

# WAYZATA PUBLIC SCHOOLS

Independent School District 284  
Wayzata, Minnesota

## **BOARD OF EDUCATION**

Regular Meeting - December 12, 2016 - 7:00 PM  
District Administration Building  
210 County Rd. 101, N, Plymouth, MN

### **AGENDA**

1.	<b>CALL TO ORDER/ROLL CALL</b>	<b>3</b>
2.	<b>APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS</b>	<b>4</b>
	A. Approval of Minutes	5
	B. Finance and Business Recommendations	
	1. Monthly Reports	8
	C. Human Resource Recommendations	
	1. Monthly Recommendations	26
	D. P-Card Approvals	29
3.	<b>REPORTS FROM ORGANIZATIONS</b>	
	A. Wayzata High School Student Council Representative	
4.	<b>RECOGNITIONS</b>	
	A. Retiree Recognition	30
	B. Employee of the Month - Jamie Ward, Sunset Hill	31
5.	<b>STUDENT CURRICULUM PRESENTATION</b>	
	A. West Middle School	
6.	<b>SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS</b>	
	A. Superintendent	
	B. Teaching and Learning	
	1. Policies for Annual Review	32
	C. Finance and Business Services	
	1. Monthly Financial Reports	63
	2. Comprehensive Annual Fiscal Report	73
	3. Housing Study	74
	4. Truth in Taxation	75
	i. Audience Time to Comment	
	5. Certification of 2016 Payable 2017 Tax Levy	76
	6. Tax Advantaged Status of Self-Funded Health Insurance	77
	7. OPEB Investment Policy Statement and Appoint OPEB Committee Members	80
	D. Human Resource Services	
	1. Approval of the Custodial Contract for 2016-2018	93
	2. Approval of the Secretarial/Paraprofessional Contract for 2016-2018	104
7.	<b>OTHER BOARD ACTION</b>	
8.	<b>BOARD REPORTS</b>	<b>118</b>
9.	<b>AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD</b>	<b>119</b>
10.	<b>ADJOURN</b>	<b>120</b>

# WAYZATA PUBLIC SCHOOLS

Independent School District 284  
Wayzata, Minnesota

## MISSION

### **Our Core Purpose:**

The mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

## VISION

### **What We Intend to Create and Experience:**

The vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

### **Exceptional Student Learning, Experiences and Relationships:**

- High achievement by each and every student—no exceptions, no excuses;
- Content-rich, rigorous and personalized education;
- Meaningful relationships with teachers, staff, mentors and peers in a welcoming, nurturing and safe environment where all are valued for who they are and the contributions they make.

### **Community Trust, Confidence and Partnership:**

- Comprehensive learning opportunities meeting diverse learner needs and community aspirations;
- Committed to being the first choice for students and families;
- Maintaining the highest levels of satisfaction and pride by staff, parents and community.

### **Operational Excellence:**

- Attraction, development and retention of exemplary, creative and engaged employees;
- Accountability by all staff for individual and collective performance;
- Effective and efficient use of time and human, financial and physical resources;
- Culture of continuous improvement and responsive innovation;
- High performing district governance, management and partnerships.

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION:** 1. Call to Order

**ITEM:** Call to Order/Roll Call Attendance

**COMMENTS BY:** Chris McCullough, Board Chair

School Board Chair, Chris McCullough, will call the meeting to order. Clerk Cheryl Polzin will call the roll.

	<u>Present</u>	<u>Absent</u>
Linda A. Cohen	_____	_____
Andrea Cuene	_____	_____
Sarah Johansen	_____	_____
Erik Brown	_____	_____
Chris McCullough	_____	_____
Bonita Lucky	_____	_____
Cheryl Polzin	_____	_____
Dr. Chace B. Anderson, Ex Officio	_____	_____

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION:** 2. Approval of Agenda and Consent Agenda Items

**ITEM:** \_\_\_\_\_

**COMMENTS BY:** Chris McCullough, Board Chair

Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event, the item will be removed as a Consent Agenda item and addressed. Consent Agenda items are as follows:

- A. Approval of Minutes**
- B. Finance and Business Recommendations**
- C. Human Resource Recommendations**
- D. P-Card Approvals**

**RECOMMENDED ACTION:** Approve the agenda as presented and the Consent Agenda items.

Motion by: \_\_\_\_\_ ROLL CALL Passed \_\_\_\_\_

Second by: \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions: \_\_\_\_\_

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION:** 2. Approval of Minutes

**ITEM:** A. Approval of Minutes

**COMMENTS BY:** Cheryl Polzin, Board Clerk

**11.14.2016 Regular Minutes**

**RECOMMENDED ACTION:** Approve the minutes of the Board meetings.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions: \_\_\_\_\_

# Minutes of Regular Meeting

## The Board of Education Wayzata Public Schools

---

A Regular Meeting of the Board of Education of Wayzata Public Schools was held Monday, November 14, 2016, beginning at 5:30 PM in the Wayzata City Hall, 600 Rice Street, Wayzata.

### 1. CALL TO ORDER/ROLL CALL

*The meeting was called to order by Board Chair Chris McCullough, and the roll call taken by Board Clerk Cheryl Polzin. The following School Board members were present: Andrea Cuene, Erik Brown, Sarah Johansen, Bonita Lucky, Cheryl Polzin, Chris McCullough, Linda Cohen, and ex-officio member Superintendent Chace B. Anderson.*

### 2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

*Andrea Cuene motioned to approve the agenda and the consent agenda items. Erik Brown seconded the motion and it carried unanimously via a roll call vote.*

A. Approval of Minutes

B. Finance and Business Recommendations

1. Monthly Reports

<i>General Checking Account for October 2016</i>	<i>\$5,120,572</i>
<i>Wire Transfer for September 2016</i>	<i>\$9,331,360</i>

C. Human Resource Recommendations

1. Monthly Recommendations

D. Approve Overhang Electric Easement for Northern States Power Company Luce Line Improvement Project

E. Affirm 403(b) Plan Document and Adoption Agreement Effective November 1, 2016

### 3. RECOGNITIONS

*Superintendent Chace B. Anderson recognized the retirees and the employee of the month. Additionally, the Superintendent congratulated four students for earning a perfect score on the ACT exam and the Wayzata High School Boy's Cross-Country team for a recent state win.*

A. Retiree Recognition

B. Employee of the Month - Donna Roehl, Kimberly Lane

C. Perfect ACT

D. Boy's Cross-Country

### 4. REPORTS FROM ORGANIZATIONS

A. Wayzata High School Student Council Representative

*Jessica Schlundt, Vice-President of the WHS Student Council, gave an overview on high school events.*

**5. STUDENT CURRICULUM PRESENTATION**

**6. SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS**

A. Superintendent

B. Teaching and Learning

C. Finance and Business Services

1. Monthly Reports

2. Resolution Providing for Open Enrollment Non-Resident Agreement for 2017-2018

*Cheryl Polzin motioned to approve the resolution and waive the reading of the resolution for closing open enrollment in grades 1-12 and accepting only siblings and children of employees in Kindergarten. Linda Cohen seconded the motion and it carried unanimously via a roll call vote.*

3. Site Lease Agreement With Option Between Wayzata School District and City of Wayzata

*Cheryl Polzin motioned to approve the agreement to sign the lease agreement with Wayzata City for the purpose of providing 911 and other telecommunication services within Wayzata. Linda Cohen seconded the motion and it carried unanimously.*

4. Transportation Hazardous Areas

*Sarah Johansen motioned to approve the transportation hazard areas. Erik Brown seconded the motion and it carried unanimously.*

D. Human Resource Services

**7. OTHER BOARD ACTION**

**8. BOARD REPORTS**

**9. AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD**

*No citizens wished to address the board.*

**10. ADJOURN**

*Sarah Johansen moved to adjourn the meeting, and the motion carried unanimously. The meeting was adjourned at 6:14 pm.*

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

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

**ITEM: Finance & Business Recommendations**

**COMMENTS BY: Jim Westrum, Executive Director of Finance and Business**

**Finance and Business Recommendations**

These routine items are presented for Board of Education review and approval through a single consent motion.

**Monthly Bills**

The attached lists itemize claims for which the Board of Education is requested to authorize payment.

General Checking Account for November 2016	\$5,597,677
Wire Transfer for October 2016	\$10,326,632

**RECOMMENDED ACTION:** Authorize payment as recommended.

**Acknowledgement Of Contributions**

Minn. Stat. 465.03 - GIFTS TO MUNICIPALITIES.

“Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”

**Monthly Donations**

The Board of Education is requested to accept the attached lists donations received in October 2016.

Cash Donations	\$3,405.52
----------------	------------

**Monthly Donations**

Cash Donations:

AMOUNT	DONATED BY	PURPOSE
1,500.00	Kimberly Lane PTA	KL - Accelerated Reader Program
788.05	Kimberly Lane PTA	KL - Comb bind machine & paper cutter
398.88	Benevity Community Impact Fund	KL - Student Activities
284.21	Oakwood PTA	OW - Books & Supplies for Media Center
235.38	Wells Fargo Matching Gifts Program - DoTopia	SH - Student Services
149.00	Kimberly Lane PTA	KL - Microwave for staff lounge
50.00	DonateWell	KL - Student Activities

**RECOMMENDED ACTION:** That the School Board approves the following checking account and wire transfer payments and accepts with appreciation the following gifts, which are in compliance with current District policy and guidelines:

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions: \_\_\_\_\_ 9 \_\_\_\_\_

**WAYZATA PUBLIC SCHOOLS**  
**MONTHLY CHECK DISBURSEMENT SUMMARY**  
**NOVEMBER 2016**

CHECK	VENDOR	DESCRIPTION	DATE	AMOUNT
404979	FIRST STUDENT, INC	TRANSPORTATION	11/22/2016	482,664.93
404978	FIRST STUDENT, INC	TRANSPORTATION	11/22/2016	424,756.28
404654	TIERNEY BROTHERS, INC.	26 rooms at WHS and 40 rooms at MR	11/1/2016	397,831.36
404585	KRAUS-ANDERSON CONSTRUCTION CO	WHS KA CONSTRUCTION MANAGEMENT FEES	11/1/2016	282,316.54
404690	CDW GOVERNMENT, INC	CISCO PHONES	11/8/2016	179,974.08
405128	KRAUS-ANDERSON CONSTRUCTION CO	WHS KA CONSTRUCTION MANAGEMENT FEES	11/29/2016	166,640.44
404948	THELEN HEATING AND ROOFING INC	HS ADD 23-A HVAC TO 10/31/16	11/17/2016	163,694.50
404934	MUSKA ELECTRIC CO	INV#7625 HS ADD 26-A ELECTRICAL TO 10/31/16	11/17/2016	158,650.00
404902	UPPER LAKE FOODS	GROCERIES	11/15/2016	151,621.02
404987	INTERMEDIATE DIST 287	DEC 16 PROVIDED SERVICES	11/22/2016	151,523.00
404769	XCEL ENERGY	MONTHLY ENERGY	11/8/2016	123,683.88
404592	MAIN LINE TRANSPORTATION INC (MTI)	TRANSPORTATION	11/1/2016	114,894.97
405197	TRUST POINT/FBO WAYZATA SCHOOLS	Payroll accrual	11/30/2016	108,625.00
404984	HANUS ENTERPRISES,LLP	bus garage rent 12/16	11/22/2016	85,447.54
703313	PRO-TEC DESIGN	NEW ELEMENTARY SECURITY MATERIALS AND LABOR	11/11/2016	84,945.80
404766	WOLD ARCHITECTS AND ENGINEERS	SH 2015/2016 UPGRADES #142074	11/8/2016	84,559.02
404927	GRESSER COMPANIES INC	HS ADD - 04-A MASONRY PACKAGE #1 TO 10/31/16	11/17/2016	83,452.58
404949	VEIT & COMPANY INC	VARSITY BB RECONST. WS 31-A: EARTHWORK & SITE UTILITIES	11/17/2016	62,344.69
405057	APPLE INC	Additional student iPads	11/29/2016	61,342.50
404992	JAMF SOFTWARE, LLC	Jamf Software renewal	11/22/2016	61,092.00
404777	WAYZATA EDUCATION ASSN	Payroll accrual	11/15/2016	60,265.24
405198	WAYZATA EDUCATION ASSN	Payroll accrual	11/30/2016	60,196.82
404932	LANCE SERVICE INC	HS ADD 12-B MUSIC STORAGE CASEWORK TO 10/31/16	11/17/2016	53,922.00
404919	DESIGN ELECTRIC INC	WHS CONFLICT WARNING SIGN PROJECT TO 10/25/16	11/17/2016	53,466.00
404725	LANO EQUIPMENT INC	CSF SNOWPLOW BLADE	11/8/2016	49,200.00
404943	RTL CONSTRUCTION INC	HS ADD - 07-E FIREPROOFING 09-A DRYWALL, 09-H DRYWALL	11/17/2016	43,511.03
404920	EBERT CONSTRUCTION	INV#21624205 NEW ELEM - 03-A BUILDING CONCRETE	11/17/2016	41,153.96
703329	TIERNEY BROTHERS, INC.	CMS-GYM	11/11/2016	40,464.97
404917	CRAWFORD DOOR SALES OF TWIN CITIES	WORK SCOPE 08-B SPECIALTY DOOR TO 10/31/16	11/17/2016	37,483.20
404564	FERGUSON ENTERPRISES, INC #1657	WHS ADD APPLIANCES	11/1/2016	37,170.00
405041	TITANIUM PARTNERS LLC	rent 11/16	11/22/2016	37,133.03
404782	AIM ELECTRONICS, INC	WHS ADD GYM EQUIPMENT - SCOREBOARDS	11/15/2016	33,420.00
404910	ACOUSTICS ASSOCIATES	HS ADD 09-C ACOUSTICAL CEILINGS PACKAGE #1 & 2 09-J	11/17/2016	30,694.54
404825	FIRST STUDENT, INC	TRANSPORTATION	11/15/2016	29,150.26
404596	MCKINSTRY ESSENTION LLC	3rd Party Commissioning	11/1/2016	27,150.00
404942	R J MECHANICAL INC	HS ADD 22-A PLUMBING TO 10/31/16	11/17/2016	26,913.90
404921	EBERT CONSTRUCTION	INV#21624317 HS ADD - 06-A CARPENTRY TO 10/31/16	11/17/2016	26,161.86
404617	PAMS LUNCHROOM LLC	SERVICE 9/16	11/1/2016	24,827.40
404936	NORTH COUNTRY CONCRETE INC	HS ADD - 32-B SITE CONCRETE TO 10/14/16	11/17/2016	24,566.44
703309	HILLYARD INC MINNEAPOLIS	MR CUSTODIAL EQUIP & SUPPLIES	11/11/2016	23,132.27
404871	PAMS LUNCHROOM LLC	SERVICE 10/16	11/15/2016	23,089.74
404925	GRAZZINI BROTHERS & CO	NEW ELEM 09-D FLOORING - RESILIENT & CARPET TO 10/16	11/17/2016	21,965.90
404633	R J MECHANICAL INC	GL-2 WATER HEATERS	11/1/2016	21,870.00
404938	PETERSON COMPANIES INC	INV#32697 HS ADD - 32-E IRRIGATION & LANDSCAPE TO 10/31/16	11/17/2016	21,549.55
404911	BRETH-ZENZEN FIRE PROTECTION LLC	HS ADD 21-A FIRE SUPPRESSION TO 10/31/16	11/17/2016	21,372.17
405073	COOL AIR MECHANICAL INC	BV BOILER ROOM REPLACEMENT TO 10/25/16	11/29/2016	20,843.00
404976	ENVIRONMENTAL PLANT SERVICES INC	AD-WINDOW ASBESTOS ABATEMENT	11/22/2016	20,800.00
404641	SPECIAL SCHOOL DISTRICT #1	C & T TUITION 15-16	11/1/2016	19,646.99
405001	MACPHAIL CTR FOR MUSIC	MACPHAIL MUSIC PROG #1 OF 2 FY 16-17	11/22/2016	19,440.50
703287	HOUGHTON MIFFLIN CO LLC	HMH Riverside-CogAT Tests	11/7/2016	19,215.00
404937	OLYMPIC COMPANIES INC	HS ADD 07-D EIFS TO 10/31/16	11/17/2016	18,786.25
404530	ANDERSEN INC., EARL F.	WHS ADD SIGNAGE	11/1/2016	18,188.00
404535	BULLIS INSURANCE AGENCY LLC	BOILER & MACH POL#BEP2666244 12/1/15-12/1/18	11/1/2016	17,895.00
405005	MAVO SYSTEMS, INC	SH-ABATEMENT (CHANGE ORDERS)	11/22/2016	17,582.60
405200	LIFE INSURANCE CO OF N AMERICA	Ins. Tracking Billing	11/30/2016	17,399.74

404924	FRANSEN DECORATING INC	SH PAINTING-BASE-ALT#1-ALT#2 TO 10/16	11/17/2016	17,366.00
405031	RELIANCE COMMUNICATIONS, LLC	COMM-RENEW SCHOOL MESSENGER 16-17	11/22/2016	17,338.50
404781	AGROPUR INC DIVISION OF NATREL USA	DAIRY PRODUCTS	11/15/2016	16,706.47
404847	LIFE INSURANCE CO OF N AMERICA	Payroll accrual	11/15/2016	16,439.31
404944	S & J CONTRACTING OF MN LLC	SH 08-A ALUMINUM WINDOWS & LOUVERS TO 10/16	11/17/2016	16,254.50
404727	MAPLE CREST LANDSCAPE	OW-COURT YARD	11/8/2016	15,500.00
404805	DIVERSIFIED SNACK DISTRIBUTION INC	GROCERIES	11/15/2016	15,087.00
404882	REPUBLIC SERVICES #894	SERVICE 10/16	11/15/2016	14,831.62
405196	SCHOOL SERVICE EMPLOYEES	Payroll accrual	11/30/2016	14,615.18
404776	SCHOOL SERVICE EMPLOYEES	Payroll accrual	11/15/2016	14,500.06
405051	ZOLTAR INVESTMENT GROUP LLC	16th ave rent 12/16	11/22/2016	13,644.63
404794	CDW GOVERNMENT, INC	PHONES	11/15/2016	13,317.42
404666	XCEL ENERGY	HS-ELEC METER #17612015 9/15-10/16	11/1/2016	13,174.48
404608	MTI DISTRIBUTING INC	ZERO TURN MOWER	11/1/2016	12,880.59
404671	YOUTH ENRICHMENT LEAGUE	CED-PROF SERV 9/19-10/19	11/1/2016	12,880.00
405135	MALLOY MONTAGUE KARNOWSKI	2016 Audit Services THRU 10/31/16	11/29/2016	12,500.00
404950	WON-DOOR CORPORATION	HS ADD - 08-C FIRE DOORS TO 09/30/16	11/17/2016	12,116.30
404526	AIRPORT TAXI, INC	TRANSPORTATION	11/1/2016	12,096.00
404915	COOL AIR MECHANICAL INC	CMS UPGRADES - WS 20-A: COMBINED MECHANICAL TO 10/25/16	11/17/2016	11,617.30
404789	BERGIN FRUIT AND NUT COMPANY	GROCERIES	11/15/2016	11,081.65
404945	SECOA INC	HS ADD 11-D THEATRE RIGGING, CURTAINS & TRACK TO 10/31/16	11/17/2016	10,925.00
703340	PRO-TEC DESIGN	HS-SECURITY REPLACEMENTS	11/18/2016	10,868.00
404838	IOCP	comm ed rent 11/16	11/15/2016	10,538.11
404990	IOCP	comm ed rent 12/16	11/22/2016	10,538.11
404923	FLYNN MIDWEST LP	WORK SCOPE 07-B - MEMBRANE ROOFING TO 10/25/16	11/17/2016	10,515.55
404539	CENTER FOR ACADEMIC EXCELLENCE	CED-MN STEM & MN SPEECH 10/20-10/21	11/1/2016	10,402.69
404786	B & B SHEET METAL & ROOFING INC	EMS-2016 REROOFING thru 10/30/16	11/15/2016	10,325.00
404629	REGION 6AA	ATH-SOCCER 10/13,10/15 & 10/18	11/1/2016	10,282.00
404947	SWANSON & YOUNGDALE, INC.	HS ADD 09-G WALL COVERING & PAINTING TO 10/31/16	11/17/2016	9,906.41
404940	RACHEL CONTRACTING INC	NEW ELEM 31-B HWY 47 IMPROVEMENTS TO 10/31/16	11/17/2016	9,844.72
404673	ZIEGLER INC	CSF-REPAIR CAT	11/1/2016	9,811.38
405081	EASTBAY TEAM SALES	ATH-B SOCCER APPAREL	11/29/2016	9,208.01
404631	RIVERPORT INS CO	4TH INSTALL-PROP COMM/LIAB 2016	11/1/2016	9,193.37
405169	RUPP, ANDERSON, SQUIRE PA	PROF SERV 9/16	11/29/2016	8,858.55
405091	FIRST STUDENT, INC	TRANSPORTATION	11/29/2016	8,819.01
404914	CD TILE & STONE INC	INV#9922R CMS UPGRADES WS 09-B: TILE TO 10/31/16	11/17/2016	8,579.63
404918	CUSTOM DRYWALL, INC	CMS UPGRADES WS 09-A: DRYWALL THRU 10/31/16	11/17/2016	8,508.65
703331	WENGER	WHS ADD GYM GEARBOSS CARTS	11/11/2016	8,501.00
404922	ENVISION GLASS INC	HS ADD 08-D - CURTAIN WALL, WINDOW & GLAZING TO 10/20/16	11/17/2016	8,170.00
404747	PSAT/NMSQT	HS-TESTS	11/8/2016	8,025.00
404758	TRI-DIM FILTER CORP	CMS-FILTERS	11/8/2016	7,912.73
404842	KARGES-FAULCONBRIDGE, INC	BV - COMMISSIONING SERVICES FOR BOILER PROJECT	11/15/2016	7,905.00
404929	HALDEMAN-HOMME, INC	HS ADD 10-A LOCKERS TO 10/31/16	11/17/2016	7,507.38
404706	GROVES ACADEMY	WILSON TRAINING WKSP	11/8/2016	7,500.00
404639	SERIGRAPHICS SIGN SYSTEMS, INC	OW-ADA SIGNAGE	11/1/2016	7,471.50
405178	TAPCO (TRAFFIC & PARKING CONTROL CO)	CSF-ELECTRICAL SUPPLIES	11/29/2016	7,389.00
404524	ADKINS, PHILLIP	CMS-REPAIR FENCE	11/1/2016	7,200.00
404646	SYNERGIZE SPORTS MARKETING	PE SHIRTS-CMS	11/1/2016	6,975.00
404857	MN ROADWAYS COMPANY	OW-2016 PAVEMENT REHABILITATION THRU 10/4/16	11/15/2016	6,505.60
404692	CENTURY LINK BUSINESS SERVICES	OCT INTERNET	11/8/2016	6,500.00
405199	LIFE INSURANCE CO OF N AMERICA	Ins. Tracking Billing	11/30/2016	6,396.55
405158	PLYMOUTH ICE CTR	B H CAP'N PRACTICE 10/3-10/31	11/29/2016	6,267.50
703351	STAPLES BUSINESS ADVANTAGE	SUPPLIES	11/18/2016	6,254.37
404793	BSN SPORTS	ATH-G BB UNIFORMS	11/15/2016	6,185.41
703297	STAPLES BUSINESS ADVANTAGE	SUPPLIES	11/7/2016	6,058.50
405043	TOWN & COUNTRY LANDSCAPING	CMS-BASEBALL FIELD	11/22/2016	5,850.00
404682	BAINEY GROUP INC	WELS-CABINETS-CED#28	11/8/2016	5,683.00
404739	NORTH SHORE GYM SALES	ATH-GYM EQUIPMENT	11/8/2016	5,643.00
161700555	FIELDSETH, JOANNE	REIMBURSE	11/9/2016	5,470.13
404804	DENNY'S 5TH AVENUE BAKERY	GROCERIES	11/15/2016	5,402.86
404621	POWER STARTS	ATH-STARTING BLOCK	11/1/2016	5,323.68
405119	INNOVATIVE OFFICE SOLUTIONS	MR ADDTL FURNITURE	11/29/2016	5,173.02

404841	KAMIDA	CMS-REPLACE CONCRETE	11/15/2016	5,128.00
703289	MOTG (MN OFFICE TECHNOLOGY GRP)	PRINTER MONTHLY MAINT 9/18/16-10/17/16	11/7/2016	4,975.61
404997	LIFETIME FITNESS, INC.	Lifetime fitness lockerroom rental 12/16	11/22/2016	4,919.30
404578	INTERSTATE SECURITY SERVICES	HS-SPRING SECURITY	11/1/2016	4,902.00
703339	MEI - MINNESOTA ELEVATOR INC	HS-PREVENTATIVE MAINT	11/18/2016	4,876.14
404931	KIEFER SPECIALTY FLOORING INC	CMS UPGRADES- WS 09-F: RESILIENT ATHLETIC FLOORING TO 10/16	11/17/2016	4,795.25
404913	CAULKERS CO INC	HS ADD - 07-C SEALANTS TO 10/31/16	11/17/2016	4,750.00
703310	INSPEC, INC.	EMS-ROOF #213765	11/11/2016	4,732.50
703335	COMMERCIAL KITCHEN SERVICES	HS-REPLACE WATER FILTERS	11/18/2016	4,715.63
703312	MOTG (MN OFFICE TECHNOLOGY GRP)	WPS PRODUCTION MAINTENANCE BLANKET	11/11/2016	4,691.37
404964	CHELEDA INSTITUTE INC	OUT OF STATE TUITION 9/22-9/30	11/22/2016	4,585.14
404800	CRESCENT ELECTRIC SUPPLY CO	CMS-LIGHTS	11/15/2016	4,583.78
404669	XEROX FINANCIAL SERVICES	WPS PRODUCTION COPIER BLANKET	11/1/2016	4,520.00
404691	CENTURY LINK BUSINESS SERVICES	INTERNET ACCT# 87842760	11/8/2016	4,500.00
405060	BESTER BROTHERS TRANSFER & STORAGE	MOVING SERV 10/3/16	11/29/2016	4,490.00
404835	INNOVATIVE OFFICE SOLUTIONS	KL & HB MAKERSPACE CARTS	11/15/2016	4,424.50
405192	CORPORATE HEALTH SYSTEMS INC	Payroll accrual	11/30/2016	4,337.60
404930	KIEFER SPECIALTY FLOORING INC	NEW ELEM 09-E RESILIENT ATHLETIC FLOORING TO 10/16	11/17/2016	4,333.75
405007	MILLER 32ND AVE, LLC	RENT 12/16	11/22/2016	4,224.01
404670	YEADON FABRIC DOMES LLC	DOME UP	11/1/2016	4,200.00
703300	TRUSTED EMPLOYEES	VOL-BACKGROUND CHECKS	11/7/2016	4,110.08
404933	MULTIPLE CONCEPTS INTERIORS	CMS UPGRADES WS 09-D: FLOORING TO 10/31/16	11/17/2016	4,065.53
405140	META 13 INC	WEB PROGRAMMING 16-17	11/29/2016	4,000.00
405141	MIDWEST MUSICAL IMPORTS	SAXOPHONE	11/29/2016	3,995.00
404903	US FOODS CULINARY E & S	SMALL WARES CUST#H0011568	11/15/2016	3,863.48
404620	CITY OF PLYMOUTH - FINANCE DEPT	FUEL USAGE-SEPT 16	11/1/2016	3,852.06
405159	PRAIRIE RIVER HOME CARE INC	MA NURSE	11/29/2016	3,818.75
703327	STAPLES BUSINESS ADVANTAGE	SUPPLIES	11/11/2016	3,739.67
404832	HI-TECH REFRIGERATION	OW-REPLACED FREEZER DEFROST SWITCH	11/15/2016	3,673.44
404869	NHA HEATING & AIR CONDITIONING INC	HS-DANFOSS FC102 SERIES VFD	11/15/2016	3,482.00
404851	MARKET DISTRIBUTING	GROCERIES	11/15/2016	3,466.05
404767	WORKS COMPUTING	Works Computing c7000 renewal for NetApp controller	11/8/2016	3,369.11
405038	THIRD PARTY INTEGRITY INC	MA Billing 9/16	11/22/2016	3,333.32
404941	REINHARDT & SONS PAINTING INC	CMS UPGRADES - WS 09E: PAINTING THRU 9/30/16	11/17/2016	3,281.21
404826	GOLIN, SHERYL	CED-BIKE CLUB 7/1-11/1	11/15/2016	3,200.00
404708	HILDI INC	PROF SERV THRU 10/6/16	11/8/2016	3,130.00
404553	DIGITAL INSURANCE INC	HR-COBRA & FLEX 10/16	11/1/2016	3,083.71
405013	MOVEFWD INC (FORMERLY TEENS ALONE)	CED-COUNSELING SERV 16-17	11/22/2016	3,000.00
405048	WAYZATA, CITY OF	AD-WATER/SEWER	11/22/2016	2,947.96
404591	MAIL FINANCE (FORMERLY NEOPOST)	DAB MAIL MACHINE	11/1/2016	2,880.60
404850	MAIN LINE TRANSPORTATION INC (MTI)	TRANSPORTATION	11/15/2016	2,868.72
405092	G & B ENVIRONMENTAL INC	SH-CHILLER FILTERS	11/29/2016	2,740.00
404870	NORTH SHORE GYM SALES	ATH-FLOOR FOAM BORDER SYSTEM	11/15/2016	2,678.00
404756	SYNERGIZE SPORTS MARKETING	PE APPAREL-EMS	11/8/2016	2,656.25
404909	ACOUSTICS ASSOCIATES	CMS UPGRADES WS 09-C: ACOUSTICAL TO 10/12/16	11/17/2016	2,588.05
161700535	PETERSON, SHEILA	REIMBURSE	11/3/2016	2,509.50
404738	NORMANDEALE COMMUNITY COLLEGE	HS CONCURRENT ENROLL PROGRAM-FALL 2016	11/8/2016	2,500.00
404878	PROFESSIONAL INTERPRETING	Interpreter	11/15/2016	2,475.50
405017	OFFICE OF ENTERPRISE TECHNOLOGY	VOICE SERVICE THRU 9/30/16	11/22/2016	2,463.62
404717	HOME DEPOT/GECF	CMS-TRAFFIC BARRIERS	11/8/2016	2,402.63
405054	AIR SYSTEMS ENGINEERING INC	BV-TEST&BALANCING FOR BOILER REPLACE & TOILET IMPROVE	11/29/2016	2,400.00
404968	CINTAS FIRST AID & SAFETY	FIRST AID KITS	11/22/2016	2,378.99
404916	COSNEY CORPORATION	CMS UPGRADES - WS 12-A: PLASTIC LAMINATE CASEWORK	11/17/2016	2,375.00
404883	R J MECHANICAL INC	CMS-REPAIR PIPE LEAK	11/15/2016	2,371.39
404625	PROFESSIONAL INTERPRETING	EC SCREENING 10/18	11/1/2016	2,341.50
405116	HOME DEPOT/GECF	CSF-SHOP SUPPLIES	11/29/2016	2,253.86
161700709	WELK, JENNIFER	REIMBURSE	11/30/2016	2,241.76
703301	US GAMES	FitnessGram Hosting services	11/7/2016	2,238.00
404570	GRAINGER INC., W. W.	WELS-BUNGEE CORDS	11/1/2016	2,233.84
404787	BAYFIELD FRUIT CO	OW-APPLES	11/15/2016	2,142.25
404658	TOP 20 TRAINING, LLC	HS-ALC PD TRAINING 11/10/16	11/1/2016	2,100.00
405042	TOP 20 TRAINING, LLC	CED-SEMINAR FEE 11/11/16	11/22/2016	2,100.00

