084	\$11,702	\$9,767	\$4,276	-\$12,266	\$9,496	\$6,738	\$3,887	\$8,363
S	\$15,084	\$11,702	\$9,767	\$4,276	-\$15,883	\$5,879	\$2,997	\$17	\$4,361
T	\$16,584	\$13,202	\$11,267	\$5,776	-\$14,383	\$7,323	\$4,441	\$1,461	\$6,939
U	\$16,584	\$13,202	\$11,267	\$5,776	-\$14,383	\$7,323	\$4,441	\$1,461	\$6,939
V	\$16,584	\$13,202	\$11,267	\$5,776	-\$14,383	\$7,323	\$4,441	\$1,461	\$6,939
W	\$18,084	\$14,702	\$12,767	\$7,276	-\$12,883	\$10,417	\$7,535	\$4,555	\$11,580
X	\$18,084	\$14,702	\$12,767	\$7,276	-\$12,883	\$10,417	\$7,535	\$4,555	\$11,580
Y	\$18,084	\$14,702	\$12,767	\$7,276	-\$12,883	\$10,417	\$7,535	\$4,555	\$11,580
Z	\$18,084	\$14,702	\$12,767	\$7,276	-\$12,883	\$10,417	\$7,535	\$4,555	\$11,580
AA	\$19,084	\$15,702	\$13,767	\$8,276	-\$11,883	\$11,417	\$8,535	\$5,555	\$12,580
AB	\$19,084	\$15,702	\$13,767	\$8,276	-\$11,883	\$11,417	\$8,535	\$5,555	\$12,580
AC	\$19,084	\$15,702	\$13,767	\$8,276	-\$11,883	\$11,417	\$8,535	\$5,555	\$12,580
AD	\$19,084	\$15,702	\$13,767	\$8,276	-\$11,883	\$11,417	\$8,535	\$5,555	\$12,580
AE	\$19,084	\$15,702	\$13,767	\$8,276	-\$11,883	\$11,417	\$8,535	\$5,555	\$12,580
AF	\$21,084	\$17,702	\$15,767	\$10,276	-\$9,883	\$13,417	\$10,535	\$7,555	\$14,610



Rank each Step & Lane

2024-25 Salary Schedules with Aligned Conversions

Rank by Step & Lane

2024-25 Salary Schedules with Aligned Conversions

Waconia

Step	BA	BA 15	BA 30	BA 45	BA60	MA	MA 15	MA 30	MA 45
	BA	BA 10	BA 20	BA 30	BA 40	MA	MA 10	MA 20	MA 30
B	6	5	5	4	4	4	4	4	4
C	6	5	5	4	4	4	4	4	4
D	7	5	4	4	3	4	4	4	4
E	6	5	6	5	4	5	4	4	4
F	6	5	6	5	3	6	5	4	4
G	6	5	6	4	3	6	6	5	4
H	6	5	6	5	5	6	6	5	4
I	6	5	5	5	4	6	6	5	6
J	7	6	6	4	4	6	6	6	6
K	7	7	7	4	4	6	6	6	6
L	8	8	9	4	4	6	6	6	6
M	8	9	9	5	4	6	6	6	6
N	8	9	9	8	4	6	6	5	6
O	9	9	9	8	4	6	6	5	6
p	9	9	9	8	4	6	6	5	6
Q	9	9	9	8	4	6	6	5	6
R	9	9	9	8	4	6	6	5	6
S	9	9	9	8	3	6	6	5	6
T	9	9	9	8	3	6	6	5	6
U	9	9	9	8	4	6	6	5	6
V	9	9	9	8	4	6	6	5	6
W	9	9	9	8	4	6	6	5	6
X	9	9	9	8	4	6	6	5	6
Y	9	9	9	8	4	6	6	5	6
Z	9	9	9	8	4	6	6	5	6
AA	9	9	9	8	4	6	6	5	6
AB	9	9	9	8	4	6	6	5	6
AC	9	9	9	8	4	6	6	5	6
AD	9	9	9	8	4	6	6	5	6
AE	9	9	9	8	4	6	6	5	6
AF	9	9	9	8	4	6	6	5	6



Rank 1 = Highest Annual Salary in Cell / Rank 9 = Lowest Annual Salary in Cell



Other Factors to Consider

Employee Benefits

Benefits:

- Medical
- HRA/HSA/VEBA
- Dental
- Vision
- Life and AD&D
- LTD
- TSA Match



Other Factors to be Considered related to The Day in the Life of a Teacher

- Prep Time
- Extra Duty Pay
- Comp for Overloads
- Contract Days
- Student Contact Days
- Credits - what it takes and any benefit
- Retirement Compensation in addition to 403(b) Match
- Sick Time
- Early Retirement Incentive
- Personal Leave or Other Leave Days
- Substitute Pay
- Lunch
- Class Size Caps in Contract any Compensation if over cap
- Travel between Bldgs
- Q-Comp Pay/Bonus
- Wellness Bonus
- Others?





