

ISD 110 School Board Regular Meeting

Monday, June 23, 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:

July 9 School Board Training 5 PM @ District Office Conf. Rm C

July 28 Regular Meeting 7 PM @ City Hall

3. **PUBLIC COMMENT**

4. **MEETING MINUTES**

ISD 110 School Board Work Session
Monday, June 9, 2025 7:00 PM Central

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

Members present: Amott, Bergstrom, Kelzer-Breeden, Arnita, Hagen, Rosin

1. Superintendent Updates – end of year highlights from buildings, Waconia Mayor presence in buildings, students recognized for volunteering, Reading Act training for staff. Chair Amott announced two student board reps for SY25-26: Colette Newman, Sydney Sabol

2. School Board Member Interest in District 110 Employment for SY25-26 – no members interested in employment for SY25-26

3. **MINUTES OF PREVIOUS MEETING**

Approve minutes of the April 28 regular and May 12 work session

Motion by Bergstrom to approve minutes of the April 28 regular and May 12 work session

Kelzer-Breeden second

All in favor

Motion carried

4. **DISCUSSION**

4.A. Possible Referendum in Fall 2025

5. **ACTION ITEMS**

5.A. Direct District Administration to Initiate Planning for Fall Operating Levy Referendum

Motion by Kelzer-Breeden to Direct District Administration to Initiate Planning for Fall Operating Levy Referendum

Rosin second

All in favor

Motion carried

5.B. Employee Work Agreements SY25-26 and SY26-27

Motion by Hagen to approve Employee Work Agreements SY25-26 and SY26-27

Wilson second

All in favor

Motion carried

5.C. Authorization to Proceed with Security Equipment Purchases

Motion by Bergstrom to give Authorization to Proceed with Security Equipment Purchases

Kelzer-Breeden second

All in favor

Motion carried

6. **ENTER CLOSED MEETING RE:** Superintendent's Evaluation

Moved to closed meeting at 8:24 PM.

5. **CONSENT AGENDA**

Presenter: Chair
Amott

5.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615038	ADAMS PEST CONTROL CO INC	04/25/2025	R	231.50	April
615039	ALLEN, STEPHANY	04/25/2025	R	480.00	April
615040	ALUMINUM ATHLETIC EQUIP. CO.	04/25/2025	R	733.38	April
615041	ALZA, DIEGO	04/25/2025	R	360.00	April
615042	AVIBEN	04/25/2025	R	566.86	April
615043	BACH, MATTHEW	04/25/2025	R	56.00	April
615044	BANYAI, MATTHEW	04/25/2025	R	162.00	April
615045	BELL, ANTHONY	04/25/2025	R	200.00	April
615046	BJORKLUND COMPENSATION LLC	04/25/2025	R	300.00	April
615047	BRIGHTWORKS	04/25/2025	R	15.00	April
615048	BROWN-HUSS, NIKKI	04/25/2025	R	93.00	April
615049	BUFFALO GIRLS FASTPITCH ASSN	04/25/2025	R	500.00	April
615050	BURMAN, FRED	04/25/2025	R	360.00	April
615051	BYWATER BUSINESS SOLUTIONS LLC	04/25/2025	R	50.00	April
615052	Caricatures by Casey	04/25/2025	R	1,300.00	April
615053	CATALYST SOURCING SOLUTIONS	04/25/2025	R	858.38	April
615054	CDW GOVERNMENT LLC	04/25/2025	R	810.01	April
615055	CHASKA HIGH SCHOOL ATHLETICS	04/25/2025	R	500.00	April
615056	CITY OF WACONIA	04/25/2025	R	100,395.00	April
615057	CLICK AND GROW US INC.	04/25/2025	R	46.80	April
615058	COLONY PLAZA, INC	04/25/2025	R	167.90	April
615059	COMM ED - EASTERN CARVER COUNT	04/25/2025	R	4,050.00	April
615060	COMMERCIAL KITCHEN SERVICES	04/25/2025	R	2,709.82	April
615061	COREMARK METALS	04/25/2025	R	1,631.86	April
615062	ENGELKING, JIM	04/25/2025	R	93.00	April
615063	FRISCHMAN, JAY	04/25/2025	R	95.00	April
615064	GAME ONE	04/25/2025	R	1,191.13	April
615065	GOPHER SPORT	04/25/2025	R	1,663.70	April
615066	GRAND CANYON UNIV	04/25/2025	R	593.75	April
615067	GROVES ACADEMY	04/25/2025	R	4,817.50	April
615068	GRUDT, PAUL	04/25/2025	R	180.00	April
615069	HENDRYCKS, PHIL	04/25/2025	R	1,080.00	April
615070	HEUSINKVELD, JESSIE	04/25/2025	R	93.00	April
615071	HEYRMAN, CHAD	04/25/2025	R	360.00	April
615072	HOFFMAN, MICHAEL	04/25/2025	R	240.00	April
615073	HUSTLE & HEART SPORTS	04/25/2025	R	600.00	April
615074	INDIANHEAD FS DISTRIBUTOR, INC	04/25/2025	R	25,552.04	April
615075	INNOVATIVE OFFICE SOLUTIONS LL	04/25/2025	R	579.35	April
615076	INNOVATIONAL WATER SOLUTIONS I	04/25/2025	R	699.00	April
615077	ISENSEE, SAMANTHA	04/25/2025	R	720.00	April
615078	JOHNSON, CHRISTY	04/25/2025	R	248.44	April
615079	JOSTENS	04/25/2025	R	1,610.70	April
615080	JW PEPPER & SON, INC	04/25/2025	R	14.98	April
615081	KAHLER, MICHAEL	04/25/2025	R	95.00	April
615082	KEEGAN, KEVIN	04/25/2025	R	480.00	April
615083	KENNEDY & GRAVEN, CHARTERED	04/25/2025	R	475.00	April
615084	KOOSMANN, JACK	04/25/2025	R	360.00	April
615085	KORBA, JEROME	04/25/2025	R	83.00	April
615086	KUSKE, MARK	04/25/2025	R	95.00	April
615087	LAKEVILLE NORTH HIGH SCHOOL	04/25/2025	R	275.00	April
615088	LAKEVILLE NORTH SOFTBALL BOOST	04/25/2025	R	100.00	April
615089	LERFALD, DOUGLAS	04/25/2025	R	720.00	April
615090	LOFFLER COMPANIES	04/25/2025	R	415.10	April
615091	LVC COMPANIES INC	04/25/2025	R	4,072.50	April
615092	MACKENTHUN'S FINE FOODS	04/25/2025	R	1,791.79	April
615093	MASSP	04/25/2025	R	885.00	April