405186	USBANK STADIUM/SMG	PROM DEPOSIT	11/29/2016	2,097.00
404563	FERGUSON ENTERPRISES, INC #1657	CMS-HEATING SUPPLIES	11/1/2016	2,084.35
404797	COLLEGE TOWN PIZZA INC #1966	PIZZA	11/15/2016	2,072.00
405118	HORIZON COMMERCIAL POOL SUPPLY	WMS-POOL SUPPLIES	11/29/2016	2,061.06
404594	MAIN LINE TRANSPORTATION INC (MTI)	BUS TRAINING	11/1/2016	2,060.76
404701	GARVEY COMMUNICATIONS	COMM-PROF SERV 10/16	11/8/2016	2,000.00
404784	AMO ENTERPRISE LLC	GL-PROF SERV 11/11	11/15/2016	2,000.00
404749	SAM'S CLUB	LAKER'S BREAKFAST NOOK SUPPLIES 10/16	11/8/2016	1,977.70
404728	MCCARTNEY, SHARON	PF-SPANISH CLASS 10/16	11/8/2016	1,960.00
404768	XCEL ENERGY	16TH AVE-ENERGY 8/29-9/28	11/8/2016	1,954.84
404770	XEROX CORPORATION	MR & WHS ADMIN OFFICE COPIERS	11/8/2016	1,952.10
404951	1ST CHOICE PEDIATRIC HOME CARE	MA Contract 10/26-11/4 SGO	11/22/2016	1,944.00
404953	ADKINS, PHILLIP	WMS-REPAIR FENCE	11/22/2016	1,929.94
703336	ECM PUBLISHERS, INC	HS-TROJAN TRIBUNE 11/4	11/18/2016	1,908.31
404955	AIRPORT TAXI, INC	TRANSPORTATION	11/22/2016	1,890.00
404928	H & B SPECIALIZED PRODUCTS	NEW ELEM 11-B ATHLETIC EQUIPMENT TO 10/16	11/17/2016	1,885.35
161700694	PASHINA, KEN	REIMBURSE	11/30/2016	1,877.11
404889	SPIRITWEAR USA	CUL EXP-POLP SHIRTS	11/15/2016	1,870.25
404628	REGION 5AA	ATH-VOLLYBALL	11/1/2016	1,860.00
404696	DBW CONSULTING	CONTRACTED SERVICES 10/16-10/21	11/8/2016	1,837.50
404970	DBW CONSULTING	CONTRACTED SERVICES 11/1-11/15	11/22/2016	1,837.50
405075	DBW CONSULTING	CONTRACTED SERVICES 11/15-11/30	11/29/2016	1,837.50
161700560	HALL, FRANZ	REIMBURSE	11/9/2016	1,825.51
405066	BSN SPORTS	G HOCKEY APPAREL	11/29/2016	1,795.60
404961	CBT NUGGETS LLC	CBT Nuggets LLC professional development classes	11/22/2016	1,790.82
404946	SUMMIT COMPANIES	CMS UPGRADES - WS 21-A: FIRE SUPPRESSION	11/17/2016	1,784.72
404894	THOUSAND HILLS CATTLE CO LLC	GROCERIES	11/15/2016	1,760.00
404685	BLACKBOARD INC	TECH-WEBSITE HOST 10/1/16-6/30/17	11/8/2016	1,755.01
404679	ALPHA VIDEO & AUDIO, INC	HS-CAMPLEX SYSTEMS	11/8/2016	1,751.10
404746	PROJECT LEAD THE WAY, INC	PARTICIPATION FEE-PATHWAY TO ENGINEERING 16-17	11/8/2016	1,750.00
404745	PRINT MEDIA	ZIP PULLOVERS-HS	11/8/2016	1,747.76
405106	HILL CO, ROBERT B.	CMS-SALT	11/29/2016	1,731.80
404580	KIEFER SPECIALTY FLOORING INC	HS-BOND-FLOOR DAMAGE	11/1/2016	1,695.00
404935	NAC (NORTHERN AIR CORP)	INV 8737-16 NEW ELEM 26-A ELECTRICAL TO 10/31/16	11/17/2016	1,686.25
405068	CDW GOVERNMENT, INC	MR-PHONES	11/29/2016	1,680.00
404898	TROPICANA CHILLED DSD	BEVERAGES-CUST#124737	11/15/2016	1,636.93
404574	HENN CNTY TREASURER	2ND 1/2 2016 RE TAXES 18930 STATE HWY NO 55	11/1/2016	1,632.18
404743	PEPPER & SON INC., J. W.	HS-BAND MUSIC	11/8/2016	1,629.71
404537	CANON FINANCIAL SERVICES INC	WHS COPY CENTER COPIERS	11/1/2016	1,627.36
405067	CANON FINANCIAL SERVICES INC	WHS COPY CENTER COPIERS	11/29/2016	1,627.36
404599	MINITEX	PROQUEST 16-17	11/1/2016	1,621.05
404998	LIFETIME FITNESS	HS-PE CLIMBING, MARTIAL ART CLASS-LEASE LEVY	11/22/2016	1,617.00
405049	XCEL ENERGY	16TH AVE-ENERGY 9/28-10/29	11/22/2016	1,616.88
404837	INTERSTATE SECURITY SERVICES	ATH-FB SECURITY 9/16,10/14 & 10/19	11/15/2016	1,612.50
404977	FIELD ENVIRONMENTAL CONSULTING INC	WMS-NOISE MONITORING	11/22/2016	1,600.00
404798	COLLEGE TOWN PIZZA INC #1937	PIZZA	11/15/2016	1,597.50
405018	OVER E-Z DIVE CENTER	HS-SWIM CLASSES	11/22/2016	1,590.00
404999	LOFFLER COMPANIES INC	WHS DEBATE COPIER BLANKET	11/22/2016	1,580.35
404879	PUBLIC STORAGE	STORAGE 12/16	11/15/2016	1,580.00
404667	XCEL ENERGY	ENERGY-HS 9/15-10/16	11/1/2016	1,577.36
404806	DVM PIZZA, INC	PIZZA	11/15/2016	1,560.00
404649	THE MATH LEARNING CTR	BRIDGES SITE LICENSES	11/1/2016	1,500.00
404702	GEARITY, ANNE	PROF SERV 9/14 & 10/19	11/8/2016	1,500.00
404872	CITY OF PLYMOUTH - FINANCE DEPT	ATH-FB SECURITY 10/14 & 10/19	11/15/2016	1,488.82
405132	LEUNG, E	PROF SERV 10/16	11/29/2016	1,472.58
404656	TIME FOR KIDS	MR-MAGAZINES	11/1/2016	1,467.66
404848	LOFFLER COMPANIES, INC.	WHS COPY CENTER IONS SOFTWARE MAINT. BLANKET	11/15/2016	1,438.00
405174	SPORRE, LAURIE	ATH-SERVICE	11/29/2016	1,410.00
404939	PHASOR ELECTRIC CO	CMS UPGRADES - WS 26-A ELECTRICAL TO 10/31/16	11/17/2016	1,408.94
404830	HAMEL MAPEL SYRUP CO INC	SYRUP	11/15/2016	1,408.00
404698	E-CONOLIGHT LLC	OW-LOT LIGHTS	11/8/2016	1,401.75
404803	CUSTOM WATER WORKS	ALA CARTE SNACKS	11/15/2016	1,395.00

404778	1ST CHOICE PEDIATRIC HOME CARE	MA Contract 10/9-10/22 SGO	11/15/2016	1,392.00
404959	BURNS, GREGORY	REIMBURSE-SPEC PUPIL 9/16-11/15/16	11/22/2016	1,380.00
404854	MID CITY SERVICES INDUSTRIAL LAUNDRY	CUL EXP-LINENS	11/15/2016	1,374.65
405061	BLB CONSULTING LLC	SCHOOL DUDE UPDATES	11/29/2016	1,365.00
405100	GRAINGER INC., W. W.	WMS-SUPPLIES	11/29/2016	1,345.66
405027	PROFESSIONAL INTERPRETING	EC SCREENING 11/01	11/22/2016	1,281.60
404861	MN HISTORICAL SOCIETY	BV-5TH GR FIELD TRIP 11/2/16	11/15/2016	1,260.00
404534	BRAUN INTEREC CORP	Inspection & Materials Testing during WHS Addition Project	11/1/2016	1,254.00
404686	BLICK ART MATERIALS	MR ART DRYING RACK	11/8/2016	1,240.00
404855	MIDWEST BLINDS	ELS HB BRIGHT START BLINDS	11/15/2016	1,236.00
404795	CHILDRENS THEATRE CO	PC-1ST GR FIELD TRIP 12/15 ACCT #40277	11/15/2016	1,225.00
405035	SISSYMARYSUE LLC	PEPP FENCE-PROF SERV 11/30 & 12/1	11/22/2016	1,217.50
404735	NATIONAL GEOGRAPHIC MAGAZINE	KL-SUBSCRIPTION KGN & 1ST GR ACCT#62183520	11/8/2016	1,212.75
161700651	HALL, FRANZ	REIMBURSE	11/22/2016	1,197.47
404791	BROWN'S ICE CREAM CO	GROCERIES	11/15/2016	1,188.66
161700673	CLUTTER, SARAH	REIMBURSE	11/30/2016	1,166.19
404926	GRAZZINI BROTHERS & CO	HS ADD -- 09-F TERRAZZO TO 10/31/16	11/17/2016	1,149.50
703302	ALLEGRA PRINT & IMAGING	BV-TRADING CARDS	11/11/2016	1,140.70
404792	BRYAN ROCK PRODUCTS	CMS-BASEBALL FIELD SUPPLIES	11/15/2016	1,122.45
405055	AMERICAN C.P.R. & FIRST AID, INC	CED-HB TRAINING 11/11/16	11/29/2016	1,110.00
405104	HIGHWAY 55 RENTAL & SALES INC	DOME-RENT MINI LOADER	11/29/2016	1,108.75
405129	KROSSOVER INTELLIGENCE	ONLINE FILM-ATH-B BB	11/29/2016	1,099.00
405021	PIONEER VALLEY BOOKS	MR-Books for Book Room	11/22/2016	1,094.50
404648	THE BAKKEN	OW-4TH GR FIELD TRIP 11/17/16	11/1/2016	1,050.00
405120	INTERMEDIATE DIST 287	CED-DEST IMAG 11/12/16	11/29/2016	1,035.00
404896	TRANS-MISSISSIPPI BIOLOGICAL	BLANKET - LIVING MATERIALS - SCIENCE CENTER	11/15/2016	1,030.08
405064	BRANDED CUSTOM SPORTSWEAR INC	KO HOODIEWS-HS	11/29/2016	1,010.73
703341	SCHMITT MUSIC CO	CMS-BAND MUSIC	11/18/2016	1,008.03
405079	DOUGHTY, JEFFREY	DANCE TEAM- WARM-UPS	11/29/2016	1,007.00
703338	HILLYARD INC MINNEAPOLIS	MR-CLEANING SUPPLIES	11/18/2016	1,004.19
404695	DAY, DONALD	Indian Education Consultant Contract Pay	11/8/2016	1,000.00
405010	MNAEYC(MN ASSN ED OF YOUNG CHILDREN)	SHHB-MAAP INTENT TO CONTINUE	11/22/2016	1,000.00
703283	COMMAND CENTER INC	CSF-VARIOUS CUST SUBS	11/7/2016	994.46
404796	CHILDRENS THEATRE CO	OW-1ST GR FIELD TRIP 12/15/16 ACCT#119138	11/15/2016	975.00
703311	MOORE MEDICAL LLC	HEALTH SUPPLIES 16-17	11/11/2016	965.97
405093	GDS LLC (GARY'S DIESEL SERVICE)	CSF-REPAIR TRUCK #11	11/29/2016	961.84
703352	TEAM SPORTING GOODS, INC	ATH-FLAG FB EQUIPMENT	11/18/2016	936.37
405109	HOLLYDALE GOLF COURSE	AATH-IM GREEN TEES	11/29/2016	935.00
404688	BRIGGS & MORGAN	PROF SERV 9/16	11/8/2016	930.00
405020	PEPPER & SON INC., J. W.	MUSIC-SH	11/22/2016	929.50
405037	THE MATH LEARNING CTR	BRIDGES EDUCATOR SITE ACCT	11/22/2016	900.00
405142	MN ACTE/SNP	REGISTER CONF & MEMBERSHIP- 2/17	11/29/2016	885.00
405168	ROY C., INC	HS-REPAIR INTERIOR DOOR	11/29/2016	881.06
405148	NAPA AUTO PARTS OF CORCORAN	CSF-LOWER SHOP SUPPLIES	11/29/2016	880.54
405096	GOODIN CO	GL-FAUCETS	11/29/2016	878.82
405188	WAYZATA, CITY OF	WMS-FOOD SERV & ALA CARTE STAND LICENSE 16-17	11/29/2016	872.00
404732	MN HISTORICAL SOCIETY	MR-1ST GR FILED TRIP 10/27/16	11/8/2016	858.00
404856	MINNETONKA ORCHARDS	GWHB-FIELD TRIP BALANCE-MEA	11/15/2016	854.00
405058	AUTOMATED LOGIC CORP	EMS-REPAIR BY-PASS	11/29/2016	845.50
404750	SCIENCE EXPLORERS	CED-MR-GIZMOS 10/31-11/4	11/8/2016	844.00
404831	HAMEL BUILDING CTR	CMS-ETD SUPPLIES	11/15/2016	833.50
404606	MN STATE BAR ASSN	HS-REGISTER-MOCK TRIAL (3 TEAMS)	11/1/2016	825.00
161700553	CAMPBELL, CLAIRE	REIMBURSE	11/9/2016	821.80
405157	PFEFFERLE KANE LLP	PROF SERV 10/16	11/29/2016	812.50
703286	GOPHER SPORT	WMS-PE equipment	11/7/2016	811.20
404595	MARS CO, W. P. & R.S.	MDE#02048 PPE VESTS	11/1/2016	806.22
404884	SCHWAN CUP	ATH-B HOCKEY TOURN--VARSITY & JR VARSITY	11/15/2016	800.00
404969	CONCORDIA COLLEGE - DEBATE	HS-NOVICE & VARSITY DEBATE 11/4-11/5	11/22/2016	795.00
404785	APPLE JACK ORCHARDS	KLHB-FIELD TRIP 10/27/16	11/15/2016	782.75
405082	EGAN COMPANY	BV-REPAIR BELLS	11/29/2016	760.00
404721	KIERNAN, NICOLE	CED-PROF SERV 10/26	11/8/2016	750.00
404957	BIGELOW, MARTHA	OW-PROF SERV 11/11/16	11/22/2016	750.00

404753	STAFF DEVELOPMENT FOR EDUCATORS	SH-CONF 12/16 AB	11/8/2016	747.00
404761	US ENERGY SERVICES, INC	MGMT FEE 11/16	11/8/2016	743.00
405046	US ENERGY SERVICES, INC	MGMT FEE 8/16	11/22/2016	743.00
404551	DELTA EDUCATION	New Kit-Enrollment	11/1/2016	735.84
404866	MN STATE HIGH SCHOOL LEAGUE	ATH-G S & D TICKETS 11/17/16	11/15/2016	712.00
404600	MINNESOTA QUIZ BOWL ALLIANCE	HS-REGISTER (8 TEAMS)	11/1/2016	700.00
404642	SPHERO INC	SPHERO SPRK - PTA TECH	11/1/2016	699.93
161700600	CADE, LORI	REIMBURSE	11/17/2016	699.09
405056	ANTHOLOGIE, LLC	COMM-PROF SERV-NAT'L MERIT PHOTOS 11/14/16	11/29/2016	696.45
161700571	MATTIOLI, VALERIE	REIMBURSE	11/9/2016	671.43
405131	LARSON CO, J. H.	PC-LIGHT BULBS	11/29/2016	670.40
404528	ALLINA HEALTH SYSTEM	PRE-EMPLOY SCREENING 10/17/16	11/1/2016	660.00
405063	BRAINERD HIGH SCHOOL	CREW NECK LONG SLEEVE SHIRTS-ATH-DANCE TEAM	11/29/2016	660.00
404975	EMI AUDIO	MUSICAL SUPPLIES-CMS	11/22/2016	650.09
405180	TEACHERS COLLEGE/COLUMBIA UNIVERSITY	LEADERSHIP INSTITUTE, SUPPORTING WHOLE SCHOOL & DISTRICT	11/29/2016	650.00
703303	CONTINENTAL CLAY CO	EMS-ART SUPPLIES	11/11/2016	648.74
405084	FAMOUS DAVES	CUL EXP-HS-FOOD 12/7/16	11/29/2016	640.83
405077	DELTA EDUCATION	Kit Replacement Items	11/29/2016	625.19
405172	SHOREVIEW COMMUNITY CTR	CED-BVHB SWIM 12/29/16	11/29/2016	604.00
405126	KOMAREK, JOSEPH	OFFICIAL	11/29/2016	602.88
404907	WHS SENIOR CLASS PARTY	OCT VOLUNTEER HRS	11/15/2016	600.00
405137	MATHEWSON, DANA	GUEST PERFORMER-HS	11/29/2016	600.00
404858	MN COMMUNITY ED ASSN	CED-CONF 10/16	11/15/2016	598.00
404736	NATIONAL GEOGRAPHIC MAGAZINE	GW-SUBSCRIPTION 1ST GR ACCT#1232537	11/8/2016	594.00
405074	COSTUME RENTALS	COSTUMES (MILLIE)-HS ORDER #108069	11/29/2016	588.87
404827	GOPHER STAGE LIGHTING	STAGE SUPPLIES-HS-MILLIE	11/15/2016	586.59
404626	PROMOWEAR	OW-5TH GR TIE DYE PROJECT	11/1/2016	586.00
405053	AIR PURIFICATION & ENERGY CONSERVATION	HS-FILTERS	11/29/2016	568.09
405151	NHA HEATING & AIR CONDITIONING INC	GL-REPAIR RTU #2	11/29/2016	562.50
404684	FREDERICK BETHKE VIOLINS LLC	HS-REPAIR CELLOS	11/8/2016	551.82
404529	ANDERSON, MARY	G S & D-YOGA (11 SESSIONS)	11/1/2016	550.00
404752	SKYWARD INC	TECH-REGISTER CONF 3/17	11/8/2016	550.00
405176	STEP SAVER INC	HS-SALT	11/29/2016	542.23
404678	ALLINA HEALTH SYSTEM	PRE-EMPLOY SCREENING 11/1/16	11/8/2016	520.00
404741	PARALLEL TECHNOLOGIES INC	CMS-CATWALK WIRING	11/8/2016	517.10
405122	ISD #2144-CHISAGO LAKES AREA SCHOOLS	C & T TUITION 15-16	11/29/2016	512.10
404676	ALBRECHT, VICTOR	CED-PROF SERV 9/28-10/5	11/8/2016	506.00
404952	ACCO BRANDS CORPORATION	CMS-LAMINATING FILM	11/22/2016	504.64
161700545	SOUKUP, JEFFREY	REIMBURSE	11/3/2016	503.66
405050	XEROX FINANCIAL SERVICES	WHS HEALTH OFFICE COPIER BLANKET	11/22/2016	503.49
404906	VILLAGE CHEVROLET CO	CED-SERV-CHEV MALIBU	11/15/2016	501.64
404731	MN FUTURE PROBLEM SOLVING PROGRAM	EMS-REGISTER JR & MIDDLE TEAMS 16-17	11/8/2016	500.00
404845	LANGLAND, VERDEEN	CED-BIKE CLUB 7/1-11/1	11/15/2016	500.00
404853	MEYER, ALEX	CED-BIKE CLUB 7/1-11/1	11/15/2016	500.00
404960	CATES, LINDSAY	BV/SH-POVERTY SIMULATION	11/22/2016	500.00
405034	SETHURAJU, NADARAJAN	BV/SH POVERTY SIMULATION	11/22/2016	500.00
405047	WADDELL, CLARA	BV/SH-POVERTY SIMUALTION	11/22/2016	500.00
404846	LANGUAGE LINE SERVICES	PHONE INTERPRETATION	11/15/2016	495.48
404555	DL COUCH WALLCOVERING INC	GL HEALTH OFFICE PRIVACY CURTAIN	11/1/2016	494.63
404548	CULLIGAN - METRO	WELS-PF BOTTLED WATER	11/1/2016	486.88
404989	INTEREUM	MR HOKKI STOOLS	11/22/2016	480.25
404632	R J MECHANICAL INC	ARENA-REPAIR MAIN COLD WATER LINE	11/1/2016	470.83
405185	UNLIMITED SUPPLIES	CED-HB-PHIL OVAL & FLAT	11/29/2016	461.18
703298	TIERNEY BROTHERS, INC.	Tierney-One RJ-45 Female to Female adapter	11/7/2016	460.00
404581	KIERNAN, NICOLE	CED-PROF SERV-FIRST AID 10/19/16	11/1/2016	450.00
404603	MN ASSN OF SCHOOL BUSINESS OFFICIALS	AD-REGISTER CONF 11/16	11/1/2016	440.00
703282	ALLEGRA PRINT & IMAGING	ELS BUSINESS CARDS - P. BLANKENSHIP	11/7/2016	437.82
404771	XEROX FINANCIAL SERVICES	HS MEDIA/ATHLETICS COPIER LEASE BLANKET	11/8/2016	430.47
404720	JEFFERSON THEATER CO	PROPS-MILLIE	11/8/2016	430.00
404704	GREGOR FARM & GREENHOUSE, INC	WREATHS & BOUGHS-HS	11/8/2016	427.15
404888	SPIRITWEAR USA	ATH-IM T-SHIRTS	11/15/2016	425.00
404988	INTERMEDIATE DIST 287	C & T TUITION 15-16	11/22/2016	425.00

404611	NELSON AND PADE INC	CMS - AQUAPONICS LAB	11/1/2016	421.89
404908	WINN, LORI	CED-PC-ETIQUETEE CAMP 10/24-10/28	11/15/2016	420.00
404634	ROOT-O-MATIC	EMS-REMOVE DRINKING FOUNTAIN	11/1/2016	415.00
405121	IRON MOUNTAIN	DIST-DOC STORAGE 11/16	11/29/2016	408.97
405177	SUPER DUPER SCHOOL CO	SP ED--EOWPVT-4 and ROWPVT-4-CMS/EMS	11/29/2016	407.90
404995	JUNIOR LIBRARY GUILD	CMS-MEDIA CTR BKS CUST#J136569	11/22/2016	404.00
405164	ROLLER GARDEN	CED-OWHB-SKATING 11/10/16	11/29/2016	404.00
404829	HAHN, R.N.,PHN, MICHELLE	CONSULT SERVICES 10/16	11/15/2016	400.00
405189	WAYZATA RESULTS, INC	ATH-G & B CC TIMING 10/19/16	11/29/2016	400.00
161700513	ELIAS, MARK	REIMBURSE	11/3/2016	396.43
161700611	FREDRICKSON, SAM	REIMBURSE	11/17/2016	387.91
161700631	MUJIR, FAROZ	REIMBURSE	11/17/2016	386.71
161700627	LYNCH, KARI	REIMBURSE	11/17/2016	385.76
404554	DKI OF HENNEPIN COUNTY INC	CED-OW & MR-DRAMA KIDS 10/5-10/26	11/1/2016	384.00
161700665	RANDALL, AMANDA	REIMBURSE	11/22/2016	375.17
404859	MN FUTURE PROBLEM SOLVING PROGRAM	REGISTER-3 TEAMS-HS	11/15/2016	375.00
405144	MN ELEM SCH PRINCIPAL'S ASSN	MR-REGISTER INSTITUTE 2/17	11/29/2016	375.00
161700660	MAGNUSON, ANNA	REIMBURSE	11/22/2016	373.59
161700684	HOWE, MICHELLE	REIMBURSE	11/30/2016	370.86
404610	NATL SCIENCE TEACHERS ASSOC	TITLE II: PROVIDENCE REG FOR NSTA CONFERENCE	11/1/2016	370.00
404880	PUBLIC STORAGE 08316	STORAGE 12/16	11/15/2016	369.00
703337	GOPHER SPORT	PCHB-PE EQUIPMENT	11/18/2016	363.45
161700506	BOLLUM, JAMES	REIMBURSE	11/3/2016	362.16
404650	THREE RIVERS PARK DISTRICT	MR-3RD GR FIELD TRIP 2/15/17	11/1/2016	360.00
405040	THREE RIVERS PARK DISTRICT	BV-3RD GR FIELD TRIP 12/21 HOUSEHOLD #384653	11/22/2016	360.00
405044	UNIVERSITY OF MN	HS-REGISTER DEBATE (10 TEAMS)	11/22/2016	360.00
161700702	SHERWOOD, JAIME	REIMBURSE	11/30/2016	354.13
161700650	GOSTOMSKI, JAMES	REIMBURSE	11/22/2016	353.16
404659	TRUE FRIENDS	SP ED-FIELD TRIP 10/7/16	11/1/2016	348.00
703307	GOPHER SPORT	CMS-PE SUPPLIES	11/11/2016	345.03
404862	MN SAFETY COUNCIL	CED-DDC CLASS 10/17/16	11/15/2016	342.00
703305	ECOLAB PEST ELIMINATION DIV	WMS-PEST CONTROL	11/11/2016	341.24
404779	ACCO BRANDS CORPORATION	OW - SERVICE TO LAMINATOR	11/15/2016	340.38
404637	SCHAUB, CAROL	CED-PROF SERV 10/26/16	11/1/2016	340.00
405016	NOVAK, JANICE	CED-PROF SERV 11/7	11/22/2016	340.00
404729	MCNALLY SMITH COLLEGE INC	WINTER JAZZ BLAST 1/21/17	11/8/2016	335.00
161700678	FILDES, LORI	REIMBURSE	11/30/2016	333.64
404994	JIMMY'S JOHNNYS INC	CMS-BIFFS 9/26-10/21	11/22/2016	331.93
405149	NEFF COMPANY	ATH-PINS	11/29/2016	331.81
404655	TIGER ATHLETICS INC	HS-GROUP FITNESS CLASS 10/25	11/1/2016	330.00
404958	BIO CORPORATION	WMS-SCIENCE SUPPLIES	11/22/2016	325.52
405065	BRANTSEG, AIMEE	REFUND-DRIVER ED	11/29/2016	325.00
404807	EASTVIEW LDT BOOSTER CLUB	ATH-REGISTER DANCE INV (3 TEAMS)	11/15/2016	320.00
703285	ECM PUBLISHERS, INC	CED-HB EMPLOY AD 10/20/16	11/7/2016	319.88
703304	ECM PUBLISHERS, INC	CED-HB EMPLOY AD 10/27	11/11/2016	319.88
405191	YOUNGBLOOD LUMBER CO	KL,MR,PC & SH-RED OAK	11/29/2016	315.32
161700629	MCKASY, MARY	REIMBURSE	11/17/2016	315.22
404790	BRAINERD HIGH SCHOOL	ATH-REGISTER 2016 DANCE INV (3 TEAMS)	11/15/2016	315.00
161700643	WEINER, MARCI	REIMBURSE	11/17/2016	315.00
161700601	CHRAST, ROBYN	REIMBURSE	11/17/2016	312.30
404660	UNIVERSAL ATHLETIC SERVICE INC	PE T-SHIRTS-EMS	11/1/2016	312.00
404980	GOLIN, SHERYL	REIMBURSE1-BIKE CLUB EXPENSES	11/22/2016	310.55
405143	MN CLAY USA - MIDWEST	HS-GLAZE	11/29/2016	308.17
404525	ADVISORS MARKETING GROUP	COMM-ENGRAVING FRAMES	11/1/2016	301.80
404577	INSTITUTE ENVIRONMENTAL ASSESSMENT	BV-ASBESTOS ABATEMENT THRU 9/30/16	11/1/2016	301.13
404556	DOOLEY, CHERYL	HONORARIUM SPEAKER 11/3/16	11/1/2016	300.00
405008	MN ACADEMY OF SCIENCE	EMS-REGISTER (2 TEAMS)	11/22/2016	300.00
405014	MTEEA SUPER MILEAGE	REGISTER COMPETITION (4 TEAMS)	11/22/2016	300.00
404674	10K CUSTOM LETTERING	STUDENT COUNCIL T-SHIRTS-MR	11/8/2016	297.00
404703	GREAT LAKES COCA-COLA DISTRIBUTION LLC	CONCESSION DRINKS-HS	11/8/2016	296.80
161700699	ROBERTS, DANIEL	REIMBURSE	11/30/2016	296.23
404615	NOVINSKA, TOD	CED-PROF SERV 10/17	11/1/2016	290.00

