

ISD 110 School Board Regular Meeting

Monday, April 28, 2025 7:00 PM

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

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

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

2.A. Upcoming Meetings:

May 12 School Board Listening Session w/WEA 5pm @ DO Conf. Rm C [Amott/Rosin/Hagen]

May 12 Finance and Facilities Committee 6pm @ DO Conf. Rm B

May 12 Work Session 7pm @ DO Con Rm A

July 9 Board Training w/Lee Pritzl 5pm - 9pm (location TBD)

3. **PUBLIC COMMENT**

4. **MINUTES OF PREVIOUS MEETING**

ISD 110 School Board Regular Meeting
Monday, March 24, 2025 7:00 PM

Waconia City Hall
201 S Vine Street
Waconia, MN 55387

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

Presenter: Chair Amott

Call to order by Chair Amott at 7:00 PM

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

Members Absent: none

Motion by Bergstrom to adopt agenda

Kelzer-Breeden second

All in favor

Motion carried

2. ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE

Presenter: Chair Amott

2.A. Upcoming Meetings:

April 14 Finance and Facilities Committee Meeting 6pm @ District Office Conf. Rm B

April 14 Work Session 7pm @ District Office Conf. Rm A

April 28 Policy Committee 6pm @ City Hall

April 28 Regular Meeting 7pm @ City Hall

2.B. ISD 110 Kindergarten Promotional Video

3. PUBLIC COMMENT

4. MINUTES OF PREVIOUS MEETING

Motion by Kelzer-Breeden to approve minutes of the February 24 regular meeting

Bergstrom second

All in favor

Motion carried

5. CONSENT AGENDA

Presenter: Chair Amott

Motion by Kelzer-Breeden to approve Consent Agenda

Hagen second

All in favor

Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

Presenter: Dr. Enid Schonewise, Director of Human Resources

Employment

Hanson, Amanda

Educational Assistant (SPED)

SV

Replacement	Long-Term Substitute	
Schuler, Amber Replacement	Preschool Teacher Long- Term Substitute	ESC
Shirley, Johnioy Replacement	Custodial Cleaner 8 Hours/Day; 260 Days	LT/WMS
Young, Thomas Replacement	Nutritional Assistant 5 Hours/Day; 175 Days	WMS
Sawinski, Alyssa Replacement	Grade 2 Teacher Long-Term Substitute	SV

Employee Status Changes

Glander, Kristen, from Administrative Assistant I (ESP) to Administrative Assistant III (Principal's Secretary) at SV
 Kern, Elmira, Educational Assistant (SPED) from 8.5 hours/day to 8.75 hours/day at WMS
 Kester, Amy, Educational Assistant (SPED) from 7.75 hours/day to 8 hours/day at WMS
 Westmiller, Gabrielle, Educational Assistant (SPED) from 6.5 hours/day to 7.75 hours/day at WMS

Leaves of Absence

Peoples, Sara, Teacher at HS
 Schwab, Amy, Head Cook at LT

Retirements/Resignations/Terminations

Carlisle, Joshua, Technology Support Specialist at WHS
 Haley, Brooke, Grade 2 Teacher at SV

- 5.C. Reading Curriculum Purchase
- 5.D. SiteLogiq February Invoice
- 5.E. Receipts of Donation

6. REPORTS

- 6.A. Student Representative Report
Presenter: Reidun Trostad
- 6.B. Administrative Presentation: Waconia Early Childhood Programs
Presenter: Renee Sorgenfrie, Early Childhood Programs Manager
- 6.C. Proposed Budget Adjustments for SY25-26
- 6.D. Finance Report
Presenter: Pam Carman, Director of Finance & Operations

7. ACTION ITEMS

7.A. Bond Sale

Presenter: Pam Carman, Director of Finance and Operations

Motion by Bergstrom to adopt Resolution Relating to \$19,785,000 General Obligation Facilities Maintenance and Refunding Bonds, Series 2025 A; Ratifying the Award of Sale, Prescribing the Form and Details and Providing for the Payment Thereof

Rosin second

Roll Call Vote Taken

All in favor

Motion carried

7.B. E-Rate Award

Presenter: Pam Carman, Director of Finance and Operations

Motion by Kelzer-Breeden to approve awarding the contract for network switches to TechCheck as the selected vendor

Wilson second

All in favor

Motion carried

7.C. Second Read Board Policies

Motion by Bergstrom to approve second read board policies

Hagen second

All in favor

Motion carried

7.C.1. 503 Student Attendance

7.C.2. 506 Student Discipline

7.C.3. 512 School-Sponsored Student Publications and Activities

7.C.4. 524 Internet Acceptable Use

7.C.5. 802 Disposition of Obsolete Equipment and Material

7.C.6. 519 Interviews of Students by Outside Agencies

7.C.7. 701 Establishment and Adoption of School District Budget

7.C.8. 721 Uniform Grant Guidance Policy Regarding Federal Revenues Sources

8. DISCUSSION ITEMS

8.A. First Read Board Policies

8.A.1. 606 Textbooks and Instructional Materials

Presenter: Erika Nesvig, Director of Education Services

8.A.2. 606.5 Library Materials

Presenter: Erika Nesvig, Director of Education Services

8.A.3. 613 Graduation Requirements

Presenter: Erika Nesvig, Director of Education Services

8.A.4. 614 School District Testing Plans and Procedures

Presenter: Erika Nesvig, Director of Education Services

8.A.5. 615 Basic Standards Testing Accommodations Modifications and Exemptions for IEP Section 504 Accommodations and LEP Students

Presenter: Erika Nesvig, Director of Education Services

8.A.6. 524.5 Personal Electronic Communication Devices (NEW)

Presenter: Paul Sparby, WHS Principal and Dr. Brian Gersich, Superintendent

9. BOARD COMMITTEE REPORTS

9.A. Self-Governance & Superintendent Relations Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

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

9.E. Southwest Metro Intermediate District 288 Representative

9.F. MSHSL Representative

9.G. Special Education Advisory Council

9.H. Community Education Advisory Council Representative

9.I. Teaching & Learning Advisory Council Representative

9.J. City of Waconia Liaison

10. ADJOURNMENT

Motion by Kelzer-Breden to adjourn

Wilson second

All in favor

Motion carried

Meeting Adjourned at 8:01PM

5. **CONSENT AGENDA**

Presenter: Chair
Amott

5.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
614723	21ST CENTURY SPORTS LLC	03/21/2025	R	397.25	March
614724	ALLEN, STEPHANY	03/21/2025	R	480.00	March
614725	ALPHA WIRELESS COMMUNICATIONS	03/21/2025	R	378.00	March
614726	AVIBEN	03/21/2025	R	566.86	March
614727	BELL, ANTHONY	03/21/2025	R	200.00	March
614728	BSN SPORTS LLC	03/21/2025	R	18,543.74	March
614729	BURMAN, FRED	03/21/2025	R	360.00	March
614730	BW T&F ENTERPRISE	03/21/2025	R	2,250.00	March
614731	CITY OF WACONIA	03/21/2025	R	11,580.62	March
614732	COMM ED - EASTERN CARVER COUNT	03/21/2025	R	6,360.00	March
614733	CROWN COLLEGE	03/21/2025	R	22,202.36	March
614736	EDEN PRAIRIE HIGH SCHOOL	03/21/2025	R	300.00	March
614737	FRANKLIN PRINTING INC	03/21/2025	R	248.59	March
614738	GAME ONE	03/21/2025	R	6,069.74	March
614739	GRAINGER	03/21/2025	R	330.40	March
614740	GRUDT, PAUL	03/21/2025	R	180.00	March
614741	HANSON SPORTS LLC	03/21/2025	R	568.80	March
614742	HEYRMAN, CHAD	03/21/2025	R	360.00	March
614743	HILLYARD/HUTCHINSON	03/21/2025	R	2,834.10	March
614744	HYLAND HILLS	03/21/2025	R	2,223.00	March
614745	INDIANHEAD FS DISTRIBUTOR, INC	03/21/2025	R	17,899.54	March
614746	INGCO INT'L INC	03/21/2025	R	243.00	March
614747	INNOVATIVE OFFICE SOLUTIONS LL	03/21/2025	R	27.48	March
614748	INNOVATIONAL WATER SOLUTIONS I	03/21/2025	R	573.00	March
614749	INTERMEDIATE DIST #287	03/21/2025	R	3,862.08	March
614750	ISENSEE, SAMANTHA	03/21/2025	R	720.00	March
614751	KEEGAN, KEVIN	03/21/2025	R	480.00	March
614752	KOOSMANN, JACK	03/21/2025	R	360.00	March
614753	LEE'S REFRIGERATION LLC	03/21/2025	R	296.25	March
614754	LERFALD, DOUGLAS	03/21/2025	R	720.00	March
614755	MACKENTHUN'S FINE FOODS	03/21/2025	R	3,426.65	March
614756	MAYER LUMBER CO, INC	03/21/2025	R	2,791.72	March
614757	MID-COUNTY CO-OP	03/21/2025	R	224.15	March
614758	MN COMMUNITY ED ASSOC	03/21/2025	R	299.00	March
614759	MN DEPT LABOR & INDUSTRY	03/21/2025	R	30.00	March
614760	MN LANDSCAPE ARBORETUM	03/21/2025	R	460.00	March
614761	MRI SOFTWARE LLC	03/21/2025	R	552.00	March
614762	MSBA	03/21/2025	R	225.00	March
614763	MSHSL	03/21/2025	R	5.00	March
614764	MUSIC MART	03/21/2025	R	409.90	March
614765	MUSIC THEATRE INTERNATIONAL	03/21/2025	R	1,130.00	March
614766	OCCUPATIONAL HLTH CNTRS MN PC	03/21/2025	R	306.00	March
614767	PARTS CITY WACONIA	03/21/2025	R	15.99	March
614768	PERFORMANCE FOODSERVICE	03/21/2025	R	551.80	March
614769	PIVOTALOGIC, INC.	03/21/2025	R	8,333.33	March
614770	POZEGA, JUSTIN	03/21/2025	R	200.00	March
614771	SAFARI ISLAND COMMUNITY CENTER	03/21/2025	R	72.00	March
614772	SALIB, CODY	03/21/2025	R	600.00	March
614773	SCAN AIR FILTER, INC	03/21/2025	R	1,030.05	March
614774	SCHOMMER, JAMES	03/21/2025	R	180.00	March
614775	SCHOOL SPECIALTY, LLC	03/21/2025	R	491.08	March
614776	SCIENCE MUSEUM OF MINNESOTA	03/21/2025	R	960.00	March
614777	SJODIN, TYLER	03/21/2025	R	180.00	March
614778	STAPLES ADVANTAGE	03/21/2025	R	155.92	March
614779	STEP SAVER, INC	03/21/2025	R	361.34	March
614780	STURGES, SHANE	03/21/2025	R	28.00	March

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
614781	TEACHING STRATEGIES, LLC	03/21/2025	R	3,216.70	March
614782	TERRAFORM PHOENIX II ARCADIA	03/21/2025	R	210.37	March
614783	TINTES, MATTHEW	03/21/2025	R	612.00	March
614784	TRUE MECHANICAL LLC	03/21/2025	R	10,894.43	March
614785	UHL CO	03/21/2025	R	4,588.81	March
614786	UNITED FARMERS COOPERATIVE	03/21/2025	R	7,547.34	March
614787	UNIVERSITY OF MN	03/21/2025	R	1,885.00	March
614788	WESTONKA HS ATHLETICS	03/21/2025	R	250.00	March
614789	WEX BANK	03/21/2025	R	493.07	March
614790	WOYNO & ASSOCIATES LLC	03/21/2025	R	720.00	March
614791	WOYNO, JAMES	03/21/2025	R	480.00	March
614792	AMAZON CAPITAL SERVICES	03/27/2025	R	11,046.83	March
614793	21ST CENTURY SPORTS LLC	03/28/2025	R	5,250.00	March
614794	ADAMS PEST CONTROL CO INC	03/28/2025	R	267.30	March
614795	ALPHA WIRELESS COMMUNICATIONS	03/28/2025	R	350.00	March
614796	BAST, JENNIFER	03/28/2025	R	62.00	March
614797	BSN SPORTS LLC	03/28/2025	R	1,791.34	March
614798	CATALYST SOURCING SOLUTIONS	03/28/2025	R	1,088.40	March
614799	CDW GOVERNMENT LLC	03/28/2025	R	4,828.90	March
614800	CENTRAL MCGOWAN INC	03/28/2025	R	673.26	March
614801	CONTRACT PAPER GROUP, INC	03/28/2025	R	3,227.00	March
614802	DEWITT, GRANT	03/28/2025	R	400.00	March
614803	EAST SIDE LACROSSE	03/28/2025	R	399.60	March
614804	ECM PUBLISHERS, INC	03/28/2025	R	440.75	March
614805	FASTSIGNS	03/28/2025	R	126.16	March
614806	FLINN SCIENTIFIC	03/28/2025	R	1,583.35	March
614807	FRANKLIN PRINTING INC	03/28/2025	R	686.49	March
614808	GAME ONE	03/28/2025	R	211.00	March
614809	HELLO SIMPLE LLC	03/28/2025	R	1,100.00	March
614810	HILLYARD/HUTCHINSON	03/28/2025	R	527.60	March
614811	HOLTON ELECTRIC CONTRACTORS	03/28/2025	R	907.96	March
614812	INDIANHEAD FS DISTRIBUTOR, INC	03/28/2025	R	18,579.36	March
614813	INNOVATIVE OFFICE SOLUTIONS LL	03/28/2025	R	43.98	March
614814	KENNEDY & GRAVEN, CHARTERED	03/28/2025	R	75.00	March
614815	LEE'S REFRIGERATION LLC	03/28/2025	R	251.25	March
614816	MEI TOTAL ELEVATOR SOLUTIONS	03/28/2025	R	791.00	March
614817	MINI BIFF LLC	03/28/2025	R	115.26	March
614818	MINNESOTA SWORD PLAY	03/28/2025	R	770.00	March
614819	MN CLAY CO USA	03/28/2025	R	152.61	March
614821	NAHAN, SHELLY	03/28/2025	R	525.00	March
614822	NCS PEARSON, INC	03/28/2025	R	432.48	March
614823	NEXT LEVEL BASEBALL LLC	03/28/2025	R	800.00	March
614825	OFFICE OF MNIT SERVICES	03/28/2025	R	7.71	March
614826	PARTS CITY WACONIA	03/28/2025	R	110.95	March
614827	QUADIENT LEASING USA INC	03/28/2025	R	650.22	March
614828	SCIENCE TAKE OUT LLC	03/28/2025	R	329.70	March
614829	SHINE EARLY LEARNING	03/28/2025	R	79.95	March
614830	SITELOGIQ, INC	03/28/2025	R	15,764.00	March
614831	SLPFP	03/28/2025	R	450.00	March
614832	SOUTHWEST METRO INTERMEDIATE D	03/28/2025	R	9,215.64	March
614833	SQUIRES,WALDSPURGER & MACE PA	03/28/2025	R	532.00	March
614834	STAPLES ADVANTAGE	03/28/2025	R	295.70	March
614835	TAYLOR HUBBARD PHOTOGRAPHY LLC	03/28/2025	R	485.00	March
614836	TRUE MECHANICAL LLC	03/28/2025	R	725.00	March
614837	WA-CO REPAIR	03/28/2025	R	779.40	March
614838	WHITE BEAR LAKE AREA HS	03/28/2025	R	147.00	March

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
614839	EDUCATIONAL SUPPORT PARA UNION	03/31/2025	R	2,823.76	March
614840	EYE MED-FIDELITY SECURITY LIFE	03/31/2025	R	2,032.51	March
614841	MN SCHOOL EMPLOYEES ASSOCIATIO	03/31/2025	R	872.46	March
614842	NCPERS GROUP LIFE INS	03/31/2025	R	96.00	March
614843	SCHOOL SERVICE EMPLOYEES	03/31/2025	R	815.42	March
614844	WACONIA EDUCATION ASSOCIATION	03/31/2025	R	12,384.50	March
614845	KOCH SCHOOL BUS SERVICE, INC	03/31/2025	R	426,222.44	March
614846	AFFINETY SOLUTIONS, INC	04/04/2025	R	230.00	April
614847	ASCD	04/04/2025	R	119.00	April
614848	BIG WEST	04/04/2025	R	1,650.00	April
614849	CANON FINANCIAL SERVICES INC	04/04/2025	R	890.18	April
614850	FRATTALLONES	04/04/2025	R	698.62	April
614851	CITY OF WACONIA	04/04/2025	R	350.00	April
614852	CITY OF ST BONIFACIUS	04/04/2025	R	1,800.00	April
614853	COLOGNE ACADEMY	04/04/2025	R	250.00	April
614855	CROWN COLLEGE	04/04/2025	R	2,000.00	April
614856	EMERY'S LAWNCARE & ROLL-OFFS	04/04/2025	R	400.00	April
614857	GRAINGER	04/04/2025	R	229.66	April
614858	GRAND, TAYLOR	04/04/2025	R	2,040.00	April
614859	GROVES ACADEMY	04/04/2025	R	178.75	April
614860	HEGER'S DAIRY LLC	04/04/2025	R	6,547.94	April
614861	HILLYARD/HUTCHINSON	04/04/2025	R	940.18	April
614862	HLS GROUP	04/04/2025	R	1,328.10	April
614864	HOFFMAN, MICHAEL	04/04/2025	R	240.00	April
614865	HOUSE OF PRINT	04/04/2025	R	6,993.68	April
614866	HUSTLE & HEART SPORTS	04/04/2025	R	800.00	April
614867	IEA, INC	04/04/2025	R	1,917.68	April
614868	INFINITE HEALTH COLLABORATIVE	04/04/2025	R	21,750.00	April
614869	INNOVATIVE OFFICE SOLUTIONS LL	04/04/2025	R	671.65	April
614870	KIDCREATE STUDIO	04/04/2025	R	655.00	April
614871	KKC TAE KWON DO	04/04/2025	R	756.00	April
614872	KOPPI, WILLIAM	04/04/2025	R	300.00	April
614873	LOAD'EM UP TRAILER RENTAL & SA	04/04/2025	R	626.73	April
614874	LOFFLER COMPANIES	04/04/2025	R	401.35	April
614875	METRONET	04/04/2025	R	1,883.95	April
614876	MN DECA	04/04/2025	R	3,445.00	April
614877	MUSIC MART	04/04/2025	R	107.96	April
614878	NEW DOCUMENTS & LABELS, INC.	04/04/2025	R	470.50	April
614879	NOVAK, JANICE	04/04/2025	R	40.00	April
614880	NYA COMMUNITY ED	04/04/2025	R	1,025.00	April
614881	ORIENTAL TRADING/FUN EXPRESS	04/04/2025	R	57.92	April
614882	PARTS CITY WACONIA	04/04/2025	R	167.99	April
614883	PIONEER MANUFACTURING CO	04/04/2025	R	2,311.29	April
614884	PLANSOURCE BENEFITS ADMIN INC	04/04/2025	R	3,218.53	April
614885	RADEMACHER, BOB	04/04/2025	R	1,800.00	April
614886	RIDGEWATER COLLEGE	04/04/2025	R	29,670.00	April
614887	SAFARI ISLAND COMMUNITY CENTER	04/04/2025	R	350.00	April
614888	SCHOOL SPECIALTY, LLC	04/04/2025	R	350.56	April
614889	SHAKOPEE GIRLS SOFTBALL ASSOC	04/04/2025	R	450.00	April
614890	SHRED-N-GO - 446138	04/04/2025	R	165.00	April
614891	SPARKPATH	04/04/2025	R	1,640.00	April
614892	ST JOHNS UNIVERSITY	04/04/2025	R	7,500.00	April
614893	ST PETER HIGH SCHOOL	04/04/2025	R	200.00	April
614894	STEP SAVER, INC	04/04/2025	R	2,272.03	April
614895	STORMS WELDING & MFG	04/04/2025	R	362.09	April
614896	THREE RIVERS PARK DISTRICT	04/04/2025	R	675.00	April

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
614897	UHL CO	04/04/2025	R	1,026.96	April
614899	WACONIA DODGE	04/04/2025	R	95.34	April
614900	WESTERN PSYCHOLOGICAL SERVICES	04/04/2025	R	242.00	April
614901	WESTONKA YOUTH SOFTBALL ASSOC	04/04/2025	R	450.00	April
614902	WINSTED SOLAR LLC	04/04/2025	R	9,394.95	April
614903	YOUTH ENRICHMENT LEAGUE	04/04/2025	R	288.00	April
614904	ALGAJER, LIAM	04/10/2025	R	87.53	April
614905	ALPHA WIRELESS COMMUNICATIONS	04/10/2025	R	378.00	April
614906	AMPION PBC	04/10/2025	R	11,534.69	April
614907	AVIBEN	04/10/2025	R	265.13	April
614908	BABCOCK, MICHAEL	04/10/2025	R	919.82	April
614909	BARTELS, MICAH	04/10/2025	R	80.03	April
614910	BIFFS, INC	04/10/2025	R	554.76	April
614911	BOCK, ALEX	04/10/2025	R	573.44	April
614912	BRYAN, JERIT	04/10/2025	R	582.67	April
614913	BUCK HILL	04/10/2025	R	935.00	April
614914	BUSHMAN, BEN	04/10/2025	R	38.00	April
614915	BUTLER, BRODY	04/10/2025	R	149.05	April
614916	CDW GOVERNMENT LLC	04/10/2025	R	4,136.04	April
614917	CENTRAL MCGOWAN INC	04/10/2025	R	15.69	April
614918	CHRISTIANSEN, MARK	04/10/2025	R	38.00	April
614919	CITY OF WACONIA	04/10/2025	R	10,336.15	April
614920	CULLIGAN BOTTLED WATER	04/10/2025	R	270.00	April
614921	CUMMINGS, PATRICK	04/10/2025	R	39.00	April
614922	CURFMAN TRUCKING & REPAIR, INC	04/10/2025	R	11,350.00	April
614923	DAMBERGER, DONALD	04/10/2025	R	38.00	April
614925	DEMCO, INC	04/10/2025	R	141.00	April
614926	EDU-CATERING CONSULTING, INC	04/10/2025	R	247.73	April
614927	ESS, TYLER	04/10/2025	R	547.69	April
614928	FITZHARRIS SPORTS	04/10/2025	R	504.00	April
614929	FRATTALLONES	04/10/2025	R	215.98	April
614930	GATEWAY MUSIC FESTIVALS & TOUR	04/10/2025	R	25,535.00	April
614931	GOOSE LAKE AUTO PARTS	04/10/2025	R	575.00	April
614932	GOPHER SPORT	04/10/2025	R	997.97	April
614933	GROHMANN, MAX	04/10/2025	R	559.94	April
614934	HACKLER, JACK	04/10/2025	R	189.56	April
614935	HELEN SOLAR LLC	04/10/2025	R	4,381.97	April
614936	HERMAN, KADEN	04/10/2025	R	1,373.51	April
614937	HERRERA, KAEI	04/10/2025	R	197.31	April
614938	HOFFER, MARK	04/10/2025	R	22.00	April
614939	INDIANHEAD FS DISTRIBUTOR, INC	04/10/2025	R	21,789.60	April
614940	INNOVATIVE OFFICE SOLUTIONS LL	04/10/2025	R	35.74	April
614941	JANDRO, LOGAN	04/10/2025	R	572.19	April
614942	JARVIS, JAMES	04/10/2025	R	186.00	April
614943	JOHNSON, JAMES	04/10/2025	R	1,101.88	April
614944	JOSTENS	04/10/2025	R	428.00	April
614945	KIRKPATRICK, GEHRIG	04/10/2025	R	278.10	April
614946	LAGE, IAN	04/10/2025	R	574.69	April
614947	LAKESHORE LEARNING MATERIALS L	04/10/2025	R	817.92	April
614948	LAKEVIEW CLINIC	04/10/2025	R	252.29	April
614949	MARSH, COOPER	04/10/2025	R	198.31	April
614950	MEDINA ENTERTAINMENT CENTER	04/10/2025	R	5,000.00	April
614951	NORTHERN LIGHTS	04/10/2025	R	2,195.00	April
614952	OLSON, WILL	04/10/2025	R	918.82	April
614953	PAN-O-GOLD BAKING CO	04/10/2025	R	3,823.63	April
614954	PERFORMANCE FOODSERVICE	04/10/2025	R	2,126.51	April