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615094	MEI TOTAL ELEVATOR SOLUTIONS	04/25/2025	R	791.00	April
615095	MERRITT, GEDRIC	04/25/2025	R	115.00	April
615096	MID-COUNTY CO-OP	04/25/2025	R	294.25	April
615097	MINI BIFF LLC	04/25/2025	R	115.26	April
615098	MINNETONKA HIGH SCHOOL ATHLETI	04/25/2025	R	300.00	April
615099	MN COMMUNITY ED ASSOC	04/25/2025	R	100.00	April
615100	NASHKE NATIVE GAMES	04/25/2025	R	261.00	April
615101	NEW PRAGUE HIGH SCHOOL	04/25/2025	R	250.00	April
615102	OCCUPATIONAL HLTH CNTRS MN PC	04/25/2025	R	612.00	April
615103	PELLETIER, DAN	04/25/2025	R	190.00	April
615104	PICK A TIME	04/25/2025	R	5.40	April
615105	PLANSOURCE BENEFITS ADMIN INC	04/25/2025	R	3,219.36	April
615106	POZEGA, JUSTIN	04/25/2025	R	360.00	April
615107	PREP TIME PRINTING	04/25/2025	R	380.00	April
615108	ROBERTS, JOSEPH	04/25/2025	R	56.00	April
615109	ROISUM, DENNIS	04/25/2025	R	115.00	April
615110	SALIB, CODY	04/25/2025	R	600.00	April
615111	SCHOMMER, JAMES	04/25/2025	R	180.00	April
615112	SJODIN, TYLER	04/25/2025	R	180.00	April
615113	ST JOSEPH CATHOLIC SCHOOL	04/25/2025	R	9,167.31	April
615114	STAPLES ADVANTAGE	04/25/2025	R	724.34	April
615115	TRAEN, TODD	04/25/2025	R	115.00	April
615116	TRIO SUPPLY COMPANY	04/25/2025	R	731.64	April
615117	TRUE MECHANICAL LLC	04/25/2025	R	1,321.50	April
615118	UHL CO	04/25/2025	R	4,675.00	April
615119	ULINE	04/25/2025	R	147.20	April
615120	WHITNEY, WILLIAM	04/25/2025	R	162.00	April
615121	WILSON, JORDAN	04/25/2025	R	83.00	April
615122	WOYNO & ASSOCIATES LLC	04/25/2025	R	720.00	April
615123	WOYNO, JAMES	04/25/2025	R	480.00	April
615124	BRANDED CUSTOM SPORTSWEAR INC	04/28/2025	R	4,512.20	April
615125	HEIBERGER, BENJAMIN	04/28/2025	R	75.00	April
615126	EDUCATIONAL SUPPORT PARA UNION	04/30/2025	R	2,861.57	April
615127	EYE MED-FIDELITY SECURITY LIFE	04/30/2025	R	1,903.87	April
615128	MN SCHOOL EMPLOYEES ASSOCIATIO	04/30/2025	R	1,043.77	April
615129	NCPERS GROUP LIFE INS	04/30/2025	R	96.00	April
615130	SCHOOL SERVICE EMPLOYEES	04/30/2025	R	815.42	April
615131	WACONIA EDUCATION ASSOCIATION	04/30/2025	R	12,384.50	April
615132	KOCH SCHOOL BUS SERVICE, INC	04/30/2025	R	363,452.07	April
615133	ANTHEM SPORTS, LLC	05/02/2025	R	1,543.67	May
615134	APPLE INC	05/02/2025	R	308.95	May
615135	BACH, MATTHEW	05/02/2025	R	56.00	May
615136	BATTIS, KATHRYN	05/02/2025	R	93.75	May
615137	BEHRENS, CHARLES	05/02/2025	R	83.00	May
615138	BENDER, RYIA	05/02/2025	R	93.75	May
615139	BORCHERS, WILLIAM	05/02/2025	R	93.00	May
615140	BSN SPORTS LLC	05/02/2025	R	557.17	May
615141	CANON FINANCIAL SERVICES INC	05/02/2025	R	890.18	May
615142	CARVER COUNTY FINANCE	05/02/2025	R	36,802.09	May
615143	CDW GOVERNMENT LLC	05/02/2025	R	1,008.96	May
615144	CHOICE ELECTRIC	05/02/2025	R	1,439.95	May
615145	COCHLEAR AMERICAS	05/02/2025	R	533.00	May
615146	CRAWFORD, CALLAHAN	05/02/2025	R	154.00	May
615147	EARLEY, MATTHEW	05/02/2025	R	258.00	May
615148	ECM PUBLISHERS, INC	05/02/2025	R	274.13	May
615149	EDUTRAK LLC	05/02/2025	R	3,506.50	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615150	EMERY'S LAWCARE & ROLL-OFFS	05/02/2025	R	490.00	May
615151	ENGELKING, JIM	05/02/2025	R	30.00	May
615152	GOPHER SPORT	05/02/2025	R	148.09	May
615153	GRAINGER	05/02/2025	R	265.46	May
615154	HILLYARD/HUTCHINSON	05/02/2025	R	7,268.64	May
615155	HUSTLE & HEART SPORTS	05/02/2025	R	307.00	May
615156	IEA, INC	05/02/2025	R	2,879.02	May
615157	IND SCHOOL DIST #278	05/02/2025	R	147.84	May
615158	INDIANHEAD FS DISTRIBUTOR, INC	05/02/2025	R	21,573.15	May
615159	KELZER, RYDER	05/02/2025	R	93.75	May
615160	KIPPLEY, BRIAN	05/02/2025	R	93.00	May
615161	KRAMER, ERIN	05/02/2025	R	50.00	May
615162	LABO, EMILY	05/02/2025	R	93.75	May
615163	LAKESHORE LEARNING MATERIALS L	05/02/2025	R	28.49	May
615164	LANO EQUIPMENT INC	05/02/2025	R	275.22	May
615165	LITERACY RESOURCES LLC	05/02/2025	R	5,747.76	May
615166	MERRITT, GEDRIC	05/02/2025	R	115.00	May
615167	MEYERES, KELSEY	05/02/2025	R	93.75	May
615168	MN CLAY CO USA	05/02/2025	R	109.50	May
615169	NAHAN, SHELLY	05/02/2025	R	1,944.00	May
615170	NOERENBERG, RYLEE	05/02/2025	R	39.00	May
615171	NOVAK, JANICE	05/02/2025	R	60.00	May
615172	O'NEILL, SEAN	05/02/2025	R	115.00	May
615173	OFFICE OF MNIT SERVICES	05/02/2025	R	37.80	May
615174	PALO, JASON	05/02/2025	R	95.00	May
615175	PARTS CITY WACONIA	05/02/2025	R	78.99	May
615176	PERFORMANCE FOODSERVICE	05/02/2025	R	1,353.85	May
615177	PLAMAN, BRAD	05/02/2025	R	95.00	May
615178	PREP TIME PRINTING	05/02/2025	R	106.00	May
615179	REGION V	05/02/2025	R	696.25	May
615180	RIES, ROB	05/02/2025	R	154.00	May
615181	RIVERA, DAVID	05/02/2025	R	115.00	May
615182	ROBERTS, JOSEPH	05/02/2025	R	196.00	May
615183	SEGLEM, SCOTT	05/02/2025	R	154.00	May
615184	SITELOGIQ, INC	05/02/2025	R	31,528.13	May
615185	SONOVA USA INC	05/02/2025	R	486.99	May
615186	SOUTHWEST METRO INTERMEDIATE D	05/02/2025	R	2,136.54	May
615187	TAYLOR HUBBARD PHOTOGRAPHY LLC	05/02/2025	R	600.00	May
615188	TRIO SUPPLY COMPANY	05/02/2025	R	697.50	May
615189	TRUE MECHANICAL LLC	05/02/2025	R	2,290.50	May
615190	UHL CO	05/02/2025	R	495.00	May
615191	VOIGT MOTORCOACH TRAVEL INC	05/02/2025	R	29,663.06	May
615192	WAYNE DAUWALTER PLUMBING	05/02/2025	R	5,690.75	May
615193	YAGER, MICHAEL	05/02/2025	R	83.00	May
615195	ADAMS PEST CONTROL CO INC	05/08/2025	R	231.50	May
615196	AFFINETY SOLUTIONS, INC	05/08/2025	R	230.00	May
615197	ALPHA WIRELESS COMMUNICATIONS	05/08/2025	R	1,028.00	May
615198	APPLE INC	05/08/2025	R	658.00	May
615199	AVIBEN	05/08/2025	R	265.13	May
615200	BAKKEN MUSEUM	05/08/2025	R	1,872.00	May
615201	BIFFS, INC	05/08/2025	R	2,103.14	May
615202	BSN SPORTS LLC	05/08/2025	R	4,092.93	May
615203	BUSCH, DANIEL	05/08/2025	R	115.00	May
615204	COLONY PLAZA, INC	05/08/2025	R	262.95	May
615205	CREATURE WORKS, INC	05/08/2025	R	125.00	May
615206	CURFMAN TRUCKING & REPAIR, INC	05/08/2025	R	21,750.00	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615207	ERIC ARMIN INC	05/08/2025	R	118.70	May
615208	FOLLETT CONTENT SOLUTIONS LLC	05/08/2025	R	1,334.66	May
615209	FRATTALLONES	05/08/2025	R	563.65	May
615210	FRED J MILLER INC.	05/08/2025	R	1,055.00	May
615211	FRIEDGES, NICHOLAS	05/08/2025	R	115.00	May
615212	FRITZ, KATHLEEN	05/08/2025	R	83.00	May
615213	GAME ONE	05/08/2025	R	4,652.14	May
615214	GARFIELD, RONALD	05/08/2025	R	154.00	May
615215	GOOSE LAKE AUTO PARTS	05/08/2025	R	1,931.14	May
615216	GRACIOUS HENNA LLC	05/08/2025	R	630.00	May
615217	HALF-PINT KIDS, INC.	05/08/2025	R	316.80	May
615218	HEGER'S DAIRY LLC	05/08/2025	R	11,693.71	May
615219	HENTGES, HENRY	05/08/2025	R	115.00	May
615220	HIGH POINT NETWORKS, LLC	05/08/2025	R	287.50	May
615221	HILLYARD/HUTCHINSON	05/08/2025	R	652.94	May
615222	INDIANHEAD FS DISTRIBUTOR, INC	05/08/2025	R	39,635.43	May
615223	INSTRUCTIONAL EMPOWERMENT INC	05/08/2025	R	199.00	May
615224	JERRY'S PRINTING	05/08/2025	R	1,547.00	May
615225	KNUTSON, GREG	05/08/2025	R	95.00	May
615226	LOFFLER COMPANIES	05/08/2025	R	3,955.35	May
615227	METRONET	05/08/2025	R	1,892.42	May
615228	MID-COUNTY CO-OP	05/08/2025	R	40.75	May
615229	DR. WARD MILLER LLC	05/08/2025	R	2,600.00	May
615230	MLUA	05/08/2025	R	120.00	May
615231	MN COMMUNITY ED ASSOC	05/08/2025	R	49.00	May
615232	MN SAFETY COUNCIL	05/08/2025	R	966.00	May
615233	MSBA	05/08/2025	R	210.00	May
615234	NOTCH, CLAYTON	05/08/2025	R	154.00	May
615235	PAN-O-GOLD BAKING CO	05/08/2025	R	3,234.02	May
615236	PERFORMANCE FOODSERVICE	05/08/2025	R	590.27	May
615237	PERNSTEINER CREATIVE GROUP, IN	05/08/2025	R	5,798.39	May
615238	PREP TIME PRINTING	05/08/2025	R	225.00	May
615239	RENNEBERG HARDWOODS INC.	05/08/2025	R	2,397.80	May
615240	RIDDELL ALL AMERICAN SPORTS CO	05/08/2025	R	5,752.45	May
615241	RUX, KELLY	05/08/2025	R	83.00	May
615242	SCHOOL MANAGEMENT SERVICES	05/08/2025	R	5,625.00	May
615243	SCHOOL SPECIALTY, LLC	05/08/2025	R	149.93	May
615244	SCHRADER, JEFF	05/08/2025	R	115.00	May
615245	SEA LIFE AT MALL OF AMERICA	05/08/2025	R	1,400.00	May
615246	SHERWIN-WILLIAMS CO	05/08/2025	R	257.50	May
615247	SHRED-N-GO - 446138	05/08/2025	R	165.00	May
615248	SOUTHWEST METRO INTERMEDIATE D	05/08/2025	R	21,332.50	May
615249	ST JOSEPH CATHOLIC SCHOOL	05/08/2025	R	17,419.68	May
615250	TRIO SUPPLY COMPANY	05/08/2025	R	1,180.30	May
615251	WILSON LANGUAGE TRAINING CORP	05/08/2025	R	18,221.40	May
615252	WINSTED SOLAR LLC	05/08/2025	R	6,918.76	May
615253	AMAZON CAPITAL SERVICES	05/08/2025	R	14,105.07	May
615254	MNACTE-FOR ALL	05/12/2025	R	165.00	May
615255	BOISJOLIE, TIMOTHY	05/12/2025	R	113.00	May
615256	WACONIA EDUCATION ASSOCIATION	05/15/2025	R	12,384.50	May
615257	21ST CENTURY SPORTS LLC	05/16/2025	R	2,800.00	May
615258	AMPION PBC	05/16/2025	R	16,865.04	May
615259	BISCHOFF, KOLETON	05/16/2025	R	200.00	May
615260	BRANDED CUSTOM SPORTSWEAR INC	05/16/2025	R	895.80	May
615261	BSN SPORTS LLC	05/16/2025	R	73.83	May
615262	CITY OF WACONIA	05/16/2025	R	12,487.22	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615263	CLASSY THREADS INC.	05/16/2025	R	203.00	May
615264	EAST SIDE LACROSSE	05/16/2025	R	209.99	May
615265	FOLLETT CONTENT SOLUTIONS LLC	05/16/2025	R	134.53	May
615266	GAME ONE	05/16/2025	R	1,139.40	May
615268	GRAINGER	05/16/2025	R	235.10	May
615269	GROGAN, MICHAEL	05/16/2025	R	100.00	May
615270	GROTH MUSIC COMPANY	05/16/2025	R	219.00	May
615271	HAWTHORNE EDUCATIONAL SERVICES	05/16/2025	R	112.70	May
615272	HILLYARD/HUTCHINSON	05/16/2025	R	5,255.11	May
615273	HYATT, ETHAN	05/16/2025	R	120.00	May
615274	INNOVATIVE OFFICE SOLUTIONS LL	05/16/2025	R	224.74	May
615275	INSTRUMENTALIST AWARDS LLC	05/16/2025	R	357.00	May
615276	JOSTENS	05/16/2025	R	13,021.79	May
615277	JW PEPPER & SON, INC	05/16/2025	R	340.99	May
615278	KIRKPATRICK, GEHRIG	05/16/2025	R	50.00	May
615279	KKC TAE KWON DO	05/16/2025	R	680.40	May
615280	LAKESHORE LEARNING MATERIALS L	05/16/2025	R	160.00	May
615281	LOFFLER COMPANIES	05/16/2025	R	373.39	May
615282	MEDINA ENTERTAINMENT CENTER	05/16/2025	R	46,876.47	May
615283	MEMORY PROJECT	05/16/2025	R	225.00	May
615284	MID-COUNTY CO-OP	05/16/2025	R	305.75	May
615285	MN CLAY CO USA	05/16/2025	R	53.53	May
615286	MN SAFETY COUNCIL	05/16/2025	R	92.00	May
615287	MPCA	05/16/2025	R	386.43	May
615288	MUSIC MART	05/16/2025	R	707.94	May
615289	ORIENTAL TRADING/FUN EXPRESS	05/16/2025	R	165.10	May
615290	PAUSCH, COLTEN	05/16/2025	R	50.00	May
615291	PERFORMANCE FOODSERVICE	05/16/2025	R	706.29	May
615292	RABE, CARSON	05/16/2025	R	60.00	May
615293	REALLY GOOD STUFF LLC	05/16/2025	R	66.48	May
615294	RENNEBERG HARDWOODS INC.	05/16/2025	R	1,518.56	May
615295	RIECK, COLTON	05/16/2025	R	110.00	May
615296	SCAN AIR FILTER, INC	05/16/2025	R	4,126.39	May
615297	SOUTHWEST METRO INTERMEDIATE D	05/16/2025	R	694.92	May
615298	SQUIRES,WALDSPURGER & MACE PA	05/16/2025	R	1,092.00	May
615299	STAPLES ADVANTAGE	05/16/2025	R	628.03	May
615300	STARR, CHRISTINE	05/16/2025	R	3,706.00	May
615301	STATE SUPPLY COMPANY	05/16/2025	R	22.39	May
615302	TINTES, MATTHEW	05/16/2025	R	578.00	May
615303	TRAINING HAUS	05/16/2025	R	7,790.60	May
615304	TRIO SUPPLY COMPANY	05/16/2025	R	758.58	May
615305	WEX BANK	05/16/2025	R	444.60	May
615306	WM CORPORATE SERVICES INC	05/16/2025	R	3,067.62	May
615307	BCI CONSTRUCTION INC	05/16/2025	R	19,940.07	May
615308	CHOICE ELECTRIC	05/16/2025	R	40,595.00	May
615309	COOL AIR MECHANICAL, INC.	05/16/2025	R	1,529,078.20	May
615310	SITELOGIQ, INC	05/16/2025	R	31,528.13	May
615311	ST CLOUD REFRIGERATION INC	05/16/2025	R	9,566.50	May
615312	SVL INC	05/16/2025	R	90,710.00	May
615313	BIG STONE MINI GOLF	05/22/2025	R	1,224.00	May
615314	ACT	05/23/2025	R	10,278.00	May
615315	AIM ELECTRONICS INC	05/23/2025	R	100.00	May
615316	ANDERSON, BRIAN	05/23/2025	R	115.00	May
615317	ANDERSON, JAMES	05/23/2025	R	150.00	May
615318	ANDERSON, SARAH	05/23/2025	R	600.00	May
615319	AVIBEN	05/23/2025	R	566.86	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615320	BECK, MICHAEL	05/23/2025	R	195.00	May
615321	BEHRENS, CHARLES	05/23/2025	R	166.00	May
615322	BERGMAN, ELSA	05/23/2025	R	80.00	May
615323	BISCHOFF, KOLETON	05/23/2025	R	150.00	May
615324	BROWN-HUSS, NIKKI	05/23/2025	R	180.00	May
615325	BRUBAKER, BRADLEY	05/23/2025	R	137.50	May
615326	BRUBAKER, LYDIA	05/23/2025	R	80.00	May
615327	CHOICE ELECTRIC	05/23/2025	R	488.43	May
615328	COMMUNITY CLUB TOURS	05/23/2025	R	188.00	May
615329	CUPER, AVERY	05/23/2025	R	80.00	May
615330	DOBLE, MARK	05/23/2025	R	95.00	May
615331	DOHERTY, AMY	05/23/2025	R	156.25	May
615333	EKSTROM, KIRBY	05/23/2025	R	150.00	May
615334	EMMERICH, LUKE	05/23/2025	R	115.00	May
615335	FISH, SAMUEL	05/23/2025	R	80.00	May
615336	FLIPSIDE PRODUCTS, INC	05/23/2025	R	30.61	May
615337	FOSS, DAVID	05/23/2025	R	150.00	May
615338	FOSSEN, STEVEN	05/23/2025	R	150.00	May
615339	FRANK, ANTHONY	05/23/2025	R	115.00	May
615340	FRANKLIN PRINTING INC	05/23/2025	R	2,215.00	May
615341	FREEMAN, KENNETH	05/23/2025	R	162.50	May
615342	GAME ONE	05/23/2025	R	3,047.57	May
615344	GRAINGER	05/23/2025	R	61.33	May
615345	GRAVES, DAX	05/23/2025	R	50.00	May
615346	GREAT MINDS PBC	05/23/2025	R	218,145.21	May
615347	GROGAN, MICHAEL	05/23/2025	R	60.00	May
615348	HAMMANN, DENNIS	05/23/2025	R	150.00	May
615349	HANSON SPORTS LLC	05/23/2025	R	1,137.60	May
615350	HELEN SOLAR LLC	05/23/2025	R	5,759.89	May
615351	HENTGES, HENRY	05/23/2025	R	115.00	May
615352	HERD, KEITH	05/23/2025	R	115.00	May
615353	HEUSINKVELD, JESSIE	05/23/2025	R	154.00	May
615354	HILLYARD/HUTCHINSON	05/23/2025	R	760.88	May
615355	HUSTLE & HEART SPORTS	05/23/2025	R	108.00	May
615356	INDIANHEAD FS DISTRIBUTOR, INC	05/23/2025	R	10,179.90	May
615357	INNOVATIONAL WATER SOLUTIONS I	05/23/2025	R	573.00	May
615358	JESSEN, CHRIS	05/23/2025	R	154.00	May
615359	JOHNSON, CHASE	05/23/2025	R	150.00	May
615360	JUNGLE JUMP, LLC	05/23/2025	R	107.60	May
615361	KOESTER, TROY	05/23/2025	R	230.00	May
615362	KOHL, JEFFREY	05/23/2025	R	115.00	May
615363	KOSCHINSKA, LUKE	05/23/2025	R	60.00	May
615364	LACY, ANNA	05/23/2025	R	80.00	May
615365	LANGE, CHARLOTTE	05/23/2025	R	80.00	May
615366	LANGE, JEFF	05/23/2025	R	115.00	May
615367	LANO EQUIPMENT INC	05/23/2025	R	6,002.77	May
615368	LHOTKA, MICHAEL	05/23/2025	R	195.00	May
615369	LINDQUIST, SARA	05/23/2025	R	150.00	May
615370	MACKENTHUN'S FINE FOODS	05/23/2025	R	2,228.34	May
615371	MAIN STREET FLORAL	05/23/2025	R	515.00	May
615372	MAYER LUMBER CO, INC	05/23/2025	R	2,985.92	May
615373	MAYERON, JACK	05/23/2025	R	150.00	May
615374	MEI TOTAL ELEVATOR SOLUTIONS	05/23/2025	R	791.00	May
615375	MERRITT, GEDRIC	05/23/2025	R	115.00	May
615377	MINI BIFF LLC	05/23/2025	R	99.96	May
615378	MITTELSTADT, GRIFFIN	05/23/2025	R	50.00	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615379	MOHONEY, SAMUEL	05/23/2025	R	95.00	May
615380	MORRIS LEATHERMAN COMPANY	05/23/2025	R	12,500.00	May
615381	MRI SOFTWARE LLC	05/23/2025	R	836.00	May
615382	NICHOLSON, TODD	05/23/2025	R	175.00	May
615383	NOVAK, JANICE	05/23/2025	R	120.00	May
615384	OSANAI, CAITLYN	05/23/2025	R	80.00	May
615385	PALO, JASON	05/23/2025	R	95.00	May
615386	PAUSCH, COLTEN	05/23/2025	R	60.00	May
615387	PERFORMANCE FOODSERVICE	05/23/2025	R	1,054.67	May
615388	PICK A TIME	05/23/2025	R	6.90	May
615389	PLANSOURCE BENEFITS ADMIN INC	05/23/2025	R	12,018.53	May
615390	PLONSKI, ALEXANDRA	05/23/2025	R	95.00	May
615391	RABE, CARSON	05/23/2025	R	50.00	May
615392	RACH, PATRICK	05/23/2025	R	115.00	May
615393	RIECK, COLTON	05/23/2025	R	110.00	May
615394	ROBERTS, JOSEPH	05/23/2025	R	56.00	May
615395	RUNING, KELLY	05/23/2025	R	95.00	May
615396	RUX, KELLY	05/23/2025	R	95.00	May
615397	SALDEN, KYLEIGH	05/23/2025	R	100.00	May
615398	SCHULZE, JOEL	05/23/2025	R	174.00	May
615399	SOUERS, RANDY	05/23/2025	R	115.00	May
615400	SPERR, MICHAEL	05/23/2025	R	95.00	May
615401	STALLMAN, SCOTT	05/23/2025	R	500.00	May
615402	STAPLES ADVANTAGE	05/23/2025	R	24.24	May
615403	TERRAFORM PHOENIX II ARCADIA	05/23/2025	R	367.15	May
615404	TRIO SUPPLY COMPANY	05/23/2025	R	424.13	May
615405	TURNBULL, BLAINE	05/23/2025	R	154.00	May
615406	TWIN CITIES SOCCER LEAGUES	05/23/2025	R	5,782.61	May
615407	UHL CO	05/23/2025	R	23,532.00	May
615408	UNITED FARMERS COOPERATIVE	05/23/2025	R	70,658.92	May
615409	UTECHT, GREG	05/23/2025	R	156.25	May
615410	UTECHT, THERESA	05/23/2025	R	150.00	May
615411	WABBE, LUKE	05/23/2025	R	50.00	May
615412	WALSTROM, BLAINE	05/23/2025	R	115.00	May
615414	WROGE, DAVID	05/23/2025	R	115.00	May
615415	WUETRICH, AL	05/23/2025	R	230.00	May
615416	YAGER, MICHAEL	05/23/2025	R	83.00	May
615417	YOUTH ENRICHMENT LEAGUE	05/23/2025	R	1,224.00	May
615418	ZASTROW, JOHN	05/23/2025	R	345.00	May
615419	COMM ED - EASTERN CARVER COUNT	05/23/2025	R	6,750.00	May
615420	AMAZON CAPITAL SERVICES	05/28/2025	R	9,798.97	May
615421	EDUCATIONAL SUPPORT PARA UNION	05/30/2025	R	3,066.41	May
615422	EYE MED-FIDELITY SECURITY LIFE	05/30/2025	R	1,913.45	May
615423	MN SCHOOL EMPLOYEES ASSOCIATIO	05/30/2025	R	1,034.35	May
615424	NCPERS GROUP LIFE INS	05/30/2025	R	96.00	May
615425	SCHOOL SERVICE EMPLOYEES	05/30/2025	R	815.42	May
615426	WACONIA EDUCATION ASSOCIATION	05/30/2025	R	12,384.50	May
615427	21ST CENTURY SPORTS LLC	05/29/2025	R	7,131.25	May
615428	BISCHOFF, KOLETON	05/29/2025	R	100.00	May
615429	BLILIE, TALEN	05/29/2025	R	200.00	May
615430	BLUUM OF MINNESOTA LLC	05/29/2025	R	425.24	May
615431	CANHAM, CRAIG	05/29/2025	R	125.00	May
615432	CATALYST SOURCING SOLUTIONS	05/29/2025	R	666.69	May
615433	CENTRAL MCGOWAN INC	05/29/2025	R	189.04	May
615434	CONNECTING TO LEARN	05/29/2025	R	40.00	May
615435	ECM PUBLISHERS, INC	05/29/2025	R	182.75	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615436	GREATER MN COMMUNICATIONS	05/29/2025	R	385.00	May
615437	GROGAN, MICHAEL	05/29/2025	R	150.00	May
615438	HYATT, ETHAN	05/29/2025	R	70.00	May
615439	IMAGINE LEARNING LLC	05/29/2025	R	686.40	May
615440	INDIANHEAD FS DISTRIBUTOR, INC	05/29/2025	R	41,717.15	May
615441	JOHNSON, CHASE	05/29/2025	R	170.00	May
615442	JOHNSON, CLAYTON	05/29/2025	R	50.00	May
615443	JOHNSON PLASTICS PLUS	05/29/2025	R	1,014.38	May
615444	KEARNEY, ANDREW	05/29/2025	R	50.00	May
615445	KENNEDY & GRAVEN, CHARTERED	05/29/2025	R	275.00	May
615446	KOCH SCHOOL BUS SERVICE, INC	05/29/2025	R	477,697.15	May
615447	KOSCHINSKA, LUKE	05/29/2025	R	50.00	May
615448	LAKESHORE LEARNING MATERIALS L	05/29/2025	R	163.34	May
615449	LVC COMPANIES INC	05/29/2025	R	1,108.25	May
615450	MCGUIRE, DAN	05/29/2025	R	60.00	May
615451	MID-COUNTY CO-OP	05/29/2025	R	15.68	May
615452	NICE SHIRT CO.	05/29/2025	R	897.75	May
615453	OFFICE OF MNIT SERVICES	05/29/2025	R	61.95	May
615454	PARTS CITY WACONIA	05/29/2025	R	69.97	May
615455	PAUSCH, COLTEN	05/29/2025	R	60.00	May
615456	PERA	05/29/2025	R	2,369.82	May
615457	PRIMEX WIRELESS INC	05/29/2025	R	613.60	May
615458	RABE, CARSON	05/29/2025	R	50.00	May
615459	RIECK, COLTON	05/29/2025	R	60.00	May
615460	ROGERS ATHLETIC COMPANY	05/29/2025	R	5,701.00	May
615461	SCHOOL MANAGEMENT SERVICES	05/29/2025	R	3,075.00	May
615462	SHERMAN, BENJAMIN	05/29/2025	R	60.00	May
615463	SHERWIN-WILLIAMS CO	05/29/2025	R	257.50	May
615464	SOUTHWEST METRO INTERMEDIATE D	05/29/2025	R	57,024.66	May
615465	STAPLES ADVANTAGE	05/29/2025	R	199.72	May
615466	STRAWBRIDGE STUDIOS INC	05/29/2025	R	944.90	May
615467	TRINITY LUTHERAN SCHOOL	05/29/2025	R	5,026.50	May
615468	WABBE, LUKE	05/29/2025	R	60.00	May
615470	WINSTED SOLAR LLC	05/29/2025	R	6,961.05	May
615471	PUSH PEDAL PULL	05/30/2025	R	12,888.70	May
615472	RISK PROGRAM ADMINISTRATORS LL	05/30/2025	R	5,632.00	May
615473	ALL SEASONS SPORTS LLC	06/06/2025	R	160.00	June
615474	ALLEN, STEPHANY	06/06/2025	R	1,440.00	June
615475	ALTA FALLS & POND SUPPLIES	06/06/2025	R	6,435.00	June
615476	ALZA, DIEGO	06/06/2025	R	720.00	June
615477	AMAZING ATHLETES OF CENTRAL MN	06/06/2025	R	378.00	June
615478	ARBITERSPORTS	06/06/2025	R	1,282.50	June
615479	BACH, MATTHEW	06/06/2025	R	191.00	June
615480	BELL, ANTHONY	06/06/2025	R	400.00	June
615481	BIFFS, INC	06/06/2025	R	3,645.75	June
615482	BISCHOFF, KOLETON	06/06/2025	R	45.00	June
615483	BNR IRRIGATION SERVICES INC	06/06/2025	R	181.20	June
615484	BOHMAN, ELENA	06/06/2025	R	13.95	June
615485	BOYER, JACQUELYN	06/06/2025	R	691.20	June
615486	BROWER, ROSS	06/06/2025	R	100.00	June
615487	BROWN-HUSS, NIKKI	06/06/2025	R	162.00	June
615488	BURMAN, FRED	06/06/2025	R	720.00	June
615489	BYWATER BUSINESS SOLUTIONS LLC	06/06/2025	R	107.00	June
615490	CANON FINANCIAL SERVICES INC	06/06/2025	R	890.18	June
615491	CITY OF WACONIA	06/06/2025	R	10,504.44	June
615492	COLLEGE BOARD	06/06/2025	R	24,850.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615493	COMMERCIAL KITCHEN SERVICES	06/06/2025	R	3,931.75	June
615494	CREATIVE COSTUMING & DESIGN	06/06/2025	R	5,617.00	June
615495	DONOVAN, KATHERINE	06/06/2025	R	184.24	June
615496	ENKJER, SAMSON	06/06/2025	R	150.00	June
615497	FRANKLIN PRINTING INC	06/06/2025	R	160.00	June
615498	FRATTALLONES	06/06/2025	R	754.86	June
615499	GALLEBERG, DAVID	06/06/2025	R	115.00	June
615500	GARFIELD, RONALD	06/06/2025	R	162.00	June
615501	GRAND, TAYLOR	06/06/2025	R	1,020.00	June
615502	GRAVES, DAX	06/06/2025	R	50.00	June
615503	GREAT LAKES COCA-COLA DIST	06/06/2025	R	594.15	June
615504	GROGAN, MICHAEL	06/06/2025	R	200.00	June
615505	GRUDT, PAUL	06/06/2025	R	360.00	June
615506	HAPPY FEET SOCCER TWIN CITIES	06/06/2025	R	1,836.00	June
615507	HEGER'S DAIRY LLC	06/06/2025	R	6,625.50	June
615508	HEYRMAN, CHAD	06/06/2025	R	720.00	June
615509	HILLYARD/HUTCHINSON	06/06/2025	R	5,297.04	June
615510	HOFFMAN, MICHAEL	06/06/2025	R	480.00	June
615511	HYATT, ETHAN	06/06/2025	R	130.00	June
615512	IEA, INC	06/06/2025	R	2,535.18	June
615513	INDIANHEAD FS DISTRIBUTOR, INC	06/06/2025	R	25,889.22	June
615514	INNOVATIVE OFFICE SOLUTIONS LL	06/06/2025	R	33.55	June
615515	INSIGHT PUBLIC SECTOR INC	06/06/2025	R	7,703.57	June
615516	IRON TAP	06/06/2025	R	323.00	June
615517	IND SCHOOL DISTRICT #112	06/06/2025	R	2,749.00	June
615518	ISENSEE, SAMANTHA	06/06/2025	R	1,440.00	June
615519	JOHNSON, CHASE	06/06/2025	R	100.00	June
615520	JOHNSON FITNESS & WELLNESS	06/06/2025	R	6,500.00	June
615521	JOHNSON PLASTICS PLUS	06/06/2025	R	1,014.38	June
615522	JOSTENS	06/06/2025	R	1,997.14	June
615523	KAHMEYER, TROY	06/06/2025	R	95.00	June
615524	KEARNEY, ANDREW	06/06/2025	R	100.00	June
615525	KEEGAN, KEVIN	06/06/2025	R	960.00	June
615526	KIPPLEY, BRIAN	06/06/2025	R	100.00	June
615527	KIRKPATRICK, GEHRIG	06/06/2025	R	50.00	June
615528	KOHL, JEFFREY	06/06/2025	R	115.00	June
615529	KOOSMANN, JACK	06/06/2025	R	720.00	June
615530	KULLY SUPPLY COMPANY	06/06/2025	R	501.70	June
615531	L2 BRANDS LLC	06/06/2025	R	582.24	June
615532	LAKETOWN GYMNASTICS	06/06/2025	R	1,665.00	June
615533	LAVONE, PAT	06/06/2025	R	784.00	June
615534	LEARNED, CLAUDIA	06/06/2025	R	162.00	June
615535	LERFALD, DOUGLAS	06/06/2025	R	1,440.00	June
615536	LITCHFIELD HS ATHLETICS	06/06/2025	R	75.00	June
615537	LOAD'EM UP TRAILER RENTAL & SA	06/06/2025	R	621.12	June
615538	MAIN SCOOP	06/06/2025	R	200.00	June
615539	MCGUIRE, DAN	06/06/2025	R	60.00	June
615540	MERRITT, GEDRIC	06/06/2025	R	160.00	June
615541	METRONET	06/06/2025	R	1,886.53	June
615542	MEYER, OWEN	06/06/2025	R	95.00	June
615543	MIELKE, TYLER	06/06/2025	R	110.00	June
615544	MITTELSTADT, GRIFFIN	06/06/2025	R	45.00	June
615545	MN HISTORICAL SOCIETY	06/06/2025	R	808.00	June
615546	MUSIC MART	06/06/2025	R	531.36	June
615547	NAHAN, SHELLY	06/06/2025	R	490.00	June
615548	NOTCH, CLAYTON	06/06/2025	R	162.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615549	NOVAK, JANICE	06/06/2025	R	160.00	June
615550	ORIENTAL TRADING/FUN EXPRESS	06/06/2025	R	205.85	June
615551	PERFORMANCE FOODSERVICE	06/06/2025	R	1,825.82	June
615552	PERNSTEINER CREATIVE GROUP, IN	06/06/2025	R	578.16	June
615553	PICK A TIME	06/06/2025	R	12.90	June
615554	PIECHOWSKI, DENNIS	06/06/2025	R	115.00	June
615555	PIERCE, OLIVIA	06/06/2025	R	174.00	June
615556	POZEGA, JUSTIN	06/06/2025	R	720.00	June
615557	PURE INTENSITY BASKETBALL LLC	06/06/2025	R	1,200.00	June
615558	RABE, CARSON	06/06/2025	R	100.00	June
615559	RED ROVER TECHNOLOGIES, LLC	06/06/2025	R	7,500.00	June
615560	REED, SCOTT	06/06/2025	R	162.00	June
615562	RENNEBERG HARDWOODS INC.	06/06/2025	R	1,089.97	June
615563	RIES, ROB	06/06/2025	R	170.00	June
615564	ROBERTS, JOSEPH	06/06/2025	R	191.00	June
615565	RYAN, MICHAEL	06/06/2025	R	95.00	June
615566	SALDEN, KYLEIGH	06/06/2025	R	50.00	June
615567	SALIB, CODY	06/06/2025	R	1,200.00	June
615568	SCHOLLA, TIA	06/06/2025	R	360.00	June
615569	SCHOMMER, JAMES	06/06/2025	R	360.00	June
615570	SHRED-N-GO - 446138	06/06/2025	R	165.00	June
615571	SINGEWALD, JOHN	06/06/2025	R	60.00	June
615572	SJODIN, TYLER	06/06/2025	R	360.00	June
615573	SOUTHSIDE REFEREES LLC	06/06/2025	R	4,166.00	June
615574	SOUTHWEST METRO INTERMEDIATE D	06/06/2025	R	47,797.01	June
615575	SPERR, MICHAEL	06/06/2025	R	95.00	June
615576	SQUIRES,WALDSPURGER & MACE PA	06/06/2025	R	489.00	June
615577	STAPLES ADVANTAGE	06/06/2025	R	78.88	June
615578	SWANSON, QUINN	06/06/2025	R	50.00	June
615579	SZOT SR, JOHN	06/06/2025	R	100.00	June
615580	TRAEN, TODD	06/06/2025	R	115.00	June
615581	TRIO SUPPLY COMPANY	06/06/2025	R	383.99	June
615582	TRUE MECHANICAL LLC	06/06/2025	R	3,143.92	June
615583	WABBE, LUKE	06/06/2025	R	45.00	June
615584	WARWICK, KAYLA	06/06/2025	R	39.00	June
615585	WAWRZYNIAK, SCOTT	06/06/2025	R	115.00	June
615586	WILTJER, BRENDEN	06/06/2025	R	110.00	June
615587	WOYNO & ASSOCIATES LLC	06/06/2025	R	2,400.00	June
615588	YAGER, MICHAEL	06/06/2025	R	550.75	June
615589	WINSTED SOLAR LLC	06/09/2025	R	9,394.95	June
615590	SCHLOUGH, OLIVER	06/10/2025	R	50.00	June
615591	WACONIA EDUCATION ASSOCIATION	06/13/2025	R	12,350.24	June
615592	A & D SOLUTIONS LLC	06/13/2025	R	3,101.00	June
615593	ACT	06/13/2025	R	12,617.25	June
615594	AFFINETY SOLUTIONS, INC	06/13/2025	R	230.00	June
615595	ALLEN, COLTON	06/13/2025	R	180.00	June
615596	ALPHA WIRELESS COMMUNICATIONS	06/13/2025	R	378.00	June
615597	AMRHEIN, BOB	06/13/2025	R	16.50	June
615598	BLILIE, BRECK	06/13/2025	R	130.00	June
615599	BNR IRRIGATION SERVICES INC	06/13/2025	R	6,946.06	June
615600	BRIGGS, AMY	06/13/2025	R	166.00	June
615601	BRINK, KADEN	06/13/2025	R	40.00	June
615602	BROWN-HUSS, NIKKI	06/13/2025	R	54.00	June
615603	BROWN, PRESTON	06/13/2025	R	384.19	June
615604	BRUEGGEMEIER, STEVE	06/13/2025	R	7.20	June
615605	BUSEMAN, BRYCE	06/13/2025	R	50.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
615606	BYTESPEED	06/13/2025	R	289.00	June
615607	CARMER, SOPHIA	06/13/2025	R	443.30	June
615608	CDW GOVERNMENT LLC	06/13/2025	R	47,191.89	June
615609	CENTRAL MCGOWAN INC	06/13/2025	R	243.35	June
615610	CITY OF WACONIA	06/13/2025	R	12,115.38	June
615611	COLONY PLAZA, INC	06/13/2025	R	402.99	June
615613	CULLIGAN BOTTLED WATER	06/13/2025	R	720.00	June
615614	DAHL, BLAKE	06/13/2025	R	1,029.89	June
615615	DAHLKE, NICOLE	06/13/2025	R	27.40	June
615617	ELSMORE SWIM SHOP	06/13/2025	R	7,574.50	June
615618	ERENSTEIN, STEPHANIE	06/13/2025	R	4.85	June
615619	FORMANECK, KAMRYN	06/13/2025	R	738.83	June
615620	FREITAS, SARAH	06/13/2025	R	4.00	June
615621	FURY FORD WACONIA	06/13/2025	R	285.57	June
615622	GENERAL SPORTS	06/13/2025	R	510.00	June
615623	GLENZINSKI, BONNIE	06/13/2025	R	13.00	June
615624	GRAINGER	06/13/2025	R	439.86	June
615625	GREER, BRADEN	06/13/2025	R	50.00	June
615626	GROHMANN, BOBBI	06/13/2025	R	13.25	June
615627	HAGEN, CALEB	06/13/2025	R	40.00	June
615628	HAWKINSON, ERIC	06/13/2025	R	69.65	June
615629	HIGH POINT NETWORKS, LLC	06/13/2025	R	3,600.00	June
615630	HILLYARD/HUTCHINSON	06/13/2025	R	4,106.35	June
615631	HOOVER, KRISTI	06/13/2025	R	15.25	June
615632	HURLEY, STEVEN	06/13/2025	R	11.00	June
615633	INDIANHEAD FS DISTRIBUTOR, INC	06/13/2025	R	28,591.71	June
615634	INGCO INT'L INC	06/13/2025	R	100.00	June
615635	INNOVATIVE OFFICE SOLUTIONS LL	06/13/2025	R	355.30	June
615636	IRON TAP	06/13/2025	R	180.00	June
615637	ITTEL, SANDY	06/13/2025	R	74.50	June
615638	JACOBS, JACK	06/13/2025	R	384.19	June
615639	JENCO PROPERTY MAINTENANCE	06/13/2025	R	10,350.00	June
615640	JOSTENS	06/13/2025	R	34.30	June
615641	KIRSCH, WILL	06/13/2025	R	654.64	June
615642	KISNER, ELIZABETH	06/13/2025	R	4.05	June
615643	KLAMM, JACKSON	06/13/2025	R	260.00	June
615644	KONIETZKO, CHAR	06/13/2025	R	22.45	June
615645	KSQUARE WRITING INC	06/13/2025	R	150.00	June
615646	KUNZ, TIERNAN	06/13/2025	R	30.00	June
615647	L2 BRANDS LLC	06/13/2025	R	742.66	June
615648	LANO EQUIPMENT INC	06/13/2025	R	112.48	June
615649	LARSON, THOMAS	06/13/2025	R	67.40	June
615650	LAZY LOON LANES LLC	06/13/2025	R	286.00	June
615651	LENERS, BRENDA	06/13/2025	R	11.15	June
615652	LOFFLER COMPANIES	06/13/2025	R	4,167.76	June
615653	MAIN SCOOP	06/13/2025	R	164.00	June
615654	MARSHALL, CAROLINE	06/13/2025	R	198.00	June
615655	MCNABB, LANDON	06/13/2025	R	30.00	June
615656	MCPADDEN, JAIMEE	06/13/2025	R	112.70	June
615657	MEULENERS, THEODORE	06/13/2025	R	384.19	June
615658	MID-COUNTY CO-OP	06/13/2025	R	43.37	June
615659	MN HISTORICAL SOCIETY	06/13/2025	R	144.00	June
615660	MN SAFETY COUNCIL	06/13/2025	R	23.00	June
615661	MSBA	06/13/2025	R	99.00	June
615662	NAPLES, JASON	06/13/2025	R	1.45	June
615663	NEW DOMINION SCHOOL	06/13/2025	R	2,207.28	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
615664	NORTHSTAR COMPANIES	06/13/2025	R	719.00	June
615665	NOWAK, CINDY	06/13/2025	R	21.40	June
615666	OLSON, IAN	06/13/2025	R	325.08	June
615667	OSTERKAMP, CARSON	06/13/2025	R	130.00	June
615668	PAN-O-GOLD BAKING CO	06/13/2025	R	3,447.91	June
615669	PDQ INTERMEDIATE, INC.	06/13/2025	R	5,673.75	June
615670	PERNSTEINER CREATIVE GROUP, IN	06/13/2025	R	325.00	June
615671	PIECHOWSKI, DENNIS	06/13/2025	R	115.00	June
615672	PROFESSIONAL TURF & RENOVATION	06/13/2025	R	7,106.34	June
615673	RAMIREZ, CAIDEN	06/13/2025	R	40.00	June
615674	RECTECH OUTDOOR SOLUTIONS LLC	06/13/2025	R	2,750.82	June
615675	ROEN, SARA	06/13/2025	R	211.50	June
615676	SCHMIDT, JILL	06/13/2025	R	4.00	June
615677	SCHULTZ, BRENDA	06/13/2025	R	12.70	June
615678	SHERVA, DANIELLE	06/13/2025	R	95.00	June
615679	SHERWIN-WILLIAMS CO	06/13/2025	R	262.50	June
615680	SOUTHSIDE REFEREES LLC	06/13/2025	R	974.00	June
615681	STIFTER, DEVON	06/13/2025	R	531.96	June
615682	STOCKMANN, WENDY	06/13/2025	R	97.45	June
615683	THAYER, JOEL	06/13/2025	R	37.55	June
615684	THOMAS, KEVIN	06/13/2025	R	32.35	June
615685	TRNKA, TRACY	06/13/2025	R	22.20	June
615686	TRUE MECHANICAL LLC	06/13/2025	R	850.00	June
615687	TURNER, BRANDON	06/13/2025	R	295.53	June
615688	TURNER, LAURIE	06/13/2025	R	10.35	June
615689	WAHL, CHARITY	06/13/2025	R	12.95	June
615690	WEX BANK	06/13/2025	R	436.76	June
615691	WINNIE, DOMINIC	06/13/2025	R	295.53	June
615692	WM CORPORATE SERVICES INC	06/13/2025	R	3,275.64	June
615693	WOZNIAK, JONATHAN	06/13/2025	R	857.04	June
202401025	LIFE INS CO OF NORTH AMERICA	04/15/2025	W	4,347.90	April
202401031	ONEBRIDGE BENEFITS, INC.	04/15/2025	W	4,793.24	April
202401032	XCEL ENERGY	04/28/2025	W	11,048.90	April
202401033	BLUE CROSS AND BLUE SHIELD OF	04/21/2025	W	725,933.41	April
202401035	INTERNAL REVENUE SERVICE	04/30/2025	W	275,618.26	April
202401036	LIFE INS CO OF NORTH AMERICA	04/30/2025	W	6,093.23	April
202401037	MN CHILD SUPPORT PYMT CENTER	04/30/2025	W	134.00	April
202401038	MN DEPT OF REVENUE	04/30/2025	W	42,832.60	April
202401039	MN TEACHERS RETIREMENT ASSN	04/30/2025	W	157,754.64	April
202401040	PERA	04/30/2025	W	50,428.57	April
202401041	AVIBEN	04/30/2025	W	63,659.10	April
202401042	ONEBRIDGE BENEFITS, INC.	04/30/2025	W	4,703.16	April
202401043	TARGET BANK	05/10/2025	W	976.82	May
202401044	ALDI	05/10/2025	W	327.82	May
202401045	FLEET FARM	05/10/2025	W	1,265.11	May
202401051	MANN LAKE LTD	05/10/2025	W	719.35	May
202401053	THREE RIVERS PARK DISTRICT	05/10/2025	W	1,260.00	May
202401054	PRO QUICK DRAW LLC	05/10/2025	W	348.00	May
202401055	TWIN CITIES SOCCER LEAGUES	05/10/2025	W	329.75	May
202401057	STAGES THEATRE COMPANY	05/10/2025	W	892.00	May
202401058	SCIENCE MUSEUM OF MINNESOTA	05/10/2025	W	1,817.00	May
202401059	HOLIDAY INN EXPRESS HOTEL	05/10/2025	W	1,572.35	May
202401060	PABLO CENTER AT THE CONFLUENCE	05/10/2025	W	1,353.30	May
202401062	MASTER TEACHER	05/10/2025	W	531.60	May
202401063	MN VALLEY ELECTRIC CORP	05/10/2025	W	27,848.81	May
202401064	RSCHOOL TODAY (DWC)	05/10/2025	W	-207.43	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
202401065	MONKEY WRENCH PRODUCTIONS LLC	05/10/2025	W	1,026.99	May
202401066	CAROLINA BIOLOGICAL SUPPLY CO	05/10/2025	W	126.79	May
202401067	VITAMINK12 LLC	05/10/2025	W	20.00	May
202401068	MARRIOTT HOTELS	05/10/2025	W	263.88	May
202401070	LITERACY RESOURCES LLC	05/10/2025	W	192.24	May
202401071	BROWN INDUSTRIES, INC	05/10/2025	W	319.30	May
202401072	URBAN AIR ADVENTURE PARK	05/10/2025	W	104.99	May
202401073	BREEZY POINT RESORT	05/10/2025	W	1,430.00	May
202401074	AMF SOUTHTOWN LANES	05/10/2025	W	1,905.61	May
202401075	BIXBY'S BLOOMS	05/10/2025	W	135.00	May
202401076	MASE	05/10/2025	W	319.00	May
202401077	READING LEAGUE, INC.	05/10/2025	W	98.25	May
202401080	NASP (NAT'L SCHOOL PSYCHOLOGY)	05/10/2025	W	56.00	May
202401081	ART OF EDUCATION UNIV LLC	05/10/2025	W	152.00	May
202401082	US CLUB SOCCER	05/10/2025	W	221.25	May
202401085	AMERICAN SCHOOL COUNSELOR ASSN	05/10/2025	W	129.00	May
202401086	GREAT MINDS PBC	05/10/2025	W	105.00	May
202401088	HOMEGROWN LACROSSE	05/10/2025	W	1,770.00	May
202401090	ASCD	05/10/2025	W	119.00	May
202401091	TEACHERS SYNERGY, LLC	05/10/2025	W	17.00	May
202401092	MSHSCA	05/10/2025	W	300.00	May
202401093	AUSTIN PUBLIC SCHOOLS	05/10/2025	W	250.00	May
202401094	MINNSPRA	05/10/2025	W	219.00	May
202401095	MN LANDSCAPE ARBORETUM	05/10/2025	W	35.00	May
202401098	WACONIA CHAMBER OF COMMERCE	05/10/2025	W	70.00	May
202401099	ROCKET SCIENCE GROUP, LLC	05/10/2025	W	300.00	May
202401100	VENTRIS LEARNING LLC	05/10/2025	W	160.00	May
202401101	MNAFEE	05/10/2025	W	1,435.00	May
202401106	AUDACIOUS THEATRE SOUND	05/10/2025	W	641.52	May
202401109	PLAY IT AGAIN SPORTS	05/10/2025	W	239.97	May
202401110	META	05/10/2025	W	47.24	May
202401111	BATTERIES PLUS BULBS	05/10/2025	W	164.60	May
202401113	MACKENTHUN'S FINE FOODS	05/10/2025	W	39.52	May
202401121	DOMINO'S PIZZA	05/10/2025	W	30.96	May
202401126	SECURITY BANK & TRUST CO	04/30/2025	W	71.95	April
202401127	AUTHORIZE.NET	04/02/2025	W	45.90	April
202401128	EDU'TRAK LLC	04/10/2025	W	7,378.96	April
202401129	MN DEPT OF REVENUE	04/10/2025	W	865.00	April
202401130	ONEBRIDGE BENEFITS, INC.	04/16/2025	W	961.00	April
202401131	BRI PARENT, INC	04/30/2025	W	407.25	April
202401133	PMA SECURITIES LLC	04/15/2025	W	244.20	April
202401134	AT&T MOBILITY	04/04/2025	W	147.33	April
202401135	T-MOBILE	04/04/2025	W	437.33	April
202401136	CENTERPOINT ENERGY	04/23/2025	W	43,006.25	April
202401137	QUADIENT FINANCE USA, INC	04/24/2025	W	500.00	April
202401138	XCEL ENERGY	04/28/2025	W	88.90	April
202401139	XCEL ENERGY	04/30/2025	W	28,065.60	April
202401142	INTERNAL REVENUE SERVICE	05/15/2025	W	285,850.66	May
202401143	LIFE INS CO OF NORTH AMERICA	05/15/2025	W	4,251.39	May
202401144	MN CHILD SUPPORT PYMT CENTER	05/15/2025	W	134.00	May
202401145	MN DEPT OF REVENUE	05/15/2025	W	44,267.18	May
202401146	MN TEACHERS RETIREMENT ASSN	05/15/2025	W	161,619.17	May
202401147	PERA	05/15/2025	W	52,944.28	May
202401148	AVIBEN	05/15/2025	W	64,672.59	May
202401149	ONEBRIDGE BENEFITS, INC.	05/15/2025	W	4,787.63	May
202401152	INTERNAL REVENUE SERVICE	05/30/2025	W	301,715.38	May