Next Steps

Next Steps - Data

- **Benefits & Day-in-the-Life for WEA:** Expand the analysis to fully incorporate benefit comparison and agreed upon “day in the life” factors (prep time, student contact days, duty pay, etc.)
- **Iterative Review with WEA:** Revisit assumptions with WEA and district leadership to confirm the number of comparison districts and how we measure alignment (rank, average, median)
- **Long-Term Alignment:** Apply the agreed-upon methodology to incorporate settlement for comparable districts in the 2025-2027 cycle (since Waconia is already settled), and use this process to guide negotiations for 2027-2029. Extend the same methodology to other bargaining groups and non-affiliated groups for consistency.



Next Steps – Process

- Working with WEA leadership to also review our **PROCESS** and **HOW** we negotiate





Questions & Discussion

6.B. Finance Report

Presenter: Pam
Carman, Director of
Finance & Operations



MEMORANDUM

TO: ISD 110 School Board

FROM: Pam Carman, Director of Finance & Operations

DATE: August 25, 2025

SUBJECT: Disclaimer on June 2025 (FY25) and July 2025 (FY26) Finance Reports

Purpose

The purpose of this memo is to provide important context regarding the June 2025 financial report for Fiscal Year 2025 and the July 2025 financial report for Fiscal Year 2026. These reports are being presented during the fiscal year transition period, when both year-end closing activities for FY25 and opening entries for FY26 are still in process.

While it is normal for financial data to be in flux during this period, it is important to provide the Board with timely information rather than waiting until all adjustments are complete. This allows for continued discussion and visibility into the district's financial position, even as the numbers evolve through the year-end closing process.

Accrual Accounting Overview

Waconia Public Schools follows the accrual basis of accounting, which records revenues when they are earned and expenses when they are incurred, regardless of when cash is received or paid. This differs from cash basis accounting, which records transactions only when money changes hands.

Under accrual accounting:

- **Expenses** are recorded in the period the goods or services are received, even if payment occurs later.
- **Revenues** are recorded in the period they are earned, even if the cash is received at a later date.

Year-End Adjustments in Progress

As we finalize FY25 and begin FY26, the numbers in June and July and the months following will continue to change for several reasons:

1. Current Invoices for FY25 Work

- Payments for work performed or goods received before June 30th must be recorded as a FY25 expense and payable, even if paid in July or August or September.
- In July, August and September these payables are reduced when the payment is made.

2. Chargebacks Between Funds

- Certain costs are shared between funds and require year-end reallocations (e.g., transportation, facilities, technology).
- Many of these entries are reviewed with Audit in September and October.
- Adjustments are then made if necessary.

3. State Aid Holdback

- The State of Minnesota withholds 10% of certain state aid payments each year.
- At year-end, the actual amount due to the district is reconciled and recorded as a receivable in FY25. The cash will be received in the following fiscal year.
- Initial entries are made in late August and updates are made in October.

4. Additional Year-End Entries

- Adjustments such as accrued salaries, benefits, and other obligations will continue to be posted through September.

5. Audit Adjustments

- The district's auditors will review transactions and balances.
- Auditor-recommended journal entries will be made before finalizing the audited financial statements at the end of November. Recommended journal entries happen in September, October and November.

Impact on Reported Numbers

The figures presented for June 2025 through October and in some cases until finalized in November 2025 should be considered ***preliminary and June 2025 will absolutely change*** until the FY25 audit is finalized. It is normal for balances, particularly in revenues, expenditures, payables, and receivables, to shift during the close-out period. July - November can also change as year balances that are updated in June, flow into the following months.

Conclusion

While these reports provide a snapshot of the district's financial activity, they are not yet final. The numbers will continue to evolve over the next several months as we complete all year-end processes, reconcile accruals, and incorporate auditor adjustments. Final FY25 results will be presented to the Board upon completion of the annual audit in November/December.

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

WACONIA | June 30, 2025

REVENUE CATEGORIES			June 30, 2025			June 30, 2024			June 30, 2023		
	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	June 30, 2024	June 30, 2023
STATE	37,260,990	43,525,335	43,868,049	43,664,139	38,843,622	4,820,517	88.96%	100.00%	100.00%	43,525,335	37,260,990
FEDERAL	1,435,007	1,255,094	804,000	923,217	885,534	37,683	95.92%	100.00%	100.00%	1,255,094	1,435,007
PROPERTY TAXES	10,934,858	10,257,822	10,364,532	9,890,494	10,697,263	(806,769)	108.16%	100.00%	100.00%	10,257,822	10,934,858
LOCAL SALES, INS RECOVERY & JUDGEMENTS	19,760	0	0	0	(1,705)	1,705	0.00%	0.00%	100.00%	0	19,760
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
LOCAL (FEES, INTEREST, ETC.)	1,364,691	1,702,471	1,396,025	1,817,734	2,051,753	(234,019)	112.87%	100.00%	100.00%	1,702,471	1,364,691
TOTALS	51,015,306	56,740,722	56,432,606	56,295,584	52,476,467	3,819,117	93.22%	100.00%	100.00%	56,740,722	51,015,306