161700537	RANDALL, LIZABETH	REIMBURSE	11/3/2016	289.02
404693	COUND, HAILLEY	SEASON SCORER	11/8/2016	286.60
161700563	HOCH, STEPHANIE	REIMBURSE	11/9/2016	286.28
405165	ROOT-O-MATIC	BV-REPAIR LOUNGE SINK	11/29/2016	285.00
405080	DOYLE SECURITY PRODUCTS	PC-REPAIR DOOR	11/29/2016	282.60
161700646	BRAUN, RAMONA	REIMBURSE	11/22/2016	281.55
404774	PHEAA	Payroll accrual	11/15/2016	280.86
405194	PHEAA	Payroll accrual	11/30/2016	280.86
404763	WESTSIDE WHOLESALE TIRE, INC	HS-RANGER TIRES	11/8/2016	280.16
404521	3RD LAIR SKATE PARK	CED-SKATEBRD CAMP 10/20-10/21	11/1/2016	280.00
405045	UNIVERSITY OF MICHIGAN	HS-REGISTER DEBATE (4 TEAMS) (BALANCE) 10/28/16-10/31/16	11/22/2016	280.00
404843	KARLSBURGER FOODS, INC	GROCERIES CUST#14008	11/15/2016	277.74
404613	NEOPOST GREAT PLAINS	AD-MAIL MACHINE INK CARTRIDGE	11/1/2016	275.00
405004	MATH MASTERS OF MN	OW-REGISTER 4/22/17	11/22/2016	275.00
404645	SUPER DUPER SCHOOL CO	EC ARTICULATION TEST	11/1/2016	273.95
404886	SHAMROCK GROUP	CMS & WMS-SLUSHY SUPPLIES CUST#03293	11/15/2016	273.70
405033	SCIENCE EXPLORERS	CED-KLHB-GIZMOS & GADGETS 11/7-11/9	11/22/2016	273.00
405167	ROY C., INC	HS-NEW MOUNTING BOX & PUSH PLATE	11/29/2016	271.91
161700585	SORENSEN, AMY	REIMBURSE	11/9/2016	268.40
161700517	GERBER, SALLY	REIMBURSE	11/3/2016	267.14
404542	CITI-CARGO & STORAGE	DOMESTIC STORAGE	11/1/2016	261.00
404718	HORIZON COMMERCIAL POOL SUPPLY	CPO class	11/8/2016	260.00
404897	TRIARCO ARTS & CRAFTS, INC.	GW-ART ORDER	11/15/2016	257.32
404605	MN SAFETY COUNCIL	CED-DDC CLASS 10/10/16	11/1/2016	255.00
405003	MATH MASTERS OF MN	EMS-REGISTER (3 TEAMS) 3/4/17	11/22/2016	255.00
404643	SPIRITWEAR USA	ADV BRD JACKETS-HS	11/1/2016	254.00
404663	WAYZATA COMMUNITY CHURCH	WMS-ROOM RENTAL 9/1/16	11/1/2016	250.00
404773	IRS CENTER - UNITED STATES TREASURY	Payroll accrual	11/15/2016	250.00
405011	MN FUTURE PROBLEM SOLVING PROGRAM	CMS-REGISTER JR & MIDDLE TEAMS 16-17	11/22/2016	250.00
405193	IRS CENTER - UNITED STATES TREASURY	Payroll accrual	11/30/2016	250.00
161700505	BERG, CARRIE	REIMBURSE	11/3/2016	245.78
404536	BURGESON, NANCY	CED-PROF SERV 10/11	11/1/2016	245.00
404700	FLAGS UNLIMITED LTD	EMS-FLAGS	11/8/2016	245.00
404557	DOYLE SECURITY PRODUCTS	CSF-POT HOLE REPAIR SUPPLIES	11/1/2016	242.63
405155	PEREIRA DIAZ, CLAUDIA	CED-PROF SERV 9/20-10/31	11/29/2016	241.50
404780	ACDA OF MINNESOTA	REGISTER HONOR CHOIR STUDENTS-EMS	11/15/2016	240.00
404552	DEMCO, INC.	WMS-Media Center supplies	11/1/2016	235.67
405069	CDW GOVERNMENT, INC	Adobe Acrobat Pro	11/29/2016	230.19
404675	ADAMS, BRIANNE	SEASON SCOREKEEPER	11/8/2016	230.11
404598	MERZER M.A., L.P., SHEILA	CONSULT 10/6	11/1/2016	230.00
404683	BERRY COFFEE CO	BLANKET PO - BERRY COFFEE AD BLDG	11/8/2016	228.25
161700635	OLSEN, NANCY	REIMBURSE	11/17/2016	226.98
404734	MINNETONKA COMMUNITY EDUC & SVS	CED-DANCE CLASSES 9/20-11/1	11/8/2016	226.80
161700597	BLAKE, KAISA	REIMBURSE	11/17/2016	226.69
404834	IDENTITY PRINTING INC	POSTERS (PIP GRANT)	11/15/2016	225.40
404604	MN JUNIOR HIGH SCHOOL MATH LEAGUE	CMS-REGISTER (3 ADD'L TEAMS) 16-17	11/1/2016	225.00
404757	THE SUPERINTENDENCY INSTITUTE	REGISTER SESSION 10/14/16	11/8/2016	225.00
405015	NEW TRIER TWP HIGH SCHOOL	HS-DEBATE TOURN 10/8-10/10	11/22/2016	225.00
161700696	RANDALL, AMANDA	REIMBURSE	11/30/2016	225.00
161700691	NELSON, SHELLY	REIMBURSE	11/30/2016	224.42
161700503	ANDERSON, CHACE	REIMBURSE	11/3/2016	224.03
161700632	MYERS, LARRY	REIMBURSE	11/17/2016	222.50
404860	MN HISTORICAL SOCIETY	SH-Ojibwe Shoulder Bags -- Pack of 30	11/15/2016	221.95
404754	STERN, KARI	OW-5th GR TIE DYE PROJECT REIMBURSEMENT	11/8/2016	219.55
405173	SPIRITWEAR USA	FACULTY T-SHIRTS-ATH	11/29/2016	218.84
405184	UNIVERSAL ATHLETIC SERVICE INC	ATH-EQUIPMENT	11/29/2016	218.50
404912	CAPITAL CITY GLASS INC	CMS UPGRADES - WS 08-A: GLAZING TO 10/16	11/17/2016	213.20
405097	GOODIN CO	CSF-SUPPLIES	11/29/2016	210.96
161700510	CHRISTENSON, ERIK	REIMBURSE	11/3/2016	210.63
404531	ART EDUCATORS OF MN	OW-2016 ART EDUCATORS FALL CONF	11/1/2016	210.00
405009	MN URBAN DEBATE AUGSBURG COLLEGE	HS-VARSITY DEBATE 11/11-11/12	11/22/2016	210.00
405156	PERRY, MARK	ATH-REF ASSIGNER-B & G SOCCER (42 GAMES)	11/29/2016	210.00

703284	COMMERCIAL KITCHEN SERVICES	HS-REPAIR CHILLER	11/7/2016	208.75
404689	BUFFALO EVANGELICAL FREE CHURCH	EVENT FACILITY USE-HS 12/8/16	11/8/2016	200.00
404760	UPTON, MELISSA	REIMBURSE-16-17 PERKINS GRANT SKILL ASSESSMENT	11/8/2016	200.00
404788	BELL, AMANDA	PROF SERV NOCTI REVIEW	11/15/2016	200.00
404844	LAKEVILLE SOUTH HIGH SCHOOL	ATH-REGISTER DANCE (2 TEAMS)	11/15/2016	200.00
405028	RAPTOR TECHNOLOGIES LLC	Raptor Supplies	11/22/2016	200.00
405076	DEITERING, DANIEL	PERKINS-PROF SERV NOCTI 10/1-10/31	11/29/2016	200.00
405078	DETMANN, DAVID	PERKINS-PROF SERV-NOCTI LAW 10/1-10/31	11/29/2016	200.00
405102	GUENTHER, CONSTANCE	PERKINS-PROF SERV-NOCTI 11/2-11/10	11/29/2016	200.00
405125	KIERNAN, NICOLE	PERKINS-PROF SERV NOCTI 11/2-11/10	11/29/2016	200.00
405133	MADIGAN, KRISTIN	PERKINS-PROF SERV-NOCTI 11/2-11/10	11/29/2016	200.00
405134	MALLINGER, ANTHONY	PERKINS-PROF SERV-NOCTI 11/2-11/10	11/29/2016	200.00
405146	MORTENSON, KIMBERLY	PERKINS-PROF SERV-NOCTI LAW 10/1-10/31	11/29/2016	200.00
405150	NELSON, RONALD	PERKINS-PROF SERV-NOCTI LAW 10/1-10/31	11/29/2016	200.00
161700502	ALSTAD, KRISTEN	REIMBURSE	11/3/2016	199.49
404541	CENTERPOINT ENERGY	MR-GAS 8/31-9/30	11/1/2016	197.30
161700710	WOOLEVER MARTINEZ, KATE	REIMBURSE	11/30/2016	195.02
161700634	O'LEARY, PATRICK	REIMBURSE	11/17/2016	194.99
404972	DEMCO, INC.	MR-Media Center Supplies	11/22/2016	192.99
404697	DISCOUNT SCHOOL SUPPLY	PAPER TRAYS	11/8/2016	191.70
404828	GRETZ, JOSHUA	CED-PROF SERV 10/8/16	11/15/2016	191.10
404558	EASTER, MARK	WMS-PIANO TUNING	11/1/2016	190.00
161700569	LEWIS, ADRIENNE	REIMBURSE	11/9/2016	186.52
161700616	HILL, KATHRYN	REIMBURSE	11/17/2016	186.03
405138	MATH MASTERS OF MN	REGISTER-(2 TEAMS SH) 4/22/17	11/29/2016	186.00
405181	TOLL GAS & WELDING SUPPLY	CSF-REFILL TANL	11/29/2016	185.75
161700578	ROGERS, JUDY	REIMBURSE	11/9/2016	184.14
405006	MIDTOWN GLOBAL MARKET LLC	SALSA DANCE & FOOD DEMOS-HS	11/22/2016	182.50
405059	BDS LAUNDRY SYSTEMS	HS-REPAIR DRYER	11/29/2016	181.49
404572	HARVARD COLLEGE BOWL	REGISTER-HS 2 TEAMS	11/1/2016	180.00
404737	NIU, JINGHAI	CED-PROF SERV 10/28	11/8/2016	180.00
404836	INTELLIGERE INC	SP ED-INTERPRETER 10/25/16	11/15/2016	180.00
404904	VALLEY HIGH SCHOOL	HS DEBATE-MID-AMERICA CUP (BALANCE) 9/24-9/26	11/15/2016	180.00
404647	TEACHER'S DISCOVERY	CMS - SPANISH	11/1/2016	178.20
703333	ANCHOR PAPER COMPANY	PROGRAM COVER PAPER-HS	11/18/2016	175.57
404726	LOFFLER COMPANIES INC	WAREHOUSE COPIER BLANKET	11/8/2016	175.12
161700589	SWENSON, KYLE	REIMBURSE	11/9/2016	175.00
703306	FOLLETT SCHOOL SOLUTIONS INC	WMS-Media Center supplies	11/11/2016	174.09
405101	GREAT LAKES COCA-COLA DISTRIBUTION LLC	CONCESSION DRINKS-HS	11/29/2016	174.08
404662	VIKING ELECTRIC SUPPLY, INC	CSF, GL & CMS-PARKING LOT LIGHTS	11/1/2016	173.14
405139	MERZER M.A., L.P., SHEILA	CONSULT 10/27 VS	11/29/2016	172.50
405039	THOMAS, MARGARET	CHORAL GOWN REPAIRS-HS	11/22/2016	171.00
405153	PASHINA, BRANDON	OFFICIAL	11/29/2016	171.00
405145	MN STATE HIGH SCHOOL LEAGUE	ATH-N SKI COACH CLASSES	11/29/2016	170.00
404544	COMMERCIAL DOOR SYSTEMS, INC	CMS-REPAIR DOOR	11/1/2016	168.90
404799	COUNTRYSIDE CATERING	CED-MEETING 10/3/16	11/15/2016	168.00
161700575	RIDLEY, SARA	REIMBURSE	11/9/2016	167.67
161700574	NELSON, KRISTYN	REIMBURSE	11/9/2016	163.87
161700549	VOLLENDORF, AMY	REIMBURSE	11/3/2016	162.76
161700679	GALLAGHER, KELLY	REIMBURSE	11/30/2016	162.59
161700653	JOHNSON, BONNIE	REIMBURSE	11/22/2016	160.38
404622	PRODOCON INC	CMS-SIDE STREAM@ICE ARENA	11/1/2016	160.07
404567	GM FINANCIAL LEASING	WHS PARKING LOT CAR LEASE 11/16	11/1/2016	159.49
405095	GM FINANCIAL LEASING	WHS PARKING LOT CAR LEASE 12/16	11/29/2016	159.49
161700603	CONNEALY, CLINT	REIMBURSE	11/17/2016	155.67
161700521	HANLEY, DARCY	REIMBURSE	11/3/2016	152.95
404627	RANADE, PIYUSH	OFFICIAL	11/1/2016	152.00
161700533	PASHINA, KEN	REIMBURSE	11/3/2016	150.88
405175	SPS CO	CMS-DBL FLOOR-MOUNT LAUNDRY	11/29/2016	150.19
404607	MN STRING & ORCHESTRA TEACHERS ASSN	CMS-ORCH FESTIVAL REGISTER 2/22/17	11/1/2016	150.00
404863	MNSHAPE(MN SOC HLTH AND PHY ED)	SP ED-REGISTER CONF 11/16	11/15/2016	150.00
404864	MNSHAPE(MN SOC HLTH AND PHY ED)	OW-REGISTER CONF 11/16	11/15/2016	150.00

405012	MN STRING & ORCHESTRA TEACHERS ASSN	WMS-ORCH FESTIVAL 2/22/17	11/22/2016	150.00
405023	PLYMOUTH ICE CTR	HS-BROOMBALL CLASS 10/11,10/17 & 11/9	11/22/2016	150.00
161700508	CASEY, COLLEEN	REIMBURSE	11/3/2016	150.00
405166	ROTH, MARY	REIMBURSE1-PLAY PROPS-WMS	11/29/2016	145.15
404985	HOAGLAND, SUZANNE	REIMBURSE-6TH GR MUSICAL DINNER-CMS	11/22/2016	144.90
404533	BLICK ART MATERIALS	ART SUPPLIES	11/1/2016	142.96
161700625	LARSON, CHRISTOPHER	REIMBURSE	11/17/2016	140.10
161700637	PESZNEKER, TONY	REIMBURSE	11/17/2016	140.00
161700566	JOHNSON, BONNIE	REIMBURSE	11/9/2016	139.48
404694	CREATING ART INC	CED-RAINY CITY 10/17	11/8/2016	138.00
161700519	GUSTAFSON, BRAD	REIMBURSE	11/3/2016	137.95
161700512	DIERKS, SUSAN	REIMBURSE	11/3/2016	137.00
161700573	MYRIN, LESLIE	REIMBURSE	11/9/2016	136.30
161700595	ANDERSON, MARY	REIMBURSE	11/17/2016	134.08
161700703	SIEGEL, SHELLY	REIMBURSE	11/30/2016	134.00
404582	KOVACH, JAMES	OFFICIAL	11/1/2016	132.00
404586	LANDY, SCOTT	OFFICIAL	11/1/2016	132.00
404589	LOVAS, MICHAEL	OFFICIAL	11/1/2016	132.00
405161	PROMOWEAR	MUSICAL SUPPLIES-CMS	11/29/2016	131.00
404748	RENAISSANCE LEARNING INC	KL-MORE SUBSCRIPTIONS	11/8/2016	130.00
161700664	NELSON, KRISTYN	REIMBURSE	11/22/2016	129.01
161700583	SOLHEID, CAROL	REIMBURSE	11/9/2016	128.47
404892	THEISEN, NANCY	REIMBURSE-G SOCCER PARTY	11/15/2016	125.62
404619	PLANK ROAD PUBLISHING	MR-Music Supplies for Katie Baker	11/1/2016	125.37
404699	EIKLENBORG, DENNIS	CUSTODIAL-EVENT 12/8/16	11/8/2016	125.00
161700680	GOSTOMSKI, JAMES	REIMBURSE	11/30/2016	124.20
161700615	HERZOG, JORDAN	REIMBURSE	11/17/2016	121.90
161700558	GALE, CHRISTA	REIMBURSE	11/9/2016	121.55
405052	ACME TOOLS - PLYMOUTH	CSF-STOCK	11/29/2016	120.81
405086	FERGUSON ENTERPRISES, INC #1657	OW-ELECTRIC SUPPLIES	11/29/2016	120.69
404722	KJORSTAD, BRIAN	CED-PROF SERV 10/10	11/8/2016	120.00
404983	HAMEL BUILDING CTR	CMS-LUMBER FOR ETD	11/22/2016	119.93
161700567	JOHNSON, JERI	REIMBURSE	11/9/2016	118.51
161700605	DURRE, HOLLY	REIMBURSE	11/17/2016	116.95
161700630	MERZ, IRENE	REIMBURSE	11/17/2016	116.48
405123	JOHNSON, BRIAN	OFFICIAL	11/29/2016	116.00
405171	SELL, DAVID	OFFICIAL	11/29/2016	116.00
405183	TURBETT, CALEB	OFFICIAL	11/29/2016	116.00
404733	MN MUSIC EDUCATORS ASSN	KL-REGISTER CLINIC 2/17	11/8/2016	115.00
161700565	HOWE, MICHELLE	REIMBURSE	11/9/2016	113.88
161700584	SONSTEGARD, LAURIE	REIMBURSE	11/9/2016	112.84
405160	PREMIUM WATERS, INC	CSF-WATER 10/16	11/29/2016	112.48
161700526	HOWE, MICHELLE	REIMBURSE	11/3/2016	111.86
161700676	ELMHIRST, DAVID	REIMBURSE	11/30/2016	111.31
404974	EDUCATIONAL TESTING SERVICE	PARAPRO ASSESSMENT WELS	11/22/2016	110.00
161700672	ADAMS, HOLLY	REIMBURSE	11/30/2016	109.98
161700564	HODENA, MELISSA	REIMBURSE	11/9/2016	109.73
161700543	SKERBITZ, WILLIAM	REIMBURSE	11/3/2016	109.25
404991	ISOKINETICS INC	EXERCISE DISCS	11/22/2016	107.13
161700663	MOE, KATHRYN	REIMBURSE	11/22/2016	106.74
161700618	HONZA, JONATHAN	REIMBURSE	11/17/2016	106.38
161700608	FARISS, JACK	REIMBURSE	11/17/2016	106.14
161700645	BEVARIS, ROBERT	REIMBURSE	11/22/2016	105.74
404963	CENTURY LINK	ELM CREEK 10/28-11/27	11/22/2016	105.38
404588	LIGHTNING PRINTING INC	COMM-BUSINESS CARD	11/1/2016	105.00
404719	HOUSE OF NOTE	HS-INST REPAIR	11/8/2016	105.00
404839	IVERSON, JENNIFER	REIMBURSE-SR SWIM & DIVE PARTY	11/15/2016	104.90
404546	CUB FOODS	GROCERIES-CUST#27	11/1/2016	104.33
404840	KALKAR, MARGO	REIMBURSE-SR G SOCCER POSTERS	11/15/2016	103.65
404772	ZHOU, GUANGYU	REFUND BALANCE CULINARY EXPRESS ACCT	11/8/2016	102.20
404661	US GAMES	PE FLAGS	11/1/2016	102.12
404875	PREMIUM WATERS, INC	DRINKS-LBN CAFE	11/15/2016	101.96

161700591	WIER, COLLEEN	REIMBURSE	11/9/2016	101.09
161700504	BARSNESS, KATHARINE	REIMBURSE	11/3/2016	100.87
404609	NATL GEOGRAPHIC BEE	GW-REGISTER 2017 ACCT#NGBEE 28714	11/1/2016	100.00
404672	ZHANG, YING	HS-PROF SERV 9/27/16	11/1/2016	100.00
404730	METRO ECSU-REGION 11 IDS #920	REGISTER WKSP 12/14/16	11/8/2016	100.00
404744	PLYMOUTH HISTORICAL SOCIETY	BV-DONATION	11/8/2016	100.00
404852	METRO COMMUNITY ED DIRECTORS ASSN	ASSN DUES 16-17	11/15/2016	100.00
404893	THOUR, JULIE	HS-YOGA CLASS 11/4/16	11/15/2016	100.00
404996	KELSEY, RODERICK	PROF SERV	11/22/2016	100.00
161700708	WEITZ, BRIAN	REIMBURSE	11/30/2016	98.76
161700670	WERREMEYER, SABRINA	REIMBURSE	11/22/2016	98.17
405022	CITY OF PLYMOUTH - FINANCE DEPT	CLUB HOUSE -WATER	11/22/2016	96.39
161700659	LYBECK, KRISTINA	REIMBURSE	11/22/2016	95.58
404981	GREGOR FARM & GREENHOUSE, INC	WREATHS & BOUGHS-HS (BALANCE FROM ADDITIONS)	11/22/2016	95.35
404762	WEST MUSIC CO	OW-MUSIC RM EQUIPMENT	11/8/2016	93.95
404751	SHRED-N-GO	WELS-SHRED 10/4,10/4 & 10/18	11/8/2016	93.20
161700661	MARGET, DONNA	REIMBURSE	11/22/2016	92.66
404783	ALLINA HEALTH	MDE#41017 DIST-VACC'N 11/5/15	11/15/2016	92.00
161700524	HOOVER, JUDITH	REIMBURSE	11/3/2016	92.00
161700640	RINGATE, NICOLE	REIMBURSE	11/17/2016	91.83
161700550	WILLAR, DAWN	REIMBURSE	11/3/2016	91.28
404973	EAST METRO INTEGRATION DIST 6067	BV-LEADERSHIP TRAINING 7/27	11/22/2016	90.00
405029	RAZA, MOHAMMAD	REFUND-DRIVER'S ED CLASS	11/22/2016	89.00
161700572	MILLER, JANET	REIMBURSE	11/9/2016	88.88
161700556	FOLTZ-RINGSTROM, SHARON	REIMBURSE	11/9/2016	87.37
161700669	VLACH, MONICA	REIMBURSE	11/22/2016	87.10
161700687	MOE, KATHRYN	REIMBURSE	11/30/2016	87.05
405071	CITI-CARGO & STORAGE	CMS-DOME STORAGE	11/29/2016	87.00
161700641	SADR-PANAH, SONIA	REIMBURSE	11/17/2016	87.00
161700654	JOHNSON, JERI	REIMBURSE	11/22/2016	86.67
161700652	HERRSCHER, ERIC	REIMBURSE	11/22/2016	86.64
405094	GENERAL PARTS LLC	HS-RE-INSTALL COMBI	11/29/2016	86.25
404549	DALLE, MATT	OFFICIAL	11/1/2016	86.00
404573	HEIMER, STEVEN	OFFICIAL	11/1/2016	86.00
404616	OASTER, WILLIAM	OFFICIAL	11/1/2016	86.00
404638	SCHRANK, JAMES	OFFICIAL	11/1/2016	86.00
404565	FLINN SCIENTIFIC, INC.	WMS-Science classroom supplies	11/1/2016	85.35
161700693	PALUTA, CHRISTINE	REIMBURSE	11/30/2016	84.95
161700707	WEBER, LORI	REIMBURSE	11/30/2016	84.13
404705	GROTH MUSIC CO	OW-MUSICAL SUPPLIES	11/8/2016	84.00
161700551	BEUGEN, MARA	REIMBURSE	11/9/2016	83.27
404954	AHADMON, DEDE	REFUND BALANCE CULINARY EXPRESS ACCT	11/22/2016	81.10
405103	HANG SAFE HOOKS	PC-COAT HOOK PROJECT	11/29/2016	81.00
404571	GRAINGER INC., W. W.	HS-CIRCUIT BREAKER SUPPLIES (BOND)	11/1/2016	80.83
405030	RED NOTE BOTANICA	CED-PROF SERV 11/7/16	11/22/2016	80.00
703330	TRUSTED EMPLOYEES	CED-WISHES BACKGROUND CHECKS	11/11/2016	80.00
161700570	LOBERG, MARY	REIMBURSE	11/9/2016	79.60
161700588	SWENSON, AMY	REIMBURSE	11/9/2016	79.24
161700681	HAAS, DEBORAH	REIMBURSE	11/30/2016	78.99
161700655	KIMLINGER, DEBRA	REIMBURSE	11/22/2016	78.42
703332	ALLEGRA PRINT & IMAGING	WHS BUSINESS CARDS - J. HANSON	11/18/2016	78.00
161700540	SEELAND, ELIZABETH	REIMBURSE	11/3/2016	77.38
161700559	HAGEN, ANDREW	REIMBURSE	11/9/2016	76.03
161700656	LADEN, AMANDA	REIMBURSE	11/22/2016	75.95
404543	CLARK, PAMELA	CED-PROF SERV 10/17/16	11/1/2016	75.00
404755	STUDENT TELEVISION NETWORK	STN TV NETWORK DUES 16-17	11/8/2016	75.00
405083	FAIRVIEW	ATH-TRAINER CC MEET 10/13-10/14	11/29/2016	75.00
405179	TARTAN SENIOR HIGH SCHOOL	REGISTER-B BB SCRIMMAGE 12/3/16	11/29/2016	75.00
161700507	BUDKE, MEGAN	REIMBURSE	11/3/2016	75.00
161700511	DEY, STEVEN	REIMBURSE	11/3/2016	75.00
405124	JOHNSTONE SUPPLY	CSF-FILTER CHANGE	11/29/2016	74.56
161700576	RIES, CAROLE	REIMBURSE	11/9/2016	74.14

161700705	THINGVOLD, GAIL	REIMBURSE	11/30/2016	73.88
161700638	PETERSON, DONNA	REIMBURSE	11/17/2016	73.44
161700621	JOHNSON, PAMELA	REIMBURSE	11/17/2016	73.00
161700561	HAMBLET, STELLA	REIMBURSE	11/9/2016	72.68
161700509	CASPAR, ANNA	REIMBURSE	11/3/2016	72.16
404550	DEBORAH'S TOUCH INC	CED-PROF SERV 10/11/16	11/1/2016	72.00
161700525	HOVER, ANDREW	REIMBURSE	11/3/2016	71.91
161700534	PETERSON, LAURI	REIMBURSE	11/3/2016	71.16
161700613	GENGLER, SCOTT	REIMBURSE	11/17/2016	70.42
405107	HIRSHFIELD'S PAINT	DOME/SHOP-SUPPLIES	11/29/2016	70.07
404873	PREMIUM WATERS, INC	GWHB-WATER 10/16	11/15/2016	69.68
405136	MARQUETTE, JON	OFFICIAL	11/29/2016	68.46
404587	LETNES, RON	OFFICIAL	11/1/2016	68.00
161700586	STORY, EMILY	REIMBURSE	11/9/2016	67.50
404532	BECCARD, SETH	OFFICIAL	11/1/2016	66.00
404538	CARR, CHRIS	OFFICIAL	11/1/2016	66.00
404590	LYNDSLEY, KEVIN	OFFICIAL	11/1/2016	66.00
404630	RIES, ROBERT	OFFICIAL	11/1/2016	66.00
404644	SULLIVAN, CHRIS	OFFICIAL	11/1/2016	66.00
405062	BLUE TARP FINANCIAL INC	CSF-TRUCK#13-FUEL VENT	11/29/2016	65.96
405098	GOPHER STAGE LIGHTING	STAGE SUPPLIES-HS (MILLIE)	11/29/2016	65.20
404612	NEOPOST USA INC	DAB POSTAGE MACHINE LABELS	11/1/2016	65.00
404522	ACCUCUT LLC	Cardinal Die Cut	11/1/2016	64.00
161700607	EDEH, AKOELE	REIMBURSE	11/17/2016	63.00
161700532	NEIL, KAREN	REIMBURSE	11/3/2016	62.91
404540	CENTERPOINT ENERGY	12955-16TH AVE-GAS 9/21-10/20	11/1/2016	62.66
404657	TIMM, RONALD	CED-PROF SERV 10/11	11/1/2016	62.50
161700658	LANZ, ANDREA	REIMBURSE	11/22/2016	62.21
161700568	LANKFORD, LYNDA	REIMBURSE	11/9/2016	62.00
404833	HOUSE OF NOTE	MS-REPAIR ORCH INST	11/15/2016	60.00
404881	RED NOTE BOTANICA	CED-PROF SERV 11/3/16	11/15/2016	60.00
161700619	HOOVER, JUDITH	REIMBURSE	11/17/2016	59.99
404723	KLUEVER, KEVIN	REIMBURSE-DAMAGED PRESCRIPTION GLASSES 11/3/16	11/8/2016	59.16
404802	CULLIGAN - METRO	WATER-ADMIN HS	11/15/2016	58.75
405163	RHOMBS, CRAIG	CED-PROF SERV 11/5 & 11/112	11/29/2016	58.50
161700682	HINTSALA, JULIE	REIMBURSE	11/30/2016	58.02
404874	PREMIUM WATERS, INC	SP ED-WATER 10/16	11/15/2016	56.74
405108	HOLDAHL CO	MR,SH,PC & KL-GRIT X WGT CLOTH BELT	11/29/2016	56.47
161700686	LAHR, MELISSA	REIMBURSE	11/30/2016	56.28
161700668	STRICKER, DENISE	REIMBURSE	11/22/2016	55.78
405072	CLINITE, MADDIE	REIMBURSE-SUPPLIES	11/29/2016	55.65
405036	SPECIAL SCHOOL DISTRICT #1	EC Screening Forms	11/22/2016	55.20
404808	EDUCATIONAL TESTING SERVICE	PARAPRO ASSESSMENT	11/15/2016	55.00
161700642	SOMERS, CATHY	REIMBURSE	11/17/2016	55.00
161700515	FRAWLEY, KAREN	REIMBURSE	11/3/2016	54.92
404982	GRETZ, JOSHUA	CED-PROF SERV 11/12	11/22/2016	54.60
404956	BERRY COFFEE CO	BLANKET PO - BERRY COFFEE AD BLDG	11/22/2016	54.00
404986	INGRAM LIBRARY SERVICES	CMS-MEDIA CTR BKS	11/22/2016	53.68
405070	CHRISTIANSEN, CATHERINE	REIMBURSE-FOOD (DRAMA CLUB)	11/29/2016	53.43
404971	DELTA EDUCATION	Kit Replacement Items	11/22/2016	53.31
161700647	ELM, KRISTEN	REIMBURSE	11/22/2016	52.49
404668	XCEL ENERGY	18930 HGY 55-ELEC 9/29-10/16	11/1/2016	51.00
161700531	MENZEL, MICHELE	REIMBURSE	11/3/2016	50.94
404614	NEWTON-D'TAILLEFER, DEBORAH	OFFICIAL	11/1/2016	50.00
404635	ROSS, JENNA	OFFICIAL	11/1/2016	50.00
404665	WILLIAMS, JOSIAH	OFFICIAL	11/1/2016	50.00
404681	ARML (AMER REGIONS MATH LEAGUE)	HS-POWER CONTEST 16-17	11/8/2016	50.00
404740	NTSA	ASPPA DUES 16-17	11/8/2016	50.00
405032	ROSEMOUNT HIGH SCHOOL DEBATE	HS-REGISTER POLICY DEBATE	11/22/2016	50.00
405152	PARK GIRLS BASKETBALL BOOSTER CLUB	G BB SCRIMMAGE 11/19/16	11/29/2016	50.00
161700516	GALLAGHER, KODY	REIMBURSE	11/3/2016	50.00
161700626	LENTZ, CHRISTINE	REIMBURSE	11/17/2016	50.00