CHECK NUMBER	CHECK VENDOR	CHE DATE	CHE TYP	POST AMOUNT	POST MONTH
202401153	LIFE INS CO OF NORTH AMERICA	05/30/2025	W	6,201.41	May
202401154	MN CHILD SUPPORT PYMT CENTER	05/30/2025	W	134.00	May
202401155	MN DEPT OF REVENUE	05/30/2025	W	47,802.89	May
202401156	MN TEACHERS RETIREMENT ASSN	05/30/2025	W	161,288.16	May
202401157	PERA	05/30/2025	W	51,246.02	May
202401158	AVIBEN	05/30/2025	W	64,681.42	May
202401159	ONEBRIDGE BENEFITS, INC.	05/30/2025	W	4,773.46	May
202401160	INTERNAL REVENUE SERVICE	05/30/2025	W	1,189.24	May
202401161	MN DEPT OF REVENUE	05/30/2025	W	65.07	May
202401162	MN TEACHERS RETIREMENT ASSN	05/30/2025	W	1,224.62	May
202401163	ALDI	06/10/2025	W	308.40	June
202401164	DOMINO'S PIZZA	06/10/2025	W	465.53	June
202401165	TARGET BANK	06/10/2025	W	1,341.49	June
202401169	FLEET FARM	06/10/2025	W	911.53	June
202401175	TONKA SPLASH	06/10/2025	W	625.00	June
202401176	GOTSPORT	06/10/2025	W	20.00	June
202401179	TWIN CITIES SOCCER LEAGUES	06/10/2025	W	65.25	June
202401180	JIMMY JOHNS	06/10/2025	W	445.97	June
202401182	HOMEGROWN LACROSSE	06/10/2025	W	8,575.00	June
202401183	CASEY'S GENERAL STORE	06/10/2025	W	188.74	June
202401184	MN ZOO	06/10/2025	W	594.00	June
202401185	SHAKOPEE BOWL	06/10/2025	W	660.00	June
202401186	SPORTSENGINE INC	06/10/2025	W	1,299.00	June
202401187	GREAT MINDS PBC	06/10/2025	W	1,050.00	June
202401188	GREAT LAKES COCA-COLA DIST	06/10/2025	W	206.00	June
202401191	CARVER COUNTY PARKS & RECREATI	06/10/2025	W	241.00	June
202401193	JW PEPPER & SON, INC	06/10/2025	W	336.34	June
202401195	MN VALLEY ELECTRIC CORP	06/10/2025	W	31,443.46	June
202401198	THREE RIVERS PARK DISTRICT	06/10/2025	W	1,170.00	June
202401199	DOLLAR TREE	06/10/2025	W	68.75	June
202401200	HOME DEPOT	06/10/2025	W	46.38	June
202401201	ART OF EDUCATION UNIV LLC	06/10/2025	W	152.00	June
202401203	US CLUB SOCCER	06/10/2025	W	500.00	June
202401204	MN TWINS	06/10/2025	W	920.00	June
202401207	NATIONAL HONOR SOCIETY	06/10/2025	W	1,427.49	June
202401208	ROCKET SCIENCE GROUP, LLC	06/10/2025	W	300.00	June
202401211	EAM DISTRIBUTION INC	06/10/2025	W	172.78	June
202401212	VISTAPRINT USA	06/10/2025	W	281.94	June
202401213	IRON TAP	06/10/2025	W	849.75	June
202401215	CARDIO PARTNERS INC.	06/10/2025	W	92.99	June
202401216	TEACHERS SYNERGY, LLC	06/10/2025	W	17.99	June
202401218	FEDEX OFFICE	06/10/2025	W	95.52	June
202401220	META	06/10/2025	W	57.18	June
202401223	MACKENTHUN'S FINE FOODS	06/10/2025	W	16.99	June
202401224	HOEFLER & CO	06/10/2025	W	149.00	June
202401233	AT&T MOBILITY	05/05/2025	W	147.38	May
202401234	T-MOBILE	05/09/2025	W	440.00	May
202401235	QUADIENT FINANCE USA, INC	05/23/2025	W	1,000.00	May
202401236	XCEL ENERGY	05/23/2025	W	80.82	May
202401237	CENTERPOINT ENERGY	05/27/2025	W	32,235.45	May
202401238	SECURITY BANK & TRUST CO	05/31/2025	W	46.95	May
202401239	AUTHORIZE.NET	05/02/2025	W	20.00	May
202401240	EDU'TRAK LLC	05/10/2025	W	5,243.26	May
202401241	MN UNEMPLOY INS	05/01/2025	W	4,894.57	May
202401242	ONEBRIDGE BENEFITS, INC.	05/16/2025	W	953.00	May
202401243	BRI PARENT, INC	05/30/2025	W	402.00	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202401244	BLUE CROSS AND BLUE SHIELD OF	05/20/2025	W	703,668.02	May
202401246	PMA SECURITIES LLC	05/15/2025	W	244.70	May
202401250	INTERNAL REVENUE SERVICE	06/13/2025	W	279,609.05	June
202401252	MN DEPT OF REVENUE	06/13/2025	W	43,711.71	June
202401253	MN TEACHERS RETIREMENT ASSN	06/13/2025	W	156,980.99	June
202401254	PERA	06/13/2025	W	50,103.09	June
202401255	AVIBEN	06/13/2025	W	63,040.35	June
242500119	BRAGGANS CARLSON, HEATHER	04/28/2025	A	330.46	April
242500120	MCQUILLAN, LAUREN	04/28/2025	A	91.00	April
242500121	TORGESON, JULIE	04/28/2025	A	320.00	April
242500122	WOYNO, IVAN	04/28/2025	A	240.15	April
242500123	WRIGHT, MELINDA	04/28/2025	A	110.68	April
242500124	AMENT, NANCY	05/23/2025	A	77.70	May
242500125	HUSKEY, HEATHER	05/23/2025	A	345.00	May
242500126	KLEIN, DANIEL	05/23/2025	A	34.09	May
242500127	MITCHELL, MARY	05/23/2025	A	128.20	May
242500128	OLSON SCHWICHTENBERG, KENDRA	05/23/2025	A	405.94	May
242500129	PEDRETTI, CHRISTINE	05/23/2025	A	113.50	May
242500130	PHAYOMHOM, SUPATRA	05/23/2025	A	75.00	May
242500131	SMITH, NICOLE	05/23/2025	A	270.00	May
242500132	SPARBY, PAUL	05/23/2025	A	87.00	May
242500133	TORDOFF, PAUL	05/23/2025	A	644.32	May
242500134	BRINK, MARY	06/12/2025	A	193.20	June
242500135	BUTLER, LAURA	06/12/2025	A	103.11	June
242500136	DAVISON, AMY	06/12/2025	A	30.45	June
242500137	EGGERS, DAVID	06/12/2025	A	29.99	June
242500138	HANNES, JAKE	06/12/2025	A	180.00	June
242500139	KERN, TESSA	06/12/2025	A	114.38	June
242500140	KLEIN, DANIEL	06/12/2025	A	36.96	June
242500141	KOLHEI, SHANNON	06/12/2025	A	132.16	June
242500142	MACKENTHUN, JAMIE	06/12/2025	A	62.30	June
242500143	SCHULTZ, VANESSA	06/12/2025	A	203.28	June
242500144	SPARBY, PAUL	06/12/2025	A	360.00	June
242500145	WEINZIERL, KRISTIN	06/12/2025	A	126.62	June
242500146	WINGERT, MOLLY	06/12/2025	A	662.90	June

