

## Regular Meeting

Monday, June 26, 2023 7:00 PM

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

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

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

2.A. Upcoming Meetings

3. **PUBLIC COMMENT**

4. **MINUTES OF PREVIOUS MEETING**

ISD 110 School Board  
Regular Meeting  
Monday, May 22, 2023 7:00 PM

Waconia City Hall  
201 S Vine Street  
Waconia, MN 55387

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

**Presenter:** Chair Geller

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

Members absent: Bergstrom

Call to order by Chair Geller at 7:00 PM

Motion by DeBoer to adopt agenda

Myers second

All in favor

Motion carried

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

2.A. 2023 Staff Retirements

Nancy Benson - 30 Years  
Grade 2 Teacher, Bayview Elementary

Pam Melchert - 29 Years  
French Teacher, Waconia High School

Lisa Christenson - 24 Years  
Educational Assistant, Bayview Elementary

Jill Michel - 23 Years  
Grade 2 Teacher, Bayview Elementary

Lori Tackmann - 18 Years  
Early Childhood Special Education Coordinator, Educational Services Center

Noreen Carlson - 16 Years  
Vocal and Classroom Music Teacher, Laketown Elementary

**Presenter:** Brian Gersich, Superintendent

2.B. Thank You Student Board Representatives

- Sam Stanton (Class of 2023)
- Stella Atkinson (Class of 2024)

**Presenter:** Brian Gersich, Superintendent

2.C. Introduce New Student School Board Representatives for SY 2023-2024

- Stella Atkinson (Class of 2024)
- Jayden Kisner (Class of 2025)

**Presenter:** Brian Gersich, Superintendent

2.D. Upcoming Meetings:

**Presenter:** Chair Geller

3. **PUBLIC COMMENT** none

4. **MINUTES OF PREVIOUS MEETING**

Motion by DeBoer to approve minutes of the minutes of the April 24 regular meeting, and May 8 work session

Myers second

All in favor

Motion carried

5. **CONSENT AGENDA**

**Presenter:** Chair Geller

Motion by DeBoer to approve consent agenda

Myers second

All in favor

Motion carried

5.A. Bills and Wire Transfers

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

5.B. Human Resource Items:

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

Employment

Adams, Jennifer Replacement	Special Education Teacher 1.0 FTE; 184 Days <b>Attach K</b>	LT
Brothen, Nikole Replacement	ESL Teacher 1.0 FTE; 184 Days <b>Attach K</b>	WMS/WHS
DeRock, Amanda Replacement	Special Education Teacher 1.0 FTE; 184 Days <b>Attach K</b>	SV
Esser, Carol Replacement	Grade 5 Teacher 1.0 FTE; 184 Days <b>Attach K</b>	SV
Gingras, Laura	Media Specialist	LT

Replacement	1.0 FTE; 184 Days <b>Attach K</b>	
Jung, Samantha Replacement	Special Education Manager 1.0 FTE; 261 Days	ESC
Nesvig, Erika New/Replacement	Director of Educational Services 1.0 FTE; 261 Days	ESC
Poeschel, Rebecca Replacement	Health Associate 4.25 Hours/Day; 175 Days	District-Wide
Young, Danielle Replacement	School Psychologist 1.0 FTE; 184 Days <b>Attach K</b>	WMS
Young, Kay Replacement	Special Education Teacher Long-Term Substitute <b>Attach K</b>	LT
Young, Matthew Replacement	Social Studies Teacher 1.0 FTE; 184 Days — <b>Attach K</b>	WMS

#### Employee Status Changes

Bielke, Kelly, Teacher, Overload added for 3 weeks during Quarter 4 at WMS  
 Grundhofer, Wendy, Teacher, Overload added for 3 weeks during Quarter 4 at WMS  
 Hughes, Megan, Educational Assistant, from 27 Hours/Week to 30 Hours/Week at WEC  
 Remer, Jill, Educational Assistant, from 15 Hours/Week to 27 Hours/Week at WEC

#### Leaves of Absence

DeLeo, Brenda, Guidance Office Secretary at WHS  
 Everson, Kelsey, 4th Grade Teacher at BV  
 Solberg, Jessica, Special Education Teacher at BV  
 Walters, Lynessa, Special Education Teacher at WMS

#### Retirements/Resignations/Terminations

Aalfs, Garrett, Vocal and Classroom Music Teacher at BV  
 Barrie, Libby, Life Sciences Teacher at WHS  
 Hockinson, Jake, Teaching & Learning Manager at ESC  
 Hood, Ainsley, Science Teacher at WMS  
 Klein, Annalisa, Educational Assistant (SPED) at WEC  
 Padula, Elizabeth, Vocal and Classroom Music Teacher at SV  
 Peyton, Rande, Special Education Teacher at WHS  
 Poulin, Jack, Custodial Cleaner at WMS  
 Weinand, Melissa, Media Specialist at WHS

#### 5.C. Receipts of Donation

## 6. REPORTS

6.A. Student Representative Report

**Presenter:** Stella Atkinson and Sam Stanton

6.B. Finance Report

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

## 7. ACTION ITEMS

### 7.A. Resolutions Placing Continuing Contract/Tenured Teachers on Unrequested Leaves of Absence Upon Acquiescence of Such Placement

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

7.A.1. Resolution Placing Jeff Bessire a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence Upon Acquiescence of Such Placement

Motion by DeBoer to approve Resolution Placing Jeff Bessire a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence Upon Acquiescence of Such Placement

Myers second

Roll Call vote taken

All in favor

Motion carried

7.A.2. Resolution Placing Carey Sang a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence Upon Acquiescence of Such Placement

Motion by DeBoer to approve Resolution Placing Carey Sang a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence Upon Acquiescence of Such Placement

Kelzer-Breeden second

Roll Call vote taken

All in favor

Motion carried

7.A.3. Resolution Placing Jose Martinez a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence Upon Acquiescence of Such Placement

Motion by DeBoer to approve Resolution Placing Jose Martinez a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence Upon Acquiescence of Such Placement

Kelzer-Breeden second

All in favor

Motion carried

7.A.4. Resolution Placing Jena Witkowski Oconitrillo a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence Upon Acquiescence of Such Placement

Motion by DeBoer to approve Resolution Placing Jena Witkowski Oconitrillo a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence Upon Acquiescence of Such Placement

Myers second  
Roll Call vote taken  
All in favor  
Motion carried

7.A.5. Resolution Placing Brenna Carda a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence Upon Acquiescence of Such Placement

Motion by DeBoer to approve Resolution Placing Brenna Carda a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence Upon Acquiescence of Such Placement

Amott second  
Roll Call vote taken  
All in favor  
Motion carried

7.A.6. Resolution Placing Marjorie Andersen a Continuing Contract/Tenured Teacher on .5FTE Unrequested Leave of Absence Upon Acquiescence of Such Placement

Motion by DeBoer to approve Resolution Placing Marjorie Andersen a Continuing Contract/Tenured Teacher on .5FTE Unrequested Leave of Absence Upon Acquiescence of Such Placement

Kelzer-Breeden second  
All in favor  
Motion carried

7.B. Proposed Amendments to the Professional Growth, Reflection, and Evaluation Plan  
**Presenter:** Dr. Enid Schonewise, Director of Human Resources

Motion by DeBoer to approve Proposed Amendments to the Professional Growth, Reflection, and Evaluation Plan

Myers second  
All in favor  
Motion carried

7.C. Proposed Amendments to the 2023-2025 Academic Calendars

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

Motion by DeBoer to approve Proposed Amendments to the 2023-2025 Academic Calendars

Kelzer-Breeden second  
All in favor  
Motion carried

7.D. Second Read Board Policies

Motion by DeBoer to approve Second Read Board Policies

Hagen second  
All in favor  
Motion carried

7.D.1. 510 Student Activities

**Presenter:** Jill Johnson, Director of Activities

7.D.2. 508 Extended School Year for Certain Students with IEP

**Presenter:** Paul Tordoff, Director of Special Education

7.D.3. 532 Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds

**Presenter:** Paul Tordoff, Director of Special Education

7.D.4. 516 Student Medication

**Presenter:** Sara Eischens, District Health Coordinator

7.D.5. 518 DNR DNI Orders

**Presenter:** Sara Eischens, District Health Coordinator

7.D.6. 530 Immunization Requirements

**Presenter:** Sara Eischens, District Health Coordinator

7.D.7. 533 Wellness

**Presenter:** Sara Eischens, District Health Coordinator

## 8. DISCUSSION ITEMS

### 8.A. First Read Board Policies

8.A.1. 527 Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches

**Presenter:** Paul Sparby, WHS Principal

8.A.2. 535 Service Animals in Schools

**Presenter:** Paul Tordoff, Director of Special Education

8.A.3. 535 Accommodation of Students with Life Threatening Allergies

**Presenter:** Sara Eischens, District Health Coordinator

8.A.4. 417 Chemical Use and Abuse

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

8.A.5. 422 Policies Incorporated by Reference

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

8.A.6. 515 Protection and Privacy of Pupil Records

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

8.A.7. 515 Form

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

8.A.8. 515 Form: Juvenile Justice System Request for Information

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

8.A.9. 515.2 Retention Schedule

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

8.A.10. 521 Student Disability Nondiscrimination

8.A.11. 521 Form

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

8.A.12. 528 Student Parental Family and Marital Status Nondiscrimination

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

8.A.13. 502 Search of Student Lockers Desks Personal Possesions and Student's Person

**Presenter:** Brian Gersich, Superintendent

8.A.14. 505 Distribution of NonSchool Materials on School Premises by Students and Employees

**Presenter:** Brian Gersich, Superintendent

## 9. BOARD COMMITTEE REPORTS

9.A. Self-Governance & Superintendent Relations Committee

9.B. Finance & Facilities Committee Amott reported the City of Waconia has opted to convert Wildcat Way to green space.

9.C. Policy & Advocacy Committee Policy 504 Student Dress and Appearance, much discussion at last committee meeting, will be brought back to committee in June

9.D. District 110 Advisory Council

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

9.F. Southwest Metro Intermediate District 288 Representative Geller reports East Union elementary building purchase is at no additional cost to member districts, board members interested in bus tour of SWMetro facilities should reach out to sign up ahead of time

9.G. MSHSL Representative

9.H. Special Education Advisory Council

9.I. Community Education Advisory Council Representative

9.J. Teaching & Learning Advisory Council Representative

9.K. Chemical Abuse Advisory Council/HERO's

9.L. City of Waconia Liaison

## 10. ADJOURNMENT

Motion by DeBoer to adjourn

Myers second

All in favor

Motion carried

Meeting adjourned at 7:54 PM

Work Session  
Monday, June 12, 2023 7:00 PM Central

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

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

1. Superintendent Updates

- SRO
- LT – PBIS Recognition

2. Review ISD 110 Strategic Plan and Next Step Options

Consensus was to move forward with the more economical approach

3. 2023-24 Budget Presentation

4. Resolution Certifying the Population Estimate for the 2023 Payable 2024 Levy of Independent School District 110

5. ENTER CLOSED MEETING

Motion by DeBoer to enter into closed session at 7:47 PM

Myers second

All in favor

Motion carried

- To consider strategy for labor negotiations pursuant to Minnesota Statutes 13D.03
- Superintendent Evaluation

Closed Meeting ended at 8:47 PM

5. **CONSENT AGENDA**

**Presenter:** Chair  
Geller

5.A. Bills and Wire Transfers

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

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
608250	SORENSEN, PATTY	05/16/2023	R	536.50	May
608251	21ST CENTURY SPORTS LLC	05/18/2023	R	8,487.50	May
608252	ACT	05/18/2023	R	9,680.00	May
608253	AFFINETY SOLUTIONS, INC	05/18/2023	R	710.00	May
608254	AIRGAS USA LLC	05/18/2023	R	12.70	May
608255	ALL SEASONS SPORTS LLC	05/18/2023	R	134.00	May
608256	ALPHA WIRELESS COMMUNICATIONS	05/18/2023	R	378.32	May
608257	ANDERSON, BRIAN	05/18/2023	R	95.00	May
608258	ANDERSON'S	05/18/2023	R	586.47	May
608259	ANDERSON, ZOE	05/18/2023	R	143.00	May
608260	ANNANDALE HIGH SCHOOL	05/18/2023	R	150.00	May
608261	B'S ON THE RIVER	05/18/2023	R	270.00	May
608262	BACKLUND, CHAD	05/18/2023	R	75.00	May
608263	BANYAI, MATTHEW	05/18/2023	R	84.00	May
608264	BASEBALL 365	05/18/2023	R	250.00	May
608265	BEACON ATHLETICS LLC	05/18/2023	R	370.00	May
608266	BECKER HIGH SCHOOL	05/18/2023	R	175.00	May
608267	BEHRENS, CHARLES	05/18/2023	R	150.00	May
608268	BLILIE, BRECK	05/18/2023	R	90.00	May
608269	BLILIE, TALEN	05/18/2023	R	90.00	May
608270	BROWER, ROSS	05/18/2023	R	286.00	May
608271	BSN SPORTS LLC	05/18/2023	R	78.52	May
608272	CARVER COUNTY PARKS & RECREATI	05/18/2023	R	574.40	May
608273	CD PRODUCTS INC	05/18/2023	R	1,000.00	May
608274	CHASKA HIGH SCHOOL	05/18/2023	R	175.00	May
608275	COMMERCIAL KITCHEN SERVICES	05/18/2023	R	461.00	May
608276	CREATIVE COSTUMING & DESIGN	05/18/2023	R	6,277.85	May
608277	DASSEL-COKATO HS ISD# 466	05/18/2023	R	275.00	May
608278	DHAENE, ADYSEN	05/18/2023	R	90.00	May
608279	DOBLE, MARK	05/18/2023	R	75.00	May
608280	FIVE STAR SPORT SALES	05/18/2023	R	238.00	May
608281	FRITZ, BRIAN	05/18/2023	R	190.00	May
608282	FRITZ, MICHAEL	05/18/2023	R	29.00	May
608283	GATEWAY MUSIC FESTIVALS & TOUR	05/18/2023	R	49,128.00	May
608284	GRAINGER	05/18/2023	R	167.70	May
608285	GUNDERSON, JACOB	05/18/2023	R	45.00	May
608286	HARDT, TRISTAN	05/18/2023	R	95.00	May
608287	HENTGES, HENRY	05/18/2023	R	142.50	May
608288	HEUER, JEFFREY	05/18/2023	R	75.00	May
608289	HILLYARD/HUTCHINSON	05/18/2023	R	2,670.56	May
608290	HOHENSTEIN, JEFF	05/18/2023	R	29.00	May
608291	HOLMES, JONATHAN	05/18/2023	R	286.00	May
608292	HOLY FAMILY CATHOLIC HIGH SCHO	05/18/2023	R	450.00	May
608293	INDIANHEAD FS DISTRIBUTOR, INC	05/18/2023	R	19,594.62	May
608294	INNOVATIONAL WATER SOLUTIONS I	05/18/2023	R	753.00	May
608295	JACOBSON, BRYCE	05/18/2023	R	190.00	May
608296	JAHNKE, COOPER	05/18/2023	R	55.00	May
608297	KEARNEY, ALEX	05/18/2023	R	230.00	May
608298	KOPPI, WILLIAM	05/18/2023	R	95.00	May
608299	KOTEK, MARK	05/18/2023	R	95.00	May
608300	LAIL, ADAM	05/18/2023	R	143.00	May
608301	LANGER JR, JAMESON	05/18/2023	R	175.00	May
608302	LITCHFIELD HIGH SCHOOL	05/18/2023	R	75.00	May
608303	LITFIN, NICHOLAS	05/18/2023	R	190.00	May
608304	MCDONALD, DANIEL	05/18/2023	R	175.00	May
608305	MEDINA ENTERTAINMENT CENTER	05/18/2023	R	2,200.00	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
608306	MERCHBRO INC.	05/18/2023	R	346.50	May
608307	MERRITT, GEDRIC	05/18/2023	R	285.00	May
608308	MEYER, PAYTON	05/18/2023	R	160.00	May
608309	MIELKE, TYLER	05/18/2023	R	95.00	May
608310	MINNETONKA HIGH SCHOOL	05/18/2023	R	300.00	May
608311	MN COMMUNITY ED ASSOC	05/18/2023	R	45.00	May
608312	MOUND WESTONKA HS	05/18/2023	R	200.00	May
608313	MULCH STORE	05/18/2023	R	1,452.60	May
608314	MUNOS, SCOTT	05/18/2023	R	163.00	May
608315	NEW PRAGUE HIGH SCHOOL	05/18/2023	R	150.00	May
608316	NORTHEAST METRO DISTRICT 916	05/18/2023	R	8,712.00	May
608317	NYSTROM, JACKSON	05/18/2023	R	45.00	May
608318	NYSTROM, KIERAN	05/18/2023	R	90.00	May
608319	O'BRIAN, TOM	05/18/2023	R	143.00	May
608320	PERFORMANCE FOODSERVICE	05/18/2023	R	1,224.40	May
608321	PLAY	05/18/2023	R	2,725.00	May
608322	PREHN, DANIEL	05/18/2023	R	95.00	May
608323	PREP TIME PRINTING	05/18/2023	R	308.00	May
608324	REPUBLIC SERVICES	05/18/2023	R	296.04	May
608325	SCHIMETZ, SCOTT	05/18/2023	R	75.00	May
608326	SCHOOL SPECIALTY, LLC	05/18/2023	R	29.44	May
608327	SCHRADER, JEFF	05/18/2023	R	95.00	May
608328	SECURITY BANK & TRUST CO	05/18/2023	R	1,386.00	May
608329	SEGLEM, SCOTT	05/18/2023	R	143.00	May
608330	SMITH, JAKE	05/18/2023	R	380.00	May
608331	SOUTHWEST METRO INTERMEDIATE D	05/18/2023	R	1,696.42	May
608332	STINEMAN, LUKE	05/18/2023	R	155.00	May
608333	STYER, ADAM	05/18/2023	R	143.00	May
608334	SULLIVAN, TOM	05/18/2023	R	95.00	May
608335	TATE, PAUL	05/18/2023	R	95.00	May
608336	THREE RIVERS PARK DISTRICT	05/18/2023	R	1,013.00	May
608337	TINTES, MATTHEW	05/18/2023	R	348.00	May
608338	TOWARD, RON	05/18/2023	R	143.00	May
608339	TOWN & COUNTRY GLASS	05/18/2023	R	55.50	May
608340	TRAEN, TODD	05/18/2023	R	95.00	May
608341	TUREK, SHANNON	05/18/2023	R	2,368.00	May
608342	TURNBULL, BLAINE	05/18/2023	R	143.00	May
608343	UFC - COLOGNE MILL	05/18/2023	R	69,729.70	May
608344	UNITED FARMERS COOPERATIVE	05/18/2023	R	759.66	May
608345	UNIVERSAL ATHLETIC LLC	05/18/2023	R	1,091.98	May
608346	WAYNE DAUWALTER PLUMBING	05/18/2023	R	1,563.00	May
608347	WEX BANK	05/18/2023	R	542.45	May
608348	WHITNEY, WILLIAM	05/18/2023	R	168.00	May
608349	WICKENHAUSER, ADRIANNA	05/18/2023	R	90.00	May
608350	WINNIE, DOMINIC	05/18/2023	R	100.00	May
608351	WINSTED SOLAR LLC	05/18/2023	R	6,790.78	May
608352	WM CORPORATE SERVICES INC	05/18/2023	R	2,342.06	May
608353	YAGER, MICHAEL	05/18/2023	R	435.00	May
608354	YANKE, MICK	05/18/2023	R	142.50	May
608355	21ST CENTURY SPORTS LLC	05/25/2023	R	656.25	May
608356	APPLE INC	05/25/2023	R	1,199.00	May
608357	AUDIO LOGIC SYSTEMS	05/25/2023	R	2,203.30	May
608358	AVIBEN	05/25/2023	R	533.82	May
608359	BEST BUY BUSINESS ADV ACCT	05/25/2023	R	3,078.00	May
608360	BLICK ART MATERIALS	05/25/2023	R	35.04	May
608361	BLUUM OF MINNESOTA LLC	05/25/2023	R	480.00	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
608362	CANON FINANCIAL SERVICES INC	05/25/2023	R	890.18	May
608363	CARVER SCOTT HUMANE SOCIETY	05/25/2023	R	839.75	May
608364	CITY OF ST BONIFACIUS	05/25/2023	R	25.00	May
608365	COLLEGE BOARD	05/25/2023	R	20,858.00	May
608366	DIGITAL INS LLC	05/25/2023	R	2,300.00	May
608367	ECM PUBLISHERS, INC	05/25/2023	R	178.50	May
608368	FRANKLIN PRINTING INC	05/25/2023	R	1,887.00	May
608369	GK2 PROMOTIONS	05/25/2023	R	271.53	May
608370	GRAINGER	05/25/2023	R	692.88	May
608372	HAGEN, TESSA	05/25/2023	R	415.80	May
608373	HASTINGS CREAMERY LLC	05/25/2023	R	1,808.25	May
608374	HEALY AWARDS INC	05/25/2023	R	576.73	May
608375	HOLTON ELECTRIC CONTRACTORS	05/25/2023	R	532.79	May
608376	HOPKINS SPORTS CAMPS LLC	05/25/2023	R	2,306.80	May
608377	INDIANHEAD FS DISTRIBUTOR, INC	05/25/2023	R	20,050.31	May
608378	INGCO INT'L INC	05/25/2023	R	80.00	May
608379	KAPLAN EARLY LEARNING COMPANY	05/25/2023	R	923.97	May
608380	KROELLS, LINDA	05/25/2023	R	415.80	May
608381	LAMKIN, KRISTINE	05/25/2023	R	3,674.40	May
608382	LANO EQUIPMENT INC	05/25/2023	R	271.06	May
608383	LAVONE, PAT	05/25/2023	R	1,587.20	May
608384	LOFFLER COMPANIES	05/25/2023	R	598.72	May
608385	LVC COMPANIES INC	05/25/2023	R	390.00	May
608386	MACKENTHUN'S FINE FOODS	05/25/2023	R	2,168.80	May
608387	MASSP	05/25/2023	R	295.00	May
608388	MAYER LUMBER CO, INC	05/25/2023	R	379.75	May
608389	MEI TOTAL ELEVATOR SOLUTIONS	05/25/2023	R	717.46	May
608390	MN CLAY CO USA	05/25/2023	R	889.53	May
608391	MN DEPT OF HEALTH	05/25/2023	R	180.00	May
608392	OFFICE OF MNIT SERVICES	05/25/2023	R	84.00	May
608393	PAN-O-GOLD BAKING CO	05/25/2023	R	2,140.86	May
608394	PARTS CITY WACONIA	05/25/2023	R	85.05	May
608395	PERFORMANCE FOODSERVICE	05/25/2023	R	664.73	May
608396	PERNSTEINER CREATIVE GROUP, IN	05/25/2023	R	325.00	May
608397	PICK A TIME	05/25/2023	R	624.00	May
608398	SCHOLASTIC BOOK FAIRS-15	05/25/2023	R	737.79	May
608399	SCHOOL SPECIALTY, LLC	05/25/2023	R	833.80	May
608400	SOUTHWEST METRO INTERMEDIATE D	05/25/2023	R	41,427.16	May
608401	TERRAFORM PHOENIX II ARCADIA	05/25/2023	R	320.11	May
608402	TOTAL MECHANICAL SERVICES INC.	05/25/2023	R	7,550.75	May
608403	TRINITY LUTHERAN SCHOOL	05/25/2023	R	2,258.00	May
608404	TRIO SUPPLY COMPANY	05/25/2023	R	1,578.43	May
608405	TUREK, SHANNON	05/25/2023	R	190.00	May
608406	UNIVERSAL ATHLETIC LLC	05/25/2023	R	342.00	May
608407	WAYNE DAUWALTER PLUMBING	05/25/2023	R	337.00	May
608408	WILLIAM V MACGILL & CO	05/25/2023	R	1,491.18	May
608409	WRIST-BAND	05/25/2023	R	330.08	May
608410	YAGER, MICHAEL	05/25/2023	R	64.00	May
608411	EYE MED-FIDELITY SECURITY LIFE	05/31/2023	R	2,207.47	May
608412	NCPERS GROUP LIFE INS	05/31/2023	R	96.00	May
608413	SCHOOL SERVICE EMPLOYEES	05/31/2023	R	1,246.58	May
608414	WACONIA EDUCATION ASSOCIATION	05/31/2023	R	13,099.00	May
608417	KOCH SCHOOL BUS SERVICE, INC	06/01/2023	R	313,009.17	June
608418	AGL CONSULTING	06/02/2023	R	1,400.00	June
608419	BAKERY ON MAIN	06/02/2023	R	190.00	June
608420	BAUER, COLTON	06/02/2023	R	143.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
608421	BECKER'S	06/02/2023	R	2,100.48	June
608422	BEHRENS, CHARLES	06/02/2023	R	375.00	June
608423	BROWER, ROSS	06/02/2023	R	143.00	June
608424	BSN SPORTS LLC	06/02/2023	R	106.91	June
608425	CARLETON COLLEGE	06/02/2023	R	1,225.00	June
608426	CATALYST SOURCING SOLUTIONS	06/02/2023	R	1,501.24	June
608427	CD PRODUCTS INC	06/02/2023	R	435.00	June
608428	CHRIS J MEYER ENTERPRISES, LLC	06/02/2023	R	110.00	June
608429	DAVID, WALTER	06/02/2023	R	2,000.00	June
608430	GARFIELD, AUSTIN	06/02/2023	R	143.00	June
608431	GOTHMANN, AARON	06/02/2023	R	143.00	June
608432	GOTHMANN, TOM	06/02/2023	R	143.00	June
608433	GRAINGER	06/02/2023	R	248.96	June
608434	GREGUS, DANIEL	06/02/2023	R	84.00	June
608435	HAPPY FEET SOCCER TWIN CITIES	06/02/2023	R	576.00	June
608436	HASTINGS CREAMERY LLC	06/02/2023	R	1,488.44	June
608437	HERD, KEITH	06/02/2023	R	95.00	June
608438	HIGH POINT NETWORKS, LLC	06/02/2023	R	1,020.26	June
608439	HILLYARD/HUTCHINSON	06/02/2023	R	64.79	June
608440	HUGHES, DAWN	06/02/2023	R	610.09	June
608441	IEA, INC	06/02/2023	R	3,463.98	June
608442	IND SCHOOL DIST #466	06/02/2023	R	80.00	June
608443	INDIANHEAD FS DISTRIBUTOR, INC	06/02/2023	R	20,753.27	June
608444	JENSEN, STEVEN	06/02/2023	R	150.00	June
608445	JP DESIGN & CONSULTING	06/02/2023	R	829.60	June
608446	KOESTER, TROY	06/02/2023	R	95.00	June
608447	KOTEK, MARK	06/02/2023	R	95.00	June
608448	KUPHAL, BRENT	06/02/2023	R	190.00	June
608449	LAIL, ADAM	06/02/2023	R	143.00	June
608450	LAKESHORE LEARNING MATERIALS	06/02/2023	R	102.53	June
608451	LANGE, JEFF	06/02/2023	R	95.00	June
608452	LAZY LOON LANES LLC	06/02/2023	R	506.25	June
608453	LEARNED, CLAUDIA	06/02/2023	R	143.00	June
608454	LINDSTROM, CHRIS	06/02/2023	R	95.00	June
608455	LUTZ, DALTON	06/02/2023	R	84.00	June
608456	MASBO	06/02/2023	R	25.00	June
608457	MEISER, STACEY	06/02/2023	R	9.99	June
608458	MINI BIFF LLC	06/02/2023	R	99.96	June
608459	MN CLAY CO USA	06/02/2023	R	34.75	June
608460	MN SECRETARY OF STATE	06/02/2023	R	25.00	June
608461	MUSIC MART	06/02/2023	R	40.00	June
608462	NAHAN, SHELLY	06/02/2023	R	608.00	June
608463	PERFORMANCE FOODSERVICE	06/02/2023	R	1,238.97	June
608464	PIECHOWSKI, DENNIS	06/02/2023	R	95.00	June
608465	PLANSOURCE BENEFITS ADMIN INC	06/02/2023	R	2,941.50	June
608466	PREHN, DANIEL	06/02/2023	R	95.00	June
608467	RIES, ROB	06/02/2023	R	143.00	June
608468	RIVERA, DAVID	06/02/2023	R	95.00	June
608469	ROISUM, DENNIS	06/02/2023	R	285.00	June
608470	RUPP, ANDERSON, SQUIRES&WALDSPUR	06/02/2023	R	12,039.10	June
608471	SCHOLASTIC BOOK FAIRS-15	06/02/2023	R	2,188.92	June
608472	SCHROEDER, DARRIN	06/02/2023	R	829.60	June
608473	SCHWAB CHARITABLE	06/02/2023	R	13,944.10	June
608474	SONOVA USA INC	06/02/2023	R	922.35	June
608475	SOUTHWEST METRO INTERMEDIATE D	06/02/2023	R	43,963.28	June
608476	STATE OF MN	06/02/2023	R	13,248.53	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
608477	STOCKINGER, MICHAEL	06/02/2023	R	240.00	June
608478	STYER, ADAM	06/02/2023	R	143.00	June
608479	TATE, PAUL	06/02/2023	R	190.00	June
608480	TEACHER CREATED MATERIALS PUBL	06/02/2023	R	263.99	June
608481	TRIO SUPPLY COMPANY	06/02/2023	R	493.21	June
608482	UHL CO	06/02/2023	R	18,956.25	June
608483	UNIVERSAL ATHLETIC LLC	06/02/2023	R	4,815.51	June
608484	WHITNEY, WILLIAM	06/02/2023	R	143.00	June
608485	YAGER, MICHAEL	06/02/2023	R	150.00	June
608486	TYER, MASON	06/06/2023	R	740.00	June
608487	SECURITY BANK & TRUST CO	06/06/2023	R	160.00	June
608488	AMAZON CAPITAL SERVICES	06/08/2023	R	11,246.91	June
608489	ALPHA WIRELESS COMMUNICATIONS	06/09/2023	R	378.32	June
608490	AVIBEN	06/09/2023	R	250.04	June
608491	BIFFS, INC	06/09/2023	R	1,959.54	June
608492	BIG STONE MINI GOLF	06/09/2023	R	882.00	June
608493	BLILIE, BRECK	06/09/2023	R	90.00	June
608494	BLILIE, TALEN	06/09/2023	R	90.00	June
608495	BLUUM OF MINNESOTA LLC	06/09/2023	R	68.64	June
608496	BREAKDOWN SPORTS USA	06/09/2023	R	1,350.00	June
608497	BRUEGGEMEIER, DEB	06/09/2023	R	111.20	June
608498	BSN SPORTS LLC	06/09/2023	R	75.52	June
608499	DARULA, SHARON	06/09/2023	R	21.85	June
608500	DHAENE, ADYSEN	06/09/2023	R	90.00	June
608501	EGGERS, JIM	06/09/2023	R	75.50	June
608502	ENKJER, SAMSON	06/09/2023	R	180.00	June
608503	EVANGELISTA, JASON	06/09/2023	R	30.00	June
608504	FRANKLIN PRINTING INC	06/09/2023	R	313.24	June
608505	FUN AND FUNCTION	06/09/2023	R	343.59	June
608506	GOULART, CARA	06/09/2023	R	44.50	June
608507	GRAINGER	06/09/2023	R	338.38	June
608508	GREATER MN COMMUNICATIONS	06/09/2023	R	370.00	June
608509	GUNDERSON, JACOB	06/09/2023	R	130.00	June
608510	HASTINGS CREAMERY LLC	06/09/2023	R	3,011.67	June
608511	HAUCK, TRISHIA	06/09/2023	R	300.00	June
608512	HEASER, BRANDON	06/09/2023	R	30.00	June
608513	HILLYARD/HUTCHINSON	06/09/2023	R	1,313.58	June
608514	INDIANHEAD FS DISTRIBUTOR, INC	06/09/2023	R	18,929.78	June
608515	INNOVATIVE OFFICE SOLUTIONS LL	06/09/2023	R	30.80	June
608516	JAHNKE, COOPER	06/09/2023	R	110.00	June
608517	JOSTENS	06/09/2023	R	14,089.96	June
608518	KEARNEY, ALEX	06/09/2023	R	155.00	June
608519	KEISER, CHRIS	06/09/2023	R	287.38	June
608520	KINNEY, JOANNE	06/09/2023	R	10.45	June
608521	KOSCHINSKA, LUKE	06/09/2023	R	240.00	June
608522	KROGMAN, KRISTIN	06/09/2023	R	4.75	June
608523	KUNARD, MICHELLE	06/09/2023	R	418.50	June
608524	LAHOOD, KIM	06/09/2023	R	37.95	June
608525	LAKETOWN GYMNASTICS	06/09/2023	R	1,123.00	June
608526	LANGER JR, JAMESON	06/09/2023	R	55.00	June
608527	LANO EQUIPMENT INC	06/09/2023	R	59.80	June
608528	LARSON, LUCAS	06/09/2023	R	8.20	June
608529	LEUTHNER, VICKI	06/09/2023	R	164.80	June
608530	LOFFLER COMPANIES	06/09/2023	R	4,525.01	June
608531	MACKIN LIBRARY SERVICE	06/09/2023	R	1,038.75	June
608532	MAIN SCOOP	06/09/2023	R	346.00	June

CHECK NUMBER	CHECK VENDOR	CHE DATE	CHE TYP	POST AMOUNT	POST MONTH
608533	MCDANIEL, TRISHA	06/09/2023	R	47.85	June
608534	MCDONALD, DANIEL	06/09/2023	R	90.00	June
608535	METRONET	06/09/2023	R	1,858.66	June
608536	MEYER, MEGAN	06/09/2023	R	270.00	June
608537	MEYER, PAYTON	06/09/2023	R	175.00	June
608538	MICHAL, SUE	06/09/2023	R	13.11	June
608539	MICHEL, JILL	06/09/2023	R	39.20	June
608540	MILLER, KIMBERLY	06/09/2023	R	24.25	June
608541	MN HISTORICAL SOCIETY	06/09/2023	R	3,000.00	June
608542	MORAN, SOPHIE	06/09/2023	R	90.00	June
608543	NEVER BORED ADVENTURE LLC	06/09/2023	R	305.00	June
608544	NOBLE, DARREN	06/09/2023	R	18.40	June
608545	NORTHWEST PASSAGE LTD	06/09/2023	R	3,400.00	June
608546	NYSTROM, KIERAN	06/09/2023	R	85.00	June
608547	OLESON, JON	06/09/2023	R	85.45	June
608548	PAUSCH, COLTEN	06/09/2023	R	210.00	June
608549	PERFORMANCE FOODSERVICE	06/09/2023	R	888.75	June
608550	PETSCHL, JEFFREY	06/09/2023	R	17.90	June
608551	PICK A TIME	06/09/2023	R	12.60	June
608552	RAIDT, JOHN	06/09/2023	R	84.90	June
608553	RENNEBERG HARDWOODS INC.	06/09/2023	R	1,059.45	June
608554	REPUBLIC SERVICES	06/09/2023	R	255.88	June
608555	ROGNE, NICOLE	06/09/2023	R	55.99	June
608556	RUBENSTEIN, LIAM	06/09/2023	R	130.00	June
608557	SAFARI ISLAND COMMUNITY CENTER	06/09/2023	R	450.00	June
608558	SANDAU, JILL	06/09/2023	R	46.50	June
608559	SHERWIN-WILLIAMS CO	06/09/2023	R	467.10	June
608560	SKATEVILLE	06/09/2023	R	564.00	June
608561	SORENSEN, JODI	06/09/2023	R	38.85	June
608562	SOUTHWEST MN STATE UNIV	06/09/2023	R	3,300.00	June
608563	STANTON, JULIE	06/09/2023	R	1.83	June
608564	STAPLES ADVANTAGE	06/09/2023	R	82.17	June
608565	STEJSKAL, COOPER	06/09/2023	R	90.00	June
608566	STENDER, JULIANNE	06/09/2023	R	13.80	June
608567	STINEMAN, LUKE	06/09/2023	R	155.00	June
608568	SWENSON, CADEN	06/09/2023	R	155.00	June
608569	TACKMANN, LORI	06/09/2023	R	16.00	June
608570	TITAN ENERGY SYSTEMS INC	06/09/2023	R	5,211.83	June
608571	UHL CO	06/09/2023	R	9,620.25	June
608572	US POSTAL SERVICE	06/09/2023	R	1,423.58	June
608573	WACONIA SUBWAY	06/09/2023	R	1,042.70	June
608574	WAGNER, MARION	06/09/2023	R	68.95	June
608575	WELCOME NEIGHBOR, INC	06/09/2023	R	195.00	June
608576	WICKENHAUSER, ADRIANNA	06/09/2023	R	180.00	June
608577	WINKELS, JENNIFER	06/09/2023	R	43.70	June
608578	WINNIE, DOMINIC	06/09/2023	R	245.00	June
608579	WINSTED SOLAR LLC	06/09/2023	R	6,744.44	June
608580	WORTZ, TYLER	06/09/2023	R	84.00	June
608581	YAGER, MICHAEL	06/09/2023	R	281.75	June
608582	ZABACK, STACY	06/09/2023	R	26.55	June
608583	WACONIA EDUCATION ASSOCIATION	06/15/2023	R	13,055.82	June
608584	AASERUDE, ANDREA	06/15/2023	R	8.25	June
608585	AFFINETY SOLUTIONS, INC	06/15/2023	R	710.00	June
608586	BACH, MASON	06/15/2023	R	550.00	June
608587	BECKWITH, CARSON	06/15/2023	R	820.00	June
608588	BSN SPORTS LLC	06/15/2023	R	1,447.28	June

CHECK NUMBER	CHECK VENDOR	CHE DATE	CHE TYP	POST AMOUNT	POST MONTH
608589	BURANDT, DUSTIN	06/15/2023	R	40.00	June
608590	CAPITAL ONE TRADE CREDIT	06/15/2023	R	464.22	June
608591	CITY OF WACONIA	06/15/2023	R	10,449.71	June
608592	CLOETER, ALLISON	06/15/2023	R	319.70	June
608593	CORBETT, MELISSA	06/15/2023	R	6.30	June
608594	COREMARK METALS	06/15/2023	R	576.78	June
608595	CULLIGAN BOTTLED WATER	06/15/2023	R	609.00	June
608596	DAMLO, ISAAC	06/15/2023	R	380.00	June
608597	DAWSON, ALIVIA	06/15/2023	R	40.00	June
608598	DISTRICT 112 COMM ED	06/15/2023	R	1,350.00	June
608599	FLAATA, RICHARD	06/15/2023	R	13.35	June
608600	FRITZ, SEAN	06/15/2023	R	325.00	June
608601	GENESIS TECHNOLOGIES, INC.	06/15/2023	R	2,500.00	June
608602	GORRIE, HUDSON	06/15/2023	R	125.00	June
608603	GRAINGER	06/15/2023	R	75.63	June
608604	GUDERIAN, KALEB	06/15/2023	R	450.00	June
608605	H&B SPECIALIZED PRODUCTS	06/15/2023	R	2,243.25	June
608606	HAMMOND, MALLERY	06/15/2023	R	20.00	June
608607	HEASSLER, ROLLIN	06/15/2023	R	20.00	June
608608	HELEN SOLAR LLC	06/15/2023	R	6,053.48	June
608609	HILLMAN, SCOTT	06/15/2023	R	73.90	June
608610	HILLS, KAILEE	06/15/2023	R	70.00	June
608611	HORIZON EQUIPMENT	06/15/2023	R	359.50	June
608612	HOWELL, RYAN	06/15/2023	R	42.40	June
608613	HUGHES, KYLE	06/15/2023	R	110.00	June
608614	INDIANHEAD FS DISTRIBUTOR, INC	06/15/2023	R	17,778.60	June
608615	INNOVATIVE OFFICE SOLUTIONS LL	06/15/2023	R	310.60	June
608616	JOHNSON, ALEX	06/15/2023	R	3.50	June
608617	JOSTENS	06/15/2023	R	198.07	June
608618	KACZMAREK, BRAYDEN	06/15/2023	R	673.00	June
608619	KAMLA, JALEN	06/15/2023	R	150.00	June
608620	KRUEGER, LINSEY	06/15/2023	R	17.15	June
608621	LINEHAN, JAMES	06/15/2023	R	73.00	June
608622	MARFIO, BENJAMIN	06/15/2023	R	10.45	June
608623	MAYO, MCCULLEN	06/15/2023	R	100.00	June
608624	MILLER, RYAN	06/15/2023	R	40.00	June
608625	MILLER, TY	06/15/2023	R	90.00	June
608626	MN CLAY CO USA	06/15/2023	R	802.00	June
608627	NELSON, ALEXANDER	06/15/2023	R	175.00	June
608628	NELSON, MITCHELL	06/15/2023	R	670.00	June
608629	NORTON, LINDSEY	06/15/2023	R	18.75	June
608630	OLSON, BRAD	06/15/2023	R	6.70	June
608631	PARTS CITY WACONIA	06/15/2023	R	17.99	June
608632	PECK, BARTON	06/15/2023	R	75.00	June
608633	PERFORMANCE FOODSERVICE	06/15/2023	R	1,217.07	June
608634	PMA ASSET MANAGEMENT, LLC	06/15/2023	R	173.69	June
608635	PROFESSIONAL TURF & RENOVATION	06/15/2023	R	9,584.37	June
608636	QUADIENT INC	06/15/2023	R	30.00	June
608637	REGENTS OF THE U OF MN	06/15/2023	R	876.00	June
608638	ROTHSTEIN, CALLAN	06/15/2023	R	550.00	June
608639	ROTHSTEIN, CHANDRA	06/15/2023	R	37.25	June
608640	SAFARI ISLAND COMMUNITY CENTER	06/15/2023	R	63,425.72	June
608641	SCHOOL SPECIALTY, LLC	06/15/2023	R	63.71	June
608642	SCHWANKE, BRYAN	06/15/2023	R	3.60	June
608643	SCHWAB, KYLER	06/15/2023	R	150.00	June
608644	SETH, JEDIDIAH	06/15/2023	R	73.10	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
608645	SIMON, CODY	06/15/2023	R	40.00	June
608646	STAPLES ADVANTAGE	06/15/2023	R	802.18	June
608647	STRAWBRIDGE STUDIOS INC	06/15/2023	R	724.34	June
608648	SWENDSEID, EMMETT	06/15/2023	R	90.00	June
608649	THOR, PORTER	06/15/2023	R	250.44	June
608650	TINTES, MATTHEW	06/15/2023	R	754.00	June
608651	TOLEDO, JORGE	06/15/2023	R	20.00	June
608652	TRAINING HAUS	06/15/2023	R	7,296.00	June
608653	UNITED FARMERS COOPERATIVE	06/15/2023	R	1,599.09	June
608654	US TOY CO/CONSTRUCTIVE PLAYTHI	06/15/2023	R	2,297.51	June
608655	VETTEL, ASHTON	06/15/2023	R	500.00	June
608656	WACONIA DANCE CO	06/15/2023	R	3,885.00	June
608657	WAYZATA RESULTS, INC	06/15/2023	R	900.00	June
608658	WEST, HEATHER	06/15/2023	R	10.00	June
608659	WEX BANK	06/15/2023	R	540.20	June
608660	WICKENHAUSER, VINCENT	06/15/2023	R	200.00	June
608661	WINSEMAN, CAMERON	06/15/2023	R	150.00	June
608662	WM CORPORATE SERVICES INC	06/15/2023	R	2,422.21	June
608663	YOUNG, CARTER	06/15/2023	R	670.00	June
608664	YOUNG, THOMAS	06/15/2023	R	90.00	June
608665	ZABEL, AYDN	06/15/2023	R	450.00	June
202201172	EDUCATIONAL SUPPORT PARA UNION	05/15/2023	W	1,213.26	May
202201174	LIFE INS CO OF NORTH AMERICA	05/15/2023	W	4,387.58	May
202201180	ONEBRIDGE BENEFITS, INC.	05/15/2023	W	5,533.31	May
202201181	BLUE CROSS AND BLUE SHIELD OF	05/22/2023	W	659,655.34	May
202201183	EDUCATIONAL SUPPORT PARA UNION	05/31/2023	W	1,213.26	May
202201184	INTERNAL REVENUE SERVICE	05/31/2023	W	309,273.40	May
202201185	LIFE INS CO OF NORTH AMERICA	05/31/2023	W	6,933.54	May
202201186	MN CHILD SUPPORT PYMT CENTER	05/31/2023	W	128.00	May
202201187	MN DEPT OF REVENUE	05/31/2023	W	49,219.16	May
202201188	MN TEACHERS RETIREMENT ASSN	05/31/2023	W	164,720.84	May
202201189	PERA	05/31/2023	W	51,988.88	May
202201190	AVIBEN	05/31/2023	W	66,631.40	May
202201191	ONEBRIDGE BENEFITS, INC.	05/31/2023	W	5,533.31	May
202201192	ALDI	06/10/2023	W	819.52	June
202201193	TARGET BANK	06/10/2023	W	1,787.35	June
202201195	CREATURE WORKS, INC	06/10/2023	W	42.50	June
202201196	FLEET FARM	06/10/2023	W	379.87	June
202201200	WEBSTAIRANT STORE	06/10/2023	W	930.99	June
202201224	BAKKEN MUSEUM	06/10/2023	W	1,520.00	June
202201225	DOMINO'S PIZZA	06/10/2023	W	386.77	June
202201226	GIMKIT LLC	06/10/2023	W	19.98	June
202201228	NEWGRANGE SCHOOL OF PRINCETON	06/10/2023	W	320.00	June
202201229	BREEZY POINT RESORT	06/10/2023	W	675.00	June
202201230	MN ZOO	06/10/2023	W	714.00	June
202201232	REPUBLIC SERVICES	06/10/2023	W	3,660.05	June
202201233	HOTEL EDISON - NEW YORK	06/10/2023	W	9,500.00	June
202201234	WALGREENS	06/10/2023	W	53.77	June
202201235	DOLLAR TREE	06/10/2023	W	92.50	June
202201236	NORTHWOODS PROFESSIONAL GROUP	06/10/2023	W	99.00	June
202201242	MN VALLEY ELECTRIC CORP	06/10/2023	W	28,913.73	June
202201244	BAKERY ON MAIN	06/10/2023	W	782.48	June
202201245	SADDLEBACK EDUCATIONAL, INC.	06/10/2023	W	1,584.80	June
202201246	TEACHERS SYNERGY, LLC	06/10/2023	W	110.99	June
202201247	CONTINENTAL PRESS INC	06/10/2023	W	1,818.66	June
202201249	USA WELCOME	06/10/2023	W	1,000.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
202201250	WACONIA CHAMBER OF COMMERCE	06/10/2023	W	30.00	June
202201253	AMF SOUTHTOWN LANES	06/10/2023	W	2,074.77	June
202201255	EDUCATIONAL THEATRE ASSOC	06/10/2023	W	129.00	June
202201256	USA INFLATABLES	06/10/2023	W	3,166.47	June
202201257	LAVI INSTITUTE	06/10/2023	W	79.00	June
202201259	MASTER TEACHER	06/10/2023	W	370.70	June
202201262	ULTIMATE EVENTS	06/10/2023	W	728.75	June
202201263	ADDITUDE MAGAZINE	06/10/2023	W	21.95	June
202201264	SOCIAL THINKING PUBLISHING	06/10/2023	W	132.78	June
202201265	US POSTAL SERVICE	06/10/2023	W	9.56	June
202201267	AMERIVU INN & SUITES - WACONIA	06/10/2023	W	274.86	June
202201268	HOLIDAY INN EXPRESS HOTEL	06/10/2023	W	2,478.93	June
202201270	MACKENTHUN'S FINE FOODS	06/10/2023	W	48.89	June
202201273	HOME DEPOT	06/10/2023	W	305.52	June
202201275	Hoefler & Co	06/10/2023	W	149.00	June
202201276	WILSON SPORTING GOODS	06/10/2023	W	399.95	June
202201277	UNHINGED PIZZA - WACONIA	06/10/2023	W	500.00	June
202201278	SCIENCE MUSEUM OF MINNESOTA	06/10/2023	W	1,326.00	June
202201279	NATIONAL HONOR SOCIETY	06/10/2023	W	1,833.00	June
202201280	CARVER COUNTY PARKS & RECREATI	06/10/2023	W	78.00	June
202201282	USA LACROSSE	06/10/2023	W	55.00	June
202201284	THROW DEEP PUBLISHING	06/10/2023	W	129.99	June
202201285	PANGEA CAFE	06/10/2023	W	750.00	June
202201286	CARIBOU COFFEE STORE #1300	06/10/2023	W	62.99	June
202201287	JIMMY JOHNS	06/10/2023	W	770.85	June
202201290	MAILCHIMP	06/10/2023	W	265.00	June
202201291	NORTHLAND TRUST SERV INC	05/26/2023	W	3,035,175.00	May
202201292	BRI Parent, Inc	05/30/2023	W	400.00	May
202201293	ONEBRIDGE BENEFITS, INC.	05/16/2023	W	1,011.50	May
202201294	MN UNEMPLOY INS	05/03/2023	W	4,437.36	May
202201295	SECURITY BANK & TRUST CO	05/31/2023	W	219.65	May
202201296	XCEL ENERGY	05/30/2023	W	17,879.21	May
202201297	T-MOBILE	05/05/2023	W	780.00	May
202201298	AT&T MOBILITY	05/05/2023	W	389.42	May
202201299	QUADIENT FINANCE USA, INC	05/25/2023	W	800.00	May
202201300	CENTERPOINT ENERGY	05/30/2023	W	36,099.04	May
202201301	XCEL ENERGY	05/30/2023	W	94.00	May
202201302	SPRINT WIRELESS	05/26/2023	W	523.70	May
202201303	AUTHORIZE.NET	05/02/2023	W	214.00	May
202201304	PMA ASSET MANAGEMENT, LLC	05/31/2023	W	20.83	May
202201305	AFFINETY SOLUTIONS, INC	05/10/2023	W	25,165.32	May
202201310	INTERNAL REVENUE SERVICE	06/15/2023	W	296,231.01	June
202201312	MN CHILD SUPPORT PYMT CENTER	06/15/2023	W	128.00	June
202201313	MN DEPT OF REVENUE	06/15/2023	W	47,203.56	June
202201314	MN TEACHERS RETIREMENT ASSN	06/15/2023	W	159,107.58	June
202201315	PERA	06/15/2023	W	49,429.11	June
202201316	AVIBEN	06/15/2023	W	65,757.48	June
202201318	INTERNAL REVENUE SERVICE	06/15/2023	W	78.82	June
202201319	MN DEPT OF REVENUE	06/15/2023	W	0.00	June
222300128	DALBEC, TESSANDRA	05/18/2023	A	48.47	May
222300129	FROEHLICH, JENNIFER	05/18/2023	A	360.00	May
222300130	SCHULTZ, VANESSA	05/18/2023	A	85.54	May
222300131	TACKMANN, LORI	05/18/2023	A	56.33	May
222300132	BUTLER, LAURA	06/01/2023	A	39.01	June
222300133	HALLERMANN, SARA	06/01/2023	A	136.31	June
222300134	SMITH, NICOLE	06/01/2023	A	270.00	June