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
614955	PERNSTEINER CREATIVE GROUP, IN	04/10/2025	R	2,211.26	April
614956	PICCIOLI, JOEY	04/10/2025	R	74.03	April
614957	RENNEBERG HARDWOODS INC.	04/10/2025	R	1,822.79	April
614958	SAULSBURY, MADDISON	04/10/2025	R	39.00	April
614959	SAULSBURY, MARIA	04/10/2025	R	38.00	April
614960	SODERHOLM, CADEN	04/10/2025	R	667.23	April
614961	SPEERS, MASON	04/10/2025	R	182.56	April
614962	STAGES THEATRE COMPANY	04/10/2025	R	748.00	April
614963	STEFFEN, CHARLES	04/10/2025	R	567.44	April
614964	STEWART CRAFTS	04/10/2025	R	160.00	April
614965	TEXTBOOK WAREHOUSE	04/10/2025	R	76.99	April
614966	TRIO SUPPLY COMPANY	04/10/2025	R	379.38	April
614967	UHL CO	04/10/2025	R	1,060.00	April
614968	WM CORPORATE SERVICES INC	04/10/2025	R	2,899.62	April
614969	WYBA	04/10/2025	R	565.00	April
614970	WACONIA EDUCATION ASSOCIATION	04/15/2025	R	12,384.50	April
614972	AMAZING ATHLETES OF CENTRAL MN	04/17/2025	R	630.00	April
614973	ANNANDALE HIGH SCHOOL	04/17/2025	R	150.00	April
614974	BECKER HIGH SCHOOL	04/17/2025	R	200.00	April
614975	BLOOMINGTON JEFFERSON HS	04/17/2025	R	200.00	April
614976	BRAINERD HIGH SCHOOL	04/17/2025	R	350.00	April
614977	BSN SPORTS LLC	04/17/2025	R	603.29	April
614978	CARVER COUNTY PARKS & RECREATI	04/17/2025	R	365.00	April
614979	CDW GOVERNMENT LLC	04/17/2025	R	29,075.51	April
614980	CHASKA HIGH SCHOOL ATHLETICS	04/17/2025	R	350.00	April
614981	CHOICE ELECTRIC	04/17/2025	R	948.02	April
614982	CITY OF WACONIA	04/17/2025	R	14,518.75	April
614983	COON RAPIDS HIGH SCHOOL	04/17/2025	R	300.00	April
614984	DASSEL-COKATO HS ISD# 466	04/17/2025	R	150.00	April
614985	DEMCO, INC	04/17/2025	R	463.85	April
614986	DOORWAY TO COLLEGE FOUNDATION	04/17/2025	R	774.00	April
614987	ECM PUBLISHERS, INC	04/17/2025	R	611.39	April
614988	EDEN PRAIRIE HIGH SCHOOL	04/17/2025	R	250.00	April
614989	FLIPSIDE PRODUCTS, INC	04/17/2025	R	94.17	April
614990	GLENCOE-SILVER LAKE HIGH SCHOO	04/17/2025	R	150.00	April
614991	GRAINGER	04/17/2025	R	117.92	April
614992	HIGH POINT NETWORKS, LLC	04/17/2025	R	1,314.00	April
614993	HILLYARD/HUTCHINSON	04/17/2025	R	3,975.06	April
614994	HOLY FAMILY CATHOLIC HIGH SCHO	04/17/2025	R	950.00	April
614995	HUTCHINSON HIGH SCHOOL	04/17/2025	R	195.00	April
614996	IMAGINATION STATION INC	04/17/2025	R	1,518.75	April
614997	INDIANHEAD FS DISTRIBUTOR, INC	04/17/2025	R	21,961.13	April
614998	INNOVATIVE OFFICE SOLUTIONS LL	04/17/2025	R	130.80	April
614999	INSECT LORE	04/17/2025	R	48.95	April
615000	INTERMEDIATE DIST #287	04/17/2025	R	2,586.21	April
615001	JACKSON & ASSOCIATES LLC	04/17/2025	R	14,900.00	April
615002	JW PEPPER & SON, INC	04/17/2025	R	420.00	April
615003	LAKESHORE LEARNING MATERIALS L	04/17/2025	R	37.98	April
615004	LAURSEN PIANO SERVICE	04/17/2025	R	300.00	April
615005	LITCHFIELD HIGH SCHOOL	04/17/2025	R	100.00	April
615006	LOFFLER COMPANIES	04/17/2025	R	3,447.63	April
615007	MAYER LUMBER CO, INC	04/17/2025	R	341.37	April
615008	MCCORMICKS GROUP LLC	04/17/2025	R	1,749.99	April
615009	MEI TOTAL ELEVATOR SOLUTIONS	04/17/2025	R	1,185.00	April
615010	MN SAFETY COUNCIL	04/17/2025	R	207.00	April
615011	MRI SOFTWARE LLC	04/17/2025	R	176.00	April

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615012	MUSIC MART	04/17/2025	R	89.06	April
615013	NASCO EDUCATION LLC	04/17/2025	R	108.75	April
615014	NEW PRAGUE HIGH SCHOOL	04/17/2025	R	150.00	April
615015	NOELDNER, ROBIN	04/17/2025	R	200.00	April
615016	OLSON, RONNIE	04/17/2025	R	39.00	April
615017	PARTS CITY WACONIA	04/17/2025	R	171.94	April
615018	PARTY CRASHERS RC RACING	04/17/2025	R	360.00	April
615019	PERFORMANCE FOODSERVICE	04/17/2025	R	587.21	April
615020	PRESTWICK HOUSE, INC	04/17/2025	R	115.11	April
615021	R.E. SMITH OIL & TIRE CO INC	04/17/2025	R	200.00	April
615022	RED BALLOON BOOKSHOP	04/17/2025	R	258.50	April
615023	SARTELL HIGH SCHOOL	04/17/2025	R	250.00	April
615024	SCHOOL SPECIALTY, LLC	04/17/2025	R	218.99	April
615025	SITELOGIQ, INC	04/17/2025	R	15,764.00	April
615026	STAPLES ADVANTAGE	04/17/2025	R	168.78	April
615027	STEP SAVER, INC	04/17/2025	R	174.95	April
615028	TABWRITE LLC	04/17/2025	R	40.00	April
615029	TERRAFORM PHOENIX II ARCADIA	04/17/2025	R	342.69	April
615030	TEXTBOOK WAREHOUSE	04/17/2025	R	2,026.00	April
615031	TINTES, MATTHEW	04/17/2025	R	612.00	April
615032	TRIO SUPPLY COMPANY	04/17/2025	R	673.18	April
615033	UNIVERSITY OF IOWA	04/17/2025	R	149.00	April
615034	VERNIER SOFTWARE & TECH INC	04/17/2025	R	426.83	April
615035	WACONIA DANCE CO	04/17/2025	R	3,727.50	April
615036	WAYNE DAUWALTER PLUMBING	04/17/2025	R	261.00	April
615037	WEX BANK	04/17/2025	R	419.87	April
202400925	LIFE INS CO OF NORTH AMERICA	03/14/2025	W	4,392.98	March
202400931	ONEBRIDGE BENEFITS, INC.	03/14/2025	W	5,001.86	March
202400932	BLUE CROSS AND BLUE SHIELD OF	03/20/2025	W	719,648.99	March
202400934	INTERNAL REVENUE SERVICE	03/31/2025	W	260,475.96	March
202400935	LIFE INS CO OF NORTH AMERICA	03/31/2025	W	6,260.70	March
202400936	MN CHILD SUPPORT PYMT CENTER	03/31/2025	W	128.00	March
202400937	MN DEPT OF REVENUE	03/31/2025	W	41,291.25	March
202400938	MN TEACHERS RETIREMENT ASSN	03/31/2025	W	154,011.86	March
202400939	PERA	03/31/2025	W	41,246.79	March
202400940	AVIBEN	03/31/2025	W	63,765.15	March
202400941	ONEBRIDGE BENEFITS, INC.	03/31/2025	W	4,890.74	March
202400942	KWIK TRIP	04/10/2025	W	27.10	April
202400943	ALDI	04/10/2025	W	281.63	April
202400945	DOMINO'S PIZZA	04/10/2025	W	69.42	April
202400948	TARGET BANK	04/10/2025	W	710.03	April
202400952	PRINTFUL	04/10/2025	W	448.23	April
202400953	MN ORCHESTRA	04/10/2025	W	662.50	April
202400954	SAGE PUBLICATIONS	04/10/2025	W	342.58	April
202400955	MAGNATAG INC	04/10/2025	W	139.44	April
202400956	TPRS BOOKS	04/10/2025	W	21.25	April
202400957	DOLLAR TREE	04/10/2025	W	63.75	April
202400958	MN VALLEY ELECTRIC CORP	04/10/2025	W	30,259.75	April
202400959	MN CHILDREN'S MUSEUM	04/10/2025	W	870.50	April
202400961	MN ZOO	04/10/2025	W	1,950.00	April
202400964	SHOP DECA	04/10/2025	W	167.08	April
202400965	ALLIANZ	04/10/2025	W	36.92	April
202400966	DELTA AIRLINES	04/10/2025	W	546.95	April
202400967	HYATT REGENCY MINNEAPOLIS	04/10/2025	W	3,409.32	April
202400968	MSHSI	04/10/2025	W	162.58	April
202400970	MINNEAPOLIS ATHENA AWARDS	04/10/2025	W	465.87	April

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
202400973	BREAKOUT GAMES	04/10/2025	W	375.00	April
202400974	UNIVERSITY OF MINNESOTA-CEED	04/10/2025	W	600.00	April
202400975	GOLFBALLS.COM	04/10/2025	W	490.91	April
202400976	KNOW YOUR GOLF RULES	04/10/2025	W	231.90	April
202400977	SUPPLYHOUSE LLC	04/10/2025	W	1,499.94	April
202400978	VENTRIS LEARNING LLC	04/10/2025	W	160.00	April
202400980	JIMMY JOHNS	04/10/2025	W	200.74	April
202400981	UPS STORE	04/10/2025	W	23.38	April
202400982	ART OF EDUCATION UNIV LLC	04/10/2025	W	152.00	April
202400983	JERSEY MIKE'S SUBS	04/10/2025	W	545.88	April
202400985	DEPT OF HUMAN SERVICES	04/10/2025	W	730.00	April
202400986	ROCKET SCIENCE GROUP, LLC	04/10/2025	W	300.00	April
202400987	THREE RIVERS PARK DISTRICT	04/10/2025	W	212.50	April
202400988	TWIN CITIES SOCCER LEAGUES	04/10/2025	W	65.25	April
202400989	MOA ENTERTAINMENT COMPANY LLC	04/10/2025	W	291.04	April
202400992	FLY OVER AMERICA	04/10/2025	W	189.81	April
202400993	VITAMINK12 LLC	04/10/2025	W	100.00	April
202400994	US POSTAL SERVICE	04/10/2025	W	9.45	April
202400995	XCEL ENERGY CENTER	04/10/2025	W	408.00	April
202400996	NOWHERE ENTERTAINMENT, LLC	04/10/2025	W	100.00	April
202401005	SECURITY BANK & TRUST CO	03/31/2025	W	71.95	March
202401006	AUTHORIZE.NET	03/02/2025	W	26.45	March
202401007	EDUTRAK LLC	03/10/2025	W	8,074.48	March
202401008	ONEBRIDGE BENEFITS, INC.	03/16/2025	W	968.00	March
202401009	BRI PARENT, INC	03/30/2025	W	392.25	March
202401010	SFM	03/31/2025	W	29,467.00	March
202401012	PMA SECURITIES LLC	03/15/2025	W	251.15	March
202401014	INTERNAL REVENUE SERVICE	04/07/2025	W	181.40	April
202401015	MN DEPT OF REVENUE	04/07/2025	W	15.76	April
202401016	MN TEACHERS RETIREMENT ASSN	04/07/2025	W	164.09	April
202401017	XCEL ENERGY	03/03/2025	W	188.22	March
202401018	AT&T MOBILITY	03/03/2025	W	147.33	March
202401019	T-MOBILE	03/11/2025	W	434.67	March
202401020	QUADIENT FINANCE USA, INC	03/24/2025	W	1,000.00	March
202401021	CENTERPOINT ENERGY	03/26/2025	W	71,014.20	March
202401024	INTERNAL REVENUE SERVICE	04/15/2025	W	279,506.38	April
202401026	MN CHILD SUPPORT PYMT CENTER	04/15/2025	W	128.00	April
202401027	MN DEPT OF REVENUE	04/15/2025	W	43,673.41	April
202401028	MN TEACHERS RETIREMENT ASSN	04/15/2025	W	158,551.43	April
202401029	PERA	04/15/2025	W	51,682.91	April
202401030	AVIBEN	04/15/2025	W	63,271.52	April
242500109	DELANEY, DAVID	04/04/2025	A	107.43	April
242500110	KLEIN, DANIEL	04/04/2025	A	18.83	April
242500111	MUELLER, RYAN	04/04/2025	A	170.29	April
242500112	OVERBY, MARY	04/04/2025	A	144.60	April
242500113	VANDERLINDE, LEE	04/04/2025	A	150.00	April
242500114	VAN EYLL, TONI	04/15/2025	A	375.90	April
242500115	YOUNG, THOMAS	04/15/2025	A	102.81	April
242500116	MCDONALD, NATALIE	04/18/2025	A	325.92	April
242500117	THOMAS, MATTHEW	04/18/2025	A	218.00	April
242500118	WORTZ, HOLLY	04/18/2025	A	60.00	April

Totals for checks 3,146,963.92

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,791,775.75	0.00	943,808.66	2,735,584.41
02	Food Service	65,729.50	0.00	124,996.86	190,726.36
04	Community Service	101,176.58	0.00	85,297.42	186,474.00
06	Building Construction	0.00	0.00	31,928.00	31,928.00
08	Trust	0.00	0.00	2,000.00	2,000.00
45	OPEB Irrevocable Trust Fund	0.00	0.00	251.15	251.15
***	Fund Summary Totals ***	1,958,681.83	0.00	1,188,282.09	3,146,963.92

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

5.B. Human Resource Items

Presenter: Dr. Enid
Schonewise, Human
Resources Consultant
from SMS

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

BOARD OF EDUCATION

Regular Meeting – April 28, 2025

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

AGENDA ITEM: Human Resources Recommendations

ITEM ADDED BY: Department of Human Resources

Employment

Burkhart, Amy Replacement	Administrative Assistant I 8 hours/day; 175 Days	SV
Larson, Grace Replacement	Special Education Teacher 1.0 FTE; 184 Days Attach K	BV
Martini, Jed Replacement	Technology Support Specialist 8 Hours/Day; 260 Days	WHS/ESC
Nenovich, Katelyn Replacement	School Psychologist 1.0 FTE; 184 Days Attach K	BV/SV
Patterson, Elyssa Replacement	Educational Assistant (SPED) 6.5 Hours/Day; 175 Days	BV
Phayomhom, Supatra Replacement	Custodial Cleaner 8 Hours/Day; 260 Days	WMS
Precht, Isabella Replacement	Kindergarten Teacher Long Term Substitute Attach K	BV

Stirrat, Aletha Replacement	English/Language Arts Teacher 1.0 FTE; 184 Days Attach K	WHS
Trudell, Kathryn Replacement	Speech Language Pathologist 1.0 FTE; 184 Days Attach K	BV
Wright, Melinda Replacement	Nutritional Assistant 5 Hours/Day; 175 Days	WMS
Young, Samuel Replacement	Custodial Cleaner 8 Hours/Day; 260 Days	WHS

Employee Status Changes

Fellrath, Chase, Teacher, Overload added for Trimester 3 at WHS
Gregor, Megan, Teacher, Overload added for Trimester 3 at WHS
Hise, Jamie, from Dean of Students to Assistant Principal at WMS
Kuphal, Brooke, Teacher, Overload added for Trimester 3 at WHS
Neibauer, Dusty, Teacher, Overload added for Trimester 3 at WHS

Leaves of Absence

Almquist, Terence, Maintenance at WMS
Forster, Shar, Administrative Assistant III at Comm. Ed.
Haselhorst, Polly, ESP at BV
Sarcletti, Dana, Head Cook at SV
Singewald, Ann, Teacher at BV
Vogelsang, Mackenzie, Teacher at ESC

Extended Leave of Absence

Retirements/Resignations/Terminations

Bohman, Elena, Speech Language Pathologist at BV
Johnson, Lynn, Speech Language Pathologist at SV
Leistiko, Ed, Custodial Cleaner at WMS
Melius, Michele, Social Studies Teacher at WMS
Schonewise, Enid, Director of Human Resources at ESC
Sicheneder, Ashley, Student Information Systems and Enrollment Specialist at ESC
Tibbits, Mason, Grade 2 Teacher at BV
Wamre, Heidi, School Psychologist at SV and BV

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

5.C. Resolution Relating to the Termination and
Nonrenewal of the Teaching Contracts of the
Following Probationary Teachers: Amiah Akerson,
Pam Schieffer, Jessica Stockstead, Kjerstin
Young, Caroline McGowan, Ally Weinrich, Todd
Berger, Dana Martodam

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF THE FOLLOWING PROBATIONARY TEACHERS:

Amiah Akerson, Pam Schieffer, Jessica Stockstead, Kjerstin Young, Caroline McGowan, Ally Weinrich, Todd Berger, Dana Martodam

WHEREAS, the aforementioned individuals are probationary teachers in Independent School District No. 110.

BE IT RESOLVED, by the School Board of Independent School District No. 110, that pursuant to Minn. Stat. § 122A.40, subd. 5, that the teaching contracts of the aforementioned individuals, who are probationary teachers in Independent School District No. 110, are hereby terminated at the close of the current 2024-2025 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teachers regarding termination and non-renewal of their contracts as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION
AND NON-RENEWAL**

Dear Mr./Ms. _____:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 110 held on _____, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the _____ school year. Said action of the Board is taken pursuant to Minn. Stat. § 122A.40, subd. 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 110

Jesse Bergstrom, Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

5.D. SiteLogiq Invoice (March)



INVOICE

Project #: PUBMID-006344

MN - Waconia - LTFM - PSA - Phase I

BILLING DATE	4/16/2025
PERIOD TO:	3/30/2025
ACCOUNT NUMBER	102640
INVOICE NUMBER	15605
AMOUNT DUE	\$ 31,528.13

INVOICE TO:
Waconia Public Schools
ATTN: Brian Gersich
512 Industrial Blvd
Waconia, MN 55387

bgersich@isd110.org

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

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



BILLING DATE	4/16/2025
PERIOD TO:	3/30/2025
ACCOUNT NUMBER	102640
INVOICE NUMBER	15605
AMOUNT DUE	\$ 31,528.13

TERMS: 30 DAYS UPON RECEIPT

Waconia Public Schools

Program	Fund	Description	Project Amount	Percent Complete	Previously Billed	Current Billing	Cumulative Billing
		Design Document Phase	\$ 2,206,968.74	100%	\$ 2,206,968.74		\$ 2,206,968.74
		Construction Implementation Phase	\$ 788,203.13	42%	\$ 299,516.91	\$ 31,528.13	\$ 331,045.04
		Post Construction	\$ 157,640.63	0%	\$ -	\$ -	\$ -
							\$ -
			\$ 3,152,812.50	80%	\$ 2,506,485.65	\$ 31,528.13	\$ 2,538,013.78

DIRECT INQUIRIES AND CORRESPONDENCE TO:

Joshua Evenson
320.296.4264
Joshua.evenson@sitelogiq.com

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

PAY THIS AMOUNT IN US DOLLARS



\$ 31,528.13

5.E. Receipts of Donation

6. **REPORTS**

6.A. Student Representative Report

Presenter: Reidun
Trostad

6.B. Administrative Reports

6.B.1. Health Services

Presenter: Sara
Eischens, Health
Services Manager



Health Services Spotlight

April 28, 2025

Meet the Health Services Staff



Sara Eischens, RN, LSN
Health Services Manager

HIGH SCHOOL/WLC



Kaleigh Modell, RN ,LSN



Jackie Sorensen, LPN
Health Associate

MIDDLE SCHOOL



Carly Haskins, RN ,LSN



Rebecca Poeschel, RN
Health Associate



Meet the Health Services Staff

BAYVIEW



Michelle Sorensen, LPN
Health Associate



Meagan, LaCoursiere, RN
Health Associate

SOUTHVIEW



Whitney Thulin, LPN
Health Associate

LAKETOWN



Michelle Gorans, RN,
LSN



TRINITY LUTHERAN

Marissa Clark, LPN
Health Associate

Esther O'Donnell, RN
Health Associate

PAROCHIAL

ST. JOSEPH CATHOLIC

Cory Davidson, RN
Health Associate



Meet the Health Services Staff



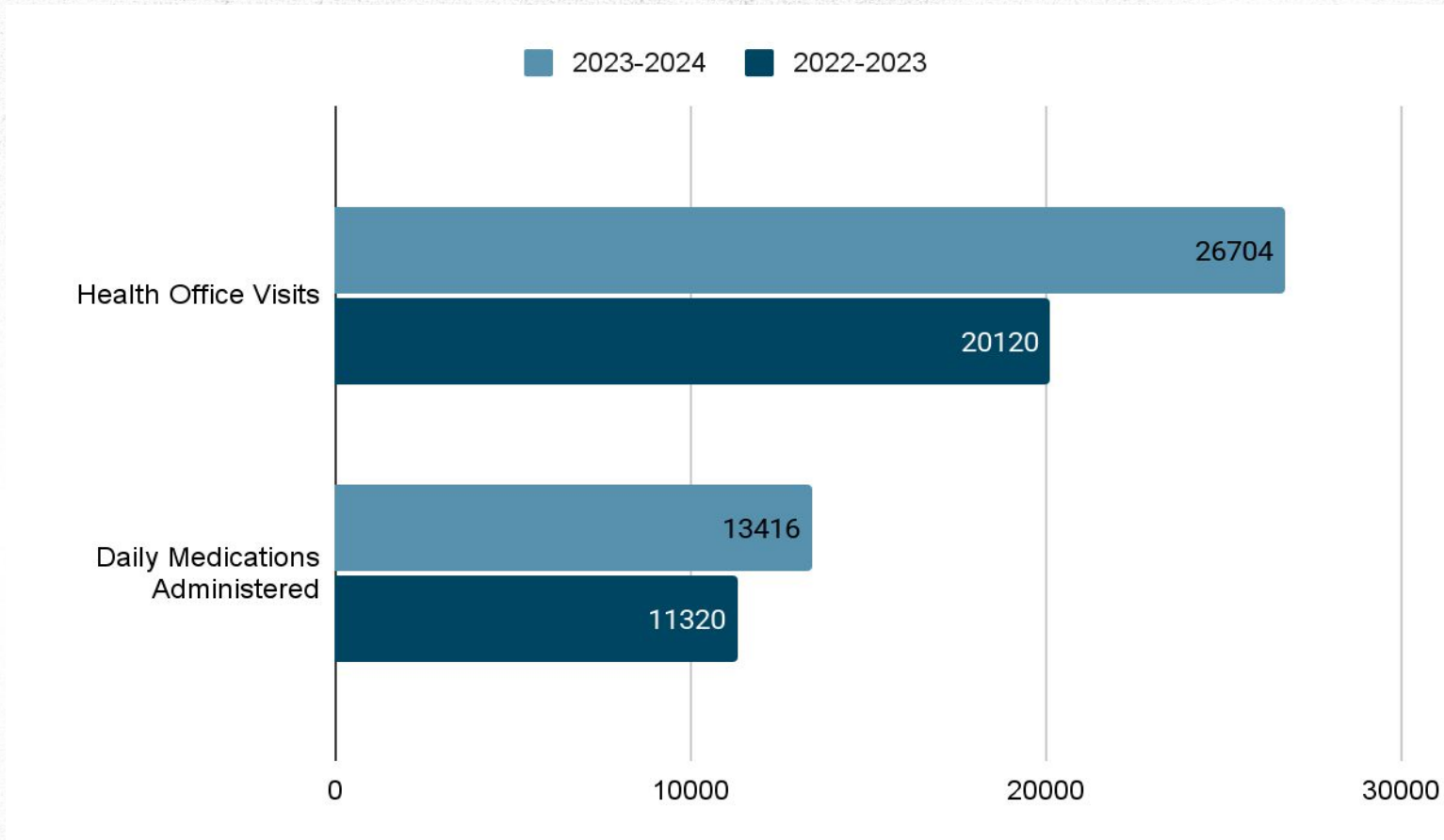
Health Services

Day to Day Operations

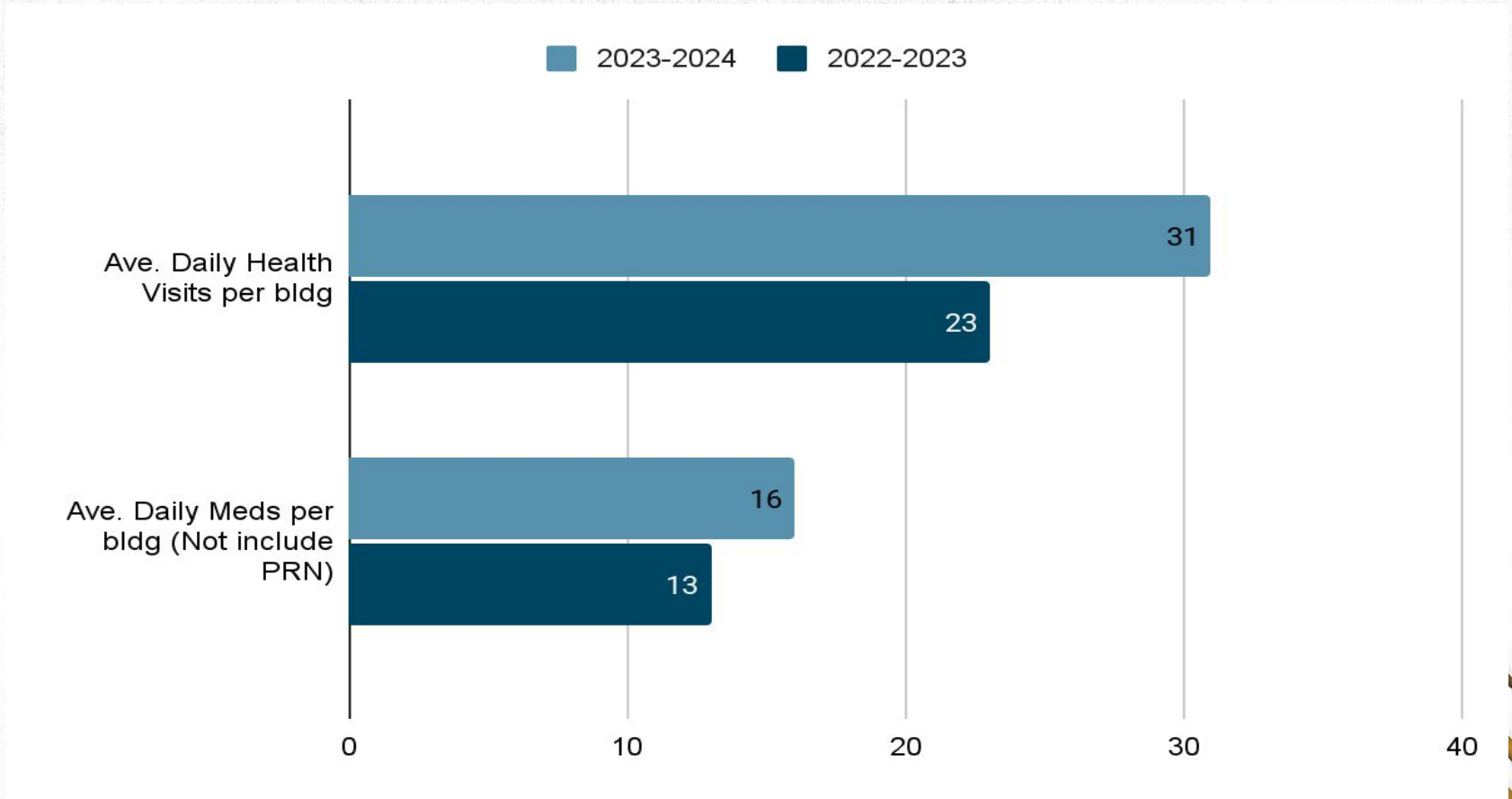
- Provide direct patient care
- Medication administration and management
- Connect students and families to resources
- Develop and implement health plans of care
- Serve as district health advisor in key roles across the district (committees, coalitions, etc.)
- Monitor immunizations (compliance with state statutes)
- Conduct Special Education medical file reviews and serve as Sped team member
- Disease surveillance
- Teach health promotion, health literacy and disease prevention
- Collaborate with medical professionals
- Foster developmentally appropriate independence
- Conduct health screenings
- Collaborate with community partners
- Provide evidence-based health counseling
- Champion district wellness initiatives
- Provide specialized health interventions, G-tube feedings, catheterizations, etc.



Health Services Data



Health Services Data



High School Health Office Calming Space

Presenters

Kaleigh Modell, RN, LSN and Jackie Sorensen, LPN



High School Health Office Calming Space

The Why:

- Some students who struggle with anxiety and increased stresses of high school have difficulty coping - often manifesting with physical symptoms in the health office.

Intervention:

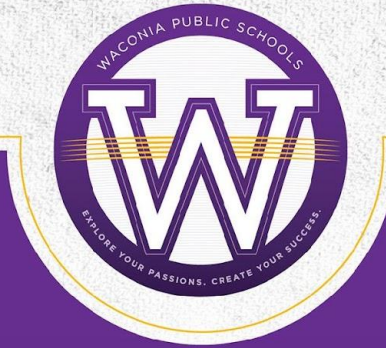
- Created a safe calming space for students to gather their thoughts and take a mental break (*about 15 minutes*)
- Virtual Calm Space with resources
- Brain teaser fidgets, weighted lap blanket, cold rocks, coloring, bean bag, sensory rug



High School Health Office Calming Space

<https://sites.google.com/isd110.org/waconiavirtualcalmspace/home>





Questions?

6.B.2. Nutrition Services

Presenter: Barb
Schank, Director of
Nutrition Services



Waconia Public Schools Nutrition Services

Southview, Bayview, Laketown, Waconia Middle,
Waconia High, Kid's Co., Wildcat Preschool,
Waconia Learning Center, Transitions, SW Metro

The National School Lunch Program (NSLP)

- Federally funded program, established in 1946
- Goal: to improve student health and academic performance by ensuring access to nutritious meals for millions of US children
- 2010 Healthy Hunger Free Kids Act (HHFKA) signed into law

HHFKA

Menus planning for: PK, K-5, 6-8 & 9-12

- Whole grain goals
- Serving sizes for 3 age groups
- Portion requirements for fruits & vegetables
- 5 vegetable subgroups
- Limit sodium, fat, calories, & trans fats
- Smart Snack compliant - vending & ala carte

2026 updates

- Limit added sugars to milk, yogurt & breakfast cereals
- More strict limit on sodium
- Buy American rule



Meal Requirements & “Offer vs Serve” (OVS)

COLOR your tray. Fuel your day!

Choose THREE colors for the A-okay; fill with ALL FIVE to fuel your day!
1/2 Cup fruit or vegetable **MUST** be on your tray.

	MILK <i>1% White or 1% Chocolate</i>	GRAINS <i>WG Fettuccini</i>	MEAT / MEAT ALTERNATE <i>Chicken Alfredo</i>
	FRUITS <i>Apple Slices Peach Cup Raisin Packet Applesauce</i>	VEGETABLES <i>Steamed Green Beans Garden Salad</i>	



Menu Development

2025 Parent & Student Nutrition Services Survey Results

- Menus are student-driven, reflecting preferences and input gathered through surveys, suggestion boxes, and feedback of parents, students and kitchen managers.

	Challenges	Achievements	Favorite Menu Item
Parents 321 responses	*Feel meal quality declined since meals became free *Want recess before lunch	*Kitchens are clean *Staff are friendly	
Elementary 508 responses	*More vegetarian options	*Kitchens are Clean *Feel there are good menu options	Orange Chicken - 251 Fettuccine Alfredo - 176
Middle 644 responses	*Mix up Monday Menus *Serve more Mac 'n Cheese	*I like the food and I am hungry *Eating school lunch is easy & convenient	Orange Chicken 313 Chicken Fettuccine Alfredo 249
High 759 responses	*More dairy free menu options *Mix up Monday Menus	*Staff are friendly *I have enough options to choose from at lunch	Orange Chicken 387 Chicken Fettuccine Alfredo 314



Funding & Reimbursement

- “Complete Meal” = Meat, Grain, Vegetable, Fruit, Milk
- OVS (offer vs serve) - goal to reduce food waste
- A la carte options: extra entree, snacks, beverages, incomplete meals
- MDE Review for program compliance

State & Federal Funding

- Free, Reduced & Paid status
- 2023 Free School Meals Law

MN/Federal Reimbursement Rates:

- Paid Status: \$4.14 (MN), \$0.51 (Federal)
- Reduced Status: \$0.53 (MN), \$4.12 (Federal)
- Free Status: \$0.13 (MN), \$4.40 (Federal)

USDA Commodity – Food Distribution Program

- Entitlement Value: \$0.45 per complete lunch
- Spending focuses on fruits, vegetables, and proteins.



Positive Fund Balance

Achieved with strategic staffing, food purchasing partnerships, leveraging commodities, updating facility equipment

+ STUDENT PARTICIPATION!

STAFFING

- Staff Features: Highly trained, cross-trained, low turnover, and a full roster of qualified on-call staff.

FOOD PURCHASING PARTNERSHIPS & USDA COMMODITIES

- Joint agreement with 8 area districts to leverage our prime vendor, milk, bread, and disposable purchases on a much larger scale

FACILITY EQUIPMENT

- Facility Upgrades: Over the past 5 years, we've implemented new kitchen equipment, including ovens, steamers, dish machines, serving stations, and point-of-sale equipment.

Our school nutrition program maintains a positive fund balance, ensuring financial stability.

- We expect to deficit spend in 2026 to meet MDE goals: 6-month operating balance in 2026 transitioning to 3 months by 2027.
- We partner with principals and district leaders to meet the needs in district that allow for NSLP spending: lunch tables, serving equipment, computers . . .



Local Impact

Impact on Students

- The National School Lunch Program (NSLP) ensures that all students, regardless of income, have access to nutritious meals.
- Positive impacts on student health, well-being, and academic performance are measurable outcomes of the program.
- Passion for doing what we do . . . preparing homemade items like homemade pasta

Community Engagement

- Our program supports local economies through partnerships with local food producers and suppliers.
- Farm to School
- School Garden, Orchard, Bee hives
- We aim to provide fresh, local ingredients, fostering community connections.



Rebranding and Alignment with District Strategic Plan

Rebranding Efforts and Strategic Alignment

- To better align with the district's mission of fostering a physically and emotionally safe environment for all students.
- New logo and updated website to better engage with students, families, and the broader community.

Aligning with the District Strategic Plan

- Aligned with the district's focus on promoting health and wellness as part of its broader strategic goals.
- Focused on creating safe, inclusive, and supportive environments for students to thrive academically and socially.

The image shows the cover and content of the Waconia Public Schools 2024-2028 Strategic Plan. The cover features the district logo and the title. The content includes a mission statement, core values, and strategic directions.

WACONIA PUBLIC SCHOOLS
2024-2028 Strategic Plan

MISSION STATEMENT
ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extracurricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

OUR CORE VALUES

- Respect**
We honor and listen to all voices to ensure everyone feels valued.
- Collaboration**
We achieve our common goals through trust, teamwork, and partnership.
- Inclusiveness**
We welcome all and seek multiple perspectives to create one connected community.
- Empathy**
We listen and act with genuine care.
- Resilience**
We empower one another and persevere with courage, determination, and optimism.

STRATEGIC DIRECTIONS

- Student Outcomes**
 - Evaluation of elementary student performance on MCAs.
 - Assessment of middle school of student performance on MCAs.
 - Evaluation of high school student readiness for post-high school success.
- Student & Staff Experiences**
 - Foster a physically and emotionally safe environment within the school.
 - Promote recognition and responsiveness to cultural commonalities and differences, ensuring all individuals feel welcomed, respected, and heard.
 - Provide access to inclusive academic, leadership, service, and social opportunities for all community members.
- Systems & Structures**
 - Efficient management of financial resources to support the school's mission and goals.
 - Receive permits for all major construction projects to ensure a safe and supportive environment.
 - Maximize the production of student achievement through school, community, and family partnerships.



Rebranding and Alignment with District Strategic Plan

2024-2028		
Student & Staff Experience	Respect	Collaboration
Strategic Direction	Description	Measurement/ Metric
Create and provide appealing student meals	select menu details available online	ability to screen allergens
	annual student survey	share meal program survey at spring break
	plate waste	weigh plate waste
	Farm 2 School	incorporate F2S into meal program
	annual parent survey	share meal program survey at spring break
Inclusive Menus	food allergen	ability to screen allergens with interactive menu
	meal choices	two or more meal choices per day
	accommodate cultural food preferences	allow for student choice
	nutrition details	provide for students with special needs
Comprehensive Student Wellness Focus	promote healthy eating habits	wellness committee
	support students to make food choices for their wellness	cafeteria classroom enrichment
	align with district	revitalize nutrition program
	communicate with our community - survey	presence on social media/ district website



Questions & Discussion



6.C. Finance Report

Presenter: Pam
Carman, Director of
Finance & Operations

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

WACONIA | March 31, 2025

REVENUE CATEGORIES						March 31, 2025	March 31, 2024	March 31, 2023		
	June 30, 2023	June 30, 2024	Adopted Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	March 31, 2024	March 31, 2023
STATE	37,260,990	43,525,335	43,868,049	26,839,226	17,028,823	61.18%	62.20%	67.90%	27,074,038	25,301,889
FEDERAL	1,435,007	1,255,094	804,000	536,085	267,915	66.68%	27.80%	45.26%	348,969	649,479
PROPERTY TAXES	10,934,858	10,257,822	10,364,532	5,307,463	5,057,069	51.21%	49.90%	54.35%	5,119,118	5,943,281
LOCAL SALES, INS RECOVERY & JUDGEMENTS	19,760	0	0	7,448	(7,448)	0.00%	0.00%	0.00%	0	0
SALE OF BONDS & LOANS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
LOCAL (FEES, INTEREST, ETC.)	1,364,691	1,702,471	1,396,025	1,403,983	(7,958)	100.57%	68.78%	45.06%	1,171,043	614,925
TOTALS	51,015,306	56,740,722	56,432,606	34,094,204	22,338,402	60.42%	59.42%	63.73%	33,713,168	32,509,574

EXPENDITURES (OBJECT SERIES)						March 31, 2025	March 31, 2024	March 31, 2023		
	June 30, 2023	June 30, 2024	Adopted Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	March 31, 2024	March 31, 2023
SALARIES & WAGES	30,121,489	27,539,445	30,579,805	18,151,207	12,428,598	59.36%	62.60%	62.89%	17,239,038	18,944,400
EMPLOYEE BENEFITS	11,405,543	10,431,339	11,816,186	7,396,403	4,419,783	62.60%	65.79%	65.93%	6,862,267	7,519,166
PURCHASED SERVICES	6,812,536	7,612,703	8,159,259	5,404,784	2,754,475	66.24%	64.29%	70.25%	4,894,332	4,786,043
SUPPLIES	2,104,413	1,724,992	1,712,115	869,218	842,897	50.77%	39.21%	62.57%	676,405	1,316,794
EQUIPMENT	1,070,691	904,658	1,332,477	1,141,693	190,784	85.68%	93.70%	89.02%	847,652	953,174
DEBT SERVICE	130,312	83,267	83,287	83,267	20	99.98%	100.00%	73.01%	83,267	95,137
OTHER EXPENDITURES	167,385	284,535	330,144	114,297	215,847	34.62%	41.31%	74.43%	117,533	124,585
OTHER FINANCING USES	66,780	179,732	63,000	0	63,000	0.00%	0.00%	0.00%	0	0
TOTALS	51,879,149	48,760,671	54,076,273	33,160,869	20,915,404	61.32%	63.00%	65.03%	30,720,494	33,739,298

EXPENDITURES (PROGRAM SERIES)						March 31, 2025	March 31, 2024	March 31, 2023		
	June 30, 2023	June 30, 2024	Adopted Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	March 31, 2024	March 31, 2023
SITE ADMINISTRATION	1,053,266	1,009,465	1,265,732	802,307	463,425	63.39%	77.55%	74.44%	782,803	784,095
DISTRICT ADMINISTRATION	441,495	479,268	490,183	345,956	144,227	70.58%	73.16%	70.97%	350,617	313,343
SUPPORT SERVICES	1,918,701	1,696,730	2,109,042	1,428,586	680,456	67.74%	78.09%	74.92%	1,324,970	1,437,514
REGULAR INSTRUCTION	21,773,044	19,683,539	21,693,317	12,819,834	8,873,483	59.10%	60.23%	60.69%	11,856,129	13,213,112
EXTRA-CURRICULAR ACTIVITIES	1,956,251	1,970,761	2,122,036	852,601	1,269,435	40.18%	39.09%	52.99%	770,350	1,036,680
VOCATIONAL INSTRUCTION	487,456	536,073	550,798	402,444	148,354	73.07%	55.66%	61.61%	298,396	300,318
SPECIAL EDUCATION	10,686,590	10,567,638	11,685,564	6,843,804	4,841,760	58.57%	61.51%	62.54%	6,500,417	6,683,575
COMMUNITY SERVICES	0	8,848	0	10,948	(10,948)	0.00%	61.87%	0.00%	5,474	0
INSTRUCTIONAL SUPPORT	3,472,102	2,462,123	2,860,994	1,726,745	1,134,249	60.35%	67.98%	70.95%	1,673,665	2,463,435
PUPIL SUPPORT SERVICES	4,419,696	4,958,436	5,475,650	3,378,730	2,096,920	61.70%	64.21%	69.46%	3,183,582	3,070,137
FACILITIES	5,287,970	4,820,100	5,317,957	3,926,725	1,391,232	73.84%	71.61%	74.73%	3,451,443	3,951,852
OTHER FINANCING USES	382,579	567,689	505,000	622,189	(117,189)	123.21%	92.07%	126.83%	522,648	485,238
TOTALS	51,879,149	48,760,671	54,076,273	33,160,869	20,915,404	61.32%	63.00%	65.03%	30,720,494	33,739,298

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

WACONIA | March 31, 2025

ACTIVITY - OTHER FUNDS

			2025 2024 2023							March 31, 2024	March 31, 2023
	June 30, 2023	June 30, 2024	Adopted Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received			
REVENUE											
FOOD SERVICE	2,466,765	3,388,847	3,475,575	1,458,901	2,016,674	41.98%	44.85%	24.42%	1,519,975	602,264	
COMMUNITY EDUCATION	3,543,981	4,221,222	4,015,267	3,188,732	826,535	79.42%	73.78%	80.22%	3,114,412	2,843,063	
CONSTRUCTION	0	6,158,103	10,839,500	103,099	10,736,401	0.95%	98.42%	0.00%	6,060,806	0	
DEBT SERVICE	8,576,173	9,557,211	9,376,864	5,029,500	4,347,364	53.64%	54.12%	52.84%	5,172,110	4,531,329	
TRUST	7,944	11,250	5,000	5,000	0	100.00%	17.78%	50.35%	2,000	4,000	
CUSTODIAL	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	
INTERNAL SERVICE	457,960	550,381	475,000	306,452	168,548	64.52%	62.29%	75.30%	342,812	344,862	
OPEB REVOCABLE TRUST	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	
OPEB IRREVOCABLE TRUST	82,217	152,627	100,000	38,836	61,164	38.84%	59.30%	58.74%	90,512	48,292	
OPEB DEBT SERVICE	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	
TOTALS	15,135,041	24,039,642	28,287,206	10,130,520	18,156,686	35.81%	67.82%	55.33%	16,302,628	8,373,810	

			2025 2024 2023							March 31, 2024	March 31, 2023
	June 30, 2023	June 30, 2024	Adopted Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
EXPENDITURES											
FOOD SERVICE	3,268,082	3,472,583	3,597,627	2,037,160	1,560,467	56.63%	62.99%	71.99%	2,187,460	2,352,844	
COMMUNITY EDUCATION	3,067,784	3,902,578	3,787,078	2,872,743	914,335	75.86%	66.03%	69.70%	2,576,707	2,138,337	
CONSTRUCTION	0	2,061,110	15,239,314	586,277	14,653,037	3.85%	11.32%	0.00%	233,327	0	
DEBT SERVICE	9,411,981	9,396,831	9,328,000	9,576,854	(248,854)	102.67%	100.01%	100.00%	9,398,131	9,411,981	
TRUST	12,444	4,500	5,000	7,188	(2,188)	143.75%	88.89%	36.16%	4,000	4,500	
CUSTODIAL	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	
INTERNAL SERVICE	567,713	448,577	485,000	332,657	152,343	68.59%	77.90%	82.81%	349,436	470,103	
OPEB REVOCABLE TRUST	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	
OPEB IRREVOCABLE TRUST	278,268	346,417	300,000	1,999	298,001	0.67%	0.49%	0.54%	1,709	1,503	
OPEB DEBT SERVICE	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	
TOTALS	16,606,272	19,632,597	32,742,019	15,414,879	17,327,140	47.08%	75.13%	86.59%	14,750,770	14,379,268	

SUMMARY - ALL FUNDS

			2025 2024 2023							March 31, 2024	March 31, 2023
	June 30, 2023	June 30, 2024	Adopted Budget	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SUMMARY											
REVENUE	66,150,347	80,780,364	84,719,812	44,224,724	40,495,088	52.20%	61.92%	61.80%	50,015,796	40,883,384	
EXPENDITURES	68,485,420	68,393,268	86,818,292	48,575,747	38,242,545	55.95%	66.49%	70.26%	45,471,265	48,118,566	
SPENDING VARIANCE	(2,335,074)	12,387,096	(2,098,480)	(4,351,023)	N/A	N/A	N/A	N/A	4,544,532	(7,235,182)	



FY25 and FY26 Budget Update

April 28, 2025

Agenda

- **FY25 Final Revised Budget,**
- **FY26 Preliminary Budget, and**
- **Revised General Fund Forecast FY25 through FY28**





FY25 Final Revised Budget

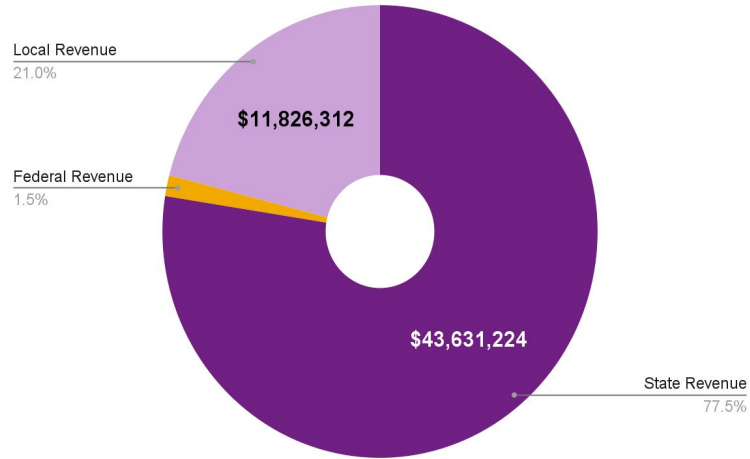
Final FY25 Revised General Fund Revenue Budget

Final FY25 Revised General Fund Budget

Description	Actual	Original Budget	Preliminary Revised Budget	Final Revised Budget
	2023-24	2024-25	2024-25	2024-25
General Fund Restricted Revenues (A)	\$ 3,669,526	\$ 4,491,997	\$ 4,512,643	\$ 4,512,643
General Fund Unrestricted Revenues (B)	\$ 53,071,197	\$ 51,940,609	\$ 51,782,941	\$ 51,782,941
Total General Fund Revenues (C)	\$ 56,740,723	\$ 56,432,606	\$ 56,295,584	\$ 56,295,584