Totals for checks 8,468,901.74

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	3,848,246.57	0.00	2,037,190.03	5,885,436.60
02	Food Service	144,817.02	0.00	274,943.31	419,760.33
04	Community Service	212,121.40	0.00	171,825.28	383,946.68
06	Building Construction	0.00	0.00	1,778,206.73	1,778,206.73
08	Trust	0.00	0.00	1,062.50	1,062.50
45	OPEB Irrevocable Trust Fund	0.00	0.00	488.90	488.90
***	Fund Summary Totals ***	4,205,184.99	0.00	4,263,716.75	8,468,901.74

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

5.B. Human Resource Items

Presenter: Jeni
Super, Director of
Human Resources

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

BOARD OF EDUCATION

Regular Meeting – June 23, 2025

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

AGENDA ITEM: Human Resources Recommendations

ITEM ADDED BY: Jeni Super, Director of Human Resources

Employment

Abrahamson, Jennifer Replacement	Early Childhood Special Education Teacher Long Term Substitute Attach K	ECSE
Abdimalik, Hana Replacement	Custodial Cleaner 8 Hours/Day; 260 Days	BV
Alvarez, Ahmi Replacement	Special Education Teacher DCD 1.0 FTE; 184 Days Attach K	LT
King, Heather New Position	Early Childhood Special Education Teacher 1.0 FTE; 184 Days Attach K	ECSE
Koschinska, Timothy Replacement	Director of Technology 8 hours/Day; 260 Days	ECSE
Obremski, Natalie Replacement	School Counselor 1.0 FTE; 184 Days Attach K	LT
Paul, Sara Replacement	Art Teacher 1.0 FTE; 184 Days Attach K	WMS

Piilola, Andrew Replacement	Science Teacher 7th Grade 1.0 FTE; 184 Days Attach K	WMS
Rustad, James Replacement	Special Education Teacher 1.0 FTE; 184 Days Attach K	WHS
Senat, Heidi Replacement	Special Education Teacher 1.0 FTE; 184 Days Attach K	LT
Super, Jennifer Replacement	Director of Human Resources 8 hours/Day; 260 Days	ESC

Employee Status Changes

Alger, Lynette, Guidance Counselor, Extended Contract- 8 Summer Days
DeYoung, Stephanie, Special Education Teacher, Extended Contract- 6 Summer Days
Fleming, Martin, from Special Education Teacher to Dean of Students at WMS
Fogarty, Haley, Guidance Counselor, Extended Contract- up to 8 Summer Days
Henn, Dana, Guidance Counselor, Extended Contract- 8 Summer Days
Nelson, Christina, ESP at WLC from 6 hours/ day to 6.5 hours/ day
Pauly, Marnie, from Interim Assistant Principal to Instructional Coach TOSA at ESC
Raether, Kelly Jo, Special Education Teacher, Extended Contract- 7 Summer Days
Schulte, Katie, from Administrative Assistant I to Student Information System and Enrollment Specialist at ESC
Van Haften, Sandra, ESP at WLC from 6 hours/ day to 6.5 hours/ day
Wabbe, Sarah, ESP at WLC from 6 hours/ day to 6.5 hours/ day
Williams, Angela, Head Cook at WMS from 7 hours/ day to 8 hours/ day

Leaves of Absence

Mottaz, Allison, Band Teacher at WMS
Smith, Nicole, Technology Assistant at WMS

Extended Leave of Absence

Retirements/Resignations/Terminations

Abrahamson, Jennifer, Educational Assistant (SPED) at ESC

Akerson, Amiah, Special Education Teacher at LT
Aretz, Brady, Special Education Teacher at WHS
Berger, Todd, Special Education Teacher at BV
Fellrath, Chase, English/ Language Arts Teacher at WHS
Fogarty, Haley, Guidance Counselor at WHS
McGowan, Caroline, Guidance Counselor at LT
Sang, Carey, Spanish Teacher at WHS
Schieffer, Pamela, Special Education Teacher at LT
Schwartz, Lori, Administrative Assistant II (Activities) at WHS
Stockstead, Jessica, Science Teacher at WMS
Weinrich, Allison, Grade 4 Teacher at BV
Young, Kjerstin, Art Teacher at WMS

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

5.C. ISD 110 Identified Official with Authority
(IOwA) Designation for SY25-26



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: **Waconia Public Schools**

6-Digit or 9-Digit Organization Number: **0110-01**

Superintendent Name: **Dr. Brian Gersich**

Will act as the IOwA? **Yes**

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

5.D. Annual MSHSL Resolution for Membership Renewal



**2025-2026 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

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

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.

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

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

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

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

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

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

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

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

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

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

208.02 Designated Activity Representatives

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

208.03 Local Advisory Committee

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

Waconia High School
(Name of School —please print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Ryan Rosin
(Designated School Board Member – please print)

Bucky Mieras, Activities Director
(Designated School Representative – please print)

rrosin@isd110.org
Email Address

bmieras@isd110.org
Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys Sports – please print)

(Girls Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

Bucky Mieras, Activities Director
(Mailing Representative—please print)
The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Print Name: _____
(Superintendent or Head of School)

Signed: ***Signature required***

(Clerk/Secretary - Local Governing Board)
electronically through DocuSign
Date: _____

Signed: ***Signature required***

(Superintendent or Head of School)
electronically through DocuSign
Date: _____

5.E. Renewal of Bread and Milk Vendor Agreements

Presenter: Pam
Carman, Director of
Finance and
Operations



FROM: Pam Carman, Director of Finance & Operations
Barb Schank, Director of Nutrition Services

DATE: June 23, 2025

SUBJECT: Renewal of Bread and Milk Vendor Agreements

Overview

This memo outlines our recommendation to renew vendor agreements for bread and milk services for the 2025–26 school year. These contracts were originally secured through a formal competitive bid process, and both remain eligible for multi-year renewals in accordance with USDA and Minnesota Department of Education (MDE) procurement guidelines.

In alignment with best practices, Waconia Public Schools rebids high-volume food contracts—such as bread and milk—at least every 3-5 years. This ensures continued compliance, market competitiveness, and transparency in purchasing.

Bread

We recommend renewing our agreement with **Pan-O-Gold Baking Company** as the district's primary bread vendor.

- Annual expenditure: approximately \$27,000
- Pan-O-Gold was the only bidder during our most recent formal procurement in 2024.
- The company (based in St. Cloud) has served Waconia Public Schools for over 17 years, consistently providing USDA-compliant whole grain products and reliable service.
- This is the first year of a potential three-year renewal term.

Milk

We also recommend renewing our agreement with **Heger's Dairy** as the district's milk distributor.