EXPENDITURES (OBJECT SERIES)			June 30, 2025			June 30, 2024			June 30, 2023		
	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	June 30, 2024	June 30, 2023
SALARIES & WAGES	30,121,489	27,539,445	30,579,805	29,209,016	28,524,124	684,892	97.66%	100.00%	100.00%	27,539,445	30,121,489
EMPLOYEE BENEFITS	11,405,543	10,431,339	11,816,186	11,671,704	11,348,985	322,719	97.24%	100.00%	100.00%	10,431,339	11,405,543
PURCHASED SERVICES	6,812,536	7,612,703	8,159,259	7,753,670	8,328,091	(574,421)	107.41%	100.00%	100.00%	7,612,703	6,812,536
SUPPLIES	2,104,413	1,724,992	1,712,115	2,106,398	1,846,729	259,669	87.67%	100.00%	100.00%	1,724,992	2,104,413
EQUIPMENT	1,070,691	904,658	1,332,477	1,568,273	1,270,423	297,850	81.01%	100.00%	100.00%	904,658	1,070,691
DEBT SERVICE	130,312	83,267	83,287	83,287	83,267	20	99.98%	100.00%	100.00%	83,267	130,312
OTHER EXPENDITURES	167,385	284,535	330,144	288,577	152,298	136,279	52.78%	100.00%	100.00%	284,535	167,385
OTHER FINANCING USES	66,780	179,732	63,000	63,000	0	63,000	0.00%	100.00%	100.00%	179,732	66,780
TOTALS	51,879,149	48,760,671	54,076,273	52,743,925	51,553,918	1,190,007	97.74%	100.00%	100.00%	48,760,671	51,879,149

EXPENDITURES (PROGRAM SERIES)			June 30, 2025			June 30, 2024			June 30, 2023		
	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	June 30, 2024	June 30, 2023
SITE ADMINISTRATION	1,053,266	1,009,465	1,265,732	1,196,929	1,080,439	116,490	90.27%	100.00%	100.00%	1,009,465	1,053,266
DISTRICT ADMINISTRATION	441,495	479,268	490,183	503,625	477,512	26,113	94.81%	100.00%	100.00%	479,268	441,495
SUPPORT SERVICES	1,918,701	1,696,730	2,109,042	1,845,689	1,874,178	(28,489)	101.54%	100.00%	100.00%	1,696,730	1,918,701
REGULAR INSTRUCTION	21,773,044	19,683,539	21,693,317	21,441,029	21,178,662	262,367	98.78%	100.00%	100.00%	19,683,539	21,773,044
EXTRA-CURRICULAR ACTIVITES	1,956,251	1,970,761	2,122,036	2,193,913	2,083,518	110,395	94.97%	100.00%	100.00%	1,970,761	1,956,251
VOCATIONAL INSTRUCTION	487,456	536,073	550,798	566,017	634,703	(68,686)	112.13%	100.00%	100.00%	536,073	487,456
SPECIAL EDUCATION	10,686,590	10,567,638	11,685,564	11,154,504	10,991,956	162,548	98.54%	100.00%	100.00%	10,567,638	10,686,590
COMMUNITY SERVICES	0	8,848	0	11,000	14,322	(3,322)	130.20%	100.00%	0.00%	8,848	0
INSTRUCTIONAL SUPPORT	3,472,102	2,462,123	2,860,994	3,023,112	2,266,604	756,508	74.98%	100.00%	100.00%	2,462,123	3,472,102
PUPIL SUPPORT SERVICES	4,419,696	4,958,436	5,475,650	5,065,401	5,295,081	(229,680)	104.53%	100.00%	100.00%	4,958,436	4,419,696
FACILITIES	5,287,970	4,820,100	5,317,957	5,119,706	5,217,212	(97,506)	101.90%	100.00%	100.00%	4,820,100	5,287,970
OTHER FINANCING USES	382,579	567,689	505,000	623,000	439,732	183,268	70.58%	100.00%	100.00%	567,689	382,579
TOTALS	51,879,149	48,760,671	54,076,273	52,743,925	51,553,918	1,190,007	97.74%	100.00%	100.00%	48,760,671	51,879,149