<u>CHECK</u>		<u>CHECK</u>	<u>CHE</u>		<u>POST</u>
<u>NUMBER</u>	<u>VENDOR</u>	<u>DATE</u>	<u>TYP</u>	<u>AMOUNT</u>	<u>MONTH</u>
222300135	WOYNO, IVAN	06/01/2023	A	160.34	June
222300136	BJERKE, RHONDA	06/08/2023	A	51.09	June
222300137	DISER, LAFE	06/08/2023	A	75.00	June
222300138	DREW, MEGAN	06/08/2023	A	151.17	June
222300139	JENSEN, STEVEN	06/08/2023	A	60.00	June
222300140	KOLHEI, SHANNON	06/08/2023	A	90.03	June
222300141	MITCHELL, LINDSEY	06/08/2023	A	37.73	June
222300142	PIEPER, ELI	06/08/2023	A	184.99	June
222300143	RAETHER, KELLY JO	06/08/2023	A	237.11	June
222300144	ROHDE, JENNIFER	06/08/2023	A	108.34	June
222300145	SCHANK, BARBARA	06/08/2023	A	130.92	June
222300146	SHEA, COREY	06/08/2023	A	153.37	June
222300147	SHERMAN, MONICA	06/08/2023	A	123.34	June
222300148	WINGERT, MOLLY	06/08/2023	A	238.03	June
222300149	CHAPMAN, ALYCIA	06/16/2023	A	600.00	June
222300150	DEVAAN, KHUZANA	06/16/2023	A	360.00	June
222300151	JOHNSON, JAN	06/16/2023	A	300.00	June
222300152	MERENESS, ALLISON	06/16/2023	A	360.00	June
222300153	NEUBAUER, AMANDA	06/16/2023	A	28.75	June
222300154	SEIM, LINDSAY	06/16/2023	A	262.13	June
222300155	STACKEN, RON	06/16/2023	A	300.00	June

Totals for checks 6,259,952.91

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	4,836,483.23	0.00	1,021,988.49	5,858,471.72
02	Food Service	67,754.26	0.00	151,593.99	219,348.25
04	Community Service	85,584.65	0.00	79,009.67	164,594.32
20	Internal Service	0.00	0.00	1,400.00	1,400.00
45	OPEB Irrevocable Trust Fund	0.00	0.00	194.52	194.52
82	Meyer Hall Trust	0.00	0.00	15,944.10	15,944.10
***	Fund Summary Totals ***	4,989,822.14	0.00	1,270,130.77	6,259,952.91

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

5.B. Human Resource Items

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

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

**BOARD OF EDUCATION**

Regular Meeting – June 26, 2023

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

**AGENDA ITEM: Human Resources Recommendations**

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

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**Employment**

<b>Anderson, Emily</b> Replacement	Special Education Teacher 1.0 FTE; 184 Days <b>Attach K</b>	SV
<b>Brink, Mary</b> Replacement	Special Education Teacher 1.0 FTE; 184 Days <b>Attach K</b>	WMS
<b>Edeburn, Melissa</b> Replacement	Speech Language Pathologist Assistant .4 FTE; 175 Days	LT
<b>Engbretson, Emma</b> Replacement	Life Sciences Teacher 1.0 FTE; 184 Days <b>Attach K</b>	WHS
<b>Kelly, Grace</b> New	Preschool Teacher 1.0 FTE; 177 Days	Comm Ed
<b>Kendrick, Julie</b> Replacement	Special Education Teacher 1.0 FTE; 184 Days <b>Attach K</b>	BV
<b>Lengemann, Nicole</b> Replacement	Vocal and Classroom Music Teacher 1.0 FTE; 184 Days <b>Attach K</b>	SV

<b>Luttschwager, Alyssa</b> Replacement	Science Teacher 1.0 FTE; 184 Days <b>Attach K</b>	WMS
<b>Malyugina, Natalia</b> Replacement	Educational Assistant (SPED) 3 Hours/Day; 175 Days	ESC
<b>Nelson, Christina</b> Replacement	Educational Assistant (SPED) 5.5 Hours/Day; 175 Days	ESC
<b>Oldenkamp, Sonja</b> Replacement	Grade 1 Teacher 1.0 FTE; 184 Days <b>Attach K</b>	LT
<b>Ombati, Douglas</b> New	Kids' Company Lead Part-Time; Hours Vary	Comm Ed
<b>Schuetz, Beth</b> Replacement	Educational Assistant - Title I Full-Time; 175 Days	BV
<b>Stockstead, Jessica</b> Replacement	Grade 7 Teacher - Science 1.0 FTE; 184 Days <b>Attach K</b>	WMS
<b>Vogelgesang, Mackenzie</b> Replacement	ECSE Teacher 1.0 FTE; 184 Days <b>Attach K</b>	ESC

#### **Employee Status Changes**

**Hughes, Megan**, Educational Assistant (SPED), from 27 hours/week to 30 hours/week at WEC

#### **Leaves of Absence**

**Almquist, Terry**, Custodian at WMS

**Johnson, Jan**, Custodian at BV

**Weinzierl, Bruce**, Custodian at WHS

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

**Bellm, Immanda**, Media & Digital Learning Coordinator at WMS

**Monson, Erika**, Grade 4 Teacher at BV

#### **Retirements/Resignations/Terminations**

**Bovee, Erin**, Educational Assistant at BV

**Burroughs, Rene**, Administrative Assistant I at LT

**Frisinger, Janette**, Educational Assistant at WEC  
**Hempel, Jennifer**, Educational Assistant at WHS  
**Hoxie, Gretchen**, Educational Assistant at BV  
**Huepenbecker, Annee**, Nutritional Assistant at LT  
**Husman, Anna**, Physical Sciences Teacher at WHS  
**Long, Melissa**, ELA Teacher at WMS  
**Pieper, Eli**, Custodial Maintenance at WMS

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

5.C. Receipts of Donation

6. **REPORTS**

6.A. Administrative Presentation

**Presenter:** Matt  
Thomas, Director of  
Communications


6.A.1. End-of-Year Survey Results



# End-of-Year Survey Results

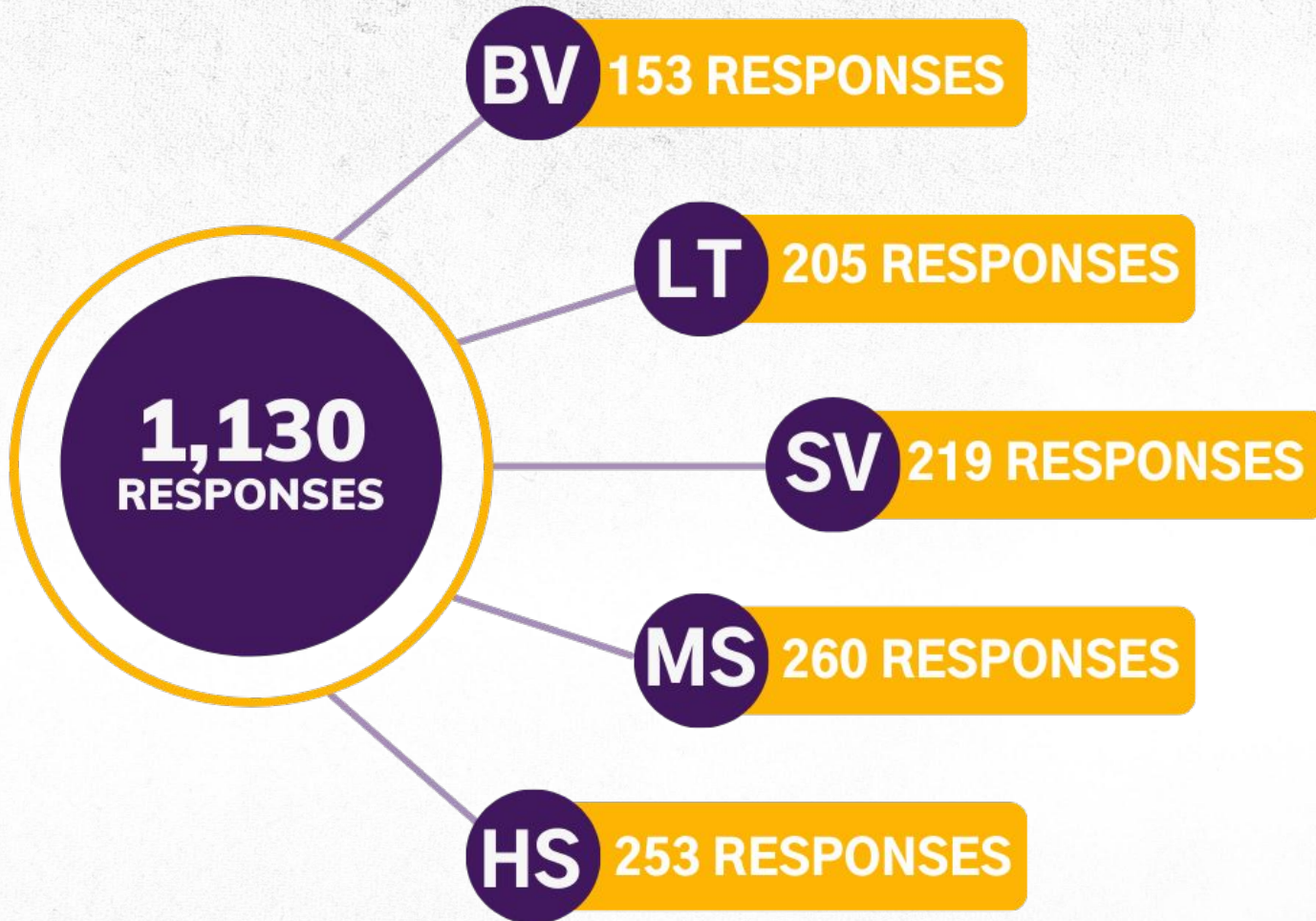
## June 26, 2023

# Parent/Guardian Survey

- Worked with Director Klitzke and principals to revise some questions, shorten survey
- Survey first sent to parents/guardians on May 22 via Infinite Campus
- Reminder included in school-to-home e-newsletters by Principals
- Survey closed on Friday, June 9
- 1,130 responses  48% from last year



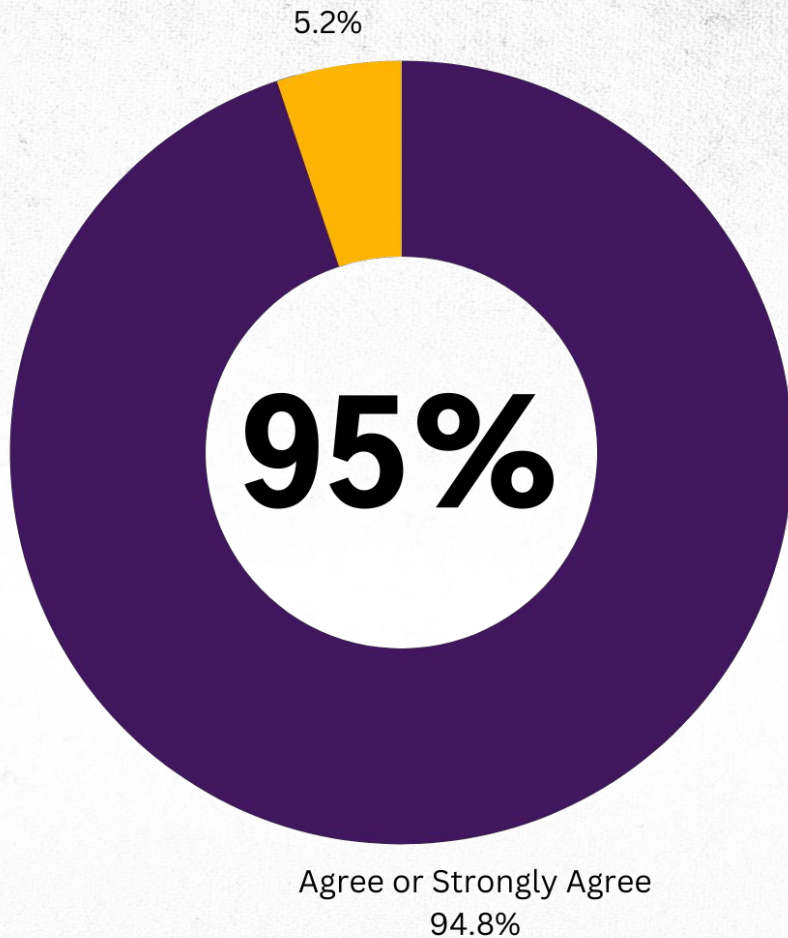
# Who Responded to Parent Survey?



\*Notes: 39 responses from Early Childhood parents  
Didn't receive a statistically significant response from WLC parents



# Parent/Guardian Survey Results



**My child's school  
creates a welcoming  
environment.**

**Elementary: 98.2%**  
**Secondary: 90.6%**



# Parent/Guardian Survey Results

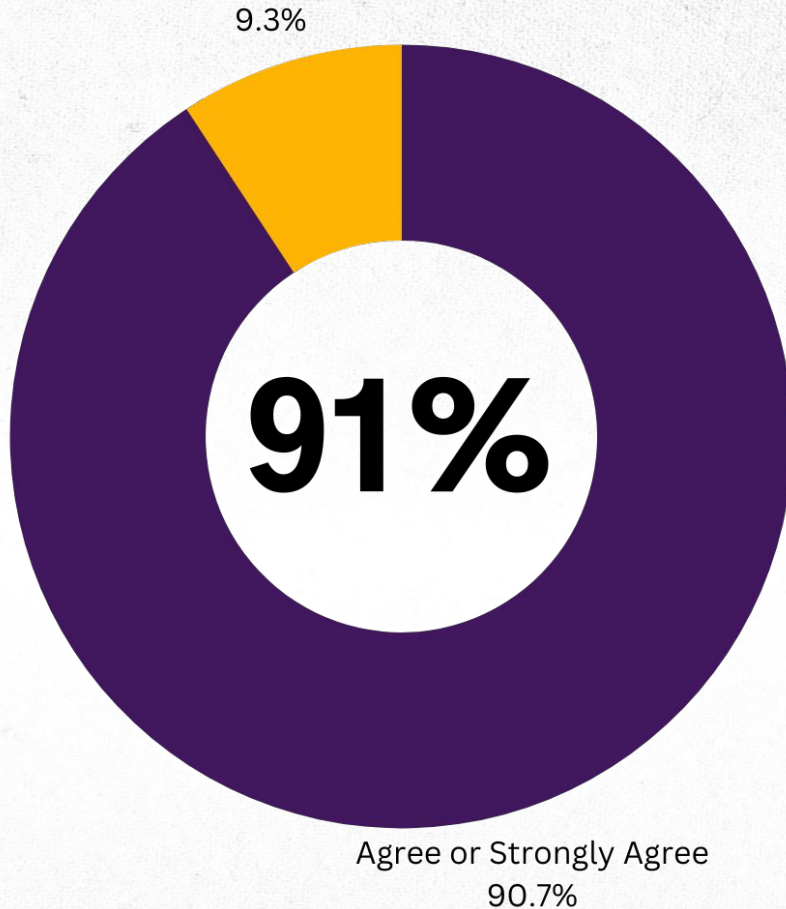
**I feel that my child is safe at school.**

**Elementary: 96.5%**

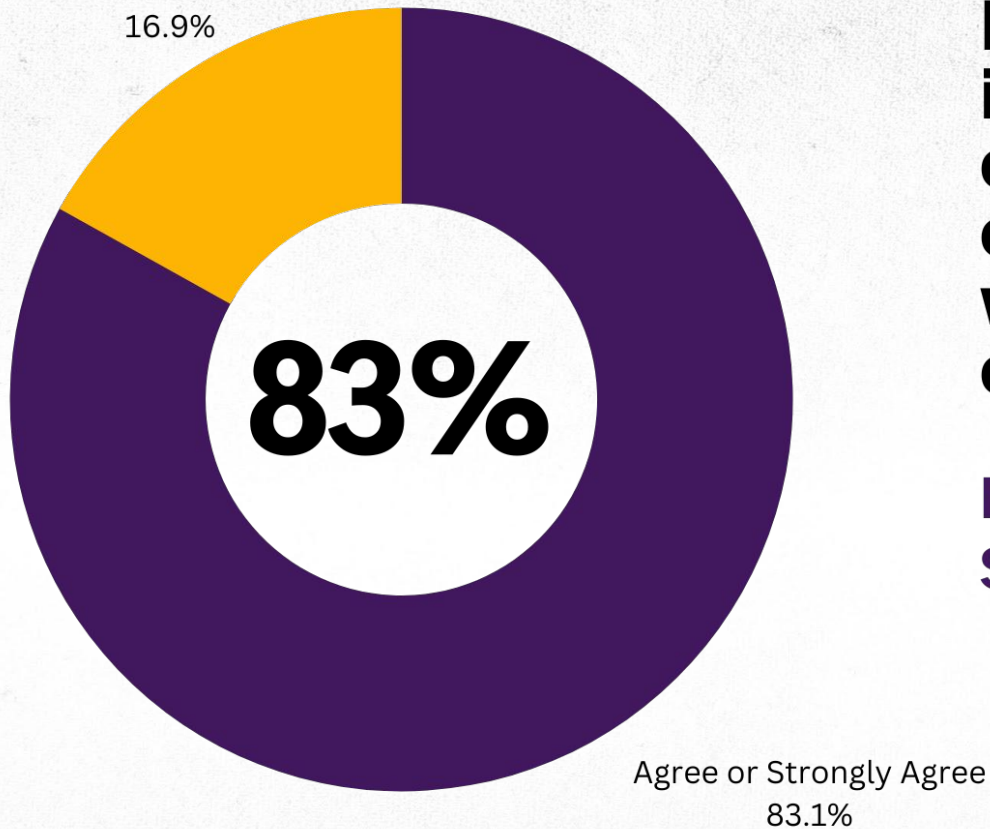
**Secondary: 83.5%**

**-WMS: 87.6%**

**-WHS: 79.3%**



# Parent/Guardian Survey Results

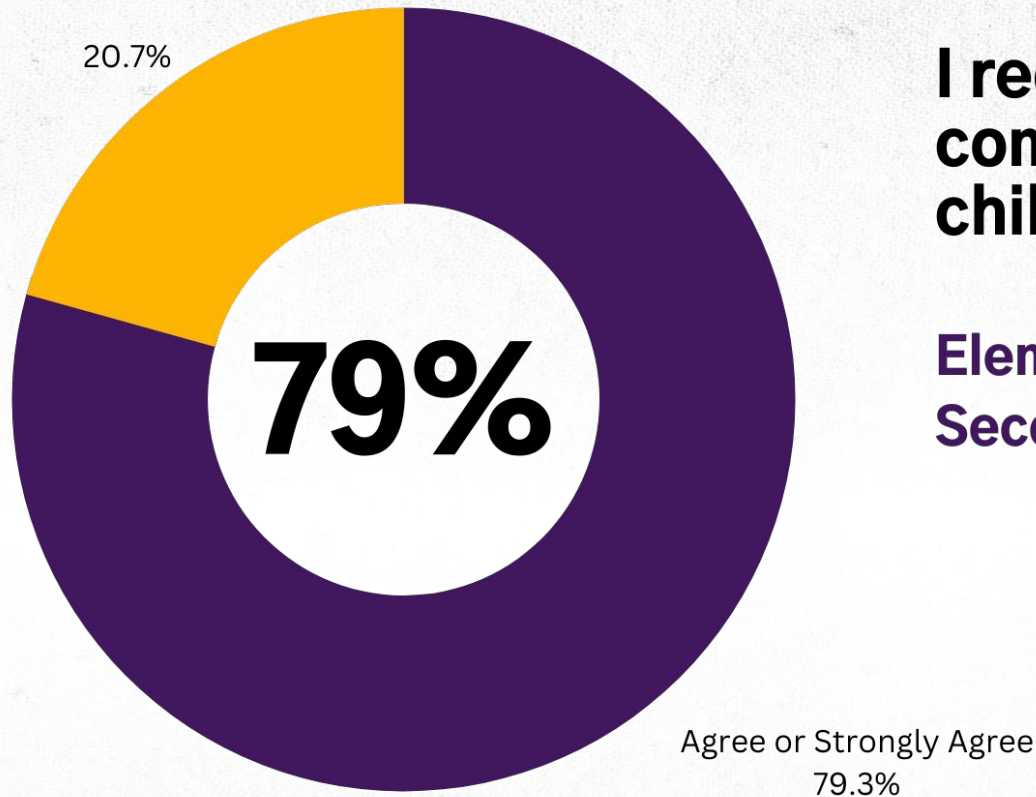


**I am connected and involved in the school community and experience a partnership with the school in my child's education.**

**Elementary: 93.4%**  
**Secondary: 70.8%**



# Parent/Guardian Survey Results

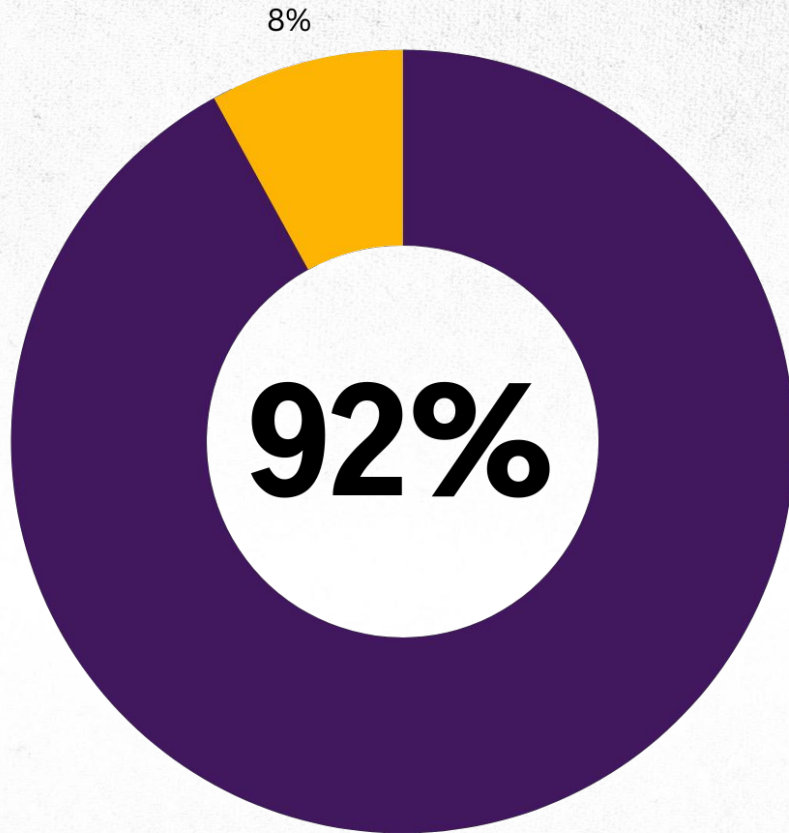


**I receive clear and relevant communication from my child's teacher(s).**

**Elementary: 93.2%**  
**Secondary: 62.3%**



# Parent/Guardian Survey Results



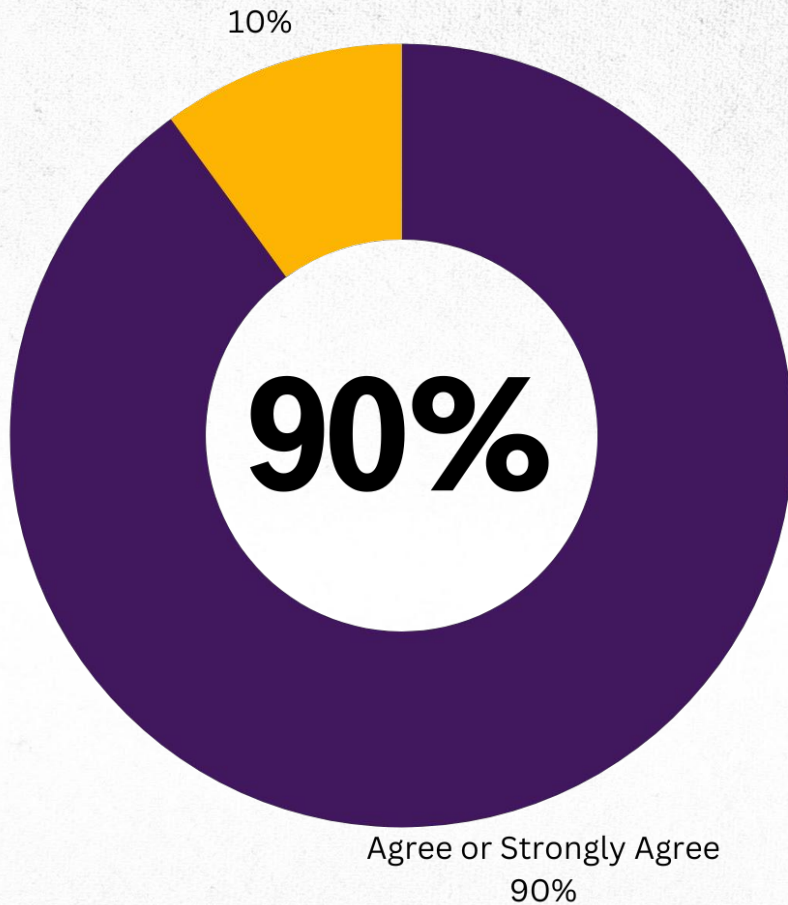
Agree or Strongly Agree  
92%

**I receive clear and relevant communication from my child's school.**

**Elementary: 96.8%**  
**Secondary: 86.3%**



# Parent/Guardian Survey Results

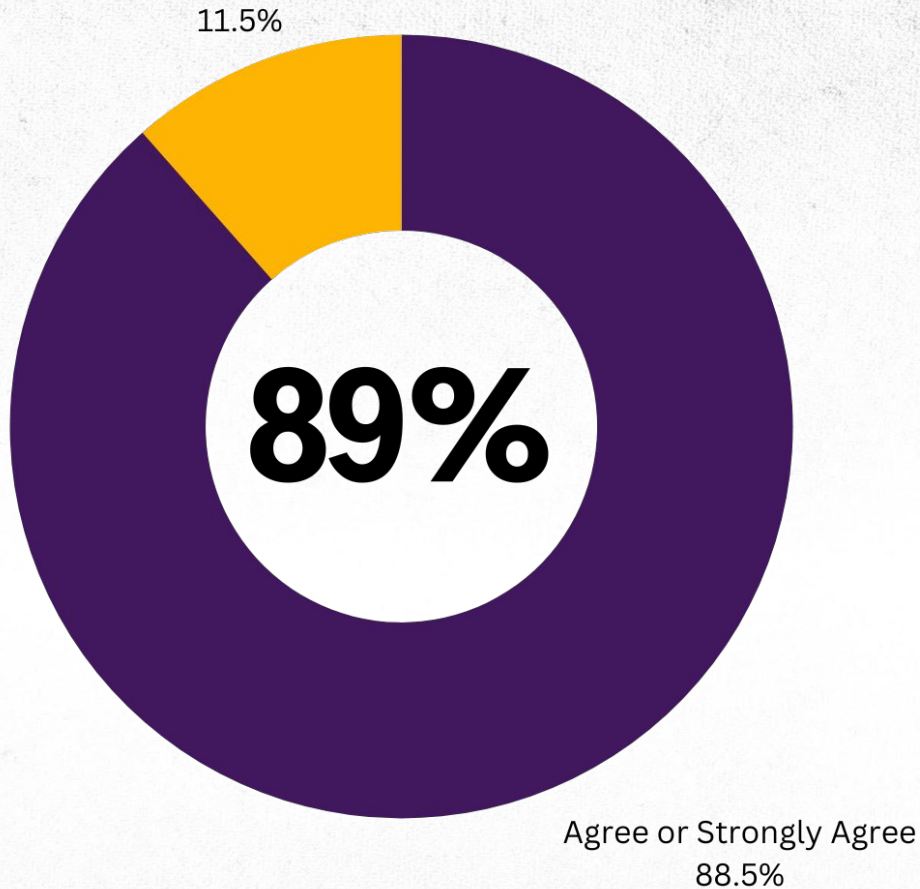


**School staff in my child's building work to ensure an inclusive learning environment and a sense of belonging for my child.**

**Elementary: 96.3%**  
**Secondary: 82.1%**



# Parent/Guardian Survey Results

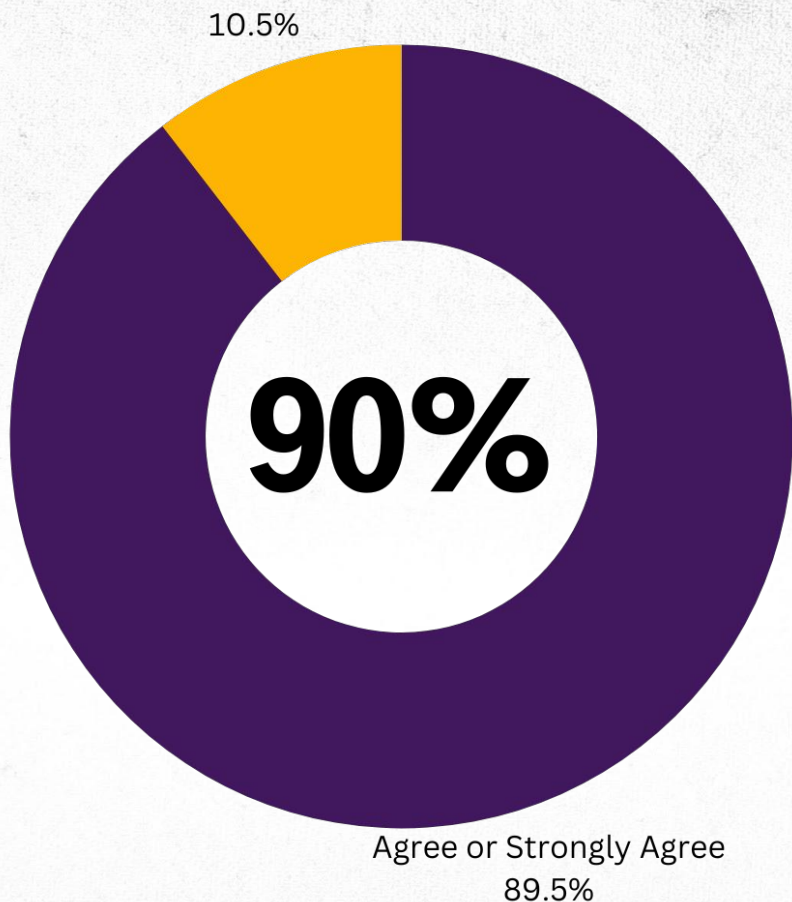


**My child is receiving a high quality education.**

**Elementary: 94.4%**  
**Secondary: 81.0%**



# Parent/Guardian Survey Results




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

**Elementary: 94.9%**  
**Secondary: 82.9%**

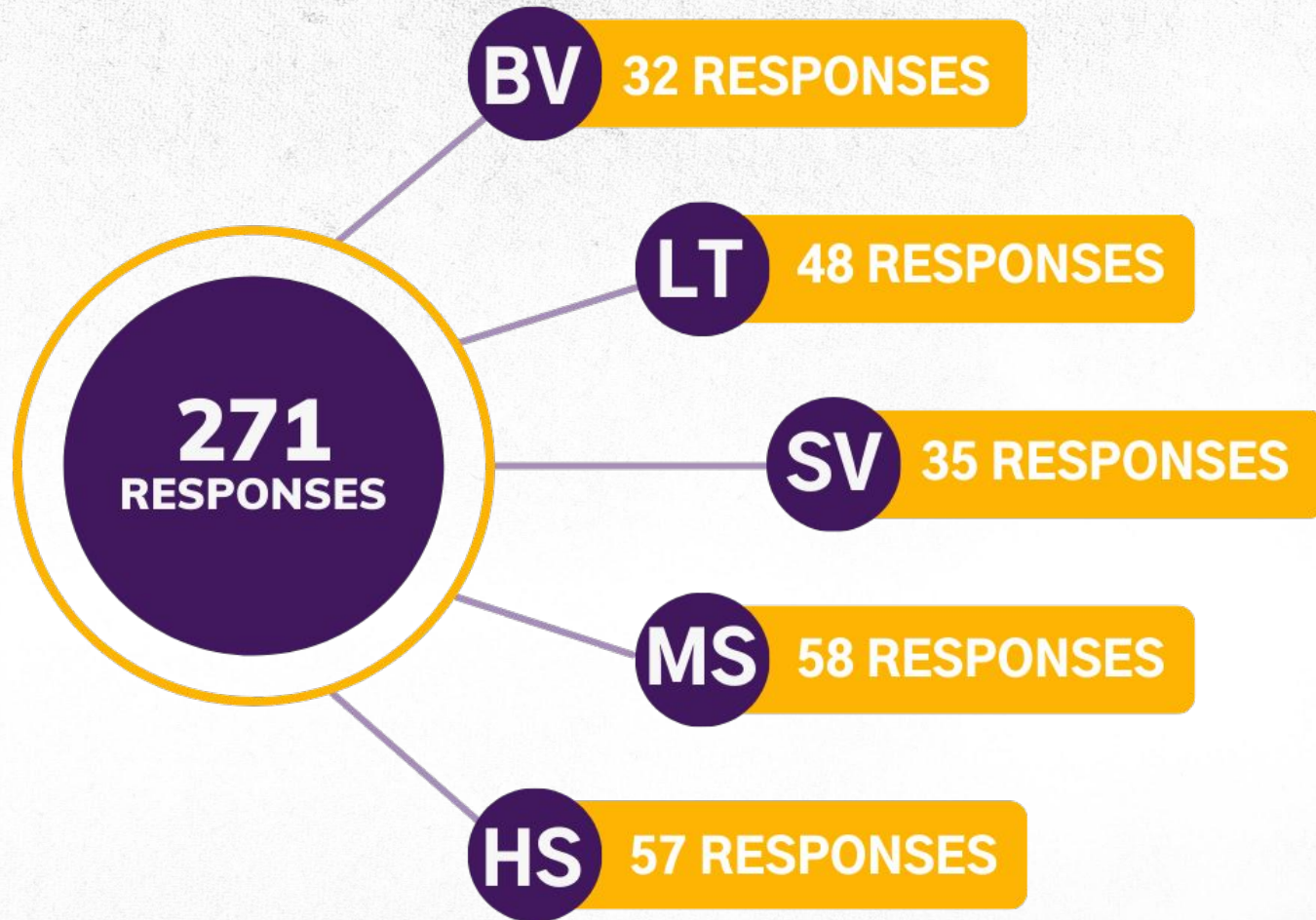


# Staff Survey

- Survey emailed to all staff on May 22
- Survey closed on Friday, June 9
- 271 responses  16% from last year



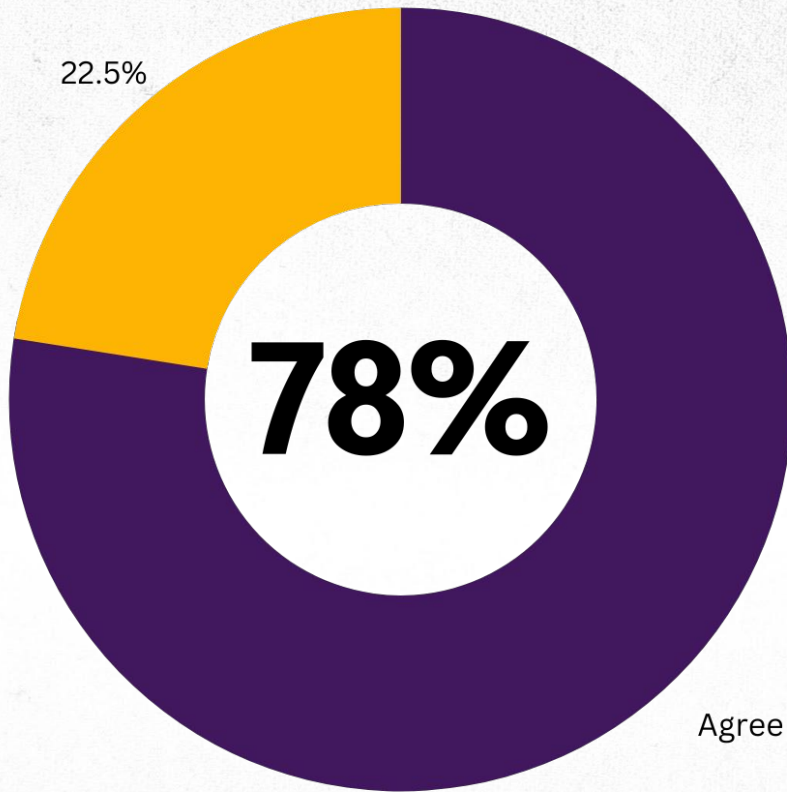
# Who Responded to Staff Survey?



\*Additional Responses: District Office (26); Community Ed. (11); WLC (4)



# Staff Survey Results



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

**Outliers:**

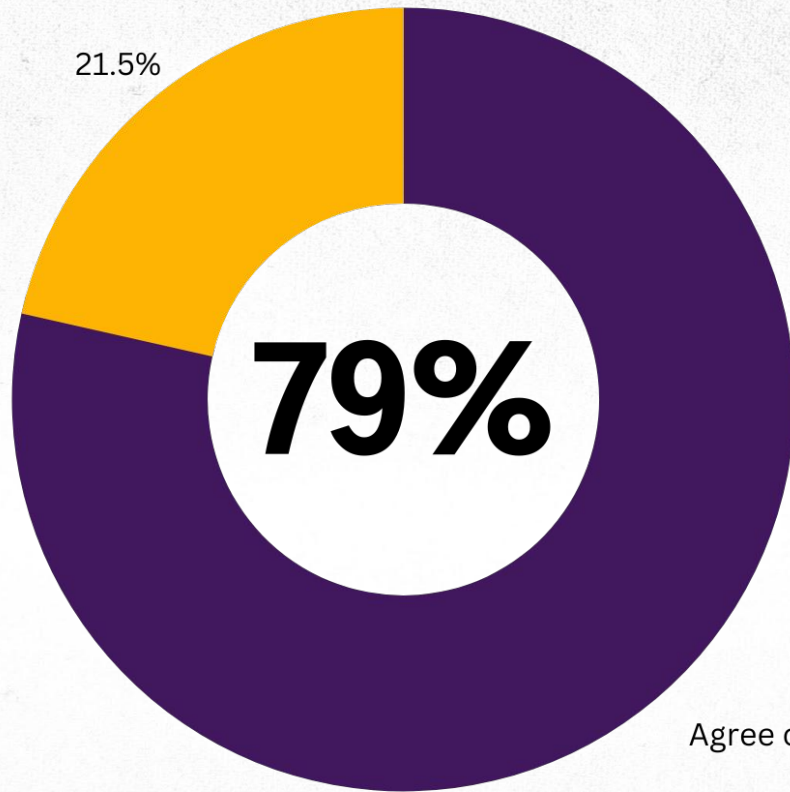
**Community Ed. (100%)**

**Laketown Elem. (89.5%)**

Agree or Strongly Agree  
77.5%



# Staff Survey Results



**I feel supported by my direct supervisor.**

## Outliers:

**District Office (92.3%)**

**Laketown (91.4%)**

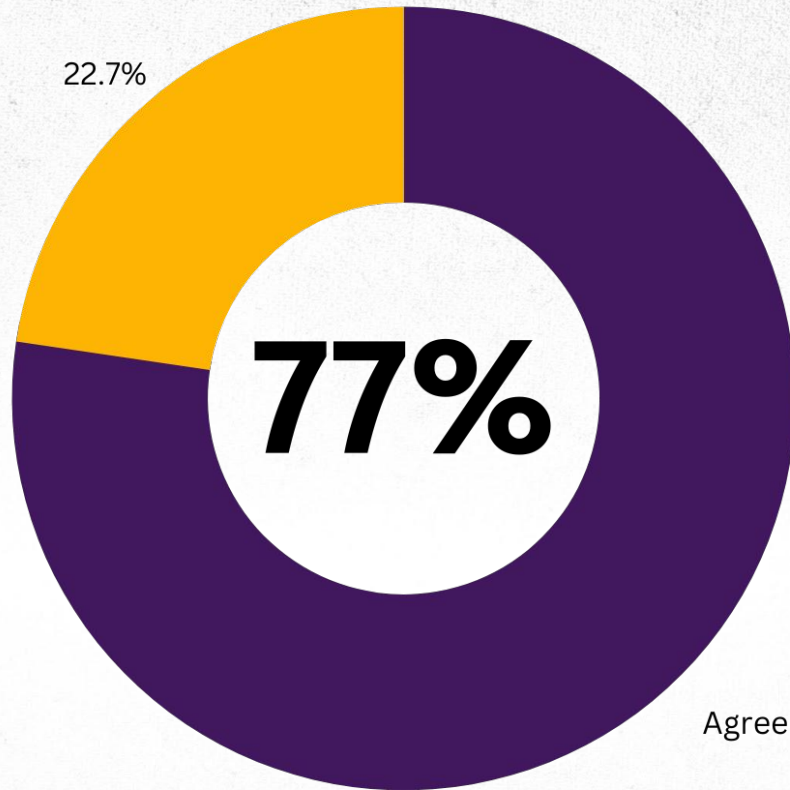
**Community Ed. (90.9%)**

**Southview (85.7%)**

Agree or Strongly Agree  
78.5%



# Staff Survey Results



**My direct supervisor provides clear expectations.**

## Outliers:

**Laketown (95.8%)**

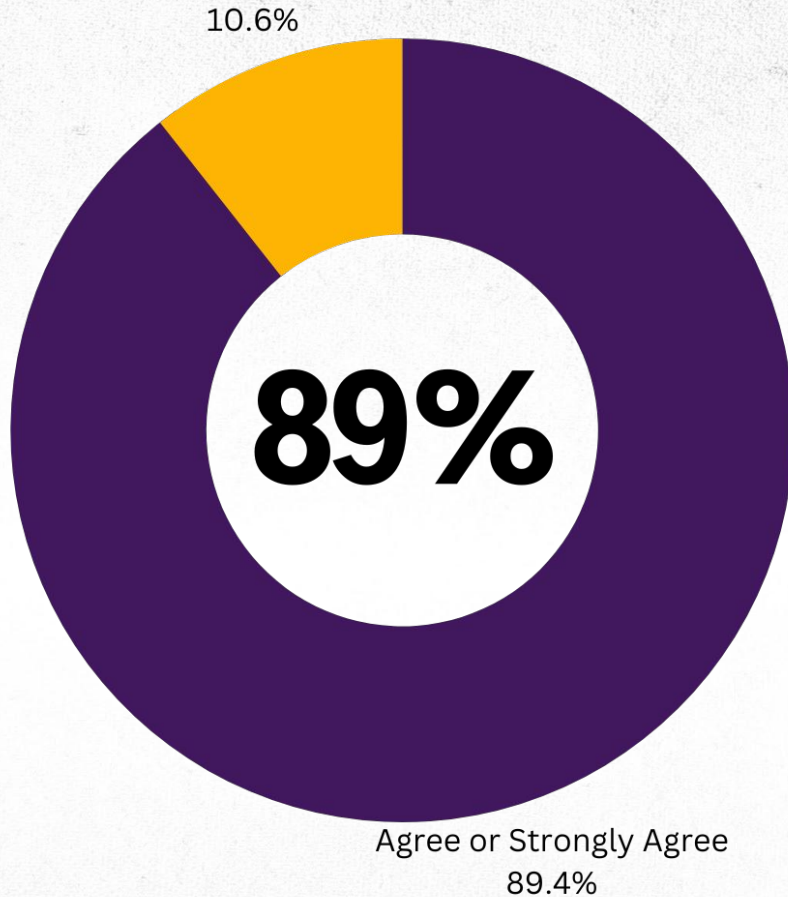
**Southview (91.4%)**

**District Office (84.6%)**

Agree or Strongly Agree  
77.3%



# Staff Survey Results

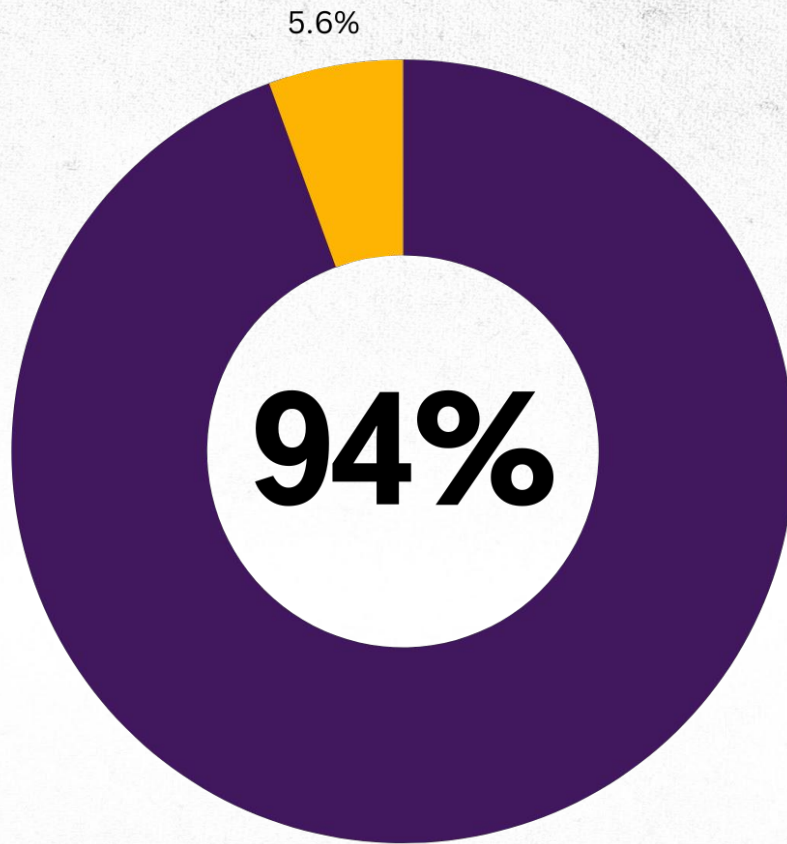


**I feel safe at work.**

**Elementary: 95.6%**  
**Secondary: 81.7%**



# Staff Survey Results



Agree or Strongly Agree  
94.4%

**I know what my responsibilities are in emergency situations.**

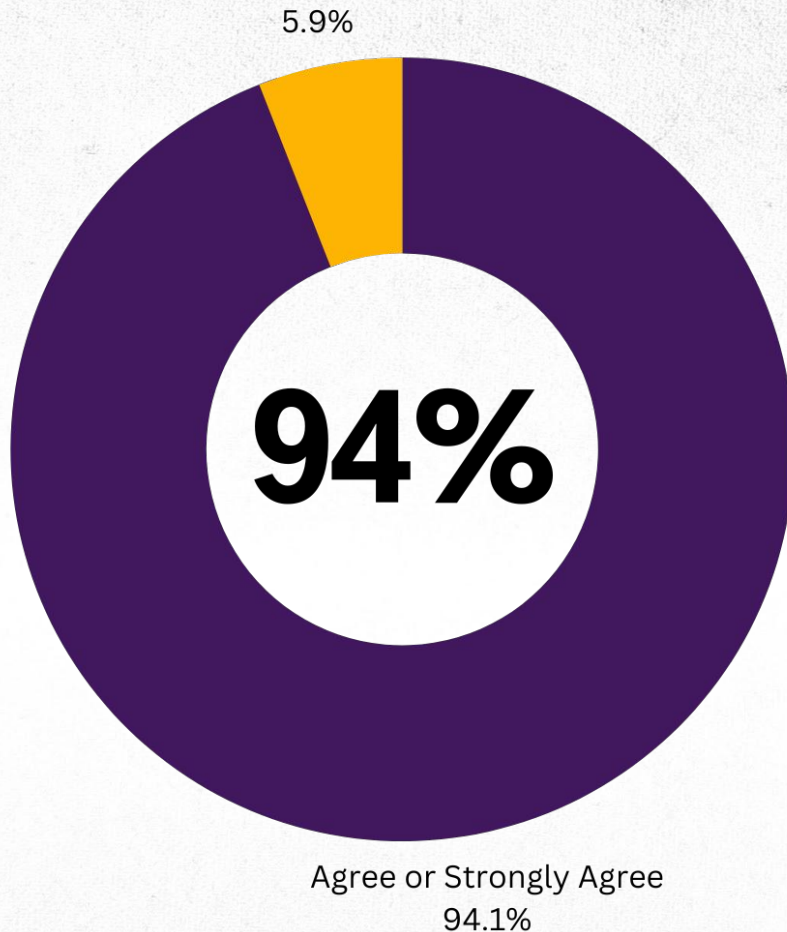
**Outliers:**

**Bayview (100%)**

**Southview (97.1%)**



# Staff Survey Results



**I work with colleagues who ensure an inclusive learning environment.**

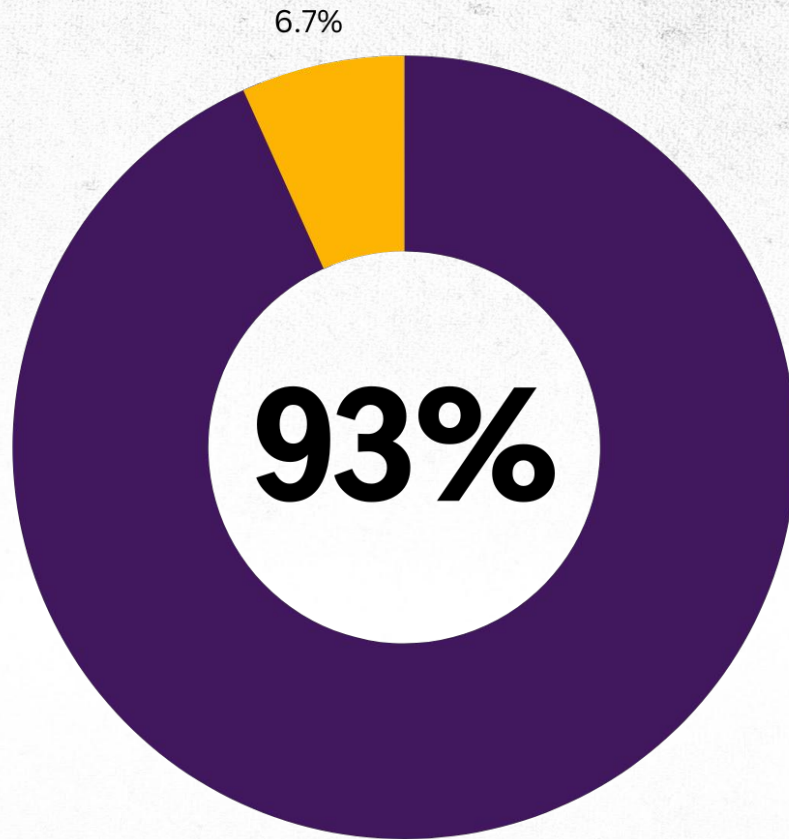
**Outliers:**

**Middle School (98.2%)**

**Bayview (96.8%)**



# Staff Survey Results



Agree or Strongly Agree  
93.3%

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

**Outliers:**

**District Office (100%)**

**Bayview (96.8%)**

**High School (84.2%)**

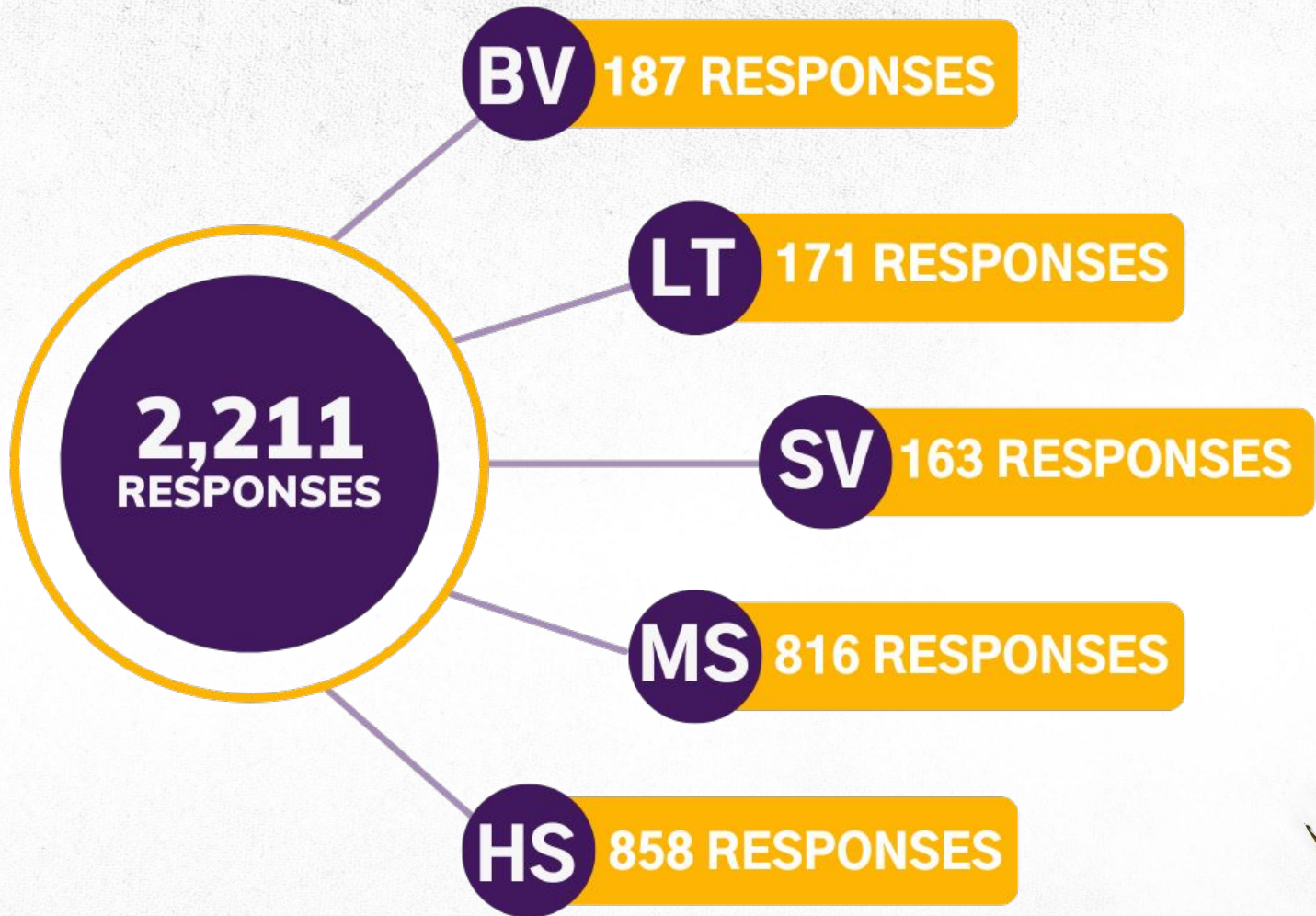


# Student Survey

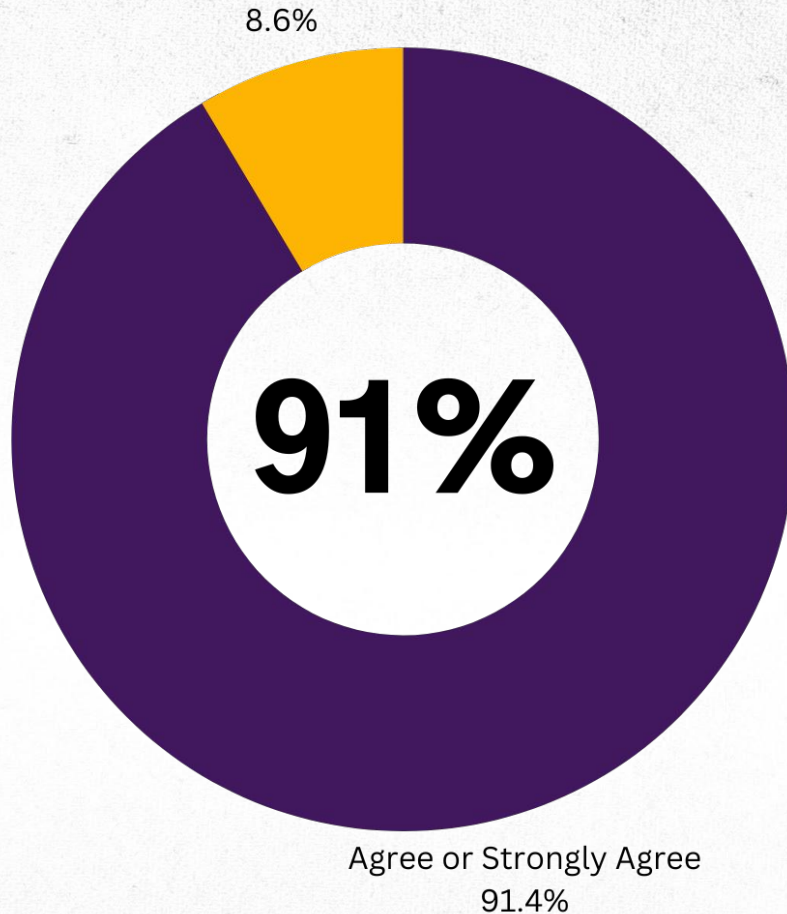
- Administered to students in grades 4-12
- 18 students from 11 families were opted-out of the survey by their parents
- 2,211 responses