- Annual expenditure: approximately \$75,000
- During the 2023 bid cycle, Heger's submitted pricing that was 14–19% lower than other vendors.
- The company, based in Cologne, provides milk sourced from Stony Creek Dairy in Avon, Minnesota.
- This is the second year of a three-year renewal term.

Recommendation

We request approval to renew the vendor agreements with Pan-O-Gold Baking Company and Heger's Dairy for the 2025–26 school year.

RENEWAL 1:3 - BREAD

Date: May 5, 2025

To: **Pan 'O Gold** Jason Revenig jrevenig@panogold.com 800-444-7005
444 E. St. Germain St., St Cloud, MN 56302-0848
Michael Roman mroman@panogold.com

Original agreement date - July 1, 2024.
Renewal Option Extensions: July 1, 2025, July 1, 2026, & July 1, 2027

THIS AGREEMENT, originally entered into on the 1st day of July, 2024, by and between Pan 'O Gold and Waconia ISD # 110.

Waconia ISD 110 agreed to the terms and conditions of the Original Contract dated July 1, 2024 and will choose the renewal option of one (1) additional year, with up to three extensions if both parties are agreeable.

The Nutritional Services program of the Waconia Public School District, Waconia, Minnesota, is requesting to renew our bread delivery agreement for the 2025-2026 school year. The original agreement had the option to extend the agreement for 3 a total of additional years (2024-2025, 2025-2026, 2026-2027).

To be completed by Pan 'O Gold

1. sliced bread - \geq 50% whole grain - Sandwich Loaf, 1.5#; 24 oz, 22 slices = \$ 2.44
2. bun - \geq 50% whole grain - 3 1/2" Hamburger, sliced; 60 ct = \$ 11.10
3. bun - \geq 50% whole grain - 4" Hamburger, sliced; 60 ct = \$ 11.10
4. bun - \geq 50% whole grain - Weiner, sliced; 12 ct = \$ 2.80
5. 50% whole grain - Steak Bun, sliced; 24 ct = \$ 5.40
6. roll - \geq 50% whole grain - Dinner Roll; 12 ct = \$ 2.60

Customer Signature

Vendor Signature

5-16-25

Thank you,
Jason Revenig

RENEWAL 2:3 - MILK

Date: May 16, 2025

To: **Heger's Dairy** Matt Heger hegersdairy@yahoo.com 952-292-9225
8816 Highway 212, Cologne, MN

Original agreement date - July 1, 2023.
Renewal Option Extensions: July 1, 2024, July 1, 2025, & July 1, 2026.

THIS AGREEMENT, originally entered into on the 1st day of July, 2023, by and between Heger's Dairy and Waconia ISD # 110, and a Joint Power Agreement with Westonka and Shakopee school districts.

Waconia ISD 110 agreed to the terms and conditions of the Original Contract dated July 1, 2023 and will choose the renewal option of one (1) additional year, with up to three extensions if both parties are agreeable.

The Nutritional Services program of the Waconia Public School District, Waconia, Minnesota, is requesting to renew our milk delivery agreement for the 2025-2026 school year. The original agreement had the option to extend the agreement for 3 a total of additional years (2024-2025, 2025-2026, 2026-2027).

To be completed by Heger's Dairy
Escalating Pricing

\$ 23.75 5 gal 1% Chocolate Milk

\$ 21.95 5 gal 1% White Milk

Customer Signature



Vendor Signature

Date

5-10-2025

Date

5.F. Subcontractor Agreement for Speech Therapy

Presenter: Pam
Carman, Director of
Finance and
Operations



MEMORANDUM

TO: ISD 110 School Board

FROM: Pam Carman, Director of Finance & Operations
Paul Tordoff, Director of Special Education

DATE: June 23, 2025

SUBJECT: City Therapy Services, LLC - Independent Contractor Agreement

Due to a retirement, Waconia Public Schools has been unable to fill a vacant speech-language pathologist (SLP) position for the upcoming school year. In order to ensure continuity of services for students and compliance with Individualized Education Programs (IEPs), the District is proposing an independent contractor agreement with City Therapy Services, LLC.

The contract will be effective July 1, 2025, through the end of the 2025–26 school year. Under this agreement, City Therapy Services, LLC will provide speech therapy services at a rate of \$95 per hour, billed in 15-minute increments.

We will continue to actively recruit and hire a qualified SLP. However, this agreement will allow us to meet the immediate needs of our students and families while maintaining essential support services throughout the school year. Without these services, the District would be at risk of noncompliance with federal and state special education requirements and may be obligated to provide compensatory services, which could include reimbursement for private speech-language services or direct payments to outside providers.

Administration recommends approval of the independent contractor agreement with City Therapy Services, LLC for the provision of speech-language services for the 2025–26 school year.



City Therapy Services

INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT (the "Agreement"), dated as of the 16th day of May 2025, is by and between City Therapy Services, LLC, a Minnesota limited liability company ("CTS"), and Waconia Public Schools ISD 110, a Minnesota public school (the "School"), with principle offices located at 512 Industrial Blvd, Waconia, MN 55387 ("Location").

AGREEMENT

1. **Scope of Work.** The School has engaged CTS to augment its speech pathology program. CTS will provide services to students within School through the procurement of a speech-language pathologist and/or speech-language pathology assistant. The pathologist and/or assistant may work both indirectly and directly with students in small groups or individually as needed, provide treatment; prepare materials as needed for the treatment and evaluation of students and consult with general education and special education staff. Pathologist and/or assistant may attend team meetings as needed, and provide records related to progress and third-party billing obligations. Pathologist may: conduct evaluations and screenings; draft evaluation reports; write goals and Individual Education Plans. Pathologist may complete supervisory activities for a speech-language pathology assistant, and other activities that School may request and CTS may agree to undertake (collectively, CTS' "speech pathology duties"). The scope and nature of CTS' work shall also include and be limited in the following manner:
 - a. *Independent Contractor.* CTS is an independent contractor and is not an employee, partner, or co-venturer of, or in any other service relationship with, the School. The manner in which CTS's services are rendered shall be within CTS's sole control and discretion. CTS is not authorized to speak for, represent, or obligate the School in any manner without the prior express written authorization from the School.
 - b. *Taxes; Benefits.* The School shall not be responsible for withholding taxes with respect to CTS compensation hereunder. CTS shall have no claim against the School hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, or unemployment insurance benefits.
 - c. *Term.* This Agreement is dated "Effective" as of July 1, 2025 and shall remain in effect throughout the 2025-2026 school year.

2. **Time and Availability.** CTS shall execute speech pathology duties at Location, or through teletherapy, while student is in attendance as agreed upon between School and representative of CTS. The decision between on Location or teletherapy shall be determined based on the availability of CTS and the needs of the student.
3. **Payment Terms.** For any hours worked as described herein, the School shall pay CTS ninety-five dollars (\$95) per hour billed in 15 minutes increments for direct and indirect service and meetings for all work completed by a speech-language pathologist and travel to Location. For any hours worked as described herein, the School shall pay CTS eighty dollars (\$80) per hour billed in 15 minute increments for direct and indirect services and meetings for all work completed by a speech-language pathologist assistant and travel to Location. School shall pay CTS for all regularly scheduled work even if such work is canceled due to student absence or school activity. School activities include but are not limited to school assemblies and field trips. School will receive an invoice describing services rendered approximately every 30 days. Payment shall be due within 14 days of the delivery of invoice.
4. **Remedies for Breach or Default.** Failure to timely pay CTS may result in immediate suspension of all services.
 - a. In addition, School will incur a FINANCE CHARGE for all payments more than 30 days late. Interest is computed on all amounts over 30 days at an ANNUAL PERCENTAGE RATE (APR) OF 18%. FINANCE CHARGE will continue to accrue on services and disbursements until full payment and all billed FINANCE CHARGES have been credited to your account. Such FINANCE CHARGES appear on your monthly statements. The FINANCE CHARGE (if any) shown on your statement has been computed in the following manner: We figure the FINANCE CHARGE on your account by applying the periodic rate to the "adjusted balance" of your account. We get the "adjusted balance" by taking the balance you owed at the end of the previous billing cycle and subtracting any unpaid finance charges and any payments and credits received during the present billing cycle.
 - b. All rights and remedies of CTS herein enumerated shall be cumulative and are not intended to be exclusive of any other remedies or means of redress to which CTS may be lawfully entitled in the case of any breach or threatened breach of School of any provision of this Agreement. The failure of CTS to insist in any one or more cases upon the strict performance of any of the covenants of this lease or to exercise in any option herein contained shall not be construed as a waiver or relinquishment for the future of such covenant or option.

5. **Work Environment.** The School shall provide CTS with a suitable working environment when onsite, which includes: desks and tables for students; quiet space, and printing accessibility at School's expense. For teletherapy, the School shall provide: a quiet, supervised space with a computer and headphones; access to internet with adequate speed to support video conferencing a Schools expense.
6. **Work Product Licensing.** "Work Product" shall include but is not limited to all trade secrets, ideas, suggestions, works of authorship or other materials, processes, formulae, ideas, trademarks, logos, brands, domain names, whether or not put into writing, and whether or not reduced to practice. Any "Work Product" developed or created on behalf of the School by CTS in connection with services rendered under this Agreement are and shall remain the exclusive property of the CTS except as noted herein. Upon the conclusion of the business relationship between the parties, CTS shall grant to the School a non-transferrable, non-commercial license to use and reproduce any Work Product developed or created by CTS in connection with the services rendered under this Agreement. "Excluded Work Product" shall include any digital program or application created by CTS. This will include, but not be limited to applications or programs created for use on computer, tablet or phone devices. Regardless of anything written to the contrary in this Agreement, there shall be no license or ongoing use of Excluded Work Product subsequent to the termination of this Agreement.
7. **Non-Solicitation of CTS Staff.** School agrees that neither it nor any affiliated organization (e.g. a parent teacher association) shall hire any CTS staff member, employee, or independent contractor ("CTS Staff") for a period of eighteen months subsequent his or her termination from CTS. School further agrees that it will not allow CTS Staff to instruct students who matriculate at School on school property, even in the event that CTS Staff are employed through a third party.
8. **Termination and Notice.** The School may terminate this Agreement upon 30 days written notice to CTS. CTS may terminate this agreement at will. Upon the notice of termination by a party, neither party may impose fees, penalties, surcharges, or any other cancellation fee on the terminating party.
9. **General Provisions.**
 - a. If any provision of this Agreement is held unenforceable by a court of competent jurisdiction, that provision shall be severed and shall not affect the validity or enforceability of the remaining provisions.

- b. This Agreement shall be governed by and construed in accordance with the internal laws (and not the laws of conflicts) of the State of MN.
- c. This Agreement constitutes the complete agreement and sets forth the entire understanding and agreement of the parties as to the subject matter of this Agreement and supercedes all prior discussions and understandings in respect to the subject of this Agreement, whether written or oral.
- d. If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties agree that such dispute or controversy will be arbitrated in accordance with proceedings under American Arbitration Association rules, and such arbitration will be the exclusive dispute resolution method under this Agreement. The decision and award determined by such arbitration will be final and binding upon both parties. All costs and expenses, including reasonable attorney's fees and expert's fees, of all parties incurred in any dispute which is determined and/or settled by arbitration pursuant to this Agreement will be borne by the party determined to be liable in respect of such dispute; provided, however, that if complete liability is not assessed against only one party, the parties will share the total costs in proportion to their respective amounts of liability so determined. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved.
- e. No modification, termination or attempted waiver of this Agreement, or any provision thereof, shall be valid unless in writing signed by the party against whom the same is sought to be enforced.
- f. The waiver by a party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any other or subsequent breach by the party in breach.
- g. Notwithstanding the termination of this agreement for any reason, the material provisions of this agreement shall continue in full force and effect following such termination.

[Signature page to follow]

IN WITNESS WHEREOF, this Agreement is executed as of the date set forth above.

Waconia Public Schools, a Minnesota Public School

City Therapy Services, LLC, a Minnesota limited liability company

By: _____

By: Eada Johnson, MS, CCC-SLP

Eada Johnson MS, CCC-SLP

Its: _____

Its: Owner

Date: 5/16/2025

Date: _____

5.G. Joint Powers Agreement with Crown College for
PSEO

**ISD #110 Waconia Public Schools
Waconia, MN**

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter “contract”) is between **Independent School District #110**, Waconia, 512 Industrial Blvd, Waconia MN 55387 (hereinafter “SCHOOL DISTRICT”), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10; and **Crown College**, acting through its Board of Trustees (hereinafter “COLLEGE”), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and WHEREAS, Minnesota Statutes Chapter 123.3514, the Post-Secondary Enrollment Options act, provides that school district may enter into agreements between a school board and public post-secondary faculty member, and

WHEREAS, SCHOOL DISTRICT wishes to enter into such an agreement, and

WHEREAS, COLLEGE represents that it is duly qualified and willing to perform the services set forth herein

NOW, THEREFORE, it is agreed:

- I. SCHOOL DISTRICT’S DUTIES. The SCHOOL DISTRICT shall:
 - A. Provide a roster to the Finance Office of high school students to be enrolled under the terms of this agreement before the commencement of each term for which the students wish to enroll.
 - B. Provide special education or support services for physically challenged students admitted under the terms of this agreement.
 - C. Provide general information, by March 1 of each year of this agreement, about the program to all students in grades 10, 11, 12. To the extent possible, SCHOOL DISTRICT shall provide counseling services as stipulated in MN Statutes 123.3514 Subd. 4(a) to students and their parents before students enroll for courses at the COLLEGE.
 - D. Inform students enrolling under the terms of this agreement that they must meet all requirements and standards for admission, including, but not limited to those indicated and immunization laws.
 - E. Grant academic credit to a student enrolled in a course if the student successfully completes the course. The SCHOOL DISTRICT shall also grant academic credit to student enrolled in a course for post-secondary credit if secondary credit is requested by the student.
 - F. Counsel students enrolled under this program to ensure that the students meet requirements for high school graduation.

II. COLLEGE DUTIES. The COLLEGE shall:

- A. Provide all books and materials that are required for participation in instructional courses. The books and materials shall become the property of the COLLEGE.
- B. Enroll qualified students on a space available basis in courses selected by the students after COLLEGE'S regular students have registered. Once the student has been enrolled in a course under this agreement, the student may not be displaced by another student. High school students are only permitted to enroll in selected courses as prescribed by the PSEO requirements.
- C. Provide advising for high school students registering under the terms of this agreement. Students shall have their course schedules reviewed for proper registration by the COLLEGE'S authorized agent.
- D. Provide services to students enrolled under the post-secondary program on the same basis as they are provided to other students.

III. CONSIDERATION AND TERMS OF PAYMENT

- A. Consideration for all services performed by the COLLEGE pursuant to this contract shall be paid by SCHOOL DISTRICT as follows:

In consideration for all services performed and benefits derived pursuant to this agreement, SCHOOL DISTRICT agrees to pay COLLEGE at the rate established by the Minnesota Department of Education, which will be **\$247.21** semester credit hour for which students enrolled under this agreement have registered. Such credit hour fee includes the admission to the COLLEGE fee, resident undergraduate tuition, student fees, books and course fees, if any.

- B. Terms of payment. Payments shall be made by SCHOOL DISTRICT promptly after the COLLEGE'S presentation of invoices for services performed and acceptance of such services by SCHOOL DISTRICT authorized representative pursuant to Clause VII. Invoices shall be submitted according to the following schedule:

COLLEGE shall invoice SCHOOL DISTRICT by the sixth week of each academic term. SCHOOL DISTRICT agrees to make payment within 45 days of the receipt of the invoice. If a student drops a course or withdraws by the 10th day of the semester, the COLLEGE will give SCHOOL DISTRICT full credit for the courses.

- IV. CONDITIONS OF PAYMENT. All services provided by the COLLEGE pursuant to this contract shall be performed to the satisfaction of SCHOOL DISTRICT, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The COLLEGE shall not receive

payment for work found by SCHOOL DISTRICT to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

- V. TERM OF CONTRACT. This contract shall be effective as of **August 1, 2025** or upon the date that the final required signature is obtained by the COLLEGE, whichever occurs later, and shall remain in effect until **June 30, 2026** or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.
- VI. COLLEGE'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purpose of administration of this contract is **Dr. Chris Mathews**. SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is **Superintendent Brian Gersich**. SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted.
- VII. ASSIGNMENT. Neither party shall assign or transfer any rights or obligations under this contract without the prior written consent of the other party. Such consent shall not be unreasonably withheld.
- VIII. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.
- IX. LIABILITY. SCHOOL DISTRICT shall indemnify, save, and hold the COLLEGE, its representatives and employees harmless from any and all claims or causes of action, including all attorney fees incurred by the COLLEGE, arising from the performance of this contract by SCHOOL DISTRICT OR SCHOOL DISTRICT'S agents or employees. This clause shall not be construed to bar any legal remedies the SCHOOL DISTRICT may have for the COLLEGE'S failure to fulfill its obligations pursuant to this contract.
- X. COLLEGE AUDITS. The books, records, documents, and accounting procedures and practices of SCHOOL DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.
- XI. DATA PRACTICES ACT. SCHOOL DISTRICT shall comply with the Minnesota Data Practices Act as it applies to all data provided by the COLLEGE in accordance with this contract and as it applies to all data created, gathered, generated or acquired in accordance with this contract.
- XII. OTHER PROVISIONS.
- A. Academic Requirements: Students in the 11th grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student must have taken either the ACT and received a composite score of 24 or above, or the SAT and received a combined score of at least 1090 (critical reading and math). Students in the 12th grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student

must have taken either the ACT and received a composite score of 22 or above, or the SAT and received a combined score of at least 1020 (critical reading and math).

- B. Transportation costs shall be the responsibility of the student.
- C. Any needed or required equipment shall be the responsibility of the student. Such equipment shall become the property of the student. Equipment is defined as a tangible unit of the non-expandable character, is not consumed in use, and has an extended useful life.
- D. Students may also be charged for fees, textbooks, and supplies that are in excess of the minimum requirements and are at the student's option. Such materials then become the personal property of the students.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. WACONIA PUBLIC SCHOOLS
Waconia, MN

2. CROWN COLLEGE
St. Bonifacius, MN

Contractor certifies that the appropriate person(s) have executed the contract on behalf of the contractor as required by applicable articles, by-laws, resolutions, or ordinances.