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

WACONIA | June 30, 2025

ACTIVITY - OTHER FUNDS	June 30, 2023		June 30, 2024		June 30, 2025		June 30, 2024		June 30, 2023	
	REVENUE	Adopted Budget	Revised Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	June 30, 2024	June 30, 2023	June 30, 2023
FOOD SERVICE	2,466,765	3,475,575	3,475,575	3,314,125	161,450	95.35%	100.00%	3,388,847	2,466,765	2,466,765
COMMUNITY EDUCATION	3,543,981	4,015,267	4,041,572	3,981,076	60,496	98.50%	100.00%	4,221,222	3,543,981	3,543,981
CONSTRUCTION	0	10,839,500	9,440,670	9,596,627	(155,957)	101.65%	0.00%	6,158,103	0	0
DEBT SERVICE	8,576,173	9,376,864	9,579,010	21,506,371	(11,927,361)	224.52%	100.00%	9,557,211	8,576,173	8,576,173
TRUST	7,944	5,000	5,000	12,950	(7,950)	259.00%	100.00%	11,250	7,944	7,944
CUSTODIAL	0	0	0	0	0	0.00%	0.00%	0	0	0
INTERNAL SERVICE	457,960	475,000	475,000	418,183	56,817	88.04%	100.00%	550,381	457,960	457,960
OPEB REVOCABLE TRUST	0	0	0	0	0	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	82,217	100,000	135,000	79,746	55,254	59.07%	100.00%	152,627	82,217	82,217
OPEB DEBT SERVICE	0	0	0	0	0	0.00%	0.00%	0	0	0
TOTALS	15,135,041	28,287,206	27,151,827	38,909,079	(11,757,252)	143.30%	100.00%	24,039,642	15,135,041	15,135,041
EXPENDITURES										
FOOD SERVICE	3,268,082	3,597,627	3,554,876	3,217,956	336,920	90.52%	100.00%	3,472,583	3,268,082	3,268,082
COMMUNITY EDUCATION	3,067,784	3,787,078	3,846,546	4,127,229	(280,683)	107.30%	100.00%	3,902,578	3,067,784	3,067,784
CONSTRUCTION	0	15,239,314	3,624,710	4,994,480	(1,369,770)	137.79%	0.00%	2,061,110	0	0
DEBT SERVICE	9,411,981	9,328,000	9,579,010	21,790,482	(12,211,472)	227.48%	100.00%	9,396,831	9,411,981	9,411,981
TRUST	12,444	5,000	5,000	10,250	(5,250)	205.00%	100.00%	4,500	12,444	12,444
CUSTODIAL	0	0	0	0	0	0.00%	0.00%	0	0	0
INTERNAL SERVICE	567,713	485,000	485,000	438,039	46,961	90.32%	100.00%	448,577	567,713	567,713
OPEB REVOCABLE TRUST	0	0	0	0	0	0.00%	0.00%	0	0	0
OPEB IRREVOCABLE TRUST	278,268	300,000	3,000	2,998	2	99.95%	100.00%	346,417	278,268	278,268
OPEB DEBT SERVICE	0	0	0	0	0	0.00%	0.00%	0	0	0
TOTALS	16,606,272	32,742,019	21,098,142	34,581,435	(13,483,293)	163.91%	100.00%	19,632,597	16,606,272	16,606,272
SUMMARY - ALL FUNDS										
REVENUE	66,150,347	84,719,812	83,447,411	91,385,546	(7,938,135)	109.51%	100.00%	80,780,364	66,150,347	66,150,347
EXPENDITURES	68,485,420	86,818,292	73,842,067	86,135,352	(12,293,285)	116.65%	100.00%	68,393,268	68,485,420	68,485,420
SPENDING VARIANCE	(2,335,074)	12,387,096	9,605,344	5,250,194	N/A	N/A	N/A	12,387,096	(2,335,074)	(2,335,074)

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

WACONIA | July 30, 2025

REVENUE CATEGORIES	June 30, 2025*		FY26 Adopted Budget	July 31, 2025			July 31, 2024		July 31, 2023	
	Received 8-15-25	Received 8-15-25		Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	July 31, 2024	July 31, 2023
STATE	43,525,335	38,843,622	43,738,854	0	43,738,854	0.00%	0.00%	-8.70%	0	(3,419,365)
FEDERAL	1,255,094	885,534	838,048	0	838,048	0.00%	0.00%	0.00%	0	0
PROPERTY TAXES	10,257,822	10,697,263	9,967,872	452,572	9,515,300	4.54%	3.60%	-3.20%	377,689	324,465
LOCAL SALES, INS RECOVERY & JUDGEMENTS	0	(1,705)	0	0	0	0.00%	0.00%	0.00%	0	0
SALE OF BONDS & LOANS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
LOCAL (FEES, INTEREST, ETC.)	1,702,471	2,051,753	1,604,813	(211,498)	1,816,311	-13.18%	-19.70%	-13.80%	(275,263)	(224,260)
TOTALS	56,740,722	52,476,467	56,149,587	241,074	55,908,513	0.43%	100.00%	-6.30%	102,426	(3,319,160)

EXPENDITURES (OBJECT SERIES)	June 30, 2025*		FY26 Adopted Budget	July 31, 2025			July 31, 2024		July 31, 2023	
	Received 8-15-25	Received 8-15-25		Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	July 31, 2024	July 31, 2023
SALARIES & WAGES	27,539,445	28,524,124	30,827,060	474,887	30,352,173	1.54%	1.40%	1.70%	438,872	461,746
EMPLOYEE BENEFITS	10,431,339	11,348,985	11,777,614	210,189	11,567,425	1.78%	1.70%	2.10%	206,420	221,532
PURCHASED SERVICES	7,612,703	8,328,091	8,513,778	38,614	8,475,164	0.45%	7.40%	1.40%	604,822	103,609
SUPPLIES	1,724,992	1,846,729	1,980,575	(134,658)	2,115,233	-6.80%	-7.40%	-5.70%	(127,357)	(96,267)
EQUIPMENT	904,658	1,270,423	1,462,300	472,584	989,716	32.32%	15.80%	17.00%	210,309	153,347
DEBT SERVICE	83,267	83,267	81,287	0	81,287	0.00%	0.00%	0.00%	0	0
OTHER EXPENDITURES	284,535	152,298	288,579	14,634	273,945	5.07%	6.30%	10.70%	24,755	26,901
OTHER FINANCING USES	179,732	0	63,000	0	63,000	0.00%	0.00%	0.00%	0	0
TOTALS	48,760,671	51,553,917	54,994,193	1,076,250	53,917,943	1.96%	2.50%	1.80%	1,357,821	870,868