161700644	ANDERSON, MARY	REIMBURSE	11/22/2016	49.95
161700546	STINSON, MICHELE	REIMBURSE	11/3/2016	49.68
404759	UPPER LAKE FOODS	COOKIE DOUGH-HS	11/8/2016	49.57
161700675	EBERT, STEPHANIE	REIMBURSE	11/30/2016	49.57
405182	TRANE U.S. INC.	EMS-V-BELT & THREAD	11/29/2016	49.26
404687	BLICK ART MATERIALS	CMS - ART SUPPLIES	11/8/2016	48.65
404523	ACME TOOLS - PLYMOUTH	COAT HOOK PROJECT	11/1/2016	48.62
161700594	ALLEN, STEPHANIE	REIMBURSE	11/17/2016	48.17
404640	SNOW, ROBERT	OFFICIAL VB-SHORT PAID 10/10 & 10/13	11/1/2016	48.00
404885	SCIENCE MUSEUM OF MN	SHHB-FIELD TRIP 11/10/16 (BALANCE)	11/15/2016	48.00
161700602	CHRISTENSEN, ABBY	REIMBURSE	11/17/2016	47.50
404575	HILL, ROBERT	OFFICIAL	11/1/2016	47.39
161700529	LEUTHNER, KATHLEEN	REIMBURSE	11/3/2016	47.03
161700698	RICHARDSON, LAUREN	REIMBURSE	11/30/2016	47.00
161700582	SHOGER, MARGARET	REIMBURSE	11/9/2016	46.66
161700662	MILLER, CURTIS	REIMBURSE	11/22/2016	45.25
405147	MUSIC THEATRE INTL	MILLIE, SPELLING BEE-HS	11/29/2016	45.00
161700520	HAAS, DEBORAH	REIMBURSE	11/3/2016	45.00
161700614	GERBER, SONIA	REIMBURSE	11/17/2016	45.00
703314	SCHMITT MUSIC CO	WMS-BAND MUSIC	11/11/2016	44.80
161700683	HOGAN, NICOLE	REIMBURSE	11/30/2016	44.60
161700706	VAN ORSOW, ELISABETH	REIMBURSE	11/30/2016	43.59
161700604	DAMMANN, JACOB	REIMBURSE	11/17/2016	42.90
161700562	HARREN, KIMBERLY	REIMBURSE	11/9/2016	42.34
161700622	KANIVE, REBECCA	REIMBURSE	11/17/2016	41.90
161700523	HILL, KATHRYN	REIMBURSE	11/3/2016	41.21
404890	STEWART, ELIZABETH	REIMBURSE-MUSICAL PROPS-MILLIE	11/15/2016	41.14
161700522	HANSON, SHARON	REIMBURSE	11/3/2016	40.84
161700697	RAVNHOLDT, TANYA	REIMBURSE	11/30/2016	40.79
161700581	SHANNON-ANDERSON, KARI	REIMBURSE	11/9/2016	40.71
161700677	FASCHING, WENDY	REIMBURSE	11/30/2016	39.99
405085	FASTENAL COMPANY	PC-REPAIR AIR DRIER	11/29/2016	38.59
161700620	HOVER, ANDREW	REIMBURSE	11/17/2016	38.00
404724	LAKESHORE LEARNING MATERIALS	Name Plates	11/8/2016	37.98
404867	MORRISON, WENDY	REIMBURSE-SR SWIM & DIVE PARTY	11/15/2016	37.98
161700666	SAMPSON, JAMES	REIMBURSE	11/22/2016	37.26
161700649	GALLAGHER, KODY	REIMBURSE	11/22/2016	36.72
161700554	DECKER, LINDSEY	REIMBURSE	11/9/2016	36.45
161700552	BOBEK, STACY	REIMBURSE	11/9/2016	35.64
161700541	SELINGER, JUDITH	REIMBURSE	11/3/2016	35.53
161700701	SHEPARD, TYLER	REIMBURSE	11/30/2016	35.44
404566	FRASER, LINDA	CED-PROF SERV 10/12/16	11/1/2016	35.00
405190	WESTSIDE WHOLESALE TIRE, INC	CSF-REPAIR TIRE-TRUCK #1	11/29/2016	35.00
161700544	SOMMERFELD, TIMOTHY	REIMBURSE	11/3/2016	35.00
161700690	NEIL, KAREN	REIMBURSE	11/30/2016	35.00
405025	PREMIUM WATERS, INC	PC-WATER COOLER RENTAL 10/16	11/22/2016	34.98
161700700	ROSS, ALISON	REIMBURSE	11/30/2016	34.22
161700580	SEELAND, ELIZABETH	REIMBURSE	11/9/2016	33.97
161700514	FASCHING, WENDY	REIMBURSE	11/3/2016	33.00
161700628	MARCOUILLER, RACHEL	REIMBURSE	11/17/2016	32.54
161700657	LANDY, JENNIFER	REIMBURSE	11/22/2016	32.52
161700592	WILVERS, LAUREN	REIMBURSE	11/9/2016	31.96
161700530	LINDAHL, KRISTIN	REIMBURSE	11/3/2016	30.96
161700667	SOBOTA-PAXTON, LAUREN	REIMBURSE	11/22/2016	30.50
404905	VERIZON WIRELESS	Verizon monthly Data Plan - Welcome Center	11/15/2016	30.08
404887	SHRED-N-GO	MR-SHRED 10/5 & 10/19	11/15/2016	30.00
161700548	THOMPSON, JANET	REIMBURSE	11/3/2016	30.00
161700674	DURRE, HOLLY	REIMBURSE	11/30/2016	30.00
161700577	RODGERS, JUDITH	REIMBURSE	11/9/2016	29.96
161700633	NARVESON, CAROLYN	REIMBURSE	11/17/2016	29.51
161700685	JOHNSON, MARI	REIMBURSE	11/30/2016	29.11
161700689	NARVESON, CAROLYN	REIMBURSE	11/30/2016	29.00

161700599	BLUMER, WARD	REIMBURSE	11/17/2016	28.72
161700695	PERRON, NANCY	REIMBURSE	11/30/2016	28.65
405002	MARS CO, W. P. & R.S.	MDE#02048 EAR MUFFS	11/22/2016	28.54
404579	JOHNSTONE SUPPLY	CMS-HEATING SUPPLIES	11/1/2016	28.40
404576	HOLDAHL CO	SH-LOCK SUPPLIES	11/1/2016	28.19
161700501	ALLEN, STEPHANIE	REIMBURSE	11/3/2016	28.08
161700671	ZHANG, SHEEN	REIMBURSE	11/22/2016	28.00
404707	HAYDEN, IVY	REIMBURSE-FOOD-(DRAMA)	11/8/2016	27.91
405117	HOME DEPOT/GEFC	STAGE SUPPLIES-HS (MILLIE)	11/29/2016	26.10
404891	SUPREME SCHOOL SUPPLY CO	OW-CLASS RECORD BOOKS	11/15/2016	25.35
405130	LANGLAND, VERDEEN	REIMBURSE-PIT ZONE	11/29/2016	25.00
405154	PEKUROVSKY, ILYA	REIMBURSE-PIT ZONE	11/29/2016	25.00
405170	SCHNEIDER, JENNIFER	REIMBURSE-PIT ZONE	11/29/2016	25.00
161700518	GIMSE, SARA	REIMBURSE	11/3/2016	24.98
404680	APPLE AUTOMATIC FOOD SERVICE	OW -BLANKET PO MONTHLY RENTAL WATER COOLER	11/8/2016	24.95
161700593	ABRAHAMSON, JODI	REIMBURSE	11/17/2016	24.95
161700636	PARSONS, JEAN	REIMBURSE	11/17/2016	23.98
161700527	LAHTI, JILL	REIMBURSE	11/3/2016	22.00
405162	RESOURCES FOR READING	SH-Send home bags	11/29/2016	21.95
404962	CENTERPOINT ENERGY	CLUBHOUSE 9/28-10/27	11/22/2016	21.46
161700587	SULLWOLD, MARK	REIMBURSE	11/9/2016	21.45
161700609	FEIA, KARI	REIMBURSE	11/17/2016	21.06
404636	SARGENT-WELCH	WHS ADD SCIENCE SUPPLIES	11/1/2016	20.45
404601	MNAEYC(MN ASSN ED OF YOUNG CHILDREN)	SHHB-REGISTER TRAINING	11/1/2016	20.00
404602	MNAEYC(MN ASSN ED OF YOUNG CHILDREN)	GWHB-REGISTER TRAINING	11/1/2016	20.00
404664	WHITE, JIM	REFUND BALANCE CULINARY EXPRESS ACCT	11/1/2016	20.00
404865	MN STATE HIGH SCHOOL LEAGUE	ATH-B CC -STATE MEDALS	11/15/2016	20.00
405024	PLYMOUTH STORY TIME PLAYERS	MR-4TH GR PERFORMANCE 11/30/16	11/22/2016	20.00
161700547	SUNDLIN, COLLEEN	REIMBURSE	11/3/2016	20.00
161700598	BLOOM, PATRICIA	REIMBURSE	11/17/2016	18.25
404618	PEPPER & SON INC., J. W.	MS-ORCH MUSIC	11/1/2016	17.99
161700528	LANKFORD, LYNDA	REIMBURSE	11/3/2016	17.98
161700539	RUCHTI, JULIE	REIMBURSE	11/3/2016	17.55
161700610	FRECHTMAN, ALAN	REIMBURSE	11/17/2016	17.23
404547	CUB FOODS	GROCERIES-CUST#42	11/1/2016	17.13
161700612	GEHRZ, MICHELLE	REIMBURSE	11/17/2016	17.00
161700590	WAITE, WILLIAM	REIMBURSE	11/9/2016	16.20
161700692	OLSEN, NANCY	REIMBURSE	11/30/2016	16.00
161700639	RICHARDSON, EMILY	REIMBURSE	11/17/2016	15.65
404801	CUB FOODS	GROCERIES-CUST#27	11/15/2016	15.27
161700538	RAVNHOLDT, TANYA	REIMBURSE	11/3/2016	14.00
161700688	MOSIER, MANDY	REIMBURSE	11/30/2016	13.88
404559	EATON, STEPHANY	REFUND BALANCE CULINARY EXPRESS ACCT	11/1/2016	12.55
161700557	FRASER-OLAUSEN, CATHY	REIMBURSE	11/9/2016	11.12
161700579	SCHINDLER, HEATHER	REIMBURSE	11/9/2016	10.69
161700624	LANKFORD, LYNDA	REIMBURSE	11/17/2016	10.24
161700617	HOGAN, NICOLE	REIMBURSE	11/17/2016	10.15
161700542	SIEGEL, SHELLY	REIMBURSE	11/3/2016	10.00
405187	VIKING ELECTRIC SUPPLY, INC	CMS-CROSSWALK	11/29/2016	9.99
161700606	EASTON, CHRISTINE	REIMBURSE	11/17/2016	9.95
404597	MENARDS	MDE#02057 DRINKING WATER TESTING MATERIALS	11/1/2016	9.39
161700648	FRECHTMAN, ALAN	REIMBURSE	11/22/2016	9.10
161700596	ATKINSON, JEAN	REIMBURSE	11/17/2016	8.86
161700623	LADEN, AMANDA	REIMBURSE	11/17/2016	8.17
404868	NELSON, KRISTYN	REIMBURSE-PLANT SAUCERS	11/15/2016	6.83
405000	LONG LAKE TRUE VALUE	HARDWARE CW ACCT #5151	11/22/2016	6.64
161700536	PETTERSEN, RUSSELL	REIMBURSE	11/3/2016	6.00
161700704	STRICKER, DENISE	REIMBURSE	11/30/2016	3.56
				<b>5,597,676.50</b>

		<b>APPROVED BY: JILL SCHWINT</b>		
		<b>CONTROLLER - ISD 284</b>		
		<b>DECEMBER 12, 2016</b>		
		<b>ANDREA CUENE, TREASURER</b>		
		<b>BOARD OF EDUCATION - ISD 284</b>		
		<b>DECEMBER 12, 2016</b>		

**WAYZATA PUBLIC SCHOOLS  
WIRE TRANSFER, EFT AND ACH ACTIVITY  
October 2016**

<u>FROM</u>	<u>TO</u>	<u>DATE</u>	<u>AMOUNT</u>
Wells Fargo-Checking	Wells Fargo-Payroll	Multiple	\$4,575,538
Wells Fargo-Checking	IRS		
	- Federal P/R Taxes	10/3/2016	\$888,366
	- Federal P/R Taxes	10/17/2016	\$887,649
Wells Fargo-Checking	MN Department of Revenue		
	- State P/R Taxes etc. (MN)	10/3/2016	\$143,907
	- State P/R Taxes etc. (MN)	10/17/2016	\$143,329
Wells Fargo-Checking	Delta Dental		
	- Dental Claims	Multiple	\$88,934
Wells Fargo-Checking	Preferred One		
	- Health Claims	Multiple	\$965,762
Wells Fargo-Checking	Wells Fargo Commercial Card		
	- Purchase Card Program	10/5/2016	\$225,812
Wells Fargo-Checking	Corporate Health Systems		
	- Flex Benefits	Multiple	\$92,381
Wells Fargo-Checking	Preferred One		
	- Broker/Reinsurance Fees	10/13/2016	\$100,815
Wells Fargo-Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)		
	- Electronic Payments	Multiple	\$1,621,322
Wells Fargo-Checking	District Employees		
	- Expense Reimbursement	Multiple	\$30,247
Wells Fargo-Checking	Commerce Bank/Control Pay		
	- Electronic A/P	Multiple	\$558,101
Wells Fargo-Checking	MN Department of Revenue		
	- Sales & Use Tax Payment	10/19/2016	\$1,730
Wells Fargo-Checking	MN Unemployment Insurance		
	- Unemployment claims	10/21/2016	\$2,739
<b>TOTAL ACTIVITY</b>			<b><u><u>\$10,326,632</u></u></b>

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION:** 2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

**ITEM:** C. Human Resource Recommendations

**COMMENTS BY:** Ms. Annie Doughty

Attached is the recommendation regarding personnel actions, including: employment, separations and leaves of absence.

**RECOMMENDED ACTION:** Approve the Human Resource Actions as recommended.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions \_\_\_\_\_ 26 \_\_\_\_\_

## HUMAN RESOURCES RECOMMENDATIONS

Consent Agenda - December 12, 2016

### EMPLOYMENT

Name	Position	Location	Reason	Start Date
Pamela Fredrickson	Culinary Express - 5.25 Hours	Central Middle	Transfer	11/28/2016
Anne-Marie Milbert	Unaffiliated - Culinary Express Asst Supv	Central Services	Resignation	12/12/2016
Jessica Jirele	Peppermint Fence Manager	Early Learning School	Resignation	1/3/2017
Karen Christopherson	Paraprofessional - 6 Hours	East Middle	New Position	11/14/2016
Tatyana Garelik	Home Base Assistant - 2.75 Hours	Gleason Lake	New Position	12/12/2016
Kristina Viggers	Culinary Express - 4.25 Hours	High School	Transfer	11/21/2016
Patrice Cramer	Culinary Express - 3.25 Hours	High School	Transfer	12/6/2017
Ryann Engholm	Paraprofessional - 6 Hours	Meadow Ridge	New Position	11/17/2016
Loryssa Frazier	Paraprofessional - 6 Hours	Meadow Ridge	Resignation	11/28/2016

### CONTRACT MODIFICATION

Name	Position	Location	Modification	Date
Whitney Treno	Peppermint Fence Assistant	Early Learning School	Contract Ended	12/1/2016

### LEAVE OF ABSENCE

Name	Position	Location	Leave Date
Lauren Hansen	Teacher - 3rd Grade	Birchview	1/12-1/13/17
Kristen Alstad	Teacher - 6th Grade	Central Middle	Approximately 3/14/17 - 5/17/17
Stephanie Andrews	Teacher - 6th Grade/Social Studies	East Middle	Approximately 3/7 - 5/12/17
Beth Moe	Home Base - Assistant	Gleason Lake	12/7/16 - 2/28/17
Elena Wexler	Home Base - Assistant	Gleason Lake	Approximately 2/28 - 4/24/17
Sarah Clutter	Teacher - Counselor	High School	Approximately 4/10/16 - End of 2016-17
Cody DeBoer	Teacher - Math	High School	Approximately 4/24 - 5/5/17
Stephanie Rasmussen	Teacher - Math	High School	Approximately 5/26/17 - 10/12/17
Kyle Rasmussen	Teacher - Science	High School	Approximately 5/26/17- End of 2016-17
Erik vanKoeverden	Teacher - 4th Grade	Kimberly Lane	Approximately 4/28/16 - 15 days
Jennifer Seeley	Teacher - 5th Grade	Sunset Hill	Approximately 4/9 - 5/19/17
Kalie Gross	Teacher - Special Education	Sunset Hill	Approximately 4/5/17 - End of 2016-17

### RESIGNATION

## HUMAN RESOURCES RECOMMENDATIONS

Consent Agenda - December 12, 2016

Name	Position	Location	Resign Date
Virginia Revak	Culinary Express	Central Middle	12/13/2016
Sam Meyers	Paraprofessional	East Middle	1/13/2017
Sarah Thompson	Secretary	East Middle	11/25/2016
Rebecca Reed	Home Base Instructor	Greenwood	2/8/2017
Krista Crandall	Paraprofessional	High School	12/21/2016
Richa Prothia	Paraprofessional	Kimberly Lane	11/22/2016
Stephanie Colasante	Teacher	West Middle	1/27/2017
<b>RETIREMENT</b>			
Name	Position	Location	Retirement Date
Jodi Dilley	Unaffiliated	Administration Building	3/31/2017
Denise Tauer	Paraprofessional	Central Middle	1/3/2017
Monica Manuell	Paraprofessional	Sunset Hill	3/31/2017

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

Regular Meeting – December 12, 2016

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

**ITEM:** Business and Finance Services  
Authorization of Issuance of Individual Procurement Card  
(P-Card)

**COMMENTS BY:** Jim Westrum, Executive Director of Business & Finance

**Authorization of Issuance of Individual Procurement Card (P-Card)**

The administration recommends the issuance of a Procurement Card to the following employees:

Raquel Williamson, WHS ALC Secretary

**RECOMMENDED ACTION:** Approve and Authorize of Issuance of Individual Procurement Card (P-Card).

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions: \_\_\_\_\_

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION:** 4. RECOGNITIONS

**ITEM:** A. Wayzata Public Schools 2016-2017 Retirees

**COMMENTS BY:** Superintendent Chace B. Anderson

Tonight we would like to recognize the following employees who announced their retirement in 2017. We would like to thank them for their years of service to Wayzata Public Schools and wish them well in their future endeavors.

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Years of Service</u></b>
Jodi Dilley	Administration Building, Unaffiliated	31 years
Monica Manuell	Sunset Hill, Paraprofessional	16 Years
Denise Tauer	Central Middle, Paraprofessional	16 Years

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

Regular Meeting – December 12, 2016

**AGENDA SECTION: December Employee of the Month – Jamie Ward**

**COMMENTS BY: Chace B. Anderson**

Sunset Hill Elementary is pleased to announce that Jamie Ward is the December Employee of the Month. Jamie is a constant leader on our special education team and wonderful in her role as a resource room teacher at Sunset Hill. At the district level, Jamie has emerged as a thoughtful leader in her field. She has participated on districtwide special education committees, such as the Special Education Representative Team, mentored first year special education teachers, as well as supporting student teachers new to the field. Although still fairly new to her career, she is looked upon as a seasoned and talented veteran.

Jamie has a core belief that all students can learn at high levels and one's disability does not sway her from thinking otherwise. She is a relationship builder in every sense of the word and works closely with teachers, students and parents. Jamie is intuitive and makes in the moment decisions that never stray from a heart of compassion and a committed focus on doing what is best for the child.

In reviewing some recent comments made about Jamie by her colleagues, one noted that Jamie is continuously working with parents and guardians to ensure that students have a continuity of expectations across settings. This collaboration also serves to make these families feel welcome and supported on a number of levels within our school and larger district. Jamie reaches out to families in need and makes home visits or meetings happen whenever needed to support her students.

In the most challenging of situations, Jamie shines. She always sees the best in her students, willing to think outside of the box to make program adjustments that have positive long-term effects.

“Compassionate” is often a word used to describe Jamie, but so is “consistent.” This combination is key in working with her students. They know she cares deeply about them and that she is going to hold them accountable to doing what is right and expected both socially and academically.

We are proud to have her on our team and extremely grateful to be able to nominate her for this recognition.

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION: 6 Superintendent's Reports and Recommendations**

**ITEM: B.1. Policies for Annual Review**

**COMMENTS BY: Jill Johnson, Executive Director of Teaching & Learning**

The following policies have been prepared for your review. The recommended changes are noted in the attached memo. The changes are aligned with Minnesota School Board Association model policy and have been reviewed and are being recommended by the Policy Committee of the School Board.

- 502 – STUDENT DISCIPLINE
- 528 – BULLYING PROHIBITION
- 510 – STUDENT SEX NONDISCRIMINATION
- 532 – EQUAL EDUCATIONAL OPPORTUNITY

**RECOMMENDED ACTION:** Approve the policies as presented for first reading.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions: \_\_\_\_\_



# MEMO

Policy Information  
Jill Johnson

## **502 – STUDENT DISCIPLINE**

### **Background**

- Policy requires annual review and adoption by school board
- Changes Required - New legislation allowing for more teacher authority regarding classroom management and the removal of students from class

### **Recommendations**

**Policy** – No Changes; One change to Legal References

**Regulations** – Changes in legislation were incorporated into our regulations – underlined and highlight in red

Changes: Page 3 and 4 – Changes in numbering system

Page 5, Letter C and C1 – Addition of language from legislation

Page 6 and 7 - Section III, Letter C – Addition of reporting procedures

## **528 – BULLYING PROHIBITION**

### **Background**

- Policy requires annual review and adoption by school board

### **Recommendation**

**Policy** – No changes recommended by MSBA or Policy End-Users

**Regulations** – No regulations attached to policy

## **510 – STUDENT SEX NONDISCRIMINATION**

### **Background**

- Policy requires annual review and adoption by school board

### **Recommendation**

**Policy** – No changes recommended by MSBA or Policy End-Users

**Regulations** – No changes recommended by MSBA or Policy End-Users

## **532 – EQUAL EDUCATIONAL OPPORTUNITY**

### **Recommendation**

**Policy** – Included the addition of the term “gender” as recommended by HR.

**Regulations** – No changes recommended by MSBA or Policy End-Users

## **502 STUDENT DISCIPLINE**

### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct.

This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

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

- A. The school board has a responsibility to make reasonable policies for governing student behavior and conduct consistent with Minnesota statutes including Minnesota Pupil Fair Dismissal Act and rules and regulations approved by the Minnesota Department of Education
- B. The vision statement of the Wayzata School District includes a commitment to a welcoming, nurturing and safe environment.

In support of this vision, we believe in the following:

1. Recognition of the rights and responsibilities of all individuals.
2. Respect for governing laws.
3. Respect for private and public property.
4. Consequences for failure to follow student conduct rules.

The school board believes that learning occurs best in an orderly environment which promotes responsible behavior in our students.

**WAYZATA PUBLIC SCHOOLS**

**Independent School District 284**

**Wayzata, Minnesota**

**Legal References:** Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. § 121A.26 (School Pre-assessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)  
**Minn. Stat. §§ 122A.42 (General Control of Schools)**  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch. 125A (Students with Disabilities)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
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)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)  
*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)

**ADOPTED:** March 8, 1970

**AMENDED:** July 16, 1984

**AMENDED:** December 8, 1986

**AMENDED:** October 12, 1992

**AMENDED:** July 9, 2001

**AMENDED:** May 10, 2004

**AMENDED:** October 13, 2008

**AMENDED:** November 14, 2011

**AMENDED:** October 13, 2014

**AMENDED:** October 12, 2015

**LAST REVIEWED:** October 12, 2015

***DRAFT: November 30, 2016***

## 502-R STUDENT DISCIPLINE REGULATIONS

### I. REGULATIONS FOR STUDENT BEHAVIOR

#### A. Rule 1: ATTENDANCE

Students should arrive at school and classes on time and are expected to be in school for the entire school day unless other arrangements have been made. Truancy is an absence without the knowledge and approval of the school, parent/guardian, or teachers. Excessive truanancies may lead to consequences. (See Compulsory Attendance Policies 503.)

#### B. Rule 2: ACTIVITIES/ EVENT BEHAVIOR

Students must comply with all school and Minnesota State High School League and conference rules when attending school activities and events.

#### C. Rule 3: RESPECT FOR PROPERTY

Students shall respect property belonging to the School District, school employees, and other students. Vandalism, accidental damage to property, theft or use of property without permission of the owner, extortion, or trespassing shall constitute a violation of this rule.

#### D. Rule 4: RESPECT FOR PEOPLE

Students will show respect for other students, and all School District employees and volunteers. Disrespectful behavior including abusive language is a violation of this rule. This policy incorporates by reference the District's Racial, Religious, Offensive Behavior, Sexual Harassment and Violence Policy. (See Policy Racial, Religious, Offensive Behavior/Sexual Harassment and Violence – 403) Although not inclusive, the following list describes behaviors that are not permitted.

1. **Insubordination:** A student is insubordinate when he/she refuses to comply with any reasonable request or directive of teachers, principals, District employees or volunteers.
2. **Personal Identification:** Students shall identify themselves upon request by any school employee. Failure to identify oneself to school authorities is a violation of this rule. Falsifying signatures is also a violation of this rule.
3. **Assault:** Assault includes actual physical harm to another or an act with intent to cause fear or bodily harm to a person.
4. **Fighting:** Fighting is mutual combat in which both parties have contributed to the situation.

5. **Racial, Religious, Offensive Behavior/Sexual Harassment and Violence:** It is the policy of Independent School District 284 that no student or employee of the district shall be subjected to offensive behavior. Such conduct includes, but is not limited to, inappropriate remarks or conduct related to a person's race, color, creed, religion, national origin, sex, sexual orientation, gender, marital status, disability, age, or status with regard to public assistance. Offensive behavior also includes violent or threatening behavior and sexual harassment. (See Board Policy and Regulations 403 and 403-R).
6. **Threats:** No student will threaten any individual person or property.
7. **Hazing:** Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. (See Board Policy 513 and Regulations 513R on Hazing).
8. **Bullying:** Bullying is an overt act by a student or a group of students directed against another student/s with the intent to ridicule, humiliate or intimidate the other student. (See Board Policy 528 on Bullying Prohibition).
9. **Weapons:** A weapon includes but is not limited to firearms (whether loaded or not loaded), pellet guns, stun guns, nunchucks, metal knuckles, knives, replica weapons and potentially dangerous objects. See Board Policy on Weapons.

**E. Rule 5: SMOKING AND USE OF TOBACCO / ECIGARETTES**

Tobacco use, e-cigarette use, and/or possession by students shall be prohibited in school buildings, on school property, on school buses, and at all school-sponsored activities.

**F. Rule 6: ALCOHOL AND ILLEGAL DRUGS**

Students will not possess, purchase, or sell alcohol, illegal drugs, drug paraphernalia, consume any amount of alcohol, or illegal drugs while on school property, including buses, or while attending school-sponsored functions.