# Who Responded to Student Survey



# Student Survey Results

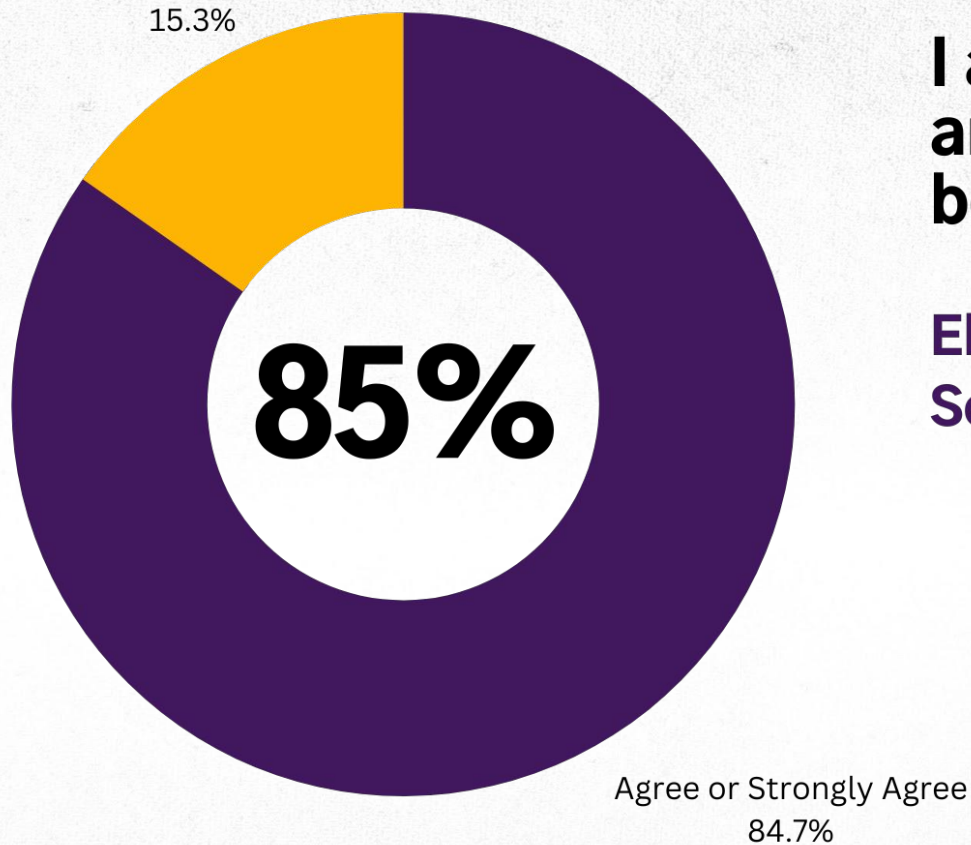


**I know that the teachers and other adults at my school respect and care about me.**

**Elementary: 93.8%**  
**Secondary: 90.1%**



# Student Survey Results

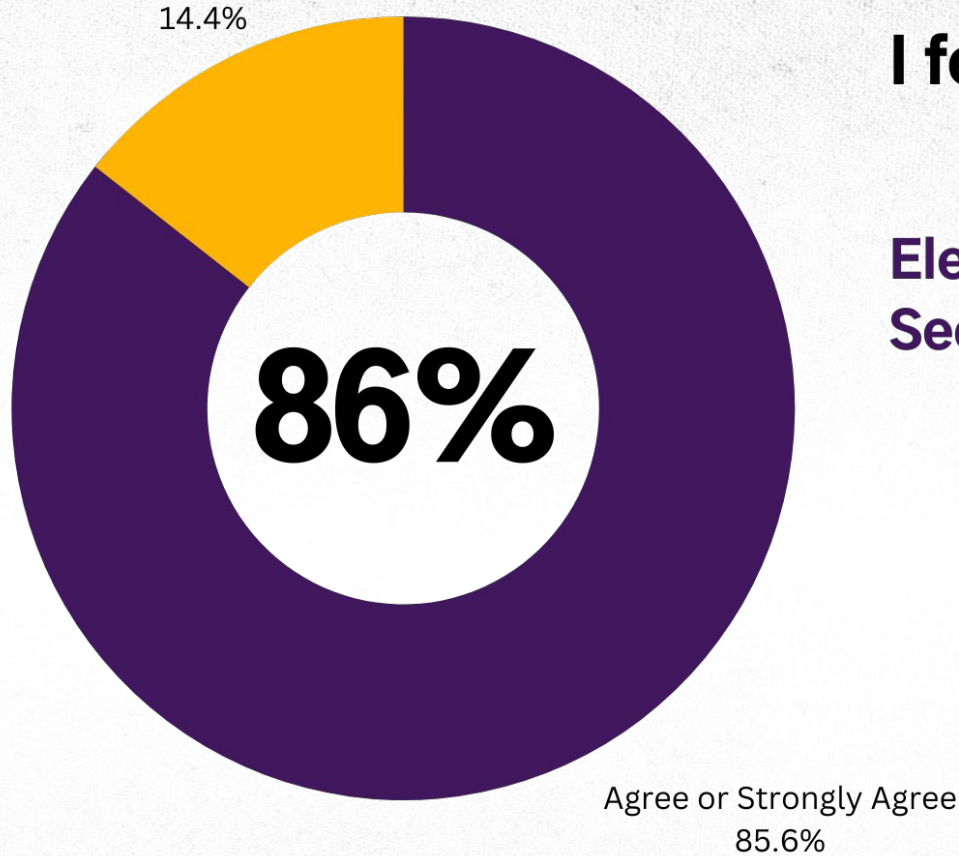


**I am valued for who I am and feel that I belong in my school.**

**Elementary: 84.2%**  
**Secondary: 84.8%**



# Student Survey Results



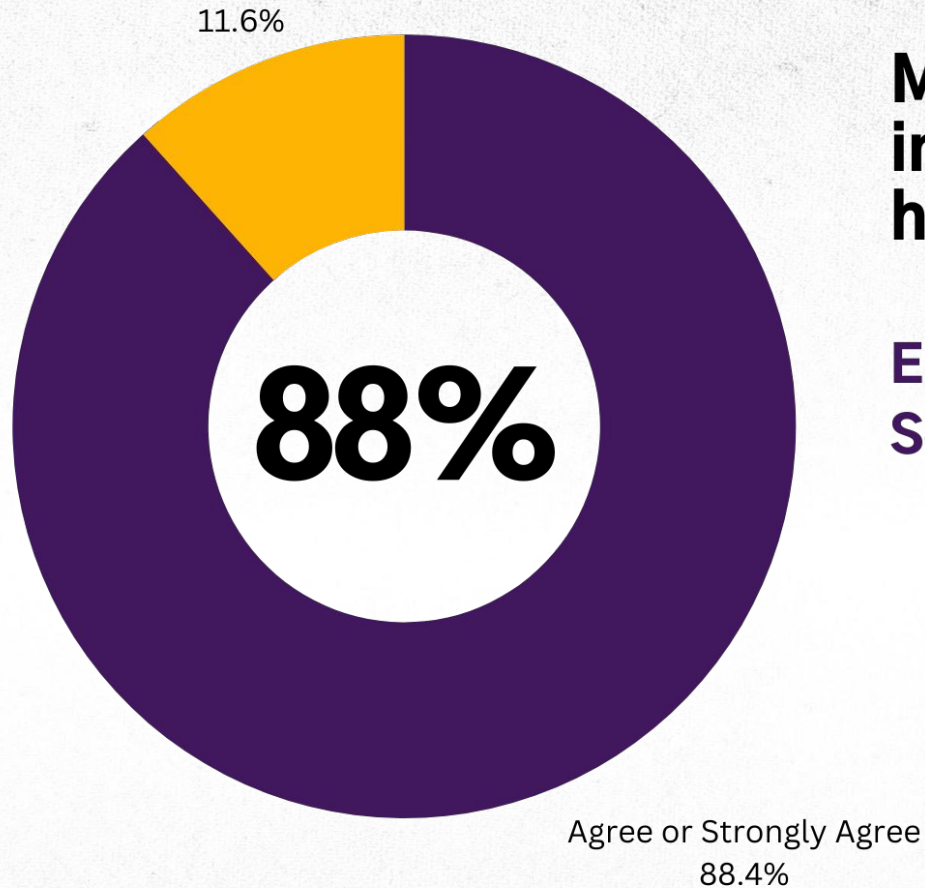
**I feel safe at school.**

**Elementary: 90.9%**

**Secondary: 83.9%**



# Student Survey Results

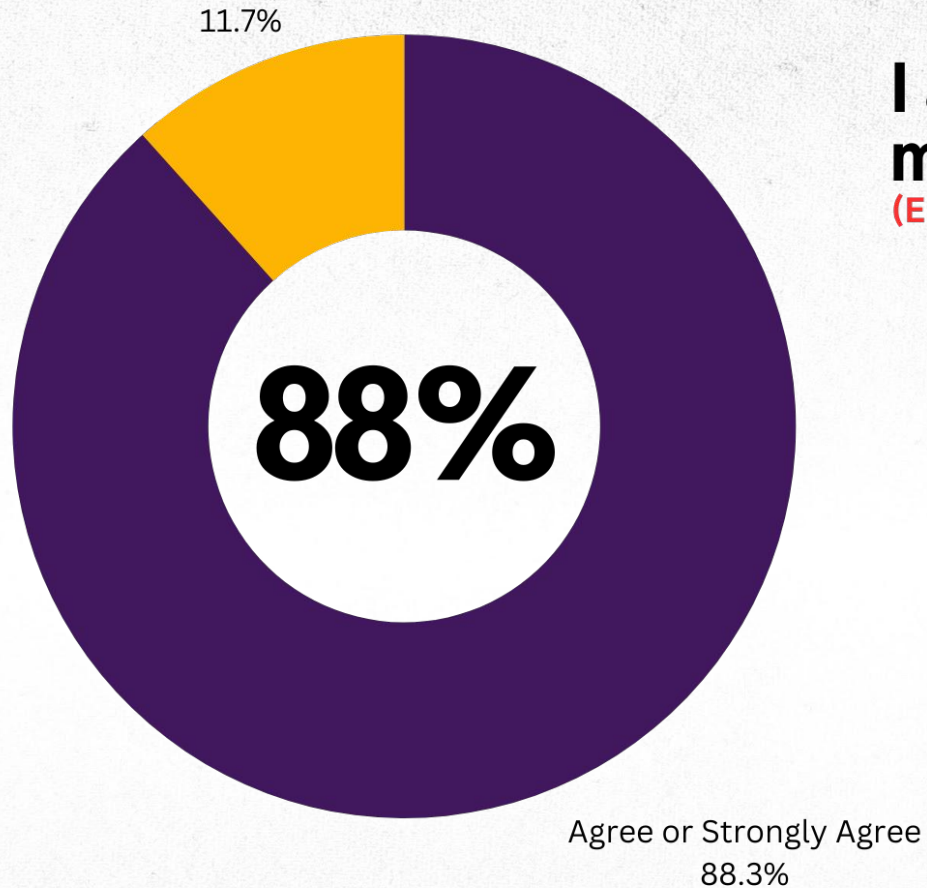


**My teachers challenge me in my learning and provide help when I need it.**

**Elementary: 92.1%**  
**Secondary: 87.2%**



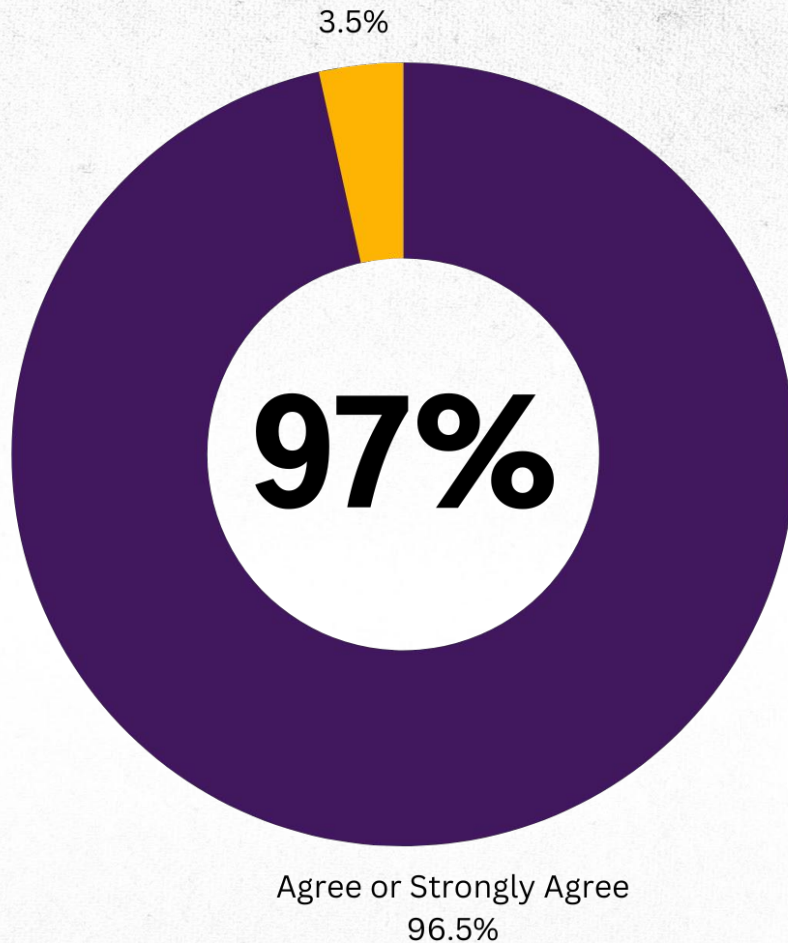
# Student Survey Results



**I am able to be creative in my classroom.**  
(Elementary Survey Only)



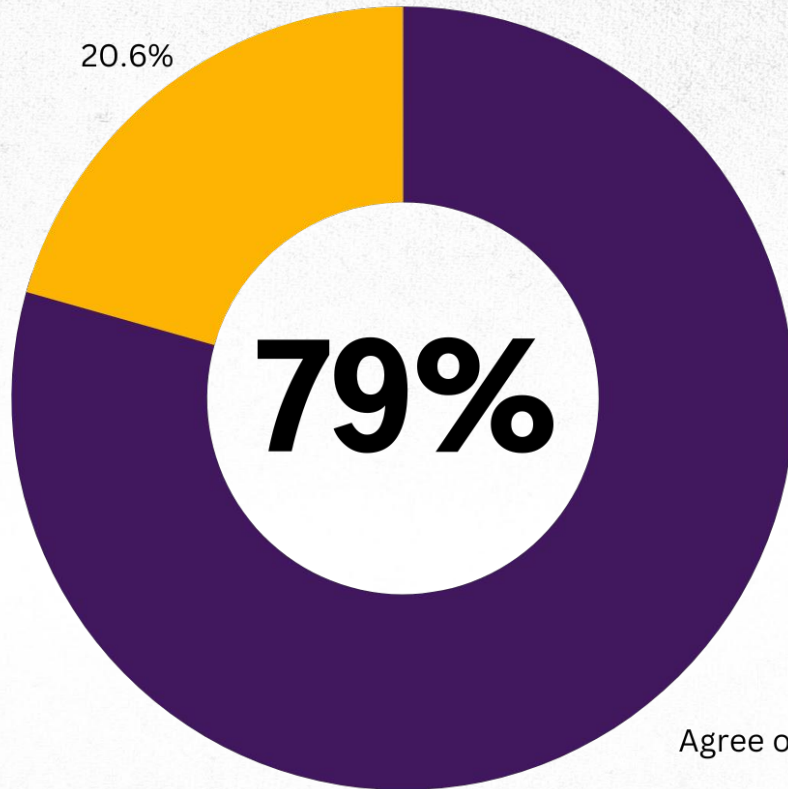
# Student Survey Results



**I feel there is at least one adult at my school who can help me solve a problem.**  
**(Elementary Survey Only)**



# Student Survey Results



**I feel there is at least one adult at my school who I would feel comfortable going to with concerns or if I was in a crisis.**  
**(Secondary Survey Only)**

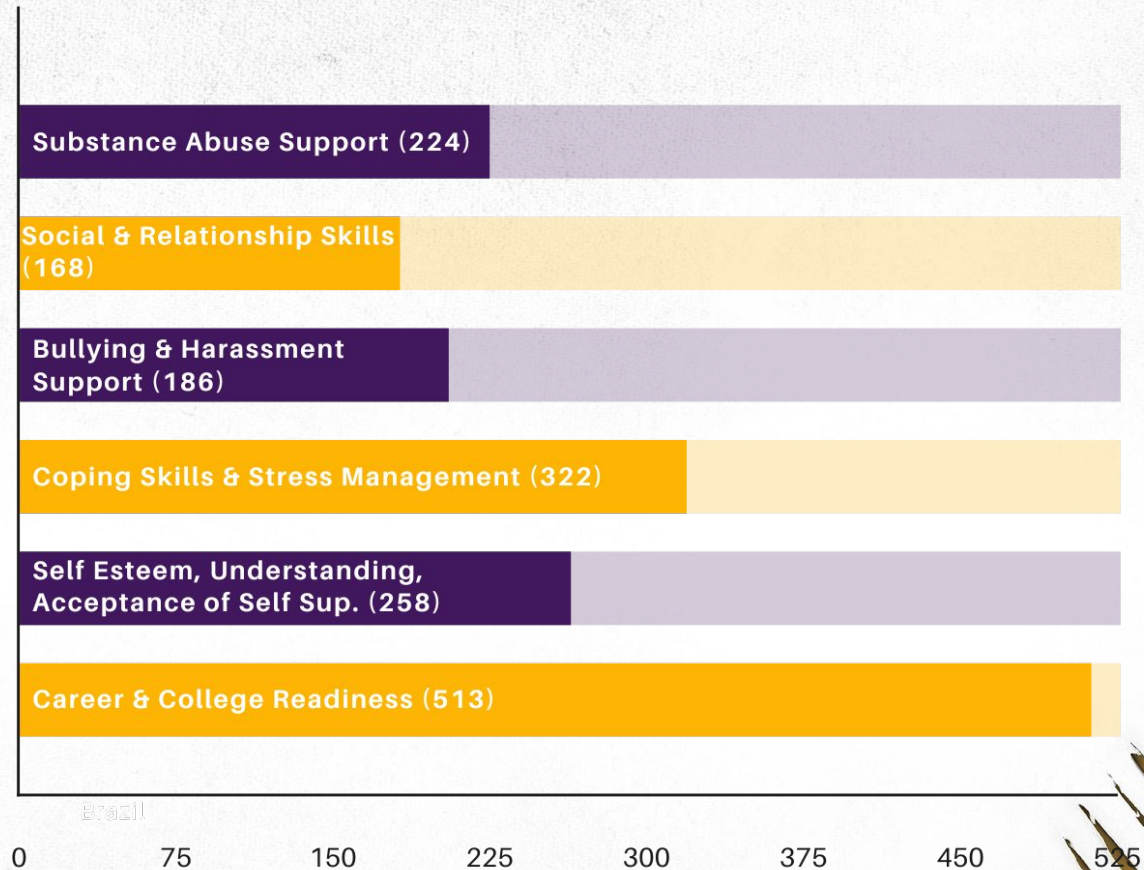
Agree or Strongly Agree  
79.4%



# Student Survey Results

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

(Check all that apply)





# Questions?

6.A.2. Communications Department Update



# Communications Department Update

## June 26, 2023

Presented by Matt Thomas, Director of Communications

# Strategic Priorities

- Communication Strategy & Planning
- Internal Communication & Engagement
- Parent/Family Communication & Engagement
- External/Community Relations/Media Relations
- Brand Reputation and Management
- Enrollment Marketing
- Crisis Communication/Preparedness



# Website

## 2022-23 Achievements

- Transforming [homepage](#) from a file cabinet to a marketing tool.
- Added Academics tab and content
- Added News section
- Updated and rotating photography
- Achieving the right balance between academics, athletics & fine arts
- Cleaning up outdated information
- Updated Community Ed. website and brought it under the District brand



# Website

## 2023-24 Goals

- More robust calendar section
- Student voice testimonials
- More attention on the school websites
- Decision on Website and Content Management System platform
- Increased use of analytics to improve stakeholder experience



# Social Media

## Analytics by Platform

### Facebook

- 4,800 followers
- 227 Posts that generated 22,042 Likes
- Audience: Parents & Community Members



### Instagram

- 2,522 followers
- 145 Posts that generated 31,220 Likes
- Audience: Parents & Students



### Twitter

- 1,715 followers
- 144 Tweets generated 151,000 Impressions



# Social Media

**THANK YOU RETIREES!**  
140 COMBINED YEARS OF SERVICE





**NANCY BENSON**  
Bayview Elementary  
35 Years



**NOREEN CARLSON**  
Lakeside Elementary  
18 Years



**LISA CHRISTENSON**  
Bayview Elementary  
24 Years



**PAM MELCHERT**  
Waconia HS  
29 Years




**JILL MICHEL**  
Bayview Elementary  
23 Years




**LORI TACKMANN**  
Early Childhood  
14 Years

**2023 ACCOMPLISHED  
WACONIA EDUCATORS**


Examples of the excellence and professionalism that  
ISD 110 educators exemplify every day.



**KARI KLEIN**  
Developmental  
Disabilities Teacher  
Waconia High School



**MARK BULLIS**  
Mathematics  
Teacher  
Waconia Middle School



**STEPHANIE DEYOUNG**  
Emotional Behavioral  
Disorders Teacher  
Southview Elementary



**2023  
CONFERENCE  
CHAMPS**  
Girls Softball




**Jack Anderson**  
TRIPLE THREAT ON HENNEPIN




**Teacher Appreciation Week**  
May 8-12, 2023



**OPEN REGISTRATION**  
Calling all 3-5 year olds!



Register Today:  
[www.waconiacomed.com](http://www.waconiacomed.com)

**WILDCAT  
PRESCHOOL**




# Social Media



**WACONIA**  
PUBLIC SCHOOLS ISD 110

**ERIKA NESVIG**  
DIRECTOR OF  
EDUCATIONAL SERVICES




WELCOME TO ISD 110

**2023 ATHENA AWARD**  
CLAIRE CANFIELD

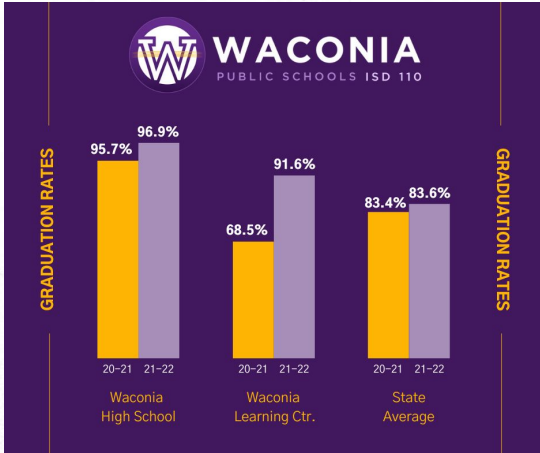



**THANK YOU**  
**SOCIAL WORKERS**




LAURA BERGJORD  
KELLY FROEHLE  
JASON KOSMATKA  
EMILY KRUGER

**MARCH 5-11**  
**SCHOOL SOCIAL WORKER WEEK**





**SCHOOL BOARD**  
**SEEKING STUDENT REPS**

Rising juniors and seniors eligible to apply

LEARN MORE 



**GD**  
**AMY**  
**E**

Section Championship



Go Wildcats




# Social Media

## 2022-23 Achievements

- All duties being executed in-house
- Establishing a consistent voice and look and feel that is within the brand
- More posts = more engagement
- Establishing the right balance between academics, athletics, fine arts and staff recognition
- Celebrating our students and staff



# Social Media

## 2023-24 Goals

- Get in classrooms more often to highlight teaching and learning
- Finding ways to enhance student voice
- Start utilizing advertising on Facebook / Instagram
- Continue to tell our story and highlight the things that makes Waconia unique



# External Communication

## 2022-23 Achievements

- Severe weather communications - consistent, timely, proactive, added Spanish translation
- CommuniCATor monthly e-newsletter (6)
- CommuniCAT print newsletter (3)
- Budget adjustment communications



# Severe Weather Communications



- Consistent layered approach (Email, text, phone call, website, social, tv scroll)
- Timely, advanced warnings when possible
- Email & text messages translated to Spanish



# CommuniCATor E-Newsletter

## Wildcat CommuniCATor

A monthly e-newsletter to ISD 110 Families



June 2, 2023

Enjoy Your Summer



ISD 110 Families,

We have made it to the end of another school year and there is much to celebrate and be proud of here at Waconia Public Schools. As I conclude my first year as Superintendent, I want to thank each of you for welcoming me to Waconia and for entrusting your children to our school district and our amazing staff of teachers and professionals.

This school year was not void of challenges, but as I sat on the commencement stage last Friday and

listened to graduating seniors Berit Fitzsimonds and Jack Gootzeit talk about their experiences in Waconia Public Schools, it struck me once again what a special community we have here.

- Emailed to all families PreK-12
- District news
- Superintendent messages to families
- Layered approach - not everyone is on social media



# CommunicAT Printed Newsletter

## CommunicAT

SPRING/SUMMER 2023

### CONGRATULATIONS CLASS OF 2023

Waconia Public Schools celebrated the 326 members of the Class of 2023 at Waconia High School's 103th Annual Commencement Ceremony on Friday, May 26. Seniors Bert Fitzmorris and Jack Cozzani represented the class as student speakers, while Board Chair Dana Gellen, Superintendent Brian Gersich and Waconia High School Principal Paul Sparty also gave remarks. Congratulations to all members of the Class of 2023! We can't wait to see what your futures hold.



**As I conclude my first year as Superintendent, I want to thank each of you for welcoming me to Waconia and for entrusting your children to our school district and our amazing staff of teachers and professionals.**

Serving Waconia, St. Bonifacius, Minnetrista, Victoria, and New Germany and the townships of Benton, Camden, Dalgleish, Hancock, Hollywood, Laketown, San Francisco, Waconia, and Watertown

## June 2023



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



### WEA NAMES 2023 ACCOMPLISHED WACONIA EDUCATORS

The Waconia Educators Association has announced that Mark Bullis, Stephanie DeVoung, and Karl Klein are the 2023 recipients of the Accomplished Waconia Educators Award. The three recipients were chosen from a pool of 78 nominations and will now go on to represent Waconia Public Schools in the 2023-24 Minnesota Teacher of Year Program next Fall.

One nominator had this to say about Bullis, a mathematics teacher at Waconia Middle School: "I think he deserves this award because of how much motivation he gives his students/athletes and the way he truly tries to make them excited to go to school everyday. He is always there to push you to do greater things along with still letting you have a little fun."

DeVoung, an emotional and behavior disabilities teacher at Southview Elementary, was described as a "mentor" by one of her colleagues: "She taught me how to handle high-stress situations" and "look beyond a student's behavior. She helped me look for the root of a student's behavior and teach them the skills they need. When dealing with difficult behaviors, she is still there to help me with strategies."

Klein is a developmental disabilities teacher at Waconia High School and leader of the District's Unified Sports program. "His Klein's passion for Unified activities has helped to create meaningful ways for students to be connected," one nominator said. "Expanding this program to lower grades is an exciting and meaningful advancement. Waconia Schools is a true leader in special education services!"

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## CommunicAT

WINTER 2023

### EXPERIENCE OUR OUTSTANDING EARLY LEARNING PROGRAMS



One benefit of the District Office being located at the Educational Services Center is that we are located in the same building as our early learning programs. With a short walk down the hall, I can find myself in a classroom with our youngest learners who are enrolled in one of our many Wildcat Preschool classes.

There are a number of studies, scholarly articles and research-based citations on the importance of early learning education to the long-term growth and development of students, but winning it in person is far more powerful.

Wildcat Preschool teachers and staff have a number of goals when students walk through their doors. Those goals include providing play-based inquiry, nurturing curiosity, providing a joy of learning, and supporting physical, intellectual, and social-emotional readiness skills using a research-based curriculum to support kindergarten readiness. Three to five-year olds who attend Wildcat Preschool will experience a curriculum that is intentionally aligned with ISD 110 curriculum to create a seamless transition to kindergarten.

### KINDERGARTEN ENROLLMENT NOW OPEN FOR FALL OF 2023



Do you have a child who is eligible to start kindergarten in the Fall of 2023? Now is the time to complete the online enrollment process by visiting [www.isd110.org/enrollment](http://www.isd110.org/enrollment).

Kindergarten is an exciting and important time in a student's life as they will develop and grow many academic, social, and emotional skills that will lay the foundation for their K-12 journey.

In Waconia Public Schools, we strive to form a partnership with parents and guardians to create a safe, caring and cooperative environment. Our talented, caring, and dedicated teachers and staff will create developmentally appropriate activities throughout the day to meet the varying needs and



Due to increased demand and popularity, Wildcat Preschool is expanding for the 2023-24 school year. New class times, more classrooms, additional staff and an elementary school-based classroom at Laketown Elementary School are all being added beginning next Fall.

to optimize learning for all students in the areas of cognitive development, gross and fine motor skills, and social and emotional development.

We have three outstanding elementary schools - Bayview, Laketown, and Southview Elementary Schools - that serve students in grades K-5. If you are unsure which elementary school your child will attend, visit the District website and use our Interactive District Boundary Map tool.

Waconia Public Schools provides a standards-based curriculum in Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, Music, Art, and Media Skills to fully prepare all students to be successful life-long learners. Language Arts and Mathematics provide the core of the academic program for kindergarten students.

Our Kindergarten program challenges students to develop academically, socially and emotionally. We emphasize the introductory skills of reading, writing, mathematics, and problem-solving.

Our students are provided individualized support as they progress, at varying rates, through each developmental milestone.



GO WILDCATS!

I highly encourage families who are looking for a preschool option for their children to attend the Wildcat Preschool Open House from 4:00-7:00 p.m. on Tuesday, February 21st at our Early Learning Center located at 320 Industrial Blvd. This is an opportunity for parents/guardians to meet preschool staff, see a preschool classroom, and ask questions about Wildcat Preschool.

For more information about Wildcat Preschool class offerings, costs, and registration information, I invite you to see Page 3 of this edition of the CommunicAT.

WILDCAT PRESCHOOL IS 4-STAR RATED, THE HIGHEST RATING AWARDED.

Learn more: [www.waconia.com/munityd.org](http://www.waconia.com/munityd.org)

Parent Aware

MARK YOUR CALENDARS FOR KINDERGARTEN PREVIEW NIGHTS

Families will be invited to attend kindergarten Preview Night in May. This is a great opportunity to get inside your child's school and learn about the exciting opportunities that await Kindergarten students in Waconia.

Mark your principal and kindergarten teachers, explore your new school, check out a kindergarten classroom, learn how to get involved in the ISD, and more.

Preview Night Dates:  
Bayview Elementary | May 15, 2023  
Laketown Elementary | May 2, 2023  
Southview Elementary | May 2, 2023

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## February 2023

## CommunicAT

VOL. 3, OCTOBER 2022

### EXCITED TO BE PART OF THE WACONIA COMMUNITY



On July 1, 2022, I started my first year as the Superintendent of ISD 110, and the past four months have shown me time and time again, it was the community that pursued to pursue this opportunity and join this community.

Waconia has always been on my list of most desired positions to serve as Superintendent, for reasons including the growing community, the geographic location and the reputation as a great place to live. As my transition period is now winding down, I feel even more fortunate to be part of this community, one that values public education.

I have spent a good amount of time meeting and greeting many of you out in the community, whether it was at Jackie Dickie Day, the Homecoming parade, a Rotary Club meeting, or a school board candidate forum, everyone has been welcoming, and has shared encouraging perspectives about our school district. We also appreciate the many community and business partnerships that make our school and community that much stronger and more effective.

I am also lucky to have an extremely committed school board who has supported me and made me feel valued and supported in my short time here. With an election coming up soon, I have attended two school board

candidate forums, and am confident that our school board will continue to move the district forward in the year ahead.

Having spent a significant amount of time in our schools and classrooms, I now understand why we hear so many stories about our amazing team of teachers, support staff, and of course, our students in Waconia Public Schools. We encourage students to explore their passions and create their success. That is made possible by the wide range of academic, athletic and fine arts programs that are offered and led by our talented corps of teachers and staff.

The future is bright here in Waconia Public Schools, and as I visit with our education professionals, or when popping into a classroom, I can immediately sense the dedication and desire of our team to not only make a difference in the lives of their students, but to ensure that Waconia Public Schools remains one of the best school districts in the State of Minnesota.

This school year is off to a great start and I am excited to continue to meet more of you as the year progresses. If you happen to see me at an event or out in the community, please don't hesitate to stop me and introduce yourself!

GO WILDCATS!

### WACONIA PUBLIC SCHOOLS NAMED A TOP-20 MINNESOTA SCHOOL DISTRICT BY NICHE

Waconia Public Schools has been named a top-20 public school district in the State of Minnesota by Niche, an online platform that annually ranks K-12 schools as well as colleges and universities.



In Niche's 2023 rankings, which were released on Monday, Sept. 26, Waconia Public Schools was ranked 19th on the platform's list of Best School Districts in Minnesota.

The school district earned another an A- as A+ grade in eight major categories including Academic, Teachers, Clubs & Activities, Sports, Resources & Facilities, College Prep, Administration, and Food.

ISD 110 also earned high placement on several of the platform's other ranked lists. The school district is ranked 15th out of 360 on Niche's list titled "Districts with the Best Teachers in Minnesota." On the list titled "Best School Districts for Athletes in Minnesota," the school district is ranked 30th out of 187 districts.

In addition, all three of the district's elementary schools were ranked in the top 15% of the state's 887 elementary schools that Niche chose to rank for 2023.

Niche's methodology includes a number of data points including student assessment proficiency, graduation rates, student to teacher ratios, and Advanced Placement enrollment, as well as parent and student survey data.

"Rankings shouldn't necessarily define a school district, but they are a piece to the puzzle when families are choosing where to live and send their kids to school. I think what the particular set of rankings says is that there are a number of good reasons why a family would choose to send their kids to Waconia Public Schools," Superintendent Brian Gersich said.

— BRIAN GERSICH  
ISD110 Superintendent

Visit <https://bit.ly/WaconiaNiche> to view the school district's niche profile page and to learn more about the platform's 2023 rankings.



### FOUR SCHOOL BOARD SEATS UP FOR ELECTION ON NOVEMBER 8

The Board of Education for Waconia Public Schools will have four seats up for election on the ballot on Tuesday, November 8. Members are elected to serve four-year terms that will begin in January of 2023 and expire in December of 2026.

Candidates include Chad Almsick, Kelly Ann, Jesse Bergstrom, Tyler Gangstedt, Mearse Hogen, Kimberly Foster-Reeder, Steve Hout, and Katherine Soder.

Two separate candidate forums were held in late September and early October. Video recordings of those events can be found on the respective Facebook pages of the Waconia Education Association and the League of Women Voters for Eastern Carver County, who hosted the two forums.

Early voting is currently available. To find out more information about early voting, absentee voting, in person voting on Election Day, as well as voting locations and hours, visit the Secretary of State website at [www.sos.state.mn.us/elections/voting/](http://www.sos.state.mn.us/elections/voting/).

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## October 2022



# Budget Adjustment Communications

## 2023-24 Budget Adjustments FACT SHEET

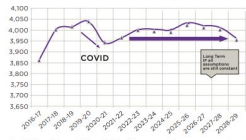


Why is ISD 110 engaged in a budget adjustment process for the 2023-24 fiscal year? Due to relatively flat enrollment and expenditures outpacing revenues, the District has been in Statutory Operating Debt and has maintained a negative general fund balance since the 2017-18 fiscal year. Current projections show that the District will end the current fiscal year with a negative \$6.2 million general fund balance.

### 10 Year Unreserved General Fund Balance History

2012-13	\$5,544,493.00
2013-14	\$4,545,301.00
2014-15	\$4,392,807.00
2015-16	\$4,172,399.00
2016-17	\$2,643,264.00
2017-18	(\$1,751,938.00)
2018-19	(\$6,435,564.00)
2019-20	(\$6,218,993.00)
2020-21	(\$5,051,933.00)
2021-22	(\$5,027,451.00)

### Enrollment History and Future Enrollment Projections



E-12 Enrollment Trends if all assumptions are constant: Short Term average forecast around just 4,000

### Proposed Adjustments

ISD 110 leadership, including the School Board, Superintendent Gersich and other leaders districtwide are committed to building a budget for the next fiscal year that sets the District on a path toward a healthy financial position. This process, which began in late Fall, has included multiple opportunities for internal staff to engage in the work of identifying potential cost-saving opportunities, an external stakeholder survey, and will include a public comment Special Meeting of the School Board on March 20.

Leadership teams worked together to identify potential adjustments totaling no less than \$4.75 million. Superintendent Gersich presented the Board with these recommended adjustments at the March 13 School Board Work Session.

Proposed Adjustment Totals	
Administration	\$659,000
Instructional & Pupil Support	\$384,051
Operations & Maintenance	\$609,712
Elementary	\$1,173,059
Secondary	\$1,677,302
Athletics & Activities	\$308,808
<b>Total</b>	<b>\$4,811,932</b>

### Notable Adjustments

The notable items below involve a large cost savings or create new revenue. Stakeholders should know that this is not a complete list and that many other reductions will also be made. The complete line-by-line list of adjustments is available online at [isd110.org](http://isd110.org). Scan QR code at right for more information about budget adjustments.



#### Administration

- Restructure Teaching & Learning Dept. with the elimination of 2.0 FTE
- Reduce 3.0 FTE through consolidation of technology integration, instructional coaches, and deans of students
- Consolidate Directors of Technology and Teaching & Learning into one Director and one Coordinator position
- Prorate compensation of Communications Director to Community Education
- Place moratorium on district administration performance payments

#### Instructional & Pupil Support

- Reduce 4.0 FTE for Educational Support Professionals (ESP)
- Reduce district curriculum expenses
- Delay the replacement of High School Business Education Computer Lab

#### Operations & Maintenance

- Reduce 2.0 FTE night custodial staff
- Reduce 1.5 FTE elementary custodial staff
- Reduce custodial, grounds, and maintenance supplies

#### Elementary

- Eliminate 3.0 FTE Spanish teachers
- Restructure 5th Grade Band instruction
- Reduce 7.0 FTE Grades 3-5 teachers
- Reduce 2.0 FTE Art teachers as part of specialist restructuring

#### Secondary

- Middle School schedule restructure, reduce 7.0 FTE Grade 6-8 teachers
- Additional reduction of 5.0 FTE from Grade 6-8 teachers
- Reduce 7.0 FTE Grade 9-12 teachers
- Reinstitute Waconia HS parking fees
- Eliminate 1.0 FTE Media Center ESP position

#### Athletics & Activities

- Increase HS activity participation fees
- Reduce assistant HS athletics coaches
- Delay purchase of new athletic uniforms by one year
- Increase price of Middle School (\$4) and High School (\$15) yearbooks

## Frequently Asked Questions

2023-24 PROPOSED BUDGET ADJUSTMENTS



**Q Why is the District proposing \$4.75 million in budget adjustments?**

**A** Due to relatively flat enrollment and expenditures outpacing revenues, the District has been in Statutory Operating Debt and has maintained a negative general fund balance since the 2017-18 fiscal year. Current projections show that the District will end the current fiscal year with a negative \$6.2 million general fund balance. Best practices suggest that school districts maintain a fund balance between 8-10% of their fiscal year budget. For more background information about the history of how we got here, stakeholders can view the August 22, 2022 School Board Meeting when results from the District's forensic audit report were presented.

**Q What is Statutory Operating Debt (SOD) and when will the District be out of it?**

**A** According to Minnesota statutes, a school district is considered to be in SOD if the district's unreserved fund balance is more than negative 2.5% of the most recent year's expenditure amount. It's important to note that with the proposed adjustments of \$4.75 million, \$2.75 million of those adjustments are necessary for the District to achieve a balanced budget for the 2023-24 fiscal year, while the remaining \$2.0 million will go toward reducing the District's overall debt. The \$4.75 million in adjustments is a first step toward a healthy financial position, but the District is still several years away from achieving a healthy fund balance.

**Q What is the plan's general impact on class sizes?**

**A** While the District will undoubtedly see a rise in some class sizes due to these budget adjustments, stakeholders should be assured that District and building leaders will be constantly reviewing and analyzing class sizes and making adjustments to ensure that class sizes don't significantly surpass targeted numbers. Class sizes will not be increased for kindergarten, first grade and second grade classrooms across the district.

**Q How were the recommended amounts of adjustments in the six areas determined?**

**A** The process to identify budget adjustments used a balanced approach where teams were asked to review the budgets for each of the six areas (administration, instructional & pupil support, operations & maintenance, elementary, secondary, and athletics & activities) and identify adjustments based on the percentage of the district budget spent in each category. After the initial creation of lists, the administrative team then reviewed and discussed the big picture, district impact of the adjustments to finalize the recommendation. Some areas were given a high priority including maintaining smaller primary grade class sizes and pupil supports for our community including school counselors.

**Q What programs or services are not part of the general fund and therefore are not part of the budget adjustment plan?**

**A** Food Services and Community Education are programs that have their own funds separate from the General Fund, as is mandated by state law. In Waconia, both Food Service and Community Education have healthy fund balances and historically have been revenue generators for the District. While reductions to Food Service and Community Education were not considered as part of the plan, they can help relieve some pressure on the General Fund by absorbing some costs that are related to their programs.

**Q Why are you proposing to reduce so many staff positions/teachers?**

**A** Approximately 80% of the District's budget goes toward salaries and benefits for our employees. It would be nearly impossible to make significant budget adjustments and make an impact on our debt without reducing some staff.

Use this QR Code to access more information about the current budget adjustment proposals.



## Fact Sheet

## FAQ



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



# External Communication

## 2023-24 Goals

- School e-newsletters in brand using MailChimp or a similar platform.
- Updated and branded student handbooks, course catalogs



# Internal Communication

## 2022-23 Achievements

- Regular Board recap e-newsletters after each board meeting sent to all staff.
- Budget adjustment communications
- Starting to develop relationships with teachers & staff



# Internal Communication

## 2023-24 Goals

- Continue to establish relationships with teachers and staff to be able to tell our story and highlight the great work that happening in ISD 110.





# Enrollment Marketing

## 2022-23 Achievements

- Website enhancements
- Kindergarten Guide
- This is Wildcat Territory yard signs
- Quick Facts one-pager
- Updated district info on Niche



# Enrollment Marketing

**Become a Wildcat!**

*Online Enrollment Begins Dec. 14!*

Learn more at [isd110.org](http://isd110.org)

**GUIDE TO KINDERGARTEN**

**CLASS OF 2036 | FALL 2023**

### Waconia Public Schools Quick Facts

Waconia Public Schools was named a Top-20 public school district in the State of Minnesota by Niche, an online platform that annually ranks public schools.

**4,049 Students**  
With an average graduating class size of 311, teachers get to know each student and there are a multitude of opportunities for students to participate in athletics & activities.

**Our Mission:** Waconia Public Schools empowers students to explore their passions and create their success by providing opportunities for academic, social, and emotional growth.



<p><b>95%</b> </p> <p><b>Four-Year Graduation Rate</b> Our four-year graduation rate of 95.7% is well above the state average of 83.3%.</p>	<p><b>17:1</b> </p> <p><b>Student to Teacher Ratio</b> At Waconia Public Schools, we have a real desire to get to know each student as an individual.</p>	<p><b>65%</b> </p> <p><b>Teachers with Advanced Degrees</b> Our teachers are passionate about teaching and learning.</p>
---	---	--

**Community Support:** Strong schools = strong communities. Waconia Public Schools voters approved referendum questions in 2014, 2018 and 2020 to improve facilities and increase the school district's per pupil general education revenue.