General Fund Revenue Sources

- **State Revenue Examples:** General Education Aid, Special Education Aid, Literacy Incentive Aid, Gifted & Talented, etc.
- **Federal Revenue Examples:** Title Grants
- **Local Revenue Examples:** Property Tax Levies, Student Fees, Donations & Non-Federal Grants

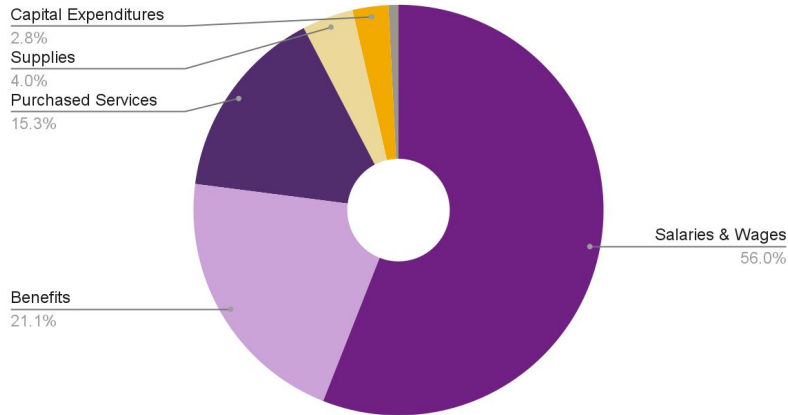


Final FY25 Revised General Fund Expenditure Budget

Final FY25 Revised General Fund Budget

Description	Actual	Original Budget	Preliminary Revised Budget	Final Revised Budget
	2023-24	2024-25	2024-25	2024-25
General Fund Restricted Expenditures (D)	\$ 3,446,004	\$ 3,333,858	\$ 3,333,643	\$ 4,491,516
General Fund Unrestricted Expenditures (E)	\$ 45,314,667	\$ 50,742,415	\$ 48,831,944	\$ 48,252,409
Total General Fund Expenditures (F)	\$ 48,760,671	\$ 54,076,273	\$ 52,165,587	\$ 52,743,925

Points scored



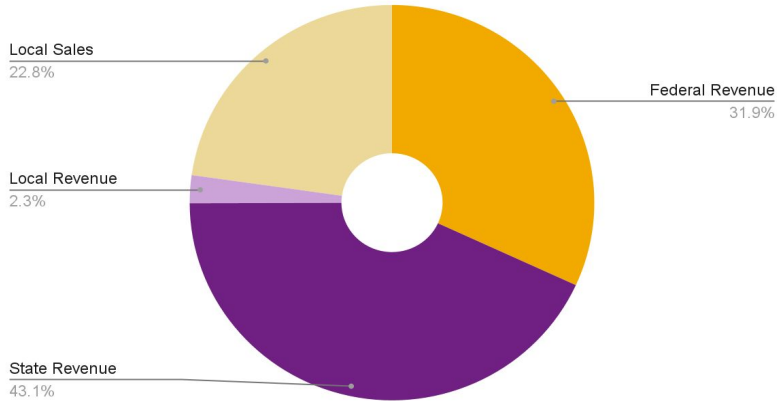
- **Salaries:** personnel costs – largest portion of expenditures
- **Benefits:** employer-provided contributions for health insurance, retirement plans, payroll taxes, and other employee-related costs
- **Purchased Services:** utilities, transportation services, consulting services, facility maintenance contracts, etc
- **Supplies:** paper, pencils, textbooks, workbooks, art materials, science lab equipment, custodial supplies, etc
- **Capital Expenditures:** construction and renovation of buildings, large-scale technology purchases, furniture, and playground equipment
- **Other Expenditures:** debt service payments, dues and memberships, licensing fees, and unexpected miscellaneous expenses

Final FY25 Revised Budget - Fund 02 Food Service

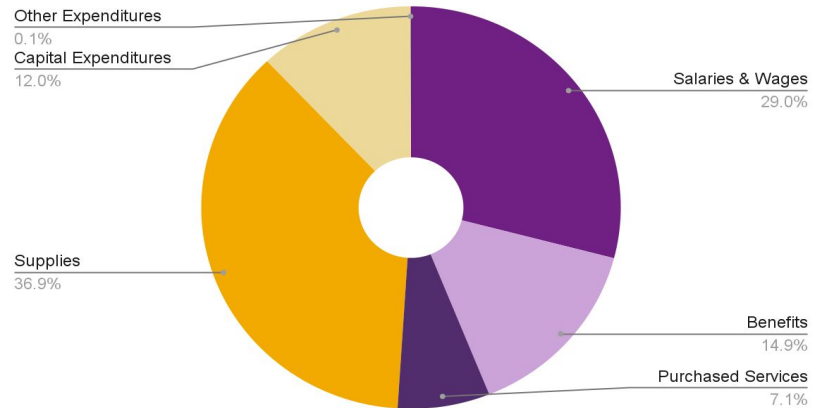
Final FY25 Revised Budget - Fund 02

Description	Actual Audited Results	Original Budget	Preliminary Revised Budget	Final Revised Budget
	2023-24	2024-25	2024-25	2024-25
Fund 02 - Nutrition Services Revenue	\$ 3,388,847	\$ 3,475,575	\$ 3,475,575	\$ 3,475,575
Fund 02 - Nutrition Services Expense	\$ 3,472,583	\$ 3,602,627	\$ 3,573,837	\$ 3,554,876
Fund 02 - Nutrition Services Revenue minus Expense	\$ (83,736)	\$ (127,052)	\$ (98,262)	\$ (79,301)

FY25 Final Revised Revenue - Fund 02



FY25 Final Revised Expense - Fund 02



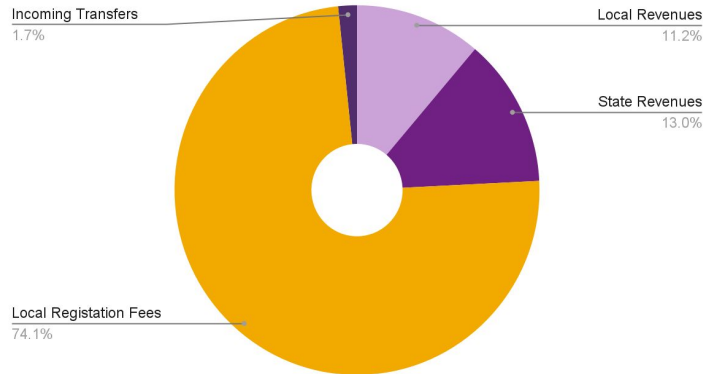
Final FY25 Revised Budget – Fund 04 Community Education

Waconia Public Schools

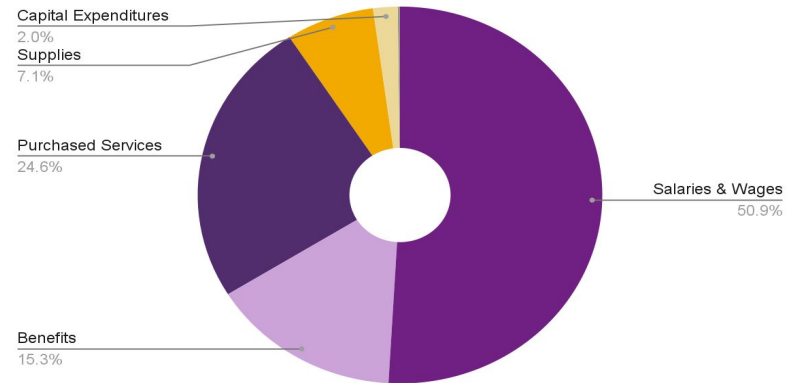
Final FY25 Revised Budget - Fund 04

Description	Actual	Original Budget	Revised Budget	Final Revised Budget
	2023-24	2024-25	2024-25	2024-25
Fund 04 - Community Education Revenue	\$ 4,221,222	\$ 4,015,267	\$ 4,041,572	\$ 4,041,572
Fund 04 - Community Education Expense	\$ 3,902,578	\$ 3,779,483	\$ 3,846,546	\$ 3,846,546
Fund 04 - Community Education Revenue minus Expense	\$ 318,644	\$ 235,784	\$ 195,026	\$ 195,026

FY25 Final Revised Revenue - Fund 04



FY25 Final Revised Expense - Fund 04





Preliminary FY26 Original Budget

Preliminary FY26 Original General Fund Budget Assumptions

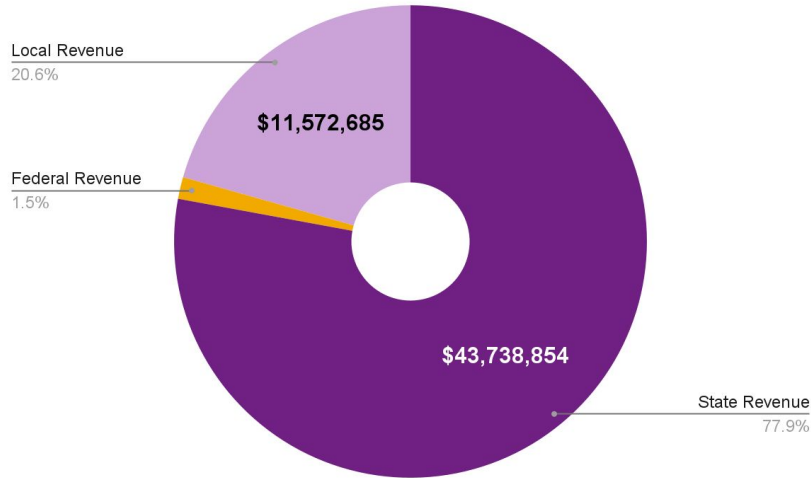
- Change the General Education Formula Allowance for 2025-26 from a 2.00% increase to a 2.74% increase per MDE
- Revise Kindergarten enrollment from 245 to 210
- Transportation rate increase of 9.00% from 2024-25 to 2025-26
- Hire 1.00 FTE Literacy Lead using Literacy Incentive Aid
- Reduce 1.00 FTE at Laketown due to declining enrollment
- Reduce 1.00 FTE at Waconia Middle School due to declining enrollment
- Use Restricted Learning & Development to purchase Instructional Technology
 - FY25 - \$85,000 and FY26 - \$85,000
- Move Staffing to Medical Assistance to hire the following:
 - 0.60 FTE Board Certified Behavior Analyst
 - 1.00 FTE ECSE Birth to 5 Program
- Use Medical Assistance to purchase a 0.40 FTE Occupational Therapist



Preliminary FY26 Original General Fund Revenue Budget

Waconia Public Schools Final FY25 Revised and Preliminary FY26 General Fund Budget

Description	Actual	Original Budget	Preliminary Revised Budget	Final Revised Budget	Initial Forecast Budget	Preliminary Budget
	2023-24	2024-25	2024-25	2024-25	2025-26	2025-26
General Fund Restricted Revenues (A)	\$ 3,669,526	\$ 4,491,997	\$ 4,512,643	\$ 4,512,643	\$ 4,382,536	\$ 4,343,491
General Fund Unrestricted Revenues (B)	\$ 53,071,197	\$ 51,940,609	\$ 51,782,941	\$ 51,782,941	\$ 51,910,417	\$ 51,806,096
Total General Fund Revenues (C)	\$ 56,740,723	\$ 56,432,606	\$ 56,295,584	\$ 56,295,584	\$ 56,292,953	\$ 56,149,587



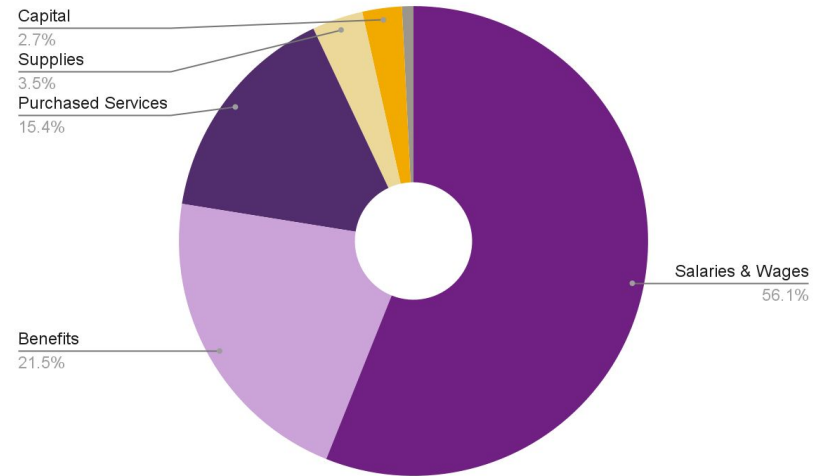
- **State Revenue Examples:** General Education Aid, Special Education Aid, Literacy Incentive Aid, Gifted & Talented, etc.
- **Federal Revenue Examples:** Title Grants
- **Local Revenue Examples:** Property Tax Levies, Student Fees, Donations & Non-Federal Grants

Preliminary FY26 Original General Fund Expenditure Budget

Waconia Public Schools Final FY25 Revised and Preliminary FY26 General Fund Budget

Description	Actual	Original Budget	Preliminary Revised Budget	Final Revised Budget	Initial Forecast Budget	Preliminary Budget
	2023-24	2024-25	2024-25	2024-25	2025-26	2025-26
General Fund Restricted Expenditures (D)	\$ 3,446,004	\$ 3,333,858	\$ 3,333,643	\$ 4,491,516	\$ 3,393,612	\$ 4,528,490
General Fund Unrestricted Expenditures (E)	\$ 45,314,667	\$ 50,742,415	\$ 48,831,944	\$ 48,252,409	\$ 50,952,230	\$ 50,372,009
Total General Fund Expenditures (F)	\$ 48,760,671	\$ 54,076,273	\$ 52,165,587	\$ 52,743,925	\$ 54,345,842	\$ 54,900,499

- **Salaries:** personnel costs - largest portion of expenditures
- **Benefits:** employer-provided contributions for health insurance, retirement plans, payroll taxes, and other employee-related costs
- **Purchased Services:** utilities, transportation services, consulting services, facility maintenance contracts, etc
- **Supplies:** paper, pencils, textbooks, workbooks, art materials, science lab equipment, custodial supplies, etc
- **Capital Expenditures:** construction and renovation of buildings, large-scale technology purchases, furniture, and playground equipment
- **Other Expenditures:** debt service payments, dues and memberships, licensing fees, and unexpected miscellaneous expenses



Fund 02 – FY26 Preliminary Food Service Budget Assumptions

- Participation Rates for Lunch and Breakfast are maintained but adjustments were made related to the enrollment decline
- Staffing and Benefits align with current settled contracts.
- 5.00% increase in food cost
- 3.00% increase in milk cost
- 2.00% increase in other supplies and materials
- New equipment purchases for Southview, Waconia Middle School, and the Waconia High School

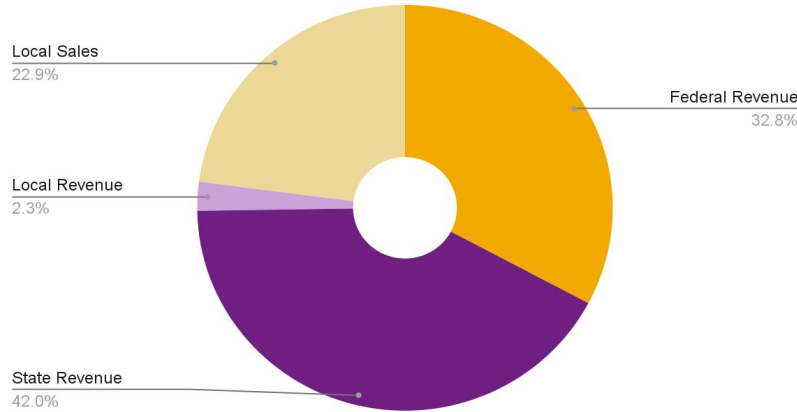


Preliminary FY26 Original Budget – Fund 02 Food Service

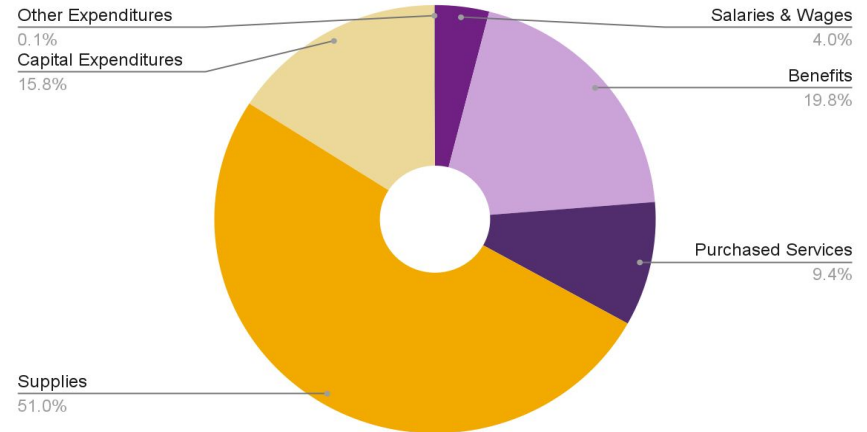
Waconia Public Schools Final FY25 Revised & FY26 Preliminary Budgets - Fund 02

Description	Actual Audited Results	Original Budget	Preliminary Revised Budget	Final Revised Budget	Preliminary Budget
	2023-24	2024-25	2024-25	2024-25	2025-26
Fund 02 - Nutrition Services Revenue	\$ 3,388,847	\$ 3,475,575	\$ 3,475,575	\$ 3,475,575	\$ 3,449,636
Fund 02 - Nutrition Services Expense	\$ 3,472,583	\$ 3,602,627	\$ 3,573,837	\$ 3,554,876	\$ 3,828,301
Fund 02 - Nutrition Services Revenue minus Expense	\$ (83,736)	\$ (127,052)	\$ (98,262)	\$ (79,301)	\$ (378,665)

FY26 Preliminary Revenue Budget



FY26 Preliminary Expense - Fund 02



Fund 04 – FY26 Preliminary Community Education Budget Assumptions

- Assumed a 1.00 FTE increase for a Recreation Services Coordinator
- Assumed an increase in Recreational Services Revenue associated with increased programming
- Fund Balance board approved purchase in 2024-2025 of a Kromer ([Kromer proposal](#)). A Kromer is a ride-on field painter that can be a multipurpose piece of equipment that can also be used to groom ball fields and sweep the turf.



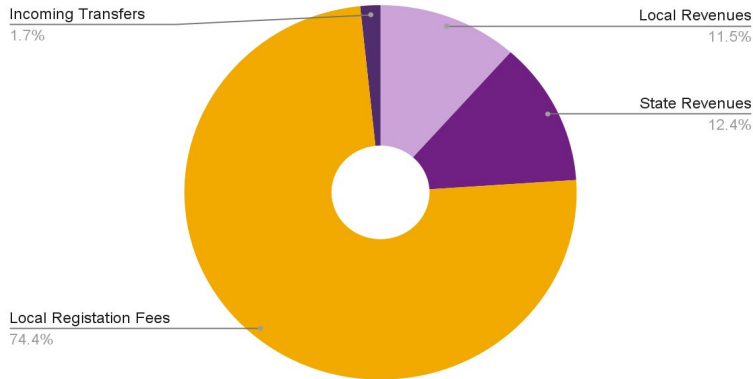
Preliminary FY26 Original Budget – Community Education

Waconia Public Schools

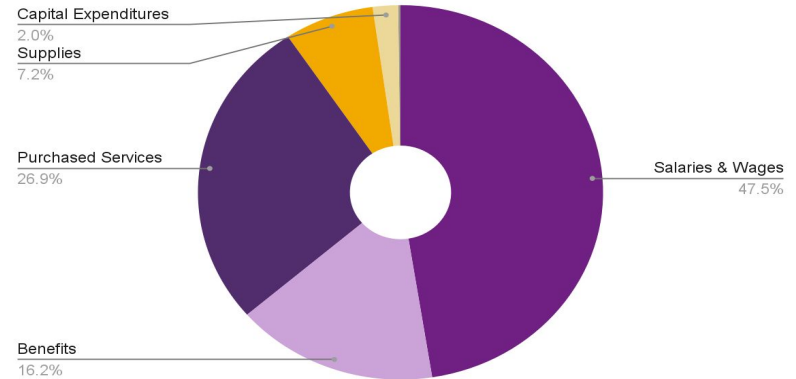
Final FY25 Revised and FY26 Preliminary Budget - Fund 04

Description	Actual 2023-24	Original Budget 2024-25	Revised Budget 2024-25	Final Revised Budget 2024-25	Preliminary Budget 2025-26
Fund 04 - Community Education Revenue	\$ 4,221,222	\$ 4,015,267	\$ 4,041,572	\$ 4,041,572	\$ 4,171,711
Fund 04 - Community Education Expense	\$ 3,902,578	\$ 3,779,483	\$ 3,846,546	\$ 3,846,546	\$ 3,889,861
Fund 04 - Community Education Revenue minus Expense	\$ 318,644	\$ 235,784	\$ 195,026	\$ 195,026	\$ 281,850

FY26 Preliminary Revenue - Fund 04



FY26 Preliminary Expense - Fund 04





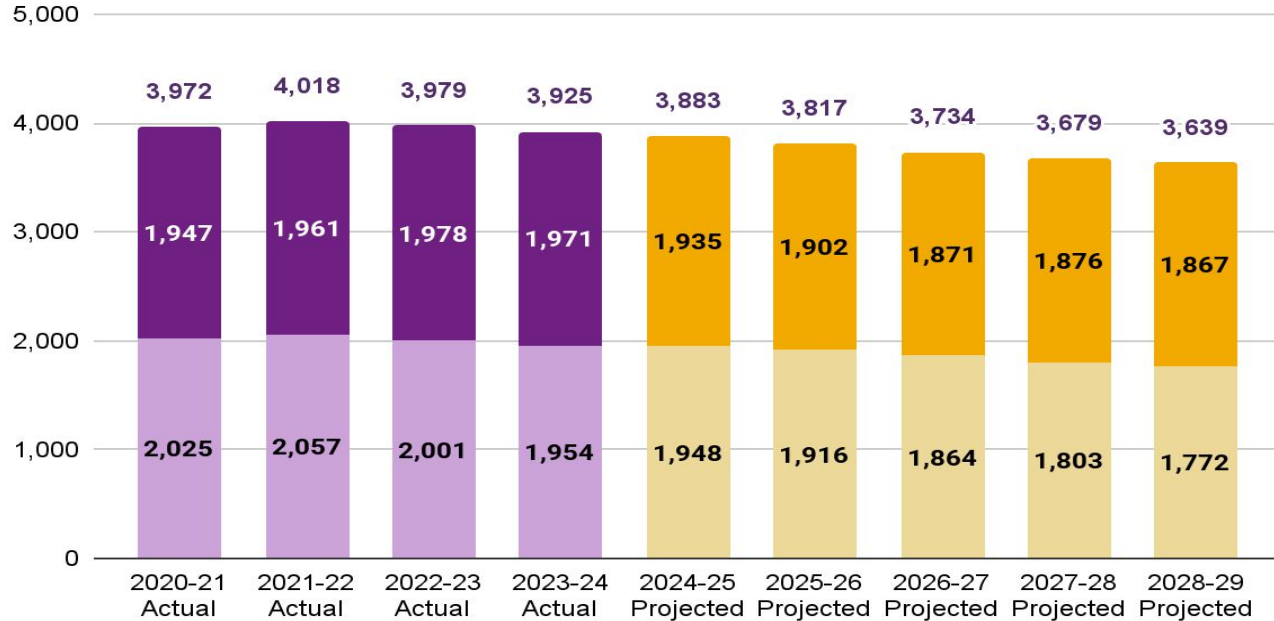
Revised General Fund Forecast

Projected FY25 through FY28

General Fund Financial Projection Assumptions

EOY ADM Enrollment

2020-21 to 2023-24 Actual and 2024-25 through 2028-29 Projection



- Actual EC-Grade 6
- Actual Grades 7-12
- Projected EC-Grade 6
- Projected Grades 7-12

**Note: Adjusted enrollment from FY26 through FY29 to reflect lower Kindergarten enrollment projections*



Waconia Public Schools
FY24 through FY28 General Fund Revised Projection Summary

Description	Actual	Original Budget	Preliminary Revised Budget	Final Revised Budget	Initial Forecast Budget	Preliminary Budget	Projected	Projected
	2023-24	2024-25	2024-25	2024-25	2025-26	2025-26	2026-27	2027-28
General Fund Restricted Revenues (A)	\$ 3,669,526	\$ 4,491,997	\$ 4,512,643	\$ 4,512,643	\$ 4,382,536	\$ 4,343,491	\$ 4,268,228	\$ 4,274,909
General Fund Unrestricted Revenues (B)	\$ 53,071,197	\$ 51,940,609	\$ 51,782,941	\$ 51,782,941	\$ 51,910,417	\$ 51,806,096	\$ 50,908,410	\$ 50,988,103
Total General Fund Revenues (C)	\$ 56,740,723	\$ 56,432,606	\$ 56,295,584	\$ 56,295,584	\$ 56,292,953	\$ 56,149,587	\$ 55,176,638	\$ 55,263,012
General Fund Restricted Expenditures (D)	\$ 3,446,004	\$ 3,333,858	\$ 3,333,643	\$ 4,491,516	\$ 3,393,612	\$ 4,528,490	\$ 4,699,108	\$ 4,905,103
General Fund Unrestricted Expenditures (E)	\$ 45,314,667	\$ 50,742,415	\$ 48,831,944	\$ 48,252,409	\$ 50,952,230	\$ 50,372,009	\$ 52,269,847	\$ 54,561,210
Total General Fund Expenditures (F)	\$ 48,760,671	\$ 54,076,273	\$ 52,165,587	\$ 52,743,925	\$ 54,345,842	\$ 54,900,499	\$ 56,968,955	\$ 59,466,313
General Fund Total Revenue Over (Under) Expenditures	\$ 7,980,052	\$ 2,356,333	\$ 4,129,997	\$ 3,551,659	\$ 1,947,111	\$ 1,249,088	\$ (1,792,317)	\$ (4,203,301)
Total Fund Balance (G)	\$ 4,555,777	\$ 6,912,110	\$ 8,685,774	\$ 8,107,436	\$ 10,632,885	\$ 9,356,524	\$ 7,564,207	\$ 3,360,906
Total Fund Balance % (G/F)	9.34%	12.78%	16.65%	15.37%	19.57%	17.04%	13.28%	5.65%
Total Non-Spendable, Restricted, and Assigned Fund Balance (H)	\$ 4,250,824	\$ 5,408,963	\$ 5,429,824	\$ 5,082,709	\$ 6,418,748	\$ 5,759,931	\$ 5,329,051	\$ 4,698,857
Total Unassigned Fund Balance (I) *	\$ 304,953	\$ 1,503,147	\$ 3,255,950	\$ 3,024,727	\$ 4,214,137	\$ 3,596,593	\$ 2,235,156	\$ (1,337,951)
Total Unassigned Fund Balance % (I/F)	0.63%	2.78%	6.24%	5.73%	7.75%	6.55%	3.92%	-2.25%
Unassigned Target Fund Balance %	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Minimum Unassigned Fund Balance	\$ 2,438,034	\$ 2,703,814	\$ 2,608,279	\$ 2,637,196	\$ 2,717,292	\$ 2,745,025	\$ 2,848,448	\$ 2,973,316
Fund Balance Over (Under) Target	\$ (2,133,081)	\$ (1,200,667)	\$ 647,671	\$ 387,531	\$ 1,496,845	\$ 851,568	\$ (613,292)	\$ (4,311,267)

*Note: Restricted Funds that are NOT allowed to have negative balances will result in an adjustment to the Unassigned Fund Balance.