**G. Rule 7: DISRUPTIVE BEHAVIOR**

Students shall behave in a manner which neither disrupts the learning environment nor is hazardous to the health and safety of persons in any area.

1. **Disrespectful Language:** The use of disrespectful language, which may include the use of profanity and/or obscenity, is a violation of this rule.
2. **Unauthorized Distribution of Literature:** Unauthorized distribution of literature on school property, either electronically or in hard copy, is a violation of this rule.

3. **Distribution of Literature:** Distribution of literature on school property, authorized or unauthorized, electronic or hard copy, that is inflammatory, libelous, or of a slanderous nature is not allowed and also a violation of this rule.
4. **Disturbances and Disruptions:** Disturbances, disruptions, or threats to normal school operations or school activities, such as the reporting of dangerous or hazardous situations that do not exist, are violations of this rule (i.e. terroristic threats). The possession or use of articles that are illegal or declared by a school official to be nuisances is also a violation of this rule.
5. **Nuisance Items:** A nuisance item is anything that is used to disrupt the safety, order or control of the school, such as, but not limited to, pagers, radios, headsets, cell phones, universal remote controls, laser pointers, or other electronic devices. If safety or learning is disrupted, consequences will occur.

#### **H. Rule 8: CLOTHING AND WEARING APPAREL**

Students shall dress in such a manner that their wearing apparel is not disruptive to the learning environment and does not constitute a health or safety hazard or reference illegal behavior. (See Board Policy 506 – Student Dress Code.)

#### **I. Rule 14 9: PARKING/ PARKING LOT/DRIVING VIOLATIONS**

Students are expected to honor and obey all parking and driving rules as described in the Wayzata High School student handbook.

#### **J. Rule 12 10: CHEATING/PLAGIARISM/FALSIFICATION OF RECORDS**

Cheating, plagiarism and/or falsification of records are violations. Cheating or plagiarism is misleading an instructor in some way so as to receive a grade for work that the student did not originate.

#### **K. Rule 13 11: BUS VIOLATIONS**

All school rules, policies, and regulations apply to behavior on buses to and from school or while on any school-related activity. In addition, state law specifically prohibits the following behaviors on a school bus:

1. Standing or walking in a bus while it is in motion.
2. Transporting any potentially dangerous objects including weapons or explosives.
3. Obstructing the aisle.
4. Damaging the bus in any manner. (See District 284 School Bus Discipline Policy and Special Education Transportation Regulations.

**L. Rule 14 12: TECHNOLOGY**

Students shall use technology in a manner consistent with Board Policy (631 & 631R).

**II. PREVENTATIVE AND CORRECTIVE MEASURES**

Student violations of one or more rules of student conduct shall be cause for intervention. Such intervention may be preventive, corrective, educational, or disciplinary in nature and must depend upon:

- The seriousness of the violation.
- The frequency with which the student has violated the rules.
- The willingness of the student to correct the behavior and to act in a more positive manner.
- The age of the student.

**A. Preventive Measures** - Preventive measures may include the involvement of the parent/guardian and appropriate professional staff in an attempt to plan corrective strategy jointly. In cases of students with an active Individualized Education Program (IEP), preventive or corrective action plans will generally involve the student's IEP manager.

**B. Types of Corrective Measures**

- Student conference.
- Parent contact.
- Parent conference.
- Removal from class.
- Contract.
- Restitution.
- In-school support.
- Detention.
- Suspension or removal from extracurricular activities.
- In-school monitoring.
- Community service.
- Referral to outside agency therapeutic program.
- Suspension.
- Assign alternative program.
- Police referral.
- Petition County Court.
- Transfer to another school.
- Superintendent-level intervention.
- Expulsion/Exclusion.

These actions are not listed in any particular order and other actions may be appropriate as well.

C. **Building Level Measures** - The classroom teacher shall have the general control and government of the classroom and will generally attempt other means to correct undesirable behavior before removal from class is used.

1. **Removal from Class:** Violation of any rule or policy established by the School Board, administration, or teacher may be grounds for removing a student from a specific class or activity for an amount of time not to exceed five (5) class or activity periods. Students removed from a class or activity shall report to the area that is designated.

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

a. **Secondary Schools:** A class or activity means the daily instructional time for a given course of study.

b. **Elementary Schools:** A class or activity means a period of time not to exceed one (1) hour, regardless of subject of instruction.

2. **Suspension:** Suspension is a directive from a school administrator prohibiting a student from attending school.

a. **Notice:** All provisions of the Pupil Fair Dismissal Act will be followed.

b. **Re-entry:** Conference with parent or guardian is required as condition of reinstatement (per Pupil Fair Dismissal Act). The requirement for a Re-entry Conference cannot delay the delivery of special education services if a student has an IEP.

c. **Violation of Suspension:** If a student returns to school or a school-sponsored activity without permission during a suspension, the action may be considered a violation of the suspension and may be cause for further action.

#### D. Superintendent Level Disciplinary Process

The principal may refer a student to the Superintendent/designee for further action. The referral will be in writing and will be accompanied by a complete and up-to-date record of the facts of the incident(s) and all corrective measures attempted.

1. **Informal Hearing:** The Superintendent/designee will conduct an informal hearing. The student and parent/guardian will be notified of the hearing and will

receive a copy of the referral letter. At the hearing the student may choose to be accompanied by any person. The principal and other school personnel may be present.

2. **Actions:** The Superintendent/designee will take one or more of the following actions:
  - a. Defer action pending further investigation.
  - b. Place the student on Superintendent's probation.
  - c. Transfer the student to a different school.
  - d. Place the student on home instruction.
  - e. Place the student in a modified or alternative program.
  - f. Attempt to seek placement in a school outside the District with parental/guardian agreement.
  - g. Recommend expulsion or exclusion. The Superintendent may modify such expulsion/exclusion requests on a case by case basis.

#### **E. Expulsion/Exclusion**

1. **Expulsion** - Expulsion is a School Board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The procedures for notice and hearing under the Pupil Fair Dismissal Act regulations will be followed.
2. **Exclusion**- Exclusion means a Board action to prevent enrollment or re-enrollment of a student for period that shall not extend beyond the school year. The procedures of the Pupil Fair Dismissal Act will be followed.

**F. Alternative Placement** - Alternative placement to another in or out-of-District school site may be made at the recommendation of the administration.

### **III. NOTIFICATION OF BOARD POLICY/REGULATIONS AND BUILDING PROCEDURES**

- A. High school and middle school students will be given a copy of the Student Discipline Regulations and any building-level procedures. Receipt of the written policy and procedures will be construed as having knowledge of the contents. Elementary students will receive an oral explanation.
- B. Copies of the Board Policy on Student Discipline and Regulations will be available to students and parents/guardians in the office of each school building.
- C. In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the

effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

#### **IV. IMPLEMENTATION**

The building level procedures for implementing this policy will be determined by each site. The building principal and licensed employees shall confer annually to review the discipline policy and to assess whether the policy has been enforced.

A district committee will review the policy and regulations annually.

**ADOPTED:** December 8, 1986

**AMENDED:** July 24, 1989

**AMENDED:** October 12, 1992

**AMENDED:** March 30, 1993

**AMENDED:** July 15, 1993

**AMENDED:** August 3, 1994

**AMENDED:** December 14, 1994

**AMENDED:** July 9, 2001

**AMENDED:** May 10, 2004

**AMENDED:** October 13, 2008

**AMENDED:** November 14, 2011

**AMENDED:** October 13, 2014

**AMENDED:** October 12, 2015

**LAST REVIEWED:** October 12, 2015

***DRAFT: November 30, 2016***

## 528 BULLYING PROHIBITION POLICY

### I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved;
  2. The levels of harm, surrounding circumstances, and nature of the behavior;
  3. Past incidences or past or continuing patterns of behavior;
  4. The relationship between the parties involved; and
  5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### IV. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

**V. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

**VI. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
  
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. the complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. the incidence and nature of cyberbullying; and
  - 5. internet safety and cyberbullying.

- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. engage all students in creating a safe and supportive school environment;
  2. partner with parents and other community members to develop and implement prevention and intervention programs;
  3. engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. teach students to advocate for themselves and others;
  6. prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness,

truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

## **VII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **VIII. DEFINITIONS**

For purposes of the policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  1. causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations

**WAYZATA PUBLIC SCHOOLS**

**Independent School District 284**

**Wayzata, Minnesota**

and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 124D.10 (Charter School)  
[Minn. Stat. § 124D.10 Ch. 124E \(Charter School\)](#)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**ADOPTED:** May 9, 2005

**AMENDED:** July 14, 2014

**LAST REVIEWED:** July 14, 2014

***DRAFT: November 30, 2016***

## 510 STUDENT SEX NONDISCRIMINATION

### I. PURPOSE

The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act.

### II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex. It is the responsibility of every school district employee to comply with this policy.
- B. The School Board hereby designates the Executive Director of Human Resources as its Title IX Coordinator. Any student, parent, guardian having questions regarding the application of Title IX and its regulations and/or this policy should contact the Title IX Coordinator. If the Title IX Coordinator is unavailable, an inquiry or complaint should be referred to the superintendent of schools.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

**ADOPTED:** November 8, 2004

**AMENDED:** October 13, 2014

**LAST REVIEWED:** October 12, 2015

**DRAFT: November 30, 2016**

## 510-R STUDENT SEX NONDISCRIMINATION REGULATIONS

### I. TITLE IX COORDINATOR

- A. The Executive Director of Human Resources is the Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- B. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the School district human rights officer.

### II. REPORTING PROCEDURES

- A. The Executive Director of Human Resources is the School district human rights officer to receive reports, complaints or reports of unlawful sex discrimination toward a student.
- B. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other School district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by these regulations or may file a report. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the Superintendent.
- C. The building principal is the person responsible for receiving oral or written reports of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receive a report of unlawful sex discrimination toward a student shall inform the building principal immediately.

- D. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the School district human rights officer by the reporting party or complainant. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The School Board hereby designates the Executive Director of Human Resources as the School District Human Rights Officer to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- F. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer, including office mailing addresses and telephone numbers.
- G. Submission of a good faith complaint or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- H. Use of formal reporting forms is not mandatory.
- I. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

### **III. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the School district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### **IV. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

#### **V. REPRISAL**

- A. The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.

## **VI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

- A. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

## **VII. COMMUNICATION OF POLICY AND EVALUATION**

- A. This policy shall be made available, on website or up on request, to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

**ADOPTED:** November 8, 2004

**AMENDED:** December 10, 2012

**AMENDED:** October 13, 2014

**LAST REVIEWED:** October 12, 2015

***DRAFT: November 30, 2016***

November 30, 2016

## 532 EQUAL EDUCATIONAL OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to provide equal educational opportunity for all students.
- B. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for students with disabilities.
- C. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- D. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- E. It is the responsibility of every school district employee to comply with this policy conscientiously.
- F. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

**WAYZATA PUBLIC SCHOOLS**  
**Independent School District 284**  
**Wayzata, Minnesota**

**ADOPTED:** October 13, 2014

**LAST REVIEWED:** October 13, 2014

***DRAFT: November 30, 2016***

## 532-R EQUAL EDUCATIONAL OPPORTUNITY REGULATIONS

### I. REPORTING PROCEDURES

- A. The Executive Director of Human Resources is the School district human rights officer to receive reports, complaints or reports of unlawful discrimination toward a student.
- B. Any student who believes he or she has been the victim of unlawful discrimination by a teacher, administrator or other School district personnel, or any person with knowledge or belief of conduct which may constitute unlawful discrimination toward a student should report the alleged acts immediately to an appropriate School district official designated by these regulations or may file a report. The School district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful discrimination toward a student directly to a School district human rights officer or to the Superintendent.
- C. The building principal is the person responsible for receiving oral or written reports of unlawful discrimination toward a student at the building level. Any adult school district personnel who receive a report of unlawful discrimination toward a student shall inform the building principal immediately.
- D. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the school district human rights officer by the reporting party or complainant. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The School Board hereby designates the Executive Director of Human Resources as the school district human rights officer to receive reports, complaints or grievances of unlawful discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.
- F. The school district shall conspicuously post the name of the human rights officer, including office mailing addresses and telephone numbers.

- G. Submission of a good faith complaint or report of unlawful discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- H. Use of formal reporting forms is not mandatory.
- I. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## II. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by School district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

### **III. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

### **IV. REPRISAL**

- A. The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment.

### **V. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

- A. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

### **VI. COMMUNICATION OF POLICY AND EVALUATION**

- A. This policy shall be made available, on website or upon request, to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

**WAYZATA PUBLIC SCHOOLS**  
**Independent School District 284**  
**Wayzata, Minnesota**

**ADOPTED:** October 13, 2014

**LAST REVIEWED:** October 13, 2014

***DRAFT: November 30, 2016***

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION: SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS**

**ITEM: Finance and Business Services**

**COMMENTS BY: Jim Westrum, Exec. Director of Finance and Business Services**

**Monthly Financial Reports**

Enclosed for School Board review and information are the following financial reports as of October 2016:

- Student Activity Fund Report
- Investment Summary
- Analysis of Financial Reports
- Statement of Revenues
- Statement of Expenditures

No School Board action is required.

Wayzata Public Schools											
Student Activity Fund Summary											
October 2016											
PROGRAM/LOCATION : MISCELLANEOUS											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/16	FY'2016/17 Revenue	FY'2016/17 Expend	Balance as Of 10/31/16
21	E/R	018	000	000	000	899/XXX	AD BUILDING	2,014.59	-	114.90	1,899.69
<b>TOTAL MISCELLANEOUS</b>								<b>2,014.59</b>	<b>-</b>	<b>114.90</b>	<b>1,899.69</b>
PROGRAM/LOCATION : WAZATA HIGH SCHOOL											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/16	FY'2016/17 Revenue	FY'2016/17 Expend	Balance as Of 10/31/16
21	E/R	251	280	001	000	899/099	WAYZATA PLAYERS	29,837.50	11,818.81	17,242.87	24,413.44
21	E/R	251	280	003	000	899/099	YEARBOOK (WAYAKO)	-	38,069.20	3,241.56	34,827.64
21	E/R	251	280	005	000	899/099	CERAMICS	4,514.44	-	768.20	3,746.24
21	E/R	251	280	007	000	899/099	CHEERLEADERS	162.00	7,407.00	8,005.69	(436.69)
21	E/R	251	280	008	000	899/099	CHOIR	2,852.51	13,368.00	9,399.75	6,820.76
21	E/R	251	280	009	000	899/099	DANCE TEAM	24,060.87	8,708.00	13,667.70	19,101.17
21	E/R	251	280	016	000	899/099	ACTIVITY SUPPORT	101,448.33	7,624.21	3,899.12	105,173.42
21	E/R	251	280	017	000	899/099	DECA	5,664.00	14,395.19	1,230.55	18,828.64
21	E/R	251	280	019	000	899/099	FRENCH	501.23	366.35	-	867.58
21	E/R	251	280	020	000	899/099	GERMAN	11,780.00	45.00	-	11,825.00
21	E/R	251	280	021	000	899/099	LETTERMAN	38,954.34	48,581.47	3,781.70	83,754.11
21	E/R	251	280	022	000	899/099	FINE ARTS	5,008.66	-	337.92	4,670.74
21	E/R	251	280	024	000	899/099	BAND	18,050.59	19,021.20	8,477.69	28,594.10
21	E/R	251	280	026	000	899/099	NATIONAL HONOR	4,075.76	-	872.13	3,203.63
21	E/R	251	280	027	000	899/099	STUDENT SERVICES	2,184.14	-	69.00	2,115.14
21	E/R	251	280	028	000	899/099	ORCHESTRA	8,263.89	6,010.98	4,920.03	9,354.84
21	E/R	251	280	030	000	899/099	STUDENT COUNCIL	14,386.52	14,198.50	9,356.80	19,228.22
21	E/R	251	280	031	000	899/099	SPANISH	2,111.33	1,281.74	92.67	3,300.40
21	E/R	251	280	038	000	899/099	SCHOLARSHIPS	-	-	-	-
21	E/R	251	280	039	000	899/099	THEATRE ARTS	1,110.34	809.15	645.11	1,274.38
21	E/R	251	280	040	000	899/099	BUSINESS PROFESS(BPA)	7,153.94	4,932.13	2,375.35	9,710.72
21	E/R	251	280	042	000	899/099	SKILLS USA	-	90.00	-	90.00
21	E/R	251	280	043	000	899/099	ART CLUB	-	-	-	-
21	E/R	251	280	044	000	899/099	LINK	11,596.52	(40.81)	5,991.05	5,564.66
21	E/R	251	280	047	000	899/099	SUPER MILEAGE TEAM	481.79	80.00	-	561.79
21	E/R	251	280	048	000	899/099	Y.E.S.	3,649.01	2,563.05	1,548.73	4,663.33
21	E/R	251	280	049	000	899/099	CREATIVE WRITING	2,131.24	-	-	2,131.24
21	E/R	251	280	050	000	899/099	TROJAN LOCK ROOM (DECA - S	21,461.34	2,860.89	9,402.36	14,919.87
21	E/R	251	280	051	000	899/099	V21 - ACTIVITY SUPPORT	619.81	2,576.82	622.01	2,574.62
21	E/R	251	280	052	000	899/099	ROBOTICS TEAM	113.27	-	200.00	(86.73)
21	E/R	251	280	053	000	899/099	SHOW STOPPERS	9,487.41	9,313.00	13,098.75	5,701.66
21	E/R	251	280	055	000	899/099	CHINESE CLUB	1,256.56	147.34	-	1,403.90
21	E/R	251	280	056	000	899/099	LAKER'S BKST NOOK	15,048.37	2,930.82	3,535.32	14,443.87
21	E/R	251	280	057	000	899/099	WHS INTERNATIONAL FESTIVAL	1,390.87	-	-	1,390.87
21	E/R	251	280	058	000	899/099	FRESHMAN RETREAT	2,095.15	2,501.40	3,841.85	754.70
21	E/R	251	280	059	000	899/099	TRAP & SKEET	5,932.90	520.00	-	6,452.90
21	E/R	251	280	060	000	899/099	JR STATESMAN	741.05	177.00	-	918.05
21	E/R	251	280	061	000	899/099	QUIZ BOWL	-	5,058.35	3,386.80	1,671.55
<b>TOTAL WAZATA HIGH SCHOOL</b>								<b>358,125.68</b>	<b>225,414.79</b>	<b>130,010.71</b>	<b>453,529.76</b>

**Wayzata Public Schools**  
**Student Activity Fund Summary**  
**October 2016**

**PROGRAM/LOCATION : WAZATA HIGH SCHOOL ATHLETICS**

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	251	280	070	000	899/099	BASEBALL	1,063.00	9,592.00	1,249.77	9,405.23
21	E/R	251	280	071	000	899/099	BASKETBALL - BOYS	1,587.82	220.00	250.00	1,557.82
21	E/R	251	280	072	000	899/099	BASKETBALL - GIRLS	6,952.90	3,280.00	207.95	10,024.95
21	E/R	251	280	073	000	899/099	CROSS COUNTRY - BOYS	4,679.48	1,085.00	6,871.61	(1,107.13)
21	E/R	251	280	074	000	899/099	CROSS COUNTRY - GIRLS	1,209.32	-	1,360.88	(151.56)
21	E/R	251	280	075	000	899/099	FOOTBALL	59,317.95	2,247.00	30,474.43	31,090.52
21	E/R	251	280	076	000	899/099	GYMNASTICS	3,945.58	490.00	-	4,435.58
21	E/R	251	280	077	000	899/099	GOLF - BOYS	-	3,623.00	2,354.67	1,268.33
21	E/R	251	280	078	000	899/099	GOLF - GIRLS	607.21	1,221.00	781.49	1,046.72
21	E/R	251	280	079	000	899/099	HOCKEY - BOYS	-	10,381.88	10,068.81	313.07
21	E/R	251	280	080	000	899/099	HOCKEY - GIRLS	16,710.40	5,141.25	1,575.00	20,276.65
21	E/R	251	280	081	000	899/099	SKIING - ALPINE	4,952.30	1,369.00	-	6,321.30
21	E/R	251	280	082	000	899/099	SKIING - NORDIC	11,976.01	595.00	636.36	11,934.65
21	E/R	251	280	083	000	899/099	SOFTBALL	-	4,955.00	1,629.49	3,325.51
21	E/R	251	280	084	000	899/099	SWIMMING/DIVING - BOYS	4,933.71	542.00	-	5,475.71
21	E/R	251	280	085	000	899/099	SWIMMING/DIVING - GIRLS	10,325.70	2,565.00	4,709.82	8,180.88
21	E/R	251	280	086	000	899/099	SOCCER - BOYS	6,976.85	1,479.00	8,441.58	14.27
21	E/R	251	280	087	000	899/099	SOCCER - GIRLS	13,211.88	51.00	9,807.20	3,455.68
21	E/R	251	280	088	000	899/099	SYNCHRONIZED SWIMMING	6,982.34	6,669.00	4,814.50	8,836.84
21	E/R	251	280	089	000	899/099	TENNIS - BOYS	21,194.14	2,412.00	3,380.80	20,225.34
21	E/R	251	280	090	000	899/099	TENNIS - GIRLS	2,338.15	9,606.75	12,864.26	(919.36)
21	E/R	251	280	091	000	899/099	TRACK/FIELD - BOYS	253.11	2,131.00	215.90	2,168.21
21	E/R	251	280	092	000	899/099	TRACK/FIELD - GIRLS	723.15	4,043.00	-	4,766.15
21	E/R	251	280	093	000	899/099	VOLLEYBALL	10,795.36	4,602.00	6,659.81	8,737.55
21	E/R	251	280	094	000	899/099	WRESTLING	-	25.00	1,389.24	(1,364.24)
21	E/R	251	280	095	000	899/099	ADAPTIVE ATHLETICS	3,900.12	-	-	3,900.12
21	E/R	251	280	096	000	899/099	BOYS LACROSSE	4,339.77	7,942.00	2,044.06	10,237.71
21	E/R	251	280	097	000	899/099	GIRLS LACROSSE	2,622.60	1,773.00	255.63	4,139.97
<b>TOTAL HIGH SCHOOL ATHLETICS</b>								<b>201,598.85</b>	<b>88,040.88</b>	<b>112,043.26</b>	<b>177,596.47</b>

**PROGRAM/LOCATION : CENTRAL MIDDLE SCHOOL**

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	253	280	152	000	899/099	MUSICAL	9,942.65	1,560.00	1,430.21	10,072.44
21	E/R	253	280	156	000	899/099	STUDENT COUNCIL	1,508.47	-	-	1,508.47
21	E/R	253	280	157	000	899/099	BAND	257.78	3,694.36	-	3,952.14
21	E/R	253	280	161	000	899/099	YEARBOOKS	4,523.37	-	3,047.00	1,476.37
21	E/R	253	280	165	000	899/099	STUDENT SERVICES	7,155.27	5,119.78	36.69	12,238.36
<b>TOTAL CENTRAL MIDDLE SCHOOL</b>								<b>23,387.54</b>	<b>10,374.14</b>	<b>4,513.90</b>	<b>29,247.78</b>

**Wayzata Public Schools**  
**Student Activity Fund Summary**  
**October 2016**

**PROGRAM/LOCATION : WEST MIDDLE SCHOOL**

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	351	280	202	000	899/099	CHOIR	30.89	-	-	30.89
21	E/R	351	280	203	000	899/099	STUDENT SERVICES	2,473.94	2,227.41	1,058.23	3,643.12
21	E/R	351	280	209	000	899/099	STUDENT COUNCIL	-	1,469.00	131.77	1,337.23
21	E/R	351	280	212	000	899/099	YEARBOOK	5,905.25	877.00	-	6,782.25
21	E/R	351	280	213	000	899/099	THEATER	4,083.84	8,179.00	3,007.98	9,254.86
21	E/R	351	280	215	000	899/099	DAY ONE	-	-	230.00	(230.00)
<b>TOTAL WEST MIDDLE SCHOOL</b>								<b>12,493.92</b>	<b>12,752.41</b>	<b>4,427.98</b>	<b>20,818.35</b>

**PROGRAM/LOCATION : EAST MIDDLE SCHOOL**

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	352	280	100	000	899/099	STUDENT SERVICES	15,272.07	5,917.01	3,940.17	17,248.91
21	E/R	352	280	104	000	899/099	BAND	519.85	-	-	519.85
21	E/R	352	280	105	000	899/099	STUDENT COUNCIL	15,906.34	-	1,689.21	14,217.13
21	E/R	352	280	107	000	899/099	VARIETY FUND	14,513.71	-	349.00	14,164.71
<b>TOTAL EAST MIDDLE SCHOOL</b>								<b>46,211.97</b>	<b>5,917.01</b>	<b>5,978.38</b>	<b>46,150.60</b>

**PROGRAM/LOCATION : MEADOW RIDGE**

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	403	280	474	000	899/099	STUDENT SERVICES	-	-	-	-
<b>TOTAL MEADOW RIDGE</b>								<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PROGRAM/LOCATION : BIRCHVIEW**

<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	404	280	251	000	899/099	STUDENT SERV - K	-	-	-	-
21	E/R	404	280	253	000	899/099	STUDENT SERV - GR 1	-	-	-	-
21	E/R	404	280	254	000	899/099	STUDENT SERV - GR 2	-	-	-	-
21	E/R	404	280	255	000	899/099	STUDENT SERV - GR 3	-	-	-	-
21	E/R	404	280	256	000	899/099	STUDENT SERV - GR 4	-	-	-	-
21	E/R	404	280	257	000	899/099	STUDENT SERV - GR 5	-	-	-	-
21	E/R	404	280	259	000	899/099	STUDENT COUNCIL	731.92	-	-	731.92
21	E/R	404	280	260	000	899/099	STUDENT SERV - GENERAL	3,282.34	969.00	1,567.11	2,684.23
21	E/R	404	280	261	000	899/099	MEDIA	251.26	1,195.98	441.82	1,005.42
<b>TOTAL BIRCHVIEW</b>								<b>4,265.52</b>	<b>2,164.98</b>	<b>2,008.93</b>	<b>4,421.57</b>

**Wayzata Public Schools**  
**Student Activity Fund Summary**  
**October 2016**

<b>PROGRAM/LOCATION : GREENWOOD</b>											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	406	280	307	000	899/099	KINDERGARTEN	411.77	1,195.00	14.51	1,592.26
21	E/R	406	280	311	000	899/099	MEDIA	47.11	-	-	47.11
21	E/R	406	280	312	000	899/099	STUDENT SERVICES	1,090.52	3,816.68	1,824.58	3,082.62
<b>TOTAL GREENWOOD</b>								<b>1,549.40</b>	<b>5,011.68</b>	<b>1,839.09</b>	<b>4,721.99</b>
<b>PROGRAM/LOCATION : OAKWOOD</b>											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	407	280	469	000	899/099	STUDENT COUNCIL	1,754.95	-	-	1,754.95
21	E/R	407	280	474	000	899/099	STUDENT SERV - GENERAL	7,271.21	-	-	7,271.21
21	E/R	407	280	476	000	899/099	CHESS CLUB	328.24	420.00	-	748.24
<b>TOTAL OAKWOOD</b>								<b>9,354.40</b>	<b>420.00</b>	<b>-</b>	<b>9,774.40</b>
<b>PROGRAM/LOCATION : SUNSET HILL</b>											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	408	280	572	000	899/099	STUDENT SERVICES	12,573.95	1,260.64	4,369.46	9,465.13
21	E/R	408	280	573	000	899/099	ALL DISTRICT CHOIR	-	3,900.00	239.21	3,660.79
21	E/R	408	280	574	000	899/099	PENCIL MACHINE/STORE	1,817.03	-	-	1,817.03
<b>TOTAL SUNSET HILL</b>								<b>14,390.98</b>	<b>5,160.64</b>	<b>4,608.67</b>	<b>14,942.95</b>
<b>PROGRAM/LOCATION : PLYMOUTH CREEK</b>											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	410	280	533	000	899/099	STUDENT SERVICES	5,370.72	3,947.25	6,369.55	2,948.42
<b>TOTAL PLYMOUTH CREEK</b>								<b>5,370.72</b>	<b>3,947.25</b>	<b>6,369.55</b>	<b>2,948.42</b>
<b>PROGRAM/LOCATION : GLEASON LAKE</b>											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	411	280	352	000	899/099	STUDENT SERVICES	27,741.20	308.00	589.88	27,459.32
<b>TOTAL GLEASON LAKE</b>								<b>27,741.20</b>	<b>308.00</b>	<b>589.88</b>	<b>27,459.32</b>

Wayzata Public Schools											
Student Activity Fund Summary											
October 2016											
<b>PROGRAM/LOCATION : KIMBERLY LANE</b>											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/16</b>	<b>FY'2016/17 Revenue</b>	<b>FY'2016/17 Expend</b>	<b>Balance as Of 10/31/16</b>
21	E/R	412	280	401	000	899/099	STUDENT COUNCIL	672.68	-	-	672.68
21	E/R	412	280	403	000	899/099	KINDERGARTEN ACTIVITY	3,279.80	-	-	3,279.80
21	E/R	412	280	404	000	899/099	CARLSON	-	-	-	-
21	E/R	412	280	405	000	899/099	SPRAQUE	-	-	-	-
21	E/R	412	280	430	000	899/099	MEDIA	225.41	134.49	-	359.90
21	E/R	412	280	431	000	899/099	STUDENT SERVICES	51,883.10	6,532.52	-	58,415.62
<b>TOTAL KIMBERLY LANE</b>								<b>56,060.99</b>	<b>6,667.01</b>	<b>-</b>	<b>62,728.00</b>
<b>GRAND TOTAL</b>								<b>762,565.76</b>	<b>366,178.79</b>	<b>272,505.25</b>	<b>856,239.30</b>

**WAYZATA PUBLIC SCHOOLS  
INVESTMENT SUMMARY  
As of October 31, 2016**

**GENERAL FUND**

<u>Investment Held At</u>	<u>Type of Investment</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment Cost</u>	<u>Maturity Amount</u>	<u>Interest Earned</u>	<u>Yield</u>
PMA/MN Trust	Money Market	N/A	NOW	N/A	\$22,604,237	N/A	0.46%
MSDLAF+	Money Market	N/A	NOW	N/A	\$1,789,945	N/A	0.50%
MSDMAX	Money Market	N/A	NOW	N/A	\$4,046,101	N/A	0.62%
Morgan Stanley	Money Market	N/A	NOW	N/A	\$3,516,451	N/A	0.33%
<b>Total General Fund</b>					<b>\$31,956,735</b>		

Note: Term Series investment held with PMA/MN Trust consists of investments in certificates of deposit, obligations of the U.S. Government, it's agencies and instrumentalities, municipal obligations or any other instruments permitted under Minnesota law.