<p><b>Academic Excellence</b> </p> <ul style="list-style-type: none"> <li>271 students took 421 Advanced Placement tests in 2021-22</li> <li>3 Class of 2023 seniors recognized by National Merit Scholarship Program</li> <li>Multiple pathways to earning college credits through PSEO</li> </ul>	<p><b>By the Numbers</b> </p> <ul style="list-style-type: none"> <li>18: Miles West of Interstate 494</li> <li>12: AP classes offered at WHS</li> <li>27: Varsity athletic teams</li> <li>81% of graduates pursue higher education</li> <li>22: Average kindergarten class size</li> </ul>
---	--

**Our Schools:**

- Bayview Elementary (K-5)
- Laketown Elementary (K-5)
- Southview Elementary (K-5)
- Waconia Middle School (6-8)
- Waconia High School (9-12)
- Educational Service Center (Birth-5)
- Waconia Learning Center (10-12)

512 Industrial Blvd., Waconia, MN | [isd110.org](http://isd110.org) | (952) 442-0600

WACONIA PUBLIC SCHOOLS

**This is Wildcat Territory!**

Learn more at [isd110.org](http://isd110.org)




# Enrollment Marketing

## 2023-24 Goals

- Brand Video
- Continue to focus on transition years (PreK, K, 6, 9)
- Move preview events/open houses earlier in the year when families are shopping for a school
- More branded publications (MS, HS Course Catalogs, Student Handbooks, etc.)
- Solicit parent reviews on Niche
- Targeted mailings
- Increased storytelling & media relations



# Miscellaneous Initiatives

## 2022-23 Achievements

- Partnering with Community Ed
- Bringing Community Ed within the District brand
- District 110 Foundation liaison
- School Board Meeting video production
- Building a photo database

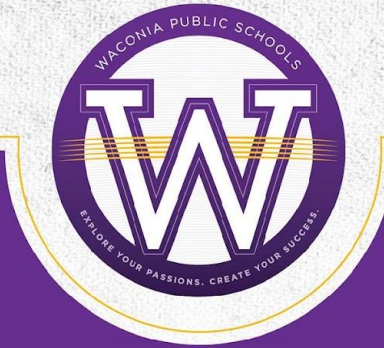


# Miscellaneous Initiatives

## 2023-24 Goals

- Assist in revamping Emergency Operations Plan
- Video storytelling
- Communications Dept. Parent Survey



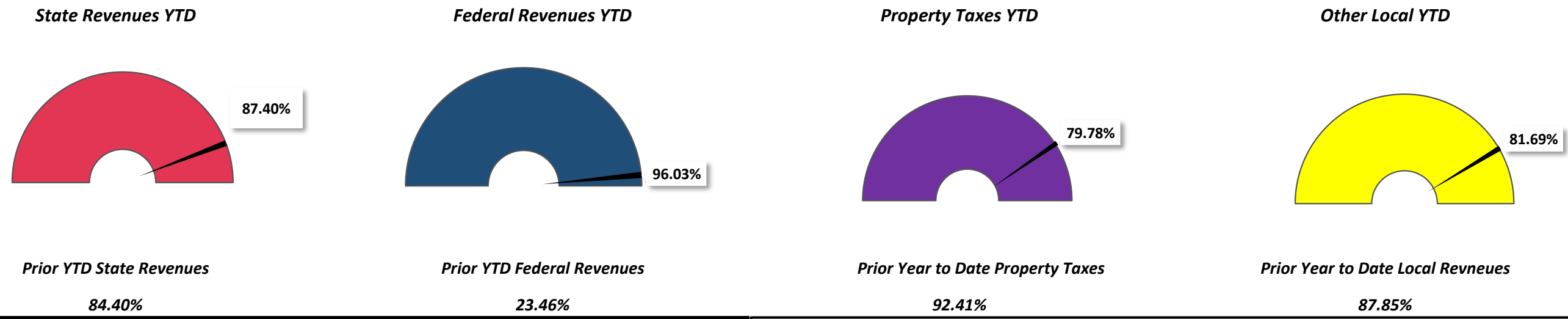


# Questions?

6.B. Finance Report

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

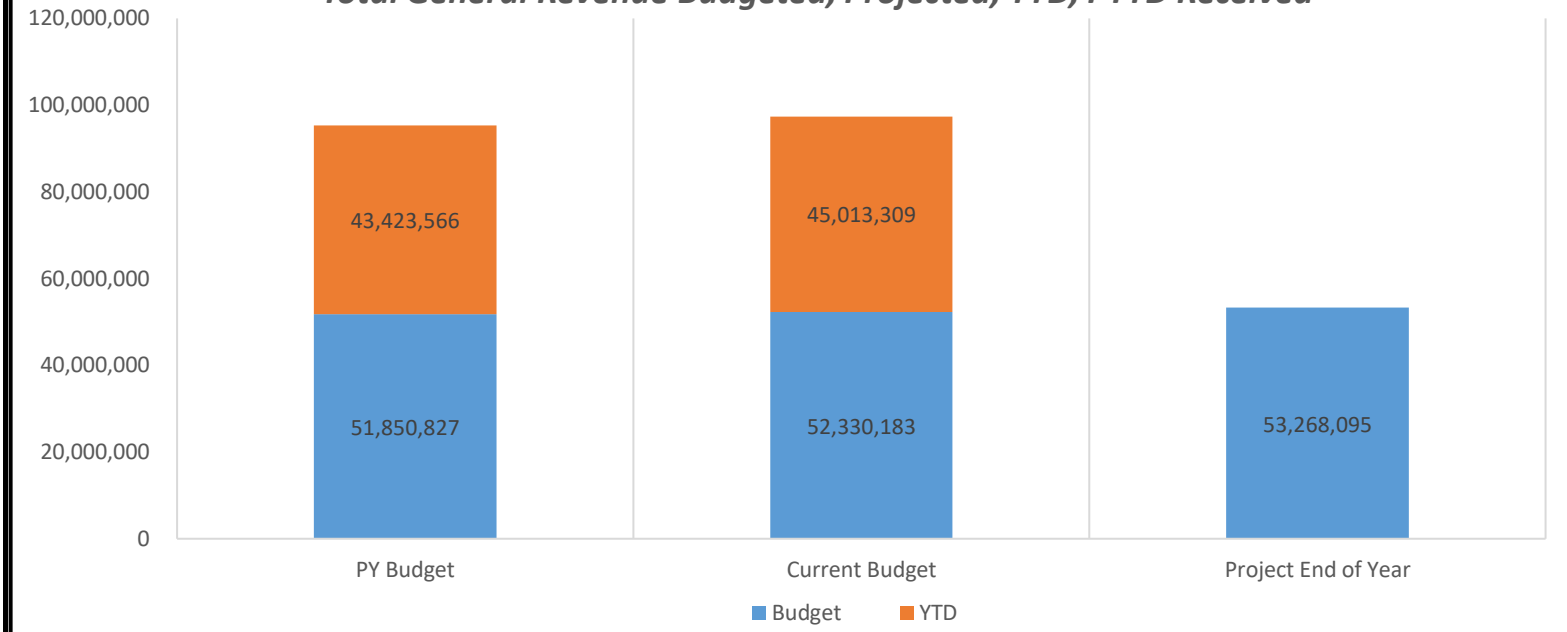
**YTD % Received vs. PYTD % Received**



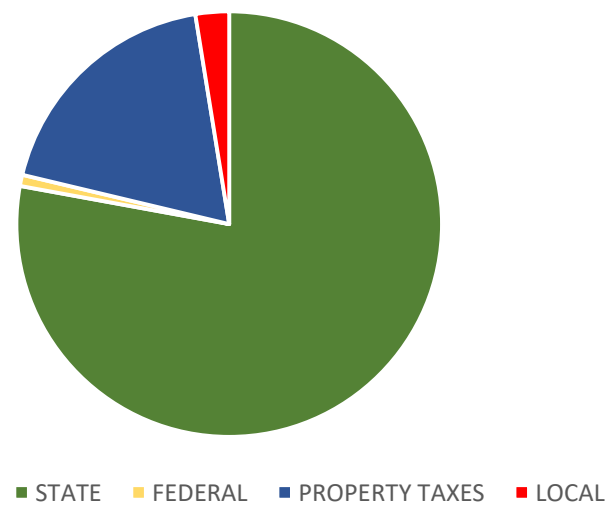
**Top 5 Revenues Received YTD by Source Code 3**

	Current YTD	Variance vs. PYTD
1 Total STATE REVENUES	\$35,205,647	\$1,152,495
2 GENERAL EDUCATION AID	\$29,396,188	\$303,761
3 Total LOCAL REVENUES	\$8,807,711	\$160,815
4 PROPERTY TAX LEVY, GENERA	\$7,654,250	\$404,697
5 STATE AID FOR SPECIAL EDUC	\$5,515,097	\$1,050,931

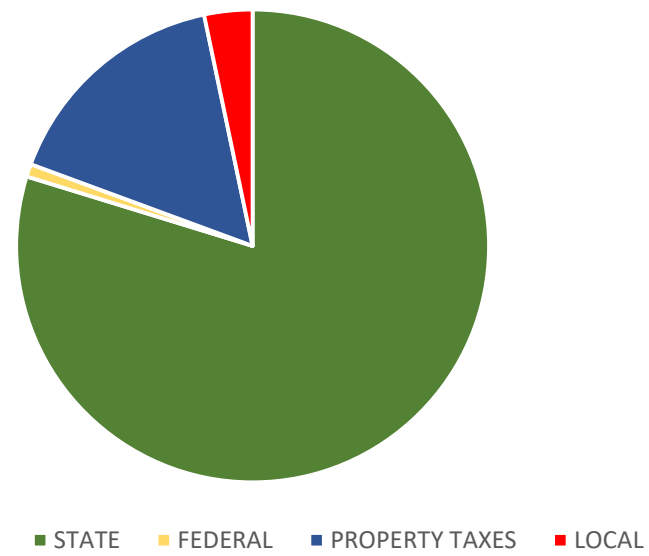
**Total General Revenue Budgeted, Projected, YTD, PYTD Received**



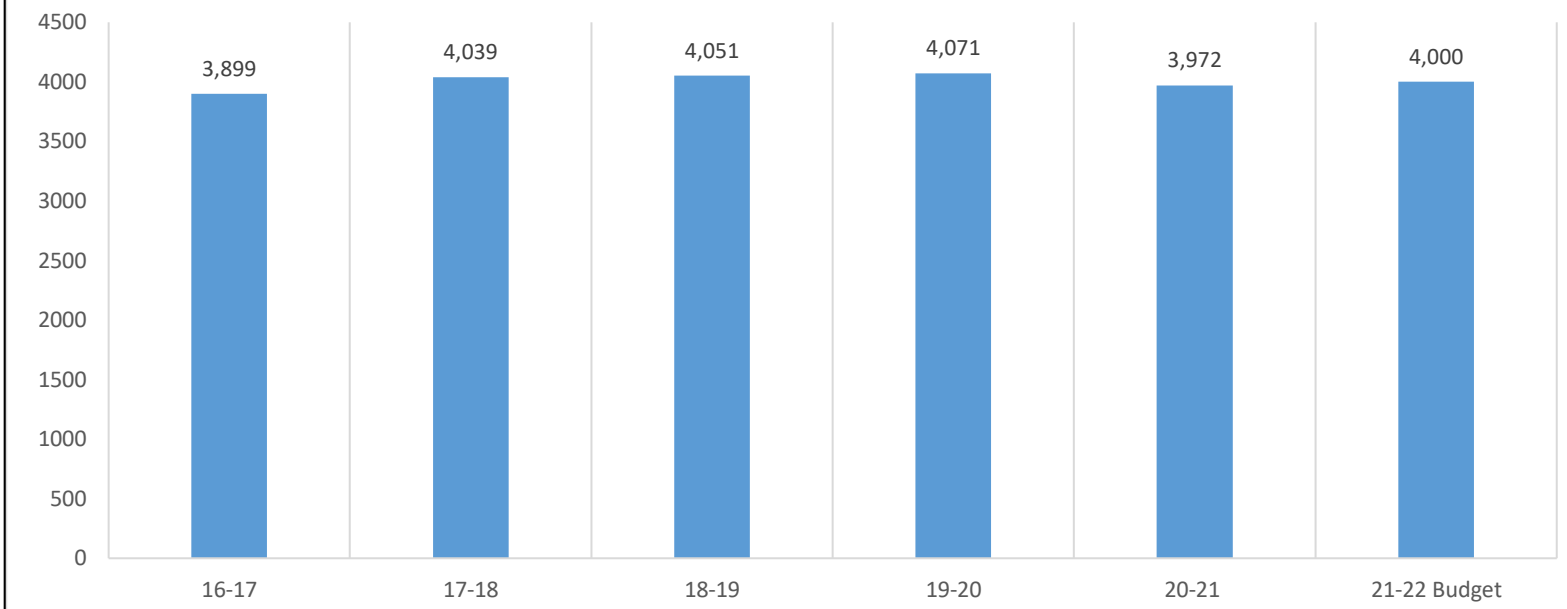
**Current Year Revenue Budget**



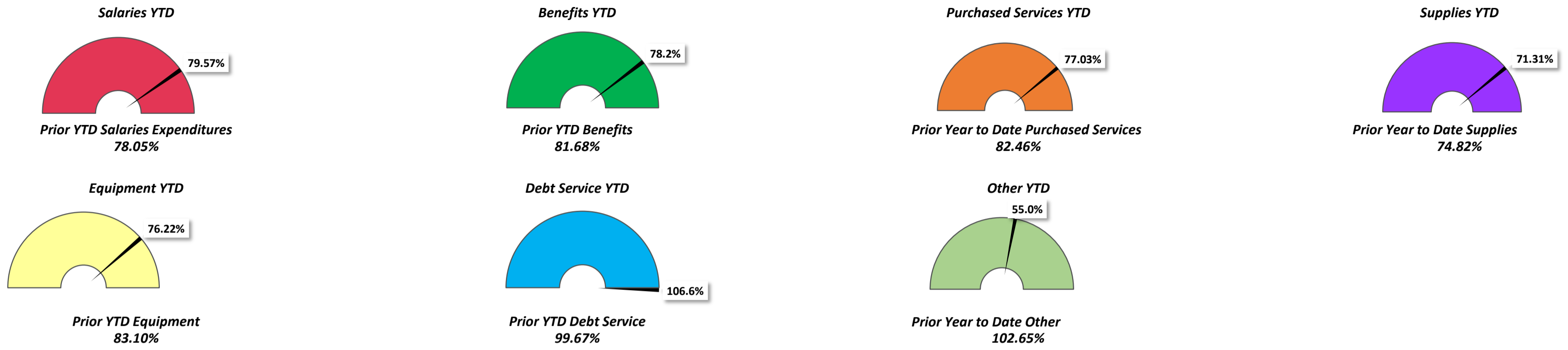
**Prior Year Revenue Budget**



**End of Year ADM History**



**YTD % Expenditures vs. PYTD % Expenditures**

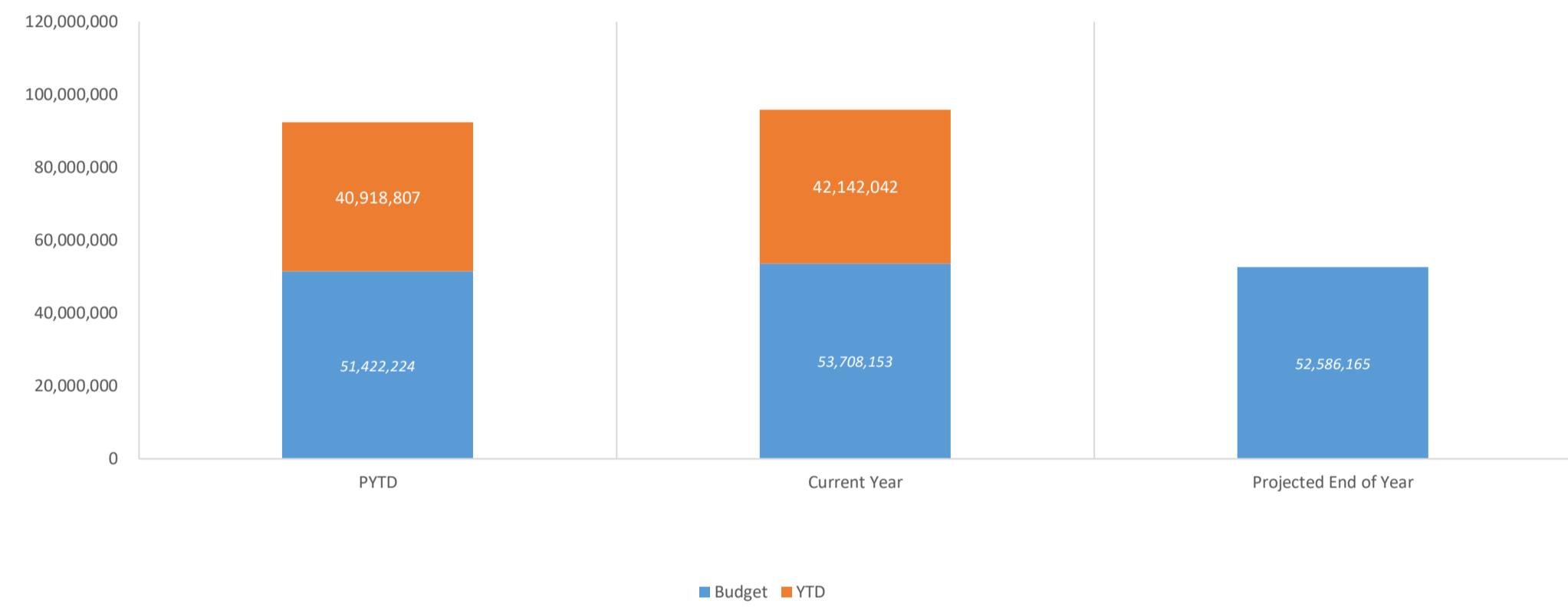


**Top 10 Expenditures YTD by Object Code 3**

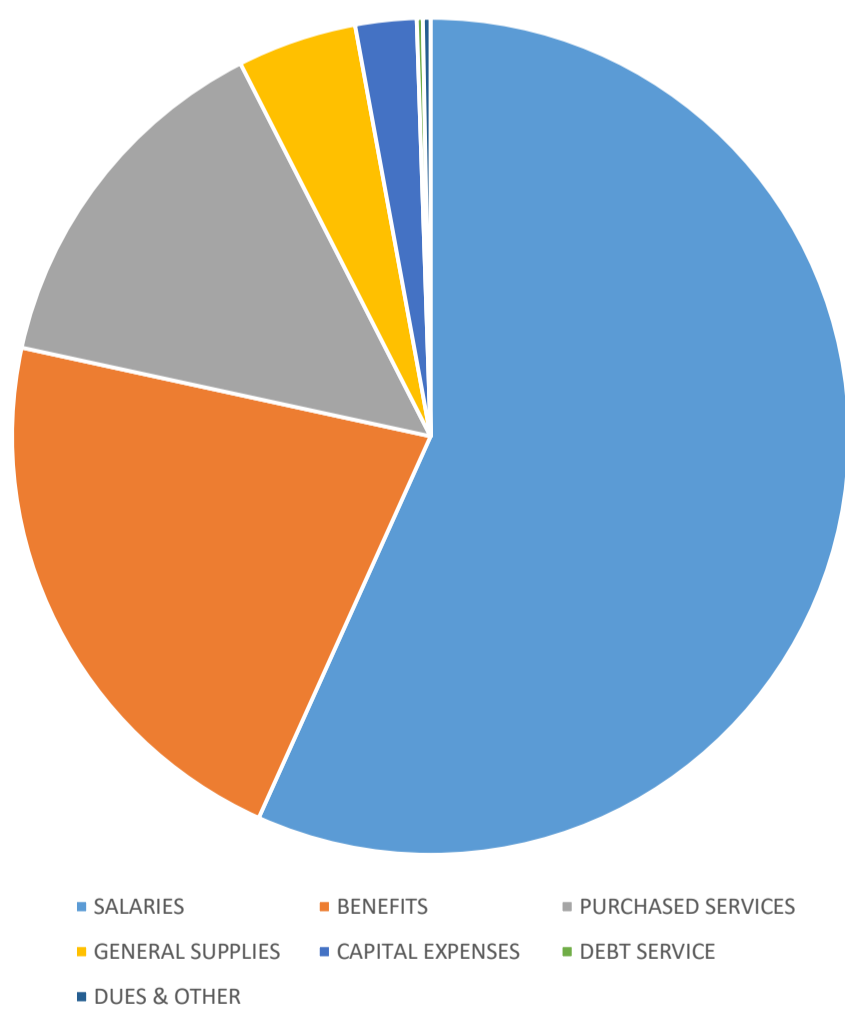
**Variance from PYTD Received**

	Current YTD	Variance vs. PYTD Received
1 TOTAL SALARIES AND WAGES	\$24,123,206	\$1,380,591
2 LICENSED CLASSROOM TEACHER	\$13,217,757	\$1,011,841
3 TOTAL EMPLOYEE BENEFITS	\$9,445,134	\$357,512
4 TOTAL PURCHASED SERVICES	\$5,701,243	-\$267,390
5 HEALTH INSURANCE	\$4,780,921	\$147,782
6 NON-INSTRUCTIONAL SUPPORT	\$2,720,792	\$1,239,715
7 TRANSPORT CONTR <=\$25,000	\$2,440,628	-\$335,524
8 ADMINISTRATION/SUPERVISION	\$2,288,618	\$36,651
9 FICA/MEDICARE	\$1,746,835	\$99,850
10 TRA	\$1,551,772	\$160,308

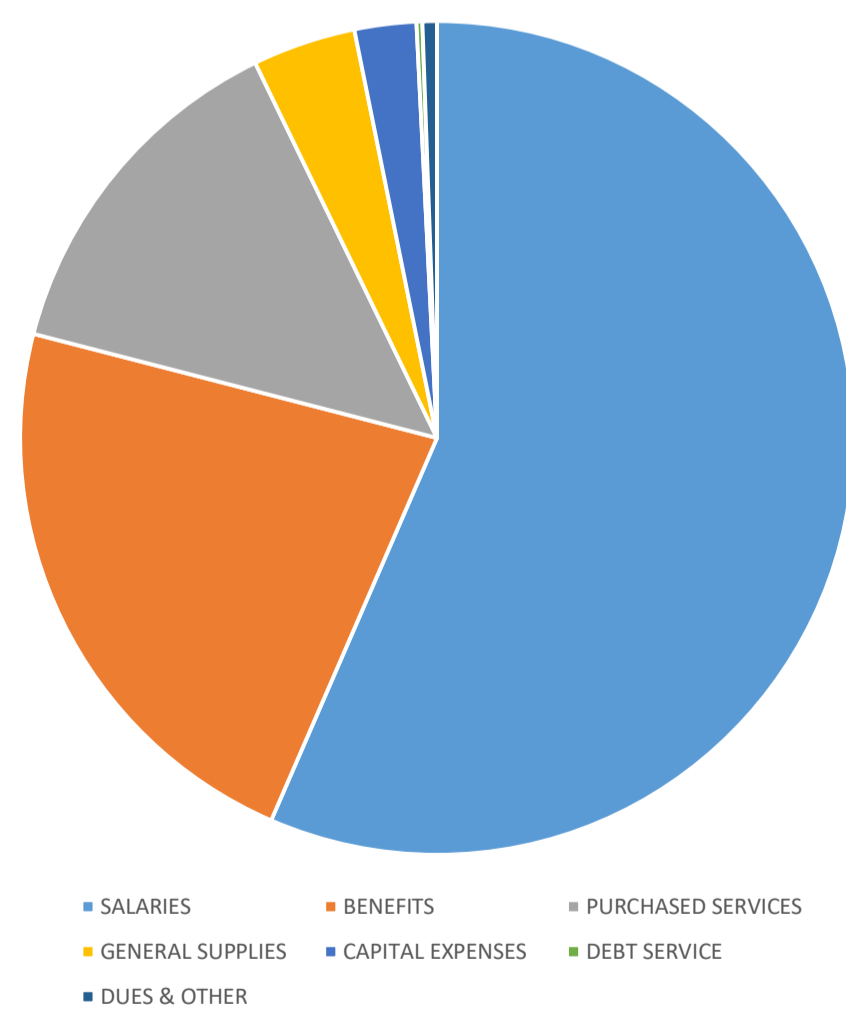
**Total General Expenditures Budgeted, Projected, YTD and , PYTD Expended**



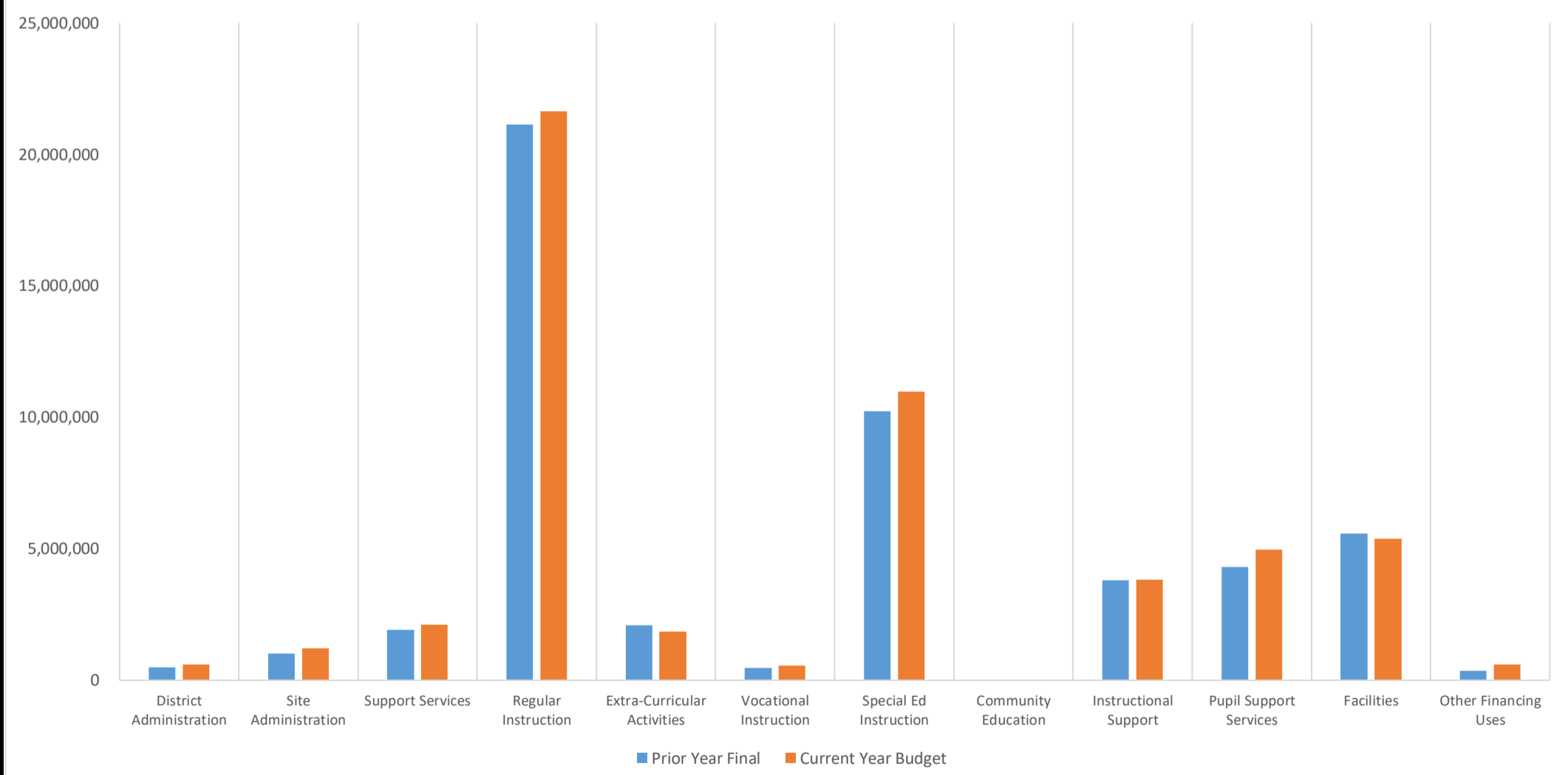
**Prior Year Final**



**Current Year Budget**



**Prior Year Final and Current Budget by Program**



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

WACONIA | May 31, 2023

REVENUE CATEGORIES						May 31, 2023	May 31, 2022	May 31, 2021	Current YTD vs. PYTD	May 31, 2022	May 31, 2021	
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received				% of Actuals Received
STATE	38,867,352	40,345,099	40,283,293	41,153,612	35,205,647	5,077,646	87.40%	84.40%	85.30%	1,152,495	34,053,152	33,155,579
FEDERAL	2,073,894	1,700,285	1,041,247	1,360,057	999,952	41,295	96.03%	23.46%	70.41%	601,064	398,888	1,460,178
PROPERTY TAXES	7,225,981	8,137,678	9,684,690	9,702,396	7,893,643	1,791,047	81.51%	91.36%	71.16%	459,118	7,434,525	5,142,192
LOCAL SALES, INS RECOVERY & JUDGEMENTS	9,456	324,630	0	0	0	0	0.00%	100.00%	117.19%	(324,630)	324,630	11,081
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	916,025	1,343,135	1,320,953	1,052,030	914,067	406,886	69.20%	90.26%	76.53%	(298,303)	1,212,371	701,004
<b>TOTALS</b>	<b>49,092,708</b>	<b>51,850,827</b>	<b>52,330,183</b>	<b>53,268,095</b>	<b>45,013,309</b>	<b>7,316,874</b>	<b>86.02%</b>	<b>83.75%</b>	<b>82.44%</b>	<b>1,589,743</b>	<b>43,423,566</b>	<b>40,470,034</b>

EXPENDITURES (OBJECT SERIES)						May 31, 2023	May 31, 2022	May 31, 2021	Current YTD vs. PYTD	May 31, 2022	May 31, 2021	
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended				% of Actuals Expended
SALARIES & WAGES	27,567,826	29,139,361	30,316,238	30,384,108	24,123,206	6,193,032	79.57%	78.05%	79.68%	1,380,591	22,742,615	21,967,178
EMPLOYEE BENEFITS	10,690,251	11,125,828	12,073,288	11,813,705	9,445,134	2,628,154	78.23%	81.68%	82.43%	357,512	9,087,622	8,812,307
PURCHASED SERVICES	5,875,417	7,238,541	7,401,448	6,936,500	5,701,243	1,700,205	77.03%	82.46%	77.78%	(267,390)	5,968,634	4,570,120
SUPPLIES	1,976,695	2,370,587	2,147,388	1,838,370	1,531,229	616,159	71.31%	74.82%	80.00%	(242,360)	1,773,589	1,581,282
EQUIPMENT	1,192,150	1,213,965	1,284,743	1,060,057	979,266	305,477	76.22%	83.10%	94.57%	(29,539)	1,008,804	1,127,467
DEBT SERVICE	205,445	120,056	122,287	148,451	130,312	(8,025)	106.56%	99.67%	67.33%	10,651	119,661	138,331
OTHER EXPENDITURES	269,862	150,965	299,761	284,944	164,872	134,889	55.00%	102.65%	53.82%	9,910	154,962	145,234
OTHER FINANCING USES	61,960	62,920	63,000	120,030	66,780	(3,780)	106.00%	100.00%	0.00%	3,860	62,920	0
<b>TOTALS</b>	<b>47,839,606</b>	<b>51,422,224</b>	<b>53,708,153</b>	<b>52,586,165</b>	<b>42,142,042</b>	<b>11,566,111</b>	<b>78.46%</b>	<b>79.57%</b>	<b>80.15%</b>	<b>1,223,235</b>	<b>40,918,807</b>	<b>38,341,918</b>

EXPENDITURES (PROGRAM SERIES)						May 31, 2023	May 31, 2022	May 31, 2021	Current YTD vs. PYTD	May 31, 2022	May 31, 2021	
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended				% of Actuals Expended
SITE ADMINISTRATION	1,061,869	1,026,709	1,210,415	1,160,719	960,110	250,305	79.32%	91.59%	86.31%	19,720	940,389	916,508
DISTRICT ADMINISTRATION	380,640	483,475	597,101	458,389	370,334	226,767	62.02%	71.48%	80.58%	24,722	345,612	306,712
SUPPORT SERVICES	1,814,086	1,927,332	2,107,508	1,991,590	1,720,824	386,684	81.65%	90.64%	91.10%	(26,111)	1,746,935	1,652,623
REGULAR INSTRUCTION	20,228,608	21,143,739	21,649,424	21,728,005	16,912,787	4,736,637	78.12%	74.92%	76.84%	1,071,457	15,841,330	15,543,677
EXTRA-CURRICULAR ACTIVITIES	1,357,464	2,084,503	1,856,567	1,689,188	1,432,698	423,869	77.17%	76.51%	72.22%	(162,089)	1,594,788	980,343
VOCATIONAL INSTRUCTION	584,005	457,850	552,670	539,849	402,950	149,720	72.91%	78.46%	78.97%	43,700	359,251	461,164
SPECIAL EDUCATION	9,810,623	10,227,982	10,975,866	11,212,180	8,565,671	2,410,195	78.04%	74.93%	74.16%	902,127	7,663,543	7,275,973
COMMUNITY SERVICES	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	3,098,230	3,806,134	3,816,979	3,546,555	2,942,797	874,183	77.10%	84.43%	86.32%	(270,864)	3,213,661	2,674,424
PUPIL SUPPORT SERVICES	3,796,083	4,310,384	4,960,528	4,312,804	3,672,925	1,287,603	74.04%	88.15%	86.61%	(126,775)	3,799,700	3,287,736
FACILITIES	5,278,542	5,588,880	5,382,095	5,367,510	4,635,478	746,617	86.13%	86.79%	89.44%	(215,305)	4,850,783	4,720,963
OTHER FINANCING USES	429,456	365,236	599,000	579,376	525,469	73,531	87.72%	154.10%	121.50%	(37,346)	562,815	521,794
<b>TOTALS</b>	<b>47,839,606</b>	<b>51,422,224</b>	<b>53,708,153</b>	<b>52,586,165</b>	<b>42,142,042</b>	<b>11,566,111</b>	<b>78.46%</b>	<b>79.57%</b>	<b>80.15%</b>	<b>1,223,235</b>	<b>40,918,807</b>	<b>38,341,918</b>

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

WACONIA | May 31, 2023

ACTIVITY - OTHER FUNDS										May 31, 2023	May 31, 2022	May 31, 2021		
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. PYTD	May 31, 2022	May 31, 2021		
<b>REVENUE</b>														
FOOD SERVICE	3,131,241	4,529,928	4,714,950	1,973,283	769,372	3,945,578	16.32%	82.39%	127.79%	(2,963,026)	3,732,398	4,001,481		
COMMUNITY EDUCATION	2,757,648	3,446,410	3,569,602	3,700,310	3,334,308	235,294	93.41%	96.18%	91.65%	19,404	3,314,904	2,527,497		
CONSTRUCTION	24,033	0	0	0	0	0	0.00%	0.00%	100.00%	0	0	24,033		
DEBT SERVICE	9,464,153	9,634,971	9,724,523	8,696,359	6,903,751	2,820,772	70.99%	71.48%	87.58%	16,194	6,887,557	8,289,113		
TRUST	9,049	5,547	9,500	4,189	4,000	5,500	42.11%	73.37%	69.47%	(70)	4,070	6,286		
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	500		
INTERNAL SERVICE	370,835	414,642	425,500	451,226	423,969	1,531	99.64%	91.85%	91.41%	43,114	380,855	338,992		
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0		
OPEB IRREVOCABLE TRUST	52,573	(52,577)	209,000	240,120	54,472	154,528	26.06%	41.82%	14.79%	76,461	(21,990)	7,776		
OPEB DEBT SERVICE	248	0	0	0	0	0	0.00%	0.00%	85.46%	0	0	212		
<b>TOTALS</b>	<b>15,809,780</b>	<b>17,978,922</b>	<b>18,653,075</b>	<b>15,065,488</b>	<b>11,489,871</b>	<b>7,163,204</b>	<b>61.60%</b>	<b>79.53%</b>	<b>96.12%</b>	<b>(2,807,923)</b>	<b>14,297,794</b>	<b>15,195,890</b>		
EXPENDITURES										May 31, 2023	May 31, 2022	May 31, 2021		
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	May 31, 2022	May 31, 2021		
FOOD SERVICE	2,195,386	2,769,635	3,300,837	3,424,453	2,885,713	415,124	87.42%	85.57%	79.87%	515,698	2,370,015	1,753,397		
COMMUNITY EDUCATION	2,756,700	3,048,544	3,259,757	3,191,936	2,683,965	575,792	82.34%	85.43%	83.60%	79,541	2,604,425	2,304,624		
CONSTRUCTION	(0)	0	0	0	0	0	0.00%	0.00%	100.00%	0	0	(0)		
DEBT SERVICE	9,154,756	9,363,331	9,527,369	8,032,021	9,411,981	115,388	98.79%	100.00%	100.00%	48,650	9,363,331	9,154,756		
TRUST	92,142	7,950	9,500	21,186	15,944	(6,444)	167.83%	77.36%	41.27%	9,794	6,150	38,026		
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0		
INTERNAL SERVICE	420,816	449,231	453,500	588,334	514,626	(61,126)	113.48%	89.29%	92.26%	113,487	401,139	388,239		
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0		
OPEB IRREVOCABLE TRUST	291,426	232,432	367,500	76,208	1,889	365,611	0.51%	0.90%	0.08%	(196)	2,085	229		
OPEB DEBT SERVICE	73,957	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0		
<b>TOTALS</b>	<b>14,985,183</b>	<b>15,871,123</b>	<b>16,918,463</b>	<b>15,334,138</b>	<b>15,514,119</b>	<b>1,404,344</b>	<b>91.70%</b>	<b>92.92%</b>	<b>91.02%</b>	<b>766,973</b>	<b>14,747,145</b>	<b>13,639,271</b>		
SUMMARY - ALL FUNDS										May 31, 2023	May 31, 2022	May 31, 2021		
	June 30, 2021	June 30, 2022	Adopted Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	Current YTD vs. PYTD	May 31, 2022	May 31, 2021		
<b>SUMMARY</b>														
REVENUE	64,902,488	69,829,749	70,983,258	68,333,582	56,503,180	14,480,078	79.60%	82.66%	85.77%	(1,218,180)	57,721,360	55,665,924		
EXPENDITURES	62,824,789	67,293,347	70,626,616	67,920,303	57,656,161	12,970,455	81.64%	82.72%	82.74%	1,990,209	55,665,953	51,981,189		
SPENDING VARIANCE	2,077,699	2,536,402	356,642	413,279	(1,152,981)	N/A	N/A	N/A	N/A	(3,208,389)	2,055,408	3,684,734		

# WACONIA PUBLIC SCHOOLS

## ENROLLMENT ANALYSIS

### Fiscal Year 22-23

MONTHS REPORTED: 9

#### REGULAR ED

BEG OF MONTH	REG K	HD-K	EC	PRE-K	HK	TOTAL K	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GR 9	GR 10	GR 11	GR 12	TOTALS
SEP	210		64		35	245	294	284	290	265	319	313	340	300	350	336	361	336	4,097
OCT	201		79		41	242	291	279	287	267	313	310	336	297	347	335	351	332	4,066
NOV	202		80		41	243	294	278	289	266	313	309	339	296	346	335	351	333	4,072
DEC	200		89		42	242	294	278	288	267	313	308	337	297	348	332	351	338	4,082
JAN	201		96		42	243	292	278	288	266	313	309	337	298	344	331	350	340	4,085
FEB	196		104		45	241	291	277	288	264	312	308	336	297	346	330	349	339	4,082
MAR	193		101		48	241	291	279	288	264	311	308	335	298	345	329	349	339	4,078
APR	191		113		50	241	291	277	287	262	311	308	335	298	348	332	349	335	4,087
MAY	192		106		50	242	291	277	287	264	312	310	336	297	348	331	347	335	4,083
JUNE	187		112		55	242	291	278	287	264	312	310	336	296	348	330	346	334	4,086
TOTALS	1,973	-	944	-	449	2,422	2,920	2,785	2,879	2,649	3,129	3,093	3,367	2,974	3,470	3,321	3,504	3,361	40,818
AVERAGE	219.2	-	104.9	-	49.9	269.1	324.4	309.4	319.9	294.3	347.7	343.7	374.1	330.4	385.6	369.0	389.3	373.4	4,535.3
EXTENDED TIME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TUITION - OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ALC																			
MONTH	REG K	HD-K	EC	PRE-K	HK	TOTAL K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr.10	Gr. 11	Gr. 12	TOTALS
SEP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7.00	19.00	26.00
OCT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8.00	19.00	27.00
NOV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9.00	17.00	26.00
DEC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	9.00	15.00	26.00
JAN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	10.00	13.00	26.00
FEB	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00	11.00	16.00	31.00
MAR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00	11.00	18.00	33.00
APR	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	10.00	20.00	33.00
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	11.00	15.00	29.00
JUN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	11.00	15.00	29.00
TOTALS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22.00	97.00	167.00	286.00
AVERAGE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.9	9.3	16.7	27.9
SEAT COUNT TO ADM ADJ. FACTOR	100%	100%	35%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	96%
ALC ADJUSTED ADM'S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.9	9.3	16.7	27.9
AVG TOTALS	219.2	-	36.7	-	49.9	269.1	324.4	309.4	319.9	294.3	347.7	343.7	374.1	330.4	385.6	370.9	398.6	390.2	4,495.0

7. **ACTION ITEMS**

7.A. Adopt FY23-24 Budget

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



**2023-2024 DRAFT  
ADOPTED BUDGET**

**Board Approved June 26, 2023**

# TABLE OF CONTENTS



<b>Introduction Section</b>		
Title Page & Table of Contents		1-2
Executive Summary		3-10
School Board of Education and District Office Administration		11
<b>Organization Section</b>		
Budgeting Policies and Process		12
<b>Financial Section</b>		
Summary of Budgets – All Governmental Fund Types		13-14
<u><b>General Fund:</b></u>		
General Fund Description		15
Revenue and Expenditure Budget Graphs		16
Expenditure Budget Graph - By Program		17
Revenue and Expenditure Budget - By Program		18
Revenue and Expenditure Budget - By Object		19
<u><b>Special Revenue Funds:</b></u>		
Special Revenue Fund Description		20
Revenue and Expenditure Budget Graphs		21
Revenue and Expenditure Budget Food Service- By Object		22
Revenue and Expenditure Budget Community Service-By Object		23
<u><b>Debt Service Fund:</b></u>		
Debt Service Fund Description		24
Revenue and Expenditure Budget Graphs		25
Revenue and Expenditure Budget - By Object		26
<u><b>Internal Service Fund:</b></u>		
Internal Service Fund Description		27
Statement of Net Asset		28
<u><b>Trust Fund:</b></u>		
Trust Fund Description		29
Statement of Net Asset		30
<u><b>OPEB Fund:</b></u>		
OPEB Fund Description		31
Statement of Net Asset		32
<b>Information Section</b>		
Revenue by Source		33-34
Revenue Budget By Fund		
Expenditure Budget	By Object	35-39
	By Program	40-42



# Mission, Vision, Core Values, Theory of Action

## MISSION STATEMENT

### Our Core Purpose

- ▶ ISD110 empowers students to explore their passions and create their success by providing opportunities for academic, social, and emotional growth.

## VISION STATEMENT

### What We Commit to Create

### ISD110 students will:

- ▶ **Achieve academic success** through choice, rigor, and relevance
- ▶ **Be inspired** to explore who they are and who they will become
- ▶ **Feel they belong** in school and in the community

**WEareONE10!**

## CORE VALUES

### Drivers of Our Words and Actions

- ▶ **Respect**  
We honor the perspectives of others and we own our individual actions.
- ▶ **Collaboration**  
We work and learn together.
- ▶ **Inclusiveness**  
We reach beyond ourselves to value and connect with others.
- ▶ **Empathy**  
We respond to others with authentic care.
- ▶ **Resilience**  
We work through challenges and setbacks with courage, persistence, and optimism.

## THEORY OF ACTION

### Our Commitment to Continuous Learning

### If we...

- ▶ **Believe** all students have the ability to learn and achieve to their potential, and
- ▶ **Create** an environment of safety and belonging, and
- ▶ **Respond** to our students' social, emotional, and academic needs, and
- ▶ **Build** trust and genuine partnerships with students, parents, and colleagues, and
- ▶ **Achieve** learning through high expectations, effective instruction, and established outcomes, and
- ▶ **Inspire and engage** students through a shared responsibility for learning, and
- ▶ **Commit** to continuous learning and improvement, **then all students will...**

**...EXPLORE THEIR PASSIONS and CREATE THEIR SUCCESS!**



**June 26, 2023**

**To: The School Board, Citizens, and Employees of Waconia Public Schools**

We respectfully submit the 2023-24 Adopted Budget of Independent School District No. 110, Waconia Public Schools. The report contains all of the funds of the District in conformity with generally accepted accounting principles (GAAP) for defining the reporting entity. The District's annual financial reports are prepared pursuant to School Board policy and Minnesota State Statutes. Budgetary control is maintained by the District's business office.

We are proud to publish and disseminate budget information to the School Board, our community, and others. We welcome the opportunity to present and discuss operational plans and related financial impact with all interested parties. Interaction among interested groups consistently leads to operational and educational improvements for Independent School District No. 110. To stimulate and encourage interaction, we continuously evaluate. When possible, we increase and improve information quality. The budget document and our annual audit reports are the primary tools to present information.

This Adopted Budget represents a projection of revenue and expenditures for the 2023-24 fiscal year along with supporting documentation and analysis. This report is presented in four sections: introduction, organization, financial, and information. The introduction section includes an executive summary and names the members of the School Board. The organization section includes major goals and objectives for the District and financial policies and practices. The financial section includes presentation of the budgets for all Governmental and Proprietary funds of the District. The information section includes revenue and expenditure budget summary data sorted by a variety of elements.

In accordance with the School Board approved Statutory Operating Debt plan, the District's plan is to coordinate with the Minnesota Department of Education to get Waconia Public Schools out of Statutory Operating Debt. The District will continue to seek all available sources of funding, balance revenue to expenditures, and maintain systems that ensure financial stability.

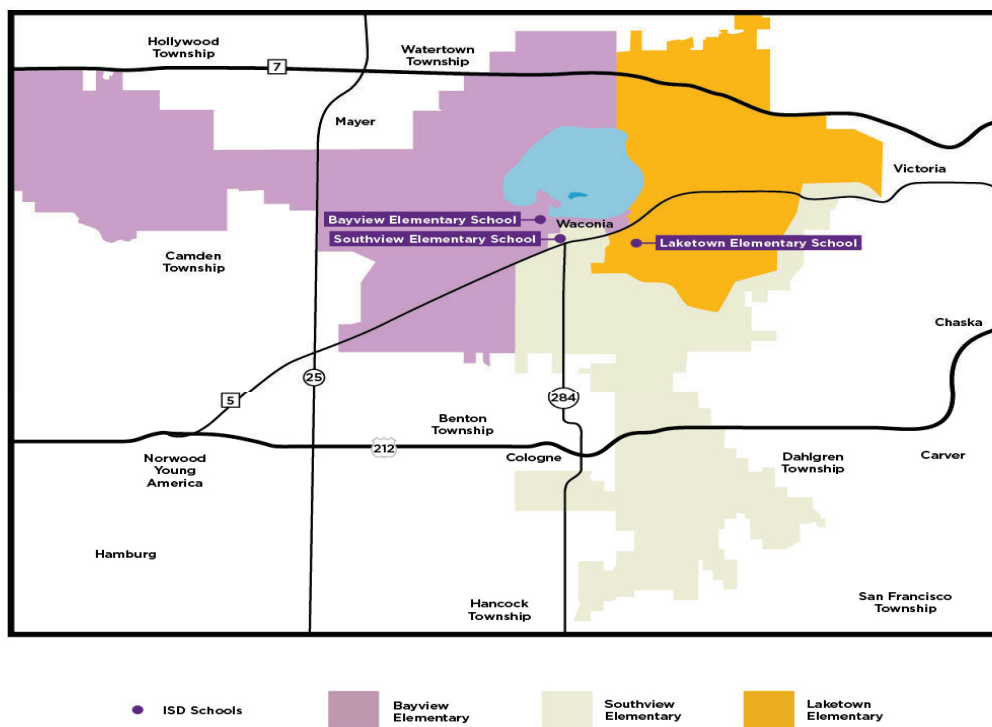
### **DESCRIPTION OF DISTRICT**

The legal name of the District is Independent School District Number 110 and is often referred to as Waconia Public Schools. The District, an outer ring Minneapolis suburban school district, serves a general population of approximately 23,000 and covers an area of about 99 square miles. The District owns and operates facilities in the city of Waconia. The District has one high school, one middle school, three elementary schools and one multipurpose facility which serves over 4,000 students. In additions the District also operates an alternative learning center and a transitions center as sites. The laws of the State of Minnesota give the authority to direct the District's business operations and educational functions to the District's School Board, whose members are elected officials.

The School Board has the authority to levy taxes, set fees, approve budgets, and staff positions along with other business and educational functions without prior approval from any other governmental unit. However, there are limits set in state statute.

The amount of the levy components is either voter approved, derived from formulas set in statute or approved by the Minnesota Department of Education under guidelines set in statute. The School Board does have the authority to not levy the maximum levy permitted but in certain instances this causes a proportionate decrease in related state aid which is determined by the state legislature. The School Board does not have the authority to set the market value of property within the District nor to arbitrarily levy amounts needed to cover its expenditures.

The expenditure budget must stay within predetermined revenue parameters determined through statutory formulas or reduce its fund balance or cut expenditures. The School Board can increase fees for those fees authorized in statute and seek grants. The School Board can issue debt with prior District voter approval. The Minnesota Department of Education does have some oversight responsibility over the District that is generally related to compliance and approval of certain laws and procedures. The School Board is responsible for the fiscal health of the District and the educational development of its students.



**ECONOMIC CONDITION AND OUTLOOK**

With the exception of voter approved levy referenda, the District is dependent on the State of Minnesota for its revenue authority. The 2023 legislature, as of this writing, finalized funding for the 2024-25 biennium. Previous funding formula increases have been below the annual rate of inflation for the last twenty years. Current general aid formula increases include 4% in FY24 and 2% in FY25 Experience demonstrates that legislated revenue increases are not sufficient to meet the demands posed by the rate of inflation. As a result of these pressures, the District has had to rely on property tax referenda to support its educational programs. In November 2018, the District was successful in getting voters’ approval to add \$525 per pupil plus inflation factor through an operating referendum. In November, 2020 an additional \$410 per pupil plus inflation factor was successfully approved by the voters to help offset rising costs.

**DISTRICT POPULATION**

Funding for Minnesota school districts is largely driven by enrollment. The majority of Minnesota school districts are facing declining enrollment. Over the last four years, the District has endured declining enrollment from FY18-19, FY19-20, FY20-21 only to see a slight rebound in FY21-22. The District is closely monitoring enrollment to adjust for future years pending data from the county and birth rates. Currently housing data did not equate to rising enrollment.

**ENROLLMENT PROJECTIONS**

**WACONIA Public School District**  
Historical Adjusted Average Daily Membership (ADM)

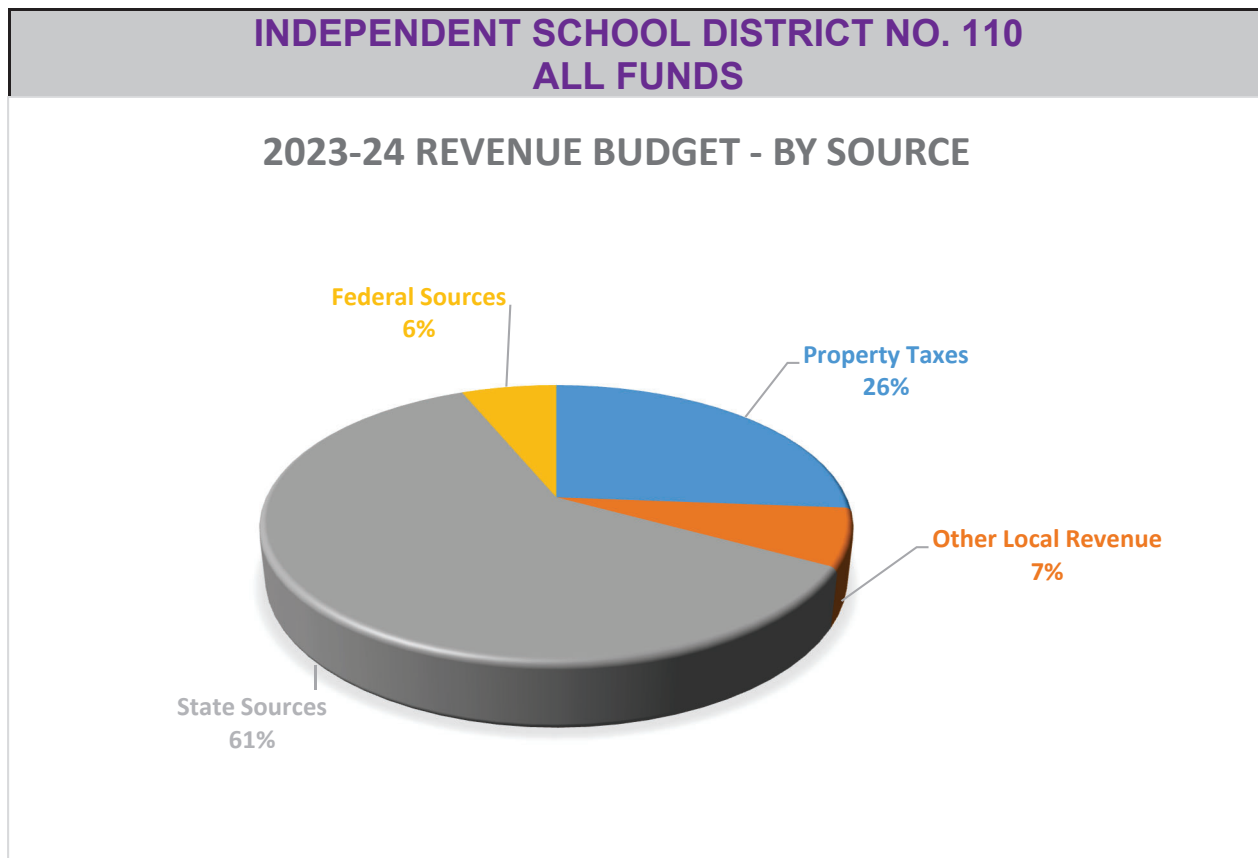
Grade	Actual 17-18	Actual 18-19	Actual 19-20	Actual 20-21	Actual 21-22	Budget 22-23	Projected 23-24	Projected 24-25	Projected 25-26	Projected 26-27	Projected 27-28
EC	36.84	34.23	31.49	30.31	29.75	29.60	29.60	29.60	29.60	29.60	29.60
PKG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kgt Hdp	35.63	37.79	44.19	31.83	48.63	59.62	59.62	59.62	59.62	59.62	59.62
KDG	269.15	239.47	239.84	225.74	230.94	227.70	227.70	227.70	227.70	227.70	227.70
1	279.43	298.31	279.55	275.12	266.07	279.30	288.84	288.84	288.84	288.84	288.84
2	317.32	283.29	307.55	263.68	276.77	277.80	283.37	293.05	293.05	293.05	293.05
3	290.88	315.30	288.31	302.78	256.74	285.90	279.23	284.83	294.56	294.56	294.56
4	286.28	290.51	321.71	283.33	309.08	260.50	289.15	282.40	288.07	297.91	297.91
5	314.30	292.84	289.96	320.73	299.74	312.90	267.01	296.38	289.46	295.26	305.35
6	317.92	321.17	308.78	291.20	339.67	307.50	323.33	275.91	306.26	299.11	305.11
7	311.86	325.76	329.91	309.95	298.22	334.50	307.82	323.67	276.20	306.58	299.43
8	301.24	305.71	325.05	330.45	309.16	297.20	333.74	307.12	322.93	275.57	305.88
9	319.60	323.83	340.70	360.54	343.16	333.38	318.06	357.16	328.68	345.60	294.91
10	346.82	321.42	328.24	332.49	359.85	336.20	328.45	313.35	351.88	323.81	340.49
11	325.88	337.36	309.94	314.13	332.04	335.70	322.36	314.92	300.45	337.39	310.48
12	285.65	323.67	326.18	299.82	318.14	322.20	330.33	317.20	309.88	295.64	331.99
	4,038.80	4,050.66	4,071.40	3,972.10	4,017.96	4,000.00	3,988.60	3,971.76	3,967.18	3,970.25	3,984.91

\*Average Daily Membership (ADM) is the total headcount of students in a school district.