Budget Timeline

- **April 14, 2025:**
 - Present FY25 Final Revised and FY26 Preliminary Budgets to Finance Committee
- **April 28, 2025:**
 - Present FY25 Final Revised and FY26 Preliminary Budgets to School Board as part of the Finance Report
- **May 12, 2025:**
 - School Board approve FY25 Final Revised Budget
- **June 23, 2025:**
 - School Board approve FY26 Original Budget





Questions?

7. **ACTION ITEMS**

7.A. 2025 Employee Insurance Renewal

Presenter: Pam
Carman, Director of
Finance and
Operations



Waconia Public Schools Independent School District No. 110

Waconia, Minnesota

BOARD OF EDUCATION

Regular Meeting April 28, 2025

AGENDA SECTION: Action Item
AGENDA ITEM: 2025 Employee Insurance Renewal
ITEM ADDED BY: Pam Carman, Director of Business and Operations

Due to the Health Insurance Transparency & Accountability Act passed in the 2014 Legislative Session, the District was required to request bids for health insurance this year.

The school district's Insurance Advisory Committee meets regularly during the school year to help ensure that the district's insurance benefits meet the needs of district employees. The Insurance Advisory Committee is composed of employee representatives from various employee groups and locations throughout the school district. The committee recently went through the insurance renewal process.

The Insurance Advisory Committee received original bids from Blue Cross, HealthPartners, Medica, United Health and Public Employee Insurance Pool (PEP)

The committee requested best and final offers from BCBS and Medica.

Final bids were then reviewed by the Insurance Advisory Committee on March 27, 2025.

The Waconia Public Schools Insurance Advisory Committee recommends the following.

<u>TYPE</u>	<u>CARRIER</u>	<u>PLAN</u>	<u>% CHANGE</u>
Health	Medica	\$0 deductible, \$20 Copay	-1.93%
Health	Medica	\$500 deductible	-1.93%
Health	Medica	\$1,750 deductible	-1.93%
Dental	Delta Dental	Self-insured	0.00%



The Medica proposal includes a cap of 15% in the second year, July 1, 2026 - June 30, 2027. The BCBS offer didn't provide any cap for the second year. Based on current plan performance and the value of the reserve, a 0% increase to dental is recommended.

There will be open enrollment in the Spring and the new carrier would begin on July 1, 2025.



Insurance Information Sheet

Insurance Committee Goal

To collaboratively work together to ensure the district’s insurance benefits meet the diverse needs of all the employees of Waconia Public Schools.

Insurance Committee Timeline

December 2024: Announced that Waconia would be going out for bid

Jan. 29: Bid opening for initial bids

Feb. 2025: Requested best and final offers

March 4: Bid opening for best and final offers

March 27: Insurance committee straw poll indicated 11–2 majority to recommend Medica plan, with one member abstaining and wanting more information

April 14: Presentation at School Board Work Session

Attached PDF Table of Contents

- BC/BS Best and Final Offer – **Page 2**
- Medica Best and Final Offer – **Page 3**
- BC/BS Rates – **Page 4**
- Medica Rates – **Page 5**
- Rates as % of Salary – **Page 6**
- Network Provider Report for Medical – **Pages 7–9**
- Network Provider Report for Prescriptions – **Pages 10–12**
- BC/BS and Medica Cover Sheets – **Pages 13–15**
- Current Plan Design Differences – **Pages 16–19**
- Coverage Variations BC/BS to Medica – **Pages 20–26**

Two “Best & Final” Offers



Change to Premiums

Year 1: 18.9% **increase** (+\$1,629 million)
Year 2: No cap on potential increase

Example 1

\$20 Copay Family Plan
Rate Comparison from 24–25 to → 25–26
Monthly Premium: \$2,608 → \$3,089
District Contribution: \$1,624 → \$1,787
Employee Share: \$983 → \$1,302

Example 2

\$500 Deductible Single Plan
Rate Comparison from 24–25 → 25–26
Monthly Premium: \$805 → \$958
District Contribution: \$843 → \$928
Employee Share: –\$38 → \$30

Example 3

\$500 Deductible Family Plan
Rate Comparison from 24–25 → 25–26
Monthly Premium: \$2,271 → \$2,703
District Contribution: \$1,624 → \$1,787
Employee Share: \$647 → \$916

***All amounts are rounded monthly rates**



Change to Premiums

Year 1: 1.9% **decrease** (–\$165,665)
Year 2: 15% rate cap increase

Example 1

\$20 Copay Family Plan
Rate Comparison from 24–25 → 25–26
Monthly Premium: \$2,608 → \$2,557
District Contribution: \$1,624 → \$1,787
Employee Share: \$983 → \$770

Example 2

\$500 Deductible Single Plan
Rate Comparison from 24–25 → 25–26
Monthly Premium: \$805 → \$789
District Contribution: \$843 → \$928
Employee Share: –\$38 → –\$139

Example 3

\$500 Deductible Family Plan
Rate Comparison from 24–25 → 25–26
Monthly Premium: \$2,271 → \$2,227
District Contribution: \$1,624 → \$1,787
Employee Share: \$647 → \$440

Will my provider be in-network with Medica?

The following “disruption report” is based on claims made by employees from June 2023 through November 2024.



99.78% of providers used in the above timeframe would remain in-network for 2025–26. 0.22% of providers would become out of network.



98.63% of providers used in the above timeframe would remain in-network for 2025–26. 1.37% of providers would become out of network.

Most commonly used providers that would become out of network with Medica:

- Soltis Family Chiropractic
- Omada Health, Inc.
- Movewell Chiropractic & Wellness



Monthly Update: Medical Claims as of December 2024; Dental Claims as of February 2025

Waconia ISD #110



Fully Insured Medical Renewal				Current BCBS			Renewal Option BAFO Medica		
Plan Design				\$1750 PPO	\$500 PPO	\$0 PPO, \$20 Copay	\$1750 PPO	\$500 PPO	\$0 PPO, \$20 Copay
Network				Aware	Aware	Aware	Passport	Passport	Passport
Benefits				In-Network	In-Network	In-Network	In-Network	In-Network	In-Network
Calendar Year									
Employee Only				\$1,750	\$500	\$0	\$1,750	\$500	\$0
Employee + 1				\$3,500	\$1,000	\$0	\$3,500	\$1,000	\$0
Family				\$3,500	\$1,000	\$0	\$3,500	\$1,000	\$0
Out Of Pocket Maximum									
Employee Only				\$3,000	\$750	\$750	\$3,000	\$750	\$750
Employee + 1				\$6,000	\$1,500	\$1,500	\$6,000	\$1,500	\$1,500
Family				\$6,000	\$1,500	\$1,500	\$6,000	\$1,500	\$1,500
Hospital Services									
Inpatient Hospital				80% after Ded. Deductible	80% after Ded. Deductible	No Charge	80% after Ded. Deductible	80% after Ded. Deductible	No Charge
Outpatient Hospital				80% after Ded. Deductible	80% after Ded. Deductible	No Charge	80% after Ded. Deductible	80% after Ded. Deductible	\$20 Copay
Emergency Room				80% after Ded. Deductible	80% after Ded. Deductible	\$40 Copay	80% after Ded. Deductible	80% after Ded. Deductible	No Charge
Ambulance				80% after Ded. Deductible	80% after Ded. Deductible	No Charge	80% after Ded. Deductible	80% after Ded. Deductible	No Charge
Urgent Care				80% after Ded. Deductible	80% after Ded. Deductible	\$20 Copay	80% after Ded. Deductible	80% after Ded. Deductible	\$20 Copay
Routine Services									
Office Visit				80% after Ded. Deductible	80% after Ded. Deductible	\$20 Copay	80% after Ded. Deductible	80% after Ded. Deductible	\$20 Copay
Retail Clinics				80% after Ded. Deductible	80% after Ded. Deductible	No Charge	80% after Ded. Deductible	80% after Ded. Deductible	\$5 Copay
Preventive Care				No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Prescription Drugs									
RX Out-of-Pocket Limit									
Employee Only				N/A	\$300	\$300	N/A	\$300	\$300
Family				N/A	\$500	\$500	N/A	\$500	\$500
Generic (Preferred / Nonpreferred)				\$20 / \$50 Copay	\$15 / \$40 Copay	\$15 / \$40 Copay	\$20 Copay	\$15 Copay	\$15 Copay
Preferred/Formulary Brand				\$35 Copay	\$25 Copay	\$25 Copay	\$35 Copay	\$25 Copay	\$25 Copay
Non-Preferred/Non-Formulary Brand				\$50 Copay	\$40 Copay	\$40 Copay	\$50 Copay	\$40 Copay	\$40 Copay
Specialty				Up to \$50 Copay	Up to \$40 Copay	Up to \$40 Copay	Preferred: \$35 / Non-preferred: \$50	Preferred: \$25 / Non-preferred: \$40	Preferred: \$25 / Non-preferred: \$40
Rates & Counts									
Guarantees Or Caps							15% Rate Cap		
	\$1750 PPO	\$500 PPO	\$0 PPO, \$20 Copay						
Subscriber	16	105	91	\$681.43	\$804.65	\$924.26	\$668.31	\$789.15	\$906.46
Sub +1	11	17	17	\$1,585.84	\$1,872.59	\$2,150.95	\$1,555.29	\$1,836.53	\$2,109.53
Family	32	112	52	\$1,922.81	\$2,270.50	\$2,608.00	\$1,885.77	\$2,226.77	\$2,557.77
Estimated Monthly Premium				\$89,877.04	\$370,618.28	\$256,289.81	\$88,145.79	\$363,480.00	\$251,353.91
Estimated Annual Premium				\$1,078,524.48	\$4,447,419.36	\$3,075,477.72	\$1,057,749.48	\$4,361,760.00	\$3,016,246.92
Total Annual Premium				\$8,601,421.56			\$8,435,756.40		
Percentage Change From Current							-1.93%		
Annual Dollar Change From Current							(\$165,665.16)		
Percentage change by plan							-1.93%	-1.93%	-1.93%

Rate Illustrations (Blue Cross)

BCBS	Tier	Current			Blue Cross 25-26			Blue Cross 26-27 (15%)			Blue Cross 26-27 (25%)		
		Monthly Premium	Employee Share	Employer Share	Premium	Employee Share	Employer Share	Premium	Employee Share	Employer Share	Premium	Employee Share	Employer Share
\$20 copay	Employee	\$ 924.26	\$ 80.42	\$ 843.84	\$ 1,094.83	\$ 166.61	\$ 928.22	\$ 1,259.05	\$ 238.01	\$ 1,021.04	\$ 1,368.54	\$ 347.50	\$ 1,021.04
	Employee +1	\$ 2,150.95	\$ 846.45	\$ 1,304.50	\$ 2,547.91	\$ 1,112.95	\$ 1,434.96	\$ 2,930.10	\$ 1,351.64	\$ 1,578.46	\$ 3,184.89	\$ 1,606.43	\$ 1,578.46
	Family	\$ 2,608.00	\$ 983.42	\$ 1,624.58	\$ 3,089.32	\$ 1,302.28	\$ 1,787.04	\$ 3,552.72	\$ 1,586.98	\$ 1,965.74	\$ 3,861.65	\$ 1,895.91	\$ 1,965.74
\$500 Deductible	Employee	\$ 804.65	\$ -	\$ 843.84	\$ 957.83	\$ 29.61	\$ 928.22	\$ 1,101.50	\$ 80.46	\$ 1,021.04	\$ 1,197.29	\$ 176.25	\$ 1,021.04
	Employee +1	\$ 1,872.59	\$ 568.09	\$ 1,304.50	\$ 2,229.06	\$ 794.10	\$ 1,434.96	\$ 2,563.42	\$ 984.96	\$ 1,578.46	\$ 2,786.33	\$ 1,207.87	\$ 1,578.46
	Family	\$ 2,270.50	\$ 645.92	\$ 1,624.58	\$ 2,702.72	\$ 915.68	\$ 1,787.04	\$ 3,108.13	\$ 1,142.39	\$ 1,965.74	\$ 3,378.40	\$ 1,412.66	\$ 1,965.74
\$1700 Deductible	Employee	\$ 681.43	\$ -	\$ 843.84	\$ 815.02	\$ -	\$ 928.22	\$ 937.27	\$ -	\$ 1,021.04	\$ 1,018.78	\$ -	\$ 1,021.04
	Employee +1	\$ 1,585.84	\$ 281.34	\$ 1,304.50	\$ 1,896.73	\$ 461.77	\$ 1,434.96	\$ 2,181.24	\$ 602.78	\$ 1,578.46	\$ 2,370.91	\$ 792.45	\$ 1,578.46
	Family	\$ 1,922.81	\$ 298.23	\$ 1,624.58	\$ 2,299.76	\$ 512.72	\$ 1,787.04	\$ 2,644.72	\$ 678.98	\$ 1,965.74	\$ 2,874.70	\$ 908.96	\$ 1,965.74
			Annual Employee Share			Annual Employee Share			Annual Employee Share			Annual Employee Share	
\$20 copay	Employee		\$ 965.04			\$ 1,999.32			\$ 2,856.17			\$ 4,169.97	
	Employee +1		\$ 10,157.40			\$ 13,355.40			\$ 16,219.64			\$ 19,277.13	
	Family		\$ 11,801.04			\$ 15,627.36			\$ 19,043.74			\$ 22,750.92	
\$500 Deductible	Employee		\$ -			\$ 355.32			\$ 965.52			\$ 2,115.00	
	Employee +1		\$ 6,817.08			\$ 9,529.20			\$ 11,819.51			\$ 14,494.38	
	Family		\$ 7,751.04			\$ 10,988.16			\$ 13,708.66			\$ 16,951.92	
\$1700 Deductible	Employee		\$ -			\$ -			\$ -			\$ -	
	Employee +1		\$ 3,376.08			\$ 5,541.24			\$ 7,233.35			\$ 9,509.43	
	Family		\$ 3,578.76			\$ 6,152.64			\$ 8,147.81			\$ 10,907.52	

Rate Illustrations (Medica)

Medica	Tier	Current			Medica 25-26			Medica 26-27		
		Premium	Employee Share	Employer Share	Premium	Employee Share	Employer Share	Premium	Employee Share	Employer Share
\$20 copay	Employee	\$ 924.26	\$ 80.42	\$ 843.84	\$ 906.46	\$ -	\$ 928.22	\$ 1,042.43	\$ 21.39	\$ 1,021.04
	Employee +1	\$ 2,150.95	\$ 846.45	\$ 1,304.50	\$ 2,109.53	\$ 674.57	\$ 1,434.96	\$ 2,425.96	\$ 847.50	\$ 1,578.46
	Family	\$ 2,608.00	\$ 983.42	\$ 1,624.58	\$ 2,557.77	\$ 770.73	\$ 1,787.04	\$ 2,941.44	\$ 975.70	\$ 1,965.74
\$500 Deductible	Employee	\$ 804.65	\$ -	\$ 843.84	\$ 789.15	\$ -	\$ 928.22	\$ 907.52	\$ -	\$ 1,021.04
	Employee +1	\$ 1,872.59	\$ 568.09	\$ 1,304.50	\$ 1,836.53	\$ 401.57	\$ 1,434.96	\$ 2,112.01	\$ 533.55	\$ 1,578.46
	Family	\$ 2,270.50	\$ 645.92	\$ 1,624.58	\$ 2,226.77	\$ 439.73	\$ 1,787.04	\$ 2,560.79	\$ 595.05	\$ 1,965.74
\$1700 Deductible	Employee	\$ 681.43	\$ -	\$ 843.84	\$ 668.31	\$ -	\$ 928.22	\$ 768.56	\$ -	\$ 1,021.04
	Employee +1	\$ 1,585.84	\$ 281.34	\$ 1,304.50	\$ 1,555.29	\$ 120.33	\$ 1,434.96	\$ 1,788.58	\$ 210.12	\$ 1,578.46
	Family	\$ 1,922.81	\$ 298.23	\$ 1,624.58	\$ 1,885.77	\$ 98.73	\$ 1,787.04	\$ 2,168.64	\$ 202.90	\$ 1,965.74
			Annual Employee Share			Annual Employee Share			Annual Employee Share	
\$20 copay	Employee		\$ 965.04			\$ -			\$ 256.67	
	Employee +1		\$ 10,157.40			\$ 8,094.84			\$ 10,169.99	
	Family		\$ 11,801.04			\$ 9,248.76			\$ 11,708.35	
\$500 Deductible	Employee		\$ -			\$ -			\$ -	
	Employee +1		\$ 6,817.08			\$ 4,818.84			\$ 6,402.59	
	Family		\$ 7,751.04			\$ 5,276.76			\$ 7,140.55	
\$1700 Deductible	Employee		\$ -			\$ -			\$ -	
	Employee +1		\$ 3,376.08			\$ 1,443.96			\$ 2,521.48	
	Family		\$ 3,578.76			\$ 1,184.76			\$ 2,434.75	

Rate Illustrations (% of salary)

Avg Teacher Salary	2025-26	\$ 75,339				
	2026-27	\$ 80,521				
Avg ESP Salary	2025-26	\$ 23,853				
	2026-27	\$ 25,059				
Teachers		BCBS			Medica	
	Tier	2025-26	2026-27 (15%)	2026-27 (25%)	2025-26	2026-27
\$20 copay	Employee	2.65%	3.55%	5.18%	0.00%	0.32%
	Employee +1	17.73%	20.14%	23.94%	10.74%	12.63%
	Family	20.74%	23.65%	28.25%	12.28%	14.54%
\$500 Deductible	Employee	0.00%	0.00%	0.00%	0.00%	0.00%
	Employee +1	12.65%	14.68%	18.00%	6.40%	7.95%
	Family	14.58%	17.02%	21.05%	7.00%	8.87%
\$1700 Deductible	Employee	0.00%	0.00%	0.00%	0.00%	0.00%
	Employee +1	7.36%	8.98%	11.81%	1.92%	3.13%
	Family	8.17%	10.12%	13.55%	1.57%	3.02%
ESP		BCBS			Medica	
	Tier	2025-26	2026-27 (15%)	2026-27 (25%)	2025-26	2026-27
\$20 copay	Employee	8.38%	11.97%	16.64%	0.00%	1.02%
	Employee +1	55.99%	68.00%	76.93%	33.94%	40.58%
	Family	65.51%	79.84%	90.79%	38.77%	46.72%
\$500 Deductible	Employee	0.00%	0.00%	0.00%	0.00%	0.00%
	Employee +1	39.95%	49.55%	57.84%	20.20%	25.55%
	Family	46.07%	57.47%	67.65%	22.12%	28.49%
\$1700 Deductible	Employee	0.00%	0.00%	0.00%	0.00%	0.00%
	Employee +1	23.23%	30.32%	37.95%	6.05%	10.06%
	Family	25.79%	34.16%	43.53%	4.97%	9.72%

BCBS to Medica Disruption Report – 12 months

Incurred 6/2023 - 11/2024, paid 12/2023 - 11/2024

From BCBS to Medica Paid Claims			
	INN Medica	OON Medica	Total
INN BCBS	\$6,556,510	\$78,989	\$6,635,499
OON BCBS	\$2,824	\$11,864	\$14,688
Total	\$6,559,334	\$90,853	\$6,650,187

Plan Paid Claims - BCBS		
INN BCBS	\$6,635,499	99.78%
OON BCBS	\$14,688	0.22%
Total	\$6,650,187	

Plan Paid Claims - Medica		
INN Medica	\$6,559,334	98.63%
OON Medica	\$90,853	1.37%
Total	\$6,650,187	

Providers not considered in the Disruption			
	Plan Paid	BCBS	Medica
Not considered	\$8,618	In \$94.24 / Out \$8,523.48	NC
Total	\$8,618		