EXPENDITURES (PROGRAM SERIES)	June 30, 2025*		FY26 Adopted Budget	July 31, 2025			July 31, 2024		July 31, 2023	
	Received 8-15-25	Received 8-15-25		Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	July 31, 2024	July 31, 2023
SITE ADMINISTRATION	1,009,465	1,080,439	1,124,204	95,209	1,028,995	8.47%	7.10%	8.70%	89,646	91,336
DISTRICT ADMINISTRATION	479,268	477,512	507,637	49,012	458,625	9.65%	14.90%	16.10%	73,067	76,443
SUPPORT SERVICES	1,696,730	1,874,178	2,052,639	199,326	1,853,313	9.71%	11.10%	11.70%	234,209	199,881
REGULAR INSTRUCTION	19,683,539	21,178,662	21,695,083	(34,565)	21,729,648	-0.16%	0.60%	0.50%	132,735	103,621
EXTRA-CURRICULAR ACTIVITIES	1,970,761	2,083,518	2,138,382	(247,412)	2,385,794	-11.57%	-20.40%	-19.00%	(432,856)	(367,138)
VOCATIONAL INSTRUCTION	536,073	634,703	574,343	2,491	571,852	0.43%	0.50%	0.50%	2,192	2,455
SPECIAL EDUCATION	10,567,638	10,991,956	12,473,658	122,217	12,351,441	0.98%	1.10%	1.20%	126,664	128,670
COMMUNITY SERVICES	8,848	14,322	8,848	0	8,848	0.00%	0.00%	0.00%	0	0
INSTRUCTIONAL SUPPORT	2,462,123	2,266,604	2,923,864	543,947	2,379,917	18.60%	10.70%	9.70%	306,000	233,566
PUPIL SUPPORT SERVICES	4,958,436	5,295,081	5,697,145	18,976	5,678,169	0.33%	0.30%	0.40%	16,368	19,975
FACILITIES	4,820,100	5,217,212	5,273,390	327,047	4,946,343	6.20%	6.40%	7.40%	342,576	352,452
OTHER FINANCING USES	567,689	439,732	525,000	0	525,000	0.00%	92.50%	4.90%	467,222	29,608
TOTALS	48,760,671	51,553,918	54,994,193	1,076,250	53,917,943	1.96%	2.50%	1.80%	1,357,823	870,869

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

WACONIA | July 30, 2025

ACTIVITY - OTHER FUNDS				July 31,	July 31,	July 31,					
	June 30, 2025*	Received	FY26 Adopted	2025	2024	2023	Received	% of Actuals	% of Actuals	July 31,	July 31,
REVENUE	June 30, 2024	8-15-25	Budget	Received YTD	Budget Remaining	% of Budget Received	Received	Received	Received	2024	2023
FOOD SERVICE	3,388,847	3,314,125	3,449,636	0	3,449,636	0.00%	0.00%	0.00%		0	0
COMMUNITY EDUCATION	4,221,222	3,981,076	4,171,711	352,296	3,819,415	8.44%	2.50%	4.20%		99,589	171,261
CONSTRUCTION	6,158,103	9,596,627	75,000	22,625	52,375	30.17%	0.20%	0.00%		7,426	0
DEBT SERVICE	9,557,211	21,506,371	9,737,900	472,077	9,265,823	4.85%	4.40%	5.30%		415,038	503,877
TRUST	11,250	12,950	0	0	0	0.00%	0.00%	0.00%		0	0
CUSTODIAL	0	0	0	0	0	0.00%	0.00%	0.00%		0	0
INTERNAL SERVICE	550,381	418,183	485,000	33,428	451,572	6.89%	0.00%	0.00%		0	0
OPEB REVOCABLE TRUST	0	0	0	0	0	0.00%	0.00%	0.00%		0	0
OPEB IRREVOCABLE TRUST	152,627	79,746	135,000	7,711	127,289	5.71%	0.00%	0.00%		0	0
OPEB DEBT SERVICE	0	0	0	0	0	0.00%	0.00%	0.00%		0	0
TOTALS	24,039,642	38,909,079	18,054,247	888,137	17,166,110	4.92%	1.85%	2.81%		522,053	675,138