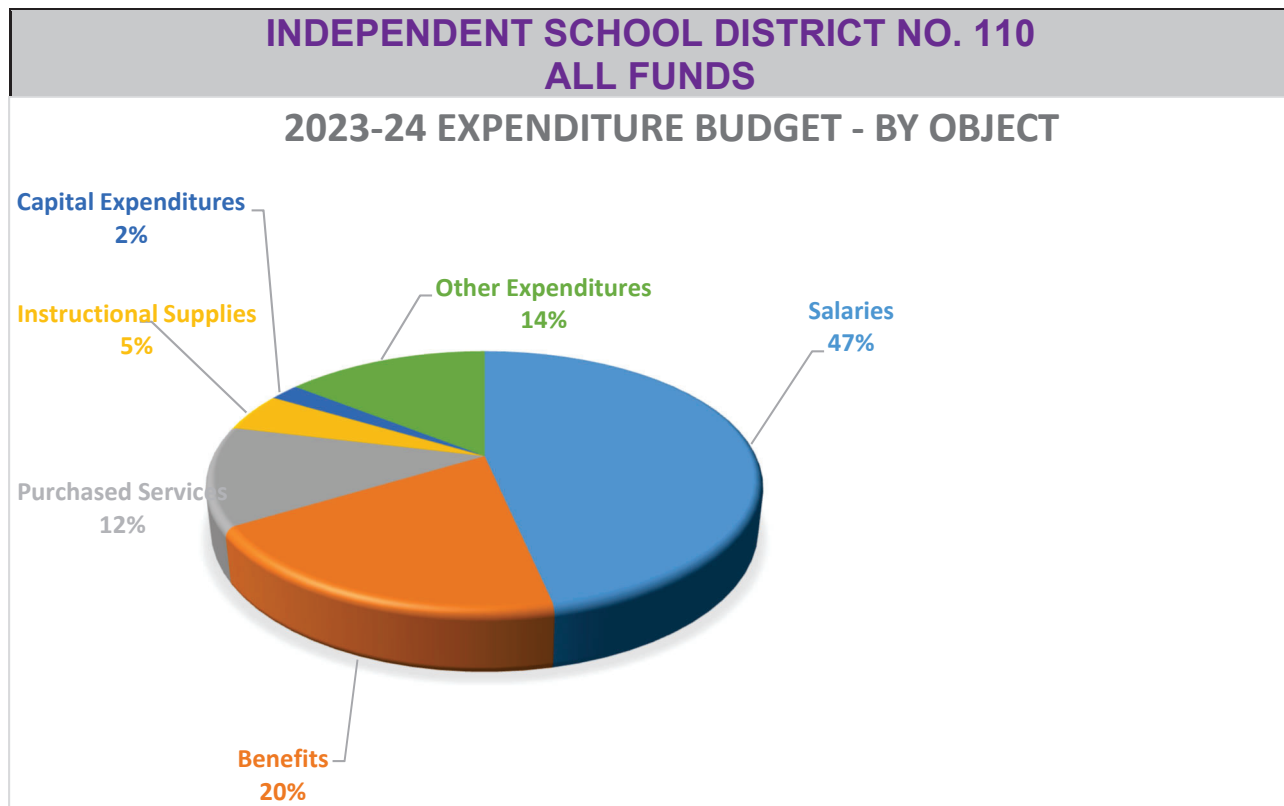
**FINANCIAL INFORMATION**

District administration is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft, or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The District accounting system is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgment by management. We believe the District's internal control system is adequate to safeguard assets and provide reasonable assurance that transactions are properly recorded. The District's annual financial reports are prepared pursuant to School Board policy and Minnesota State Statutes. The audited financial reports are required to be filed with both the Minnesota Department of Education and the State Auditor by November 30, of the subsequent fiscal year. These statements are presented on the same basis as those required by the Department of Education's Uniform Financial Accounting and Reporting System (UFARS). An annual budget is adopted by the School Board for all funds. Budgetary control is maintained by the District's business office. Monthly reports are reviewed by management personnel and the School Board.

The District's sources of revenue for all funds are property taxes, state aid, federal aid, and other local revenue. The largest single source of revenue is state aid.



The District’s expenditures are allocated to the following: salaries, benefits, purchased services, supplies and materials, capital expenditures, other expenditures, and debt service. The majority of the expenditures are in salaries and benefits.



**FINANCIAL INFORMATION - BY FUND**

**General Fund**

The General Fund is used to account for all revenues and expenditures of the school district not accounted for elsewhere. The General Fund is used to account for: K-12 educational activities, district instructional and student support programs, expenditures for the superintendent, district administration, normal operations and maintenance, pupil transportation, capital expenditures (including long term facility projects under \$2 million), and legal school district expenditures not specifically designated to be accounted for in any other fund.

The adopted budget assumes student average daily membership (ADM) of 4000 students for 2023-24. An assumption of a 4% general funding formula increase is reflected in this budget. Revenues and expenditures for long term facilities maintenance projects that are less than \$2 million are now required to be recorded in the General Fund.

Estimated revenues total \$55,855,968, which is an increase of \$3,525,785 over the 22-23 Final Budget. The 7.2% estimated revenue increase is due to a combination of both revenue increases and decreases. The majority of the increase is due to an increase in the general funding formula and the special education cross subsidy increases.

Estimated expenditures total \$51,628,641, a decrease of \$2,079,512, or -4.3% over the 22-23 Final Budget. Decreases were notable in salaries and benefits which occur as the District implemented budget reallocation across the District.

The estimated unassigned fund balance is **\$-2,048,253**; the estimated restricted fund balance for the capital, long-term facility maintenance, staff development, safe schools, gifted education, learning and development, and basic skills is \$607,780.

The District's unassigned fund balance trend offers the single best measure of the District's overall financial health. The District closely monitors the General Fund unassigned fund balance through use of a detailed financial planning model, one budget revision during the year and with monthly budget analysis. The School Board fund balance policy is to maintain a minimum 5% fund balance in the Unassigned General Fund. Critical monitoring of unassigned fund balance will assist the District out of statutory operating debt.

### **Special Revenue Funds**

The Special Revenue Funds include the Food Service and Community Service Funds. The Food Service Fund is used to record financial activities of a school district's food service program, which includes food preparation and service of milk, meals, and snacks in connection with school. The Community Service Fund is used to record all financial activities of the Community Service Program. The Community Service Fund is comprised of four components, each with its own fund balance. The four components are Community Service, Community Education, Early Childhood Family Education, and School Readiness.

The June 30, 2024 estimated combined fund balance is \$6,059,816, an increase of \$531,993 from the 22-23 Final Budget. The District intends to maintain Food Service and Community Services fund balances below the range of the 25% guideline set by the state.

#### **Food Service Fund**

The estimated June 30, 2024 fund balance is \$5,785,996, an increase of \$1,319,438, from the 22-23 Final Budget. Estimated revenues increase by \$4,350 and estimated expenditures increase by \$99,025 from the 22-23 Final Budget. The increase in revenue is primarily due to reverting back to pre-pandemic sales level. There are corresponding increases in expenditures primarily due to reverting back to pre-pandemic expense levels. The District is in coordination with Minnesota Department of Education for a robust spend down plan. The District continues to maintain compliance with the Healthy, Hungry Free Kids Act (HHFKA).

#### **Community Service Fund**

The estimated June 30, 2024 fund balance is \$1,409,072, an increase of \$347,807 from the 22-23 Final Budget. Estimated revenues increased by \$161,257, and estimated expenditures increased by \$123,295, from the 22-23 Final Budget. The increase in revenue is primarily due to reverting back to pre-pandemic programming levels. There are corresponding increases in expenditures primarily due to reverting back to pre-pandemic expense levels.

### **Debt Service Fund**

The Debt Service Fund is used to record revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds. The estimated June 30, 2024 fund balance is expected to be \$1,985,565, an increase of \$24,723 from the 22-23 Final Budget.

Levy revenues are based on levying 105% of the principal and interest schedule. The fund balance is monitored through a state formula and systematically reduced according to the state-mandated formula.

### **Internal Service Fund**

The Internal Service Fund is used to reserve funds used for the self-insured dental insurance offered by the District to its employees. The estimated June 30, 2024 fund balance is \$164,960, which is a slight decrease of \$14,500 from the 22-23 Final Budget. Estimated revenues and expenditures remain consistent with the previous year. The fund balance is part of the long term plan to maintain a reserve that sustains the self-insured dental program on a long term basis.

### **CONCLUSION**

The 2023-24 Adopted Budget reflects the School Board's plan to use all available resources to provide educational opportunities to students. The School Board will continue efforts to exit statutory operating debt status and to improve fund balances through a combination of increased funding from the legislature, budget adjustments and voter approved levies.

We would like to express our appreciation to the members of the School Board for their interest and support in planning and conducting the financial operations of the District in a responsible and progressive manner.

Respectfully submitted,

Ra Chhoth  
Director of Finance and Operations

# INDEPENDENT SCHOOL DISTRICT NO. 110



## **BOARD OF EDUCATION**

Dana Geller, Chair

Luke DeBoer, Vice Chair/Clerk

Alycia Myers, Treasurer

Melanie Hagen, Director

Kimberly Kelzer-Breedon, Director

Jesse Bergstrom, Director

Kelly Amott, Director

## **CENTRAL ADMINISTRATION**

Brian Gerisch, Superintendent

Ra Chhoth, Director of Finance and Operations

## **INDEPENDENT SCHOOL DISTRICT NO. 110**

### **701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET**

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

#### **I. PURPOSE**

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

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

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

#### **III. REQUIREMENT**

A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.

B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.

C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.

D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

**INDEPENDENT SCHOOL DISTRICT #110**  
**COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES,**  
**AND PROJECTED CHANGES IN FUND BALANCE**

**Fiscal Year Ending June 30, 2024**

	Projected June 30, 2023	FY23-24 Original Revenues	FY23-24 Original Expenditures	FY23-24 Original Required Transfers	Original Projected Balance June 30, 2024
<b>GENERAL FUND (01)</b>					
Nonspendable - General	188,139	-	-	-	<b>188,139</b>
Nonspendable - Capital	-	-	-	-	-
<b>Subtotal Nonspendable</b>	<b>188,139</b>				<b>188,139</b>
Restricted for Student Activities	249,481				249,481
Restricted for Staff Development	-	626,937	372,438	(254,499)	-
Restricted for Capital	(128,809)	1,523,080	1,437,127	42,856	-
Restricted for Learning & Development	-	859,352	222,715	(636,637)	-
Restricted for ALC	-	465,569	281,758	(183,811)	-
Restricted for Gifted Education	-	57,094	16,186	(40,908)	-
Restricted for Basic Skills-ML	-	46,589	254,418	207,829	-
Restricted for Basic Skills-Compensatory	-	246,293	927	(245,366)	-
Restricted for Safe Schools	32,536	166,557	146,040	-	53,053
Restricted for Long Term Facilities Maintenance	122,761	596,616	414,131	-	305,246
Restricted for Medical Assistance	180,363	279,000	411,864	(47,499)	-
<b>Subtotal Restricted</b>	<b>456,332</b>	<b>4,867,087</b>	<b>3,557,605</b>	<b>(1,158,035)</b>	<b>607,780</b>
Unassigned - Unemployment	(20,000)	(30,000)	82,400	-	(132,400)
Unassigned - Lease Levy	-	-	-	-	-
Unassigned - Career and Technical	-	147,866	497,177	349,311	-
Unassigned - General	(6,236,532)	50,871,015	47,491,459	808,724	(2,048,253)
<b>Subtotal Unassigned</b>	<b>(6,256,532)</b>	<b>50,988,879</b>	<b>48,071,036</b>	<b>1,158,035</b>	<b>(1,931,172)</b>
<b>Total General</b>	<b>(5,612,061)</b>	<b>55,855,968</b>	<b>51,628,641</b>	<b>-</b>	<b>(1,135,252)</b>
<b>FOOD SERVICE FUND (02)</b>					
Nonspendable	-	-	-	-	-
Restricted	4,466,558	4,719,300	3,399,862	-	5,785,996
<b>Total Food Service</b>	<b>4,466,558</b>	<b>4,719,300</b>	<b>3,399,862</b>	<b>-</b>	<b>5,785,996</b>
<b>COMMUNITY SERVICE FUND (04)</b>					
Nonspendable Community Ed - General	-	-	-	-	-
Restricted for Community Ed - General	680,406	2,692,145	2,421,651	-	950,901
Restricted for ECFE	258,164	392,415	394,962	-	255,618
Restricted for School Readiness	51,602	561,382	479,423	-	133,561
Restricted for Other Community Ed	71,093	84,916	87,016	-	68,993
<b>Total Community Service</b>	<b>1,061,265</b>	<b>3,730,859</b>	<b>3,383,052</b>	<b>-</b>	<b>1,409,072</b>
<b>Total Operating Funds</b>	<b>(84,238)</b>	<b>64,306,127</b>	<b>58,411,555</b>	<b>-</b>	<b>6,059,816</b>
<b>DEBT SERVICE FUND (07)</b>					
Restricted for Bond Refunding	-	-	-	-	-
Restricted Fund Balance	1,960,843	9,352,091	9,327,369	-	1,985,565
<b>Total Debt Service</b>	<b>1,960,843</b>	<b>9,352,091</b>	<b>9,327,369</b>	<b>-</b>	<b>1,985,565</b>
<b>INTERNAL SERVICE FUND - Dental (20)</b>					
Unassigned Fund Balance	179,460	446,500	461,000	-	164,960
<b>Total Internal Service</b>	<b>179,460</b>	<b>446,500</b>	<b>461,000</b>	<b>-</b>	<b>164,960</b>
<b>OPEB IRREVOCABLE FUND - Trust (45)</b>					
Unassigned Fund Balance	1,303,793	186,000	368,000	-	1,121,793
<b>Total Internal Service</b>	<b>1,303,793</b>	<b>186,000</b>	<b>368,000</b>	<b>-</b>	<b>1,121,793</b>
<b>TOTAL ALL FUNDS</b>	<b>3,359,858</b>	<b>74,290,717</b>	<b>68,567,924</b>	<b>-</b>	<b>9,332,134</b>

**INDEPENDENT SCHOOL DISTRICT NO. 110**

**SUMMARY OF BUDGETS - ALL GOVERNMENTAL FUND TYPES**

**2023-2024 BUDGET**

	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>DEBT SERVICE</u>	<u>CAPITAL PROJECT</u>	<u>TOTAL ALL GOVERNMENTAL FUND TYPES</u>
<b>REVENUES:</b>					
Property Taxes	\$ 10,135,130	\$ 313,817	\$ 8,868,628	\$ -	\$ 19,317,575
Other Local Revenue	1,547,347	3,407,640	-	-	4,954,987
State Sources	43,795,020	505,702	483,462	-	44,784,184
Federal Sources	378,471	4,223,000	-	-	4,601,471
<b>TOTAL REVENUE</b>	<b>\$ 55,855,968</b>	<b>\$ 8,450,159</b>	<b>\$ 9,352,091</b>	<b>\$ -</b>	<b>\$ 73,658,217</b>
<b>EXPENDITURES:</b>					
<i>Current:</i>					
District & School Administration	\$ 1,865,481	\$ -	\$ -	\$ -	\$ 1,865,481
District Support Service	2,070,984	-	-	-	2,070,984
Regular Instruction	22,347,227	-	-	-	22,347,227
Vocational Instruction	497,177	-	-	-	497,177
Special Education Instruction	11,403,752	-	-	-	11,403,752
Instructional Support Services	2,895,210	-	-	-	2,895,210
Pupil Support Services	4,567,124	-	-	-	4,567,124
Site, Building and Equipment	5,367,837	-	-	-	5,367,837
Fixed Cost Programs	613,850	-	-	-	613,850
Food Service	-	3,399,862	-	-	3,399,862
Community Service	-	3,383,052	-	-	3,383,052
<i>Debt Service:</i>					
Principal	-	-	5,680,000	-	5,680,000
Interest and Fiscal Charges	-	-	3,647,369	-	3,647,369
<b>TOTAL EXPENDITURES</b>	<b>\$ 51,628,641</b>	<b>\$ 6,782,914</b>	<b>\$ 9,327,369</b>	<b>\$ -</b>	<b>\$ 67,738,923</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 4,227,327</b>	<b>\$ 1,667,245</b>	<b>\$ 24,722</b>	<b>\$ -</b>	<b>\$ 5,919,294</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Refunding Proceeds Held in Escrow	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES(USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>FUND BALANCES JULY 1:</b>					
Nonspendable	\$ 188,139	\$ -	\$ -	\$ -	\$ 188,139
Restricted	\$ 456,332	\$ 5,527,823	\$ 1,960,843	\$ -	\$ 7,944,998
Committed	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned - General	\$ (6,256,532)	\$ -	\$ -	\$ -	\$ (6,256,532)
<b>FUND BALANCE TRANSFERS:</b>					
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned - General	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FUND BALANCES JUNE 30:</b>					
Nonspendable	\$ 188,139	\$ -	\$ -	\$ -	\$ 188,139
Restricted	\$ 607,780	\$ 7,195,068	\$ 1,985,565	\$ -	\$ 9,788,413
Committed	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned	\$ (132,400)	\$ -	\$ -	\$ -	\$ (132,400)
Unassigned - General	\$ (2,048,253)	\$ -	\$ -	\$ -	\$ (2,048,253)



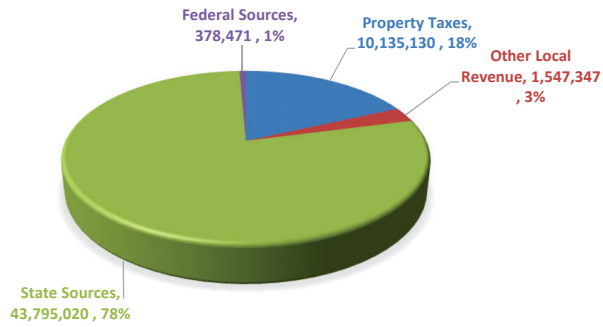
## INDEPENDENT SCHOOL DISTRICT NO. 110

### GENERAL FUND

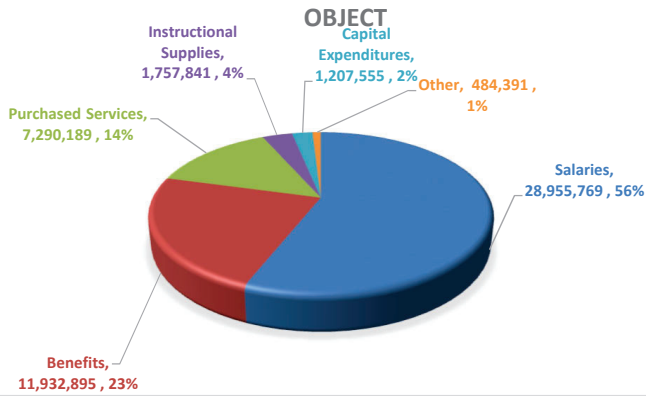
The General Fund is used to account for all revenues and expenditures of the school district not accounted for elsewhere. The General Fund is used to account for: K-12 educational activities, district instructional and student support programs, expenditures for the superintendent, district administration, normal operations and maintenance, pupil transportation, capital expenditures (including long term facility maintenance under \$2 million), and legal school district expenditures not specifically designated to be accounted for in any other fund. A district may use General Fund revenues for capital purposes except when the requirements for a categorical revenue state that it may not be used for capital purchases.

**INDEPENDENT SCHOOL DISTRICT NO. 110**  
**GENERAL FUND**

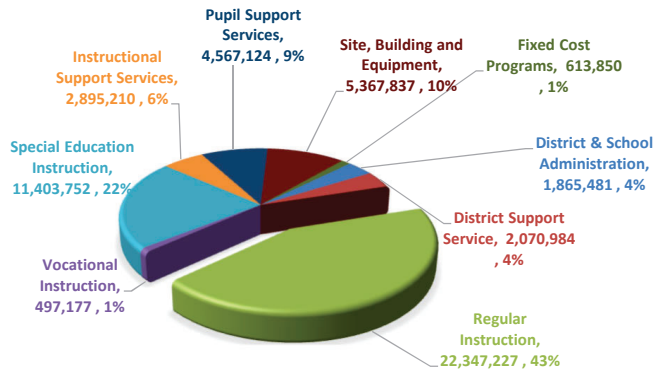
**2023-24 ADOPTED REVENUE BUDGET - BY SOURCE**



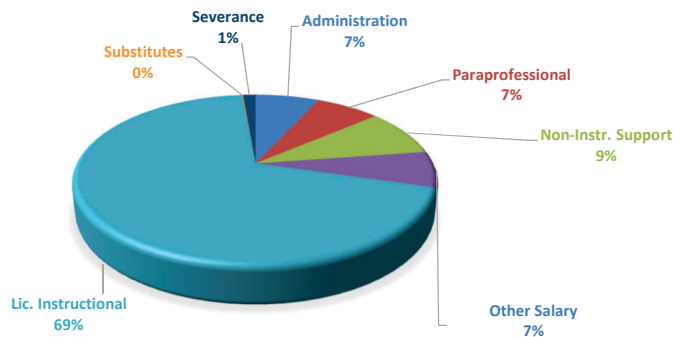
**2023-24 ADOPTED EXPENDITURE BUDGET - BY OBJECT**



**2023-24 EXPENDITURE BUDGET - BY PROGRAM**



**2023-24 EXPENDITURE BUDGET - SALARY BY OBJ**

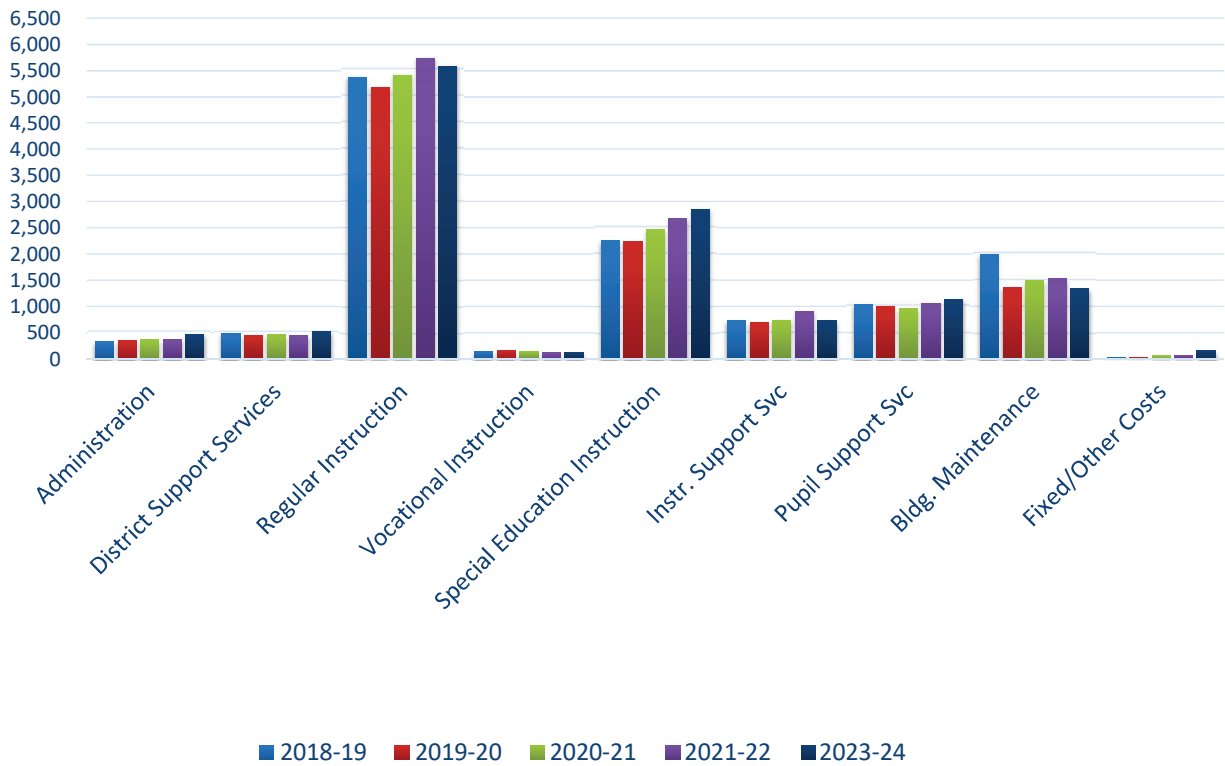


**INDEPENDENT SCHOOL DISTRICT NO. 110**

**GENERAL FUND - EXPENDITURES BY PROGRAM**

	2018-19	2019-20	2020-21	2021-22	2023-24		2018-19	2019-20	2020-21	2021-22	2023-24
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Budget</u>	<u>Cost</u>	<u>Cost</u>	<u>Cost</u>	<u>Cost</u>	<u>Cost</u>
							<u>Per ADM</u>	<u>Per ADM</u>	<u>Per ADM</u>	<u>Per ADM</u>	<u>Per ADM</u>
District & School Administration	\$ 1,358,490	\$ 1,401,450	\$ 1,441,547	\$ 1,512,446	\$ 1,865,481		335	344	363	376	466
District Support Service	\$ 1,983,132	\$ 1,839,197	\$ 1,811,376	\$ 1,795,676	2,070,984		490	452	456	447	518
Regular Instruction	\$ 21,752,173	\$ 21,084,273	\$ 21,488,593	\$ 23,040,409	22,347,227		5,370	5,179	5,410	5,734	5,587
Vocational Instruction	\$ 588,221	\$ 668,291	\$ 584,008	\$ 457,852	497,177		145	164	147	114	124
Special Education Instruction	\$ 9,129,068	\$ 9,102,769	\$ 9,801,402	\$ 10,734,570	11,403,752		2,254	2,236	2,468	2,672	2,851
Instructional Support Services	\$ 2,933,530	\$ 2,823,710	\$ 2,940,473	\$ 3,634,277	2,895,210		724	694	740	905	724
Pupil Support Services	\$ 4,203,476	\$ 4,084,113	\$ 3,795,866	\$ 4,273,134	4,567,124		1,038	1,003	956	1,064	1,142
Site, Building and Equipment*	\$ 8,036,972	\$ 5,558,728	\$ 5,927,843	\$ 6,128,608	5,367,837		1,984	1,365	1,492	1,525	1,342
Fixed Cost Programs	108,415	128,183	243,338	263,547	613,850		27	31	61	66	153
	<b>\$ 50,093,477</b>	<b>\$ 46,690,714</b>	<b>\$ 48,034,446</b>	<b>\$ 51,840,519</b>	<b>\$ 51,628,641</b>		<b>\$ 12,367</b>	<b>\$ 11,468</b>	<b>\$ 12,093</b>	<b>\$ 12,902</b>	<b>\$ 12,907</b>

**GENERAL FUND - COST PER ADM BY PROGRAM**



**INDEPENDENT SCHOOL DISTRICT NO. 110**

**GENERAL FUND BUDGET**

**FY 23-24 With Comparative Information for Fiscal Years 20 thru 22  
Revenues & Expenditures - by Program**

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Final Budget</u>	2023-24 <u>Adopted Budget</u>	Increase/ <u>(Decrease)</u>	% <u>Inc/(Dec)</u>
<b>REVENUES:</b>								
Property Taxes	\$ 4,625,179	\$ 6,872,050	\$ 7,225,981	\$ 9,241,888	\$ 9,593,599	\$ 10,135,130	\$ 541,531	7.5%
Other Local Revenue	1,213,658	1,068,659	916,026	1,541,416	1,508,780	1,547,347	\$ 38,567	4.2%
State Sources	36,125,653	37,757,831	38,867,353	39,356,445	40,186,557	43,795,020	\$ 3,608,463	9.3%
Federal Sources	854,790	865,974	2,073,894	2,040,899	1,041,247	378,471	(662,776)	-32.0%
<b>TOTAL REVENUE</b>	<b>\$ 42,819,280</b>	<b>\$ 46,564,514</b>	<b>\$ 49,083,254</b>	<b>\$ 52,180,648</b>	<b>\$ 52,330,183</b>	<b>\$ 55,855,968</b>	<b>\$ 3,525,785</b>	<b>7.2%</b>
<b>EXPENDITURES:</b>								
<i>Current:</i>								
District & School Administration	\$ 1,358,490	\$ 1,401,450	\$ 1,441,547	\$ 1,512,446	\$ 1,780,177	\$ 1,865,481	\$ 85,303	5.9%
District Support Service	1,983,132	1,839,197	1,811,376	1,795,676	2,107,509	2,070,984	\$ (36,525)	-2.0%
Regular Instruction	21,752,173	21,084,273	21,488,593	23,040,409	23,695,629	22,347,227	\$ (1,348,401)	-6.3%
Vocational Instruction	588,221	668,291	584,008	457,852	473,846	497,177	\$ 23,331	4.0%
Special Education Instruction	9,129,068	9,102,769	9,801,402	10,734,570	11,367,359	11,403,752	\$ 36,393	0.4%
Instructional Support Services	2,933,530	2,823,710	2,940,473	3,634,277	3,562,869	2,895,210	\$ (667,659)	-22.7%
Pupil Support Services	4,203,476	4,084,113	3,795,866	4,273,134	4,440,329	4,567,124	\$ 126,795	3.3%
Site, Building and Equipment*	8,036,972	5,558,728	5,927,843	6,128,608	5,681,434	5,367,837	\$ (313,598)	-5.3%
Fixed Cost Programs	108,415	128,183	243,338	263,547	599,000	613,850	14,850	6.1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 50,093,477</b>	<b>\$ 46,690,714</b>	<b>\$ 48,034,446</b>	<b>\$ 51,840,519</b>	<b>\$ 53,708,152</b>	<b>\$ 51,628,641</b>	<b>\$ (2,079,512)</b>	<b>-4.3%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (7,274,197)</b>	<b>\$ (126,200)</b>	<b>\$ 1,048,808</b>	<b>\$ 340,129</b>	<b>\$ (1,377,969)</b>	<b>\$ 4,227,327</b>	<b>\$ 5,605,296</b>	
<b>OTHER FINANCING SOURCES (USES)</b>								
Transfers In/(Out) & Prior Period Adj	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FUND BALANCES JULY 1:</b>								
Nonspendable	\$ 51,369	\$ 9,082	\$ 40,035	\$ 1,422,210	\$ 188,139	\$ 188,139		
Restricted	\$ 2,023,502	\$ 26,616	\$ 214,445	\$ 314,204	\$ 555,903	\$ 456,332		
Committed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Assigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned - General	\$ 1,803,307	\$ (6,526,645)	\$ (6,528,628)	\$ (5,207,471)	\$ (5,027,451)	\$ (6,256,532)		
<b>FUND BALANCE TRANSFERS:</b>								
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned - General	n/a	n/a	n/a			n/a		
<b>FUND BALANCES JUNE 30:</b>								
Nonspendable	\$ 90,882	\$ 40,035	\$ 1,422,210	\$ 188,139	\$ -	\$ 188,139		
Restricted	\$ 26,616	\$ 214,445	\$ 314,204	\$ 555,903	\$ 456,332	\$ 607,780		
Committed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Assigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (132,400)		
Unassigned - General	\$ (6,526,445)	\$ (6,528,628)	\$ (5,207,471)	\$ (5,027,451)	\$ (6,256,532)	\$ (2,048,252)		

\*MDE coding requirement change: long term facilities projects under \$2 million coded to General Fund vs. Construction effective 7/1/16.

**INDEPENDENT SCHOOL DISTRICT NO. 110**

**GENERAL FUND BUDGET**

**FY 23-24 With Comparative Information for Fiscal Years 19 thru 22  
Revenues & Expenditures - by Object**

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Increase/	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Adopted Budget</u>	<u>(Decrease)</u>	<u>Inc/(Dec)</u>
<b>REVENUES:</b>								
Property Taxes	\$ 4,625,179	\$ 6,872,050	\$ 7,225,981	\$ 9,241,888	\$ 9,593,599	\$ 10,135,130	\$ 541,531	7.5%
Other Local Revenue	1,213,658	1,068,659	916,026	\$ 1,541,416	1,508,780	1,547,347	\$ 38,567	4.2%
State Sources	36,125,653	37,757,831	38,867,353	\$ 39,356,445	40,186,557	43,795,020	\$ 3,608,463	9.3%
Federal Sources	854,790	865,974	2,073,894	\$ 2,040,899	1,041,247	378,471	(662,776)	-32.0%
<b>TOTAL REVENUE</b>	<b>\$ 42,819,280</b>	<b>\$ 46,564,514</b>	<b>\$ 49,083,254</b>	<b>\$ 52,180,648</b>	<b>\$ 52,330,183</b>	<b>\$ 55,855,968</b>	<b>\$ 3,525,785</b>	<b>7.2%</b>
<b>EXPENDITURES:</b>								
Salaries	\$ 27,913,727	\$ 27,402,738	\$ 27,577,386	\$ 28,891,219	\$ 30,316,238	\$ 28,955,769	\$ (1,360,469)	-4.9%
Benefits	9,635,341	10,012,565	10,680,704	11,190,355	12,073,288	11,932,895	\$ (140,393)	-1.3%
Purchased Services	6,572,225	5,802,879	5,875,415	7,579,977	7,401,448	7,290,189	\$ (111,259)	-1.9%
Instructional Supplies	1,830,283	1,424,463	1,976,683	2,375,075	2,143,500	1,757,841	\$ (385,659)	-19.5%
Capital Expenditures	3,578,452	1,454,893	797,907	721,024	1,284,743	1,207,555	\$ (77,188)	-9.7%
Other Expenditures	563,449	593,176	1,126,351	1,082,869	488,936	484,391	(4,545)	-0.4%
<b>TOTAL EXPENDITURES</b>	<b>\$ 50,093,477</b>	<b>\$ 46,690,714</b>	<b>\$ 48,034,446</b>	<b>\$ 51,840,519</b>	<b>\$ 53,708,153</b>	<b>\$ 51,628,641</b>	<b>\$ (2,079,512)</b>	<b>-4.3%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (7,274,197)</b>	<b>\$ (126,200)</b>	<b>\$ 1,048,808</b>	<b>\$ 340,129</b>	<b>\$ (1,377,970)</b>	<b>\$ 4,227,327</b>		
<b>OTHER FINANCING SOURCES (USES)</b>								
Capital Eq. Note & Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FUND BALANCES JULY 1:</b>								
Nonspendable	\$ 148,739	\$ 90,882	\$ 40,035	\$ 1,422,210	\$ 188,139	\$ 188,139		
Restricted	\$ 1,333,394	\$ 26,616	\$ 214,445	\$ 314,204	\$ 555,903	\$ 456,332		
Committed	\$ 2,747,450	\$ -	\$ -	\$ -	\$ -	\$ -		
Assigned	\$ 4,691,225	\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned - General	\$ 10,316,913	\$ 8,691,658	\$ (6,528,628)	\$ (5,207,471)	\$ (5,027,451)	\$ (6,256,532)		
<b>FUND BALANCE TRANSFERS:</b>								
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Unassigned - General	n/a	n/a	n/a	n/a	n/a	n/a		
<b>FUND BALANCES JUNE 30:</b>								
Nonspendable	\$ 90,882	\$ 40,035	\$ 1,422,210	\$ 188,139	\$ 188,139	\$ 188,139		
Restricted	\$ 26,616	\$ 214,445	\$ 314,204	\$ 555,903	\$ 456,332	\$ 607,780		
Committed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Assigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (132,400)		
Unassigned - General	\$ 8,691,658	\$ (6,528,628)	\$ (5,207,471)	\$ (5,027,451)	\$ (6,256,532)	\$ (2,048,252)		

\*MDE coding requirement change: long term facilities projects under \$2 million coded to General Fund vs. Construction effective 7/1/16.



## INDEPENDENT SCHOOL DISTRICT NO. 110

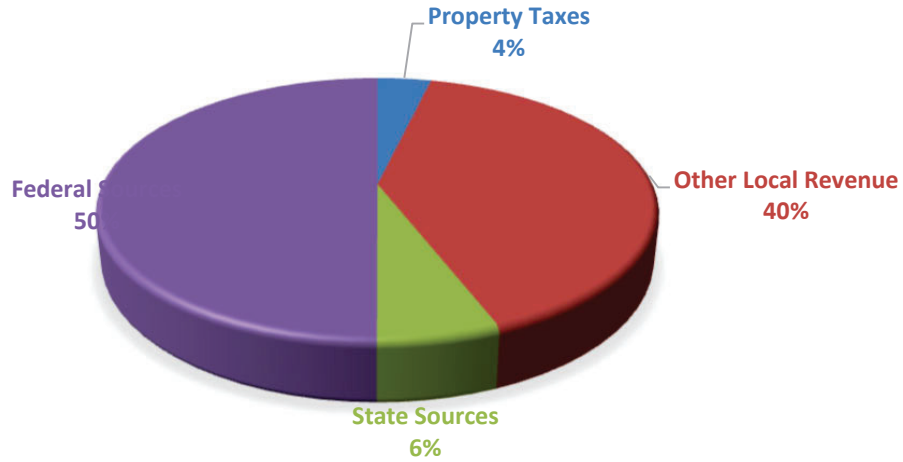
### SPECIAL REVENUE FUNDS

The Special Revenue Funds account for the Food Service and Community Service Funds. The Food Service Fund is used to record financial activities of a school district's food service program. Food service includes activities for the purpose of preparation and service of milk, meals, and snacks in connection with school and community service activities. The Community Service Fund is used to record all financial activities of the Community Service program. The Community Service Fund is comprised of five components, each with its own fund balance. The five components are Community Service, Community Education, Early Childhood Family Education, School Readiness, and Adult Basic Education.

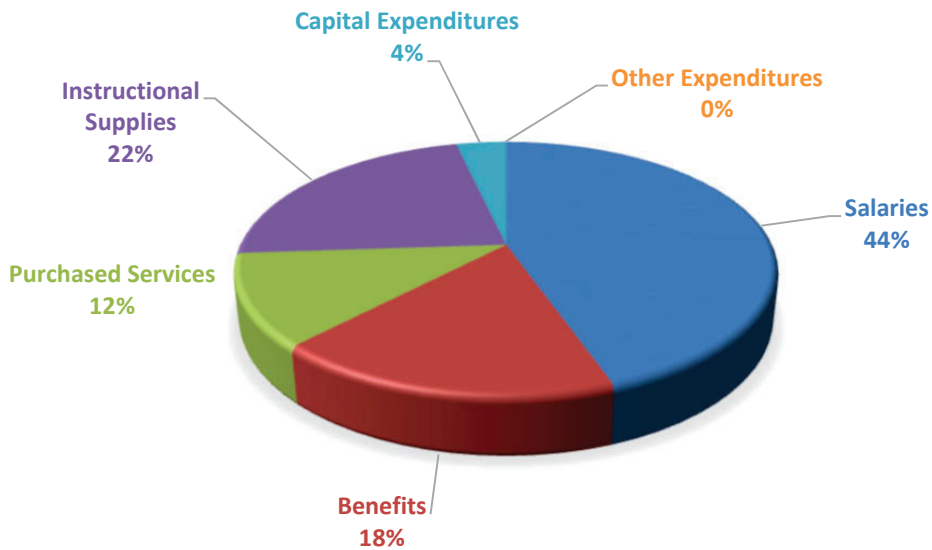
# INDEPENDENT SCHOOL DISTRICT NO. 110

## SPECIAL REVENUE FUNDS

### 2023-24 REVENUE BUDGET - BY SOURCE



### 2023-24 EXPENDITURE BUDGET - BY OBJECT



**INDEPENDENT SCHOOL DISTRICT NO. 110**

**FOOD SERVICE SPECIAL REVENUE FUNDS BUDGET  
FY 23-24 With Comparative Information for Fiscal Years 19 thru 22  
Revenues & Expenditures - by Object**

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Final Budget</u>	2023-24 <u>Adopted Budget</u>	Increase/ <u>(Decrease)</u>	% <u>Inc/(Dec)</u>
<b>REVENUES:</b>								
Other Local Revenue	\$ 1,708,058	\$ 1,253,120	\$ 147,747	\$ 438,468	\$ 434,450	\$ 437,800	\$ 3,350	2.3%
State Sources	121,380	91,702	64,322	113,167	63,500	58,500	\$ (5,000)	-7.8%
Federal Sources	572,398	783,281	2,919,172	4,153,096	4,217,000	4,223,000	6,000	0.2%
<b>TOTAL REVENUE</b>	<b>\$ 2,401,836</b>	<b>\$ 2,128,103</b>	<b>\$ 3,131,241</b>	<b>\$ 4,704,731</b>	<b>\$ 4,714,950</b>	<b>\$ 4,719,300</b>	<b>\$ 4,350</b>	<b>0.1%</b>
<b>EXPENDITURES:</b>								
Salaries	\$ 816,978	\$ 864,298	\$ 771,120	\$ 1,065,959	\$ 1,109,187	\$ 1,142,463	\$ 33,276	4.3%
Benefits	385,176	429,565	433,541	522,453	528,950	544,819	\$ 15,869	3.7%
Purchased Services	162,713	131,202	88,581	153,424	159,600	164,388	\$ 4,788	5.4%
Supplies and Commodities	1,015,888	859,561	788,903	1,288,415	1,290,600	1,329,318	\$ 38,718	4.9%
Capital Expenditures	36,181	33,697	113,241	142,941	212,500	218,875	6,375	5.6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,416,936</b>	<b>\$ 2,318,323</b>	<b>\$ 2,195,386</b>	<b>\$ 3,173,192</b>	<b>\$ 3,300,837</b>	<b>\$ 3,399,862</b>	<b>\$ 99,025</b>	<b>4.5%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (15,100)</b>	<b>\$ (190,220)</b>	<b>\$ 935,855</b>	<b>\$ 1,531,539</b>	<b>\$ 1,414,113</b>	<b>\$ 1,319,438</b>		
<b>OTHER FINANCING SOURCES (USES)</b>								
Operating Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FUND BALANCES JULY 1:</b>								
Nonspendable - Food Service								
Restricted - Food Service	\$ 785,252	\$ 753,863	\$ 531,349	\$ 1,463,520	\$ 3,006,008	\$ 4,466,558		
<b>FUND BALANCE TRANSFERS:</b>								
Restricted	\$ -	\$ -	\$ -	\$ -		\$ -		
<b>FUND BALANCES JUNE 30:</b>								
Nonspendable - Food Service	\$ 21,412	\$ 53,708	\$ 57,392	\$ 46,440	\$ 46,437			
Restricted - Food Service	\$ 753,863	\$ 531,349	\$ 1,463,520	\$ 3,006,008	\$ 4,420,121	\$ 5,785,996		

**INDEPENDENT SCHOOL DISTRICT NO. 110**

**COMMUNITY SERVICES SPECIAL REVENUE FUNDS BUDGET**

**FY 23-24 With Comparative Information for Fiscal Years 20 thru 22  
Revenues & Expenditures - by Object**

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Increase/	%
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Final Budget</u>	<u>Adopted Budget</u>	<u>(Decrease)</u>	<u>Inc/(Dec)</u>
<b>REVENUES:</b>								
Property Taxes	\$ 219,258	\$ 232,305	\$ 271,708	\$ 277,400	\$ 63,000	\$ 313,817	\$ 250,817	92.3%
Other Local Revenue	2,619,975	2,033,489	1,905,605	2,680,479	3,066,670	2,908,235	\$ (158,435)	-8.3%
State Sources	402,881	406,078	433,148	435,952	439,932	508,806	68,874	15.9%
Federal Sources			85,230					
<b>TOTAL REVENUE</b>	<b>\$ 3,242,114</b>	<b>\$ 2,671,872</b>	<b>\$ 2,695,691</b>	<b>\$ 3,393,831</b>	<b>\$ 3,569,602</b>	<b>\$ 3,730,859</b>	<b>\$ 161,257</b>	<b>6.0%</b>
<b>EXPENDITURES:</b>								
Salaries	\$ 1,795,776	\$ 1,735,695	\$ 1,639,172	\$ 1,766,162	\$ 1,825,032	\$ 1,881,834	\$ 56,802	3.5%
Benefits	576,333	570,467	536,868	605,859	632,455	651,429	\$ 18,974	3.5%
Purchased Services	642,026	452,753	412,419	482,407	539,030	629,528	\$ 90,498	21.9%
Instructional Supplies	269,229	176,781	145,407	193,378	206,090	195,615	\$ (10,475)	-7.2%
Capital Expenditures	4,087	3,672	19,339	47,987	50,900	24,646	\$ (26,254)	-135.8%
Other Expenditures	3,247	3,144	3,495	5,255	6,250	0	(6,250)	-178.8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,290,698</b>	<b>\$ 2,942,512</b>	<b>\$ 2,756,700</b>	<b>\$ 3,101,048</b>	<b>\$ 3,259,757</b>	<b>\$ 3,383,052</b>	<b>\$ 123,295</b>	<b>4.5%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (48,584)</b>	<b>\$ (270,640)</b>	<b>\$ (61,009)</b>	<b>\$ 292,783</b>	<b>\$ 309,845</b>	<b>\$ 347,809</b>		
<b>OTHER FINANCING SOURCES (USES)</b>								
Operating Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FUND BALANCES JULY 1:</b>								
Restricted - Community Service	\$ 838,869	\$ 790,285	\$ 519,645	\$ 458,636	\$ 751,419	\$ 1,061,266		
<b>FUND BALANCE TRANSFERS:</b>								
Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>FUND BALANCES JUNE 30:</b>								
Restricted - Community Service	\$ 790,285	\$ 519,645	\$ 458,636	\$ 751,419	\$ 1,061,266	\$ 1,409,072		



**INDEPENDENT SCHOOL DISTRICT NO. 110**

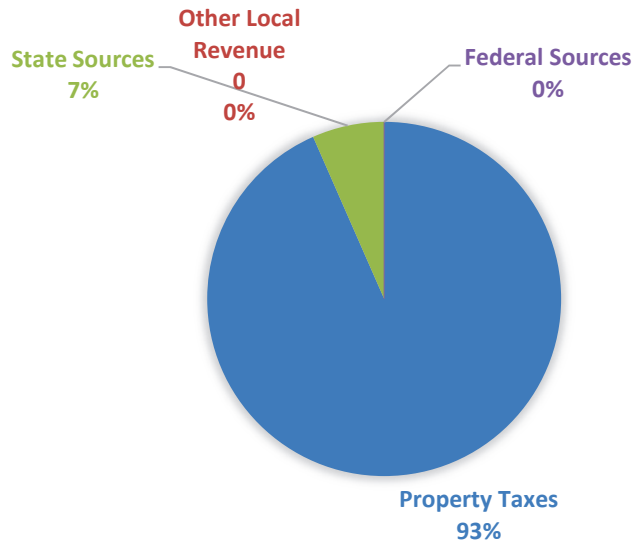
**DEBT SERVICE FUND**

The Debt Service Fund is used to record revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds.

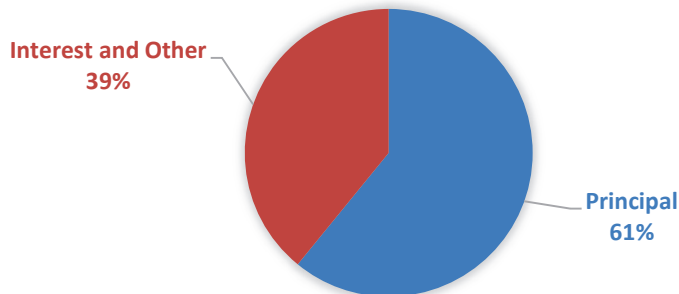
**INDEPENDENT SCHOOL DISTRICT NO. 110**

**DEBT SERVICE FUND**

**2023-24 REVENUE - BY SOURCE**



**2023-24 EXPENDITURE BUDGET - BY OBJECT**



**INDEPENDENT SCHOOL DISTRICT NO. 110**

**DEBT SERVICE FUND BUDGET**

**FY 23-24 With Comparative Information for Fiscal Years 20 thru 22  
Revenues & Expenditures - by Object**

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Actual</u>	2022-23 <u>Final Budget</u>	2023-24 <u>Adopted Budget</u>	Increase/ <u>(Decrease)</u>	% <u>Inc/(Dec)</u>
<b>REVENUES:</b>								
Property Taxes	\$ 7,106,470	\$ 8,341,311	\$ 8,665,597	\$ 8,870,566	\$ 8,931,516	\$ 8,868,628	\$ (62,888)	-0.7%
Other Local Revenue	-	-	-	-	-	-	-	#DIV/0!
State Sources	492,268	626,057	724,600	764,088	793,007	483,462	\$ (309,545)	0.0%
Federal Sources	-	(48)	73,956	-	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 7,598,738</b>	<b>\$ 8,967,320</b>	<b>\$ 9,464,153</b>	<b>\$ 9,634,654</b>	<b>\$ 9,724,523</b>	<b>\$ 9,352,091</b>	<b>\$ (372,432)</b>	<b>-4.2%</b>
<b>EXPENDITURES:</b>								
<i>Debt Service:</i>								
Principal	\$ 8,354,414	\$ 9,261,475	\$ 9,154,756	\$ 9,363,331	\$ 9,527,369	\$ 5,680,000	\$ (3,847,369)	-42.0%
Bond Refunding	7,240,000	-	-	-	-	-	-	#DIV/0!
Interest and fiscal charges	-	-	-	-	-	3,647,369	3,647,369	#DIV/0!
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,594,414</b>	<b>\$ 9,261,475</b>	<b>\$ 9,154,756</b>	<b>\$ 9,363,331</b>	<b>\$ 9,527,369</b>	<b>\$ 9,327,369</b>	<b>\$ (200,000)</b>	<b>-2.2%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>\$ (7,995,676)</b>	<b>\$ (294,155)</b>	<b>\$ 309,397</b>	<b>\$ 271,323</b>	<b>\$ 197,154</b>	<b>\$ 24,723</b>		
<b>OTHER FINANCING SOURCES (USES)</b>								
Bond Proceeds	\$ 7,496,592	-	\$ -	\$ -	\$ -	\$ -		
Bond Refunding Proceeds Held in Escrow	-	-	-	-	-	-		
<b>TOTAL OTHER FINANCING SOURCES(USES)</b>	<b>\$ 7,496,592</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>FUND BALANCES JULY 1:</b>								
Restricted	\$ 1,976,207	\$ 1,477,123	\$ 1,182,968	\$ 1,492,365	\$ 1,763,688	\$ 1,960,842		
<b>FUND BALANCE TRANSFERS:</b>								
Restricted	n/a	n/a	n/a	n/a		n/a		
<b>FUND BALANCES JUNE 30:</b>								
Restricted	\$ 1,477,123	\$ 1,182,968	\$ 1,492,365	\$ 1,763,688	\$ 1,960,842	\$ 1,985,565		



## INDEPENDENT SCHOOL DISTRICT NO. 110

### INTERNAL SERVICE FUND

An internal service fund is used to account for the financing of goods and services provided by one department to another within the school district or to other governmental units on a cost reimbursement basis. The most common use of an internal service fund by school districts is for self insurance programs. The district is using the internal service fund to reserve funds for post employment benefits.