In Network at BCBS / Out of Network at Medica

Provider Name	Place of Service	Speciality	Nbr of Claimants	Nbr of Claims	Nbr of Visits	Plan Paid
Soltis Family Chiropractic	Professional	Chiropractics	70	662	716	\$22,649.11
Everest Mens Health	Professional	Family Practice	2	46	46	\$6,612.48
Ballard Clinic	Professional	Behavioral Health Clinic	2	44	44	\$6,399.54
Mary E Youngquist Phd Lp	Professional	Psychology	1	36	37	\$4,923.74
Omada Health Inc	Professional	Health Education Program	26	106	98	\$4,165.10
Oms Specialists Waconia	Professional	Oral & Maxillofacial Surgery (Dentists Only)	1	1	1	\$3,807.38
True North Therapy Llc	Professional	Behavioral Health Clinic	1	12	23	\$3,517.36
Farid Assouad	Professional	Internal Medicine	1	12	39	\$2,929.33
Hazelden Center City	Inpatient	Adult/Adol Substance Abuse Rehab	1	1	1	\$2,907.64
Live Well Chiropractic Spa And Acupuncture Center	Professional	Chiropractics	5	83	82	\$2,873.51
Oswald Digestive Clinic Llc	Professional	Registered Dietician	2	19	19	\$2,442.35
Lakeshore Family Therapy Llc	Professional	Behavioral Health Clinic	1	13	13	\$1,985.36
Mulliken Counseling Center Inc	Professional	Behavioral Health Clinic	1	12	16	\$1,895.83
Snoring & Sleep Apnea Dental Treamtent Center	Professional	General Dentistry	2	2	2	\$1,747.96
Movewell Chiropractic And Wellness	Professional	Chiropractics	11	30	30	\$1,449.21
Andrea L Benjamin Ma Lp	Professional	Psychologist - Masters Level	4	13	13	\$1,384.82
Superior Steps Aba	Professional	Behavioral Health Clinic	1	2	3	\$1,224.30
Odyssey Counseling	Professional	Behavioral Health Clinic	1	5	5	\$795.55
West End Consultation Group	Professional	Behavioral Health Clinic	1	3	3	\$766.81
Talk Therapy Ltd	Professional	Behavioral Health Clinic	1	5	5	\$742.50
Adapthealth Minnesota Llc	Professional	Durable Medical Equipment Supplier	1	10	6	\$565.25
Stucky Chiropractic Center Sc	Professional	Chiropractics	1	10	24	\$447.23
Acticare Llc	Professional	Internal Medicine	1	2	5	\$385.03
Progressive Inspirations Inc	Professional	Psychologist - Masters Level	1	1	5	\$380.97
Movewell Chiropractic And Wellness	Professional	Chiropractics	3	10	10	\$364.90
Coastal Eye Specialists Medical	Professional	Ophthalmology	1	3	3	\$363.42
Goldfinch Neurobehavioral Services Llc	Professional	Behavioral Health Clinic	1	2	2	\$297.35
Facial Pain Center Pllc	Professional	General Dentistry	1	1	1	\$214.37
Next Adventure Counseling And Consulting	Professional	Behavioral Health Clinic	1	1	1	\$200.16
Hazelden Mental Health Clinics	Professional	Approved Mental Health Clinic	1	1	1	\$198.08
Midwest Myofunctional Specialists	Professional	Speech Therapist - Comprehensive Wraparound, Matrix Plans Only	1	1	1	\$193.24
Next Adventure Counseling And Consulting	Professional	Behavioral Health Clinic	1	1	1	\$159.11

In Network at Medica / Out of Network at BCBS

Place of Service	Name of Provider	Speciality	Nbr of Claimants	Nbr of Claims	Nbr of Visits	Plan Paid
Rose Hill Psyc Services	Professional	Psychology	1	6	6	\$1,516.98
Sacred Health Family Chiropractic	Professional	Chiropractics	2	31	31	\$637.08
Breathe Eazy	Professional	Durable Medical Equipment Supplier	1	1	1	\$330.00
Clarkson Optometry Inc	Professional	Optometry	2	3	3	\$211.47
Family Home Visiting	Professional	Nurse Practitioner - Community Health	1	1	1	\$66.51
Sheridan Radiology Services Of	Professional	Diagnostic Radiology	1	3	3	\$15.00
Chi Health Creighton University	Outpatient	General Hospital Without Distinct Unit	1	1	1	\$11.00
Physicians Laboratory Ltd	Professional	Anatomic Pathology & Clinical Pathology	1	2	1	\$10.00
Inphynet Contracting Services I	Professional	Emergency Medicine	1	2	2	\$10.00
Forest Hills Med Services	Professional	Obstetrics - Gynecology	1	2	2	\$6.00
Access Health Brookings	Professional	Family Practice	1	1	1	\$5.00
Radiology Physician Solutions O	Professional	Diagnostic Radiology	1	1	1	\$5.00
Midwest Oral & Facial Surgery Pllc	Professional	Oral & Maxillofacial Surgery (Dentists Only)	1	1	1	\$0.00

BCBS to Medica Disruption Report

Date of service December 2022 – November 2024

	BCBS Plan Paid Claims Rx	
Generic Formulary	\$327,306	8.97%
Generic Non-Formulary		0.00%
Brand Formulary	\$1,058,130	28.99%
Brand Non-Formulary	\$511,429	14.01%
Specialty	\$1,752,991	48.03%
Total	\$ 3,649,856.09	

	Medica Plan Paid Claims Rx	
Generic Formulary	\$328,272	8.99%
Generic Non-Formulary	\$112	0.00%
Brand Formulary	\$1,020,996	27.97%
Brand Non-Formulary	\$197,227	5.40%
Not Listed	\$7	0.00%
Specialty	\$878,815	24.08%
Alternates/Pre auth req	\$975,647	26.73%
Not covered GLP1	\$248,780	6.82%
Total	\$3,649,856.09	

Drug alternate or pre-authorizations required at Medica

Current Drug	Alternate Options with Medica					
ADDERALL XR CAP	DEXTROAMPHETAMINE-AMPHET ER					
ADVAIR DISKU AER	FLUTICASONE-SALMETEROL	WIXELA INHUB				
CLIMARA PRO DIS WEEKLY	COMBIPATCH					
CONCERTA TAB	METHYLPHENIDATE ER					
DRYSOL SOL 20%	BROMI-LOTION					
EPINEPHRINE INJ 0.15MG	EPINEPHRINE	AUVI-Q	AUVI-Q	EPIPEN JR.		
EPINEPHRINE INJ 0.3MG	EPINEPHRINE	AUVI-Q	EPIPEN			
FLOVENT DISK AER 100MCG	ARNUITY ELLIPTA	ASMANEX	ASMANEX HFA	QVAR REDIHALER		
FLOVENT HFA AER	ARNUITY ELLIPTA	ASMANEX	ASMANEX HFA	QVAR REDIHALER		
HUMALOG INJ 100/ML	NOVOLOG	NOVOLOG FLEXPEN	FIASP	FIASP FLEXTOUCH	NOVOLOG MIX 70-30	
IMVEXXY MAIN SUP 10MCG	ESTRADIOL	ESTRADIOL	YUVAFEM	PREMARIN		
INSULIN ASPA INJ 100/ML	NOVOLOG	NOVOLOG FLEXPEN	FIASP	FIASP FLEXTOUCH	NOVOLOG MIX 70-30	
INSULIN ASPA INJ FLEXPEN	NOVOLOG	NOVOLOG FLEXPEN	FIASP	FIASP FLEXTOUCH	NOVOLOG MIX 70-30	
INSULIN SYRG MIS	B-D INSULIN SYRINGE					
INTRAROSA SUP 6.5MG	ESTRADIOL	ESTRADIOL	YUVAFEM	PREMARIN		
KONVOMEK SUS 2-84/ML	DEXLANSOPRAZOLE DR	ESOMEPRAZOLE MAGNESIUM	LANSOPRAZOLE	OMEPRAZOLE	PANTOPRAZOLE SODIUM	RABEPRAZOLE SODIUM
LEVALBUTEROL AER 45/ACT	ALBUTEROL SULFATE HFA					
LEVEMIR INJ FLEXTOUC						
LEVOTHYROXIN CAP 25MCG	INSULIN GLARGINE-YFGN	SEMGLEE (YFGN) PEN	TOUJEO SOLOSTAR	TRESIBA FLEXTOUCH U-100		
LIKMEZ SUS 500/5ML	EUTHYROX	LEVOTHYROXINE SODIUM	LEVOXYL	UNITHROID		
NUVARING MIS	METRONIDAZOLE					
PEN NEEDLES MIS	ELURYNG	ENILLORING	ETONOGESTREL-ETHINYL ESTRADIOL	HALOETTE		
POGO AUTOMAT MIS MONITOR	BD INSULIN PEN NEEDLE UF MINI	BD NANO PEN NEEDLE	BD ULTRA-FINE PEN NEEDLE			
POGO AUTOMAT TES CARTRIDG	FREESTYLE FREEDOM	FREESTYLE FREEDOM LITE	FREESTYLE INSULINX	FREESTYLE LITE METER	PRECISION XTRA	ONE TOUCH ULTRA 2
PREMPRO TAB 0.45-1.5	FREESTYLE TEST STRIPS	FREESTYLE LITE TEST STRIPS	FREESTYLE INSULINX TEST STRIPS	PRECISION XTRA	ONE TOUCH ULTRA TEST STRIPS	ONE TOUCH VERIO
SLYND TAB 4MG	AMABELZ	ESTRADIOL-NORETHINDRONE ACETAT	FYAVOLV	JINTELI	MIMVEY	NORETHINDRONE-ETHIN ESTRADIOL
SYNTHROID TAB	CAMILA	DEBLITANE	ERRIN	HEATHER	NORETHINDRONE ACETATE	NORLYDA
VENTOLIN HFA AER	EUTHYROX	LEVOTHYROXINE SODIUM	LEVOXYL	UNITHROID		SHAROBEL
VIVELLE-DOT DIS 0.05MG	ALBUTEROL SULFATE HFA					
WELLBUTRIN TAB 150MG SR	ESTRADIOL					
XTAMPZA ER CAP	BUPROPION SR					
	HYDROCODONE BITARTRATE ER	HYDROMORPHONE ER	MORPHINE SULFATE ER	OXYMORPHONE HCL ER	HYSINGLA ER	OXYCONTIN

Drug alternate or pre-authorizations required at Medica - Specialty

Current Drug	Alternate Options with Medica				
CHOR GONADOT INJ 10000UNT	NOVAREL	OVIDREL			
FOLLISTIM AQ INJ 300UNIT	GONAL-F	GONAL-F RFF	GONAL-F RFF REDI-JECT		
HADLIMA PUSH INJ 40/0.4ML	ADALIMUMAB-ADAZ(CF) PEN	ADALIMUMAB-ADBM(CF)PEN	ADALIMUMAB-RYVK(CF) AUTOINJECT	CYLTEZO(CF) PEN	SIMLANDI(CF) AUTOINJECTOR
HUMIRA PEN INJ	ADALIMUMAB-ADAZ(CF) PEN	ADALIMUMAB-ADBM(CF)PEN	ADALIMUMAB-RYVK(CF) AUTOINJECT	CYLTEZO(CF) PEN	SIMLANDI(CF) AUTOINJECTOR
HUMIRA PEN KIT CD/UC/HS	ADALIMUMAB-ADAZ(CF) PEN	ADALIMUMAB-ADBM(CF)PEN	ADALIMUMAB-RYVK(CF) AUTOINJECT	CYLTEZO(CF) PEN	SIMLANDI(CF) AUTOINJECTOR
NEUPOGEN INJ 480/0.8	NIVESTYM				
NORDITROPIN INJ	GENOTROPIN	OMNITROPE			

Cover Sheets

Waconia Independent School District No 110

Coverage Effective Date: 07/01/2025

Rate Summary

	Total	\$500 PPO, Aware	\$0 PPO, \$20 Cpy, Aware	\$1750 PPO, Aware
Health Plan Structure	--	PPO	PPO	PPO
Health Plan Actuarial Value				
Using MV calculator *	--	0.902	0.937	0.789
Using AV calculator	--	0.928	0.978	0.834
Provider Network Type	--	Broad	Broad	Broad
Commissions (PMPM)	\$2.11	\$2.11	\$2.11	\$2.11
Total Premium, First 12 Mos, Excl Commissions	\$10,544,463	\$5,461,111	\$3,753,312	\$1,330,040
Total Premium, Excl Commissions (PMPM)	\$778.99	\$743.62	\$914.55	\$636.99
Expected Members	1,128	612	342	174
Expected Contracts by Tier				
Subscriber	212	105	91	16
Sub + Child	8	4	3	1
Sub + Spouse	38	13	15	10
Sub + Children	9	4	0	5
Family	186	108	51	27

* The required Minimum Value calculator has not been updated since 2013 and does not reflect current minimum value definitions



Waconia School District #110



Request For Proposals - Group Insurance Coverage

Effective Date: 7/1/2025

Section 1:

	Rate Tier	Assumed # of Contracts	Medica Proposed Rates (without commissions)	Medica Proposed Rates (with commissions)	Brief Description
Plan 1	Single	84	\$842.23	\$847.48	MIC PP MN 0%-20
	Employee + 1	16	\$1,967.03	\$1,972.28	
	Family	49	\$2,386.11	\$2,391.36	
Plan 2	Single	97	\$812.71	\$817.96	MIC PP MN 500-20%
	Employee + 1	16	\$1,898.32	\$1,903.57	
	Family	111	\$2,302.80	\$2,308.05	
Plan 3	Single	9	\$682.41	\$687.66	MIC PP MN 1750-20%
	Employee + 1	11	\$1,595.07	\$1,600.32	
	Family	32	\$1,935.12	\$1,940.37	

Total Contracts:	425
Total Annual Premium:	\$8,061,590
Premium PCPM (per contract/mo):	\$1,580.70
Total Annual Commissions:	\$26,775
Total Commissions PCPM:	\$5.25
Total Annual Premium (no commissions):	\$8,034,815
Premium PCPM (no commissions):	\$1,575.45

Section 2:

Brief Plan Description - NOTE: SBC or benefit book required for all quoted plans.

	Example	Plan 1	Plan 2	Plan 3
Does Plan Match Current Benefit (Y or N)	Y	N	N	N
Plan Type	PPO, POS, HMO	POS	POS	POS
Plan MV	0.600	93.500	91.600	78.700
Network Name	Passport	Passport	Passport	Passport
Network Description (Broad or Narrow)	Broad	Broad	Broad	Broad
Primary Care Model (Y or N)	N	N	N	N
Multiple Tiers Within Network	NA	N	N	N
Note Number of Tiers and Deductible Range	NA	NA	NA	NA
HSA Plan	HSA	NA	NA	NA

Plan Highlights

Plan 1: \$0/0 Ded, \$20, 100/0% Coins, \$750/1500 OOP, \$15/25/40 No Prev Rx, (OON: 1000/2000, 25%, 1500/3000)

Plan 2: \$500/1000 Ded, 80/20% Coins, \$750/1500 OOP, \$15/25/40 No Prev Rx, (OON: 1500/3000, 40%, 2250/4500)

Plan 3: \$1750/3500 Ded, 80/20% Coins, \$3000/6000 OOP, \$20/35/50 No Prev Rx, (OON: 2750/5500, 40%, 4250/8500)

Deviations from Current Plan Design

2025 Large Group Renewal Bulletin

Blue Cross and Blue Shield of Minnesota
Fully insured Commercial and Major National Accounts
Revised 10.11.2024



Rare Disease Benefit

Minnesota State Mandate Effective 1/1/2024

The Rare Disease Benefit ensures that eligible, out-of-network services related to the diagnosis, monitoring, and treatment of an eligible rare disease or condition will apply the same benefit level as services provided by in-network provider, including member cost-share, benefit limitations, or service limitations.

Specialty pharmacy drugs used to treat the eligible rare disease/condition are included. Prescription drugs obtained through retail or online pharmacy locations are not included.

A rare disease or condition falls into one of the following categories:

- Affects fewer than 200,000 persons in the United States and is chronic, serious, life-altering, or life-threatening.
- Affects more than 200,000 persons in the United States, and a drug for treatment has been designated as a drug for a rare disease or condition.
- Labeled as a rare disease or condition on the Genetic and Rare Disease Information Center list created by the National Institute of Health.
- A member has met specific clinical consultation and diagnostic criteria (e.g., developmental delay, failed definitive diagnosis).

Providers can submit the Rare Disease Benefit Mandate – Out of Network/Non-Participating Provider Notification form to determine if the members rare disease/condition qualifies under the benefit. This form is available at <https://www.bluecrossmn.com/providers/forms-and-publications>. Note, this form **must** be completed/submitted by the provider – not the member.

Routine Mammogram

Minnesota State Mandate Effective 1/1/2024

If a health care provider determines an enrollee requires additional diagnostic services or testing after a routine mammogram, the additional diagnostic services or testing will be covered with no cost-sharing, including copay, deductible, or coinsurance.

There is a limited exception for a high deductible health plan connected to a health savings account that permits cost-sharing until after the member has met their plan deductible.

New Update Pharmacy Changes

GLP-1 Day Supply Benefit Change

Starting January 1, 2025, Blue Cross will implement a new policy for all fully insured commercial members. This policy limits the supply of all GLP-1 (Glucagon-like peptide-1) drugs to a one-month supply, whether filled at retail or by mail. The reason for this change is to reduce waste caused by side

effects, ineffective prescribing, dose adjustments, and to ensure better access to these drugs during shortages. Members will still have access to their GLP-1 medications but will only receive up to a one-month supply at a time.

This one-month supply limit applies to all GLP-1 drugs, regardless of their use or diagnosis. No customizations will be allowed. The affected drugs include:

- **Obesity GLP-1s:** Saxenda, Wegovy, Zepbound
- **Diabetes GLP-1s:** Bydureon, Byetta, Mounjaro, Ozempic, Rybelsus, Trulicity, Victoza/liraglutide

90DayMyWay Benefit

For any plan with the 90DayMyWay benefit, Blue Cross is removing GLP-1 drugs from the required drug list. This means members will no longer be required to fill a 90-day supply for their GLP-1 drug.

New Update Minnesota State Mandates

Not all new guidance requires changes in benefit coding or administration. Below are the Minnesota State Mandates that do require such changes.

Abortions and Abortion Services

Coverage of abortion and related services, including pre-abortion and follow-up services, with no greater cost sharing than similar services. Prohibits utilization management of these services that is not generally applicable to other plan coverage.

Maternal Care and Medical Transfers

Coverage for all expenses related to transferring the mother, newborn, and newborn siblings between medical facilities, when recommended by the provider, and required maternity inpatient care at both facilities. Coverage for the medical facility transfer must be covered with no member cost-share. High deductible health plans must meet their deductible before facility transfer services are covered with no cost-sharing.

Scalp Prosthetics (Wigs)

Coverage for scalp hair prostheses, including necessary equipment and accessories, for hair loss due to a health condition, unless there is a clinical basis for limitation. This is a change from current law, which limited coverage to alopecia areata. Coverage is limited to one wig per person per calendar/plan year up to \$1,000, except for alopecia areata, which has no dollar limit.

Chronic Disease Member Cost Share Mandate *

Members diagnosed with certain chronic diseases will benefit from cost-sharing limits on their medical expenses. Prescription medications for these conditions will not exceed \$25 per prescription for a one-month supply. Additionally, eligible medical supplies (combined medical and pharmacy) for chronic disease management will have a monthly cap of \$50. This mandate only includes these chronic diseases diabetes, asthma, and allergies that require epinephrine auto-injectors. For members with a Health Savings Account (HSA), the deductible must be met first if the drug or supply is not listed on the IRS preventive list (<https://www.irs.gov/pub/irs-drop/n-19-45.pdf>).

Insulin Cost-Share Change*

Blue Cross is eliminating the \$0 insulin member cost-share and will apply up to a \$25 member cost-share per prescription per month, if the cost of the drug or retail copay is less than \$25, the lower amount will apply. Insulin is included as part of the diabetes drugs capped at \$25 per month under the chronic disease cost-share mandate.

Summary of Certificate of Coverage Variations

Waconia School District 110

Medica completed a review of your current medical plan(s) and has prepared a summary of the differences between these plan(s) and our proposed plan(s). We strive to offer medical benefits with the same or a similar level of coverage to your existing plans. Some of the variations noted below may be enhancements to your current coverage, while other variations may be differences based on our unique claims system and administrative structure.

The plan variations below are based on the benefits listed in the Certificate of Coverage (s) provided. Our review is based on system capabilities and filing for a fully-insured plan design following guidelines for Minnesota. Additionally, Medica’s administration includes all requirements of the Affordable Care Act.

Benefit Type	Current Benefit	Medica Capabilities or Proposed Alternative(s)
Plan Designs Offered	Plan 1: 0-\$20-0% Plan 2: 500-20% Plan 3: 1750-20%	
Calendar vs Plan Year	This group has a plan year benefit period	Approved
Deductible [Note: The Certificate of Coverage does not indicate if deductibles are combined in and out-of-network. Medica’s review will assume they are not combined unless provided evidence to the contrary]	<p>Plan 1: In-network: \$0 individual / \$0 family Out-of-network: \$200 individual / \$600 family</p> <p>Note: The Certificate of Coverage or SBC does not indicate if deductibles are combined in and out-of-network. Medica’s review will assume they are not combined.</p> <p>Plan 2: 1-Deductibles are combined in & out-of-network with the same dollar amounts. Out-of-pockets are also combined in & out-of-network with the same amount</p> <p>2-In-network and Out-of-network: \$500 individual / \$1,000 family medical combined in-network and out-of-network</p> <p>Plan 3: 1-Deductibles are combined in & out-of-network with the same dollar amounts. Out-of-pockets are also combined in & out-of-network with the same amount</p> <p>2-In-network and out-of-network: \$1,750 individual / \$3,500 family medical and drug combined in-network and out-of-network</p>	<p>A greater out-of-network differential is needed. Minimum out-of-network deductibles for <u>Passport/Elect/ACOs</u> in order for be eligible for ChoicePlus: \$300 individual / \$600 family</p> <p>1-Unable to offer combined deductibles on ACO and Elect products.</p> <p>For Passport: Combined in and out-of-network deductibles with the same amounts can be approved only if the deductible applies to both in and out-of-network pharmacy charges or neither in and out-of-network pharmacy charges; and the out-of-pockets are also combined in and out-of-network with the same amounts. It appears that is the case with this plan.</p> <p>2-In order to qualify for ChoicePlus, as requested, plan would have to have spread between deductible/coinsurance/out-of-pocket. Recommend following deductibles for ChoicePlus eligibility: In-network: \$500 individual / \$1,000 family Out-of-network: \$1,500 individual / \$3,000 family</p> <p>1-Unable to offer combined deductibles on ACO and Elect products.</p> <p>For Passport: Combined in and out-of-network deductibles with the same amounts can be approved only if the deductible applies to both in and out-of-network pharmacy charges or neither in and out-of-network pharmacy charges; and the out-of-pockets are also combined in and out-of-network with the same amounts. It appears that is the case with this plan.</p> <p>2-In order to qualify for ChoicePlus, as requested, plan would have to have spread between deductible/coinsurance/out-of-pocket. Recommend following deductibles for ChoicePlus eligibility: In-network: \$1,750 individual / \$3,500 family Out-of-network: \$3,600 individual / \$7,200 family</p>

Summary of Certificate of Coverage Variations

Waconia School District 110

Benefit Type	Current Benefit	Medica Capabilities or Proposed Alternative(s)
<p>Out-of-pocket</p> <p>[Note: Certificate of Coverage does not indicate if out-of-pockets are combined in and out-of-network. Medica's review will assume they are not combined unless provided evidence to the contrary]</p>	<p>Plan 2:</p> <p>1-Out-of-pockets are combined in & out-of-network with same dollar amounts. Deductibles are also combined in & out-of-network with the same amount</p> <p>2-In-network and out-of-network: \$750 individual / \$1,500 family</p>	<p>1-Unable to offer combined out-of-pockets on ACO and Elect products.</p> <p>For Passport: Combined in and out-of-network out-of-pockets with the same amounts can be approved only if the deductible applies to both in and out-of-network pharmacy charges or neither in and out-of-network pharmacy charges; and the deductibles are also combined in and out-of-network with the same amounts. It appears that is the case with this plan.</p> <p>2-In order to qualify for ChoicePlus, as requested, plan would have to have spread between deductible/coinsurance/out-of-pocket. Recommend following out-of-pockets for ChoicePlus eligibility: In-network: \$1,000 individual / \$2,000 family Out-of-network: \$2,250 individual / \$4,500 family</p>
	<p>Plan 3:</p> <p>1-Out-of-pockets are combined in & out-of-network with same dollar amounts. Deductibles are also combined in & out-of-network with the same amount</p> <p>2-In-network and out-of-network: \$3,000 individual / \$6,000 family</p>	<p>1-Unable to offer combined out-of-pockets on ACO and Elect products.</p> <p>For Passport: Combined in and out-of-network out-of-pockets with the same amounts can be approved only if the deductible applies to both in and out-of-network pharmacy charges or neither in and out-of-network pharmacy charges; and the deductibles are also combined in and out-of-network with the same amounts. It appears that is the case with this plan.</p> <p>2-In order to qualify for ChoicePlus, as requested, plan would have to have spread between deductible/coinsurance/out-of-pocket. Recommend following out-of-pockets for ChoicePlus eligibility: In-network: \$3,000 individual / \$6,000 family Out-of-network: \$5,400 individual / \$10,800 family</p>
<p>Separate Pharmacy Out-of-Pocket</p>	<p>Separate pharmacy out-of-pocket applies</p> <p>Plans 1 & 2: \$300 individual / \$500 family combined in-network and out-of-network</p>	<p>Plans 1 & 2: A separate pharmacy out-of-pocket can be approved as long as the medical deductible does not apply to any pharmacy charges, in or out-of-network. Additionally the separate out-of-pocket must be combined in and out-of-network with the same amount; and there must be both individual and family amounts in and out-of-network. It appears this is the case with this plan.</p> <p>Family out-of-pocket suggested to be at least 2x or greater than the individual limit. Approve the following: \$300 individual / \$500 family</p>
<p>Coinsurance</p>	<p>Plan 1: Coinsurance is 0% (no charge) in-network and 25% out-of-network</p> <p>Plan 2 & 3: Coinsurance amounts are the same in & out-of-network. There is no differential. Plan 2 is 20% and Plan 3 is 20%.</p>	<p>Plan 1: Approved.</p> <p>Plan 2 & 3: A greater out-of-network differential is required from In-network. Must be at least a 20% differential; minimum out-of-network coinsurance of 40%</p> <p>Please note: These differentials will be required throughout the SBCs and Certificate of Coverage unless otherwise noted.</p>