				July 31,	July 31,	July 31,					
	June 30, 2025*	Received	FY26 Adopted	2025	2024	2023	Expended	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	July 31,
EXPENDITURES	June 30, 2024	8-15-25	Budget	Expended YTD	Budget Remaining	% of Budget Expended	Expended	Expended	Expended	2024	2023
FOOD SERVICE	3,472,583	3,217,956	3,828,301	43,911	3,784,390	1.15%	3.00%	3.30%		106,860	97,696
COMMUNITY EDUCATION	3,902,578	4,127,229	3,889,861	223,969	3,665,892	5.76%	5.10%	4.90%		192,541	183,978
CONSTRUCTION	2,061,110	4,994,480	9,384,517	(5,225)	9,389,742	-0.06%	0.00%	0.00%		0	0
DEBT SERVICE	9,396,831	21,790,482	9,737,900	1,252,916	8,484,984	12.87%	17.40%	17.60%		1,618,926	1,652,391
TRUST	4,500	10,250	0	0	0	0.00%	0.00%	0.00%		0	0
CUSTODIAL	0	0	0	0	0	0.00%	0.00%	0.00%		0	0
INTERNAL SERVICE	448,577	438,039	485,000	36,608	448,392	7.55%	0.00%	0.00%		0	0
OPEB REVOCABLE TRUST	0	0	0	0	0	0.00%	0.00%	0.00%		0	0
OPEB IRREVOCABLE TRUST	346,417	2,998	135,000	0	135,000	0.00%	0.00%	0.00%		0	0
OPEB DEBT SERVICE	0	0	0	0	0	0.00%	0.00%	0.00%		0	0
TOTALS	19,632,597	34,581,435	27,460,579	1,552,178	25,908,401	5.65%	5.86%	9.85%		1,918,327	1,934,065

SUMMARY - ALL FUNDS				July 31,	July 31,	July 31,							
	2025*	Received	FY26 Adopted	2025	2024	2023	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	July 31,	July 31,
SUMMARY	June 30, 2024	8-15-25	Budget	YTD	Budget Remaining	% of Budget Expended	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	2024	2023
REVENUE	80,780,364	91,385,546	74,203,834	1,129,210	73,074,624	1.52%				0.68%	-3.27%	624,479	(2,644,022)
EXPENDITURES	68,393,268	86,135,352	82,454,772	2,628,428	79,826,344	3.19%				3.80%	4.10%	3,276,148	2,804,933
SPENDING VARIANCE	12,387,096	5,250,194	(8,250,938)	(1,499,218)	N/A	N/A				N/A	N/A	(2,651,669)	(5,448,955)

7. **ACTION ITEMS**

7.A. Second Read Board Policy

7.A.1. 516 Student Medication

Presenter: Sarah
Eischens, Health
Services Manager

516 STUDENT MEDICATION AND TELEHEALTH

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication and telehealth during the school day. The school district's licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician's Desk Reference (PDR).

The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA). Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minnesota Statute 152.22, subdivision 6.

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions include insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
 - d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may

choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - ~~(a)~~1. the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - ~~(b)~~2. the inhaler is properly labeled for that student; and
 - ~~(c)~~3. the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - ~~(a)~~1. the pupil may possess the epinephrine or

~~(b)2.~~ the pupil is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent provides properly labeled to the school for the pupil as needed.

k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.

l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
7. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled

substance when requested by the school.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

D. Possession and Use of Epinephrine Auto-Injectors

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

1. possess epinephrine auto-injectors; or
2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as a day when all students in a school and grade are required to attend and participate in school activities. The length of the day is the number of minutes that students are required to attend and participate in instructional activities.

[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be

included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The

school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
Minn. Stat. § 144.3431 (Nonresidential Mental Health Services)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Policy Adopted: July 8, 2002, revised February 9, 2009, revised August 2021, revised May 2023,
revised December 2024
Independent School District No. 110
Waconia, MN 55387

7.A.2. 105 School District Public Relations and
School Communications

105 SCHOOL DISTRICT PUBLIC RELATIONS AND SCHOOL COMMUNICATIONS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. INFORMATION SHARING

A. Coordination Director of Communications

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

Objectives of the Communications Plan

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

Target Audiences

1. Parents

~~Internal Communication—~~

~~Classroom Level—teacher/school/parents~~

~~External Communication~~

~~Marketing and Public Relations — teacher/school/community~~

~~2. Community~~

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

~~3. Students~~

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

~~4. Staff~~

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

~~5. Online Community~~

~~Social media includes all of the above stakeholders.~~

B. Building Level and Program Specific Communications Regular Communications

The District, as well as each school site and program, will provide regular communications to stakeholders by sharing information about activities, events, curriculum, achievements and other news-worthy items. The communications will be delivered through a mix of electronic and printed means that could include mailings, newsletters, e-mail, social media postings, and others.

The District has a number of well-established communication channels including the District website (www.isd110.org), the printed CommuniCAT newsletter, the CommuniCATor e-newsletter, social media accounts on Facebook and Instagram, and school-to-home e-newsletters at each school.