**FUND 06 (ALT FACILITIES BONDS)**

<u>Investment Held At</u>	<u>Type of Investment</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment Cost</u>	<u>Maturity Amount</u>	<u>Interest Earned</u>	<u>Yield</u>
MSDLAF+	Money Market	N/A	NOW	N/A	\$1,195	N/A	0.50%
<b>Total Alt. Facilities Bonds Fund</b>				<b>\$0</b>	<b>\$1,195</b>	<b>\$0</b>	

**FUND 82 (2014 BUILDING BONDS)**

<u>Investment Held At</u>	<u>Type of Investment</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment Cost</u>	<u>Maturity Amount</u>	<u>Interest Earned</u>	<u>Yield</u>
MSDLAF+	Money Market	N/A	NOW	N/A	\$11,725,832	N/A	0.50%
<b>Total Building Bonds Fund</b>				<b>\$0</b>	<b>\$11,725,832</b>	<b>\$0</b>	



## ANALYSIS OF FINANCIAL REPORTS For the month ended October 31, 2016

### **Statement of Revenues:**

This report reflects revenue received by the month end noted above. Overall revenues are consistent with prior years with the exception of the following items:

- In Fiscal 2014, levy dollars credited in the Transportation, Capital Expenditures, Community Service Education, and the Debt Services Fund were recorded effective July 1st but occurred at a later date.
- Alternative Facilities, Construction and Tech fund in the current year reflects revenue received from a Bond Surety which is related to the completion of a construction project. Fiscal 2016 had a deficit revenue amount due to recognizing a loss on an investment sold in July 2015. This loss was netted against earnings in prior fiscal years and over the life of the investment had positive net earnings.
- Interest earnings are reflected in the Building Construction Fund. The investments have been held since the May 2014 proceeds were received.

### **Statement of Expenses:**

This report reflects actual expenditures paid and does not include outstanding encumbrance balances. Overall expenditures are in line with prior years with the exception of the following:

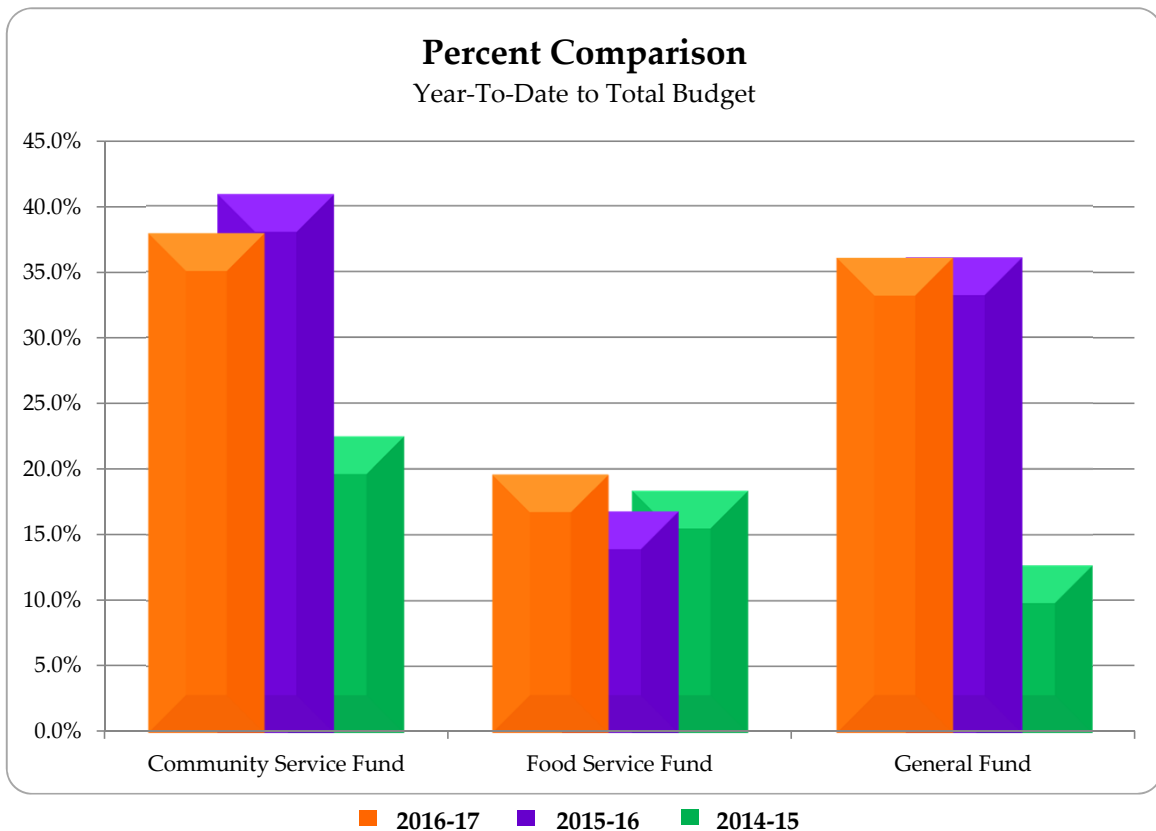
- Debt Service and OPEB Debt Service Funds reflect interest payments on debt that are due the first of August. The payment in August is for interest only and principal and interest payments are due the first of February each year. As of June 30, 2016, the OPEB Debt Service Fund was eliminated due to all outstanding debt being repaid.
- A construction budget is not reflected for the Building Construction Fund due to projects spanning over multiple fiscal years. For Fiscal 2016 only, the District adopted a budget for salary and related benefit expenditures. Construction began in Fiscal 2015 with a majority of the construction completed by the start of the 16-17 school year.



## STATEMENT OF REVENUES

For the month ended October 31, 2016

Fund	Year- To-Date	Budget	YTD as % of Budget		
			2016-17	2015-16	2014-15
General Fund	\$ 50,185,531	\$ 135,866,109	36.9%	37.0%	13.1%
Capital Expenditures Fund	-	519,018	0.0%	0.0%	0.0%
Federal Programs Fund	26,550	2,875,546	0.9%	0.8%	1.3%
Total	<u>\$ 50,212,081</u>	<u>\$ 139,260,673</u>	<u>36.1%</u>	<u>36.1%</u>	<u>12.7%</u>
Food Service Fund	\$ 1,159,139	\$ 5,905,900	19.6%	16.8%	18.4%
Community Service Fund	3,335,460	8,793,136	37.9%	40.9%	22.5%
Alt Fac, Const and Tech Fund	449,347	8,757,030	5.1%	1.1%	0.6%
Debt Service Fund	10,776,785	14,650,626	73.6%	74.5%	0.0%
Building Construction Fund	43,405	-	-	-	-
Total All Funds	<u><u>\$ 65,976,217</u></u>	<u><u>\$ 177,367,365</u></u>	<u><u>37.2%</u></u>	<u><u>37.8%</u></u>	<u><u>12.0%</u></u>

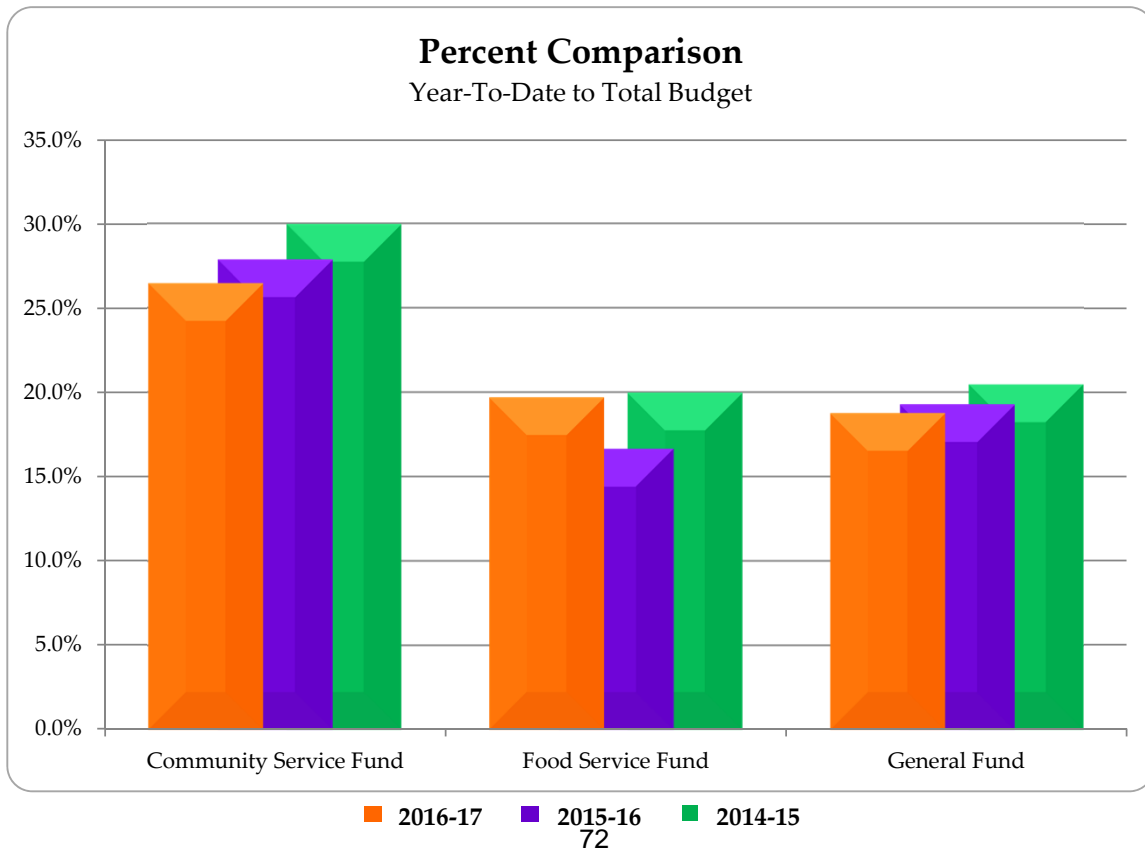




## STATEMENT OF EXPENDITURES

For the month ended October 31, 2016

Fund	Year- To-Date	Budget	YTD as % of Budget		
			2016-17	2015-16	2014-15
<b>General Fund</b>					
Salaries	\$ 15,292,428	\$ 80,757,016	18.9%	19.7%	20.1%
Benefits	5,085,184	24,616,636	20.7%	20.7%	21.4%
Purchased Services	2,897,662	19,736,660	14.7%	14.9%	19.0%
Supplies & Materials	1,460,670	2,936,520	49.7%	47.5%	39.7%
Capital Expenditures	1,257,709	2,391,322	52.6%	52.1%	66.5%
Other Expenses	164,624	8,992,214	1.8%	2.0%	2.0%
<b>Total General Fund</b>	<b>\$ 26,158,276</b>	<b>\$ 139,430,368</b>	<b>18.8%</b>	<b>19.3%</b>	<b>20.5%</b>
Food Service Fund	\$ 1,209,375	\$ 6,138,495	19.7%	16.7%	20.0%
Community Service Fund	2,391,062	9,025,778	26.5%	27.9%	30.0%
Alt Fac, Const and Tech Fund	10,120,061	18,106,953	55.9%	28.2%	55.4%
Debt Service Fund	2,859,429	14,616,076	19.6%	22.9%	6.6%
Building Construction Fund	13,092,952	-	-	-	-
<b>Total All Funds</b>	<b>\$ 55,831,156</b>	<b>\$ 187,317,670</b>	<b>29.8%</b>	<b>29.1%</b>	<b>25.1%</b>



**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION: SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS**

**ITEM: Finance and Business Recommendations**

**COMMENTS BY: Jim Westrum, Exec. Director of Finance and Business Services**

**Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2016**

The annual audit has been completed by the auditing firm of Malloy, Montague, Karnowski, Radosevich, & Co., P.A. The following reports will be highlighted:

- 1) Comprehensive Annual Financial Report for Fiscal Year Ending - June 30, 2016
- 2) Management Report - June 30, 2016
- 3) Extracurricular Student Activity Accounts Financial Report - June 30, 2016
- 4) Special Purpose Audit Reports on Single Audit, Internal Controls, and Compliance with Laws and Regulations – June 30, 2016

A portion of the fund balance is assigned for specific purposes and is ratified on an annual basis. The assigned fund balance as of June 30, 2016 is as follows:

Assigned for Reemployment Insurance	\$72,527
Assigned for Site Carryover	\$1,079,973
Assigned for Q-Compensation	\$76,239
Assigned for School Operating Costs	\$945,305
Assigned for Workers’ Compensation Escrow	\$859,046
Assigned for Post-Employment Obligations	\$2,280,082
Assigned for Subsequent Year Budget	\$169,695

**RECOMMENDED ACTION:** Approve the reports for the fiscal year ending June 30, 2016. Further, ratify the assigned fund balance in the amount of \$5,482,867 as of June 30, 2016 to be used for the specific purposes noted above.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions: \_\_\_\_\_

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION: SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS**

**ITEM: Housing Study**

**COMMENTS BY: Jim Westrum, Exec. Director of Finance and Business Services**

Due to the ongoing robust growth in housing within the cities that make up our school district, a housing study was commissioned with Dick Carlstrom. Mr. Carlstrom has a historical perspective as well as he has done other housing studies for the district, in the past. The results of the study will provide foundational information for the future as well as data for the citizen Growth Task Force Committee.

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION: SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS**

**ITEM: Finance and Business Services**

**COMMENTS BY: Jim Westrum, Exec. Director of Finance and Business Services**

**Truth in Taxation**

School districts are required to meet the Truth in Taxation requirements for levy year 2016 taxes payable 2017. While school districts are no longer required to hold a separate Truth in Taxation hearing, they are required to discuss the payable 2016 levy and the current year budget at a regularly scheduled board meeting.

Truth in Taxation requirements are as follows:

- On or before September 30, 2016, each school district must adopt a proposed 2016 payable 2017 property tax levy and certify and submit it to the county auditor.
- The county auditor mails parcel specific tax notices to each property owner in the district.
- The school district is required to discuss the payable 2017 levy and current year budget.
- The public is given time to speak.
- The school board must adopt a final levy by December 31, 2016.

**WAYZATA PUBLIC SCHOOLS**  
 Independent School District 284  
 Wayzata, Minnesota

**BOARD OF EDUCATION**  
 Regular Meeting – December 12, 2016

**AGENDA SECTION: SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS**

**ITEM: Certification and Levy**

**COMMENTS BY: Jim Westrum, Exec. Director of Finance and Business Services**

**Certification of 2016 Payable 2017 Tax Levy**

The Administration recommends certification of the 2016 Payable 2017 Property Tax Levy in the amount of \$60,868,006.82. This amount is unchanged from the amount included in the parcel specific notices mailed to taxpayers in November, but will be reduced by the Minnesota Department of Revenue for the recent bond refunding.

General Fund – Referendum Market Value – Voter Approved	\$18,490,052.50
General Fund – Referendum Market Value – Other	6,302,266.58
General Fund – Net Tax Capacity – Voter Approved	6,424,402.64
General Fund – Net Tax Capacity – Gen Ed	194,386.21
General Fund – Net Tax Capacity – Other	20,056,927.01
Community Service Fund	1,004,744.72
Debt Service Fund – Net Tax Capacity – Voter Approved	5,090,014.83
Debt Service Fund – Net Tax Capacity - Other	<u>3,305,212.33</u>
<b>Total Certified Levy</b>	<b><u>\$60,868,006.82</u></b>

**RECOMMENDED ACTION:** Approve and authorize the Board Clerk to sign the attached final 2016 Payable 2017 Levy for Independent School District 284.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions: \_\_\_\_\_

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION: SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS**

**ITEM: Finance and Business Services**

**COMMENTS BY: Jim Westrum, Executive Director of Finance and Business**

**Tax Advantaged Status of Self-Funded Health Insurance:**

The District has a self-funded health insurance plan and a self-funded dental insurance plan. In the event it is determined that the contributions required to be made by the District under a non-collectively bargained employment agreement cause the plan to fail to satisfy any nondiscrimination requirements or other applicable laws, the District may re-characterize all or a portion of the contributions made on behalf of the employee as taxable income. The contribution may be to the extent necessary to ensure that the plan satisfies such requirements.

**RECOMMENDED ACTION:** Approve the tax advantage status of self-funded health insurance.

Motion by: \_\_\_\_\_ ROLL Passed \_\_\_\_\_

Second by: \_\_\_\_\_ CALL Failed \_\_\_\_\_

77

Abstentions: \_\_\_\_\_

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
**Regular Meeting – December 12, 2016**

**RESOLUTION PROVIDING FOR TAX ADVANTAGED STATUS OF SELF-FUNDED  
HEALTH INSURANCE**

BE IT RESOLVED by the School Board of Independent School District No. 284, State of Minnesota, as follows:

WHEREAS, the District has a self-funded health insurance plan and a self-funded dental insurance plan, and

WHEREAS, the District has realized significant cost savings by being self-funded versus participating in a fully insured plan, and

WHEREAS, certain requirements and tests for employers with self-funded plans are required to be performed on an annual basis to maintain the tax advantaged status of its plan, and

WHEREAS, the District's actuaries and other professional service providers have performed the required tests with favorable results indicating current and past compliance, and

WHEREAS, the District anticipates continued compliance under non-collectively bargained employment agreements that will continue to provide tax advantaged status of its plans.

NOW THEREFORE BE IT RESOLVED, that in the event the District determines that the District contributions required to be made by the District under a non-collectively bargained employment agreement cause the plan to fail to satisfy any nondiscrimination requirement imposed by the internal Revenue Code or any other applicable law, the District may re-characterize all or a portion of the contributions made on behalf of the employee as taxable income (i.e., impute income to the Employee) to the extent necessary to ensure that the plan satisfies such nondiscrimination requirements. The taxable portion of the premium shall be added to the Employee's salary and be paid by the Employee through payroll deduction.

STATE OF MINNESOTA  
COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of School District No. 284, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 284, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of the tax advantage status of self-funded health insurance.

WITNESS MY HAND officially as such Clerk this 12<sup>th</sup> day of December 2016.

---

Clerk - School District No. 284

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION: SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS**

**ITEM: OPEB Investment Policy Statement and appoint OPEB committee members**

**COMMENTS BY: Jim Westrum, Exec. Director of Finance and Business Services**

The Other Post-Employment Benefits (OPEB) Committee utilizes an investment policy statement to guide their investment strategies. The OPEB committee, along with the assistance of an investment advisor, invests the dollars placed in the irrevocable trust for post-employment pension obligations. On an annual basis, the School Board is requested to review the policy statement and reaffirm their guidance to this committee.

The OPEB committee is comprised of:

- 3 members of the Finance subcommittee of the School Board - presently Andrea Cuene, Cheryl Polzin, and Linda Cohen
- 2 members of the Citizen Financial Advisory Council (CFAC) - presently Jerry Trenda and Ted Victor
- WEA president Adam Tillotson
- District representatives: Chace Anderson, Jim Westrum, Jill Schwint, and Melissa Lahr

Also in attendance at committee meetings are representatives from the School Board appointed investment advisory firm of PFM Asset Management, LLC.

**RECOMMENDED ACTION:** Appoint the OPEB committee members noted above and reaffirm the attached investment policy statement to be used as guidance in investment OPEB strategies.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions: \_\_\_\_\_ 80 \_\_\_\_\_

**INVESTMENT POLICY STATEMENT**  
**FOR**  
**INDEPENDENT SCHOOL DISTRICT 284**  
**OTHER POST EMPLOYMENT BENEFITS TRUST**

Revision Dated December 14, 2015

## TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
PURPOSE	2
INVESTMENT AUTHORITY	2
STATEMENT OF INVESTMENT OBJECTIVES	3
INVESTMENT GUIDELINES	4
Time Horizon	
Liquidity and Diversification	
Asset Allocation	
Rebalancing Philosophy	
Risk Tolerance	
Performance Expectations	
SELECTION OF INVESTMENT MANAGERS	6
GUIDELINES FOR PORTFOLIO HOLDINGS	7
Direct Investments by Advisor	
Limitations on Managers' Portfolios	
Portfolio Risk Hedging	
Prohibited Investments	
Safekeeping	
CONTROL PROCEDURES	10
Review of Investment Objectives	
Review of Investment Performances	
Voting of Proxies	
ADOPTION OF INVESTMENT POLICY STATEMENT	11

The Independent School District 284 (Wayzata Public Schools) (“the District”) has established the Independent School District 284 (Wayzata Public Schools) Other Post-Employment Benefits Trust (the “Trust”). This Trust is intended to provide funding of non-pension post-employment health care, dental and life benefits (“OPEB”) for those employees who meet the age and service requirements outlined in the plan document. The Trustees of the Trust hereby adopt this Investment Policy Statement (“Policy Statement”) for the following purposes:

### **PURPOSE**

The main investment objective of the Trust is to achieve long-term growth of Trust assets by maximizing long-term rate of return on investments and minimizing risk of loss to fulfill Wayzata Public Schools’ current and long-term OPEB obligations.

The purpose of the Policy Statement is to achieve the following:

1. Document investment objectives, performance expectations, and investment guidelines for Trust assets.
2. Establish an appropriate investment strategy for managing all Trust assets, including an investment time horizon, risk tolerance ranges, and asset allocation to provide sufficient diversification and overall return over the long-term time horizon of the Trust.
3. Establish investment guidelines to control overall risk and liquidity.
4. Establish periodic performance reporting requirements to monitor investment results and confirm that the investment policy is being followed.
5. Comply with fiduciary, prudence, due diligence and legal requirements for Trust assets.

### **INVESTMENT AUTHORITY**

The District's School Board has appointed an OPEB Oversight Board (the "Trust Board") to oversee certain policies and procedures related to the operation and administration of the Trust pursuant to Minnesota State Statute 356A. The Board will have authority to implement the investment policy and guidelines in the best interest and purpose of the Trust.

In implementing this Policy Statement, the Board believes it may delegate certain functions to:

1. An investment advisor (“Advisor”) to assist the Trust Board in the investment process and to maintain compliance with this Policy Statement. The Advisor may assist the Trust Board in establishing investment policy objectives and guidelines. The Advisor will adjust asset allocation for the Trust subject to the guidelines and

limitations set forth in this Policy Statement. The Advisor will also select investment managers (“Managers”) and strategies consistent with its role as a fiduciary for the Trust. The investment vehicles allowed may include mutual funds, commingled trusts, separate accounts, limited partnerships and other investment vehicles deemed to be appropriate by the Advisor. The Advisor is also responsible for monitoring and reviewing investment managers; measuring and evaluating performance; and other tasks as deemed appropriate in its role as Advisor for Trust assets. The Advisor may also select investments with discretion to purchase, sell, or hold specific securities, that will be used to meet the Trust’s investment objectives. The Advisor shall never take possession of securities, cash or other assets of the Trust, all of which shall be held by the custodian. The Advisor must be registered with the Securities and Exchange Commission.

2. A custodian selected by the Trust to maintain possession of physical securities and records of street name securities owned by the Trust, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The regular custodian will perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Trust.
3. A trustee appointed by the Trust, such as a bank trust department, if the Trust does not have its own Trustees, to assume fiduciary responsibility for the administration of Trust assets; provided, however, that if the School Board shall have appointed an investment advisor, then any trustee appointed under this paragraph shall have no authority with respect to selection of investments.
4. Specialists such as attorneys, auditors, actuaries, and retirement plan consultants to assist the Trust Board in meeting its responsibilities and obligations to administer Trust assets prudently.

#### STATEMENT OF INVESTMENT OBJECTIVES

The investment objectives of the Trust are as follows:

1. To invest assets of the Trust in a manner consistent with the following fiduciary standards: (a) all transactions undertaken must be for the sole interest of Trust beneficiaries, and (b) assets are to be diversified in order to minimize the impact of large losses from individual investments.
2. To provide for funding and/or anticipated withdrawals on a continuing basis for payment of benefits and reasonable or related expenses of operation of the Trust.
3. To conserve and enhance the value of Trust assets in real terms over the long-term through asset appreciation and income generation, while maintaining an investment risk profile as approved by the School Board.

4. To minimize principal fluctuations over the Time Horizon (as defined below).
5. To achieve a long-term level of return commensurate with contemporary economic conditions and equal to or exceeding the investment objective set forth in this Policy Statement under the section labeled "Performance Expectations".

### INVESTMENT GUIDELINES

Within this section of the Policy Statement, several terms will be used to articulate various investment concepts. The descriptions are meant to be general and may share investments otherwise considered to be in the same asset class. They are:

"Growth Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on capital appreciation. Investments within the Growth Assets category can include income and risk mitigating characteristics, so long as the predominant investment risk and return characteristic is capital appreciation. Examples of such investments or asset classes are: domestic and international equities or equity funds, private or leveraged equity, and certain real estate investments.

"Income Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on income generation. Investments within the Income Assets category can include capital appreciation and risk mitigating characteristics, so long as the primary investment risk and return characteristic is income generation. Examples of such investments or asset classes are: fixed income securities, guaranteed investment contracts, and certain real estate investments.

"Real Return Assets" - a collection of investments and/or asset classes whose primary risk and return characteristics are focused on real returns after inflation. Investments within the Real Return category can include inflation protected securities, commodities, and certain real estate investments.

#### **Time Horizon**

The Trust's investment objectives are based on a long-term investment horizon ("Time Horizon") of five years or longer. Interim fluctuations should be viewed with appropriate perspective. The Board has adopted a long-term investment horizon such that the risks and duration of investment losses are carefully weighed against the long-term potential for appreciation of assets.

#### **Liquidity and Diversification**

In general, the Trust may hold some cash, cash equivalent, and/or money market funds for near-term Trust benefits and expenses (the "Trust Distributions") as directed by and in coordination with the Trust Board. Remaining assets will be invested in longer-term investments and shall be diversified with the intent to minimize the risk of long-term investment losses. Consequently, the total portfolio will be constructed and maintained to provide diversification with regard to the concentration of holdings in individual issues, issuers, countries, governments, or industries.

## Asset Allocation

The School Board believes that to achieve the greatest likelihood of meeting the Trust's investment objectives and the best balance between risk and return for optimal diversification, assets will be invested in accordance with the targets for each asset class as follows to achieve an average total annual rate of return that is equal to or greater than the Trust's target rate of return over the long-term, as described in the section titled, "Performance Expectations".

<u>Asset Classes</u>	<u>Range</u>	<u>Target</u>
<b>Growth Assets</b>	<b>Range 50 - 70%</b>	
Domestic Equity	19% - 59%	39%
International Equity	1% - 41%	21%
Other	0% - 20%	0%
<b>Income Assets</b>	<b>Range 30 - 50%</b>	
Fixed Income	20% - 60%	36%
Other	0% - 20%	0%
<b>Real Return Assets</b>	0% - 20%	0%
<b>Cash Equivalents</b>	0% - 20%	4%

The Advisor and each Manager will be evaluated against their peers on the performance of the total funds under their direct management.

## Rebalancing Philosophy

The asset allocation range established by this Policy Statement represents a long-term perspective. As such, rapid unanticipated market shifts or changes in economic conditions may cause the asset mix to fall outside Policy Statement ranges. When allocations breach the specified ranges, the Advisor will rebalance the assets within the specified ranges. The advisor may also rebalance based on market conditions.

## **Risk Tolerance**

Subject to investment objectives and performance expectations, the Trust will be managed in a style that seeks to minimize principal fluctuations over the established Time Horizon.

## **Performance Expectations**

Over the long-term, five years or longer, the performance objective for the Trust will be to achieve an average total annual rate of return that is equal to or greater than the Trust's actuarial discount rate. Additionally, it is expected that the annual rate of return on Trust assets will be commensurate with the then prevailing investment environment. Measurement of this return expectation will be judged by reviewing returns in the context of industry standard benchmarks, peer universe comparisons for individual Trust investments and blended benchmark comparisons for the Trust in its entirety.

## **SELECTION OF INVESTMENT MANAGERS**

The Advisor shall prudently select appropriate Managers to invest the assets of the Trust. Managers must meet the following criteria:

- The Manager must provide historical quarterly performance data compliant with Global Investment Performance Standards (GIPS®), Securities & Exchange Commission (“SEC”), Financial Industry Regulatory Agency (“FINRA”) or industry recognized standards, as appropriate.
- The Manager must provide detailed information on the history of the firm, key personnel, support personnel, key clients, and fee schedule (including most-favored-nation clauses). This information can be a copy of a recent Request for Proposal (“RFP”) completed by the Manager or regulatory disclosure.
- The Manager must clearly articulate the investment strategy that will be followed and document that the strategy has been successfully adhered to over time.
- The investment professionals making the investment decisions must have a minimum of three (3) years of experience managing similar strategies either at their current firm or at previous firms.
- Where other than common funds such as mutual funds or commingled trusts are utilized, the Manager must confirm receipt, understanding and adherence to this Policy Statement and any investment specific policies by signing a consent form provided to the Manager prior to investment of Trust assets.