**INDEPENDENT SCHOOL DISTRICT NO. 110**

**INTERNAL SERVICE FUND BUDGET**

**FY 23-24 With Comparative Information for Fiscal Years 20 thru 22  
Statement of Net Assets**

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Final Budget</u>	<u>2023-24</u> <u>Adopted Budget</u>	<u>Increase/ (Decrease)</u>	<u>% Inc/(Dec)</u>
<b>NON OPERATING INCOME:</b>								
Contribution from the General Fund	\$ 374,880	\$ 391,593	\$ 370,835	\$ 414,642	\$ 425,500	\$ 446,500	\$ 21,000	5.7%
<b>TOTAL NON OPERATING INCOME</b>	<b>\$ 374,880</b>	<b>\$ 391,593</b>	<b>\$ 370,835</b>	<b>\$ 414,642</b>	<b>\$ 425,500</b>	<b>\$ 446,500</b>	<b>\$ 21,000</b>	<b>5.7%</b>
<b>NON OPERATING EXPENSE:</b>								
Contribution to the General Fund	\$ 434,330	\$ 386,667	\$ 420,816	\$ 449,231	\$ 453,500	\$ 461,000	\$ 7,500	1.8%
<b>TOTAL NON OPERATING EXPENSE</b>	<b>\$ 434,330</b>	<b>\$ 386,667</b>	<b>\$ 420,816</b>	<b>\$ 449,231</b>	<b>\$ 453,500</b>	<b>\$ 461,000</b>	<b>\$ 7,500</b>	<b>1.8%</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$ (59,450)</b>	<b>\$ 4,926</b>	<b>\$ (49,981)</b>	<b>\$ (34,589)</b>	<b>\$ (28,000)</b>	<b>\$ (14,500)</b>		
<b>NET ASSETS JULY 1:</b>								
Unrestricted	\$ 346,554	\$ 287,104	\$ 292,030	\$ 242,049	\$ 207,460	\$ 179,460		
<b>NET ASSETS JUNE 30:</b>								
Unrestricted	\$ 287,104	\$ 292,030	\$ 242,049	\$ 207,460	\$ 179,460	\$ 164,960		



## INDEPENDENT SCHOOL DISTRICT NO. 110

### TRUST FUND

The Trust Fund is used to record the revenues and expenditures for trust agreements where the school board has accepted the responsibility to serve as trustee. The property in the trust agreement typically comes to the district by gift. For example, a community member may create a scholarship trust to be awarded to an outstanding student.

**INDEPENDENT SCHOOL DISTRICT NO. 110**

**TRUST FUND BUDGET**

**FY 23-24 With Comparative Information for Fiscal Years 20 thru 22  
Statement of Net Assets**

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Final Budget</u>	<u>2023-24</u> <u>Adopted Budget</u>	<u>Increase/</u> <u>(Decrease)</u>	<u>%</u> <u>Inc/(Dec)</u>
<b>NON OPERATING INCOME:</b>								
Contribution from the General Fund	\$ 26,982	\$ 9,873	\$ 9,049	\$ 5,547	\$ 9,500	\$ -	\$ (9,500)	-105.0%
<b>TOTAL NON OPERATING INCOME</b>	\$ 26,982	\$ 9,873	\$ 9,049	\$ 5,547	\$ 9,500	\$ -	\$ (9,500)	-105.0%
<b>NON OPERATING EXPENSE:</b>								
Contribution to the General Fund	\$ 15,572	\$ 14,694	\$ 92,142	\$ 7,950	\$ 9,500	\$ -	\$ (9,500)	-10.3%
<b>TOTAL NON OPERATING EXPENSE</b>	\$ 15,572	\$ 14,694	\$ 92,142	\$ 7,950	\$ 9,500	\$ -	\$ (9,500)	-10.3%
<b>CHANGE IN NET ASSETS</b>	\$ 11,410	\$ (4,821)	\$ (83,093)	\$ (2,403)	\$ -	\$ -		
<b>NET ASSETS JULY 1:</b>								
Restricted	\$ 103,605	\$ 115,015	\$ 110,194	\$ 27,101	\$ 24,698	\$ 24,698		
<b>NET ASSETS JUNE 30:</b>								
Restricted	\$ 115,015	\$ 110,194	\$ 27,101	\$ 24,698	\$ 24,698	\$ 24,698		



## INDEPENDENT SCHOOL DISTRICT NO. 110

### OPEB TRUST FUND

The Trust Fund is used for reporting resources set aside and held in an irrevocable trust arrangement for post-employment benefits. District contributions to this fund must be expensed to an operating fund.

**INDEPENDENT SCHOOL DISTRICT NO. 110**

**OPEB IRREVOCABLE FUND BUDGET**

**FY 23-24 With Comparative Information for Fiscal Years 20 thru 22  
Statement of Net Assets**

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Actual</u>	<u>2022-23</u> <u>Final Budget</u>	<u>2023-24</u> <u>Adopted Budget</u>	<u>Increase/ (Decrease)</u>	<u>% Inc/(Dec)</u>
<b>NON OPERATING INCOME:</b>								
Contribution from the General Fund	\$ 44,037	\$ 80,084	\$ 52,573	\$ 79,369	\$ 75,000	\$ 186,000	\$ 111,000	211.1%
<b>TOTAL NON OPERATING INCOME</b>	\$ 44,037	\$ 80,084	\$ 52,573	\$ 79,369	\$ 75,000	\$ 186,000	\$ 111,000	211.1%
<b>NON OPERATING EXPENSE:</b>								
Contribution to the General Fund	\$ 243,851	\$ 231,864	\$ 291,426	\$ 365,777	\$ 230,000	\$ 368,000	\$ 138,000	47.4%
<b>TOTAL NON OPERATING EXPENSE</b>	\$ 243,851	\$ 231,864	\$ 291,426	\$ 365,777	\$ 230,000	\$ 368,000	\$ 138,000	47.4%
<b>CHANGE IN NET ASSETS</b>	\$ (199,814)	\$ (151,780)	\$ (238,853)	\$ (286,408)	\$ (155,000)	\$ (182,000)		
<b>NET ASSETS JULY 1:</b>								
Unrestricted	\$ 2,339,148	\$ 2,139,335	\$ 1,987,555	\$ 1,748,702	\$ 1,462,294	\$ 1,307,294		
<b>NET ASSETS JUNE 30:</b>								
Unrestricted	\$ 2,139,335	\$ 1,987,555	\$ 1,748,702	\$ 1,462,294	\$ 1,307,294	\$ 1,125,294		

Fund 01 - Revenue by Source - 5 year summary (Date: 6/2023)

FD T ORG PRG CRS FIN SRC	2018-19		2019-20		2020-21		2021-22		2022-23		2023-24	
	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	Original Budget	Original Budget	
01 R --- --- 001 Prop Tax Levy	4,464,562.39	6,700,030.62	6,956,468.98	8,923,698.49	7,649,516.39	9,969,363.00						
01 R --- --- 004 Fm Mun For Tax	0.00	239.32	0.00	0.00	0.00	0.00						
01 R --- --- 006 Delinquent Taxe	6,091.29	11,119.32	15,456.52	25,718.83	4,733.41	0.00						
01 R --- --- 009 Fiscal Disparit	71,056.28	70,428.78	118,034.20	112,022.43	151,722.86	0.00						
01 R --- --- 010 County Apportio	48,388.00	54,367.26	66,087.88	51,122.95	58,863.98	165,767.00						
01 R --- --- 019 Misc County Tax	35,080.76	35,863.93	69,933.50	129,324.93	28,806.76	0.00						
01 R --- --- 021 Tuition From Mn	0.00	0.00	0.00	728.83	37,410.50	0.00						
01 R --- --- 050 Fees From Patro	664,426.34	435,078.13	299,998.96	661,428.22	611,156.06	793,594.00						
01 R --- --- 060 Admission/Stud	113,942.28	89,800.40	41,431.56	152,676.25	165,521.75	156,014.00						
01 R --- --- 071 Med Assist Fr D	156,364.33	147,005.32	186,947.94	279,081.86	144,056.18	279,000.00						
01 R --- --- 092 Interest Earnin	10,130.74	63,195.85	60,056.57	-729.73	239,519.85	25,000.00						
01 R --- --- 093 Rent	14,967.50	9,602.00	150.00	12,786.30	29,800.00	13,000.00						
01 R --- --- 095 Wage / Sal Reim	18,853.00	11,800.00	1,190.00	12,510.00	2,170.00	12,510.00						
01 R --- --- 096 Gifts And Beque	29,038.97	12,540.00	8,250.00	81,422.55	2,729.28	5,500.00						
01 R --- --- 099 Misc Local Reve	212,286.81	300,124.78	317,999.47	341,512.00	-318,296.94	262,729.00						
01 R --- --- 201 Endow Fund Appo	168,289.74	182,437.09	171,615.33	165,020.68	192,956.81	182,269.00						
01 R --- --- 211 General Educati	30,199,254.59	30,724,828.24	30,671,184.61	31,264,249.80	29,396,187.83	33,744,313.00						
01 R --- --- 212 Literacy Incent	225,979.43	228,157.62	234,150.23	233,252.17	956.42	236,491.00						
01 R --- --- 213 Shared Time	17,539.92	8,962.84	12,811.62	18,715.63	12,373.40	12,110.00						
01 R --- --- 227 Abatement Aid	7,389.03	9,450.07	6,090.92	12,923.57	956.42	1,063.00						
01 R --- --- 229 Disparity Reduc	61.85	54.10	54.07	63.88	-0.73	0.00						
01 R --- --- 234 Hmstd/Ag Market	8,458.66	6,647.83	6,503.07	7,047.88	0.84	0.00						
01 R --- --- 258 Other Prop Tax	2,568.47	2,092.86	1,387.18	1,506.52	0.63	0.00						
01 R --- --- 300 State Aids & Gr	161,322.29	201,139.68	271,925.65	404,543.93	79,438.46	166,437.00						
01 R --- --- 317 LT FAC MAINT RE	165,111.98	102,286.13	122,647.12	57,266.33	-1,825.79	96,735.00						
01 R --- --- 360 Spec Education	4,965,545.18	5,990,520.01	7,222,517.00	7,001,972.32	5,515,096.85	9,231,923.00						
01 R --- --- 370 Misc Rev Thru D	70,659.56	166,304.31	16,179.67	66,206.18	10,461.58	0.00						
01 R --- --- 397 TRA/PERA PENSIO	133,472.00	134,947.00	130,286.00	123,677.00	0.00	123,677.00						
01 R --- --- 400 Federal Aids &	760,020.13	789,077.77	2,061,596.93	1,839,217.28	829,309.24	365,671.00						
01 R --- --- 405 Flow Thru Fed F	94,768.39	76,896.38	12,296.90	16,005.95	6,600.28	12,800.00						
01 R --- --- 500 Direct Fed Aid&	0.00	0.00	0.00	185,676.50	164,042.13	0.00						
01 R --- --- 619 COM Rev Produci	-15,945.04	-9,865.15	-1,810.00	0.00	0.00	0.00						
01 R --- --- 621 Sale Svcs/Resal	9,594.00	9,378.31	1,810.00	0.00	0.00	0.00						
01 R --- --- 624 Sale Of Equipme	3,604.35	200.00	0.00	0.00	0.00	0.00						
01 R --- --- 625 Insurance Recov	0.00	5,245.31	9,455.78	324,630.29	0.00	0.00						
01 R --- --- 639 Non-State Loans	500,000.00	0.00	0.00	0.00	0.00	0.00						
Grand Revenue Totals	43,322,883.22	46,569,956.11	49,092,707.66	52,505,279.82	45,013,308.33	55,855,966.00						

Waconia, MN

Fund 01 - Revenue by Source - 5 year summary (Date: 6/2023)

FD T ORG PRG CRS FIN SRC	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	Original Budget

Number of Accounts: 201

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

FD	T	ORG	PRG	CRS	FIN	OBJ	2018-19		2019-20		2020-21		2021-22		2022-23		2023-24	
							FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	Original	Budget		
01	E	---	---	---	---	110	2,373,214.06	2,415,101.93	2,430,505.35	2,467,360.10	2,288,618.46	2,327,987.00	2,327,987.00					
01	E	---	---	---	---	140	16,262,567.58	16,026,838.20	15,832,615.73	16,578,657.22	13,217,756.74	16,477,223.00	16,477,223.00					
01	E	---	---	---	---	141	163,650.07	167,302.51	463,144.38	200,466.15	203,741.75	199,629.00	199,629.00					
01	E	---	---	---	---	143	651,739.22	677,887.85	754,996.25	897,276.89	697,148.06	891,348.00	891,348.00					
01	E	---	---	---	---	144	142,050.81	131,111.72	110,019.16	120,398.81	99,744.62	39,241.00	39,241.00					
01	E	---	---	---	---	145	509,014.38	419,323.72	430,056.93	535,562.61	511,948.40	561,833.00	561,833.00					
01	E	---	---	---	---	146	17,584.95	8,677.18	7,850.23	22,803.48	9,287.19	24,333.00	24,333.00					
01	E	---	---	---	---	150	25,171.00	27,753.45	21,202.33	31,182.00	23,805.54	32,851.00	32,851.00					
01	E	---	---	---	---	151	155,356.14	163,005.72	181,116.04	192,738.90	173,118.86	201,104.00	201,104.00					
01	E	---	---	---	---	152	226,161.94	242,789.17	382,046.05	450,672.22	364,246.72	456,933.00	456,933.00					
01	E	---	---	---	---	154	188,035.46	241,113.94	262,982.50	260,174.24	205,330.30	260,988.00	260,988.00					
01	E	---	---	---	---	155	124,545.90	85,843.74	81,498.91	104,774.81	103,788.52	142,585.00	142,585.00					
01	E	---	---	---	---	156	75,454.00	76,516.51	79,827.16	84,572.00	66,705.12	92,053.00	92,053.00					
01	E	---	---	---	---	157	224,050.04	224,958.82	199,187.39	220,396.00	169,657.02	234,127.00	234,127.00					
01	E	---	---	---	---	161	1,555,605.27	1,439,163.72	1,339,518.82	1,641,511.77	1,374,826.58	1,708,592.00	1,708,592.00					
01	E	---	---	---	---	162	414,739.31	540,204.36	522,205.05	426,465.15	321,412.20	465,755.00	465,755.00					
01	E	---	---	---	---	163	3,360.50	4,439.50	4,823.00	8,938.00	3,009.50	9,833.00	9,833.00					
01	E	---	---	---	---	164	32,652.93	33,739.70	464.28	0.00	0.00	1,098.00	1,098.00					
01	E	---	---	---	---	165	594,967.64	599,020.53	632,459.58	624,289.19	495,199.30	681,704.00	681,704.00					
01	E	---	---	---	---	170	1,595,316.11	1,578,869.58	1,469,730.24	1,561,459.33	1,455,564.35	1,561,881.00	1,561,881.00					
01	E	---	---	---	---	173	0.00	0.00	227.00	0.00	0.00	0.00	0.00					
01	E	---	---	---	---	174	113,742.33	74,658.22	84,631.93	89,314.05	58,476.06	80,696.00	80,696.00					
01	E	---	---	---	---	176	1,282,838.35	1,302,485.08	1,351,524.22	1,338,056.60	1,227,402.09	1,340,172.00	1,340,172.00					
01	E	---	---	---	---	177	53,305.32	38,506.71	27,339.79	39,382.69	37,825.87	43,987.00	43,987.00					
01	E	---	---	---	---	181	531,845.30	383,809.55	401,723.66	447,331.65	420,304.22	411,575.00	411,575.00					
01	E	---	---	---	---	182	86,707.32	55,830.30	53,048.00	53,517.31	38,418.74	78,374.00	78,374.00					
01	E	---	---	---	---	185	287,250.71	250,603.68	220,120.91	288,798.17	292,973.28	407,989.00	407,989.00					
01	E	---	---	---	---	186	211,017.46	187,421.27	222,960.62	242,117.01	243,696.82	246,319.00	246,319.00					
01	E	---	---	---	---	191	8,775.00	5,758.32	0.00	0.00	19,200.00	19,872.00	19,872.00					
01	E	---	---	---	---	195	3,000.00	0.00	0.00	-37,000.00	0.00	-44,308.00	-44,308.00					
01	E	---	---	---	---	210	2,008,843.94	1,951,777.56	1,998,292.21	2,099,007.44	1,746,835.34	2,210,177.00	2,210,177.00					
01	E	---	---	---	---	214	451,891.55	448,682.42	461,234.55	461,935.92	413,746.36	479,740.00	479,740.00					
01	E	---	---	---	---	218	1,645,439.81	1,665,585.71	1,696,440.06	1,847,468.05	1,551,772.13	1,980,363.00	1,980,363.00					
01	E	---	---	---	---	220	4,572,737.41	4,902,298.37	5,420,938.16	5,509,683.34	4,762,262.90	5,842,177.00	5,842,177.00					
01	E	---	---	---	---	225	33,840.68	20,591.20	33,323.60	29,027.38	18,658.39	20,770.00	20,770.00					
01	E	---	---	---	---	230	26,657.24	28,876.50	29,532.90	29,794.68	30,850.32	18,728.00	18,728.00					
01	E	---	---	---	---	235	129,641.27	108,547.89	133,828.70	148,981.98	129,254.29	152,050.00	152,050.00					
01	E	---	---	---	---	240	44,690.85	44,108.24	45,463.77	47,202.35	38,321.87	46,699.00	46,699.00					
01	E	---	---	---	---	250	444,760.03	446,219.66	454,681.79	455,004.99	353,064.43	418,095.00	418,095.00					
01	E	---	---	---	---	251	113,817.72	115,215.17	222,085.65	218,425.09	129,732.08	267,346.00	267,346.00					

Waconia, MN

FD T ORG PRG CRS FIN	OBJ	2018-19		2019-20		2020-21		2021-22		2022-23		2023-24	
		FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	Original Budget	Budget
01 E	---	270	156,089.00	217,980.00	169,199.00	130,581.00	175,026.37	221,450.00	221,450.00				
01 E	---	280	2,926.72	21,638.35	0.00	80,279.75	12,915.00	82,400.00	82,400.00				
01 E	---	291	0.00	41,043.00	25,231.00	138,704.44	120,295.71	196,672.00	196,672.00				
01 E	---	295	4,000.00	0.00	0.00	-5,735.00	0.00	-3,777.00	-3,777.00				
01 E	---	299	0.00	0.00	0.00	0.00	-37,601.63	0.00	0.00				
01 E	---	302	-4,935.11	0.00	0.00	0.00	0.00	0.00	0.00				
01 E	---	303	0.00	0.00	0.00	0.00	3,041.00	0.00	0.00				
01 E	---	305	755,387.27	577,577.95	474,587.66	637,479.70	515,777.02	442,455.00	442,455.00				
01 E	---	306	0.00	1,156.60	1,665.24	36,287.17	106.00	20,600.00	20,600.00				
01 E	---	308	0.00	0.00	25,000.00	25,000.00	0.00	25,750.00	25,750.00				
01 E	---	309	0.00	0.00	313,480.04	313,480.04	0.00	323,420.00	323,420.00				
01 E	---	311	0.00	0.00	4,900.00	750.00	2,247.28	23,567.00	23,567.00				
01 E	---	312	30,250.00	30,600.00	31,762.50	57,121.25	42,732.80	46,050.00	46,050.00				
01 E	---	313	63,284.15	55,363.30	36,832.74	22,169.00	2,278.50	37,595.00	37,595.00				
01 E	---	315	30,773.78	15,696.00	9,290.71	21,754.39	1,686.16	25,750.00	25,750.00				
01 E	---	317	38,032.35	32,704.19	34,293.07	46,915.45	53,266.91	-83.00	-83.00				
01 E	---	319	0.00	1,988.00	19,513.00	11,139.00	61,404.04	82,400.00	82,400.00				
01 E	---	320	113,723.28	133,228.83	211,716.93	196,093.60	116,064.88	200,547.00	200,547.00				
01 E	---	329	22,564.35	15,576.71	15,226.84	13,510.34	11,954.12	14,168.00	14,168.00				
01 E	---	330	689,290.25	677,669.08	585,714.22	643,959.60	546,766.58	645,628.00	645,628.00				
01 E	---	331	104,308.89	77,553.42	79,640.28	95,012.78	81,260.96	93,560.00	93,560.00				
01 E	---	332	0.00	0.00	0.00	13,487.13	8,802.22	13,970.00	13,970.00				
01 E	---	335	0.00	0.00	0.00	113,170.61	106,319.22	113,970.00	113,970.00				
01 E	---	340	108,257.18	128,182.56	243,337.96	246,046.95	272,239.34	288,400.00	288,400.00				
01 E	---	350	505,145.52	147,912.75	250,655.57	701,358.92	437,544.19	427,575.00	427,575.00				
01 E	---	351	2,635.26	2,527.70	2,480.51	2,572.49	0.00	0.00	0.00				
01 E	---	353	74,268.52	80,227.04	74,638.10	86,681.28	0.00	0.00	0.00				
01 E	---	358	480.60	1,609.76	3,592.73	1,699.45	1,121.39	1,844.00	1,844.00				
01 E	---	360	2,842,370.62	2,865,648.67	2,535,101.04	3,094,969.19	2,761,927.37	3,020,726.00	3,020,726.00				
01 E	---	363	220,902.61	119,611.90	91,701.25	92,403.32	213,168.66	97,079.00	97,079.00				
01 E	---	365	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
01 E	---	366	148,890.18	107,852.79	91,437.55	151,678.80	121,722.06	128,145.00	128,145.00				
01 E	---	368	0.00	465.00	0.00	0.00	0.00	1,077.00	1,077.00				
01 E	---	369	53,562.84	57,586.62	8,148.09	240,947.36	178,416.36	380,138.00	380,138.00				
01 E	---	370	193,113.45	157,458.68	87,094.90	0.00	0.00	0.00	0.00				
01 E	---	380	8,588.70	6,667.64	6,033.75	50.00	0.00	750.00	750.00				
01 E	---	390	291,170.89	255,631.95	335,267.81	467,023.98	301,089.31	530,450.00	530,450.00				
01 E	---	393	0.00	0.00	0.00	44,931.90	22,656.72	46,350.00	46,350.00				
01 E	---	394	141,335.30	144,125.47	121,825.65	81,768.68	96,614.34	128,571.00	128,571.00				
01 E	---	396	89,695.22	84,575.22	98,224.11	85,905.69	146,099.14	90,640.00	90,640.00				

Fund 01 - Expenditures by Object - 5 year summary (Date: 6/2023)

FD T ORG PRG CRS FIN	OBJ	2018-19		2019-20		2020-21		2021-22		2022-23		2023-24	
		FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	Original Budget	Budget
01 E	397	21,060.33	23,685.93	25,032.76	23,427.12	23,427.12	39,349.49	26,593.00					
01 E	399	29,009.82	0.00	57,222.36	12,141.00	12,141.00	0.00	12,505.00					
01 E	401	247,302.43	190,355.64	596,057.84	221,462.46	221,462.46	-197,165.89	183,178.00					
01 E	403	10,269.03	5,579.13	5,656.07	7,917.60	7,917.60	4,973.54	8,323.00					
01 E	405	170,130.65	183,578.58	194,217.41	195,494.25	195,494.25	257,546.10	178,484.00					
01 E	406	217,767.78	151,712.75	214,247.10	178,708.88	178,708.88	195,057.25	153,583.00					
01 E	410	130,969.84	130,468.41	69,891.15	140,444.85	140,444.85	89,682.85	150,328.00					
01 E	420	68,257.99	68,416.29	40,820.28	38,152.72	38,152.72	45,215.24	45,428.00					
01 E	421	17,865.81	11,643.69	3,883.74	2,666.13	2,666.13	12,655.62	6,695.00					
01 E	422	2,838.61	1,923.26	2,355.62	1,415.64	1,415.64	1,258.81	1,716.00					
01 E	430	274,570.42	139,269.84	146,961.20	183,841.06	183,841.06	127,610.11	101,376.00					
01 E	431	15,020.11	2,413.20	18,748.42	13,932.07	13,932.07	25,000.00	-4,400.00					
01 E	433	78,155.48	66,529.48	81,367.35	88,299.93	88,299.93	65,740.21	113,303.00					
01 E	434	20,585.82	16,159.73	22,688.33	37,420.29	37,420.29	29,672.22	36,755.00					
01 E	440	293,285.45	222,130.28	251,660.86	454,442.12	454,442.12	492,393.02	423,838.00					
01 E	442	34,632.20	35,541.31	38,720.04	61,054.50	61,054.50	37,662.36	67,465.00					
01 E	455	23,548.44	4,180.01	5,979.98	14,626.34	14,626.34	8,420.66	10,300.00					
01 E	456	39.99	17.96	605.18	15,021.07	15,021.07	549.74	11,330.00					
01 E	460	108,265.84	152,158.32	86,012.99	176,559.90	176,559.90	321,644.11	233,797.00					
01 E	461	42,626.60	22,603.00	32,540.55	23,245.68	23,245.68	8,766.75	10,000.00					
01 E	465	0.00	0.00	3,410.67	1,368.90	1,368.90	1,495.00	1,545.00					
01 E	466	36,273.12	6,558.29	138,088.33	455,057.30	455,057.30	10,551.98	9,772.00					
01 E	470	31,891.02	17,850.65	20,388.86	61,779.69	61,779.69	7,382.72	12,523.00					
01 E	480	600.00	550.00	0.00	198.71	198.71	181.39	670.00					
01 E	489	1,986.23	1,037.63	867.78	773.82	773.82	677.45	1,832.00					
01 E	505	3,000.00	3,000.00	71.36	3,000.00	3,000.00	0.00	3,000.00					
01 E	511	1,988,700.25	239,504.67	121,973.88	204,374.82	204,374.82	42,421.32	60,000.00					
01 E	520	1,175,071.16	288,719.75	84,444.96	48,416.32	48,416.32	77,307.29	134,500.00					
01 E	522	2,777.66	128,968.61	120,403.49	29,325.00	29,325.00	0.00	0.00					
01 E	530	126,876.37	100,949.97	74,358.15	190,045.82	190,045.82	72,463.67	145,057.00					
01 E	533	107.37	0.00	9,230.59	1,092.97	1,092.97	922.35	1,300.00					
01 E	535	160,699.00	588,136.17	256,795.93	117,600.00	117,600.00	0.00	0.00					
01 E	555	20,221.13	35,479.51	-595.40	0.00	0.00	-18,073.00	0.00					
01 E	556	100,997.92	63,339.82	131,221.04	140,496.70	140,496.70	119,614.18	105,000.00					
01 E	560	0.00	0.00	0.00	0.00	0.00	51,251.94	51,252.00					
01 E	561	0.00	0.00	0.00	0.00	0.00	2,095.15	0.00					
01 E	580	171,650.26	62,689.34	438,475.63	454,817.33	454,817.33	444,555.61	460,354.00					
01 E	581	0.00	0.00	212,566.52	199,068.69	199,068.69	188,649.88	235,000.00					
01 E	589	-160,699.00	-588,136.17	-256,795.93	-117,600.00	-117,600.00	0.00	0.00					
01 E	590	0.00	0.00	0.00	0.00	0.00	0.00	12,092.00					

Fund 01 - Expenditures by Object - 5 year summary (Date: 6/2023)

FD T ORG PRG CRS FIN	OBJ	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
		FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	Original Budget
01 E	730	81,286.83	81,286.83	81,286.83	81,286.83	81,286.83	81,287.00
	Loans Redemptio						
01 E	740	47,933.93	166,801.90	109,788.17	25,599.33	35,175.00	26,000.00
	Loan Interest						
01 E	790	0.00	14,800.00	14,370.00	13,170.00	13,850.00	15,000.00
	Other Debt Serv						
01 E	820	55,865.87	49,460.25	50,470.19	39,248.52	57,518.17	59,049.00
	Dues & Membersh						
01 E	821	3,339.00	3,353.00	3,353.00	3,353.00	2,625.00	3,430.00
	Contracted Memb						
01 E	822	14,378.00	14,583.00	10,049.00	15,177.00	7,905.00	15,177.00
	Misc Fees						
01 E	891	133,472.00	134,947.00	130,286.00	123,677.00	0.00	121,877.00
	TRA/PERA SPC F						
01 E	894	2,453.15	580.68	1,525.03	1,185.03	195.17	2,200.00
	Public Relation						
01 E	895	-3,247.06	-3,013.82	-3,299.94	-3,129.10	0.00	-3,129.00
	Fed Nonpub Indi						
01 E	896	58,006.99	68,267.32	79,003.66	98,815.73	98,815.73	100,500.00
	Taxes						
01 E	899	778.47	0.00	0.00	17,500.00	0.00	0.00
	Misc Other Expe						
01 E	910	70,621.00	62,578.00	61,960.00	62,920.00	66,780.00	63,000.00
	Perm Interfd Tr						
Grand Expense Totals		50,003,394.73	46,165,156.09	47,839,606.18	51,785,838.81	42,606,326.46	51,628,641.00

Number of Accounts: 5540

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

Fund 01 - Expense by Object Series - 5 year (Date: 6/2023)

Account Level		2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
FD T	ORG PRG CRS FIN	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	Original Budget
Description							
01	E --- --- 1--	27,913,719.10	27,402,734.98	27,567,825.51	28,891,216.35	24,123,206.31	28,955,774.00
01	E --- --- 2--	9,635,336.22	10,012,564.07	10,690,251.39	11,190,361.41	9,445,133.56	11,932,890.00
01	E --- --- 3--	6,573,166.25	5,802,883.76	5,875,417.37	7,580,936.15	6,145,856.06	7,290,190.00
01	E --- --- 4--	1,826,882.86	1,430,677.45	1,975,169.75	2,373,883.91	1,550,632.04	1,757,841.00
01	E --- --- 5--	3,589,402.12	922,651.67	1,192,150.22	1,270,637.65	981,208.39	1,207,555.00
01	E --- --- 7--	129,220.76	262,888.73	205,445.00	120,056.16	130,311.83	122,287.00
01	E --- --- 8--	265,046.42	268,177.43	271,386.94	295,827.18	167,059.07	299,104.00
01	E --- --- 9--	70,621.00	62,578.00	61,960.00	62,920.00	66,780.00	63,000.00
Grand Expense Totals		50,003,394.73	46,165,156.09	47,839,606.18	51,785,838.81	42,610,187.26	51,628,641.00

Number of Accounts: 5540

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

FD T ORG PRG CRS FIN OBJ PRG	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	Original Budget
01 E --- 010 --- --- Board Of Education	70,184.43	57,960.72	77,340.14	160,807.26	108,547.32	85,829.00
01 E --- 020 --- --- Office Of The Supt	309,443.04	308,151.19	296,899.52	293,907.89	274,501.10	501,331.00
01 E --- 030 --- --- Instructional Admin			6,399.93			
01 E --- 050 --- --- School Administratn	978,864.64	1,035,339.12	1,061,869.30	1,057,731.37	960,242.62	1,278,323.00
01 E --- 105 --- --- Gen Admin Support	675,036.88	543,873.41	518,604.23	534,530.06	521,958.23	631,090.00
01 E --- 107 --- --- Other Admin Support	178,427.11	180,082.58	193,899.56	183,961.72	160,988.17	201,975.00
01 E --- 108 --- --- Technology Director	345,300.57	344,254.03	340,855.69	341,300.01	320,307.69	350,791.00
01 E --- 110 --- --- Business Services	766,752.25	773,678.50	749,561.10	739,536.36	719,755.05	923,581.00
01 E --- 199 --- --- School Elections	39,377.35		11,165.09		2,425.00	
01 E --- 201 --- --- Ed - Kindergarten	1,200,804.17	1,267,927.01	1,668,733.89	1,438,120.86	1,086,101.24	1,399,249.00
01 E --- 203 --- --- Grades 1 - 6	7,399,749.31	7,393,689.93	7,755,538.23	7,875,393.03	6,338,994.99	7,842,356.00
01 E --- 204 --- --- Title II Teach/Prin Training	42,844.08	45,267.51	43,071.02	38,548.42	36,813.57	20,216.00
01 E --- 205 --- --- Title III Eng Lang Acquisition					6,272.60	3,739.00
01 E --- 206 --- --- Title IV-Safe and Drug Free				10,000.00	9,298.64	10,455.00
01 E --- 211 --- --- Ed - Secondary Gen	1,354,015.90	1,228,252.55	1,375,744.49	1,528,969.54	1,205,482.37	1,520,762.00
01 E --- 212 --- --- Visual Art	524,314.19	520,767.09	479,905.72	525,749.98	390,892.84	366,288.00
01 E --- 215 --- --- Business	84,746.63	87,715.55	93,750.58	94,800.80	74,192.37	97,595.00
01 E --- 216 --- --- Educ Disadvantaged	71,726.06	71,778.14	77,095.39	66,164.87	97,406.84	103,127.00
01 E --- 217 --- --- Assurance Of Mastery	48,889.33	48,856.03	356.77	869.37	345.98	928.00
01 E --- 218 --- --- Gifted And Talented	63,365.04	62,415.79	57,963.63	59,963.28	9,368.43	16,188.00
01 E --- 219 --- --- Limited English Prof	149,197.06	156,629.24	172,636.50	195,210.42	192,401.31	254,416.00
01 E --- 220 --- --- English-Language Art	1,842,040.06	1,831,528.71	1,469,422.60	1,955,974.67	1,550,822.71	1,872,770.00
01 E --- 221 --- --- Reading	60,958.91	53,207.05	4,557.25	2,774.07	897.83	3,702.00
01 E --- 222 --- --- Drama/Theater	1,117.27	1,930.36	831.60	5,527.19	1,341.45	
01 E --- 230 --- --- Foreign/Native Lang	845,890.68	869,124.09	845,555.39	953,681.91	753,205.02	471,427.00
01 E --- 240 --- --- Health-Phyed-Rec	911,902.92	835,512.62	858,233.47	912,045.59	735,170.76	986,200.00
01 E --- 241 --- --- Health	128.02			177.72		206.00
01 E --- 242 --- --- Physical Education	293,931.94	297,524.69	305,283.85	317,136.26	263,422.03	268,605.00
01 E --- 250 --- --- Fam Living Science	60,264.74	100,479.86	105,732.19	79,596.54	85,588.56	114,327.00
01 E --- 255 --- --- Industrial Education	128,290.60	128,031.96	129,471.74	176,906.60	166,830.84	218,260.00
01 E --- 256 --- --- Mathematics	1,579,293.28	1,626,498.26	1,635,474.87	1,659,607.96	1,303,666.06	1,662,833.00
01 E --- 257 --- --- Computer Sci/Tech Ed	107,590.64	105,535.67	105,713.59	3,557.82	1,830.46	3,914.00
01 E --- 258 --- --- Music	981,781.58	875,328.81	836,432.67	870,469.60	724,594.22	807,273.00
01 E --- 260 --- --- Natural Sciences	1,083,473.56	992,408.24	1,011,767.38	1,173,184.23	916,502.05	1,079,656.00
01 E --- 270 --- --- Soc Science/Soc Stud	1,062,337.37	1,074,632.31	1,179,285.24	1,263,217.16	967,258.17	1,138,246.00
01 E --- 281 --- --- Keyboarding	975.08	83.60	274.75	192.65		206.00
01 E --- 291 --- --- Co-Curricular					-126,134.09	
01 E --- 292 --- --- Boys/Girls Athletics	500,286.95	429,839.40	422,698.75	484,334.22	447,194.20	495,850.00
01 E --- 294 --- --- Boys Athletics	497,478.41	389,644.77	350,452.32	462,040.79	345,440.21	410,191.00
01 E --- 296 --- --- Girls Athletics	457,769.64	369,602.39	360,863.29	465,051.54	365,135.52	424,311.00

FD T ORG PRG CRS FIN OBJ PRG	2018-19		2019-20		2020-21		2021-22		2022-23		2023-24	
	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	Original Budget	Budget	
01 E --- 298 --- ---	556,777.58	350,073.93	223,449.94	646,092.11	435,632.83	475,007.00	Extra-Curricular					
01 E --- 301 --- ---	84,163.96	93,426.22	88,830.49	89,022.90	92,127.61		Agriculture Ed					
01 E --- 331 --- ---	119,993.42	92,219.59	84,690.66	118,271.27	74,557.15	113,022.00	Personal Family Living Science					
01 E --- 341 --- ---	107,178.13	104,418.29	95,419.38	93,316.44	73,659.25	95,965.00	Business/Office Ed					
01 E --- 361 --- ---	272,437.70	274,956.95	271,689.05	120,625.23	120,620.77	223,064.00	Trade/Industrial Ed					
01 E --- 380 --- ---	4,445.90	4,586.02	43,375.15	32,887.77	41,988.15	58,315.00	Work Experience					
01 E --- 400 --- ---	14,658.05	16,885.24	1,665.24	36,645.72	1,457.00	20,600.00	Special Ed Instruction					
01 E --- 401 --- ---	365,840.46	343,845.97	538,492.49	601,814.87	410,470.97	590,803.00	Speech/Language Impa					
01 E --- 402 --- ---	592,103.70	681,926.12	593,959.46	649,773.76	532,961.54	644,598.00	Ment Impair:Mild-Mod					
01 E --- 403 --- ---	221,891.45	269,109.10	374,027.40	572,796.95	531,254.06	554,808.00	Ment Impair:Mod-Sevr					
01 E --- 404 --- ---	76,646.76	140,516.86	118,466.34	148,219.57	105,470.64	132,955.00	Physically Impaired					
01 E --- 405 --- ---	278,834.97	252,749.54	194,916.61	197,675.82	181,896.84	238,592.00	Deaf-Hard Of Hearing					
01 E --- 406 --- ---	11,915.39	14,198.01	13,240.11	9,870.31	15,319.08	10,594.00	Visually Impaired					
01 E --- 407 --- ---	1,433,476.65	1,331,131.06	1,455,994.10	1,605,960.20	1,171,154.33	1,561,616.00	Specific Learn Disab					
01 E --- 408 --- ---	709,024.42	851,621.88	1,047,018.39	1,017,246.97	768,116.10	955,629.00	Emot/Behav Disorder					
01 E --- 409 --- ---	11,362.29	13,312.46	13,870.86	14,382.77	8,868.97	15,099.00	Deaf-Blind					
01 E --- 410 --- ---	959,234.76	808,278.82	733,923.48	782,633.44	806,472.39	706,143.00	Other Health Impair					
01 E --- 411 --- ---	1,644,162.77	1,762,155.78	1,696,857.99	1,907,929.58	1,831,450.01	2,288,394.00	Autistic Spectrum Disorders					
01 E --- 412 --- ---	856,419.84	1,027,690.29	1,000,191.14	941,834.42	849,960.13	1,123,600.00	Developmentally Delayed - ECSE					
01 E --- 414 --- ---	16,868.32	49,621.23	54,264.06	50,346.04	30,891.32	42,397.00	Traumatic Brain Inj					
01 E --- 416 --- ---	244,266.08	225,373.05	170,922.85	244,388.29	167,130.18	213,618.00	Multiple Handicap					
01 E --- 420 --- ---	1,280,910.45	1,159,728.13	1,422,361.30	1,570,598.17	977,786.62	1,936,233.00	Special Ed - Gen.					
01 E --- 421 --- ---	154,965.50	101,349.62	114,329.42	120,836.07	80,071.63	105,391.00	Adaptive Phy Ed					
01 E --- 422 --- ---	257,110.48	246,381.65	266,122.25	266,433.25	140,769.38	175,719.00	ADSI GRANT-THRU WDE					
01 E --- 605 --- ---	719,295.42	727,801.79	729,272.59	709,306.24	745,222.49	1,024,339.00	Gen Instruction Supp					
01 E --- 610 --- ---	678,064.95	677,983.61	630,445.75	876,375.31	700,287.31	574,242.00	Cur Consult & Dev					
01 E --- 620 --- ---	455,133.25	442,252.51	440,992.40	593,106.08	427,506.94	387,600.00	Educational Media					
01 E --- 630 --- ---	1,057,812.59	937,533.00	1,154,519.88	1,436,027.19	928,111.12	1,066,767.00	INSTR RELATED TECHNOLOGY					
01 E --- 640 --- ---	251,853.89	162,298.23	142,952.17	189,984.63	146,992.48	224,160.00	Staff Development					
01 E --- 691 --- ---	1,595.79	2,170.53	46.80	30.70	12.78	14.00	Computer Assisted Intrc					
01 E --- 710 --- ---	561,207.55	584,390.24	634,547.71	591,757.97	486,194.67	660,241.00	Sec Counseling & Guidance					
01 E --- 712 --- ---	143,483.01	159,360.52	160,516.25	174,325.88	137,237.09	167,350.00	Elem Counseling & Guidance					
01 E --- 715 --- ---			68,838.20	85,132.09	56,443.14	89,913.00	School Security					
01 E --- 718 --- ---			4,900.00	750.00	875.00	4,377.00	Other School Safety					
01 E --- 720 --- ---	359,095.49	214,478.43	339,197.80	392,830.84	359,973.27	421,118.00	Health Services					
01 E --- 721 --- ---	2,295.95	925.20	1,013.25	758.40	671.40	792.00	Wellness Program					
01 E --- 760 --- ---	2,914,819.89	2,900,808.38	2,563,691.81	3,004,309.55	2,928,629.71	3,159,568.00	Pupil Transportation					
01 E --- 761 --- ---	64.49	158.72	94.88	193.11	193.00	246.00	School Owned Trans Vehicle					
01 E --- 791 --- ---	199,972.27	94,167.80					Safe Schools					
01 E --- 793 --- ---	22,536.41	24,157.43	23,283.56	23,075.97	6,652.75	17,869.00	Graduation					

FD T ORG PRG CRS FIN OBJ PRG	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	FY Activity	FY Activity	FY Activity	FY Activity	FY Activity	Original Budget
01 E --- 810 --- --- Operations & Maint.	3,473,035.81	3,202,487.07	3,680,049.69	3,986,937.81	3,342,084.32	3,748,121.00
01 E --- 811 --- --- Groundskeeping	271,791.30	209,252.69	222,154.62	265,435.62	212,798.90	306,275.00
01 E --- 813 --- --- Generator	33,154.65	42,825.69	46,747.32	78,299.42	46,699.98	74,045.00
01 E --- 817 --- --- Permit Fees	511.00	574.00	519.00			256.00
01 E --- 820 --- --- Telephone System	19,631.61	15,692.48	12,876.33	13,016.33	13,517.65	14,351.00
01 E --- 850 --- --- Capital Facilities	2,682,096.11	547,230.39	1,038,903.57	768,084.96	728,367.32	810,637.00
01 E --- 865 --- --- LTFM & H & S COSTS-OTHER	935,892.47	508,912.66	277,291.85	460,220.75	347,097.55	414,132.00
01 E --- 920 --- --- Retire Nonbond Oblig	47,933.93	181,601.90	124,158.17	38,769.33	49,025.00	41,000.00
01 E --- 930 --- --- Employee Benefits					137,424.74	221,450.00
01 E --- 940 --- --- Insurances	108,257.18	128,182.56	243,337.96	246,046.95	272,239.34	288,400.00
01 E --- 950 --- --- Transfers	70,621.00	62,578.00	61,960.00	62,920.00	66,780.00	63,000.00
01 E --- 960 --- --- Other Non-Recurring				17,500.00		
<b>Grand Expense Totals</b>	<b>50,003,394.73</b>	<b>46,165,156.09</b>	<b>47,839,606.18</b>	<b>51,785,838.81</b>	<b>42,610,187.26</b>	<b>51,628,641.00</b>

Number of Accounts: 5540

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

## **701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

*[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]*

### **I. PURPOSE**

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

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

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

### **III. REQUIREMENT**

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be

inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### **IV. IMPLEMENTATION**

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

**Legal References:** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)

Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

***Cross References:*** MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA Service Manual, Chapter 7, Education Funding

Policy Adopted: June 2004, November 2006  
Revised September 2017, reviewed August 2020

Independent School District #110 Waconia, MN

7.B. Resolution Adopting the School District's  
Fiscal Year (FY) 24 Long-Term Facilities  
Maintenance Ten-Year Plan (ROLL CALL VOTE)

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

**SCHOOL BOARD RESOLUTION  
INDEPENDENT SCHOOL DISTRICT NO. 110  
ADOPTING THE SCHOOL DISTRICT’S FISCAL YEAR (FY) 24  
LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

**WHEREAS**, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2021, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year facilities plan by July 31 for commissioner approval.

**WHEREAS**, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member \_\_\_\_\_ moved for the resolution adoption and the motion was duly seconded by School Board Member \_\_\_\_\_ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against \_\_\_\_\_.

**THEREFORE, BE IT RESOLVED THAT**, the School Board of Independent School District No. 110 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 24 on the \_\_\_\_\_ of \_\_\_\_\_, 2023.

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**SCHOOL BOARD CLERK SIGNATURE**



## Fiscal Year (FY) 2025 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

**General Information:** Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2022, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2023. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

### Identification Information

Name of District, Intermediate/Cooperative/Joint Powers	District Number and Type:	Date Submitted:
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### Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2022, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2025 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2022, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2025 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2022]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2022]). ***The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.***

### Certification of Statement of Assurances

Signature – <b>Must be signed</b> by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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FY 25 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/4/2023										
<b>110</b>	<b>&lt;= Type in School District Number</b>													
	<b>WACONIA PUBLIC SCHOOL DISTRICT</b>		Change only											
			if requiring levy adjustments	Payable 2023 LLC Certification	Current Estimate									
<i>Calculations for Ten Year Projection</i>		<b>Pay 23</b>												
	<b>LLC #</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>FY 2032</b>		
1	Type your district number in cell A2 (Minneapolis = 1.2)													
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b													
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4	Look-up data from following tabs													
5	<b>Initial Formula Revenue</b>													
6	Current year APU	57	4,515.80	4,541.64	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)			4,541.64	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71
7	District average building age (uncapped)	401	25.76	25.75	26.75	27.75	28.75	29.75	30.75	31.75	32.75	33.75		
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402		0.73571	0.76429	0.79286	0.82143	0.85000	0.87857	0.90714	0.93571	0.96429		
10	Initial revenue = (6) * (8) * (9)	403	1,262,979	1,269,712	1,322,237	1,371,667	1,421,096	1,470,526	1,519,955	1,569,385	1,618,814	1,668,244		
11	<b>Added revenue for Eligible H&amp;S Projects &gt; \$100,000 / site</b>													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702												
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756												
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701												
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755												
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab													
				769,755	928,725	569,730	338,310	321,300	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue													
				-	-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	767		769,755	928,725	569,730	338,310	321,300	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	405												
				-	-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)	406		725,156	769,755	928,725	569,730	338,310	321,300	-	-	-	-	-
	<b>Added revenue for Pre-K remodeling (for VPK approvals only)</b>													
20a	Net debt service for bonds approved for Pre-K remodeling	768												
				-	-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	407												
				-	-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue													
				-	-	-	-	-	-	-	-	-	-	-
20d	<b>Total New Law Revenue (10) + (19) + (20c)</b>	408		2,039,467	2,250,962	1,941,397	1,759,406	1,791,826	1,519,955	1,569,385	1,618,814	1,668,244		

FY 25 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/4/2023										
<b>110</b>	<b>&lt;= Type in School District Number</b>													
	<b>WACONIA PUBLIC SCHOOL DISTRICT</b>		Change only											
			if requiring levy	Payable 2023										
<i>Calculations for Ten Year Projection</i>		<b>Pay 23</b>	adjustments	LLC Certification	Current Estimate									
		<b>LLC #</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>FY 2032</b>	
	<b>Old Formula revenue</b>													
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2025)	409		207,000	207,000	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	701			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22				-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	765			-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	410	-		-	-	-	-	-	-	-	-	-	-
26b (18)	Pay-as-you-go revenue for H&S projects over \$100,000 per site	411			-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2024)	413			-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	767			769,755	928,725	569,730	338,310	321,300	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	769			-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	416			213,846	222,693	231,018	239,343	247,667	255,992	264,317	272,642	280,967	
29	Total old formula revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	417		1,144,868	1,190,601	1,151,418	800,748	577,653	568,967	255,992	264,317	272,642	280,967	
30	<b>Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]</b>	<b>418</b>		1,988,135	2,039,467	2,250,962	1,941,397	1,759,406	1,791,826	1,519,955	1,569,385	1,618,814	1,668,244	
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	419		-	-	-	-	-	-	-	-	-	-	
32	<b>District LTFM Revenue (30) - (31)</b>	<b>420</b>		1,988,135	2,039,467	2,250,962	1,941,397	1,759,406	1,791,826	1,519,955	1,569,385	1,618,814	1,668,244	
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	421		6,048	-	-	-	-	-	-	-	-	-	
34	<b>Grand Total LTFM Revenue (32) + (33)</b>	<b>422</b>		1,994,183	2,039,467	2,250,962	1,941,397	1,759,406	1,791,826	1,519,955	1,569,385	1,618,814	1,668,244	
	<b>Aid and Levy Shares of Total Revenue</b>													
35	For ANTC & APU, three year prior date			2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	
36	Three year prior Ag Modified ANTC	35		37,342,001	37,342,001	44,436,982	46,214,461	48,063,040	49,985,562	51,984,984	54,064,383	56,226,959	58,476,037	
37	Three year prior Adjusted PU (New Weights)	54		4,361.58	4,361.58	4,410.07	4,488.77	4,541.64	4,552.71	4,552.71	4,552.71	4,552.71	4,552.71	
38	ANTC / APU = (36) / (37)	424		8,561.58	8,561.58	10,076.24	10,295.57	10,582.75	10,979.30	11,418.47	11,875.21	12,350.21	12,844.22	
39	State average ANTC / APU with ag value adjustment	425		10,412.94	10,412.94	12,182.56	13,566.31	14,441.54	15,019.00	15,620.00	16,245.00	16,895.00	17,571.00	
40	Equalizing Factor = 123% of (39)	426		12,807.92	12,807.92	14,984.55	16,686.56	17,763.09	18,473.37	19,212.60	19,981.35	20,780.85	21,612.33	
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	427		66.84%	66.85%	67.24%	61.70%	59.58%	59.43%	59.43%	59.43%	59.43%	59.43%	
42	State (aid) share of Equalized Revenue (1 - (41))	428		33.16%	33.15%	32.76%	38.30%	40.42%	40.57%	40.57%	40.57%	40.57%	40.57%	
43	Equalized Revenue (lesser of (34) or (6) * (8))	423		1,716,004	1,725,822	1,730,030	1,730,030	1,730,030	1,730,030	1,519,955	1,569,385	1,618,814	1,668,244	
44	Initial LTFM State Aid (42) * (43)	429		569,000	572,179	566,685	662,605	699,327	701,819	616,612	636,676	656,741	676,805	
45	Old formula Grandfathered Alternative Facilities Aid	431		-	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	432		569,000	572,179	566,685	662,605	699,327	701,819	616,612	636,676	656,741	676,805	
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	435		1,425,182	1,467,288	1,684,277	1,278,791	1,060,079	1,090,006	903,343	932,708	962,073	991,438	
48	<b>Debt Service Portion of Revenue (non-grandfather districts)</b>													
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	765+766+767+768			769,755	928,725	569,730	338,310	321,300	-	-	-	-	
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	769			654,360	650,370	651,630	652,050	651,840	651,210	650,108	653,783	651,578	
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	
51	Total Debt Service Revenue = (49) + (50) + (50b)	770			1,424,115	1,579,095	1,221,360	990,360	973,140	651,210	650,108	653,783	651,578	
52	Equalized debt Service Revenue (lesser of (43) or (51))	436			1,424,115	1,579,095	1,221,360	990,360	973,140	651,210	650,108	653,783	651,578	
53	Debt Service Aid = (52) * (42)	438			472,151	517,245	467,784	400,331	394,773	264,182	263,739	265,235	264,345	



FY 2033
4,552.71
4,552.71
34.75
\$ 380.00
0.99286
1,717,673
-
-
-
-
-
-
-
-
-
-
-
-
1,717,673



FY 2033
385,638
-
1,068,773
1,068,773
433,606
635,167
-
635,167

**Instructions:** Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 1238.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information								
District Name:	<b>Waconia Public Schools</b>	Date:	<b>6/20/2023</b>								
District Number:	<b>ISD 110</b>	Email:	<b>rchhoth@isd110.org</b>								
District Contact Name:	<b>Ra Chhoth</b>										
Contact Phone #	<b>952-442-0602</b>										

	Fiscal Year (FY) Ending June 30							
--	---------------------------------	--	--	--	--	--	--	--

	2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
--	------------------	------	------	------	------	------	------	------	------	------	------

**Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.**

Finance Code	Category (1)											
347	Physical Hazards	\$51,200	\$55,000	\$56,000	\$57,100	\$57,550	\$59,650	\$60,000	\$61,750	\$62,550	\$64,000	\$64,250
349	Other Hazardous Materials	\$10,000	\$12,500	\$12,500	\$13,100	\$13,500	\$13,700	\$13,700	\$13,950	\$14,250	\$14,750	\$14,950
352	Environmental Health and Safety Management	\$88,420	\$92,000	\$95,400	\$96,400	\$98,500	\$100,125	\$102,000	\$106,550	\$108,550	\$110,550	\$111,550
358	Asbestos Removal and Encapsulation	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$36,000	\$40,500	\$42,500	\$44,500	\$47,600	\$49,750	\$51,750	\$53,550	\$57,550	\$61,550	\$62,150
366	Indoor Air Quality	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,500
<b>Total Health and Safety Capital Projects</b>		<b>\$189,120</b>	<b>\$200,500</b>	<b>\$207,400</b>	<b>\$212,100</b>	<b>\$218,150</b>	<b>\$224,225</b>	<b>\$228,450</b>	<b>\$236,800</b>	<b>\$243,900</b>	<b>\$251,850</b>	<b>\$254,400</b>

**Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year**

Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151**

Finance Code	Category 3 (a)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Remodeling for Gender-Neutral Single-User Restrooms**

Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025											
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Gender-Neutral Single User Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Accessibility**

Finance Code	Category (4)											
367	Accessibility	\$0	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		<b>\$0</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Deferred Capital Expenditures and Maintenance Projects**

Finance Code	Category (5)											
368	Building Envelope	\$0	\$0	\$125,000	\$130,000	\$135,000	\$140,000	\$145,000	\$150,000	\$155,000	\$160,000	\$175,000
369	Building Hardware and Equipment	\$10,000	\$0	\$85,000	\$95,000	\$105,000	\$115,000	\$125,000	\$135,000	\$145,000	\$155,000	\$160,000
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$16,000	\$85,000	\$35,000	\$45,000	\$112,543	\$65,000	\$75,000	\$85,000	\$95,000	\$105,000	\$115,000
380	Mechanical Systems	\$200,000	\$125,000	\$85,000	\$149,838	\$105,000	\$115,000	\$125,000	\$135,000	\$145,000	\$155,000	\$160,000
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
384	Site Projects	\$80,000	\$50,000	\$124,383	\$85,000	\$90,000	\$158,589	\$167,764	\$179,859	\$189,927	\$197,717	\$203,887
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$316,000</b>	<b>\$260,000</b>	<b>\$464,383</b>	<b>\$514,838</b>	<b>\$557,543</b>	<b>\$603,589</b>	<b>\$647,764</b>	<b>\$694,859</b>	<b>\$739,927</b>	<b>\$782,717</b>	<b>\$823,887</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$505,120</b>	<b>\$515,500</b>	<b>\$671,783</b>	<b>\$726,938</b>	<b>\$775,693</b>	<b>\$827,814</b>	<b>\$876,214</b>	<b>\$931,659</b>	<b>\$983,827</b>	<b>\$1,034,567</b>	<b>\$1,078,287</b>

**Fund Balance Section**

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Fund 01</b>											
Beginning Fund Balance 01-467-XX	\$93,523	\$183,371	\$283,223	\$283,308	\$276,406	\$269,760	\$260,632	\$253,163	\$240,781	\$221,985	\$204,084
LTFM Fiscal Year Revenue - Levy	\$456,311	\$515,324	\$622,427	\$525,215	\$470,051	\$511,639	\$516,314	\$546,340	\$573,525	\$604,205	\$635,167
LTFM Fiscal Year Revenue - AID if Applicable	\$138,657	\$100,028	\$49,440	\$194,822	\$298,996	\$307,047	\$352,431	\$372,937	\$391,506	\$412,461	\$433,606
LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures	\$505,120	\$515,500	\$671,783	\$726,938	\$775,693	\$827,814	\$876,214	\$931,659	\$983,827	\$1,034,567	\$1,078,287
<b>Ending Fiscal Year Fund Balance 01-467-XX</b>	<b>\$183,371</b>	<b>\$283,223</b>	<b>\$283,308</b>	<b>\$276,406</b>	<b>\$269,760</b>	<b>\$260,632</b>	<b>\$253,163</b>	<b>\$240,781</b>	<b>\$221,985</b>	<b>\$204,084</b>	<b>\$194,570</b>
<b>Fund 06</b>											
Beginning Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Ending Fiscal Year Fund Balance 06-467-XX</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

End of worksheet

7.C. Resolution Approving SW Metro Intermediate School District No. 200's Long-Term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of Those Projects in the District's Application for Long-Term Facility Maintenance Revenue (ROLL CALL VOTE)

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

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
SCHOOL DISTRICT #\_\_\_\_  
(City)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, School Board meeting of School District No. \_\_\_\_\_, State of Minnesota, was held on \_\_\_\_\_, at \_\_\_\_\_pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Long-Term Facility maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Director \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT  
NO. 288'S LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET AND  
AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE  
PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG-TERM FACILITY  
MAINTENANCE REVENUE

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

1. The School Board of SW Metro Intermediate School District No. 288 has approved a long-term facility maintenance program budget for its facilities for the Fiscal Year 2025 in the amount of **\$127,065**. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programing its long-term facility maintenance revenue application.
3. The proportionate share of the cost of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue

application for the fiscal year 2025 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Director \_\_\_\_\_ and, upon vote taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.