School Board Chair
Date:

Title: Vice President Academic Affairs
Date:

Superintendent
Date:

5.H. Digital Display Project - High School
Lobby/Cafeterial



MEMORANDUM

TO: ISD 110 School Board

FROM: Pam Carman, Director of Finance & Operations
Paul Sparby, Waconia High School Principal
Barb Schank, Director of Nutrition Services

DATE: June 23, 2025

SUBJECT: Digital Display Project - High School Lobby/Cafeteria

Overview:

The District has been evaluating options to install digital displays in the High School cafeteria that would support both Food Service and High School communication needs. Two quotes were received for this project:

- **Alpha Wireless:** \$40,369
- **Audio Logic System (ALS):** \$36,813

After reviewing both proposals, we are recommending Option 2 from ALS, which includes three digital displays. These displays will be located in the cafeteria and serve multiple purposes:

- Food Service will use the displays to show digital menus, nutritional and wellness information, and other related content.
- High School Administration will use the displays to communicate school events, student announcements, and may include streaming of recorded sporting events or other school-related activities.

Funding Breakdown:

The cost of the project will be shared between departments:

- 50% Food Service Fund
- 50% High School Fund, including approximately \$11,000 from Student Activities

Recommendation:

Administration recommends proceeding with Audio Logic Systems (ALS) for the installation of three digital displays at an estimated total cost of \$36,813. This investment will enhance both student engagement and communication efforts within the High School cafeteria space.

PROPOSAL

25-05_Lobby TV Installation

Waconia High School

1650 Community Drive
Waconia, MN 55387

Revision: 1
Modified: 5/29/2025



Presented By:

Audio Logic Systems

7512 Washington Ave. South
Eden Prairie, MN 55344 USA
952-400-2222



Video | Lighting | Audio



AUDIO LOGIC SYSTEMS **INSTALLATION WARRANTY**

We hope that you're enjoying your new A/V system provided by Audio Logic Systems. While the manufacturer's warranty covers the products themselves, Audio Logic Systems offers this additional limited labor warranty. Audio Logic Systems shall warrant that its installation services shall be free from material defects in workmanship for one (1) year from the date of the completed installation. If any defect in workmanship is suspected, you must notify Audio Logic Systems in writing within 30 days of becoming aware of the alleged defect, supplying the customer's name and address, the date the alleged defect arose, and the details of the problem. Audio Logic Systems' obligation under this warranty shall be limited to repair of defective installation.

WHAT IS NOT COVERED BY THIS WARRANTY

AUDIO LOGIC SYSTEMS' sole obligation under this warranty is limited to repair of the defective workmanship and is subject to the additional limitations below. This warranty neither assumes nor authorizes any person to assume obligations other than those expressly covered by this warranty.

OWNER FURNISHED EQUIPMENT (OFE): Audio Logic Systems will use best practices and the utmost care in handling OFE. However, this warranty does not include the operational state of any OFE either before, during or after Audio Logic Systems moves or alters any OFE.

NO CONSEQUENTIAL DAMAGES. AUDIO LOGIC SYSTEMS IS NOT RESPONSIBLE FOR ECONOMIC LOSS; PROFIT LOSS; OR SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION, LOSSES OR DAMAGES ARISING FROM LOSS OF EVENT REVENUE.

WARRANTY IS NOT TRANSFERABLE. This warranty is not assignable and applies only in favor of the original purchaser/user to whom delivered.

IMPROPER USAGE. AUDIO LOGIC SYSTEMS ASSUMES NO LIABILITY FOR EQUIPMENT OR FOR LABOR COVERAGE OR FOR COMPONENT FAILURE OR OTHER DAMAGES RESULTING FROM IMPROPER USAGE OR FAILURE TO MAINTAIN PRODUCT AS SET FORTH IN THE OPERATIONAL MATERIAL PROVIDED WITH THE UNIT.

ALTERATION, NEGLIGENCE, ABUSE, MISUSE, ACCIDENT, DAMAGE DURING TRANSIT OR INSTALLATION, FIRE, FLOOD, ACTS OF GOD: AUDIO LOGIC SYSTEMS is not responsible for the repair or replacement of any parts that AUDIO LOGIC SYSTEMS determines has been subjected after the date of manufacture to alteration, neglect, abuse, misuse, accident, damage during transit or installation, fire, flood, or act of God.

IMPROPER ELECTRICAL CONNECTIONS. AUDIO LOGIC SYSTEMS IS NOT RESPONSIBLE FOR THE REPAIR OR REPLACEMENT OF FAILED OR DAMAGED COMPONENTS RESULTING FROM ELECTRICAL POWER FAILURE, THE USE OF EXTENSION CORDS, LOW VOLTAGE, OR VOLTAGE DROPS TO THE UNIT.

NO IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: THERE ARE NO OTHER WARRANTIES, EXPRESSED, IMPLIED OR STATUTORY, EXCEPT THE ONE (1) YEAR LABOR WARRANTY AS DESCRIBED ABOVE. THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, INCLUDING IMPLIED WARRANTY AND MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO WARRANTIES THAT EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF.

SCOPE OF WORK

This scope is based on the professional experience of the Audio Logic Systems staff and years of successful installations in worship centers, theaters and performance venues throughout the United States. This Scope is meant to give you the information needed to adequately budget for services.

The scope of this proposal is for ALS to install two televisions in the high school lobby for viewing announcements via a digital signage system, video content from you tube, and possibly other video sources.

The proposed design installs infrastructure in the Performing Art Center to drive the two displays. Content available will be via Reach Media digital signage, streamed content such as Youtube Live, and live video from the PAC. Live video input to the system would be routed through the proposed PAC video streaming system currently being considered by the school.

This design duplicates the same content on both displays.

The customer is responsible for providing power based on ALS spec at the installation locations.

Thank you for considering Audio Logic Systems for your AV needs. For 30 years we have provided tailored solutions and exceptional customer service. We look forward to serving Waconia High School through this project.

Presented and prepared by:
Nic Hentges
Designer
Audio Logic Systems

SYSTEM SUMMARY

25-05_Lobby TV Installation

System	Installed Price
Terms	\$0.00
Tariff	\$0.00
Warranty	\$0.00
Admin	\$810.00
OPTION 1 Lobby TV	\$12,837.19
<i>Installation of two displays in the lobby. A 75" on a swing arm mount near the main entrance and a 98" on a tilting wall mount on the opposite side, up near the "gymnasium" sign.</i>	
OPTION 1 Lobby TV: Installation	\$9,261.40
<i>Installation of all parts and pieces. Labor hours are an estimate based on worst case scenario.</i>	
OPTION 1 Lobby TV: Video Infrastructure	\$1,227.11
<i>Cables, converters, and connectors.</i>	
OPTION 2 LOBBY TV	\$16,431.03
<i>Installation of three displays in the lobby. Two "back to back" 75" on swing arm mounts near the main entrance. One 98" on a tilting wall mount on the opposite side, up near the "gymnasium" sign.</i>	
OPTION 2 LOBBY TV: Installation	\$12,031.96
<i>Installation of all parts and pieces. Labor hours are an estimate based on worst case scenario.</i>	
OPTION 2 LOBBY TV: Video Infrastructure	\$1,652.23
<i>Cables, converters, and connectors.</i>	
Digital Signage	\$1,892.08
<i>Setup and installation of a single digital signage player featuring HDMI input for live video integration to signage displays.</i>	
Digital Signage: Reach Media	\$320.02

System

Installed Price

Annual cost for Reach Media digital signage service. Reach Media provides on-boarding, design assistance, and on-going support of content.

OPTIONAL Gymnasium Camera System

\$3,675.98

Installation of hardware and cable to bring the gymnasium sporting events camera system signal to the PAC for distribution to the proposed lobby TVs. Parts and labor are estimated and will be adjusted to reflect the actual system needs.

Estimated project range: \$26,347.80 - \$36,813.30



1 ALS Installs Disclaimer - OFE Network Configuration

This proposal includes 1 hour of programming time to connect the new AV network to the client's network. If additional time is required, it will be billed separately, outside of this quote, at \$125 per hour. Client will provide network access to any wired or wireless networks for configuration.



1 ALS Installs Disclaimer - PRICE SURCHARGE

Due to recent shipping and manufacturing cost increases, all quoted equipment and shipping prices are subject to a possible surcharge of up to 10% on the final equipment invoice. Whenever possible, ALS will provide notice of increases prior to equipment ordering.



1 ALS Installs Disclaimer- Client Lift

Client shall provide personnel lift capable of reaching install positions throughout the room. If Client cannot provide a lift, ALS will provide a lift and invoice Client.



1 ALS Installs Disclaimer Construction

This proposal requires cosmetic or structural alteration to the venue. Client shall provide all labor and materials required for demolition, carpentry, surface preparation, surface restoration, or relocation of existing building features unless such services are listed as provided in this proposal.



1 ALS Installs Disclaimer Electrical

Customer is responsible for all high voltage electrical labor, high voltage and low voltage conduit and high voltage equipment required by this proposal. This proposal does not include allowances for high voltage equipment, conduit or high voltage installation labor unless specifically listed.

* Price Includes Accessories



1 ALS Installs Disclaimer Tariffs

Due to recent US Tariff policy all equipment purchases are subject to a Tariff surcharge that may be added to the final invoice. Tariff costs are a pass through item directly from equipment manufacturers, ALS has no control over these costs. ALS will notify you of any tariff increases immediately.



1 ALS Installs Warranty

1 Year Warranty. Includes manufacturer warranty.

* Price Includes Accessories



1 ALS Installs Design

Design Costs



1 ALS Installs Project Management

Project Manager

Equipment:	\$0.00
-------------------	---------------

Labor:	\$810.00
---------------	-----------------

Admin Total	\$810.00
--------------------	-----------------

* Price Includes Accessories

Installation of two displays in the lobby. A 75" on a swing arm mount near the main entrance and a 98" on a tilting wall mount on the opposite side, up near the "gymnasium" sign.



1 ALS Installs Rigging Hardware
Misc Rigging Hardware / Shop Supplies



1 ALS Installs Shipping
Normal ground shipping charges



1 Chief PNRUB
LFP FOUR ARM DUAL UNIVERSAL



1 Chief XTM1U
Micro-Adjust Tilt Wall Mount, X-Large

1 Sony FW75BZ30L
B2B BRAVIA

1 Sony FW98BZ30L
B2B BRAVIA

Equipment:	\$12,837.19
Labor:	\$0.00
OPTION 1 Lobby TV Total	\$12,837.19

* Price Includes Accessories

OPTION 1 Lobby TV: Installation

Installation of all parts and pieces. Labor hours are an estimate based on worst case scenario.



- 2 ALS Installs Install Labor**
Installation Commercial Labor



- 1 ALS Installs Programming**
Programming Costs



- 5 ALS Installs Trip Charge**
Trip Charge: under 30 mile radius from ALS.



- 2 ALS Installs Wire Pulling**
Wire pulling for project

Equipment:	\$326.40
-------------------	-----------------

Labor:	\$8,935.00
---------------	-------------------

OPTION 1 Lobby TV: Installation Total	\$9,261.40
--	-------------------

* Price Includes Accessories

OPTION 1 Lobby TV: Video Infrastructure

Cables, converters, and connectors.



- 1 ALS Installs Connectors**
Misc Connectors / Shop Supplies



- 1 ALS Installs Shipping**
Normal ground shipping charges



- 2 C2G CG56783**
6ft/1.8M High Speed HDMI Cable w/ Eth



- 1 C2G CG56784**
10ft/3M High Speed HDMI Cable w/ Eth

- 1 Decimator MD-HX**
Decimator HDMI/SDI Cross Converter

- 2 Decimator MD-LX**
Decimator MD-LX HDMI/SDI Converter



- 1 Middle Atlantic U1**
1SP RACKSHELF 11DP



- 500 West Penn Wire-cdt 256350BK1000**
RG/6 18G BC DIG VID PLEN

Equipment:	\$1,227.11
-------------------	-------------------

Labor:	\$0.00
---------------	---------------

OPTION 1 Lobby TV: Video Infrastructure Total	\$1,227.11
--	-------------------

* Price Includes Accessories

Installation of three displays in the lobby. Two "back to back" 75" on swing arm mounts near the main entrance. One 98" on a tilting wall mount on the opposite side, up near the "gymnasium" sign.



- 1 ALS Installs Rigging Hardware**
Misc Rigging Hardware / Shop Supplies



- 1 ALS Installs Shipping**
Normal ground shipping charges



- 2 Chief PNRUB**
LFP FOUR ARM DUAL UNIVERSAL



- 1 Chief XTM1U**
Micro-Adjust Tilt Wall Mount, X-Large

- 2 Sony FW75BZ30L**
B2B BRAVIA

- 1 Sony FW98BZ30L**
B2B BRAVIA

Equipment:	\$16,431.03
Labor:	\$0.00
OPTION 2 LOBBY TV Total	\$16,431.03

* Price Includes Accessories

OPTION 2 LOBBY TV: Installation

Installation of all parts and pieces. Labor hours are an estimate based on worst case scenario.



- 2 ALS Installs Install Labor**
Installation Commercial Labor



- 1 ALS Installs Programming**
Programming Costs



- 7 ALS Installs Trip Charge**
Trip Charge: under 30 mile radius from ALS.



- 2 ALS Installs Wire Pulling**
Wire pulling for project

Equipment:	\$456.96
-------------------	-----------------

Labor:	\$11,575.00
---------------	--------------------

OPTION 2 LOBBY TV: Installation Total	\$12,031.96
--	--------------------

* Price Includes Accessories

OPTION 2 LOBBY TV: Video Infrastructure

Cables, converters, and connectors.



- 1 ALS Installs Connectors**
Misc Connectors / Shop Supplies



- 1 ALS Installs Shipping**
Normal ground shipping charges



- 3 C2G CG56783**
6ft/1.8M High Speed HDMI Cable w/ Eth



- 1 C2G CG56784**
10ft/3M High Speed HDMI Cable w/ Eth

- 1 Decimator MD-HX**
Decimator HDMI/SDI Cross Converter

- 3 Decimator MD-LX**
Decimator MD-LX HDMI/SDI Converter



- 1 Middle Atlantic U1**
1SP RACKSHELF 11DP



- 650 West Penn Wire-cdt 256350BK1000**
RG/6 18G BC DIG VID PLEN

Equipment:	\$1,652.23
-------------------	-------------------

Labor:	\$0.00
---------------	---------------

OPTION 2 LOBBY TV: Video Infrastructure Total	\$1,652.23
--	-------------------

* Price Includes Accessories

Setup and installation of a single digital signage player featuring HDMI input for live video integration to signage displays.



- 1 ALS Installs Programming**
Programming Costs



- 1 ALS Installs Shipping**
Normal ground shipping charges



- 1 ALS Installs Tariff Costs**
Estimated Tariff Surcharge as of quote issuance. The Tariff Surcharge may change at any time. Final tariff amount will be determined by the manufacturer and charged by ALS on the final invoice. The amount listed here is an estimated amount based on the current tariff rate after 4/2/2025 .

- 1 Britesign XT1145**
EXPANDED I/O PACKAGE WITH GB ETHERNET SUPPORTING POE+, GPIO, IR DIGITAL AUDIO, SERIAL, DUAL USB AND HDMI INPUT PORTS.



- 1 Reach Media Network One Time Setup - Up to 16 Players**
The one-time fee includes all onboarding services with a REACH Install Coordinator to assist during every step of the implementation process. Set-up includes building client facility accounts, layout designs, and customization, end-user accounts creation, initial training, and ongoing support.

Equipment:	\$1,352.08
Labor:	\$540.00
Digital Signage Total	\$1,892.08

* Price Includes Accessories

Annual cost for Reach Media digital signage service. Reach Media provides on-boarding, design assistance, and on-going support of content.



1 Reach Media Network Length of Service

Client agrees to partner with REACH and ALS for 1 Year. Option to renew is automatic unless written notice of cancellation is received 30 days in advance of any ensuing renewal date.



1 Reach Media Network Per Player 1 Year License 1-5

Priced Per Year, player license includes the following:
 Unlimited and Ongoing Support & User Training
 Unlimited Number of User Accounts
 Custom Layout Design Services
 Unlimited Zones and Apps Within Each Layout
 All Future Software Upgrades and Updates
 Access to REACH’s Content Management System

Equipment:	\$320.02
Labor:	\$0.00
Digital Signage: Reach Media Total	\$320.02

* Price Includes Accessories

OPTIONAL Gymnasium Camera System

Installation of hardware and cable to bring the gymnasium sporting events camera system signal to the PAC for distribution to the proposed lobby TVs. Parts and labor are estimated and will be adjusted to reflect the actual system needs.