## GUIDELINES FOR PORTFOLIO HOLDINGS

### **Direct Investments by Advisor**

Every effort shall be made, to the extent practical, prudent and appropriate, to select investments that have investment objectives and policies that are consistent with this Policy Statement (as outlined in the following sub-sections of the “Guidelines for Portfolio Holdings”). However, given the nature of the investments, it is recognized that there may be deviations between this Policy Statement and the objectives of these investments. As soon as the deviation comes to the attention of the Advisors, the Advisor will take corrective action and make appropriate changes as soon as possible.

### **Limitations on Managers’ Portfolios**

#### Equities:

No more than the greater of 5% or weighting in the relevant index (Russell 3000 Index for U.S. issues and MSCI ACWI ex-U.S. for non-U.S. issues) of the total equity portfolio valued at market may be invested in the common equity of any one corporation; ownership of the shares of one company shall not exceed 5% of those outstanding; and not more than 40% of equity valued at market may be held in any one sector, as defined by the Global Industry Classification Standard (GICS).

*Domestic Equities:* Other than the above constraints, there are no quantitative guidelines as to issues, industry or individual security diversification. However, prudent diversification standards should be developed and maintained by the Manager.

*International Equities:* The overall non-U.S. equity allocation should include a diverse global mix that is comprised of the equity of companies from multiple countries, regions and sectors.

#### Fixed Income:

Fixed income securities of any one issuer shall not exceed 5% of the total bond portfolio at time of purchase. The 5% limitation does not apply to issues of the U.S. Treasury or other Federal Agencies. The overall rating of the fixed income assets as calculated by the Advisor shall be investment grade, based on the rating of one Nationally Recognized Statistical Rating Organization (“NRSRO”). In accordance with Minnesota State Statute 356A total fixed income assets rated below investment grade will be limited to 5% of the total portfolio. Additionally, any below investment grade strategies will be brought to the Trust Board to review prior to implementation.

### Other Assets (Alternatives):

Alternatives may consist of non-traditional asset classes such as hedge funds, private equity, real estate and commodities, when deemed appropriate. Any illiquid or non-publically traded investments, such as hedge funds or private funds, must have prior notification and explicit approval from the Trust Board before asset acquisitions. The Trust Board may defer to the School Board for additional prior approval. The total allocation to this category may not exceed 20% of the overall portfolio.

*Hedge Funds:* Primary objective shall be to enhance the risk-return profile of the overall portfolio. This can be accomplished by using a combination of hedge fund strategies that may enhance returns at a reasonable level of risk or reduce volatility while providing a reasonable level of return. These asset classes may differ from traditional public market asset classes due to the use of certain strategies including short-selling, leverage, and derivatives. Hedge funds may also invest across asset classes. The use of direct hedge funds and fund-of-hedge funds are allowed. For purposes of asset allocation targets and limitations, single strategy hedge funds will be categorized under the specific asset class of the fund. For example, a long/short U.S. equity fund will be categorized as “Other” in the Growth Assets category while a long/short credit fund will be categorized as “Other” in the Income Assets category. Multi-strategy hedge funds that cannot be easily categorized under one asset class will be included in “Other” under either the Growth Assets or Income Assets category depending on the risk-return profile of the strategy.

*Private Equity:* Private equity is less liquid than publicly traded equity securities and can provide returns that are greater than what is available in publicly traded markets. The private equity portfolio may include investments in a variety of commingled/partnership and direct investment vehicles including, but not limited to, venture capital, buyout, turnaround, mezzanine, distressed security, and special situation funds. The private equity portfolio is recognized to be long-term in nature and highly illiquid. Due to their higher risk, private equity investments are expected to provide higher returns than publicly traded equity securities. For purposes of asset allocation targets and limitations, these funds will be categorized as “Other” under the Growth Assets category.

*Real Estate:* Consists of publicly traded Real Estate Investment Trust (“REIT”) securities and/or non-publicly traded private real estate and shall be diversified across a broad array of property types and geographic locations. Investments of this type are designed to provide a stable level of income combined with potential for price appreciation, particularly in periods of unexpected inflation. For private real estate, the illiquid, long-term nature should be considered. For purposes of asset allocation targets and limitations, publicly traded REITs will be categorized as “Other” under the Growth Assets category. Depending on the investment characteristics of a private real estate fund, the fund will be categorized as “Other” under either the Income Assets category, for example, a core real estate fund, or under the Growth Assets category, for example, an opportunistic real estate fund where capital gains are expected to make up a significant portion of the total return.

*Inflation Hedge:* Shall consist of pooled vehicles holding among other assets: Treasury Inflation Protected Securities (“TIPS”), commodities or commodity contracts, index-linked derivative contracts, certain real estate or real property funds and the equity of companies in businesses thought to hedge inflation. Inflation hedge assets will be reported in the Real Return Assets category.

Cash Equivalents:

Cash equivalents shall be held in funds complying with Rule 2(a)-7 of the Investment Company Act of 1940.

**Portfolio Risk Hedging**

Portfolio investments designed to hedge various risks including volatility risk, interest rate risk, etc. are allowed to the extent that the investments are not used for the sole purpose of leveraging Trust assets. One example of a hedge vehicle is an exchange traded fund (“ETF”) which takes short positions. Any “ETF” or hedge vehicle acquisitions must have prior notification and explicit approval from the Trust Board.

**Prohibited Investments**

Except for purchase within authorized investments, securities having the following characteristics are not authorized and shall not be purchased: letter stock and other unregistered securities, direct commodities or commodity contracts, or private placements (with the exception of Rule 144A securities). Further, derivatives, options, or futures for the sole purpose of direct portfolio leveraging are prohibited. Direct ownership of real estate, natural resource properties such as oil, gas or timber and the purchase of collectibles is also prohibited.

**Safekeeping**

All assets of the Trust shall be held by a custodian approved by the School Board for safekeeping of Trust assets. The custodian shall produce statements on a monthly basis, listing the name and value of all assets held, and the dates and nature of all transactions in accordance with the terms in the Trust Agreement. Investments of the Trust not held as liquidity or investment reserves shall, at all times, be invested in interest-bearing accounts. Investments and portfolio securities may not be loaned.

## CONTROL PROCEDURES

### **Review of Investment Objectives**

The Advisor shall review annually and report to the School Board the appropriateness of this Policy Statement for achieving the Trust's stated objectives. It is not expected that this Policy Statement will change frequently. In particular, short-term changes in the financial markets should not require an adjustment in this Policy Statement.

### **Review of Investment Performance**

The Advisor shall report on a quarterly basis to the Trust Board to review the investment performance of the Trust. In addition, the Advisor will be responsible for keeping the Trust Board advised of any material change in investment strategy, Managers, and other pertinent information potentially affecting performance of the Trust.

The Advisor shall compare the investment results on a quarterly basis to appropriate benchmarks, as well as market indices in both equity and debt markets. Examples of benchmarks and indexes that will be used include the Russell 3,000 Index for broad U.S. equity strategies; S&P 500 Index for large cap U.S. equities, Russell 2000 Index for small cap equities, MSCI ACWI ex-U.S. Index for broad based non-U.S. equity strategies; MSCI Europe, Australia, and Far East Index (EAFE) Index for developed markets, international equities, Barclays Capital Aggregate Bond Index for fixed income securities, and the U.S. 91 Day T-bill for cash equivalents. The Russell 3000 Index will be used to benchmark the U.S. equities portfolio; the MSCI ACWI ex-U.S. Index will be used to benchmark the non-U.S. equities portfolio; the Barclays U.S. Aggregate Bond Index will be used to benchmark the fixed income portfolio. The categories "Other" will be benchmarked against appropriate indices depending on the specific characteristics of the strategies and funds used.

### **Voting of Proxies**

The Trust Board recognizes that proxies are a significant and valuable tool in corporate governance. The voting rights of individual stocks held in separate accounts or collective, common, or pooled funds will be exercised by the investment managers in accordance with their own proxy voting policies. The voting rights of funds will be exercised by the Advisor.

ADOPTION OF INVESTMENT POLICY STATEMENT

Any changes and exceptions to this Policy Statement will be made in writing and adopted by the School Board. Once adopted, changes and exceptions will be delivered to each Manager, as appropriate, by the Advisor.

Approved by the Wayzata Public Schools School Board.

Resolved by:

  
\_\_\_\_\_  
Member

12-14-15  
\_\_\_\_\_  
Date

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION:** 6. Superintendent’s Reports and Recommendations

**ITEM:** D. Human Resource Services

**COMMENTS BY:** Ms. Annie Doughty, Mr. Erik Brown

**2) Approval of the Custodial Contract for 2016-2018**

The School Board Bargaining Team and the Wayzata Custodial Maintenance Union have reached agreement for the 2016-2018 contract. The Custodial Maintenance Union Membership voted on December 1, 2016 and ratified the contract. Attached is a copy of the language and the costing model.

Salary schedule improvement was 3.0% for 2016-17 and 3.0% for 2017-18.

The negotiation team members were:

Ron Rogers, Darryl Frederickson, Pat Olson, Mike Poke and Kelly Gibbons for the Custodial Maintenance unit.

Jon Deutsch, James Mickle, Erik Brown and Annie Doughty represented the School Board.

We would like to express appreciation for the hard work and collaborative efforts put forth by the negotiation team members throughout the negotiation process. The entire process was one of respect, professionalism and collaboration.

**RECOMMENDED ACTION:** Approve the contract with the Custodial Maintenance employees for the period July 1, 2016 through June 30, 2018 as tentatively agreed upon by the bargaining teams.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions \_\_\_\_\_

**ISD 284 Custodial Maintenance Employees – SEIU Local 284  
And  
Wayzata Public School District #284  
2016-18 Tentative Agreement - November 17, 2016**

New Language underlined

Deleted Language strike through

Dates will be updated as appropriate.

The District reserves the right to alter, amend, withdraw or add to its proposal.

**Section 2.2 • Dues Check-Off**

The Employer agrees to deduct dues for membership in the Union, and to forward such dues to the Union, for any individual employee who has authorized such dues check-off on a form acceptable to the Employer and the Union. The School District agrees to honor and implement all the terms of dues check-off authorizations submitted by the Union and agreed to by the employee. Such dues shall be remitted to the Union monthly.

The Employer will deduct dues for membership commencing on the first payroll issued fifteen (15) or more days after the dues check-off authorization form is filed with the payroll officer. An individual employee may revoke the dues authorization upon fifteen (15) days notice in writing to the payroll officer. Individual employees who have authorized such dues check-off waive all rights and claim for such monies and relieve the Employer and all its officers and agents from any liability therefor.

**Section 2.5 • Union Information**

The Employer shall inform the union steward(s) of all new hires.

**Section 4.1 • Wage Rates**

The following wage rates shall be applicable to employees covered by this agreement during the ~~2014-2016~~ 2016-18 contract years.

~~2014-2015~~ 2016-17

<b>Full Time Custodians</b>	<b>New Hires &amp; Former Building Cleaners</b>
Step 1	\$15.58
Step 2	\$16.17
Step 3	\$16.84
Step 4	\$18.26
Steps 5 - 6	\$20.51
Steps 7 - 10	\$22.74
Steps 11 - 15	\$22.96
Steps 16 - 20	\$23.19
Steps 21 - 25	\$23.42
Steps 26 - 29	\$23.70
Steps 30 and beyond	\$23.94
<b>Part Time Custodians</b>	<b>\$15.58</b>

~~2015-2016~~ 2017-18

<b>Full Time Custodians</b>	<b>New Hires &amp; Former Building Cleaners</b>
Step 1	\$16.05
Step 2	\$16.66
Step 3	\$17.35
Step 4	\$18.81
Steps 5 - 6	\$21.13
Steps 7 - 10	\$23.42
Steps 11 - 15	\$23.65
Steps 16 - 20	\$23.89
Steps 21 - 25	\$24.12
Steps 26 - 29	\$24.41
Steps 30 and beyond	\$24.66
<b>Part Time Custodians</b>	<b>\$16.05</b>

Part-time employees moving to full-time employment will be placed on Step ~~1~~ 2 of the full-time custodian pay scale. Retired employees, who are re-employed as part-time employees, will be placed at Step 4.

Step and pay changes will occur as of July 1 of each year. Such pay changes will be paid on the next regularly scheduled pay day.

#### **Section 4.4 • Boiler License and Other Required Licenses**

New employees are encouraged to obtain a Special Engineer's License within their first year of employment. Failure of new employees to obtain a boiler license within their first year of employment shall result in the automatic disqualification from future postings which involve a factored rate of pay until they have obtained their Special Engineer's License.

Failure of other non-factored employees to obtain or renew their boiler license and/or other license(s) prior to expiration shall result in the automatic disqualification from future postings which involve a factored rate of pay until they have obtained their Special Engineer's License and/or other license(s).

Failure of other non-factored employees to obtain or renew their boiler license and/or other license(s) prior to expiration shall result in the automatic disqualification from future postings which involve a factored rate of pay until they have obtained their Special Engineer's License and/or other license(s).

An employee with less than one year of service may apply for a factored position and if chosen for a factored position the employee must obtain the required Special Engineer's License within the first year of their initial employment date. And, if chosen for a factored position, the employee must also obtain the appropriate license(s) within three (3) years of the date of appointment and must submit proof of progression by June 1 of each year to the ~~Assistant Director of Buildings and Grounds~~ Buildings & Grounds Department and the Union Steward.

Applicants for a factored position must have or must be able to obtain within three (3) years of the appointment, the appropriate license(s) required for the position to be considered for appointment.

Failure of factored employees to show adequate progression towards or to obtain within three (3) years of appointment or renew their boiler license or other

required license(s) prior to expiration shall result in freezing their salary including their factor pay.

The Employer shall reimburse all employees for their boiler license renewal every two years or the renewal dates as dictated by the State.

**Section 4.6 • Designated Factored Positions +.10/hour added to each factored position**

Designated Factored Positions will receive the monthly wages produced by multiplying the factor indicated below by the individual's wage range specified in Section 4.1.

Position	Factor
Grounds Foreman	1.190
Maintenance Technician I	1.185
Senior High Head Custodian	1.165
Maintenance Technician – District	1.165
CMS Head Custodian	1.150
Maintenance Technician - Building	1.150
Warehouse Technician	1.150
EMS & WMS Head Custodian	1.125
Elementary Head Custodian	1.100
Senior High Night Lead Custodian	1.075
CMS Night Lead Custodian	1.075
Grounds Technician	1.075
Building Maintenance –	
EMS, WMS, CMS, WHS, District	1.075
Ice Arena/Grounds Technician	1.075
Senior High Night Maintenance	1.060
Truck Driver	1.060
EMS & WMS Night Lead Custodian	1.050
<u>WHS 3<sup>rd</sup> Shift Lead Custodian</u>	<u>1.050</u>
WHS & CMS Day Custodian	1.025
Elementary Night Lead	1.018

If an injury or prolonged illness keeps a designated factored position employee from work, the Employer may name another employee to replace the absent designated replacement for a factored position for a period of ten (10) consecutive workdays, the employee shall receive the appropriate factored position's rate of pay, retroactive to the first day of such temporary assignment.

**Section 4.7 • Shift Differential**

An employee will be paid a second shift differential of ~~\$.30~~ .40 per hour for all hours actually worked on second shift. Second shift is defined as any ~~hours for which more than one half of the hours worked are~~ shift starting on or after 5:00 ~~1:00~~ p.m. Third shift differential is ~~\$.50~~ .60 per hour. Third shift is defined as any ~~hours worked for which more than one half of the hours worked are~~ shift starting on or after ~~11:00~~ 10:00 p.m.

All second shift employees called in to work first shift to fill in for a Head Custodian or Maintenance person, shall be paid the second shift differential for the day(s). This applies only during the normal school days.

Employees working a split-assignment position shall be paid a split-assignment differential of ~~\$.10~~ .15/hour for all normal work hours.

### **Section 5.3 • Overtime and Call Back Rates**

All time over forty (40) hours per week shall be paid at the rate of one and one-half times the regular hourly rate. Effective as of July 1, 1986, the Employer may, at its option, grant an employee's request for compensatory time off in lieu of overtime pay, to the extent authorized by the Fair Labor Standards Act, as amended. The scheduling of any compensatory time off requested by an employee shall be subject to approval by the employee's supervisor. Overtime is incurred when an employee renders service at the specific direction of the Employer or its designee in excess of the employees regular forty (40) hour shift. Bereavement absence, family emergency leave absence, sick leave, vacations and holiday absence shall be considered as time worked in calculating overtime.

Employees being called back shall be paid a minimum of two (2) hours. A list of the employees in each building will be maintained in order of district-wide seniority for the purpose of a system of rotation of opportunities for overtime within that building. Any employee who is offered an overtime opportunity, whether accepting the opportunity or not, will not be eligible for another opportunity until such employee's turn on the list comes up again.

Employees on call for snow removal, mechanical break-downs or alarms, would be paid two (2) hours of overtime for the weekend. The employee can either get the specified two (2) hours of overtime or the overtime they actually worked, not both. This would apply only to employees that are designated to be on call for weekends and holidays as specified by the Employer.

### **Section 6.1 • Vacations**

Full-time twelve-month employees shall accrue one (1) day of vacation per month of employment to an annual maximum of ten (10) days. In the first year of employment an employee's vacation shall be prorated from their date of hire through June 30. During the first month of employment, the employee must work prior to the fifteenth (15th) day for these months to be used in computation of vacation time. For vacation accrual, an employee will be given a full year's credit if the employee is hired before January 1 of the fiscal year. Employees hired January 1 or later will not be given credit for that year. Additional vacation time is accrued based on consecutive years of service as a full-time employee. Employees must complete the actual number of consecutive years of service to advance on the vacation schedule as outlined below regardless of the employee's pay rate step.

Employees working 8-hour shifts may, at the discretion of the Head Custodian and Director of Buildings & Grounds or designee, use their accumulated vacation time during non-school days each Friday or Monday, but not both, through the summer break as long as it does not create a hardship for the building or fellow employees. This schedule may start on the Monday at least one week following the teachers last work day and end at least one week prior to the teachers return to work.

Additional vacation time is accrued as follows:

Fifteen (15) days after six (6) consecutive years and able to begin using at the start of the seventh (7th) year of employment.

Sixteen (16) days after twelve (12) consecutive years and able to begin using at the start of the thirteenth (13th) year of employment.

Twenty (20) days after fourteen (14) consecutive years and able to begin using at the start of the fifteenth (15th) year of employment.

Twenty-two (22) days after seventeen (17) consecutive years and able to begin using at the start of the eighteenth (18th) year of employment.

Twenty-five (25) days after twenty (20) consecutive years and able to begin using at the start of the twenty-first (21st) year of employment.

Twenty-seven (27) days after twenty-three (23) consecutive years and able to begin using at the start of the twenty-fourth (24th) year of employment.

Part-time twelve-month employees shall earn vacation according to the schedule for full-time employees, but shall be paid for such vacation based on their normal daily schedule.

Employees shall be allowed to carryover up to ~~five (5)~~ ten (10) days of unused vacation into the next contract year.

Employees are encouraged to schedule their vacations during the summer prior to August 15th, ~~during the Teachers' Convention time~~ or during the fall, winter or spring breaks when schools are not in session. The Employer will permit a limited number of employees to take vacations during times when schools are in session. The Employer will have sole authority to determine if a vacation is permitted when school is in session. This determination will, primarily, be based on the Employer's ability to cover an employee's responsibilities without hiring substitutes or paying overtime.

No more than two (2) employees per building on custodial staff of four (4) or fewer full-time persons or three (3) employees per building on staffs of five (5) or more full-time persons may take vacations at the same time. In no event shall any building be left unattended. In granting vacation applications, regular vacation periods shall take preference over sick leave trade-in days.

Initial request for all vacations ~~must~~ can be submitted at least two months prior to the proposed period ~~and the vacation schedule shall be posted thereafter~~; however, final approval will not take place until after the fiscal year. Any changes in schedule or subsequent vacation requests must be made in advance and receive written approval from the employer. In constructing vacation schedules, the person in charge shall give senior employees first choice of dates. The schedule shall be constructed so that as many employees as possible will be satisfied with recognizing that seniority will determine any conflicts. A senior employee shall not have the right to vacation at winter or spring break periods for two years in a row if other employees on the same staff desire vacation during those periods. All summer vacations shall be completed by August 15.

a.)Vacation is accrued on a monthly basis to the maximums illustrated in Section 6.1.

b.)Vacation must be earned prior to the time it is taken.

~~e.)Employer will develop a spreadsheet to outline vacation anniversary dates and make it available to each employee.~~

d.)Vacation time must be used in not less than 30-minute increments.

## **Section 6.2 • Holidays**

~~During the 2014-2015 and 2015-2016 contract years~~ There shall be eleven (11) holidays for twelve-month employees. Ten (10) holidays will be set by the Employer each year, and will be consistent with the district's annual school calendar. If the calendar is modified, the Employer will meet with the

bargaining unit stewards to communicate the decision and will attempt to accommodate employee's prior commitments.

If a new employee begins work prior to January 1, they will receive one (1) floating holiday. If work begins between January 1 and March 31, they will receive one-half (.5) floating holiday. If work begins between April 1 and June 30, the employee will not receive a floating holiday.

Floating Holidays shall be determined per individual employee request, where such request(s) do not create a hardship for the Employer. Floating Holidays may not be used until the probationary employee has worked six continuous months. Floating Holidays must be used in 8-hour increments. A maximum of one (1) Floating Holiday may be carried over to the next fiscal year.

Part-time school year employees shall receive five (5) paid holidays if they work at least three (3) hours per day/5 days per week, and shall receive seven (7) paid holidays if they work at least six (6) hours per day. These holidays will be determined by the employee, chosen from the list of Employer designated holidays.

In order to be eligible for holiday pay, an employee must work the last regular work day immediately before the holiday and the first regular work day immediately following the holiday, unless the employee's absence qualified for leave with pay. If the leave is due to sickness or illness, the Employer requires substantiation of illness from a physician.

All work performed on a school district holiday will be paid at a two times the employee's regular rate of pay unless an employee's regular work schedule calls for work on such holidays. Scheduled work (e.g. boiler checks) will not be performed on a school district holiday unless it is an emergency as deemed by the Employer.

### **Section 6.3 • Perfect Attendance Incentive**

Effective July 1, 2006, full-time employees who have perfect attendance (no sick leave or non-paid days used, except for a pre-approved occasional non-paid day due to Union work) for one full fiscal year (July 1 through June 30) shall earn one (1) floating holiday, to be used during the subsequent fiscal year. Floating Holidays must be used in 8-hour increments. An employee shall earn one (1) additional floating holiday for each five (5) consecutive years of perfect attendance, to be used in the subsequent fiscal year.

### **Section 8.3 • Bereavement Leave**

Upon advance notice and approval by the supervisor, an employee may take up to five (5) days leave for the death of a spouse/partner, child, step-child, step-parent, grandchild, parent, or sibling without using sick time, personal days or vacation. Upon advance notice and approval by the supervisor, an employee may take up to three (3) days leave for the death of a grandparent, sibling's spouse/partner, spouse/partner's parents, spouse/partner's sibling, children's spouse or relative residing in the employee's household without using sick time, personal days or vacation. There will be no deduction from accumulated paid leave. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.

Upon advance notice and approval by the supervisor, an employee may apply up to three (3) days of accumulated sick leave benefits toward an absence during their basic work year due to ~~the~~ death of other relatives or close friends.

## **Section 8.10 • Donation to Sick Leave**

Employees may donate up to the equivalent of two (2) days per year to a ~~fellow member of the bargaining unit~~ district employee who has exhausted their accrued paid leave (sick leave, personal leave, vacation or floating holiday) and is experiencing a hardship.

The number of days donated to an individual shall not extend the individual's paid status greater than one calendar month from the date the individual's accrued paid leave was exhausted or the end of the school year or contract year (June 30), whichever is reached first. Donated days may only be used for regularly scheduled duty days.

The donation to sick leave is voluntary and donated days must be deducted from the donating member's vacation, personal days or floating holiday balance.

## **Section 9.7 • Appointment of Factored Positions**

Designated factored positions shall be appointed by the Employer. The leading candidates whose background, abilities, qualifications and seniority best meet the requirements of the position will be interviewed by the administration. The first round of interviews for factored positions shall be internal candidates only.

The position shall be awarded to the candidate whose background, abilities, qualifications and seniority best meet the requirements of the position. If the Employer has determined that two (2) or more applicants are equally qualified, the senior employee shall be awarded the position.

Candidates for Factored positions must hold or must be able to obtain within three (3) years the appropriate boiler license to be considered for appointment.

If a candidate is offered a factored position, but does not hold the appropriate license at the time of appointment, they must submit proof of progression by June 1 of each year to the ~~Assistant Director of Buildings and Grounds~~ Buildings and Grounds Department and the Union Steward.

Any applicant not granted such a position has the right to request, the reasons for such a decision. The intent of this action is to increase or correct any qualifications that are lacking in order to be considered for future factored positions.

## **Section 10.2 • Insurance Benefits**

Any employee may retire prior to Medicare eligibility age and receive the same fringe benefits for hospital / medical and life insurance to Medicare eligibility age as that stipulated for active employees not to exceed ~~\$660.00~~ \$760.00 per month for retiree electing single coverage, ~~\$1,240.00~~ \$1480.00 per month for retirees electing 1+1 or Family coverage, provided the sum of the employee's age and years of full-time service to the District equals or exceeds seventy five (75).

Any custodian who has accumulated ten (10) or more years of continuous service to the district, who is fifty-five (55) years of age, and who voluntarily terminates their employment with the district may be allowed to continue participation with the district hospital/medical group. The complete cost of such insurance shall be paid by the employee on the dates specified by the employer.

The provision will become effective only if the present hospital / medical insurance carrier agrees to offer this coverage with no increase in the total group rates.

This section is retro to all bargaining unit retirees as of July 1, 2002.

## **Renew all MOU's**

### **MEMORANDUM OF UNDERSTANDING**

The proposed IRS Guidance 457 (f) regulations include a new definition of bona fide sick and vacation leave plans for state, local governmental and tax-exempt employers which makes sick and vacation leave plans subject to employee FICA and federal taxes at the time there is no longer a substantial risk of forfeiture.

Wayzata Public Schools ISD No. 284 and the Custodial Maintenance Employees – SEUI Local 284 agree to establish a joint committee to research options regarding these sick and vacation leave plans.

The committee will complete their work by April 30, 2018.

INDEPENDENT SCHOOL DISTRICT NO 284						
WAYZATA, MINNESOTA						
CUSTODIAL BARGAINING UNIT CONTRACT COSTING MODEL						
UPDATED:						16-17
<b>FINAL</b>						3.00%
						\$ -
	BASE YEAR	YEAR 1	Pct Increase		YEAR 2	
COST SUMMARY SECTION:	2015-16	2016-17	\$ CHG	% CHG	2017-18	\$ CHG
FTE Equivalent	<b>1.000</b>	<b>1.000</b>			<b>1.000</b>	
Total Wage Cost	\$3,690,639	\$3,846,719	\$156,080	4.23%	\$4,026,660	\$179,941
Total Benefit Cost	\$1,409,978	\$1,478,299	\$68,321	4.85%	\$1,551,580	\$73,281
Total Cost	\$5,100,617	\$5,325,018	\$224,401	4.40%	\$5,578,240	\$253,222
-						
Avg Wage Cost	\$3,690,639	\$3,846,719	\$156,080	4.23%	\$4,026,660	\$179,941
Avg Ben Cost	\$1,409,978	\$1,478,299	\$68,321	4.85%	\$1,551,580	\$73,281
Avg Total Cost	\$5,100,617	\$5,325,018	\$224,401	4.40%	\$5,578,240	\$253,222
Recap of Benefits:						
FICA, Medicare - .0765	282,334	294,274	11,940	4.23%	308,039	13,765
PERA	276,798	288,504	11,706	4.23%	302,000	13,496
Life - .000924	3,410	3,554	144	4.22%	3,721	167
LTD - .0029	10,703	11,155	452	4.22%	11,677	522
TSA	40,002	46,111	6,109	15.27%	50,824	4,713
Medical	759,409	797,379	37,970	5.00%	837,251	39,872
Dental	37,322	37,322	0	0.00%	38,068	746
Total	1,409,978	1,478,299	68,321	4.85%	1,551,580	73,281



**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION:** 6. Superintendent’s Reports and Recommendations

**ITEM:** D. Human Resource Services

**COMMENTS BY:** Ms. Annie Doughty, Ms. Cheryl Polzin

**2) Approval of the Secretarial/Paraprofessional Contract for 2016-2018**

The School Board Bargaining Team and the Wayzata Secretarial/Paraprofessional Union have reached agreement for the 2016-2018 contract. The Secretarial/Paraprofessional Union Membership voted on December 7, 2016 and ratified the contract. Attached is a copy of the language and the costing model.

Salary schedule improvement was 3.0% for 2016-17 and 3.0% for 2017-18.

The negotiation team members were:

Daneen Usgaard, Donna Roehl, Marcia Ziebell, Lory Dornbusch, Marie Beck, Mari Johnson, Ann Bipes, Gayle Ortlip, Cheryl Warzaha and Kelly Gibbons for the Secretarial/Paraprofessional unit.

Cheryl Polzin and Annie Doughty represented the School Board.

We would like to express appreciation for the hard work and collaborative efforts put forth by the negotiation team members throughout the negotiation process. The entire process was one of respect, professionalism and collaboration.

**RECOMMENDED ACTION:** Approve the contract with the Secretarial/Paraprofessional employees for the period July 1, 2016 through June 30, 2018 as tentatively agreed upon by the bargaining teams.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions \_\_\_\_\_



**ISD 284 Secretarial and Paraprofessional Employees –  
SEIU Local 284  
And  
Wayzata Public School District #284  
2016-18 Tentative Agreement**

New Language underlined

~~Deleted Language strike through~~

Appropriate Date Changes will be made throughout the contract.

The District reserves the right to alter, amend or add to its proposals.