STATE OF MINNESOTA


I, the undersigned, being the duly qualified and acting Clerk of School District No. \_\_\_\_\_. State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. \_\_\_\_\_, 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 SW Metro Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Clerk

School District No. \_\_\_\_\_

 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06							
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells									
District Info.		Enter Information		District Info.		Enter Information			
District Name:	SouthWest Metro Intermediate District	Date:	5/11/2023						
District Number:	288	Email:	bfell@swmetro.k12.mn.us						
District Contact Name:	Brian Fell								
Contact Phone #	952-567-8103								
Fiscal Year (FY) Ending June 30									
Expenditure Categories		2023 (base year)	2024	2025	2026	2027	2028	2029	2030
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>									
Finance Code	Category (1)								
347	Physical Hazards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$9,336	\$6,000	\$6,500	\$5,000	\$5,000	\$2,500	\$8,000	\$10,000
358	Asbestos Removal and Encapsulation	\$26,131	\$5,000	\$5,500	\$5,000	\$5,000	\$2,500	\$8,000	\$10,000
363	Fire Safety	\$13,349	\$10,000	\$10,000	\$5,000	\$5,000	\$2,500	\$8,000	\$10,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>		<b>\$48,816</b>	<b>\$21,000</b>	<b>\$22,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$7,500</b>	<b>\$24,000</b>	<b>\$30,000</b>
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>									
Finance Code	Category (2)								
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$4,762	\$0	\$5,000	\$6,000	\$6,000	\$10,000	\$15,000	\$15,000
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$4,762</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>									
Finance Code	Category (3)								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Accessibility</b>									
Finance Code	Category (4)								
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Deferred Capital Expenditures and Maintenance Projects</b>									
Finance Code	Category (5)								
368	Building Envelope	\$25,453	\$10,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000	\$5,000
369	Building Hardware and Equipment	\$37,841	\$5,000	\$5,000	\$5,000	\$10,000	\$15,000	\$10,000	\$5,000
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$54,480	\$10,000	\$10,000	\$10,000	\$10,000	\$15,000	\$5,000	\$5,000
380	Mechanical Systems	\$184,945	\$4,000	\$5,000	\$5,000	\$5,000	\$15,000	\$5,000	\$5,000
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$0
384	Site Projects	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$0
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$302,719</b>	<b>\$29,000</b>	<b>\$35,000</b>	<b>\$30,000</b>	<b>\$235,000</b>	<b>\$255,000</b>	<b>\$230,000</b>	<b>\$20,000</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$356,297</b>	<b>\$50,000</b>	<b>\$62,000</b>	<b>\$51,000</b>	<b>\$256,000</b>	<b>\$272,500</b>	<b>\$269,000</b>	<b>\$65,000</b>

		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Projects Only		ED - 02478-08	
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota provided.							
District Info.		Enter Information					
District Name:	SouthWest Metro Intermediate District						
District Number:	288						
District Contact Name:	Brian Fell						
Contact Phone #	952-567-8103						
Expenditure Categories				2031	2032	2033	
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>							
Finance Code	Category (1)						
347	Physical Hazards			\$0	\$0	\$0	
349	Other Hazardous Materials			\$0	\$0	\$0	
352	Environmental Health and Safety Management			\$10,000	\$20,000	\$25,000	
358	Asbestos Removal and Encapsulation			\$10,000	\$20,000	\$25,000	
363	Fire Safety			\$10,000	\$20,000	\$25,000	
366	Indoor Air Quality			\$0	\$0	\$0	
<b>Total Health and Safety Capital Projects</b>				<b>\$30,000</b>	<b>\$60,000</b>	<b>\$75,000</b>	
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>							
Finance Code	Category (2)						
358	Asbestos Removal and Encapsulation			\$0	\$0	\$0	
363	Fire Safety			\$0	\$0	\$0	
366	Indoor Air Quality			\$15,000	\$20,000	\$25,000	
<b>Total Health and Safety Capital Projects \$100,000 or More</b>				<b>\$15,000</b>	<b>\$20,000</b>	<b>\$25,000</b>	
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>							
Finance Code	Category (3)						
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.			\$0	\$0	\$0	
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Accessibility</b>							
Finance Code	Category (4)						
367	Accessibility			\$0	\$0	\$0	
<b>Total Accessibility Projects</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Deferred Capital Expenditures and Maintenance Projects</b>							
Finance Code	Category (5)						
368	Building Envelope			\$25,000	\$25,000	\$40,000	
369	Building Hardware and Equipment			\$25,000	\$25,000	\$40,000	
370	Electrical			\$0	\$0	\$0	
379	Interior Surfaces			\$0	\$0	\$0	
380	Mechanical Systems			\$0	\$0	\$0	
381	Plumbing			\$0	\$0	\$0	
382	Professional Services and Salary			\$0	\$0	\$0	
383	Roof Systems			\$0	\$0	\$100,000	
384	Site Projects			\$100,000	\$100,000	\$50,000	
<b>Total Deferred Capital Expense and Maintenance</b>				<b>\$150,000</b>	<b>\$150,000</b>	<b>\$230,000</b>	
<b>Total Annual 10-Year Plan Expenditures</b>				<b>\$195,000</b>	<b>\$230,000</b>	<b>\$330,000</b>	

**SWMetro Intermediate District #288**

**2023 Pay 2024 for 2025**

**(For Fiscal School Year 2025)**

<b>Pay 24 Levy Amounts</b>							
<u>District</u>	<u>School #</u>	<u>Usage</u>	<u>LTFM Levy</u>	<u>Lease Levy</u>	<u>Safe Schools Levy</u>	<u>Total</u>	
Norwood Young America	108	2.83%	\$ 3,593.22	\$ 13,274.58	\$ 6,345.73	\$ 23,213.53	
Waconia	110	6.39%	\$ 8,116.87	\$ 29,986.46	\$ 14,334.60	\$ 52,437.93	
Watertown-Mayer	111	4.64%	\$ 5,896.17	\$ 21,782.45	\$ 10,412.79	\$ 38,091.40	
Eastern Carver County	112	9.14%	\$ 11,610.20	\$ 42,892.00	\$ 20,503.91	\$ 75,006.11	
Bloomington	271	3.48%	\$ 4,418.21	\$ 16,322.38	\$ 7,802.68	\$ 28,543.27	
Belle Plaine	716	5.46%	\$ 6,938.48	\$ 25,633.09	\$ 12,253.53	\$ 44,825.10	
Jordan	717	5.46%	\$ 6,933.66	\$ 25,615.29	\$ 12,245.03	\$ 44,793.98	
Prior Lake-Savage	719	13.26%	\$ 16,853.96	\$ 62,264.23	\$ 29,764.53	\$ 108,882.73	
Shakopee	720	23.65%	\$ 30,051.36	\$ 111,019.87	\$ 53,071.46	\$ 194,142.70	
New Prague	721	4.99%	\$ 6,337.21	\$ 23,411.79	\$ 11,191.67	\$ 40,940.67	
Buffalo-Hanover-Montrose	877	13.40%	\$ 17,023.95	\$ 62,892.21	\$ 30,064.72	\$ 109,980.88	
Tri City United	2905	7.31%	\$ 9,291.69	\$ 34,326.64	\$ 16,409.36	\$ 60,027.70	
<b>Total</b>		<b>100.00%</b>	<b>\$ 127,065.00</b>	<b>\$ 469,421.00</b>	<b>\$ 224,400.00</b>	<b>\$ 820,886.00</b>	
<b>Pay 23 Amounts</b>			<b>\$ 102,065.00</b>	<b>\$ 469,421.13</b>	<b>\$ 224,400.00</b>	<b>\$ 795,886.13</b>	
<b>Usage Calculation</b>							
<u>SWMetro Usage</u>	<u>School #</u>	<u>FY23 SpEd Gen Ed Cost</u>	<u>FY23 CTE Tuition</u>	<u>Total</u>	<u>Usage %</u>		
Norwood Young America	108	\$ 166,806.00	\$ -	\$ 166,806.00	2.83%		
Waconia	110	\$ 270,969.00	\$ 105,835.39	\$ 376,804.39	6.39%		
Watertown-Mayer	111	\$ 248,226.00	\$ 25,488.24	\$ 273,714.24	4.64%		
Eastern Carver County	112	\$ 370,392.00	\$ 168,581.03	\$ 538,973.03	9.14%		
Bloomington	271	\$ 205,104.00	\$ -	\$ 205,104.00	3.48%		
Belle Plaine	716	\$ 202,530.00	\$ 119,570.74	\$ 322,100.74	5.46%		
Jordan	717	\$ 209,896.00	\$ 111,981.12	\$ 321,877.12	5.46%		
Prior Lake-Savage	719	\$ 782,401.00	\$ -	\$ 782,401.00	13.26%		
Shakopee	720	\$ 895,963.00	\$ 499,092.47	\$ 1,395,055.47	23.65%		
New Prague	721	\$ 283,603.00	\$ 10,585.28	\$ 294,188.28	4.99%		
Buffalo-Hanover-Montrose	877	\$ 790,292.00	\$ -	\$ 790,292.00	13.40%		
Tri City United	2905	\$ 428,313.00	\$ 3,029.34	\$ 431,342.34	7.31%		
<b>Total</b>		<b>\$ 4,854,495.00</b>	<b>\$ 1,044,163.61</b>	<b>\$ 5,898,658.61</b>	<b>100.00%</b>		

**SWMetro Intermediate District #288  
2022 Pay 2023 for 2024  
(For Fiscal School Year 2024)**

<b>Pay 23 Levy Amounts</b>							
<u>District</u>	<u>School #</u>	<u>Usage</u>	<u>LTFM Levy</u>	<u>Lease Levy</u>	<u>Safe Schools Levy</u>	<u>Total</u>	
Norwood Young America	108	3.42%	\$ 3,487.72	\$ 16,040.83	\$ 7,668.09	\$ 27,196.64	
Waconia	110	5.93%	\$ 6,048.03	\$ 27,816.32	\$ 13,297.19	\$ 47,161.54	
Watertown-Mayer	111	3.45%	\$ 3,523.93	\$ 16,207.40	\$ 7,747.71	\$ 27,479.04	
Eastern Carver County	112	14.67%	\$ 14,971.76	\$ 68,858.68	\$ 32,916.90	\$ 116,747.35	
Bloomington	271	2.61%	\$ 2,666.03	\$ 12,261.70	\$ 5,861.53	\$ 20,789.26	
Belle Plaine	716	5.44%	\$ 5,550.39	\$ 25,527.57	\$ 12,203.08	\$ 43,281.04	
Jordan	717	3.44%	\$ 3,506.09	\$ 16,125.32	\$ 7,708.48	\$ 27,339.88	
Prior Lake-Savage	719	12.08%	\$ 12,329.01	\$ 56,704.05	\$ 27,106.55	\$ 96,139.61	
Shakopee	720	26.27%	\$ 26,815.05	\$ 123,328.77	\$ 58,955.54	\$ 209,099.37	
New Prague	721	3.63%	\$ 3,707.93	\$ 17,053.63	\$ 8,152.24	\$ 28,913.80	
Buffalo-Hanover-Montrose	877	13.24%	\$ 13,515.12	\$ 62,159.24	\$ 29,714.33	\$ 105,388.69	
Tri City United	2905	5.82%	\$ 5,943.94	\$ 27,337.61	\$ 13,068.35	\$ 46,349.90	
<b>Total</b>		<b>100.00%</b>	<b>\$ 102,065.00</b>	<b>\$ 469,421.13</b>	<b>\$ 224,400.00</b>	<b>\$ 795,886.13</b>	
<b>Pay 22 Amounts</b>			<b>\$ 77,755.00</b>	<b>\$ 468,732.00</b>	<b>\$ 224,400.00</b>	<b>\$ 770,887.00</b>	
<b>Usage Calculation</b>							
<u>SWMetro Usage</u>	<u>School #</u>	<u>FY22 SpEd Gen Ed Cost</u>	<u>FY22 CTE Tuition</u>	<u>Total</u>	<u>Usage %</u>		
Norwood Young America	108	\$ 183,038.64	\$ 963.30	\$ 184,001.94	3.42%		
Waconia	110	\$ 243,212.67	\$ 75,864.10	\$ 319,076.77	5.93%		
Watertown-Mayer	111	\$ 180,859.47	\$ 5,053.10	\$ 185,912.57	3.45%		
Eastern Carver County	112	\$ 395,134.12	\$ 394,733.30	\$ 789,867.42	14.67%		
Bloomington	271	\$ 138,725.53	\$ 1,926.60	\$ 140,652.13	2.61%		
Belle Plaine	716	\$ 206,987.69	\$ 85,835.10	\$ 292,822.79	5.44%		
Jordan	717	\$ 74,242.26	\$ 110,728.80	\$ 184,971.06	3.44%		
Prior Lake-Savage	719	\$ 647,976.02	\$ 2,467.40	\$ 650,443.42	12.08%		
Shakopee	720	\$ 1,020,019.78	\$ 394,665.70	\$ 1,414,685.48	26.27%		
New Prague	721	\$ 193,152.22	\$ 2,467.40	\$ 195,619.62	3.63%		
Buffalo-Hanover-Montrose	877	\$ 713,019.16	\$ -	\$ 713,019.16	13.24%		
Tri City United	2905	\$ 311,118.14	\$ 2,467.40	\$ 313,585.54	5.82%		
<b>Total</b>		<b>\$ 4,307,485.70</b>	<b>\$ 1,077,172.20</b>	<b>\$ 5,384,657.90</b>	<b>100.00%</b>		

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

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

EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
SCHOOL DISTRICT #\_\_\_\_  
(City)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, School Board meeting of School District No. \_\_\_\_\_, State of Minnesota, was held on \_\_\_\_\_, at \_\_\_\_\_pm, for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Safe School Program and authorizing the inclusion of a proportionate share of Intermediate School District's Safe School Program in the district's application for Safe Schools Revenue.

Director \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT  
NO. 288'S SAFE SCHOOL PROGRAM AND AUTHORIZING THE INCLUSION OF  
A PROPORTIONATE SHARE OF THIS PROGRAM IN THE DISTRICT'S  
APPLICATION FOR SAFE SCHOOL REVENUE

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

1. The School Board of SW Metro Intermediate School District No. 288 has approved a Safe School program for the Fiscal Year 2025 in the amount of \$224,400.00. The various components of the program budget include costs for a School Resource Officer, safety equipment, and non-instructional technology hardware.
2. The proportionate share of the cost of the intermediate school district's Safe School program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district Safe school program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The Safe school costs shall be funded through annual levy. The inclusion of this proportionate share in the district's Safe School revenue application for the fiscal year 2025 is hereby approved, subject to approval by the Commissioner of Education.
3. Upon receipt of the proportionate share of Safe School revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Director \_\_\_\_\_ and, upon vote taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. \_\_\_\_\_. State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. \_\_\_\_\_, 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 SW Metro Intermediate School District's Safe School Program in the district's application for Safe School revenue.

WITNESS MY HAND officially as such Clerk this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Clerk

School District No. \_\_\_\_\_

**SWMetro Intermediate District #288**

**2023 Pay 2024 for 2025**

**(For Fiscal School Year 2025)**

<b>Pay 24 Levy Amounts</b>							
<u>District</u>	<u>School #</u>	<u>Usage</u>	<u>LTFM Levy</u>	<u>Lease Levy</u>	<u>Safe Schools Levy</u>	<u>Total</u>	
Norwood Young America	108	2.83%	\$ 3,593.22	\$ 13,274.58	\$ 6,345.73	\$ 23,213.53	
Waconia	110	6.39%	\$ 8,116.87	\$ 29,986.46	\$ 14,334.60	\$ 52,437.93	
Watertown-Mayer	111	4.64%	\$ 5,896.17	\$ 21,782.45	\$ 10,412.79	\$ 38,091.40	
Eastern Carver County	112	9.14%	\$ 11,610.20	\$ 42,892.00	\$ 20,503.91	\$ 75,006.11	
Bloomington	271	3.48%	\$ 4,418.21	\$ 16,322.38	\$ 7,802.68	\$ 28,543.27	
Belle Plaine	716	5.46%	\$ 6,938.48	\$ 25,633.09	\$ 12,253.53	\$ 44,825.10	
Jordan	717	5.46%	\$ 6,933.66	\$ 25,615.29	\$ 12,245.03	\$ 44,793.98	
Prior Lake-Savage	719	13.26%	\$ 16,853.96	\$ 62,264.23	\$ 29,764.53	\$ 108,882.73	
Shakopee	720	23.65%	\$ 30,051.36	\$ 111,019.87	\$ 53,071.46	\$ 194,142.70	
New Prague	721	4.99%	\$ 6,337.21	\$ 23,411.79	\$ 11,191.67	\$ 40,940.67	
Buffalo-Hanover-Montrose	877	13.40%	\$ 17,023.95	\$ 62,892.21	\$ 30,064.72	\$ 109,980.88	
Tri City United	2905	7.31%	\$ 9,291.69	\$ 34,326.64	\$ 16,409.36	\$ 60,027.70	
<b>Total</b>		<b>100.00%</b>	<b>\$ 127,065.00</b>	<b>\$ 469,421.00</b>	<b>\$ 224,400.00</b>	<b>\$ 820,886.00</b>	
<b>Pay 23 Amounts</b>			<b>\$ 102,065.00</b>	<b>\$ 469,421.13</b>	<b>\$ 224,400.00</b>	<b>\$ 795,886.13</b>	
<b>Usage Calculation</b>							
<u>SWMetro Usage</u>	<u>School #</u>	<u>FY23 SpEd Gen Ed Cost</u>	<u>FY23 CTE Tuition</u>	<u>Total</u>	<u>Usage %</u>		
Norwood Young America	108	\$ 166,806.00	\$ -	\$ 166,806.00	2.83%		
Waconia	110	\$ 270,969.00	\$ 105,835.39	\$ 376,804.39	6.39%		
Watertown-Mayer	111	\$ 248,226.00	\$ 25,488.24	\$ 273,714.24	4.64%		
Eastern Carver County	112	\$ 370,392.00	\$ 168,581.03	\$ 538,973.03	9.14%		
Bloomington	271	\$ 205,104.00	\$ -	\$ 205,104.00	3.48%		
Belle Plaine	716	\$ 202,530.00	\$ 119,570.74	\$ 322,100.74	5.46%		
Jordan	717	\$ 209,896.00	\$ 111,981.12	\$ 321,877.12	5.46%		
Prior Lake-Savage	719	\$ 782,401.00	\$ -	\$ 782,401.00	13.26%		
Shakopee	720	\$ 895,963.00	\$ 499,092.47	\$ 1,395,055.47	23.65%		
New Prague	721	\$ 283,603.00	\$ 10,585.28	\$ 294,188.28	4.99%		
Buffalo-Hanover-Montrose	877	\$ 790,292.00	\$ -	\$ 790,292.00	13.40%		
Tri City United	2905	\$ 428,313.00	\$ 3,029.34	\$ 431,342.34	7.31%		
<b>Total</b>		<b>\$ 4,854,495.00</b>	<b>\$ 1,044,163.61</b>	<b>\$ 5,898,658.61</b>	<b>100.00%</b>		

7.E. Worker's Compensation Renewal

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



**TITLE: Worker Compensation Vendor Selection**

**TYPE: Action**

**PRESENTER(S): Ra Chhoth, Director of Finance and Operations**

**BACKGROUND:** Waconia Public Schools ISD #110 went out and partner with Marsh McLennan Agency on renewal for Worker's Compensation Insurance. During re-engagement on cost for the district, we were able to obtain two quotes that could potentially save the district worker compensation expenses totaling \$47,560. The two quotes were from SFM and RAS. Both offers were competitive with SFM offering a continue rebate for risk management. After carefully reviewing the proposed options, the District recommends the selection of SFM quote proposal based on timeline requirements and prior experience with lowest overall cost.

**RECOMMENDATION:** To approve SFM as the vendor for Workers Compensation Insurance for the district

# Workers' Compensation – SFM First Year of a Two-Year Retention

**EMPLOYER'S LIABILITY:**

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

**STATES:**

MN

Includes: Other States Coverage except Monopolistic States

**SCHEDULE OF OPERATIONS:**

STATE	CODE	CLASSIFICATION	22-23 PAYROLL	23-24 PAYROLL	22-23 RATE	23-24 RATE	PREMIUM
MN	8868	School: Professional Employees	\$26,250,000	\$25,625,210	0.61	0.61	\$156,314
MN	9101	School: All Other Employees	\$2,000,000	\$1,317,366	5.78	5.42	\$71,401
						Manual Premium	\$227,715
						Increased Limit Factor	1,822
						Experience Mod (0.74)	-59,680
						Schedule Credit (30%)	-47,560
						Premium Discount	-11,165
						Expense Constant	205
						Terrorism	1,347
						Estimated Annual Premium	\$112,684
						MN Special Compensation Fund Assessment	4,155
						<b>*Total Estimated Cost:</b>	<b>\$116,839</b>

**EXPERIENCE MODIFICATION FACTOR HISTORY:**

POLICY TERM	EXPERIENCE MOD.
2023-2024	0.74
2022-2023	0.70
2021-2022	0.94
2020-2021	1.08
2019-2020	1.19
2018-2019	0.92

# Workers' Compensation – RAS

**EMPLOYER'S LIABILITY:**

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

**STATES:**

MN

Includes: Other States Coverage except Monopolistic States

**SCHEDULE OF OPERATIONS:**

STATE	CODE	CLASSIFICATION	22-23 PAYROLL	23-24 PAYROLL	22-23 RATE	23-24 RATE	PREMIUM
MN	8868	School: Professional Employees	\$26,250,000	\$25,625,210	0.61	0.59	\$157,089
MN	9101	School: All Other Employees	\$2,000,000	\$1,317,366	5.78	5.24	\$69,030
						Manual Premium	\$226,119
						Increased Limit Factor	3,844
						Experience Mod (0.74)	-59,790
						Schedule Credit (30%)	-51,052
						Premium Discount	-12,746
						Expense Constant	220
						Terrorism	2,794
						Estimated Annual Premium	\$109,389
						MN Special Compensation Fund Assessment	3,233
						<b>*Total Estimated Cost:</b>	<b>\$112,622</b>

**EXPERIENCE MODIFICATION FACTOR HISTORY:**

POLICY TERM	EXPERIENCE MOD.
2023-2024	0.74
2022-2023	0.70
2021-2022	0.94
2020-2021	1.08
2019-2020	1.19
2018-2019	0.92

7.F. Obsolete Inventory Donation

**Presenter:** Steven  
Jensen, Director of  
Community Education  
and Ra Chhoth,  
Director of Finance &  
Operations

To the members of the board:

Community Education is looking to donate helmets and shoulder pads to Hustle and Heart. The helmets and shoulder pads we have currently in storage are not useful to us in their current condition. The shoulder pads and helmets are all out of certification and currently have no value to us in their current condition.

All of the helmets were purchased during the 2015-2016 season.

Value at the time of purchase was \$150 per helmet.

Current Remaining Value per helmet due to age and wear is approximately 13% of purchase value or \$20 per helmet.

Cost to recertify/recondition this type of helmet has been identified at \$100 per helmet under USA Football guidelines.

Total Value of Helmets: \$680

Cost to Recertify/Recondition: \$3,400

The recommendation is to donate or dispose of these items based on the value to expense ratio.

Shoulder Pads:

Manufacture Date: 2014-2015

None of the 95 shoulder pads are NOCSAE compliant and not eligible for use under USA Football guidelines.

Current Value: 0.00

Cost to recertify: \$5700 to \$9500

The recommendation is to donate or dispose of these items based on the value to expense ratio.

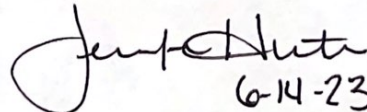
Thank you!

Steven Jensen

Community Education Director

6/14/2023

"I am an authorized representative of Hustle & Heart Sports, LLC. Independent School District No. 110 is donating the following obsolete property that it has determined has little or no value to the District: 34 football helmets and 95 football shoulder pads. On behalf of Hustle & Heart Sports, LLC, I acknowledge that the property is being donated "as is" and without any express or implied warranties, promises, or guarantees from the District. I also acknowledge that the District makes no representations as to whether the property is safe, fit, or appropriate for any general or specific use. On behalf of Hustle & Heart Sports, LLC, I waive and release the District from any and all liability, including any claims for damages, arising out of or related to any future use of the donated property. Hustle & Heart Sports, LLC also agrees to defend and indemnify the District against any claim for damages, or any other form of liability, arising out of or related to any use of the donated property."

Jennifer Hunter  
  
6-14-23

7.G. Resolution Certifying the Population Estimate  
for the 2023 Payable 2024 Levy of Independent  
School District 110 (ROLL CALL VOTE)

**Presenter:** Steven  
Jensen, Director of  
Community Education

# Certification of Updated District Population Estimate

## RESOLUTION CERTIFYING THE POPULATION ESTIMATE FOR THE 2023 PAYABLE 2024 LEVY OF INDEPENDENT SCHOOL DISTRICT 110

Member \_\_\_\_\_ introduced a motion to adopt the following resolution:

**WHEREAS**, the Independent School District #110 has experienced an increase in population from the 2020 census figure of 22,370 (TPOP2020 Census Figure listed [HERE](#)), to the current census figure of 22,722 (TPOP2022 Census Figure listed [HERE](#)) as determined by the State Demographer.

**BE IT RESOLVED**, by the School Board of Independent School District #110 that the census figure of 22,722 (TPOP2022 Census Figure listed [HERE](#)) be certified to the State Demographer for approval of use in the 2023 payable 2024 revenue calculations.

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

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

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

BY ORDER OF THE SCHOOL BOARD

\_\_\_\_\_  
Luke DeBoer, Board Clerk

Once the resolution is formally approved at a June 2023 school board meeting, please scan and email the signed copy to.

[megan.dayton@state.mn.us](mailto:megan.dayton@state.mn.us)

7.H. MNSHSL Membership Renewal Resolution for SY  
2023-2024 (ROLL CALL VOTE)



**2023-2024 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE  
Membership Renewal Form**

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

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2023. Retain one copy for the school files.**

**RESOLVED**, that the Governing Board or Entity of Waconia Public Schools ISD 110 \_\_\_\_\_ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

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

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

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

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

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

**The following is taken from the MSHSL Constitution:**

**208.00 LOCAL CONTROL**

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

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

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

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

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

**Waconia Public Schools**

Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

**Luke DeBoer**

(Designated School Board Member – please print)

**ldeboer@isd110.org**

Email Address

**Jill Johnson**

(Designated School Representative – please print)

**jrjohnson@isd110.org**

Email Address

**208.02 ACTIVITY REPRESENTATIVES**

**Erik Olson**

(Boys Sports – please print)

**Ashley Westphal**

(Girls Sports – please print)

**N/A**

(Speech – please print)

**Aaron Olson**

(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

**Luke DeBoer**

(Board Member—please print)

**Ashley Bryfczynski**

(Student—please print)

**Mike Yaeger**

(Parent—please print)

**Roxanne Kuerschner**

(Faculty Member—please print)

**Jill Johnson**

(Mailing Representative—please print)

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

Print Name:

**Luke DeBoer**

(Clerk/Secretary - Local Governing Board)

Print Name:

**Brian Gersich**

(Superintendent or Head of School)

Signed:

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(Clerk/Secretary - Local Governing Board)

Signed:

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(Superintendent or Head of School)

Date:

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Date:

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7.I. Second Read Board Policies

7.I.1. 417 Chemical Use and Abuse

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

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

MSBA/MASA Model Policy 417

Orig. 1995

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

Rev. 2022~~15~~

## 417 CHEMICAL USE AND ABUSE

***[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]***

### I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

### II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, ~~toxic substances~~, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in ~~the school setting in~~ accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The ~~policy of this~~ school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement. ~~is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. ~~Every~~The school ~~district that participates in a school district chemical abuse program~~ shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- ~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- ED. The school district shall establish and maintain a drug-free awareness program to for educate and assist its employees, and may establish a students, ~~and others~~ in understanding this policy and the goals of achieving drug-free schools and workplaces.

***[Note: School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law. Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]***

### III. DEFINITIONS

- A. “Chemical abuse,” as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor’s student’s normal function in academic, school, or social activities is chronically impaired.
- ~~B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.~~
- B. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9; but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- ~~C. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.~~
- ~~C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~
- ~~D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.~~
- D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

#### IV. STUDENTS

##### A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

##### AB. Programs and Activities Instruction

14. EveryThe school district shall develop, implement, and evaluate comprehensive provide an instructional programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes, in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff,

and members of the community in developing the curriculum.

*[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which that may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. Through 6. Below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]*

2. As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

2. ~~Each school shall have age-appropriate and developmentally based activities that:~~

a. ~~address the consequences of violence and the illegal use of drugs, as appropriate;~~

b. ~~promote a sense of individual responsibility;~~

c. ~~teach students that most people do not illegally use drugs;~~

d. ~~teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;~~

e. ~~teach students about the dangers of emerging drugs;~~

f. ~~engage students in the learning process; and~~

g. ~~incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~

3. ~~Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.~~

4. ~~Each school shall disseminate drug and violence prevention information within the school and to the community.~~

5. ~~Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.~~

6. ~~Each school shall have drug and violence prevention activities that may include the following:~~

a. ~~Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.~~

b. ~~The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.~~

c. ~~Conflict resolution programs, including peer mediation programs that educate and train peer mediators and~~

~~a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.~~

~~d. ——— Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.~~

~~e. ——— Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.~~

**CB. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance~~Chemical Use and Abuse~~**

~~1. ——— In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:~~

~~a. ——— The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.~~

~~b. ——— The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.~~

~~c. ——— The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.~~

~~d. ——— The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.~~

~~e. ——— The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.~~

~~2. ——— If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:~~

~~a. ——— The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.~~

~~b. ——— The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.~~

- ~~1. 1. ——— A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.~~

**[Note: School districts are not required to participate in a chemical abuse program**

*or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]*

32. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~shall~~may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section ~~§~~ 121A.40-121A.56, and proposed for expulsion.
43. Searches by school district officials in connection with the ~~abuse, possession, or transfer, distribution, or sale~~ of alcohol or a controlled substance chemicals will be conducted in accordance with school board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.

DC. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall ~~establish~~have a chemical abuse preassessment team designated by the superintendent or designee. The team ~~must~~will be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff ~~to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.~~ For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

ED. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section § 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.

- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. ~~This section shall govern d~~Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding ~~provisions of the Records Management Act, Minnesota Statutes section~~§ 138.163 (Preservation and Disposal of Public Records).

**FE. Consent**

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

**[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]**

**F. School and Community Advisory Team**

1. ~~The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.~~

2. ~~The advisory team shall:~~

a. ~~build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and~~

b. ~~develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.~~

**V. EMPLOYEES**

A. ~~The school district shall establish superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:~~

- 1. ~~The dangers and health risks of chemical~~of drug abuse in the workplace/school.
- 2. ~~The school district's drug-free workplace/drug-free school policy of maintaining a drug-free workplace.~~
- 3. ~~Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or employee assistance programs available to employees and/or students.~~

4. The penalties that may be imposed on employees for drug abuse violations.

- B. The ~~school district superintendent or designee~~ shall notify ~~any~~ federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice ~~from the employee or otherwise receiving actual notice~~ of ~~any criminal drug statute~~ conviction ~~of an employee for a criminal drug statute violation~~ occurring in the workplace. ~~To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.~~

~~[Note: Notification to the federal granting agency within ten (10) days is required by the Drug-Free Workplace Act. 41 U.S.C. § 8103.]~~

**Legal References:**

Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)  
Minn. Stat. § 126C.44 (Safe Schools Levy)  
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records) ~~Records Management Act~~  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)  
Minn. Stat. § 152.22 (~~Medical Cannabis~~; Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations; Medical Cannabis)  
Minn. Stat. § 299A.33 (DARE Program)  
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)  
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-716522 (Student Support and Academic Enrichment Grants)~~Safe and Drug-Free Schools and Communities Act~~  
20 U.S.C. § 5812 (National Education Goals)  
20 U.S.C. § 7175 (Local Activities)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-~~w~~Wide Requirements for Drug-Free Workplace)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

## **417 CHEMICAL USE AND ABUSE**

*[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]*

### **I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

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

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

*[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]*

### **III. DEFINITIONS**

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical

substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

- B. "Chemicals" includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### IV. STUDENTS

##### A. Instruction

1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

*[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]*

2. Each school shall have age-appropriate and developmentally based activities that:
  - a. address the consequences of violence and the illegal use of drugs, as

- appropriate;
- b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
  4. Each school shall disseminate drug and violence prevention information within the school and to the community.
  5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
  6. Each school shall have drug and violence prevention activities that may include the following:
    - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
    - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
    - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.

- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

- 1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
  - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
- 2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:
  - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the

student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.

- b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse,

records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.

- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

- 1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
- 2. The advisory team shall:
  - a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and
  - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

**V. EMPLOYEES**

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
  - 1. The dangers and health risks of chemical abuse in the workplace/school.

2. The school district's drug-free workplace/drug-free school policy.
  3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or assistance programs available to employees and/or students.
  4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

***[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. § 8103.]***

***Legal References:*** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 138.163 (Records Management Act)  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Policy Adopted: April 14, 1980 / Amended November 14, 1988 / Amended: December 9, 1996 / June 8, 1998 / February 11, 2002 / May 12, 2008 / Oct. 2016 / Reviewed: December 9, 2019

Independent School District No. 110  
Waconia, MN

7.I.2. 422 Policies Incorporated by Reference

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

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

MSBA/MASA Model Policy 422

Orig. 1995

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

Rev. 202220

## 422 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees, **contractors, volunteers, and service providers**, as well as to students. ~~In order to~~ To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies ~~which that~~ also apply to employees, **contractors, volunteers, and service providers**:

<del>Model Policy 102</del>	<del>Equal Educational Opportunity</del>
<del>Model Policy 103</del>	<del>Complaints – Students, Employees, Parents, Other Persons</del>
<del>Model Policy 206</del>	<del>Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations</del>
<del>Model Policy 211</del>	<del>Criminal or Civil Action Against School District, School Board Member, Employee, or Student</del>
<del>Model Policy 305</del>	<del>Policy Implementation</del>
<del>Model Policy 505</del>	<del>Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees</del>
<del>Model Policy 507</del>	<del>Corporal Punishment</del>
<del>Model Policy 510</del>	<del>Student Activities</del>
<del>Model Policy 511</del>	<del>Student Fundraising</del>
<b>Policy 514</b>	<b>Bullying Prohibition</b>
<del>Model Policy 517</del>	<del>Student Recruiting</del>
<del>Model Policy 518</del>	<del>DNR-DNI Orders</del>
<del>Model Policy 519</del>	<del>Interviews of Students by Outside Agencies</del>
<del>Model Policy 522</del>	<del>Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process</del>
<del>Model Policy 524</del>	<del>Internet Acceptable Use and Safety Policy</del>
<del>Model Policy 525</del>	<del>Violence Prevention</del>
<b>Policy 526</b>	<b>Hazing Prohibition</b>
<del>Model Policy 535</del>	<del>Service Animals in Schools</del>
<del>Model Policy 610</del>	<del>Field Trips</del>
<del>Model Policy 710</del>	<del>Extracurricular Transportation</del>
<del>Model Policy 711</del>	<del>Video Recording on School Buses</del>
<del>Model Policy 712</del>	<del>Video Surveillance Other Than on Buses</del>
<del>Model Policy 802</del>	<del>Disposition of Obsolete Equipment and Material</del>

Employees, **contractors, volunteers, and service providers** are charged with notice that the above cited policies are also applicable to employees, **contractors, volunteers, and service providers**; however, employees, **contractors, volunteers, and service providers** are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

**Legal References:** None

**Cross References:** None

## 422 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to employees:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedures and Process
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

#### ***Legal References:***

#### ***Cross References:***

Policy Adopted: June 8, 1998 / February 11, 2002 / May 12, 2008/January 2014

Revised: June 2021

Independent School District No. 110

Waconia, Minnesota

7.I.3. 502 Search of Student Lockers Desks  
Personal Possesions and Student's Person

**Presenter:** Brian  
Gersich,  
Superintendent

**502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT’S PERSON**

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

**I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district’s policies against contraband.

**II. GENERAL STATEMENT OF POLICY**

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student’s Person

The personal possessions of students and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

**III. DEFINITIONS**

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

#### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

## **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

## **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, § 10  
Minn. Stat. § 121A.72 (School Locker Policy)  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)  
*G.C. v. Owensboro Public Schools*, 711 F.3d 623 (6<sup>th</sup> Cir. 2013)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 506 (Student Discipline)

Policy Adopted: July 2003, revised November 2005, revised May 11, 2009, revised May 2016  
Independent School District #110  
Waconia, MN

**502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT’S PERSON**

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

**I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district’s policies against contraband.

**II. GENERAL STATEMENT OF POLICY**

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student’s Person

The personal possessions of students and/or a student’s person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

**III. DEFINITIONS**

A. “Contraband” means any unauthorized item possession of which is prohibited by

school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.

- B. “Personal possessions” includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

#### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

## **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

## **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, § 10  
Minn. Stat. § 121A.72 (School Locker Policy)  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)  
*G.C. v. Owensboro Public Schools*, 711 F.3d 623 (6<sup>th</sup> Cir. 2013)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 506 (Student Discipline)

Policy Adopted: July 2003, revised November 2005, revised May 11, 2009, revised May 2016  
Independent School District #110  
Waconia, MN

7.I.4. 505 Distribution of NonSchool Materials  
on School Premises by Students and Employees

**Presenter:** Brian  
Gersich,  
Superintendent

**505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

**I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

**III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct

should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;

7. whether the materials are a solicitation for goods or services not requested by the recipients.

## **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

## **VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  1. Name and phone number of the person submitting the request and, if a student, the ~~grade level room number of his or her first period class~~.
  2. Date(s) and time(s) of day intended for distribution.
  3. Location where material will be distributed.
  4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit

a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.

- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

## **IX. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

~~*[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter, including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]*~~

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675, 106 S.Ct. 3159, 92

L.Ed.2d 549 (1986)

*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21

L.Ed.2d 731 (1969)

*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)

*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)

*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)  
Waconia Public Schools Policy 524 (Internet Acceptable Use)

Policy Adopted: May 2003

Revised Nov. 9, 2009, reviewed January 2013, reviewed February 2020

Independent School District #110

Waconia, MN 55387

7.I.5. 515 Protection and Privacy of Pupil  
Records

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

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

MSBA/MASA Model Policy 515

Orig. 1995

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

Rev. 2022

## 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

### I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

### II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code section U.S.C. § 1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and Minnesota Rules Parts 1205.0100-1205.2000.

### III. DEFINITIONS

#### A. Authorized Representative

"Authorized representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### B. Biometric Record

"Biometric record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

#### C. Dates of Attendance

"Dates of attendance," as referred to in "Directory Information," means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

#### D. Directory Information

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It

includes, ~~but is not limited to~~, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

~~**[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]**~~

E. Education Records

1. What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute education records. The term "education records" does

not include:

- a. Records of instructional personnel that are:
  - (1) kept in the sole possession of the maker of the record;
  - (2) used only as a personal memory aid;
  - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
  - (4) destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
  - (1) maintained separately from education records;
  - (2) maintained solely for law enforcement purposes; and
  - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
  - (1) are made and maintained in the normal course of business;
  - (2) relate exclusively to the individual in that individual's capacity as an employee; and
  - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
  - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and

recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

HG. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

IH. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

JI. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

KJ. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable

to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

**LK.** Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

**ML.** Responsible Authority

"Responsible authority" means [*designate title and actual name of individual*].

**NM.** Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

**ON.** School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

***[Note: School districts may wish to reference police liaison officers in the definition of a "school official." Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered "school officials" only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district's legal counsel is recommended.]***

**PO.** Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

**QP.** Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

**IV. GENERAL CLASSIFICATION**

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent

or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

## **V. STATEMENT OF RIGHTS**

### **A. Rights of Parents and Eligible Students**

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

### **B. Eligible Students**

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 [Code of Federal Regulations section C.F.R. § 99.31\(a\)](#).

### **C. Students with a Disability**

The school district shall follow 34 [Code of Federal Regulations sections C.F.R. §§ 300.610-300.617](#) with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

## **VI. DISCLOSURE OF EDUCATION RECORDS**

### **A. Consent Required for Disclosure**

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
  - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes cChapter 256B or Minnesota Care under Minnesota

Statutes ~~c~~Chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school district would otherwise use employees;
  - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code section U.S.C. § 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received,

if the information is necessary for such purposes as to:

- a. determine eligibility for the aid;
- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 [United States Code section U.S.C. § 2332b\(g\)\(5\)\(B\)](#), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;

16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is

private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 [United States Code section U.S.C. § 5304](#)), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such

agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

**VII. RELEASE OF DIRECTORY INFORMATION**

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as

directory information.

~~**[Note: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]**~~

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents

will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## **VIII. DISCLOSURE OF PRIVATE RECORDS**

### **A. Private Records**

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

### **B. Private Records Not Accessible to Parent**

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

### **C. Private Records Not Accessible to Student**

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

### **D. Military-Connected Youth Identifier**

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

## **IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

### **A. Confidential Records**

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

### **B. Reports Under the Maltreatment of Minors Reporting Act**

Pursuant to Minnesota Statutes Chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes Chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

### **C. Investigative Data**

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public

data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40, *et seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
  1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
  3. copying fees shall not be imposed.

- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:
  - 1. Name of student and parent, as appropriate;
  - 2. Home address;
  - 3. Student's grade level;
  - 4. School presently attended by student;
  - 5. Parent's legal relationship to student, if applicable;
  - 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  - 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redisclosure**

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

### **B. Redisclosure Not Prohibited**

- 1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

- a. The disclosures meet the requirements of Section VI. of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 [United States Code section U.S.C. § 14071](#). However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

***[Note: 42 [United States Code section U.S.C. § 14071](#) was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]***

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 [Code of Federal Regulations section C.F.R. § 99.31\(a\)\(3\)](#), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in [section § 99.31\(a\)\(3\)](#), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

**XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
  - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 [Code of Federal Regulations section C.F.R. § 99.32](#) and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other

school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18, U.S.C. §United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.

~~*[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]*~~

4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

- A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

- B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

- C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine-based

record-keeping systems, including but not limited to computers and microfilm systems; and

- e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

## **XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

### **A. Request to Amend Education Records**

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

### **B. Right to a Hearing**

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes Chapter 14 relating to contested cases.

**XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means **Director of Human Resources, Dr. Enid Schonewise**.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

**XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the

U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

**XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

**XIX. ANNUAL NOTIFICATION OF RIGHTS**

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

## **XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

## **XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.393 (Attorneys)  
Minn. Stat. Ch. 14 (Administrative Procedures Act)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)  
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)  
Minn. Stat. Ch. 256L (MinnesotaCare)  
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 363A.42 (Public Records; Accessibility)  
[Minn. Stat. § 626.557 \(Reporting of Maltreatment of Vulnerable Adults\)](#)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)  
18 U.S.C. § 2331 (Definitions)  
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)  
25 U.S.C. § 5304 (Definitions – Tribal Organization)  
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)  
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)  
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
*Gonzaga University v. Doe*, 536 U.S. 273 309 (2002)  
[Dept. of Admin. Advisory Op. No. 21-008 \(December 8, 2021\)](#)

**Cross References:** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 520 (Student Surveys)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 722 (Public Data Requests)  
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)  
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

## 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

### I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

### II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

### III. DEFINITIONS

#### A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

#### C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

#### D. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:

1. a student’s social security number;
2. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

***[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student’s religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy***

*decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]*

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education records,” does not include:
  - a. Records of instructional personnel which:
    - (1) are in the sole possession of the maker of the record; and
    - (2) are not accessible or revealed to any other individual except a substitute teacher; and
    - (3) are destroyed at the end of the school year.
  - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
    - (1) maintained separately from education records;
    - (2) maintained solely for law enforcement purposes; and
    - (3) disclosed only to law enforcement officials of the same jurisdiction.
  - c. Records relating to an individual, including a student, who is employed by the school district which:
    - (1) are made and maintained in the normal course of business;
    - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
    - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
  - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

- 1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
- 2. Perform a supervisory or instructional task directly related to the student's education; or
- 3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means *[designate title and actual name of individual]*.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a

person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

*[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer. Consultation with the school district’s legal counsel is recommended.]*

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

#### IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

#### V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

## VI. **DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

- a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;

- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school district would otherwise use employees;
  - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to

effectively serve the student whose records are released; or

- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the

health or safety of the student or other individuals;

13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student’s parent or guardian by certified mail of the request to disclose information. If the student’s parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the

school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal

must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

## **VII. RELEASE OF DIRECTORY INFORMATION**

### **A. Classification**

Directory information is public except as provided herein.

### **B. Former Students**

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

### **C. Present Students and Parents**

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory

information;

- b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
- c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

***[Note: Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. which specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]***

- 2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
- 3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
- 4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data

elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the

responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

- a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

**IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the

parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of

limitations or agreement applicable to the civil legal action; or

c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and

2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information

to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redislosure**

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the

parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI. of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

***[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]***

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed

by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

### **XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

#### **A. Responsible Authority**

The responsible authority shall be responsible for the maintenance and security of student records.

#### **B. Record Security**

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

#### **C. Plan for Securing Student Records**

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

#### **D. Review of Written Plan for Securing Student Records**

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

#### **E. Record Keeping**

1. The principal shall, for each request for and each disclosure of personally

identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:

- a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
- a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
  - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C.

§ 2332b(g)(5)(B) or an act of domestic or international terrorism.