1 ALS Installs Connectors
Misc Connectors / Shop Supplies



1 ALS Installs Misc 1
Magewell Pro Convert for NDI to SDI



1 ALS Installs OFE
[OFE] - Unknown auto-tracking PTZ camera installed in the gym for streaming sporting events



1 ALS Installs Shipping
Normal ground shipping charges



2 ALS Installs Trip Charge
Trip Charge: under 30 mile radius from ALS.



2 ALS Installs Wire Pulling
Wire pulling for project



250 West Penn Wire-cdt 256350BK1000
RG/6 18G BC DIG VID PLEN

Equipment:	\$1,275.98
Labor:	\$2,400.00
Gymnasium Camera System Total	\$3,675.98

* Price Includes Accessories



Phone:

Email:

donnier@alpha-wireless.com

Web:

www.alpha-wireless.com



We have prepared a quote for you

Lobby TV Installation

Quote # 007224
Version 1

Prepared for:

Waconia Public Schools

Tim Bisek
tbisek@isd110.org



Phone:

Email: donnier@alpha-wireless.com

Web: www.alpha-wireless.com

Lobby TV - Option 1

Description	Price	Qty	Ext. Price
Two TV displays in the lobby. A 75" on a swing arm mount near the main entrance and a 98" on a tilting wall mount on the opposite side, up near the "gymnasium" sign.	\$13,748.44	1	\$13,748.44
Miscellaneous Parts - cables, converters, connectors, misc parts needed to complete install.	\$1,292.65	1	\$1,292.65
Installation of all parts and pieces. Labor hours are an estimate and quoted on a "not to exceed basis" and final dollars will be billed based on T&M hourly basis.	\$10,850.00	1	\$10,850.00
Project Management	\$1,000.00	1	\$1,000.00
Digital Signage - setup & installation of a single digital signage player featuring HDMI input for live video integration to signage displays.	\$2,045.75	1	\$2,045.75
Digital Signage - Reach media - Annual cost for Reach Media digital signage service. Reach Media provides on-boarding, design assistance, and on-going support of content.	\$385.00	1	\$385.00
Tariff Surcharge - TBD - may or may not apply at time of order.	\$0.00	1	\$0.00
Subtotal:			\$29,321.84

Lobby TV - Option 2

* Optional

Description	Price	Qty	Ext. Price
Three TV displays in the lobby. Two back-to-back 75" on a swing arm mount near the main entrance and a 98" on a tilting wall mount on the opposite side, up near the "gymnasium" sign.	\$17,126.23	1	\$17,126.23
Miscellaneous Parts - cables, converters, connectors, misc parts needed to complete install.	\$1,710.89	1	\$1,710.89
Installation of all parts and pieces. Labor hours are an estimate and quoted on a "not to exceed basis" and final dollars will be billed based on T&M hourly basis.	\$13,850.00	1	\$13,850.00
Project Management	\$1,000.00	1	\$1,000.00
Digital Signage - setup & installation of a single digital signage player featuring HDMI input for live video integration to signage displays.	\$2,045.75	1	\$2,045.75



Phone:

Email: donnier@alpha-wireless.com

Web: www.alpha-wireless.com

Lobby TV - Option 2

* Optional

Description	Price	Qty	Ext. Price
Digital Signage - Reach media - Annual cost for Reach Media digital signage service. Reach Media provides on-boarding, design assistance, and on-going support of content.	\$385.00	1	\$385.00
Tariff Surcharge - TBD - may or may not apply at time of order.	\$0.00	1	\$0.00
* Optional Subtotal:			\$36,117.87

Optional - HS Gym Camera System

* Optional

Description	Price	Qty	Ext. Price
Installation of hardware and cable to bring the gymnasium sporting events camera system signal to the PAC for distribution to the proposed lobby TVs. Parts and labor are estimated and will be adjusted to reflect the actual system needs.	\$4,251.85	1	\$4,251.85
* Optional Subtotal:			\$4,251.85



Phone:

Email: donnier@alpha-wireless.com

Web: www.alpha-wireless.com

Lobby TV Installation



Prepared by:

Mankato

Donnie Rooney
800-967-1778
donnier@alpha-wireless.com

Prepared for:

Waconia Public Schools

512 Industrial Blvd
Waconia, MN 55387
Tim Bisek
(320) 510-0027
tbisek@isd110.org

Quote Information:

Quote #: 007224

Version: 1
Delivery Date: 06/19/2025
Expiration Date: 06/30/2025

Quote Summary

Description	Amount
Lobby TV - Option 1	\$29,321.84
Total:	\$29,321.84


*Optional Expenses

Description	One-Time
Lobby TV - Option 2	\$36,117.87
Optional - HS Gym Camera System	\$4,251.85
Optional Subtotal:	\$40,369.72

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

To remain transparent and fair with our customers, we have implemented a separate tariff surcharge on all new orders, purchase orders, and blanket order releases. This surcharge applies only to impacted products. It is not a blanket increase to our list prices. This is a pass-through cost only — there is no added margin or markup. We've chosen to use a separate surcharge rather than adjust the base price of our products in order to keep pricing as clear and flexible as possible. If tariffs are reduced or eliminated in the future, the surcharge will be adjusted accordingly.

Mankato

Signature: 

Name: Donnie Rooney

Title: President

Date: 06/19/2025

Waconia Public Schools

Signature: _____

Name: Tim Bisek

Date: _____

5.I. SiteLogiq Invoice (May)



INVOICE

Project #: PUBMID-006344

MN - Waconia - LTFM - PSA - Phase I

BILLING DATE	6/5/2025
PERIOD TO:	5/30/2025
ACCOUNT NUMBER	102640
INVOICE NUMBER	
AMOUNT DUE	\$ 63,056.25

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	6/5/2025
PERIOD TO:	5/30/2025
ACCOUNT NUMBER	102640
INVOICE NUMBER	0
AMOUNT DUE	\$ 63,056.25

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	54%	\$ 362,573.17	\$ 63,056.25	\$ 425,629.42
		Post Construction	\$ 157,640.63	0%	\$ -	\$ -	\$ -
							\$ -
			\$ 3,152,812.50	83%	\$ 2,569,541.91	\$ 63,056.25	\$ 2,632,598.16

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



\$ 63,056.25

5.J. Receipts of Donation

6. **REPORTS**

6.A. Southwest Metro Intermediate Report

Presenter: Dr. Jeff
Horton,
Superintendent
Southwest Metro
Intermediate

6.B. Administrative Presentation: 2025 EOY Survey
Results

Presenter: Matt
Thomas, Director of
Communications



2025 End-of-Year Survey Results

June 23, 2025

Presented by Matt Thomas
Director of Communications

Student Survey Results

- Survey administered to students in grades 4-12
- 13 students were opted out of the survey by their parents
- A total of 2,016 students took the survey
 - 766 High School
 - 712 Middle School
 - 184 Laketown
 - 182 Bayview
 - 170 Southview
- Questions are reviewed by principals and Superintendent leadership team every year in late-March, early-April
- Language is consistent from year-to-year so we can analyze trends



Results Tied to Strategic Plan

Strategic Direction:

Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.

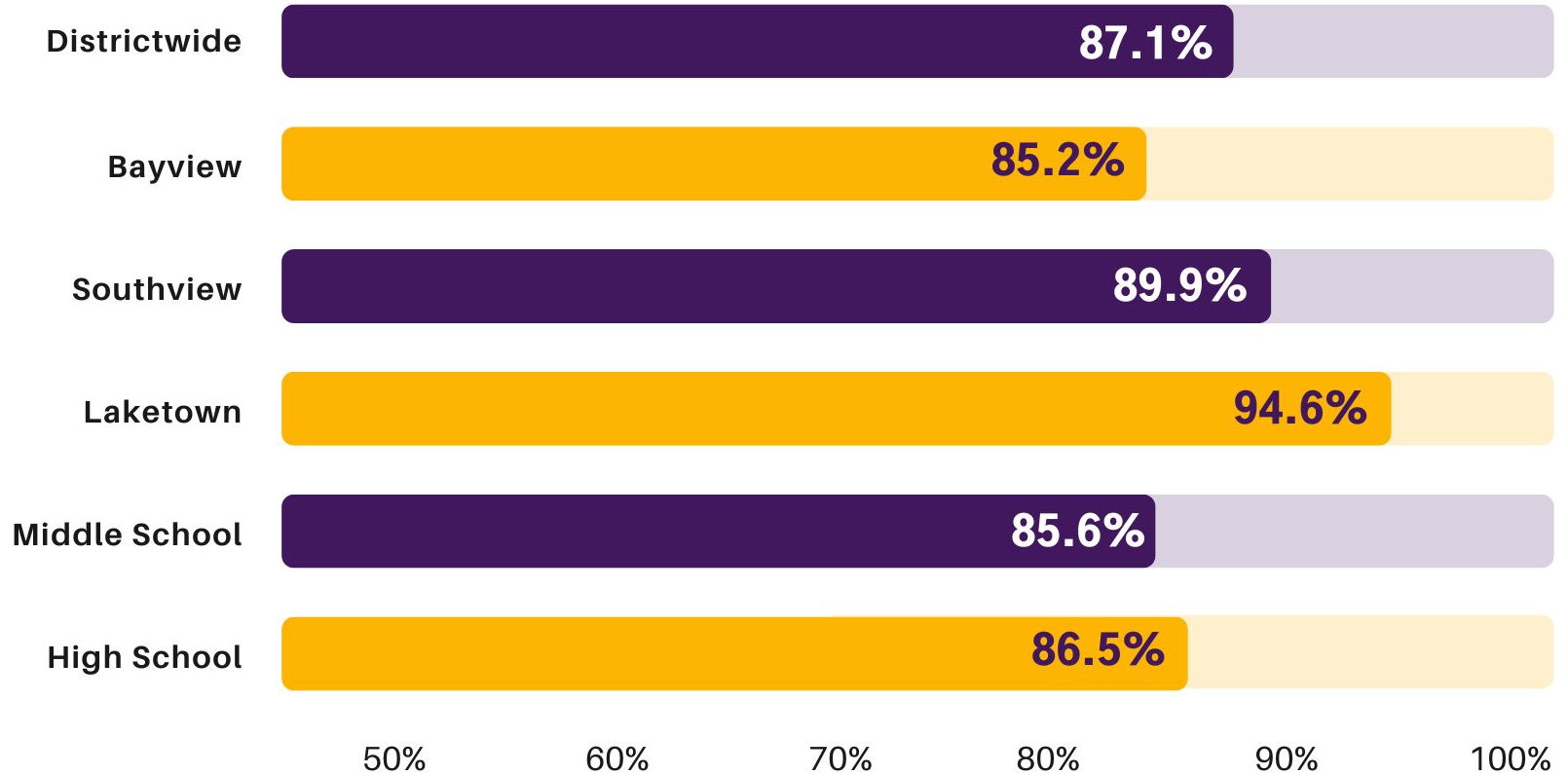
Accompanying Student Survey Questions:

- I feel safe and supported at school
- I feel welcomed, respected, and heard at school
- I am engaged and involved in my school
- I participate in at least one extracurricular activity, student club, and/or sport that is connected to my school



“I feel safe and supported at school”

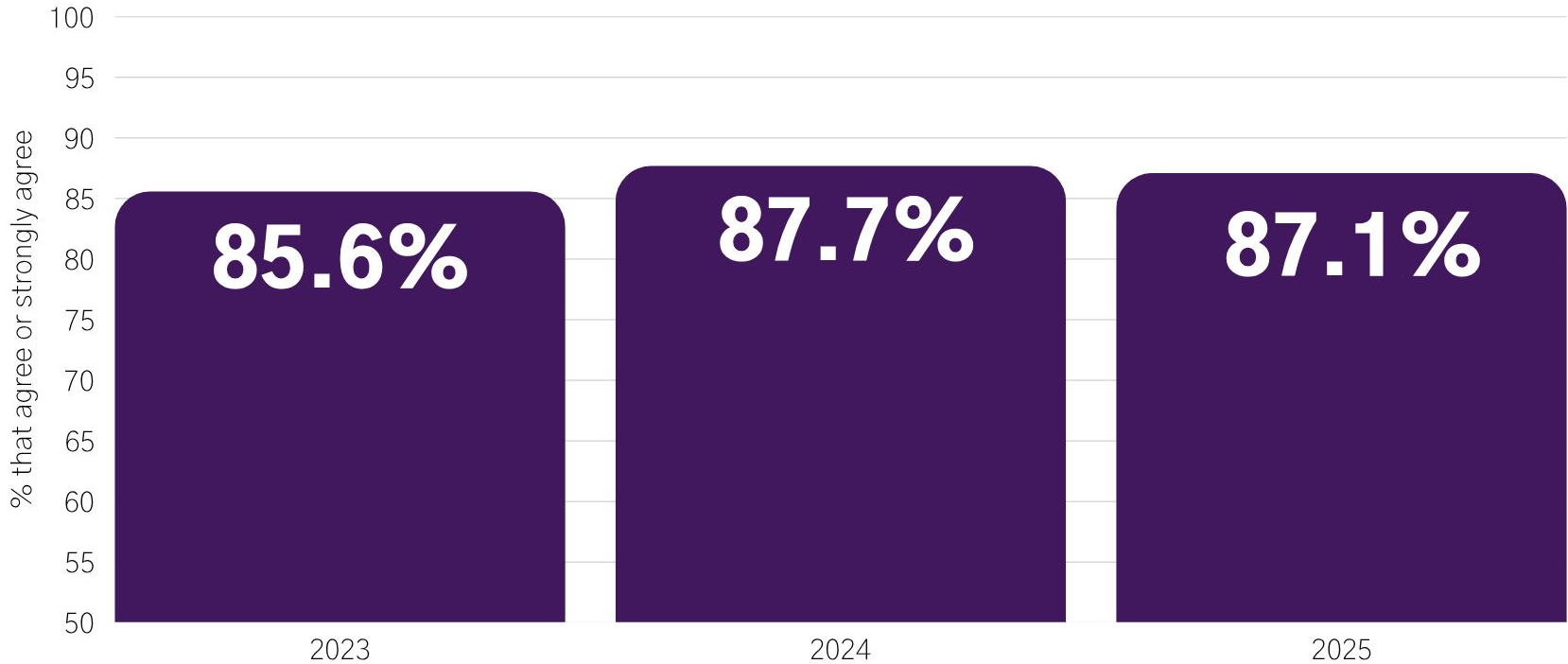
% of students who “agree” or “strongly agree”



Level 1	Level 2	Level 3	Level 4	Level 5
80% or Below	81%–85%	86%–90%	91%–95%	96% or Above

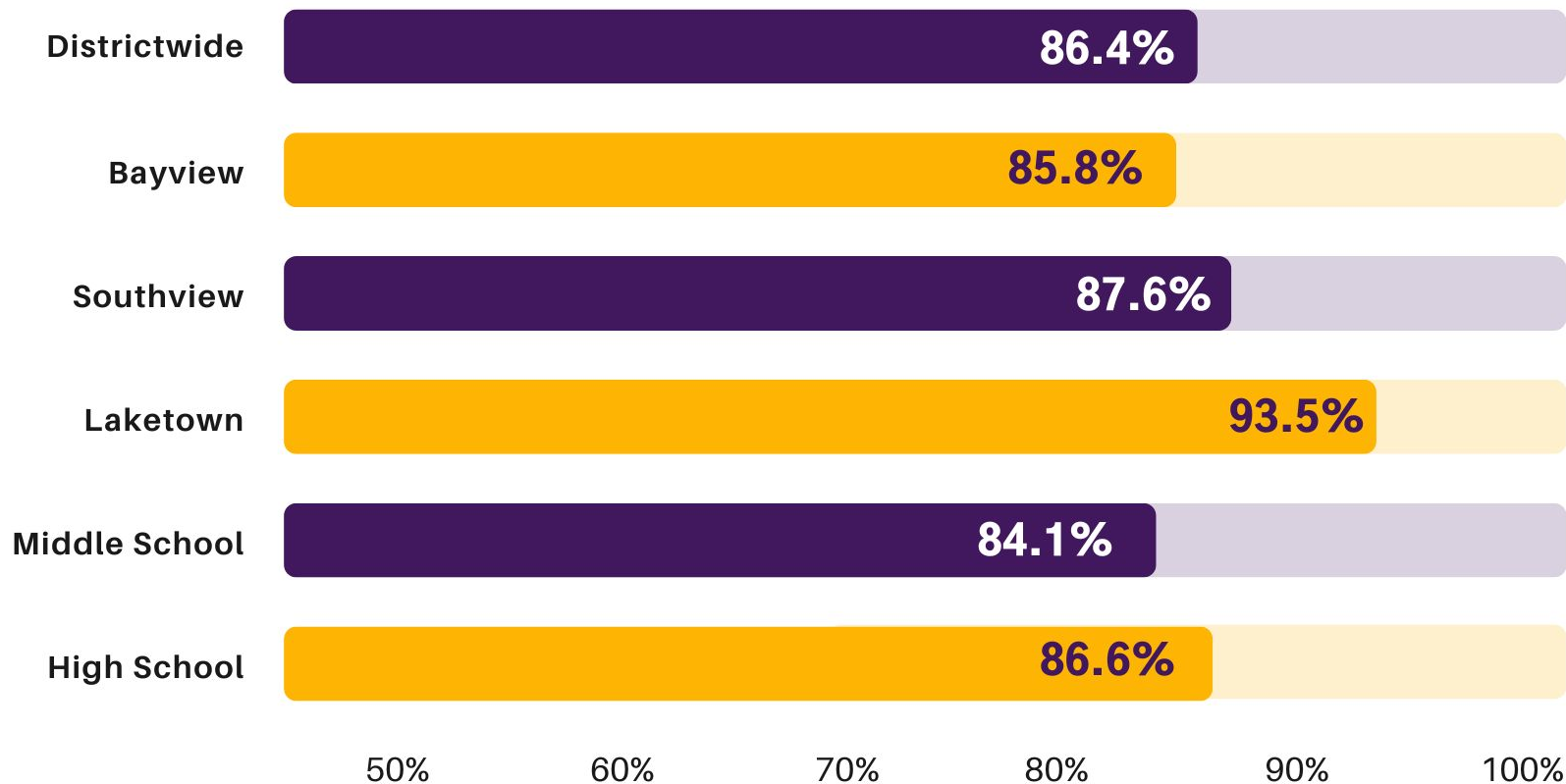
“I feel safe and supported at school”

Three-Year Trend



“I feel welcomed, respected and heard at school”

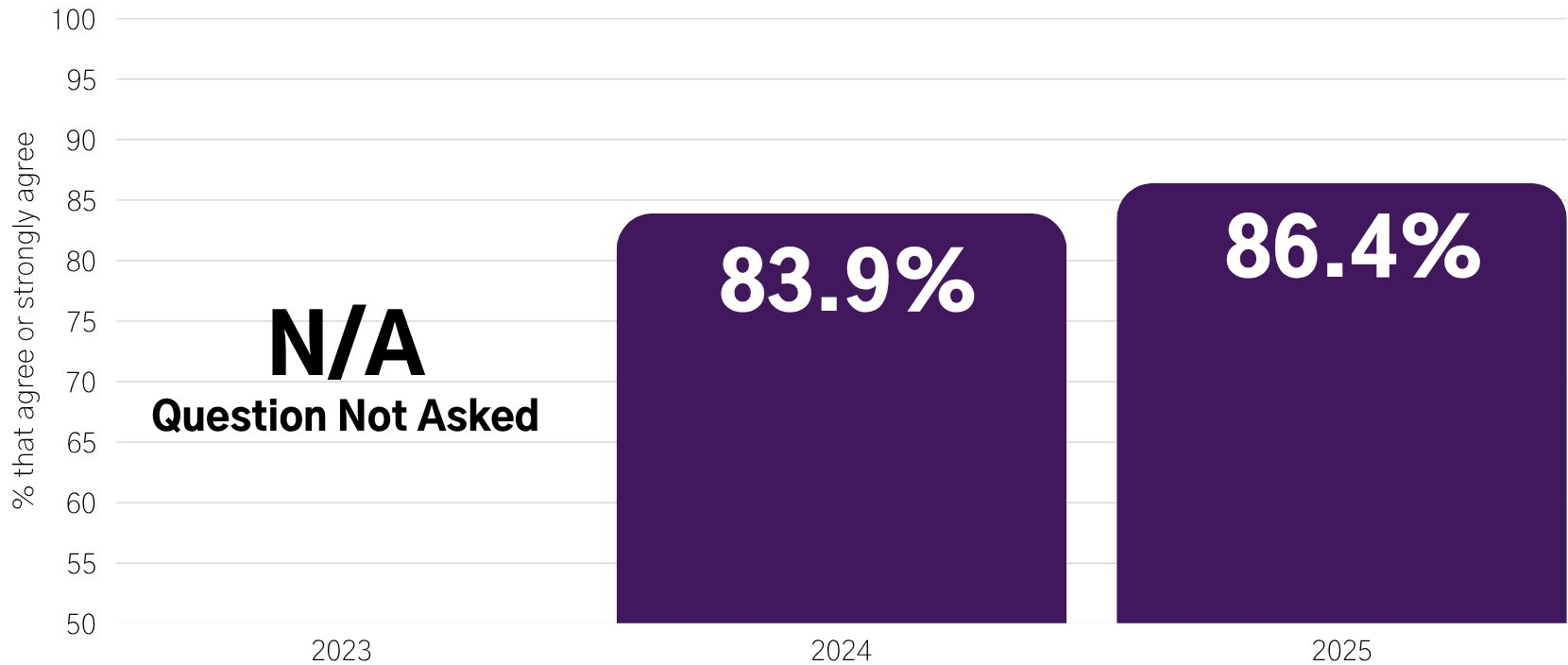
% of students who “agree” or “strongly agree”