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

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

C. Communication Standards

The Director of Communications, at the direction of the Superintendent, establishes communication standards for employees. ~~and is~~ The Director of Communications is responsible for developing and maintaining relationships with media ~~and ensuring that employees adhere to the District's brand guidelines.~~

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

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

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

~~4. — The communications office must be immediately informed of media presence at any building in the district.~~

~~5. — Regarding ongoing activities, such as a sports band-related events, one approval will cover the season.~~

IV. DISTRICT 110 SPOKESPERSON MEDIA RELATIONS & SPEAKING ON BEHALF OF THE DISTRICT

The Communications Department must be immediately informed of any media presence at any building in the District. Story pitches must be sent to and approved by the Communications Department prior to the media being contacted.

A. Official Spokesperson

The Superintendent is always the main spokesperson for the District unless otherwise directed by the Superintendent. In situations where the School Board needs representation in the media, the Superintendent will work with Board leadership to determine who should speak to the media. The Superintendent and Communications Director will prep the School Board spokesperson with talking points.

B. Crisis or Emergency Situation

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

V. MEDIA COMMUNICATIONS WITH STUDENTS

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

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

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

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

Policy Adopted: March 10, 1997
Policy Amended: July 9, 2001 / July 2007
Policy Revised: August 2014, December 2018, October 2022
Independent School District No. 110
Waconia, MN

7.A.3. 434 Teacher Professional Growth,
Reflection and Evaluation Plan

Presenter: Erika
Nesvig, Director of
Educational Services

434 TEACHER PROFESSIONAL GROWTH, REFLECTION AND EVALUATION PLAN

Our school district is committed to developing the highest quality, most engaging, and professional educators. Education professionals will possess the skills necessary to enhance the 21st century learning our students will need to be successful, as well as maximize both academic achievement and educational opportunities.

The purposes of our district's teacher evaluation plan are: (1) measure the performance and growth of individual teachers; (2) guide teachers as they reflect upon their effectiveness; (3) serve as the basis for instructional support and improvement; and (4) guide school and district professional development programs.

The school district's Teacher Professional Growth, Reflection and Evaluation plan has the following components:

1. Marzano Focused Teacher Evaluation Model
2. Professional Growth Plan;
3. Student Learning Goal(s);
4. Individual Teacher Portfolios/E-folios (optional); and
5. Teacher Improvement Process for Continuing Contract Teachers.

ADMINISTRATIVE EVALUATION OF CONTINUING CONTRACT TEACHERS

Continuing contract teachers will be evaluated **annually** within a three-year professional review cycle ~~with including~~ one summative evaluation to be completed by an ~~evaluator administrator, and two evaluations to be completed in collaboration with an instructional coach or evaluator.~~ During the year in which a continuing contract teacher participates in a summative evaluation, the ~~evaluator administrator~~ should conduct at least three points of contact, including at least one observation in the teacher's instructional setting.

ADMINISTRATIVE EVALUATION OF PROBATIONARY TEACHERS

Probationary teachers will be administratively observed and evaluated in various teaching settings a minimum of three times per school year. Observation and evaluation will occur once before each of the following dates: November 15; February 1; and April 15. The evaluations will be shared with the teacher in a conference setting.

Probationary teachers will achieve continuing contract rights pursuant to Minnesota law. Probationary teachers being recommended for contract renewal will receive such notice from their administrator approximately sixty (60) days from the end of the fiscal year. The school board will act to terminate the individual teaching contracts of probationary teachers not receiving a renewal of their employment with the school district prior to the July 1 deadline.

Legal Reference: Minn. Stat. § 122A.40 (Employment; Contracts; Termination)

Policy Adopted: August 10, 1970 / Amended: February 9, 1987 / July 11, 1994 / January 4, 1999 / May 11, 2009 / November 10, 2014 / January 2016 / December 2017/revised January 2022
Independent School District No. 110
Waconia, Minnesota

7.A.4. 605 Alternative Educational Services

Presenter: Erika
Nesvig, Director of
Educational Services

605 ALTERNATIVE EDUCATIONAL SERVICES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

- A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.
- B. It shall be the responsibility of the superintendent to identify alternative educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational services to the school board.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

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

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

Policy Adopted: January 2004
July 2006, reviewed July 2020, December 2022

Independent School District No. 110 Waconia, MN

7.A.5. 610 Field Trips

Presenter: Erika
Nesvig, Director of
Educational Services

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
(8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th 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

7.A.6. 704 Development and Maintenance of an
Inventory of Fixed Assets and a Fixed Asset
Accounting System

Presenter: Pam
Carman, Director of
Finance and
Operations

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

V. CAPITALIZATION

The capital asset threshold is \$5,000 per individual item. For group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is ~~\$25,000~~ **\$100,000**.