Summary of Certificate of Coverage Variations

Waconia School District 110

Benefit Type	Current Benefit	Medica Capabilities or Proposed Alternative(s)
Deductible Carryover	All Plans: Deductible carryover of last three months apply. Deductible carryover amounts do not apply to the out-of-pocket limits	All Plans: Deductible carryover is only available for calendar year plans with 4th quarter carryover. Medica assumes this plan year benefit period.
Pre-certification Requirements and/or Penalties	All plans: Pre-certification is required for certain services.	All plans: Medica standard prior authorization and notification list will apply. Failure to precertify will not result in penalty.
Office Visits - Primary and specialist	Plan 1: Copay for office visit; no charge for all other services	Plan 1: Copay will apply to the office visit charge. The most appropriate benefit will apply for other services rendered in the office. (Ex: lab will take lab benefit, x-ray will take x-ray benefit).
Acupuncture	All plans: Services for or related to acupuncture, except when medically necessary and appropriate. Acupuncture is covered 20 visits per person per benefit period in-and-out-combined.	All plans: Approve 20 visits combined in- and out-of-network.
Chiropractic Services	Plan 1: A \$20 copay applies to the chiropractic office visit; coinsurance applies to all other services including therapy/manipulations All Plans: Chiropractic visit limits not specified in and out-of-network	All plans: Medica standard limit of 15 visits per year out-of-network will apply Plan 1: Copay will apply to all chiropractic visits and services
Convenience Care / Retail Health / Virtual Care	Plan 1: E-visit and telephone consultations are covered no charge in-network. Plans 2 & 3: First five free visits, then in-network benefits apply. Retail and virtual do not match.	Plan 1: \$0 is approved. Plan 2 & 3: Due to system requirements, retail health and virtual care must be the same. Convenience and virtual will be 20% coinsurance for all visits.
Dental: Accidental	Plan 1: You pay nothing after office visit \$20 copay for the office visit charge; you pay nothing for all other eligible services. All Plans: Treatment must be initiated within 12 months of the date of injury or 12 months of the effective date. Treatment must be completed within 24 months from when treatment initiated.	Plan 1: Copay will apply to the office visit charge. The most appropriate benefit will apply for other services rendered in the office. (Ex: lab will take lab benefit, x-ray will take x-ray benefit). All Plans: Coverage is limited to services received within 24 months from the later of: 1) the date you are first covered under the contract; or 2) the date of the injury
Dental: Oral Surgery	Plan 1: Oral surgery for removal of impacted teeth, you pay nothing after office visit \$20 copay for the office visit charge; you pay nothing for all other eligible services.	Plan 1: Copay will apply to the office visit charge. The most appropriate benefit will apply for other services rendered in the office. (Ex: lab will take lab benefit, x-ray will take x-ray benefit).
Dental: Orthognathic Surgery	All Plans: Orthognathic surgery is not specified on the SPDs	All Plans: Orthognathic surgery is covered when not done for cosmetic purposes. Prior authorization is required.
Dental: TMJ services	Plan 1: You pay nothing after office visit \$20 copay for the office visit charge; you pay nothing for all other eligible services.	Plan 1: Copay will apply to the office visit charge. The most appropriate benefit will apply for other services rendered in the office. (Ex: lab will take lab benefit, x-ray will take x-ray benefit).
Preventive Care (well child)	All plans: Age 0-5: No charge for well-child care in-network. Age 0-17: No charge for immunizations. Age 6-18: Out-of-network benefits apply.	All plans: Cannot split out by age, no charge will apply for all well child up to age 18 in-and-out-of-network. Usual & customary will apply out-of-network to in-network care.

Summary of Certificate of Coverage Variations

Waconia School District 110

Benefit Type	Current Benefit	Medica Capabilities or Proposed Alternative(s)
Preventive Care (<i>non-well child</i>)	Plans 2 & 3: No charge (0% coinsurance, deductible does not apply) for preventive care out-of-network.	Plans 2 & 3: Out-of-network benefits will apply.
Pharmacy: Retail & Mail Order	Plan 1 & 2: In-network benefits: <u>Generic:</u> \$15 copay retail / \$30 copay mail <u>Preferred brand:</u> \$25 copay retail / \$50 copay mail <u>Non-preferred brand:</u> \$40 copay retail / \$80 copay mail Out-of-network benefits: Generic: \$15 copay retail Preferred brand: \$25 copay retail Non-preferred brand: \$40 copay retail Mail not covered	Plan 1 & 2: In order to maximize manufacturer discounts, rebates, and member cost share, Medica’s standard three-tier benefit structure will apply – Generic, Preferred brand, Non-preferred brand. Note: Can approve out-of-network copays, but greater out-of-network differential is needed. Out-of-network copays must be at least 1.5 times higher than in-network copays rounded to the higher even dollar. Suggested out-of-network minimum copays: Generic: \$25 copay retail Preferred brand: \$40 copay retail Non-preferred brand: \$60 copay retail
Pharmacy: Retail & Mail Order	Plan 3: In-network benefits: <u>Generic:</u> \$20 copay retail / \$40 copay mail <u>Preferred brand:</u> \$35 copay retail / \$70 copay mail <u>Non-preferred brand:</u> \$50 copay retail / \$100 copay mail Out-of-network benefits: Generic: \$20 copay retail Preferred brand: \$35 copay retail Non-preferred brand: \$50 copay retail Mail not covered	Plan 3: In order to maximize manufacturer discounts, rebates, and member cost share, Medica’s standard three-tier benefit structure will apply – Generic, Preferred brand, Non-preferred brand. Note: Can approve out-of-network copays, but greater out-of-network differential is needed. Out-of-network copays must be at least 1.5 times higher than in-network copays rounded to the higher even dollar. Suggested out-of-network minimum copays: Generic: \$30 copay retail Preferred brand: \$55 copay retail Non-preferred brand: \$75 copay retail
Pharmacy: Specialty	All plans: No benefits specified for specialty drugs.	All plans: In order to maximize manufacturer discounts, rebates, and member cost share, Preferred and non-preferred specialty benefits will apply. Differential is needed for in-network non-preferred specialty drugs. Our standard specialty would still be two-tier and we can allow copays. For rebate compliance, there should be a \$15 minimum copay differential between preferred and non-preferred medications. With copays, recommended benefits (below) can mirror retail as they do have a differential between preferred and non-preferred already: Plan 1 & 2: Preferred and non-preferred specialty benefits will apply. Recommend Medica standard In-network benefits: <ul style="list-style-type: none"> • Preferred: \$25 copay • Non-preferred: \$40 copay • Deductible does not apply Plan 3: Preferred and non-preferred specialty benefits will apply. Recommend Medica standard In-network benefits: <ul style="list-style-type: none"> • Preferred: \$35 copay • Non-preferred: \$50 copay • Deductible does not apply

Summary of Certificate of Coverage Variations

Waconia School District 110

Benefit Type	Current Benefit	Medica Capabilities or Proposed Alternative(s)
Pharmacy: Weight Loss GLP1	All Plans - GLP1s for weight loss is covered.	<p>All Plans - All appetite suppressants, including GLP-1s that are FDA-approved for weight loss or managing obesity (I.E Wegovy, Saxenda) are contractually excluded for all Fully Insured groups, regardless of mechanism of action.</p> <p>Note: GLP-1s that are FDA-approved for diabetes (I.E Ozempic, Trulicity, Mounjaro) remain available with a Prior Authorization (PA) for members who meet the PA criteria through Medica.</p>
Insulin	All plans: Insulin listed on the preferred/generic brand drug list are covered at zero cost-sharing.	All plans: Medica's drug list will apply. Standard \$25 retail / \$50 mail will apply
Pharmacy: Day Supply Limits	<p>All plans: Retail: 34 days or 100 units whichever is greater</p> <p>Mail order: 90-day supply</p> <p>Specialty: 21 day supply</p>	<p>All plans: The following will apply: Retail: 31-day supply Mail order: 93 day supply Specialty: 31-day supply</p>
Emergency Room & Emergency Transportation	Plan 1: Emergency room care and emergency medical transportation do not match.	Plan 1: Benefits for emergency room and emergency transportation must match and will both be no charge.
Urgent Care	<p>All plans: Out-of-network benefits apply</p> <p>Plan 1: \$20 copay for office visit; no charge for all other services</p>	<p>All plans: Out-of-network care will mirror in-network benefits. Usual & customary will not apply.</p> <p>Plan 1: Urgent care and primary office visit benefit must match to be compliant with federal mental health parity. Copay will apply to the urgent care visit charge. The most appropriate benefit will apply for other services rendered in the office. (Ex: lab will take lab benefit, x-ray will take x-ray benefit).</p>
Behavioral Health: Substance use disorder Outpatient	<p>Plan 1: Certificate of Coverage or SBC indicated In-network mental health benefit does not mirror the primary medical office visit benefit.</p> <p>M/S office visit: \$20 copay MH/SUD outpatient: No charge</p> <p>SPD indicates M/S and MH/SUD match at no charge in-network.</p>	Plan 1: Mental health office visits must be equal to or better than primary medical visits per Federal Mental Health Parity. It appears that is the case with this plan.
Prenatal Care	All plans: No charge for prenatal care in- and out-of-network.	<p>All plans: Deductible and coinsurance will not apply to preventive prenatal care out-of-network. Usual & customary charges will apply.</p> <p>Note: To conform with ACA requirements, all preventive prenatal care is covered with no member cost share. Non-preventive prenatal care is covered at the corresponding in-network benefit level, depending on type of services provided.</p>
Postnatal Care	<p>Plan 1: \$20 copay applies in-network</p> <p>Plans 2 & 3: In-network postnatal standard medical benefit (deductible and coinsurance) applies.</p>	All plans: Postnatal visit will be covered at no charge.
Home Health Care	All plans: No visit limit detailed.	All plans: Limit of 120 visits in network & 60 visits out-of-network per year will apply. Does not include home IV therapy.

Summary of Certificate of Coverage Variations

Waconia School District 110

Benefit Type	Current Benefit	Medica Capabilities or Proposed Alternative(s)
Rehabilitation & Habilitation Services	<p>All plans: No visit limit.</p> <p>Plan 1: Rehabilitation & habilitation services benefit do not match the office visit benefit.</p>	<p>Plan 1: Approve no charge for rehabilitation and habilitation services.</p> <p>All plans: Coverage for physical and occupational therapy is limited to a combined maximum of 20 visits per year out-of-network; speech therapy limited to a separate 20 visits per year out-of-network.</p> <p>Note: Visits limits do not apply to behavioral health conditions. Rehab services and office visit benefit must match to be compliant with federal mental health parity.</p>
Skilled Nursing Care	<p>Plan 1: No visit limit.</p> <p>Plans 2 & 3: Limit combined 120 days per person per benefit period.</p>	<p>All plans: Benefit is limited to a maximum of 120 days per year in and out-of-network combined.</p> <p>Due to system requirements, benefit is limited to a maximum of 120 days per year in and out-of-network combined. Visit limits not combined to all inpatient services.</p>
Durable Medical Equipment (DME)	<p>All Plans: Wigs (scalp hair prostheses) for hair loss due to alopecia areata only. Maximum of one wig per person per plan year. Deductible does not apply.</p>	<p>All Plans: Scalp hair prosthesis for hair loss due to a health condition, including alopecia areata or treatment for cancer, including all equipment and accessories necessary for regular use, when prescribed by a provider, unless there is a clinical basis for limitation. Coverage is limited to \$1,000 per year. If the cost for scalp hair prosthesis is less than \$1,000, coverage will also be provided for any equipment or accessories necessary for regular use, when prescribed by a provider, up to a total combined dollar limit of \$1,000 per year.</p>
Hospice Services	<p>All plans: Not covered out-of-network.</p>	<p>All plans: Out-of-network benefits will apply.</p> <p>Limits & restrictions will not apply.</p>
Child Eye Exam	<p>Plan 1: In-network: No charge Out-of-network: •Age 0-5: No charge •Age 6-18: 25% coinsurance.</p> <p>Plans 2 & 3: No charge in- and out-of-network exam.</p>	<p>All Plans: Out-of-network benefits will apply. Cannot break out by age.</p>
Transplant Services	<p>All plans: No charge for transplant with Blue Distinction Centers for Transplant provider.</p>	<p>All plans match Medica's standard transplant benefits with in-network providers.</p>
Services Your Plan does NOT Cover	<p>1-Routine foot care</p> <p>2-Non-emergency care when traveling outside the U.S.</p>	<p>1-Routine foot care is covered for certain medically necessary criteria.</p> <p>2-Out-of-network benefits will apply to non-emergency services rendered outside the U.S.</p>

Summary of Certificate of Coverage Variations

Waconia School District 110

Benefit Type	Current Benefit	Medica Capabilities or Proposed Alternative(s)
Other Covered Services	<p>1-Bariatric surgery: <u>18 and older:</u> You pay nothing when you use Blue Distinction Centers for Bariatric Surgery <u>17 and younger:</u> You pay nothing when you use in-network providers <u>Out-of-network:</u> Not covered.</p> <p>2-Infertility treatment Assisted reproductive technology benefits are subject to a lifetime maximum limit of \$10,000 per member for medical services and prescription drugs combined, including self-administered injectable and oral outpatient prescription drugs.</p> <p>3 - Hearing aids are covered and limited to 1 hearing aid per ear every 3 years. Age limits will not apply.</p> <p>4 - Weight loss drugs</p>	<p>1-Bariatric Surgery: If covered, In-network and out-of-network benefits will apply. Prior authorization is required.</p> <p>2-Infertility Treatment: Lifetime infertility limits are not available. Suggest standard limits of \$5,000 medical, \$3,000 pharmacy for treatment. Diagnostic services covered as a medical benefit and are not subject to medical limit. Note: Assisted reproductive technology (ART), including in vitro fertilization (IVF), gamete and zygote intrafallopian transfer (GIFT and ZIFT) are standardly not covered.</p> <p>3 - MN Hearing Aids: Hearing aids are covered and limited to 1 hearing aid per ear every 3 years. Age limits will not apply.</p> <p>4 - Weight loss drugs: All appetite suppressants, including GLP-1s that are FDA-approved for weight loss or managing obesity (I.E Wegovy, Saxenda) are contractually excluded for all Fully Insured groups, regardless of mechanism of action.</p>

Approved by _____

Title _____

Date _____

7.B. Resolution Proposing to Place Continuing
Contract/Tenured Teachers on Unrequested Leave of
Absence **(ROLL CALL VOTE)**

Presenter: Dr. Brian
Gersich,
Superintendent

Waconia Public Schools
Resolution Proposing Placement of a Continuing Contract/Tenured
Teachers on Unrequested Leave of Absence

Member _____ introduced the following resolution and moved its adoption:

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

That it is proposed that **Carey Sang, a** continuing contract/tenured teacher of said District, be placed on unrequested leave of absence without pay or fringe benefits, at the end of the 2025 -2026 school year. Said action is taken in accordance with the District Master Agreement and pursuant to Minn. Stat. 122A.40, subd. 10. upon the grounds described in said statute and is specified as follows: **financial limitations.**

BE IT FURTHER RESOLVED, that a notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teachers and that an affidavit of the same be placed in said teacher's personnel file with a copy of the notice and resolution.

The motion for the adoption of the preceding resolution was duly seconded by

Member _____ and upon vote being taken thereon,

The following voted in favor thereof:

The following voted against the same:

Whereupon said resolution was declared duly passed/failed and adopted on

April 28, 2025.

7.C. Second Read Board Policies

7.C.1. 606 Textbooks and Instructional Materials **Presenter:** Erika
Nesvig, Director of
Education Services

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent [or designee] the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
 - 1. support the goals and objectives of the education programs;
 - 2. consider the needs, age, and maturity of students;
 - 3. foster respect and appreciation for cultural diversity and varied opinion;
 - 4. fit within the constraints of the school district budget;
 - 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes section [124D.59 to 124D.61](#);
 - 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 - 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent [or designee] shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall be coordinated with the school district's curriculum development effort and may utilize the Teaching and Learning Advisory Council for input and consideration.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent [or designee] shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.

- B. The superintendent [or designee] shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school district shall provide a process for members of the school district community to seek reconsideration of the use of select textbooks or instructional materials.
- B. The superintendent [or designee] shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent [or designee] shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction Curriculum)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

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

Policy Adopted: July 2012
Revised: December 2020, February 2023
Independent School District No. 110
Waconia, MN

7.C.2. 606.5 Library Materials

Presenter: Erika
Nesvig, Director of
Education Services

606.5 LIBRARY MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

II. GENERAL STATEMENT OF PURPOSE

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

[NOTE: The school board may choose to revise the General Statement of Purpose.]

III. DEFINITIONS

- A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building. The school district's libraries are commonly referred to as Media Centers.

Minnesota Statutes, section 124D.9091, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
4. has technology and Internet access; and
5. is served by a licensed school library media specialist or licensed school librarian.

[NOTE: The school board may add a sentence that incorporates the term(s) used to identify libraries in the school district, such as "The school district's libraries are commonly referred to as Media Centers.]"

- B. "Library collection" consists of the library materials made available to students.
- C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints,

documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials. This term does not include materials made available to students as part of the curriculum.

- D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.

[NOTE: The specific titles of the school district's library staff should be used for this definition and substituted for "library media specialist" throughout this model policy. Please note the new 2024 law in Article IV regarding administration of selection and reconsideration procedures.]

IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

- A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.
- B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.
- C. The procedures for selection and reconsideration set forth in this policy will be administered by:
1. a licensed library media specialist under Minnesota Rules, part 8710.4550;
 2. an individual with a master's degree in library science or library and information science; or
 3. a professional librarian or a person trained in library collection management.
- D. The school board may decline to purchase, lend, or shelve or remove access to library materials legitimately based on:
1. practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;
 2. legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience, the selection of library materials for a curated collection, or the likelihood of causing a material and substantial disruption of the work and discipline of the school; or
 3. compliance with state or federal law.

[NOTE: In 2024, the Minnesota legislature enacted a new law—Minnesota Statutes 134.51--that includes the new provisions above.]

[NOTE: Minnesota Statutes, section 134.51, cited above, recognizes the school board's authority to make decisions regarding library materials. Through adoption of this policy, the school board delegates selection and reconsideration of library materials decision making set forth in this policy.]

V. SELECTION OF LIBRARY MATERIALS

- A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:
1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
 2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
 3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
 4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, ~~and needs~~ and interests of the students for whom the materials were selected;
 5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
 - a. Artistic quality and/or literary style;
 - b. Authenticity;
 - c. Critical thinking;
 - d. Educational significance;
 - e. Factual content;
 - f. High interest for intended audience; and
 - g. Readability.
 6. The selection of library materials shall conform to the constraints of the school district budget.

[NOTE: Before adopting selection criteria, the school board is strongly encouraged to consult with the licensed library media specialist, who possesses professional expertise and experience in selecting appropriate library materials. The school board may choose to adopt selection criteria specifically designed for each school building.]

[NOTE: A school board may choose to adopt similar selection criteria for classroom library materials, with the classroom teacher making selection decisions. If a school board chooses to address classroom libraries, the board can decide whether to follow the reconsideration process in this model policy or to create a different process for classroom library materials.]

- B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.

[NOTE: The school board may choose to identify specific sources and specialists that satisfy this paragraph.]

- C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.
- D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist or the principal.
- E. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

[NOTE: The school board may choose to delete Paragraph E.]

VI. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

VII. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

- A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.
- B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.
- C. Informal Request for Reconsideration of Specific Library Material
 1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.
 2. The building principal and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.
 3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.
- D. Formal Request for Reconsideration of Specific Library Collection Material

1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.

2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:
 - a. Building Administrator
 - b. Media Specialist
 - c. Classroom Teacher
 - d. Member of Teaching and Learning Advisory Council
 - e. Student (if appropriate)

[NOTE: This list of Review Committee members is an example. The school board may alter this list. The school district may decide to create Review Committees for individual schools.]

3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
4. The Review Committee
 - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
 - b. shall examine the specific library material as a whole;
 - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
 - d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.

[NOTE: The school board can decide whether to allow appeal of a

Review Committee decision to the superintendent or the superintendent's designee. If appeal to the superintendent or the superintendent's designee is permitted, the school board may direct the superintendent or the superintendent's designee to craft an appeal process or the board may choose to create the process itself.]

6. The requestor shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

[NOTE: The school board may decide whether to allow an appeal of a Review Committee decision directly to the school board or whether the appeal to the superintendent or the superintendent's designee is a required intermediary step. If appeal to the school board is permitted, the school board may direct the superintendent or the superintendent's designee or designee to craft an appeal process or the board may choose to create the process itself.]

VIII. CHALLENGE REPORT

Upon the completion of a content challenge or reconsideration process in accordance with this policy, the school board must submit a report of the challenge to the Commissioner of the Minnesota Department of Education that includes:

- A. the title, author, and other relevant identifying information about the material being challenged;
- B. the date, time, and location of any public hearing held on the challenge in question, including minutes or transcripts;
- C. the result of the challenge or reconsideration request; and
- D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

[NOTE: This article was enacted in 2024 by the Minnesota legislature.]

IX. Teacher Selected Materials

Materials selected for classroom use may include both print and non-print formats as well as fiction and nonfiction. Classroom materials have their primary justification to support the curriculum. Although a textbook may contain the entire curriculum content of a course of study, more commonly, a variety of materials are used. Assumptions underlying the latter practice include the following:

1. People often are better informed for having considered a subject from various points of view.
2. Students in any subject at any given grade level have a wide range of skills and abilities. An equally wide range of materials is needed to match these individual differences.
3. Access to adequate collections of materials is essential to programs that provide students with independent study time.
4. Because the curriculum may not include items of personal relevance of students, access to a wide range of materials is essential.

5. Teachers can be more flexible and creative if a wide variety of materials are available.

X. PROHIBITION ON RETALIATION

The school district may not discriminate against or discipline an employee for complying with Minnesota Statutes, section 134.51.

[NOTE: This article was enacted in 2024 by the Minnesota legislature.]

- Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (School Board Responsibilities)
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)
Minn. Stat. § 134.51 (Access to Library Materials and Rights Protected)
Minn. Rules Part 8710.4550 (Library Media Specialists)
Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853 (1982)
Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)
- Cross References:** MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

Policy Adopted: Dec 2024
Waconia Public Schools
Waconia, MN

7.C.3. 613 Graduation Requirements

Presenter: Erika
Nesvig, Director of
Education Services

613 GRADUATION REQUIREMENTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

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

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

IV. DISTRICT ASSESSMENT COORDINATOR

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

V. GRADUATION REQUIREMENTS

A. Graduation Requirements

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

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor

students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and

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

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

B. Targeted Instruction Plan

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

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

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

VI. GRADUATION CREDIT REQUIREMENTS

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

A. Credit Requirements

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

English language arts;

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

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

5. Two credits in the arts sufficient to satisfy all of the academic standards in the arts;

~~6. Credit sufficient to satisfy the state standards in physical education; and~~

~~7~~6. A minimum of eighteen elective credits.