*[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]*

4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request,

excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state

law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

**XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall

specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

## **XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

## **XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education,

400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

**XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

**XIX. ANNUAL NOTIFICATION OF RIGHTS**

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long

as the disclosure is for purposes related to the student’s enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student’s history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

**XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

**XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
  - Minn. Stat. Ch. 14 (Administrative Procedures Act)
  - Minn. Stat. § 120A.22 (Compulsory Instruction)
  - Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
  - Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
  - Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
  - Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
  - Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
  - Minn. Stat. § 363A.42 (Public Records; Accessibility)
  - Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
  - Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
  - 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
  - 18 U.S.C. § 2331 (Definitions)
  - 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
  - 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
  - 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
  - 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
  - 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)

34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)  
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d  
309 (2002)

***Cross References:*** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect  
or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside  
Agencies)  
MSBA/MASA Model Policy 520 (Student Surveys)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 906 (Community Notification of Predatory  
Offenders)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School  
Records – Privacy – Access to Data)

Policy Adopted: December 19, 2005  
Amended: May 10, 2010 / Nov 2013 / Nov 2020  
Independent School District No. 110 Waconia, MN

7.I.6. 515 Form

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

## PUBLIC NOTICE

Independent School District No. 110 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
  - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
  - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;
  - e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken

as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act *[insert the following bracketed phrase if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* [and data regarding a student's history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202

~~[optional] g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and~~

~~[optional] h. That Copies of the school district's policy regarding the protection and privacy of school records are located at [isd110.org](http://isd110.org).~~

~~[optional] 2. Independent School District No. \_\_\_\_\_ has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:~~

~~a. It classifies records as public, private, or confidential.~~

~~b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.~~

~~c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.~~

~~d. It establishes procedures and regulations for access to and disclosure of education records.~~

~~e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.~~

~~3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.~~

~~4. Pursuant to applicable law, Independent School District No. \_\_\_\_\_ gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."~~

~~"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date~~

~~and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.~~

~~**[Note: The definition of directory information is found on page 515-2 of the school district's policy. This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to include some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. A school district also may specify in this section that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]**~~

~~**a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**~~

~~**b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**~~

~~**c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**~~

~~**(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**~~

~~**(2) HOME ADDRESS;**~~

~~**(3) SCHOOL PRESENTLY ATTENDED BY STUDENT;**~~

~~**(4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**~~

~~(5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.~~

- ~~5. Pursuant to applicable law, Independent School District No. \_\_\_\_\_ hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.~~

~~SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.~~

~~IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, [DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL], BY [INSERT DATE] EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:~~

- ~~(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;~~
- ~~(2) HOME ADDRESS;~~
- ~~(3) STUDENT'S GRADE LEVEL;~~
- ~~(4) SCHOOL PRESENTLY ATTENDED BY STUDENT;~~
- ~~(5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;~~
- ~~(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;~~
- ~~(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.~~

~~*Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.*~~

\_\_\_\_\_  
\_\_\_\_\_, MINNESOTA

Dated: \_\_\_\_\_  
\_\_\_\_\_ Chair

~~[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]~~

**JUVENILE JUSTICE SYSTEM  
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act  
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

**DATE/TIME OF REQUEST:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Superintendent of school district or chief administrative officer of school)

**FROM:** \_\_\_\_\_  
(Requester's name/agency)

**STUDENT:** \_\_\_\_\_

**BASIS FOR REQUEST:**

\_\_\_\_\_ Juvenile delinquency investigation/prosecution

\_\_\_\_\_ Child protection assessment/investigation

\_\_\_\_\_ Investigation/filing of CHIPS or delinquency petition

**REASON FOR REQUEST:** (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESPONSE TO REQUEST:**

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

**INFORMATION REQUESTED:** (mark all that apply) **RESPONSE PROVIDED:** (yes / no)

Indicate whether you have data that document the student's:

\_\_\_\_\_ Use of a controlled substance, alcohol, or tobacco \_\_\_\_\_

\_\_\_\_\_  
Assaultive or threatening conduct as defined in \_\_\_\_\_  
Minn. Stat. § 13.32, Subd. 8 \_\_\_\_\_

\_\_\_\_\_  
Possession or use of weapons or look-alike weapons \_\_\_\_\_

\_\_\_\_\_  
Theft \_\_\_\_\_

\_\_\_\_\_  
Vandalism and damage to property \_\_\_\_\_

**CERTIFICATION:** ~~The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.~~

\_\_\_\_\_  
\_\_\_\_\_  
Signature/Title

**~~[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal or chief administrative officer must respond to the data request.]~~**

## PUBLIC NOTICE

Independent School District No. 110 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That a parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
  - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
  - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom

instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

e. That the school district forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records

7.I.7. 515 Form: Juvenile Justice System Request  
for Information

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

**[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]**

**JUVENILE JUSTICE SYSTEM  
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act  
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

**DATE/TIME OF REQUEST:** \_\_\_\_\_

**TO:** \_\_\_\_\_

(Superintendent of school district or chief administrative officer of school)

**FROM:** \_\_\_\_\_

(Requester's name/agency)

**STUDENT:** \_\_\_\_\_

**BASIS FOR REQUEST:**

\_\_\_\_\_ Juvenile delinquency investigation/prosecution

\_\_\_\_\_ Child protection assessment/investigation

\_\_\_\_\_ Investigation/filing of CHIPS or delinquency petition

**REASON FOR REQUEST:** (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESPONSE TO REQUEST:**

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

**INFORMATION REQUESTED:** (mark all that apply)    **RESPONSE PROVIDED:** (yes / no)

Indicate whether you have data that document the student's:

_____	Use of a controlled substance, alcohol, or tobacco	_____
_____	Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8	_____
_____	Possession or use of weapons or look-alike weapons	_____
_____	Theft	_____
_____	Vandalism and damage to property	_____

**CERTIFICATION:** The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

\_\_\_\_\_

\_\_\_\_\_

Signature/Title

***[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal or chief administrative officer must respond to the data request.]***

7.I.8. 515.2 Retention Schedule

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

# **SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE**

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STATE OF MINNESOTA

Department of  
Administration

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Information Policy Analysis Division  
January, 2000

State of Minnesota  
School District General Records Retention Schedule  
Table of Contents

Administration .....	ADM
Building .....	BLD
Community Education.....	CED
Curriculum .....	CUR
Food Services.....	FDS
Finance .....	FIN
Health & Safety.....	HSF
Payroll.....	PAY
Personnel.....	PER
Special Education .....	SPC
Students.....	STD
Transportation.....	TRN

## School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00100	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit	No	Public
ADM00200	Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvas or Challenge	No	Public
ADM00300	Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Retain permanently; has historical value, MS 120B.11	Yes	Public
ADM00310	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years	No	Public
ADM00400	Authority to Dispose of Records (If Applicable)	Application for Authority to Dispose of Records form	6 Years	No	Public/Private MS 13.43 MS 13.32 MS 13.39
ADM00500	Boundary Changes - District	Consolidation, Detachment, Annexation, and Dissolution	Retain permanently; has historical value	Yes	Public
ADM00600	Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting Updated Activities During the Year.	3 Years MS 127A.41, Subd. 5	No	Public
ADM00700	Census, Annual School	1979 and Earlier	Retain permanently; has historical value	Yes	Private MS 13.32
ADM00710	Census, Annual School	1980 - Current	3 Years	No	Private MS 13.32

## School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM00720	Census, Certified Reports	Conducted Once Per Decade	Permanent	No	Public
ADM00800	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition	Yes	Public
ADM00900	Correspondence/ Administrative	Superintendent, Principal, Assistant Principal and Other Administrators Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	3 Years	No	Public/Private MS 13.32 MS 13.43
ADM01000	Court Case/Trial information	Litigation Correspondence	10 Years	No	Public/Private MS 13.32 MS 13.43 MS 13.90
ADM01010	Court orders		1 Year after Action is Completed	No	Public/Private MS 13.32 MS 13.43
ADM01100	Grant Applications	Successful	3 Years -- For Federal Funds three (3) years after completion of the activity for which the funds were used. 20 U.S.C. Section 1232f(a)	No	Public
ADM01110	Grant Applications	Unsuccessful	1 Year	No	Public

## School District General Records Retention Schedule

Section: Administration

<b>Item</b>	<b>Title</b>	<b>Example and Description</b>	<b>Retention Period</b>	<b>Archival</b>	<b>Data Practices Classification/ Statute</b>
ADM01200	Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood Borne Pathogens, Etc.)	3 Years	No	Public
ADM01300	Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in Accordance With the Retention Periods for the Specific Series of Records Listed in Schedule	Retain permanently; has historical value	Yes	Public
ADM01400	Minutes	Board Minutes	Retain permanently; has historical value	Yes	Public
ADM01410	Minutes	Officially Designated Committees	Retain permanently; has historical value	Yes	Public
ADM01420	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 01410	1 Year	Yes	Public
ADM01430	Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved	No	Public
ADM01440	Board Policies		3 Years after Change	No	Public
ADM01500	Negotiations - See Personnel				
ADM01600	Newsletters and Publications	District Generated	Retain permanently; has historical value	Yes	Public
ADM01610	Newsletters and Publications	Student Generated School Newspapers	Retain permanently; has historical value	Yes	Public

## School District General Records Retention Schedule

Section: Administration

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
ADM01700	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Retain permanently; has historical value	Yes	Public
ADM01800	Media Center/Librarian Reports		3 Years	No	Public
ADM01900	Video Tapes	Building Security/Transportation Tapes	Until Relooped	No	Private/Public MS 13.32 MS 13.43
ADM02000	E-Mail		Same as Correspondence	No	Private/Public MS 13.32 MS 13.43

## School District General Records Retention Schedule

Section: Building

<b>Item</b>	<b>Title</b>	<b>Examples and Descriptions</b>	<b>Retention Period</b>	<b>Archival</b>	<b>Data Practices Classification/ Statute</b>
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

## School District General Records Retention Schedule

Section: Building

<b>Item</b>	<b>Title</b>	<b>Examples and Descriptions</b>	<b>Retention Period</b>	<b>Archival</b>	<b>Data Practices Classification/ Statute</b>
BLD00100	Accident/Damage Records	School Property-Related	10 Years	No	Public
BLD00200	Building Maintenance Records		Until Obsolete	No	Public
BLD00300	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years	No	Public
BLD00400	Building Program Records	Current and Projected Needs. Review and Comment	10 Years	No	Public
BLD00500	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent	No	Public
BLD00600	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item	No	Public

## School District General Records Retention Schedule

Section: Community Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CED00100	Annual Reports	See Finance			
CED00200	Applications by individuals for Adult Education		1 Year	No	Private MS 13.32
CED00300	Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	Permanent, MS 471.59	No	Public
CED00400	Class Schedule - Master		1 Year	No	Public
CED00500	Financial Records	See Finance			
CED00600	Grants	See Administration			
CED00700	Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	6 Years	No	Public/Private MS 13.32
CED00800	Minutes	See Administration			

## School District General Records Retention Schedule

Section: Curriculum

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
CUR00100	Class Lists-Elementary and Secondary		1 Year	No	Private MS 13.32
CUR00200	Class Schedules		1 Year	No	Public
CUR00300	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years	No	Public
CUR00400	Daily Plan Books - Teacher's		1 Year	No	Public
CUR00500	Duty Rosters - Teacher's		1 Year	No	Public
CUR00600	Grade Books - Teacher's		1 Year	No	Private MS 13.32
CUR00700	Textbooks	Adoptions	6 Years	No	Public
CUR00710	Textbooks	Inventories	6 Years or Until Obsolete	No	Public

## School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00100	General Correspondence	See Administration	3 Years and DCF&L Audit	No	Public
FDS00200	DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit, 7 C.F.R & 210.8	No	Public
FDS00300	Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00400	Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit, 7 C.F.R. & 245.6	No	Private MS 13.32
FDS00600	Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc.	3 Years and DCF&L Audit, 7 C.F.R & 210.3	No	Public
FDS00700	Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Public

## School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS00800	Daily Meal Count Report With Edit Checks		3 Years and DCF&L Audit, 7 C.F.R. & 210.7	No	Private/Public MS 13.32
FDS00900	Monthly Payment Vouchers		3 Years and DCF&L Audit, 7 C.F.R. & 210.13	No	Private/Public MS 13.32
FDS01000	On Site Review Record		3 Years and DCF&L Audit, 7 C.F.R. & 210.8	No	Private/Public MS 13.32
FDS01100	Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit, 7 C.F.R. & 210.20 and 210.5	No	Private/Public MS 13.32
FDS01200	Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit	No	Public
FDS01410	Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit	No	Public
FDS01420	Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit	No	Public

## School District General Records Retention Schedule

Section: Food Services

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FDS01500	Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit, 7 C.F.R. 210.8 and 210.20	No	Public
FDS01600	Operating Reports	Breakfast, Lunch, and A'La Carte Participation Reports	3 Years and DCF&L Audit	No	Public
FDS01610	Operating Reports	Revenue and Expenditure Reports	6 Years and DCF&L Audit	No	Public

## School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00100	Abstracts/Deeds/Title Papers/Mortgages	See Buildings			
FIN00200	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 Years	No	Public/Private MS 13.43
FIN00210	W-9 form		6 Years after Final 1099 Issued	No	Public/Private MS 13.43
FIN00300	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Retain Permanently	No	Public
FIN00305	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Retain Permanently	No	Public
FIN00310	Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Retain Permanently	No	Public
FIN00315	Year-End Financial Reports	Special Funded Projects Report	Retain Permanently	No	Public
FIN00320	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (1932 and Earlier)	Retain permanently; has historical value	Yes	Public

## School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00325	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (Post 1932)	Retain Permanently	No	Public
FIN00330	Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices, Remittance Advice	6 Years	No	Public
FIN00335	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance Sheet, Receipts Journal	Retain Permanently	No	Public
FIN00400	Audit Reports		Retain permanently; has historical value	Yes	Public
FIN00500	Bank Statements/ Reconciliation's	Checks, Cancelled, Returned or Voided. (Must Be original Check - Not Microfiche)	6 Years	No	Public/Private MS 13.43
FIN00510	Bank Statements/ Reconciliation's	Statement of Pledged Securities	6 Years after Expiration	No	Public
FIN00600	Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit	No	Public
FIN00700	Bond Issues - Official Statements	Enabling Documentation	Permanent	No	Public
FIN00800	Building and Land Contracts	See Buildings			

## School District General Records Retention Schedule

Section: Finance

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
FIN00900	County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years	No	Public
FIN01100	Insurance Documents	Fidelity/Surety Bonds	6 Years after Expiration	No	Public
FIN01110	Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	6 Years	No	Public
FIN01120	Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	20 Years	No	Public
FIN01200	Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	3 Years	No	Public
FIN01300	Leases/Agreements		3 Years after Expiration	No	Public
FIN01400	Levies		6 Years	No	Public
FIN01500	Property Appraisals		Until Superseded	No	Public
FIN01600	Sealed Bids	Successful and Unsuccessful	6 Years after Award	No	Public
FIN01700	Quotes	Successful and Unsuccessful, MS 471.345	1 Year after Receipt	No	Public
FIN01800	Student Activity Accounts	Cash Receipts, Vouchers, Cancelled Checks, Ledgers, and Journals	6 Years	No	Public
FIN01900	Transportation - Annual Report		6 Years	No	Public
FIN02000	Transportation Contracts	With Independent Contractors	6 Years	No	Public

## School District General Records Retention Schedule

Section: Heath & Safety

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
HSF00100	Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation	No	Public/Private MS 13.43
HSF00200	OSHA - Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected	No	Public/Private MS 13.43
HSF00300	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident	No	Public/Private MS 13.43
HSF00400	OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents.	30 Yrs. after Termination or Retirement	No	Public/Private MS 13.43
HSF00500	Safety Committee Agendas and Minutes		3 Years	No	Public
HSF00600	Training Records - Right to Know		3 Yrs. after Separation	No	Public

## School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY00100	Cafeteria Plan Records		6 Years	No	Public/Private MS 13.43
PAY00300	Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	2 Years	No	Public/Private MS 13.43
PAY00400	Dues Deduction Authorization	Union Dues	3 Years	No	Public/Private MS 13.43
PAY00500	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents	3 Years after Expiration	No	Private MS 13.43
PAY00700	Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Permanent, 29 C.F.R. & 1627.3(a)	No	Public/Private MS 13.43
PAY00800	Pera Eligibility Sheets and Reports		6 Years	No	Public/Private MS 13.43
PAY00900	Prior Years' Quarterly FICA		6 Years	No	Public/Private MS 13.43
PAY01000	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years	No	Public/Private MS 13.43
PAY01100	Salary Deduction Sheets		6 Years	No	Public/Private MS 13.43
PAY01200	Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superseded	No	Public/Private MS 13.43

## School District General Records Retention Schedule

Section: Payroll

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
PAY01300	Stop Payment Orders and Bonds		6 Years	No	Private MS 13.43
PAY01400	Tax Reports	Federal, Minnesota and Other States	6 Years	No	Public/Private MS 13.43
PAY01500	Tax Sheltered Annuity - Contracts		Permanent, 29 C.F.R. & 1627.3(b)(2)	No	Private MS 13.43
PAY01600	Tax Sheltered Annuity - Authorization	457 and 403(B) Plans	Permanent	No	Private MS 13.43
PAY01700	Time Sheets		6 Years	No	Public/Private MS 13.43
PAY01800	TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years, MS 354.52	No	Public/Private MS 13.43
PAY02000	W-2 Statements (Employer's Copy)		6 Years	No	Public/Private MS 13.43
PAY02100	W-4 Statements		Until Superseded or 6 Years after Termination	No	Public/Private MS 13.43

## School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00100	Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00110	Employee Medical Records*	Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement	No	Private MS 13.42 MS 13.43
PER00120	Request for Leave	Requests for Leave (Vacation , Sick, Personal, etc.)	6 Yrs. after Termination	No	Public/Private MS 13.43
PER00200	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years	No	Public/Private MS 13.43
PER00210	Discrimination Claim Records	Sexual Harassment and Discrimination	Until Final Disposition of the Charge or Action	No	Public/Private/ Confidential MS 13.43 MS 13.39
PER00220	First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent, MS 176.151	No	Private MS 13.43 MS 176.231

## School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00300	Applications for Employment/Resume/ Interview Documents	Licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00310	Applications for Employment/Resume/ and Supporting Documentation	Licensed and Classified - Hired ( in personnel file). Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other doc	6 Years or until final disposition of a discrimination charge, 29 C.F.R. 1602.14(a), 29 C.F.R. 1602.40, 29 C.F.R. 1627.3(b)(1), Minn. Rules 5000.2250	No	Public/Private MS 13.43
PER00400	Arbitration Decisions		Permanent	No	Public/Private MS 13.43
PER00500	Contracts and Assignments		6 Yrs. after Termination	No	Public
PER00700	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		3 Years, 29 C.F.R. 1602.39	No	Public

## School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER00900	Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court Cases.	Permanent	No	Public/Private MS 13.43
PER01000	Insurance: Group Master Policies, Contracts and Agreements	See Finance			
PER01100	Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years	No	Public/Private MS 13.43
PER01200	STARS Report	Annual STARS Report to State	1 Year Until Superseded	No	Public
PER01300	Insurance Records: Enrollment Cards		Until Superseded	No	Public/Private MS 13.43
PER01400	Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates	No	Public/Private MS 13.43
PER01800	Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent	Yes	Public
PER02000	Long Term Disability Claims/Awards		10 Years after Final Settlement of Claims	No	Public/Private MS 13.43

## School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02100	Job Descriptions		Until Superseded	No	Public
PER02200	Mediation Records		Permanent	No	Public
PER02300	Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	2 Years after Completion of all BMS Certified Negotiations. MS 471.705(1a)	No	Public/Private MS 471.705
PER02400	Pay Equity: Classification Studies and Working Papers		Until Superseded	No	Public
PER02500	Pay Equity: Summary		Permanent	No	Public
PER02700	Personnel Files - Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination	No	Public/Private MS 13.43
PER02720	Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge	No	Public/Private MS 13.43
PER02730	License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superseded	No	Public

## School District General Records Retention Schedule

Section: Personnel

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
PER02740	Employee's Response Letter to Any Document in Personnel File		Same As Document To Which They Are Responding MS122A.40, Subd. 19	No	Private MS 13.43
PER02750	Seniority Lists		Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)	No	Public
PER02800	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	2 Years	No	Public/Private MS 13.43
PER03000	Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution	No	Public/Private MS 13.43
PER03100	Worker's Compensation - Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years	No	Private MS 13.43 MS 176.231
PER03200	Worker's Compensation	Claims Summary, Summary information From Carrier	6 Years after Termination	No	Public/Private MS 13.43 MS 176.231

## School District General Records Retention Schedule

Section: Special Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification / Statute
SPC00100	Special Education Records		The permanent record of the student's name, address, phone number, grades, attendance, and grade level completed may be maintained without time limitation 34 C.F.R. 300.573(b)	No	Private MS 13.32

## School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00200	Accident Reports - Student		Permanent	No	Private MS 13.32
STD00300	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent	No	Private MS 13.32
STD00400	Emergency Care Information		Until Superseded or 3 Years after Graduation/Leave District	No	Private MS 13.32
STD00500	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent	No	Private MS 13.32
STD00510	Attendance and Membership Data	MARRS Data - Detailed	3 Years	No	Private MS 13.32
STD00600	Health and Immunization information		At least five (5) years after the student attains the age of majority (18), so until the age of (23) MS 123.70, Subd. 7	No	Private MS 13.32
STD00610	School Nurse Notes	Anecdotal Records	6 Years after Graduation/Leave District	No	Private MS 13.32

## School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00610	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years after Graduation/Leave District	No	Private MS 13.32
STD00700	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent	No	Private MS 13.32
STD00800	Demographic Information	District Census	Permanent	No	Public/Private MS 13.32
STD00810	Demographic Information	Student Directory information	1 Year	No	Public
STD00820	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Until Leave District or Superceded by Subsequent order, whichever sooner	No	Public/Private MS 13.32
STD00900	LEP Reports	Home Language Reports (LEP)	3 Years	No	Public/Private MS 13.32
STD01000	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year	No	Private MS 13.32
STD01100	Homeschool Records		Permanent	No	Private MS 13.32
STD01200	Preschool Screening		Permanent	No	Private MS 13.32

## School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD01300	Nonresident Pupil Attendance Applications/Agreements		3 Years after Graduation	No	Private MS 13.32
STD01410	School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File	No	Private MS 13.32
STD01420	School Performance Data	Transcripts	Permanent	No	Private MS 13.32
STD01500	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Retain permanently; has historical value	Yes	Public
STD01510	Auxiliary Organization Records	Graduation Programs	Retain permanently; has historical value	Yes	Public
STD01520	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Retain permanently; has historical value	Yes	Public
STD01530	Driver Education Files		1 Year	No	Public

## School District General Records Retention Schedule

Section: Transportation

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
TRN00100	Claims for Transportation Aid		3 Years	No	Public
TRN00200	Contractor Correspondence/Reporting		3 Years after Completing Contract	No	Public
TRN00300	Contracts With Independent Contractors		3 Years after Completing Contract	No	Public
TRN00400	Equipment Inventories	See Buildings			
TRN00500	Equipment Maintenance Records		Life of Equipment	No	Public
TRN00600	Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years	No	Public
TRN00700	Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years, MS+D19 127A.41	No	Private MS 13.32
TRN00800	Transportation Mileage Records		3 Years	No	Public
TRN00900	Transportation Reimbursements		6 Years	No	Public

7.I.9. 521 Student Disability Nondiscrimination

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

MSBA/MASA Model Policy 521

Orig. 1995

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

Rev. 2022~~13~~

## 521 STUDENT DISABILITY NONDISCRIMINATION

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

### I. PURPOSE

The purpose of this policy is to protect ~~disabled~~ students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

### II. GENERAL STATEMENT OF POLICY

- A. ~~Disabled~~s Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  2. has a record of such an impairment; or
  3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### III. COORDINATOR

Persons who have questions or comments should contact the Director of Special Education, District Office 512 Industrial Blvd, Waconia, MN 55387, or call (952) 442-0600. (~~title, name, office address, and telephone number~~). This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

**Legal References:** ~~Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)~~  
42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

## **521 STUDENT DISABILITY NONDISCRIMINATION**

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

### **I. PURPOSE**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

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

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; or
  - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### **III. COORDINATOR**

Persons who have questions, or comments, should contact the Director of Special Education 512 Industrial Blvd, Waconia, MN 55387 or call (952) 442-0600. This person is the school district's Americans with Disabilities Act/Section 504 Coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

**Legal References:** Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

34 C.F.R. Part 104 (Section 504 Implementing Regulations)

***Cross References:*** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

Policy Adopted: July 2003

Reviewed December 19, 2005, reviewed May 2010, reviewed January 2013, revised February 2020

Independent School District 110  
Waconia, MN

7.I.10. 521 Form

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

INDEPENDENT SCHOOL DISTRICT NO. 110

STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 110 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because \_\_\_\_\_  
\_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person you believe discriminated against you or another person: \_\_\_\_\_  
\_\_\_\_\_

If the alleged discrimination was toward another person, identify that person: \_\_\_\_\_  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of the incident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by: \_\_\_\_\_

\_\_\_\_\_  
(Date)

7.I.11. 527 Student Use and Parking of Motor  
Vehicles, Patrols, Inspections, and Searches

**Presenter:** Paul  
Sparby, WHS Principal

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

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

MSBA/MASA Model Policy 527

Orig. 1998

Rev. 202202

## **527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

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

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

### **III. DEFINITIONS**

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," ~~overdue books~~ and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

### **IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by a

building administrator (designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

Commented [1]: a building administrator

***[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as "Students may use motor vehicles on the high school campus[es] during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle during the school day."***

#### V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in ~~[other designated areas, e.g., parking lots designated for use only by staff or by the general public]~~ visitor parking stalls.
- B. Students are required to purchase a parking permit and register (make/model/color/license plate) all vehicles with the high school office. Parking permit must be hanging on rear view mirror and visible during school hours.
- C. When there are unauthorized vehicles parked on school district property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

#### VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

##### A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

##### B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its

compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be [available printed](#) in the student handbook or disseminated in any other way which school officials deem appropriate.

## VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

***[Note: Some school districts may choose to allow students to park their cars in school district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]***

***[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in Minnesota Statutes section. Stat. § 123B.38 must be followed before the fees are implemented.]***

## VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Repeated violations are subject to vehicle being immobilized/use of a car boot. Additional fees will be required to remove car boot. Vehicle may also be towed at the owners expense.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, §10  
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)  
[Minn. Stat. § 123B.38 \(Hearing\)](#)  
*New Jersey v. T.L.O.*, 469 U.S. 325, ~~105 S.Ct. 733~~, 83 L.Ed.2d 720 (1985)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES**

**I. PURPOSE**

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

**III. DEFINITIONS**

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of

the school district.

#### **IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by high school principal or designee to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

#### **V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in [*other designated areas, e.g., parking lots designated for use only by staff or by the general public*].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

#### **VI. PATROLS, INSPECTIONS, AND SEARCHES**

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

##### **A. Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

##### **B. Search of Interior of Student Motor Vehicle**

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

## VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

*[Note: Some school districts may choose to allow students to park their cars in school district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]*

*[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in Minn. Stat. § 123B.38 must be followed before the fees are implemented.]*

## VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, §10  
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Policy Adopted: July 2003 / April 2006  
Revised: December 2020  
Policy Reviewed: September 2017  
Independent School District #110  
Waconia, MN 55387

7.I.12. 528 Student Parental Family and Marital  
Status Nondiscrimination

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

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

MSBA/MASA Model Policy 528

Orig. 1999

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

Rev. 202203

## **528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION**

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

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

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

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated [the Director of Human Resources, Dr. Enid Schonewise, District Office 512 Industrial Blvd, Waconia, MN 55387, \(952\) 442-0600](#) [title, name, office address, and telephone number] as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. 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.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated, and acted upon in the manner specified in Policy 522. — ~~Student Sex Nondiscrimination.~~

**Legal References:** 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)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)~~Student Sex Nondiscrimination~~

**528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS  
NONDISCRIMINATION**

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

**I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated Human Resource Director as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. 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.

- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

***Legal References:*** 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)

***Cross References:*** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Policy Adopted: May 2003  
Reviewed April 2006, revised August 2015, reviewed February 2020  
Independent School District 110  
Waconia, MN

7.I.13. 535 Service Animals in Schools

**Presenter:** Paul  
Tordoff, Director of  
Special Education

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

MSBA/MASA Model Policy 535  
Orig. 2019

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

## **535 SERVICE ANIMALS IN SCHOOLS**

### **I. PURPOSE**

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

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

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

### **III. DEFINITIONS**

#### **A. Service Animal**

A "service animal" is a dog (regardless of breed or size) or miniature horse that is individually trained to perform "work or tasks" for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

#### **B. Handler**

A "handler" is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, "handler" means the person who cares for and supervises the animal on that individual's behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

#### **C. Work or Tasks**

1. "Work or tasks" are those functions performed by a service animal.
2. Examples of "work or tasks" include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

#### **IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES**

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school- sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
  1. Is the service animal required because of a disability; and
  2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

#### **V. REQUIREMENTS FOR ALL SERVICE ANIMALS**

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.

- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

#### **VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL**

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

#### **VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL**

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
  - 1. Any of the requirements described in Part V., above, are not met.
  - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
  - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
  - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.

- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

**VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES**

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

**IX. ALLERGIES; FEAR OF ANIMALS**

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

**X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS**

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

**XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES**

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

**XII. LIABILITY**

- A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.

- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

**Legal References:** Section 504 of the Rehabilitation Act of 1973  
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
Minn. Stat. § 256C.02 (Public Accommodations)  
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)  
Minn. Stat. § 609.226 (Harm Caused by Dog)  
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

**Cross References:** MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

## APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL

Please turn in your request to the [Superintendent] OR [Director of Student Services] (Students)  
or the [Superintendent] OR [Director of Human Resources] (Employees)

Student/Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or authorized representative name(s) and contact information (*please include email, phone number, and address*): \_\_\_\_\_  
\_\_\_\_\_

Building: \_\_\_\_\_

Type of service animal: \_\_\_\_\_

Name of service animal: \_\_\_\_\_ Name of handler: \_\_\_\_\_

Is the service animal required because of a disability: \_\_\_\_\_  
\_\_\_\_\_

What work or tasks is the service animal trained to perform: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Checklist for Completion of Form

Attached is documentation that the service animal is:

- Properly licensed
- Properly and currently vaccinated

I have read and understand the School District's policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Superintendent/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

7.I.14. 535 Accommodation of Students with Life  
Threatening Allergies

**Presenter:** Sara  
Eischens, District  
Health Coordinator

## **535-599 ACCOMODATION OF STUDENTS WITH LIFE-THREATENING ALLERGIES**

### **POLICY**

The purpose of this policy is to establish a safe environment for students with severe, potentially life-threatening allergies.

The District will provide the opportunity for students with severe allergies to participate in all school programs and activities through the use of communication, prevention strategies, and emergency preparedness identified in an individual plan.

### **BACKGROUND**

Allergic reactions can span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. **Common allergens that cause anaphylaxis include foods, animals/insects, and substances such as medications and latex.** This policy and procedure is to be used for students who are at risk for anaphylaxis.

### **PURPOSE**

Independent School District 110 (ISD 110) recognizes that students with life-threatening allergies (LTAs) require reasonable accommodations necessary to ensure access to available education and education related benefits. The purpose of this policy is to provide a safe environment for students with severe, potentially life-threatening allergies.

This policy does not attempt to address all types of allergies. Only those allergies which are a potential for anaphylaxis are considered in this policy. ISD 110 cannot guarantee to provide an allergen-free environment for all students with LTAs, or prevent any harm to students in emergencies. The goal is to minimize the risk of exposure to allergens that pose a threat to students with LTAs, prepare for any allergic reactions, and respond appropriately to any allergy emergencies that arise.

Procedures will be established to ensure that the health needs of all students will be met in the least restrictive environment possible. In order to assist students with developing the skills necessary to participate in all educational programs, the district will work with parents and students to allow the student to gradually assume more responsibility for maintaining their safety as they advance from elementary to secondary school. The guidelines established include district-wide emergency plans, implementation of action plans, Individual Health Plans (IHP) if needed and training programs for personnel.

### **DEFINITIONS**

Anaphylaxis is a potentially life-threatening medical condition occurring in allergic individuals after exposure to their specific allergens. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most dangerous of which are breathing difficulties and a drop in blood pressure or shock, which are potentially fatal.

The following are the most common life-threatening allergens and may cause anaphylaxis:

☐ Food; *(below eight major food allergens)*

1. Cow's milk
2. Eggs
3. Peanuts
4. Tree Nuts
5. Soy
6. Shellfish
7. Fish
8. Wheat

☐ Animal/insect; *(below four major allergens)*

1. Yellow Jackets
2. Bees
3. Wasps
4. Hornets

☐ Substance(s) including medications and latex

**Commented [1]:** This is not a MSBA policy. I would recommend removing this area because these allergens can change from year to year.

Policy Adopted: November 2008  
Reviewed February 2020

Waconia Public Schools ISD 110  
Waconia, MN



## 504 STUDENT DRESS AND APPEARANCE

### I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with the community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
1. Clothing appropriate for the weather.
  2. Clothing that does not create a health or safety hazard.
  3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. **Clothing must cover areas from one armpit across to the other armpit, down to approximately mid-thighs, applicable to front and back. Tops must have shoulder straps. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the requirements of the dress code.**
- D. Inappropriate clothing includes, but is not limited to, the following:
- ~~1. "Short shorts, or skirts", skimpy tank tops, tops that expose the midriff, and other clothing that is not keeping with community standards.~~
  21. Clothing bearing a message that is lewd, vulgar, or obscene.
  32. Apparel promoting products or activities that are illegal for use by minors.
  43. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
  54. Any apparel or footwear that would damage school property.
- DE. Headgear, including hats or head coverings, are not allowed in the **elementary and middle school** buildings except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).
- EF. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages

are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

**FG.** “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

**III. PROCEDURES**

- A. When, in the judgement of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

**IV. CONSEQUENCES FOR WEARING INAPPROPRIATE CLOTHING**

	1st Offense	2nd Offense	3rd Offense
K-12	<ul style="list-style-type: none"> <li>● Record of offense</li> <li>● Student is counseled</li> <li>● Clothing modifications as necessary</li> </ul>	<ul style="list-style-type: none"> <li>● Record of offense</li> <li>● Student is counseled</li> <li>● Clothing modifications as necessary</li> <li>● Parent/guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>● Record of offense</li> <li>● Student is counseled</li> <li>● Clothing modifications as necessary</li> <li>● Parent/guardian notification</li> <li>● Detention or appropriate consequence as assigned</li> </ul>

- Legal References:** U. S. Const., amend. I  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*B.W.A. v. Farmington R-7 Sch. Dist.*, 554 F.3d 734 (8th Cir. 2009)  
*Lowry v. Watson Chapel Sch. Dist.*, 540 F.3d 752 (8th Cir. 2008)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8th Cir. 1997)  
*D.B. ex rel. Brogdon v. Lafon*, 217 Fed.Appx. 518 (6th Cir. 2007)  
*Hardwick v. Heyward*, No. 4:06-cv-1042-TLW, 2012 WL761249 (D.S.C. Mar. 8, 2012)  
*Madrid v. Anthony*, 510 F.Supp.2d 425 (S.D. Tex. 2007)  
*McIntire v. Bethel School, Indep. Sch. Dist. No. 3*, 804 F.Supp. 1415 (W.D. Okla. 1992)  
*Hicks v. Halifax County Bd. of Educ.*, 93 F.Supp.2d 649 (E.D. N.C. 1999)  
*Olesen v. Bd. of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820 (N.D. Ill. 1987)
- Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

Policy Adopted: July 2003

Revised November 2005, revised April 2009, reviewed January 2013, revised February 2020

Independent School District 110

Waconia, MN

8.C.2. 524 Internet Acceptable Use

**Presenter:** Jeff  
Jeska, Director of  
Technology

## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

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

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**

A. While not an exhaustive list, the following uses of the school district system and

Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the

individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
  - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
  - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," and "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records

on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an

assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## VI. FILTER

*[Note: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]*

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent

may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

*[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]*

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes Chapter 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.

- d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to

exercise this option.

4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

### **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S., 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F. Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Policy Adopted: January 2008

Policy Revised: May 2016 / June 2017/ Jan. 2021/April 2021 / revised January 2022

Reviewed: June 2022

Independent School District No. 110  
Waconia, MN

8.C.3. 509 Enrollment of Nonresident Students

**Presenter:** Brian  
Gersich,  
Superintendent

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

MSBA/MASA Model Policy 509

Orig. 1995

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

Rev. 2022

## 509 ENROLLMENT OF NONRESIDENT STUDENTS

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

### I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by ~~Minn. Stat. §~~[Minnesota Statutes section](#) 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

### II. GENERAL STATEMENT OF POLICY

#### A. Eligibility.

Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with ~~Minn. Stat. §~~[Minnesota Statutes section](#) 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

#### B. Standards that may be used for rejection of application.

In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under ~~Minn. Stat. §~~[Minnesota Statutes section](#) 121A.45 to enroll during the term of the expulsion if the student was expelled for:

- ~~4.1.~~ possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
- ~~5.2.~~ possessing or using an illegal drug at school or a school function;
- ~~6.3.~~ selling or soliciting the sale of a controlled substance while at school or a school function; or
- ~~7.4.~~ committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

#### C. Standards that may not be used for rejection of application.

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

- ~~8.1.~~ previous academic achievement of a student;
- ~~9.2.~~ athletic or extracurricular ability of a student;
- ~~10.3.~~ disabling conditions of a student;
- ~~11.4.~~ a student's proficiency in the English language;
- ~~12.5.~~ the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
- ~~13.6.~~ previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.

D. Application.

The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education and available on their website (education.mn.gov). Go to "Students and Families," then, under "School Choice," select "Open Enrollment." The form is entitled, "General Statewide Enrollment Options Application for K-12 and -Early Childhood Special Education."

E. Lotteries.

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

B.F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or

school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.

2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

#### C.G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to ~~Minn. Stat. §Minnesota Statutes section~~ 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes chapterMinn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under ~~Minn. Stat. §Minnesota Statutes section~~ 120A.22, Subdivision-8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under ~~Minn. Stat. §Minnesota Statutes section~~-120A.22, Subd.subdivision 8.
2. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

D.H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

**Legal References:** Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)

Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; ~~Exceptions~~)  
Minn. Stat. § 124D.68 (~~High School~~ Graduation Incentives Program)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (~~Habitual Truant-  
DefinedDefinitions~~)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

**Cross References:**

MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)  
~~MSBA Service Manual, Chapter 5, Various Educational Programs~~

## 509 ENROLLMENT OF NONRESIDENT STUDENTS

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

### I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

### II. GENERAL STATEMENT OF POLICY

- A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
  2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
  3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:
1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
  2. possessing or using an illegal drug at school or a school function;
  3. selling or soliciting the sale of a controlled substance while at school or a school function; or

4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
  2. athletic or extracurricular ability of a student;
  3. disabling conditions of a student;
  4. a student's proficiency in the English language;
  5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
  6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education and available on their website (education.mn.gov). Go to "Students and Families," then, under "School Choice," select "Open Enrollment." The form is entitled, "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education."
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:
1. The students resident district does not operate a school building;
  2. The municipality is located partially or fully within the boundaries of at least five school districts;
  3. The nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
  4. No other nonresident, independent, special, or common school district operates a school building within the municipality

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and

removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

**Legal References:** Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)  
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)  
MSBA Service Manual, Chapter 5, Various Educational Programs

Policy Adopted: March 8, 1971

Revised July 8, 1996, revised June 2003, revised July 2006, reviewed November 2013, reviewed May 2016, reviewed October 2017, revised February 2020

Independent School District 110  
Waconia, MN

8.C.4. 512 School Sponsored Student  
Publications and Activities

**Presenter:** Brian  
Gersich,  
Superintendent

## 512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

### I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

### II. GENERAL STATEMENT OF POLICY

~~*[Note: A school district generally will wish to reserve a forum it sponsors for its intended purpose in light of the special characteristics of the school environment. By doing so, the school district will have more authority/editorial control over student expression in such a forum. Sponsorship alone may not be enough, however. If the exercise of control is challenged, courts will examine factors such as whether the school district's purpose in creating the forum was educational, whether school officials supervised the publication or activity and exercised editorial control over the contents, whether the materials were produced as part of the curriculum, and whether students received grades and academic credit for the publication or activity. If a forum is reserved, regulation of student expression as in Section IV.B. of this policy will be permissible. If a forum is not reserved, but rather is opened for public communication by tradition or designation, then only the limited regulation of speech as described in Section IV.A. of this policy will be permissible.]*~~

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
  1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
  2. Official school publications may be distributed at reasonable times and locations.

### III. DEFINITIONS

#### 512-1

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student

mailboxes.

B. "Official school publications" means school newspapers, yearbooks or material produced in communications, journalism or other writing classes as a part of the curriculum.

C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

512-2

F. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in school lunch periods.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### IV. GUIDELINES

A. Expression in an official school publication or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is libelous or slanderous;
3. advertises or promotes any product or service not permitted for minors by law;
4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
5. expresses or advocates sexual, racial or religious harassment or violence or prejudice;
6. is distributed or displayed in violation of time, place and manner regulations.

B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;
2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
3. assuring that the views of the individual speaker are not erroneously attributed to the school;
4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

### C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as

follows: 1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

**Legal References:** U. S. Const., amend. I

*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed. 2d 592 (1988)

*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F. 2d 747 (8th Cir. 1987)

*Morse v. Frederick*, \_\_\_ U.S. \_\_\_, 127 S.Ct. 2618, 168 L.Ed. 2d 290 (2007)

**Cross References:** MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Policy Adopted: June 2003

Reviewed November 2005, revised January 2010, reviewed February

2020 Independent School District 110

Waconia, MN

## 512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

### I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

### II. GENERAL STATEMENT OF POLICY

*[Note: A school district generally will wish to reserve a forum it sponsors for its intended purpose in light of the special characteristics of the school environment. By doing so, the school district will have more authority/editorial control over student expression in such a forum. Sponsorship alone may not be enough, however. If the exercise of control is challenged, courts will examine factors such as whether the school district's purpose in creating the forum was educational, whether school officials supervised the publication or activity and exercised editorial control over the contents, whether the materials were produced as part of the curriculum, and whether students received grades and academic credit for the publication or activity. If a forum is reserved, regulation of student expression as in Section IV.B. of this policy will be permissible. If a forum is not reserved, but rather is opened for public communication by tradition or designation, then only the limited regulation of speech as described in Section IV.A. of this policy will be permissible.]*

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
  - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
  - 2. Official school publications may be distributed at reasonable times and locations.

### III. DEFINITIONS

- A. “Distribution” means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. “Official school publications” means school newspapers, yearbooks or material produced in communications, journalism or other writing classes as a part of the curriculum.
- C. “Obscene to minors” means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. “School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. advertises or promotes any product or service not permitted for minors by law;
  - 4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
  - 5. expresses or advocates sexual, racial or religious harassment or violence or prejudice;
  - 6. is distributed or displayed in violation of time, place and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district’s actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
  - 1. assuring that participants learn whatever lessons the activity is designed to teach;
  - 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
  - 3. assuring that the views of the individual speaker are not erroneously attributed to the school;
  - 4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;

5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

**Legal References:**

U. S. Const., amend. I  
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 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Policy Adopted: June 2003  
 Reviewed November 2005, revised January 2010, reviewed February 2020  
 Independent School District 110  
 Waconia, MN

8.C.5. 517 Student Recruiting

**Presenter:** Brian  
Gersich,  
Superintendent

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

MSBA/MASA Model Policy 517

Orig. 1995

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

Rev. 202200

## **517 STUDENT RECRUITING**

### **I. PURPOSE**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

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

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

### **III. DEFINITION**

- A. The terms "undue influence" or "competing for enrollment" shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student's transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

### **IV. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

**Legal References:** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minnesota State High School League Bylaws

**Cross References:** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
~~MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)~~

## **517 STUDENT RECRUITING**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

### **I. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

### **II. DEFINITION**

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

### **III. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment

applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

***Legal References:*** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minn. State High School League Bylaws

***Cross References:*** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA Service Manual Chapter 6, District Education Program (A-6: Enrollment Options Program)

Policy Adopted: July 2003 / December 19, 2005  
Policy Reviewed: September 2017 / December 2020  
Independent School District #110  
Waconia, MN

8.C.6. 519 Interviews of Students by Outside  
Agencies

**Presenter:** Brian  
Gersich,  
Superintendent

## **519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

### **I. GENERAL STATEMENT OF POLICY**

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### **II. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. § 626.556, Subd. 10, a local welfare agency and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minn. Stat. § 626.556, Subd. 10 (c) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare or local law enforcement agency determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the

child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency responsible for the investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law enforcement agency upon receipt of a report)

**Cross References:** Policy 109 (Complaints - Students, Employees, Parents, Other Persons)  
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Policy 515 (Protection and Privacy of Pupil Records)

Policy Adopted: July 2003 / December 19, 2005  
Policy Reviewed: September 2017 / December 2020  
Independent School District #110  
Waconia, MN

8.C.7. 526 Hazing Prohibition

**Presenter:** Brian  
Gersich,  
Superintendent

## 526 HAZING PROHIBITION

~~[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]~~

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. 526-2 Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

- I. The school district will act to investigate all complaints of hazing 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. DEFINITIONS

- A. "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 school-related purpose. The term hazing includes, but is not limited to:
  1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours. 526-3
- C. "On school premises or school district property, or 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 hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. “Student” means a student enrolled in a public school or a charter school.
- F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### IV. REPORTING PROCEDURES

- A. Any person ~~who believes he or she has been the target or victim of hazing or any person~~ with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy, ~~which can include self-reporting from a potential target or victim of hazing~~. A person may report hazing 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 to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to 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. 526-4 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 a primary contact on policy and procedural matters.
- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades, work assignments, or educational or work environment.

- E. Reports of hazing 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 hazing and the record of any resulting investigation.
- F. 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

#### **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials 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 hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing 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 hazing 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 526-5 to try to deter violations and to appropriately discipline prohibited behavior. 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; and applicable school district policies and 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 or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where 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 hazing.

## **VI. 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 hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. 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.

## **VII. DISSEMINATION OF POLICY**

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

*Legal References:* Minn. Stat. § 121A.031 (School Student Bullying Policy) 526-6  
Minn. Stat. § 121A.0311 (Notice of the 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)

*Cross References:* MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees) MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Policy Adopted: May 2003 Reviewed April 2006 / Amended: Dec. 13, 2010 / reviewed June 2013/  
reviewed May 2016/ reviewed February 2020

Independent School District 110  
Waconia, MN

8.C.8. 529 Staff Notification of Violent  
Behavior Students

**Presenter:** Brian  
Gersich,  
Superintendent

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

MSBA/MASA Model Policy 529

Orig. 1999

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

Rev. 2022~~16~~

## 529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

~~*[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]*~~

### I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

### II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

### III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

"Administration" means the superintendent, building principal, or other designee.

B. Classroom Teacher

"Classroom teacher" means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

"Incident(s) of violence" means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or the employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

"School staff member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

***[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a "school staff member." However, the definition of a "school staff member" in this policy should be identical to the school district's definition of a "school official" in Policy 515, Protection and Privacy of Pupil Records.]***

#### IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

**V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VII. TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (~~Compulsory Instruction~~)~~School Attendance--~~  
~~Education Records~~)  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification; ~~Teachers' Legitimate Educational Interest~~)  
~~of Students with Violent Behavior~~)  
Minn. Stat. § 121A.75 (~~Receipt of Records; Sharing~~)~~Law Enforcement Notice to~~  
~~Schools~~)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

## 529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

*[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]*

### I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

### II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

### III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

- A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School Staff Member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

*[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a “school staff member.” However, the definition of a “school staff member” in this policy should be identical to the school district’s definition of a “school official” in Policy 515, Protection and Privacy of Pupil Records.]*

#### **IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

##### **A. Reports of Violent Behavior**

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

##### **B. Recipients of Notice**

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student’s history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

## **V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

## **VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

## **VII. TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)  
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Policy Adopted: July 2003

Reviewed April 2006, reviewed August 2015, revised February 2020  
Independent School District 110  
Waconia, MN

8.C.9. 531 Pledge of Allegiance

**Presenter:** Brian  
Gersich,  
Superintendent

## 531 THE PLEDGE OF ALLEGIANCE

~~*[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III., below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]*~~

### I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

### II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

### III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

### IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

***Legal References:*** Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)  
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

***Cross References:***

Policy Adopted: August 2003 / April 2006 / revised April 2009 / revised December 2020

Policy Reviewed: September 2017

Independent School District #110

Waconia, MN

8.C.10. 513 Student Promotion Retention and  
Program Design

## 513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

### I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

### II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

#### A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

#### B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

#### C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
  - a. multiple objective criteria; and
  - b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not

limited to, low-income, minority, twice-exceptional, and English learners.

3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
  - a. assess a student's readiness and motivation for acceleration; and
  - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
  
4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child's knowledge, skills, and abilities. The procedures must be sensitive to under-represented groups.

***Legal References:*** Minn. Stat. § 120B.15 (Gifted and Talented Program)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

***Cross References:*** MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 620 (Credit for Learning)

Policy Adopted: June 11, 2002

Reviewed Dec. 19, 2005, revised January 14, 2010, reviewed June 2018, revised February 2020

Independent School District 110  
Waconia, MN

8.C.11. 620 Credit for Learning

## 620 CREDIT FOR LEARNING

### I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

### III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to [Minnesota Sections statute Minn. Stat. § 123B.445](#) or recognized by the Commissioner of the Minnesota Department of Education ([Commissioner MDE](#)).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.

- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

#### **IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS**

##### **A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools**

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Commensurate credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank.

##### **B. Transfer of Academic Requirements from Other Schools**

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
  - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
  - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank.
  - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district’s high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

- d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
  - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
  - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
  - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
  - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

## **V. POST-SECONDARY ENROLLMENT CREDIT**

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under [Minnesota Sections statute Minn. Stat. § 124D.09](#) that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.

- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
  - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
  - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
  - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
  - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
  - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
  - 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

## **VI. CREDIT FROM ONLINE LEARNING COURSES**

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.

- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

## VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

## VIII. WEIGHTED GRADES

- A. ~~The school district does not offer weighted grades.~~ The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:

Advanced Placement (AP) and concurrent enrollment courses, as courses offered at Waconia High School that have the opportunity to be awarded college credit, have a high level of rigor, and will be weighed at a value of 1.2 multiplier. Grades below a C are not weighted.

Types of weighted courses include:

1. Advanced Placement (AP) courses.

2. Concurrent enrollment courses (earn college credit while taking them in the high school environment), including CIS (University of MN), College Now (Southwest State University) along with other college courses offered on campus.

Grade	Non-Weighted Grade Value	*Weighted Grade Value
A	4.0	4.8
A-	3.67	4.40
B+	3.33	3.97
B	3.0	3.6
B-	2.67	3.20
C+	2.33	2.80
C	2.0	2.4
C-	1.67	1.67
D+	1.33	1.33
D	1.0	1.0
D-	.67	.67

\*Grade weights will be applied to applicable courses starting in the 2024-25 school year and forward. Courses taken prior to fall of 2024 are not eligible for weighted grades.

- B. The school district will update its registration guide prior to registration each school year with a listing of the courses for which a student may earn a weighted grade.

## IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced

academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.

- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.14 (Advanced Academic Credit)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.445 (Nonpublic Education Council)  
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
Minn. Stat. § 124D.095 (Online Learning Option)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.08~~2000-3501.0815~~ (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.09~~6055~~ (Academic Standards in Science)  
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations,

Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 624 (Online Learning Options)

Policy adopted: Dec 2020

Independent School District No. 110

Waconia, MN

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations  
Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

9.D. District 110 Advisory Council

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

9.F. Southwest Metro Intermediate District 288  
Representative

9.G. MSHSL Representative

9.H. Special Education Advisory Council

9.I. Community Education Advisory Council  
Representative

9.J. Teaching & Learning Advisory Council  
Representative

9.K. Chemical Abuse Advisory Council/HERO's

9.L. City of Waconia Liaison

10. **ENTER CLOSED SESSION:**

- **Labor Negotiation Strategy (Minnesota Statute 13D.03)**
- **Superintendent's Evaluation (Minnesota Statute 13D.05 3(a))**

11. **Relocate to Oak Conference Room**

12. **ADJOURNMENT**