Legal References: Minn. Stat. § 123B.02 (General Power of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
Policy Adopted: September 2004, November 2006, August 2020
Revised: September 2023, December 2024
Independent School District 110
Waconia, MN

704-1

7.A.7. 301 School District Administration

301 SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References:

Policy Adopted: May 12, 1997

Amended: February 2002 / November 2007 / November 2012 / December 2017/July 2022

Independent School District No. 110

Waconia, Minnesota 55387

7.A.8. 302 Superintendent

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

MSBA/MASA Model Policy 907 (Rewards)

Policy Adopted: May 1997 / February 2002 / November 2007 / November 2012 / December 2017/ August 2022

Independent School District No. 110 Waconia, Minnesota 55387

7.A.9. 303 Superintendent Selection

303 SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: None

Policy Adopted: May 1997 / February 2002 / November 2007 / June 2018 / August 2022
Independent School District No. 110 Waconia, MN

7.A.10. 304 Superintendent Contract, Duties, and
Evaluation

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References:

Policy Adopted: September 2017 / August 2022
Independent School District No. 110
Waconia, MN

7.A.11. 305 Policy Implementation

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications, ~~thereto~~. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school board policies. These procedures, guidelines, and directives ~~shall not be inconsistent~~ will be consistent with ~~said district~~ policies. ~~At least annually~~ Upon request by the school board, these written procedures, guidelines, and directives shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

Policy Adopted: May 1997 / February 2002 / November 2007 / September 2017 / August 2022
Independent School District No. 110 Waconia, Minnesota 55387

7.A.12. 306 Administrator Code of Ethics

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

B. The Educational Administrator:

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

accredited institutions.

9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

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

Cross References:

Policy Adopted: November 2007

Reviewed: November 2012, December 2017, December 2022

Independent School District No. 110

Waconia, MN

7.A.13. 501 School Weapons Policy

501 SCHOOL WEAPONS POLICY

[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- #### B. "School Location"
- includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of

entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, “flammable liquid” means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, “combustible liquid” is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or ~~a student who~~ discovers ~~that he or she~~ to accidentally ~~has~~ have a weapon in ~~the student’s~~ ~~his or her~~ possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 - 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes sections 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in Minnesota Statutes section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes sections 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of

weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes sections 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The appropriate school official shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Policy adopted: November 2005, reviewed February 2009, revised May 2016,
reviewed February 2020 / revised January 2022

Independent School District 110
Waconia, Minnesota

7.A.14. 613 Graduation

Presenter: Erika
Nesvig, Director of
Education Services

613 GRADUATION REQUIREMENTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Academic standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.

[NOTE: The 2024 Minnesota legislature enacted this change. Paragraphs C and E are flipped to create alphabetical order.]

B. "Credit" means a student's successful completion of a trimester course or a student's mastery of the applicable subject matter, as determined by the school district.

C. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

D. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.

E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

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

V. GRADUATION REQUIREMENTS

A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students'

academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and

2. Consistent with this paragraph and Minnesota Statutes section 120B.125 (see *Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

[NOTE: Minnesota Statutes 120B.303 includes the reference to paragraph (k) found in subparagraph 1. above. This statute no longer has a paragraph (k). MSBA has informed the Minnesota Revisor's Office, which replied that it will seek correction during the 2025 legislative session.]

B. Targeted Instruction Plan

1. A student must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
2. Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124D.49, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.
3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

[NOTE: The revisions in Paragraphs A and B align the model policy language with Minnesota Statutes 120B.303.]

- C. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

A. Credit Requirements

1. Eight credits of language arts sufficient to satisfy all academic standards in English language arts;

2. Seven credits of mathematics sufficient to satisfy all of the academic standards in mathematics;
3. Seven credits of science, including three credits to satisfy all the earth and space standards for grades 9 through 12, two credits to satisfy all the life science standards for grades 9 through 12, and two credits to satisfy all the chemistry or physics standards for grades 9 through 12;
4. Eight credits of social studies, ~~encompassing at least United States history, geography, including credit for a course in~~ government and citizenship in either grade 11 or 12 for students beginning ~~in~~ grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under ~~Minnesota Statutes,~~ section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

[NOTE: This revision includes the 2024 change on implementation of the government and citizenship requirement to the 2025-26 school year.]

5. Two credits in the arts sufficient to satisfy all of the academic standards in the arts;
6. A minimum of eighteen elective credits.
7. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

[NOTE: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature concerning physical education credit and state standards in health. Paragraph 8 was enacted in 2023; it affects students who begin grade 9 in the 2024-25 school year.]

8. Three credits of physical education (2) to satisfy the state standards in physical education; and health (1).
9. One credit for speech.
10. One credit for completion of senior seminar

B. Credit equivalencies

1. A credit of economics taught in a school's business department may fulfill credit in social studies under Paragraph 4., above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph A.3, above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph A.3, above, if the credit meets the state chemistry academic standards or all of

the physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph A.3, above.

3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph A.2 or Paragraph A.5, above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph 2., above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph A.2, or Paragraph A.3, above, if the credit meets the state academic standards in mathematics or science.
6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

[Note: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature. Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]

VII. GRADUATION STANDARDS REQUIREMENTS

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

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

- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

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

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

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness the World's Best Workforce)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Rules Part 3501.0660 (Academic Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

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

Policy Adopted: July 2012
Revised: Jan. 2016, March 2023, September 2023, November 2024, April 2025
Independent School District No. 110
Waconia MN

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 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. ADJOURNMENT