- ~~8~~7. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

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

- ~~9~~8. Three credits of physical education (2) to satisfy the state standards in physical education; and health (1).

~~10~~9. One credit for speech.

~~11~~10. One credit for completion of senior seminar

B. Credit equivalencies

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

physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph [A.3](#), above, if the credit meets the state chemistry academic standards or all of the physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph [A.3](#), above.

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

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

VII. GRADUATION STANDARDS REQUIREMENTS

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

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

4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
 - E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

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

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

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

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

MSBA/MASA Model Policy 616 (School District System Accountability)

Policy Adopted: July 2012

Revised: Jan. 2016, March 2023, September 2023, November 2024

Independent School District No. 110

Waconia MN

7.C.4. 614 School District Testing Plans and
Procedures

Presenter: Erika
Nesvig, Director of
Education Services

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the school district.]

A. Superintendent

1. Responsibilities before testing.
 - a. Designate a district assessment coordinator and district technology coordinator.
 - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
 - c. Annually review and recertify staff who have access to MDE secure systems.
 - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]

- e. Establish a culture of academic integrity.
- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.

- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
 - l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.
2. Responsibilities after testing.
- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
 - b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
 - c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
 - d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
 - e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
 - f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.
- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
 - d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
 - e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
 - g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools

prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.

- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
 - i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
 - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
- 2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.

- b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

- 1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
 - f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
 - g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.
 - (5) Provide MTAS student data collection forms if necessary.

- (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
- (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.
 - b. During test.

- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
- (2) Follow all directions and scripts exactly.
- (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
- (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]

- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
- (6) Do not review, discuss, capture, email, post, or share test content in any format.
- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
- (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
- (11) Report any possible security breaches as soon as possible.

c. After test.

- (1) Follow directions and scripts exactly.
- (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
- (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.

- a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- b. Attend trainings related to test administration and security.

- c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
- a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.

- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address..]

- B. Students will be informed of the following:

- 1. The importance of test security;
- 2. Expectation that students will keep test content secure;
- 3. Expectation that students will act with honesty and integrity during test administration;
- 4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

- 5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

- C. Staff will be informed of the following:

- 1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- 2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

- 1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.

2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

~~VI. RETALIATION PROHIBITED~~

~~— An employee who discloses information to the MDE Commissioner or a parent or guardian about service disruptions or technical interruptions related to administering assessments under this section is protected under section 181.932, governing disclosure of information by employees.~~

~~— [NOTE: The 2024 Minnesota legislature enacted this provision.]~~

Legal References: Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.082 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 601 (School District Curriculum and Instruction
614-11

Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
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)
Minnesota PearsonAccess Next Resources and Forms:
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

Policy Adopted: January 2004
Revised: January 2023, revised October 2024
Independent School District No. 110
Waconia, MN

7.C.5. 615 Basic Standards Testing
Accommodations Modifications and Exemptions for
IEP Section 504 Accommodations and LEP Students

Presenter: Erika
Nesvig, Director of
Education Services

615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, Section 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

II. GENERAL STATEMENT OF POLICY

A. Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
 - a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:
 - (1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;
 - (2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;
 - (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on the student's ability to function in multiple environments, including home, school, and community;
 - (4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;
 - (5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

- b. MTAS participation decisions must not be made on the following factors:
 - (1) Student's disability category;
 - (2) Placement;
 - (3) Participation in a separate, specialized curriculum;
 - (4) An expectation that the student will receive a low score on the MCA;
 - (5) Language, social, cultural, or economic differences;
 - (6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

- 1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.
- 2. Eligibility Requirements
 - a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.
 - b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.
 - c. For students in grades that the MTAS is not administered:
 - (1) the student must have cognitive functioning significantly below age level;
 - (2) the student's disability must have a significant impact on the student's ability to function in multiple environments, including home, school, and community; and
 - (3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.
 - d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
 - e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.
- 3. Alternate ACCESS participation decisions must not be made on the following factors:

- a. Student’s disability category;
- b. Participation in a separate, specialized curriculum;
- c. Current level of English language proficiency;
- d. The expectation that the student will receive a low score on the ACCESS for ELs;
- e. Language, social, cultural, or economic differences;
- f. Concern for accountability calculations.

C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

III. DEFINITION OF TERMS

See [Chapter 4 of](#) the current “Procedures Manual for the Minnesota Assessments” which is produced by the Minnesota Department of Education and available through minnesota.pearsonaccessnext.com/policies-and-procedures.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments” and Guidelines for Administration of Accommodations and Linguistic Supports

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the school district test administrator. The school district test administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

- Legal References:**
- Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
 - Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 - Minn. Stat. § 125A.08 (Individualized Education Programs)
 - Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
 - Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 - Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
 - Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
 - Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 - Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS),
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>
Alternate ACCESS for ELLs Participation Guidelines,
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>

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 616 (School District System Accountability)

Policy Adopted: March 2004
Revised: Dec 2020 / January 2023 / October 2024
Independent School District No. 110
Waconia, MN

7.C.6. 524.5 Personal Electronic Communication
Devices (NEW)

Presenter: Paul
Sparby, WHS Principal
and Dr. Brian
Gersich,
Superintendent

Adopted: _____

MSBA/MASA Model Policy
524.5

Revised: _____

Orig. 2025

524.5 PERSONAL ELECTRONIC COMMUNICATION DEVICES

I. PURPOSE

The objective of this policy is to support the school district's focus on learning in alignment with the district's mission ~~to ignite for all students to explore their passions and create their success for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. This policy provides the regulations for~~ possession and use of personal electronic communication devices ~~must be regulated~~ to ensure that such devices do not disrupt or interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty.

II. GENERAL STATEMENT OF POLICY

To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.

III. DEFINITIONS

- A. "Bell-to-Bell" means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to bell" includes lunch and time in between class periods.
- B. "Cell Phone" means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smart phone that encompasses the above features.
- C. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.
- D. "Instructional Time" means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.
- E. "Personal Electronic Communication Device" means any personal device capable of connecting to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the abovementioned characteristics.
- F. "Stored" means a cell phone or personal electronic communication device not being carried on the student's person, including not in the student's pocket. Storage options may include, but are not limited to, in the student's backpack, in the student's locker, in a locked pouch, or in a designated place in the classroom, as determined by school administration.

IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE

A. Personal Electronic Communication Device Use

1. Elementary Schools (K-5)

- a. Students are prohibited from using personal electronic communication devices on school premises from bell-to-bell, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day.
- b. All personal electronic communication devices shall be kept in designated areas and turned off.

2. Middle School (6-8)

- a. Students are prohibited from using personal electronic communication devices on school premises from bell to bell, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day.
- b. All personal electronic communication devices shall be kept in designated areas and turned off.

3. High School (9-12)

- a. Students are prohibited from using personal electronic communication devices during instructional time, which includes the entire period of a scheduled class and other times when students are directed to report to and participate in any instructional activity.
- b. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other personal electronic communication devices and all notifications must be turned off.
- c. All personal electronic communication devices shall be kept in designated areas and turned off during instructional time. Personal electronic communication devices may be used during passing times and lunch periods; however, such use is discouraged.

B. Off-Campus School-Sponsored Activities

School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

V. LIMITATIONS ON USE OF AND STORAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

A. Limitations on Use of Personal Electronic Communication Devices

1. Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-sponsored extracurricular activities or events or impairs or interferes

with school district operations.

2. Devices, including but not limited to personal electronic communication devices, with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others. Confiscation and search of such devices will occur if found in these areas.
3. Students may not use a device to record, transmit, or post audio, videos, or photos of a person or persons on school grounds or on a school bus without the express permission of school staff in addition to the express consent of the individual or individuals that are the subjects of the recording.
4. Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.
5. Personal electronic communication devices shall not be used during a lockdown drill, a fire drill, or a similar safety drill.

B. Storage of Personal Electronic Communication Devices

Students shall keep their personal electronic communication devices stored in a location designated by the building/site, secure place, such as the student's locker, a storage device provided by the school, or an area designated by the classroom teacher at all times when personal electronic communication device use is prohibited.

V. EXCEPTIONS

- A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.
- B. A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.
- C. Students may use a personal electronic communication device when the use is necessary to report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.
- D. A student may use a personal electronic communication device during a time at which use would otherwise be prohibited when the student has been granted permission from a staff member to use the device. If the school district implements a curriculum that uses technology, students may be allowed to use ~~their own~~ personal electronic communication devices to access the curriculum. Students who are allowed to use ~~their own~~ personal electronic communication devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use ~~their own~~ personal electronic communication devices, or provided free of charge to students who do not use ~~their own~~ personal electronic communication devices for curriculum.
- E. Students who need to make a call may request permission to use a telephone in the building office.

VI. DISCIPLINE

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- A. Give the student a verbal warning and require the student to store the student's personal electronic communication device in accordance with this policy.
- B. Securely store the student's personal electronic communication device in a teacher or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- C. Place the student's personal electronic communication device in the school's central office for the remainder of the school day.
- D. Place the student's personal device in the school's central office to be picked up by the student's parent or guardian.
- E. Schedule a conference with the student's parent or guardian to discuss the student's personal device use.
- F. Apply discipline as provided under school district policies and as appropriate.
- G. Other (insert as needed).

VII. SCHOOL DISTRICT RESPONSIBILITY

- A. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.
- B. The school board directs the superintendent and school district administration to establish additional rules and procedures regarding student possession and use of personal electronic communication devices in schools as the superintendent and school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures should seek to minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or pursuant to similar criteria.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

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 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 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)
Away for the Day (www.awayfortheday.org)
MASSP/MESPA, *The Cell Phone Toolkit* (July 2024)

8. **DISCUSSION ITEMS**

8.A. First Read Board Policies

8.A.1. 208 Development, Adoption, and
Implementation of Policies

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.

- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policies and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including student handbooks, shall be subject to annual review and approval by the school board.
- B. ~~Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons. Policies adopted by the school board shall be posted to the school district's website.~~
- C. It shall be the responsibility of the superintendent, ~~and~~ employees designated by the superintendent, ~~and individual school board members~~ to keep the digital policies policy manuals current: <https://isd110.org/about-us/district-policies>
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: ~~410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults;~~ 506 Student Discipline; ~~514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination;~~ 524 Internet Acceptable Use and Safety Policy; ~~616 School District System Accountability; 722 Public Data Requests;~~ and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for

approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

Policy Adopted: April 14, 1997/ Amended June 14, 1999 / November 12, 2001 / revised November
2007/ June 2013 / revised November 2019

Independent School District No. 110
Waconia, MN

8.A.2. 413 Harassment and Violence

413 HARASSMENT AND VIOLENCE

*[Note: Minnesota Statutes § 121A.03 requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statute, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, **they school districts** are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]*

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents,

volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.

[Note: In 2023, the Minnesota legislature amended the definition of “sexual orientation” in the Minnesota Human Rights Act as reflected in subpart 6 below. A school board may choose whether to retain the phrase “including gender identity or expression” in light of the legislative amendment.]

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;

b. has a record of such an impairment; ~~or~~

c. is regarded as having such an impairment; or

d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.

2. “Familial status” means the condition of one or more having legal status or custody with:

a. the minor’s parent or parents or the minor’s legal guardian or guardians; or

b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

[NOTE: The 2024 Minnesota legislature revised the definition of “familial status”].

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.

5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

[Note: In 2023, the Minnesota legislature revised the definition of ‘sexual orientation’ in the Minnesota Human Rights Act to read as provided here.]
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;

- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes they to have been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence 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.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts

to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Director of Human Resources as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. 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.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

violence or harassment 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, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting 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 violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether **they the allegations** appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. 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 targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence 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) 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 acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. 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 harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Policy Adopted: Nov. 12, 1990

Amended: September 13, 1993/ May 11, 1998/ Feb. 11, 2002/ March 10, 2008/ August 16, 2010/
Dec. 13, 2010/ January 2013 / June 2013 / May 2016 / April 2017 / December 2018/ December
2023/ November 2024

Reviewed: May 2018 / December 2019 / April 2021 / June 2022

Independent School District 110
Waconia, MN

8.A.3. 621 Read Act

Presenter: Erika
Nesvig, Director of
Educational Services

621 LITERACY AND THE READ ACT

[Note: By the 2026-2027 school year, the school district must provide evidence-based reading instruction through a focus on student mastery of the foundational reading skills of phonemic awareness, phonics, and fluency, as well as the development of oral language, vocabulary, and reading comprehension skills. Students must receive evidence-based instruction that is proven to effectively teach children to read, consistent with Minnesota Statutes, sections 120B.11~~17~~ to 120B.124.]

[NOTE: The 2024 Minnesota legislature renumbered the Read Act statutes to 120B.118 and 120B.119.]

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult

learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

- F. "Multi-tiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.

- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by the [Minnesota Department of Education \(MDE\)](#).
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
1. the student's reading proficiency as measured by a screener approved by MDE;
 2. reading-related services currently being provided to the student and the student's progress; and
 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that

continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.

- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the ~~MDE~~ Commissioner.
- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
 - 1. a summary of the school district's efforts to screen for dyslexia;
 - 2. the number of students universally screened for that reporting year;
 - 3. the number of students demonstrating characteristics of dyslexia for that year; and
 - 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.11~~9~~48, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.11~~9~~48.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-

based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 2. a process to notify and involve parents;
 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 5. identification of staff development needs, including a plan to meet those needs;
 6. the curricula used by school site and grade level;
 7. a statement of whether the school district has adopted an MTSS framework;
 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:

- a. students in kindergarten through grade 3;
 - b. students who demonstrate characteristics of dyslexia; and
 - c. students in grades 4 to 12 who are identified as not reading at grade level; and
9. the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner of MDE using the template developed by the Commissioner beginning June 15, 2024.

VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
1. intervention teachers working with students in kindergarten through grade 12;
 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 3. special education teachers;
 4. curriculum directors;
 5. instructional support staff who provide reading instruction; and
 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner of MDE may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
 - 1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 - 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 - 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 - 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 - 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

- 1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;

2. evidence-based training using a training program approved by MDE;
3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.11~~918~~;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Legal References: Minn. Stat. § 120B.11~~918~~ (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

Policy Adopted: October 2023
Independent School District 110
Waconia, MN

8.A.4. 906 Community Notification of Predatory
Offenders

906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

[Note: School board adoption of a policy regarding a predatory offender notification is discretionary. Minnesota Statutes section 244.052 imposes duties on law enforcement agencies but does not impose mandatory notification duties on school districts except as set forth in Paragraph IV.B.6., below.]

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they school administrators and staff members may better protect individuals in the school's care while they the individuals are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they staff may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they the stops place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.
- D. Minnesota Statutes section 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are certain predatory offenders are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.

[NOTE: Paragraph D had appeared in the Definitions article below.]

III. DEFINITIONS

[NOTE: MSBA rearranged the definitions to place them in alphabetical order. The definitions themselves were not altered.]

- A. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA).

~~Minnesota Statutes section 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.~~

- B. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release.

~~“Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification.~~

- C. “Notification or Disclosure by Law Enforcement Agency”

1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.

2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.

“Risk Levels”

1. ~~“Level I” Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.~~

2. ~~“Level II” Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.~~

3. ~~“Level III” Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.~~

- D. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections

or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender's residence.

1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.

“Notification or Disclosure by Law Enforcement Agency”

- ~~1. Risk Level I—The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.~~
- ~~2. Risk Level II—In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.~~
- ~~3. Risk Level III—In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.~~

- E. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification.

~~“Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender's residence.~~

- ~~1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.~~
- ~~2. Level III Offender Fact Sheets will be distributed at a community meeting~~

~~conducted by the local law enforcement agency.~~

F. “Risk Levels”

1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

~~“Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release.~~

G. ~~“Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA).~~

IV. PROCEDURES

A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while ~~they~~ the individuals are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.
3. Principals of schools in close proximity to the Level II predatory offender’s residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.

4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while ~~they~~ the individuals are on or near school premises.
5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

[Note: The Minnesota Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However, it is the department's opinion that a school district may release any information contained in the notification to anyone, including staff, students, parents, and guardians, if it determines that the release of data will help secure the school or protect students.]

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the

superintendent shall attend the community notification meeting.

5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (Predatory Offenders; Notice)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 U.S.C. 20901 *et seq.* (Jacob Wetterling, Megan Nicole Kanka, and Pam Lychner Sex Offender Registration and Notification Program)
Dept. of Admin. Advisory Op. No. 98-004

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Policy adopted: September 2017
Revised: Dec 2020, revised September 2023
Independent School District No. 110
Waconia, MN

8.A.5. 101.1 Name of the School District

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 110. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be Waconia Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 110 Waconia Public Schools, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References: None

Policy Adopted: July 2020

Independent School District No. 110
Waconia Public Schools
Waconia, MN

8.A.6. 201 Legal Status of the School Board

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

[Note: This number may be different for combining or consolidating school boards that are in a transition period.]

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board’s authority includes implied powers in addition to specific powers granted by the legislature.

- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
 - 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;

2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School And Nonschool Purposes; Closings)
Minn. Stat. § 123B.85 (Definitions)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board - Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Original Board Policy/Amended October 17, 1988 / Amended April 14, 1997 / Amended November 12, 2001 / Amended April 11, 2005 / July 2007 / April 2011 / November 2017 / September 2022

Independent School District No. 110
Waconia, Minnesota

8.A.7. 202 School Board Officers

202 SCHOOL BOARD OFFICERS

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

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.]

The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
 - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board,

represent the school district in all actions, and perform all duties a chair usually performs.

2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for

teachers' wages and all claims, to be countersigned by the chair.

7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

Policy Adopted: July 2007

Revised: November 2012 / November 2017/ September 2022

Independent School District No. 110

Waconia, MN

8.A.8. 203 Operation of the School Board -
Governing Rules

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A. and B., above.

[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)

Cross References:

Board Policy/ Amended April 14, 1997 / Amended April 11, 2005 / July 2007/ May 2011/November 2017/ September 2022

Independent School District No. 110
Waconia, MN

8.A.9. 203.1 School Board Procedures: Rules of
Order

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. If necessary, the chair may decide the order in which school board members will be recognized to address an issue.
- E. The chair shall rule on all questions relating to motions and points of

order brought before the school board.

- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board. Names will be called in alphabetical order and reverse alphabetical order for roll call votes.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess, or to take measures to obtain a quorum.

[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (Boards of Independent School Districts)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)

Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

Policy Adopted: Dec. 2022
Independent School District 110
Waconia, MN

8.A.10. 203.2 Order of the Regular School Board
Meeting

203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

- A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:
1. Call to order, Adoption of Agenda, Notation of Members in Attendance, and Pledge of Allegiance
 2. Public Comment
 3. Announcements, Acknowledgements, and Correspondence
 4. Presentations
 5. Minutes of the Previous Meeting
 6. Consent Agenda
 - Bills and Wire Transfers
 - Human Resource Items
 - Receipts of Donation
 7. Reports
 8. Action Items
 9. Discussion Items
 10. Board Committee Reports
 11. Adjournment
- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

Policy Adopted: October 2022
Independent School District 110
Waconia, MN

8.A.11. 203.5 School Board Meeting Agendas

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Minnesota Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members (3) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

Policy Adopted: April 2009 / revised Jan. 2014 / revised Nov. 2019 / Sept. 2022
Independent School District No. 110
Waconia, MN

8.A.12. 203.6 Consent Agendas

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

Policy Adopted: May 2006
Reviewed: May 2016/September 2022
Independent School District No. 110
Waconia, MN

8.A.13. 205 Open Meetings and Closed Meetings

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect Minnesota’s Open Meeting Law statutes and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual’s rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum of school board members—or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.
 - 2. Special Meetings
 - a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board’s usual

meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, advisory opinions of the Minnesota Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.

- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minnesota Statutes chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices.

C. Written Materials

- 1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
- 2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school

board meeting.

- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05 to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:
 - (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
 - (2) active investigative data collected or created by a law enforcement agency;
 - (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or
 - (4) an individual's personal medical records.
- b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal

property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)
Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)
Minn. Rules Part 5510.2810 (Petition for Mediation)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)

Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

Policy Adopted: July 2007

Revised: February 2009, June 2011, November 2012, August 2015, November 2019, October 2022
Independent School District No. 110

Waconia, MN

8.A.14. 206 Public Participation in School Board
Meetings/Complaints About Persons at School Board
Meetings and Data Privacy Considerations

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is “public” includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, “finalist” means an individual who is selected to be interviewed by the appointing authority prior to selection.
- D. “Educational data” means data maintained by the school district which relates to a student.
- E. “Student” means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant’s application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 - 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may

come before the school board, including, but not limited to, the following:

1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which ~~their~~ the person's comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn.

- Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
 - C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Policy Adopted April 14, 1997
Revised: November 12, 2001, April 11, 2005, July 2007, April 2009, June 2011, November 2012, August 2015, November 2019, October 2022
Independent School District No. 110
Waconia, MN

8.A.15. 209 Code of Ethics

209 CODE OF ETHICS

- I. PURPOSE The purpose of this policy is to assist the individual school board member in understanding ~~his or her~~ a board member's role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.
- II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
 - Notify the board chair and/or committee leader at least 76 hours in advance of an absence if possible.
 - Notify the board chair and superintendent's administrative assistant at least 76 hours in advance if a member plans to attend remotely. (an address in a location that is publicly accessible must be provided)
 - Limit seeking virtual accommodations at public meetings to medical leave or emergency situations.
 - In situations where my attendance impacts my ability to positively contribute to my role, I will bring forth a recommendation for improvement and/or next steps to the board chair or designee.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school 209-3 district.
2. Give the superintendent authority commensurate with the superintendent's ~~his or her~~ responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.

9. Refer all complaints to the proper administrative officer or insist that they all complaints be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they the superintendent and employees may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain. 209-4
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

III. GENERAL PROCESS FOR ADDRESSING CONCERNS AS MEMBERS OF THE BOARD WE WILL:

1. Bring the concerns to the attention of the member and remind them of this policy.
2. If concerns continue, consider reducing assigned committee assignments or other discretionary roles.
3. In serious situations, consider a formal letter of censure to specially address the concerns publicly.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers) Minn. Stat. § 123B.09 (School Board Powers) Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics Policy Adopted: June 10, 1996

Revised: July 9, 2001, April 11, 2005, July 2007, November 2007, June 2011, November 2017, December 2022

Independent School District No. 110 Waconia, MN

8.A.16. 211 Criminal or Civil Action Against
School District

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minnesota Statutes section 466.07, subdivision. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minnesota Statutes section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 and to the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with

the school district official designated as the responsible authority for the collection, use, and dissemination of data.

D. Service of Subpoenas

School district officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes section 123B.02, subdivision 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision whether to reimburse shall be made in the school board's discretion. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter being investigated is school-related, or as otherwise provided by law.

2. If questioning at school is unavoidable, the school district will attempt to maintain confidentiality to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section 260E.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code section 1232g (FERPA).

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel; Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308(1975)

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 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Policy Adopted: November 01

Revised: November 07, June 2013, November 2019, December 2022

Independent School District No. 110 Waconia, MN

8.A.17. 212 School Board Member Development

212 SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for ~~them~~ school board members so that ~~they~~ board members may perform ~~their~~ school board member responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Policy Adopted: November 2007

revised April 2009 Policy Reviewed: September 2017, December 2022

Independent School District No. 110 Waconia, MN

8.A.18. 214 Out of State Travel by School Board
Members

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to ~~their school board member~~ functions ~~as school board members~~. Occasionally, it may be appropriate for school board members to travel out of state to fulfill ~~their school board member~~ obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out ~~their school board member~~ responsibilities ~~as school board members~~. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Policy Adopted: January 9, 2006
Revised: June 2011/November 2017
Policy Reviewed: September 2017, December 2022

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. Schools Advocating for Fair Funding (SAFF)
Representative

9.E. Southwest Metro Intermediate District 288
Representative

9.F. MSHSL Representative

9.G. Special Education Advisory Council

9.H. Community Education Advisory Council
Representative

9.I. Teaching & Learning Advisory Council
Representative

9.J. City of Waconia Liaison

10. **ADJOURNMENT**