### **Section 2.3 • Dues Check-Off**

The Employer agrees to deduct dues for membership in the Union, and to forward such dues to the Union, for any individual employee who has authorized such dues check-off on a form acceptable to the Employer and the Union in 24 equal installments for secretaries and 18 equal installments for paraprofessionals. The School District agrees to honor and implement all the terms of dues check-off authorizations submitted by the Union and agreed to by the employee. Such dues shall be remitted to the Union monthly.

The Employer will deduct dues for membership commencing on the first payroll issued fifteen (15) or more days after the dues check-off authorization form is filed with the payroll officer. An individual employee may revoke the dues authorization upon fifteen (15) days notice in writing to the payroll officer. Individual employees who have authorized such dues check-off waive all rights and claim for such monies and relieve the Employer and all its officers and agents from any liability therefore.

### **Section 2.6 • Union Information**

The Employer shall inform the union steward(s) of all new hires.

### **Section 3.1 • Job Definitions**

Position descriptions ~~s notebooks~~ will be made available online ~~in all buildings for staff to~~ for review. ~~The Position Description notebook shall be maintained by the building or department secretary.~~ As positions are revised or if new positions are created, the Human Resource Services Department will ~~send out new~~ post the new position description and email stewards of all new positions and job description changes ~~pages to update all notebooks.~~ When possible, position descriptions will be ~~attached~~ linked to job postings. Section 3.3 outlines existing positions that are contained in the Position Description notebook.

Secretary positions generally have primary duties/responsibilities of ~~typing~~ word processing, data entry, reception, phone/switchboard, scheduling, filing, ~~computer programming, computer~~ technology software use, writing and/or editing, bookkeeping/accounting.

Technician positions generally have primary duties/responsibilities in the areas of business, finance, payroll and technology.

Paraprofessional positions <sup>105</sup> generally have primary duties/responsibilities including health and/or medical assistance, instruction assistance, Special Education, computer

and basic office support under the direction of a secretarial employee, hall monitoring, playground monitoring, and assisting teachers with classroom curriculum.

### **Section 3.4 • Wage Rates**

Effective July 1, 2002, employees hired prior to January 1 of a school year will move to their appropriate wage/step as of the following July 1. Employees hired after December 31 of a school year will move to their appropriate wage/step on July 1 of the following year.

Community Education building supervisors, who work less than 500 hours in a year, will be placed on the next step upon completion of 500 hours. Staff who work more than 500 hours shall be placed on the next step on the applicable rollover date.

<b>Classification</b>	<b>Job Definitions</b>
I	Secretary, High School Principal Secretary, Middle School Principal Secretary, Elementary Principal Secretary, High School Registrar/Guidance Office <u>Secretary, Teaching &amp; Learning</u> <del>Secretary, Director of Community Education Services</del>
II	<u>Paraprofessional, High School Activities/Bursar</u> <u>Paraprofessional, High School College &amp; Career Center</u> Secretary, High School Guidance Office Secretary, Culinary Express Secretary, Activities/Athletics <del>Secretary, District Technology</del> Secretary, Special Services Secretary, Special Services Records Secretary, Middle School Student Services Secretary, High School Scheduling Office Secretary, Data Processing/Purchasing Secretary, Community Education Services Facilities Secretary, Student Registration Technician, Payroll Secretary, High School Certified Occupational Therapy Assistant Secretary, Buildings and Grounds Secretary, Alternative Learning Center Secretary, Student Accounting Technician, Assessment and Evaluation Technician, Finance Technology Paraprofessionals <del>Secretary/Technician, Student Transportation</del> Secretary, Elementary Science Center Secretary, Welcome Center
III	District Office Receptionist/Human Resource Services Technician, Accounts Payable Technician, Accounts Receivable <u>Secretary, CES Receptionist/Enrichment</u> <u>Secretary, CES Enrichment</u> Secretary, Early Childhood Family Education Secretary, Home Base Secretary, Research & Evaluation Health Paraprofessionals Special Education Records/Preschool Screening Paraprofessional Special Education Paraprofessionals – Students With Disabilities

Secretary, High School Receptionist  
 Secretary, Middle School  
 Secretary, Equity & Integration  
Secretary, Reading Office  
 Secretary, Special Services – High School  
Paraprofessional, Behavior Intervention

- IV ~~Other~~ Paraprofessionals:
- Community Education Building Supervisor
  - Community Education Volunteer
  - Early Childhood Family Education
  - Elementary Science Center
  - English Language Learners (ELL)
  - Focus
  - Greeter
  - Hall Monitor
  - Instructional
  - Kindergarten
  - Media Center
  - Office
  - Parking Lot Attendant
  - Primary Project
  - Supervisory – Lunch, Recess, etc.
  - Testing Office

Longevity:	<u>2014-15-2016-17</u>	<u>2015-16-2017-18</u>
After 10 years	\$0.25	\$0.25– <u>\$0.25</u>
After 15 years	\$0.25	<del>\$0.25</del> – <u>\$0.30</u>
After 20 years	\$0.25	<del>\$0.25</del> – <u>\$0.35</u>
After 25 years	\$0.25	<del>\$0.25</del> – <u>\$0.40</u>
After 30 years	\$0.25	<del>\$0.25</del> – <u>\$0.45</u>

**Wage Proposal: 3.0% and 3.0% on the Salary Schedule**

**Section 3.6 • Pay Procedures**

Paraprofessionals will be paid from hourly electronic time sheets after they have submitted their time sheet to their supervisor and the supervisor has approved by their supervisor and submitted to the Payroll Department according to established schedules.

All 10-Month and 12-Month employees will be paid in scheduled installments determined by annualizing their projected pay over the District's payroll schedule. Electronic time sheets must be submitted by the employee and approved by their supervisor ~~must be submitted to the Payroll Department~~ according to established schedules. 10-month employees will be paid a lump sum for the remaining unpaid amount of such employees' annual basic salary on the pay day following the last day of their basic work year.

Employees working less than 12 months may elect to accept assignments beyond their normal work year. In these instances the employees will be paid at their regular hourly rate for the assignment from hourly electronic time sheets they have submitted and are approved by their supervisor ~~and submitted to the Payroll Department~~ according to established schedules.

**Section 3.7 • Temporary Assignment**

If the Employer elects to temporarily replace an employee on approved leave by reassignment of another member of the unit such reassigned employee shall continue to be paid at the established rate of pay. However, if the reassigned employee continues to

assume full responsibility of a higher paying position for ~~ten (10)~~ eight (8) or more consecutive working days the employee shall be paid retroactive to the first day of reassignment at the appropriate step of the higher pay scale.

The reassigned employee shall be eligible for insurance benefits, holiday pay and vacation time appropriate to the temporary assignment.

Effective January 1, 2017, if a Class IV paraprofessional substitutes for a Class III Special Education paraprofessional on a casual, temporary basis, they will be paid an additional \$1.00 per hour for each hour they substitute. If they are reassigned to a Class III position for eight (8) or more consecutive working days, the Class IV paraprofessional shall be paid retroactive to the first day of reassignment at the appropriate step of the higher pay scale.

## **Section 4.1 • Work Determination**

Specific hours shall be set by the employee's supervisor.

Employees whose terms of employment within the Secretarial/Paraprofessional Employee bargaining unit total at least 1608 hours per year shall be considered full-time. Employees whose terms of employment total less than 1608 hours per year within the Secretarial/Paraprofessional Employee bargaining unit shall be considered part-time.

For an employee covered by this Agreement, who is also employed in another position in the School District covered by a Local 284 Master Agreement, the District will combine their total assigned hours during the fiscal year when determining eligibility for long-term disability and vacation benefits. See appropriate section for eligibility requirements.

The work day for employees who work less than eight (8) hours per day and shall be set by the employee's supervisor. Pay shall be based on actual hours worked exclusive of lunch break except, Health Paraprofessionals, due to the nature of their on-call duties, and shall include paid holidays according to the terms of Section 5.2. The Employer agrees to notify employees of their starting date, work year, and daily hours as early as practical.

The normal work week shall be Monday through Friday for all employees. Exceptions to this work week may be set for certain employees.

The work year for 12-month employees shall be set by the Employer to include paid holidays and vacations as specified in Article V. The work year for 10-month employees shall be 201 days set by the Employer to include paid holidays as specified in Article V.

The work year for all other employees shall be defined by the Employer and shall include holidays as specified in Section 5.2.

Summer hour options will be offered by the employer annually.

Employees are entitled to break periods based on the following schedule: a) Eight (8) hours/day employees receive two (2) 15 minute paid breaks per day. b) Six (6) to less than eight (8) hours/day employees receive two (2) 10 minute paid breaks per day. c) Four (4) to six (6) hours/day employees receive one (1) 15 minute paid break per day. d) Employees working less than four (4) hours/day receive no paid breaks. Employees entitled to paid breaks may take their break away from their work space, if they choose.

## **Section 4.2 • Overtime and Call Back Rates**

Work performed in excess of forty (40) hours per week shall be compensated for at the rate of one and one-half times the regular rate. The overtime work week is defined as Saturday through Friday. The Employer may, at its option, grant an employee's request for compensatory time off in lieu of ~~108~~ overtime pay, to the extent authorized by the Fair Labor Standards Act, as amended. The scheduling of any compensatory time off

requested by an employee shall be subject to approval by the employee's supervisor. ~~In computing overtime pay, all paid leaves shall be counted as hours worked.~~ Bereavement absence and holiday absence shall be considered as time worked in calculating overtime. If called back the minimum shall be two (2) hours. Accrued compensatory time will generally be used within the assigned work year unless the employee has supervisory approval to carry over the compensatory time.

### **Section 4.3 • Pay Procedures for Overtime**

The Employer shall pay for all overtime worked during any given pay period in the following pay period provided the electronic time sheet is submitted in the proper form and approved and signed, and is on record in the Payroll Department. by the supervisor. Any occasional, incidental overtime less than 20 minutes that is beyond the employee's control, shall be reported to the supervisor within twenty-four (24) hours of the event and shall be approved.

### **Section 5.1 • Vacations**

12-month employees, whose assignment is solely under this agreement, shall earn one (1) day of vacation per month of employment to an annual maximum of ten (10) days.

Additional vacation time is earned as illustrated below:

Fifteen (15) days after six (6) consecutive years of employment. For staff who are eligible due to their combined assignments, their years of employment will be based on the assignment which created the eligibility.

Twenty (20) days after fourteen (14) consecutive years of employment. For staff who are eligible due to their combined assignments, their years of employment will be based on the assignment which created the eligibility.

Twenty-five (25) days after twenty (20) consecutive years of employment. For staff who are eligible due to their combined assignments, their years of employment will be based on the assignment which created the eligibility.

Vacation will generally be used within the assigned work year. Employees may carryover up to ten (10) days per year. Vacation account balances will be listed on the employee online system. Upon retirement, resignation, termination, or dismissal 12-month employees will be paid for earned, unused vacation.

Beginning with the 2016-17 school year for employees whose District assignment is combined between this Agreement and another District position covered by a the Home Base Personnel Local 284 Master Agreement, and are assigned eight (8) hours per day (or 40 hours per week) during the the school year Home Base program and a minimum of seven (7) hours per day (35 hours per week) during the summer Home Base Program and twelve (12) months per year, shall earn one (1) day of vacation per month of employment to an annual maximum of ten (10) days. vacation days based on the following:

Five (5) days after one (1) year of 52-week employment

Ten (10) days after four (4) years of 52-week employment

Fifteen (15) days after seven (7) years of 52-week employment

Twenty (20) days after fourteen (14) years of 52-week employment

These vacation days cannot be used for their paraprofessional assignment. However, vacation time up to eight (8) hours per day may be used during any non-student contact day in which they are not assigned. Employees must be available to work non-student contact days (release days) and must follow Home Base vacation time-off request procedures, which is approved in conjunction with registration deadlines, not before.

### **Section 6.4 • Long Term Disability**

Beginning January 1, 2017, the Employer will pay the total premium for each full-time employee, within the Secretarial/Paraprofessional Employee bargaining unit whose

position is scheduled to be a minimum of 1040 hours annually (e.g. 6 hours per student day) or those employees covered under this Agreement and also employed in a position covered by a Local 284 Master Agreement and their combined assignments total 8 hours/day for 12 months/year, in the present Income Protection Plan.

## **Section 7.1 • Sick Leave**

In conjunction with the long term disability insurance provided above, the Employer has established the following provisions for paid sick leave in order to minimize an employee's loss of income because of unavoidable absence due to illness or injury. Paid sick leave is not available during the term of any leave of absence without pay.

Paid sick leave is provided all employees at the rate of one (1) day per month recorded at the employee's scheduled hourly level of active employment. The annual sick leave allowance is provided at the time of hire and at the onset of each school year. An employee may accumulate unused portions of sick leave up to the equivalent of a total of one hundred forty (140) days at the current hourly level of employment. Employees who change pay levels or hours per day carry with them their accumulated hours of sick leave. The employer reserves the right to require substantiation of illness where there is evidence that sick leave is being abused. Sick leave may be used to care for an ill or injured dependent child. A "child" means an individual under eighteen years of age or an individual under age twenty who is still attending secondary school. If required by applicable Minnesota statutes, accrued sick leave (up to 160 hours within a 12-month period) may also be taken due to the illness or injury of an adult child, spouse, sibling, parent, grand-child, mother-in-law, father-in-law, step-parent, grandparent or step-grandparent. District leave forms must be submitted to Human Resources prior to the leave.

The minimum absence due to illness is one half (1/2) hour and may be used in quarter (1/4) of an hour increments after the initial half hour for absences due to illness of less than the full scheduled work day. Accumulated sick leave, if available, must be reduced by the employee's full scheduled daily work assignment for full day absences under Section 7.1.

After an employee who works less than 2080 hours per year has reached their current hourly equivalent of one hundred-twenty (120) accumulated, unused sick days, they may trade-in two (2) days of sick leave accumulated beyond one-hundred-twenty (120) days for one (1) day of pay. The cash payment for these trade-in days shall be made for the pay periods during Winter and/or Spring break. For a Winter break payment, they must give written notification to the Human Resources Department by December 1; and for a Spring break payment, they must give written notification to the Human Resources Department by March 1. The maximum number of days to be paid during one school year will be ten (10) days. There shall be no payment allowance for less than two (2) day segments.

The cash payment shall be made for the sick-leave trade-in days in equal installments for the pay periods during Winter and Spring break. Employees may request these payments be divided differently, provided the employee notifies the Payroll Department in writing of their desire by December 1<sup>st</sup> of each year.

~~After an employee has reached their current hourly equivalent of the maximum number of accumulated, unused one-hundred-forty (140) sick days (140), the employee may accumulate additional sick leave hours in a secondary sick leave bank. The employee may exchange accrued hours equivalent to two (2) sick leave days from the secondary bank for hours equivalent to one (1) day off with pay i.e. vacation. Employees who qualify and elect to use this trade-in option may take these unused sick leave hours with prior approval from the employee's supervisor. Said vacation to be taken during the vacation period in which the accumulation of excess days was earned. There shall be no vacation allowance for less than two (2) days segments of accumulated sick leave. The hours remaining in the secondary sick leave bank will be forfeited at the end of the year in which earned if not used.~~

~~In lieu of utilizing the secondary sick leave bank as vacation, the employee may~~ accrued sick leave beyond 140 days will be ~~exchanged~~ the accrued hours for pay. ~~The employee may exchange accrued hours equivalent to two (2) sick leave days from the secondary bank for hours equivalent~~ Two (2) sick leave days will be converted to one (1) day of pay. The accumulation of sick leave trade-in shall be computed annually at the end of each fiscal year. The maximum number of days to be paid during one school year will be ~~five (5)~~ six (6) days to be paid on the first scheduled pay period following July 1<sup>st</sup> of each year. There shall be no payment allowance for less than two (2) day segments. Those remaining days will be ~~forfeited~~ carried over.

~~The cash payment shall be made for the sick leave trade in days in equal installments for the pay periods during Winter and Spring break. Employees may request these payments be divided differently, provided the employee notifies the Payroll Department in writing of their desire by December 1<sup>st</sup> of each year.~~

### **Section 7.3 • Bereavement Leave**

Upon advance notice and approval by the supervisor, an employee may take up to five (5) days leave for the death of a spouse/partner, child, step-child, step-parent, grandchild, parent or sibling without using sick time, personal days or vacation. Upon advance notice and approval by the supervisor, an employee may take up to three (3) days leave for the death of a grandparent, sibling's spouse/partner, spouse/partner's parents, spouse/partner's sibling, children's spouse and relative residing in the employee's household without using sick time, personal days or vacation. There will be no deduction from accumulated paid leave. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.

Upon advance notice and approval by the supervisor, an employee may apply up to three (3) days of accumulated sick leave benefits toward an absence during their basic work year due to the death of other relatives or close friends.

### **Section 7.4 • Personal Leave**

Each employee is eligible to earn up to a maximum of two (2) days of leave per year. If a new employee begins work prior to January 1, they will receive two (2) personal days, if work begins between January 1 and March 31, they will receive one (1) personal day, and if work begins between April 1 and June 30, the employee will not receive any personal leave days. This leave is cumulative to four (4) days and will not be deducted from sick leave credits. Requests for such leave must be submitted in writing to the employee's supervisor at least three (3) working days in advance, except in emergency situations, and must be approved by the immediate supervisor.

An employee who does not qualify for vacation time and has exhausted their available floating holiday and personal days may request, in advance, unpaid time-off for a critical event or unusual opportunity. If approved by their supervisor, a substitute must be scheduled, if required for the employee's position.

### **Section 7.8 • Donation to Sick Leave**

Employees may donate up to the equivalent of two (2) days per year to a ~~fellow member of the bargaining unit~~ district employee who has exhausted their accrued paid leave (sick leave, personal leave, vacation or floating holiday) and is experiencing a hardship.

The number of ~~days~~ hours donated to an individual shall not extend the individual's paid status greater than one calendar month from the date the individual's accrued paid leave was exhausted or the end of the school year or contract year (June 30), whichever is reached first. Donated ~~days~~ hours may only be used for regularly scheduled duty days.

The donation to sick leave is voluntary and donated days must be deducted from the donating member's vacation, personal days or floating holiday balance.

## **Section 8.5 • Position Elimination and Bumping Procedure**

The provisions in Sections 8.3 and 8.4 shall be the first used if secretarial or paraprofessional reductions are necessary. In the event a senior employee's position is eliminated, or the hours are decreased by one hour or more, or the total hours are dropped below the employee's current benefit eligibility level, the following procedure will be used. The affected employee shall have the option to 1) accept the changed hours, or 2) accept a layoff, or 3) displace the least senior employee in the affected employee's classification at the same number of hours or more within the same benefit eligibility level, with same length work year, and in a position for which the affected employee is qualified pursuant to the criteria contained in Section 8.7 A-D, or 4) displace the employee in a lower classification with the least seniority and with the same number of hours (or lower number of hours, if the employee chooses), provided the second employee is not more senior to the first. This only applies if #3 is not an option. If the employee does not desire to move into a lower classification, the employee will be placed on layoff. Open positions are considered to be least senior. The same process will continue through each successive classification.

Any employee displaced by another employee shall have the right to displace another employee according to the above procedure and the process shall continue until there are no positions an employee can take or the employee voluntarily chooses layoff status.

If an employee or a position is involved that is a job share, the position will be consolidated with the most senior employee, based on District seniority pursuant to Section 8.1, who is sharing it. The junior employee may exercise bumping based on the number of hours the junior employee was working per week.

Before any employee's hours are reduced by one hour or greater, position elimination and/or bumping takes place, the District and Union will meet to review the procedure for implementing this language in light of the specific circumstances.

## **Section 8.9 • Change in Assignment**

All open positions will be posted according to the provisions of Section 8.8 of this Contract. When a position is posted, the position will first be open only to members of the bargaining unit. A position description for the posted position will be available on the district website. If all internal candidates are selected for an interview, no interview pool is necessary. If not all internal candidates are selected to be interviewed a "first interview pool" needs to be established. The first interview pool will be formed by the most senior qualified employee applicants. If a qualified person to fill the position is not found in the first interview pool, a subsequent interview pool will be formed by the next most senior qualified employee applicants. Seniority, qualifications, education, reference checks, performance evaluations and experience among other relevant criteria will be considered when selecting the successful candidate. ~~Members of this bargaining unit who have been placed on an improvement plan are not eligible to apply for another position within this unit until all their performance improvements have been met.~~ If a member applies for and accepts a position, they are not eligible to apply for another position until they have worked in the new position for a minimum of six (6) months. Seniority is determined by the length of continuous service in this bargaining unit. See Appendix E and F Appendices D and E, Selection Procedure Forms.

If no member of the bargaining unit or other ISD #284 employees apply for a position or if none possess the necessary qualifications, the district may advertise the vacancy outside the district, accept outside applications, and may fill the vacancy with an outside applicant. Any internal applicant who is not successful after applying for a posted position ~~shall~~ may request ~~receive notification~~ of the reasons why s/he was not selected for the position. See Section 11.2 Probationary Period for a change in assignment ~~which is a promotion.~~

## **Section 9.1 • Severance Pay**

Any employee has reached age 55 and has completed twenty (20) or more years of continuous eligible service to the District and provides written notice to the Human Resources Department by February 1 of the year in which the employee will retire, shall be entitled to severance pay as follows:

The amount determined by adding the hourly equivalent of 100 days of the employment memorandum in effect at time of retirement to forty percent (40%) of the employee's unused accumulated sick leave or 50% for 12-month full-time employees working 30 hours or more per week.

The product of the above formula shall then be multiplied by the employee's last hourly rate of pay including longevity before retirement. For the purposes of this section "continuous eligible service" shall be defined as service of at least six (6) hours per day for at least the basic school year for ten (10) of the twenty (20) continuous years. Military Leave, Special Leaves Without Pay, FMLA Leaves and all other approved leaves of absence will not be considered interruptions in an employee's "continuous eligible service". However, the time spent on these approved leaves will not accumulate toward the total of the required twenty (20) years of "continuous eligible service."

Upon retirement, the District will contribute an amount equal to the value of the employee's accrued severance pay into a 403(b) account established by the employee exclusively for the purpose of receiving such payment (the "Severance 403(b)"). The employee will not receive direct payment from the District for severance pay.

The amount of the District contribution shall be calculated in accordance with the contract or collective bargaining agreement for such employee.

Upon request of the District, the employee shall provide information needed to determine the amount of the District contribution that may be deposited into the Severance 403(b) without exceeding the applicable IRS limits on annual additions to all tax-deferred accounts held by the employee. The information needed shall be provided regardless of whether the employee has retired or is still employed by the District. For purposes of calculating the deferment limit, the District will provide the employee with contribution information for the last 12 months.

The District contribution to the Severance 403(b) shall be made on the schedule currently used, except that, in the event any such deposit would violate the applicable IRS limits, the Board may adjust the payment schedule as needed.

The retiree will not make any deposits to the Severance 403(b) until the District has paid out the entire amount of severance due.

In the event the full amount of severance cannot be deposited into the 403(b) due to the IRS limits, any amount remaining shall be deposited on the first January payroll in the year following the retirement date (e.g. June 30<sup>th</sup> 2004 retirement, the first payment would be July 31<sup>st</sup> of the same year, 2004 and the final payment would be January 15<sup>th</sup> of the following year, 2005.)

## **Section 9.2 • Insurance Benefits**

Any employee may retire prior to Medicare Eligibility Age and receive the same fringe benefits for hospital/medical insurance to Medicare Eligibility Age as that stipulated for active employees at the same level of hours in the year prior to retirement, not to exceed:

~~12-month Secretaries~~ Full-time employees as defined in Section 6.3: \$660.00 760.00 per month for retirees electing single coverage, ~~\$1240.00~~ 1480.00 per month for retirees electing 1+1 or Family coverage.

Paraprofessionals, 6-8 hours/day: ~~\$660.00~~ 760.00 per month for retirees electing coverage.

Paraprofessionals, 4 to <6 hours/day: ~~\$330.00~~380.00 per month for retirees electing coverage.

provided the sum of the employee's age and years of service to the district equals or exceeds seventy-five (75).

Any employee may retire prior to age sixty-five (65) and receive the same fringe benefits for life insurance to age sixty-five (65) as that stipulated for active employees at the same level of hours in the year prior to retirement, provided the sum of the employee's age and years of service to the district equals or exceeds seventy-five (75).

Employees who have accumulated 10 or more years of continuous service to the district, who are at least 55 years of age, and who voluntarily terminate their employment with the district or whose position has been abolished, may be allowed to continue participation with the district hospital/medical group. The complete cost of such insurance shall be paid by the employee on the dates specified by the Employer.

Former employee(s) and the employees' dependents may choose to continue to participate indefinitely in the employer sponsored hospital, medical, and dental insurance group that the employee participated in immediately before retirement, pursuant to Minnesota Statutes 471.61 subd. 2b.

### **Section 9.3 • Accumulated Sick Leave**

~~An employee who retires by at least age 55 who has worked at least 15 consecutive years in the district, at least six (6) hours per day, who is not eligible for severance pay under Section 9.1 shall receive payment for forty percent (40%) of the employee's accumulated, unused sick leave, or 50% for 12 month full time employees working 30 hours or more per week, up to a maximum of the hourly equivalent of 30 days.~~

### **Delete Appendix F**

#### **MEMORANDUM OF UNDERSTANDING**

The proposed IRS Guidance 457 (f) regulations include a new definition of bona fide sick and vacation leave plans for state, local governmental and tax-exempt employers which makes sick and vacation leave plans subject to employee FICA and federal taxes at the time there is no longer a substantial risk of forfeiture.

Wayzata Public Schools ISD No. 284 and the Secretary/Paraprofessional Personnel – SEIU Local 284 agree to establish a joint committee to research options regarding these sick and vacation leave plans.

The committee will complete their work by April 30, 2018.

#### **MEMORANDUM OF UNDERSTANDING**

Wayzata Public Schools ISD No. 284 and the Secretary/Paraprofessional Personnel – SEIU Local 284 agree to the following language for two years (2016-17 and 2017-18):

For the 2016-17 and 2017-18 school years **only**, the following will be included:

Any employee who has reached age 55 and has completed fifteen (15) or more years of continuous eligible service to the District and provides written notice to the Human Resources Department by

February 1 of the year in which the employee will retire, shall be entitled to severance pay as outlined below.

For the purposes of this Memorandum, “continuous eligible service” shall be defined as service of at least six (6) hours per day for at least the basic school year for ten (10) of the fifteen (15) continuous years. For these eligible employees, they will receive severance in the amount determined by adding the hourly equivalent, including longevity, of eighty (80) days of the employment memorandum in effect at time of retirement to forty percent (40%) of the employee’s unused accumulated sick leave or fifty percent (50%) for 12-month full-time employees working thirty (30) hours or more per week.

This Memorandum of Understanding will expire on June 30, 2018. When this Memorandum of Understanding expires on June 30, 2018, Section 9.3, as written in the 2014-16 contract, will be reinstated.

### **Other Agreements – Not to be included in the contract:**

Beginning with the 2017-18 school year (or before) employees needing a substitute when they are absent, as determined by their supervisor, will utilize AESOP for their absences.

Secretary/Para Costing Model

UPDATED:  
FINAL

Health Rate Increase  
Dental Rate Increase

	Base Year 15-16	1st Year 16-17	2nd Year 17-18	\$ Change Base to Yr 1
<b>Salaries</b>				
Sec'ys	\$ 2,169,625	\$ 2,265,638	\$ 2,346,027	\$96,013
Paras	\$6,899,787	\$7,260,768	\$7,588,595	\$360,981
<b>Subtotal</b>	<b>\$ 9,069,412</b>	<b>\$ 9,526,406</b>	<b>\$ 9,934,621</b>	<b>\$ 456,994</b>
<b>Benefits</b>				
FICA (.0765)	\$693,810	\$728,770	\$759,999	\$34,960
PERA (.075)	\$680,206	\$714,480	\$745,097	\$34,275
Life	\$7,549	\$7,910	\$8,246	\$361
LTD	\$7,948	\$8,315	\$8,632	\$367
Health	\$2,093,619	\$2,198,300	\$2,308,215	\$104,681
Dental	\$126,126	\$126,126	\$128,648	\$0
TSA	\$67,429	\$75,236	\$81,680	\$7,807
Subtotal	\$3,676,687	\$ 3,859,137	\$ 4,040,515	\$182,450
<b>Grand Total</b>	<b>\$ 12,746,099</b>	<b>\$ 13,385,543</b>	<b>\$ 13,975,137</b>	<b>\$ 639,444</b>
	1	3.00%	\$ -	3.00%
	2	3.00%	\$ -	3.00%
	3-5	3.00%	\$ -	3.00%
	L6	3.00%	\$ -	3.00%
	L9	3.00%	\$ -	3.00%
	L11	3.00%	\$ -	3.00%
	L14	3.00%	\$ -	3.00%
	L16	3.00%	\$ -	3.00%
	L19	3.00%	\$ -	3.00%
	L21	3.00%	\$ -	3.00%
	L24	3.00%	\$ -	3.00%
	L26	3.00%	\$ -	3.00%
	L29	3.00%	\$ -	3.00%
	L31	3.00%	\$ -	3.00%



**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION:** 8. Board Reports

**ITEM:** \_\_\_\_\_

**COMMENTS BY:** Chris McCullough, Board Chair

This section of the agenda provides an opportunity for Board members to update school board members on school board-related work or to make announcements of interest to the public.

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION:** 9. Audience Opportunity to Address the Board

**ITEM:** \_\_\_\_\_

**COMMENTS BY:** Chris McCullough, Board Chair

This section of the agenda provides an opportunity for members of the audience to address the School Board. Speakers will be allotted approximately two-three minutes.

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2016

**AGENDA SECTION:** 10. Adjourn

**ITEM:** \_\_\_\_\_

**COMMENTS BY:** Chris McCullough, Board Chair

This agenda item brings closure to the school board meeting.

**RECOMMENDED ACTION:** Call the meeting to a close.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions: \_\_\_\_\_

Time: \_\_\_\_\_