Level 1	Level 2	Level 3	Level 4	Level 5
80% or Below	81%–85%	86%–90%	91%–95%	96% or Above

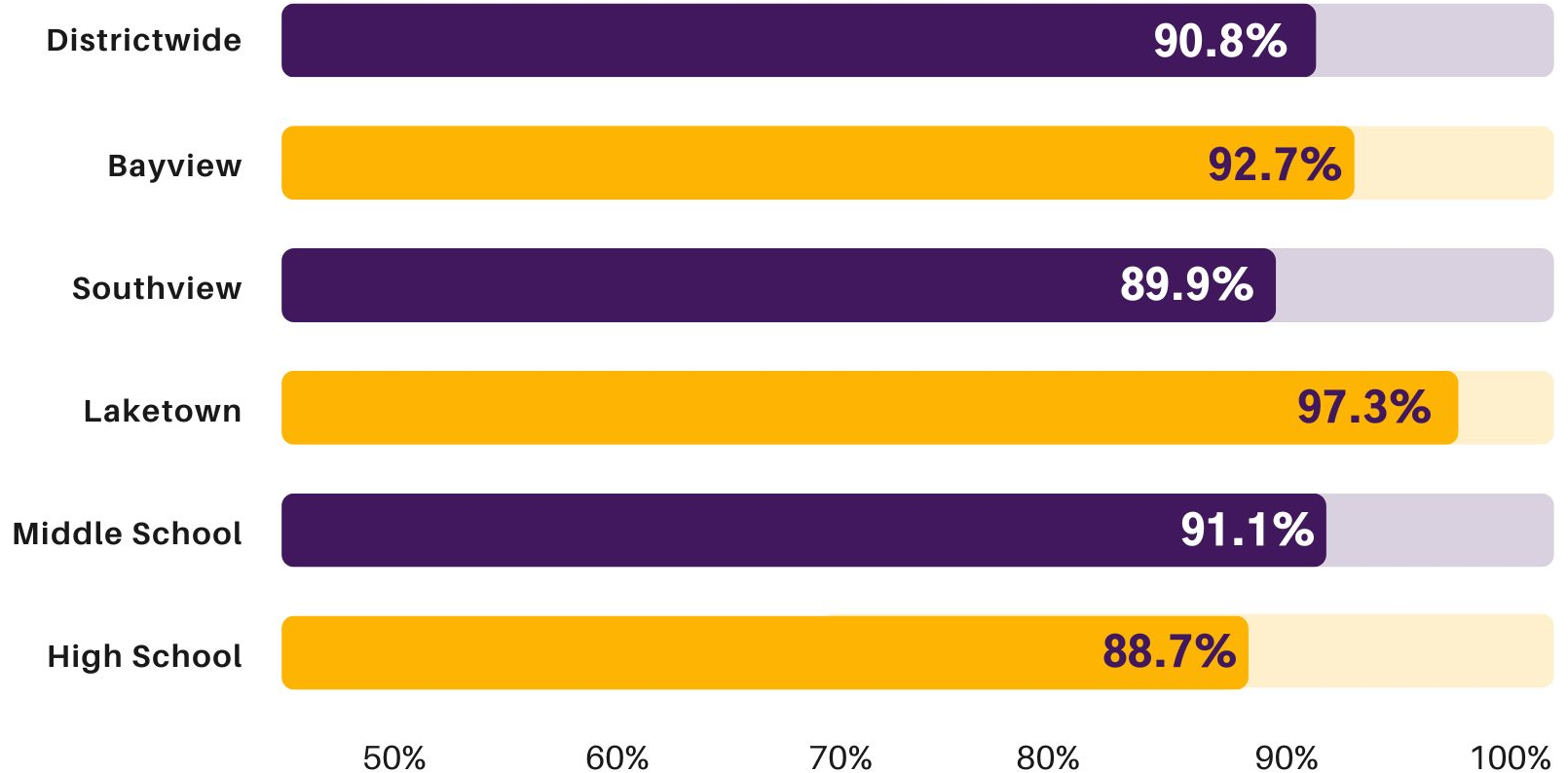
“I feel welcomed, respected and heard at school”

Three-Year Trend



“I am engaged and involved in my school”

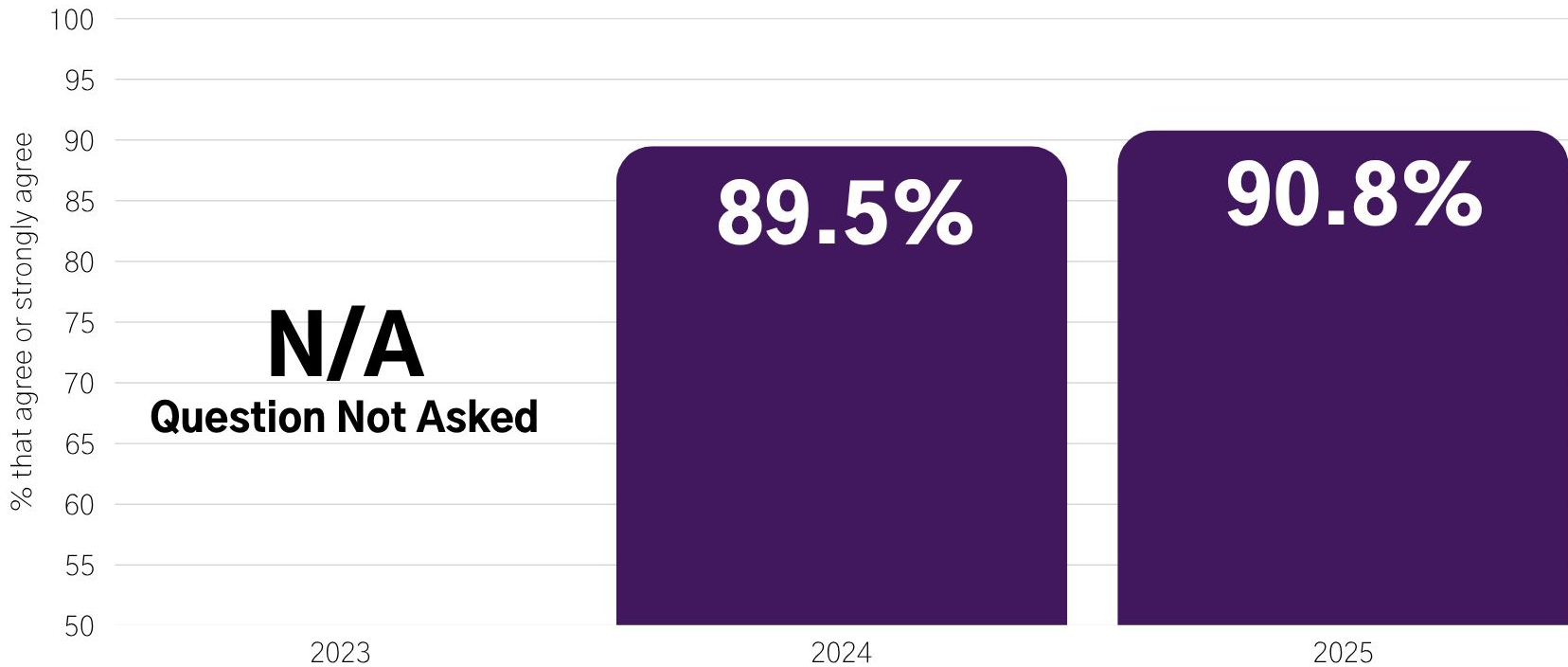
% of students who “agree” or “strongly agree”



Level 1	Level 2	Level 3	Level 4	Level 5
80% or Below	81%–85%	86%–90%	91%–95%	96% or Above

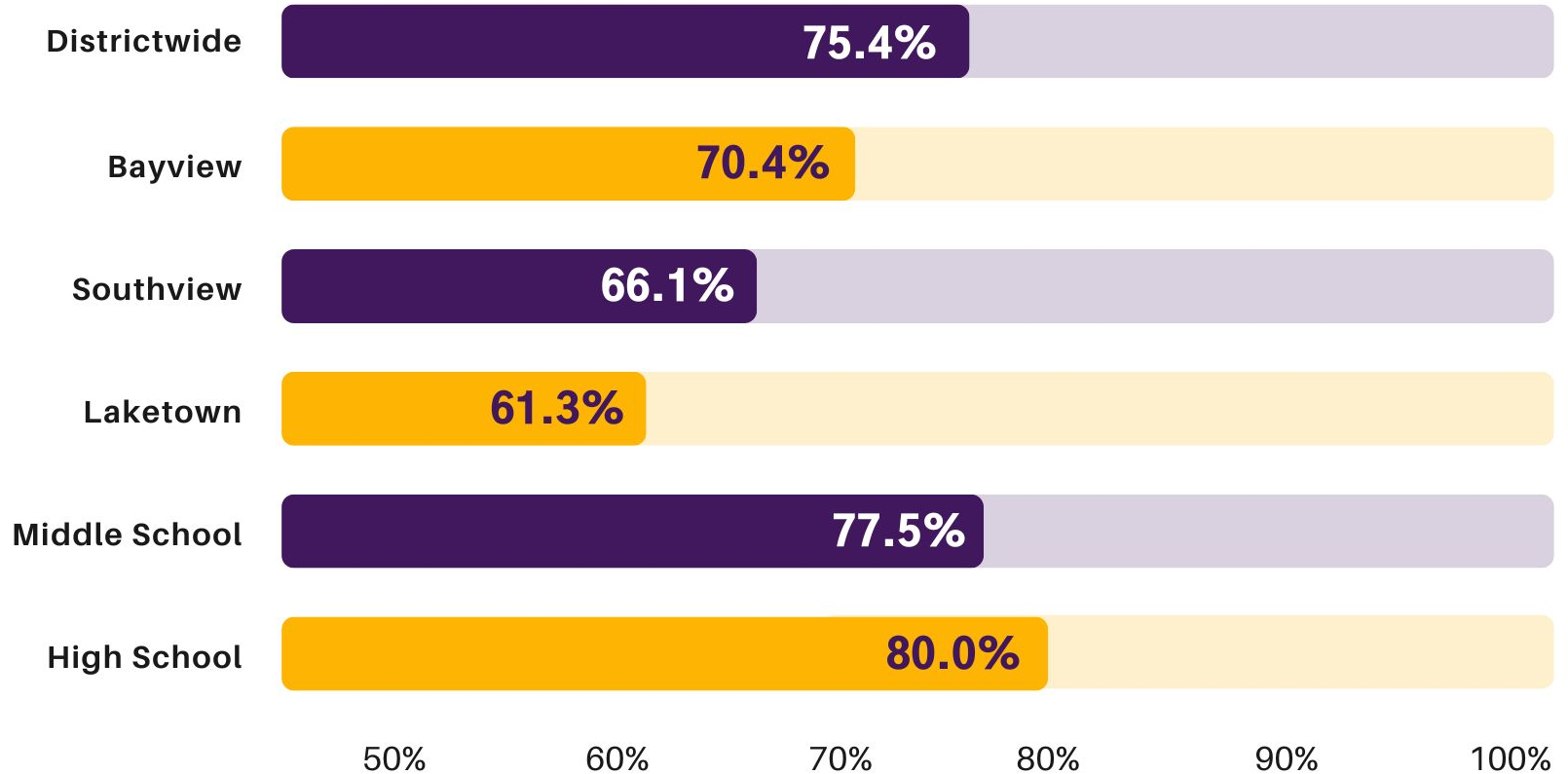
“I am engaged and involved in my school”

Three-Year Trend



“I participate in at least one extra-curricular activity, student club, and/or sport that is connected to my school”

% of students who answered “yes”

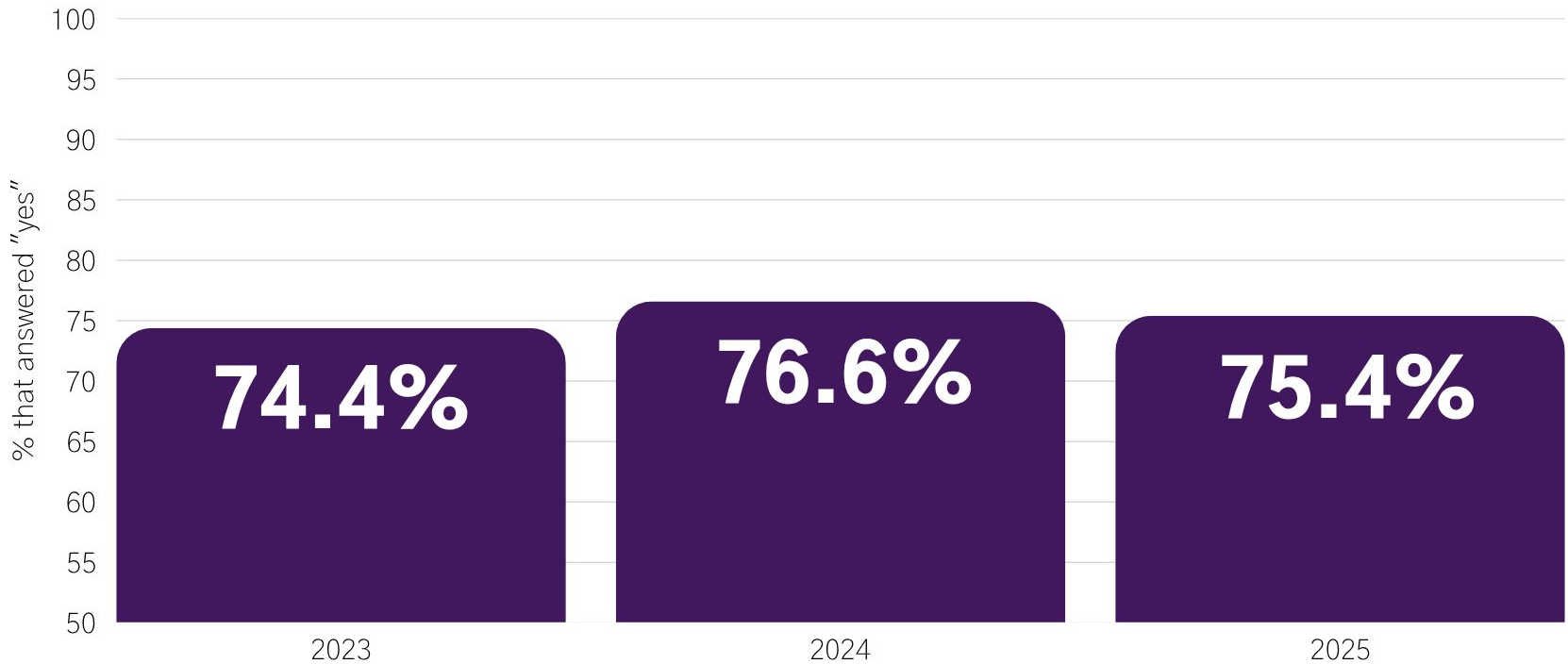


*Strategic direction measurement is specific to the High School

Level 1	Level 2	Level 3	Level 4	Level 5
67% or Below	68%–72%	73%–77%	78%–84%	85% or Above

“I participate in at least one extra-curricular activity, student club, and/or sport that is connected to my school”

Three-Year Trend



Other Student Survey Results

“I know that the teachers and other adults at my school respect and care about me”

Bayview	92.9%
Southview	92.4%
Laketown	95.7%
Middle School	91.4%
High School	91.1%
Districtwide	91.9%

“I am treated with respect by my classmates”

Bayview	76.0%
Southview	79.3%
Laketown	88.0%
Middle School	81.3%
High School	84.0%
Districtwide	82.3%

“My teachers challenge me in my learning and provide help when I need it”

Bayview	95.6%
Southview	89.9%
Laketown	94.0%
Middle School	87.1%
High School	86.4%
Districtwide	88.5%

“I can manage my classwork without feeling overwhelmed”

Bayview	74.6%
Southview	64.7%
Laketown	72.7%
Middle School	70.3%
High School	55.8%
Districtwide	64.9%

“I like being at school”

Bayview	69.2%
Southview	58.3%
Laketown	67.8%
Middle School	49.1%
High School	49.5%
Districtwide	53.6%

“I feel there is at least one adult at my school who I would feel comfortable going to with concerns or if I were in a crisis”

Bayview	95.0%
Southview	96.4%
Laketown	96.2%
Middle School	83.3%
High School	84.5%
Districtwide	87.1%

Other Student Survey Results

“I need help with...(check all that apply)”

Bayview

1. Ways to deal with strong feelings (57)
2. Organization (53)
3. How to be my best learner (48)
4. How I feel about myself (47)
5. Solving Conflicts (40)
6. Friendship Skills (37)
7. Self-Control (37)
8. Time Management (36)

Southview

1. Ways to deal with strong feelings (51)
2. Time Management (50)
3. Organization (45)
4. How to be my best learner (43)
5. How I feel about myself (42)
6. Self-Control (34)
7. Solving Conflicts (31)
8. Friendship Skills (27)

Laketown

1. Organization (60)
2. Time Management (48)
3. Ways to deal with strong feelings (47)
4. How I feel about myself (46)
5. How to be my best learner (39)
6. Solving Conflicts (34)
7. Friendship Skills (27)
8. Self-Control (24)



Other Student Survey Results

“Which of the following services or programming does Waconia High School need more of (check all that apply).”

High School

1. Career and College Readiness (467)
2. Coping Skills & Stress Management Support (234)
3. Substance Abuse Support (185)
4. Self-Esteem, Understanding & Acceptance of Self Support (182)
5. Social & Relationship Skills Support (159)
6. Bullying & Harassment Support (157)



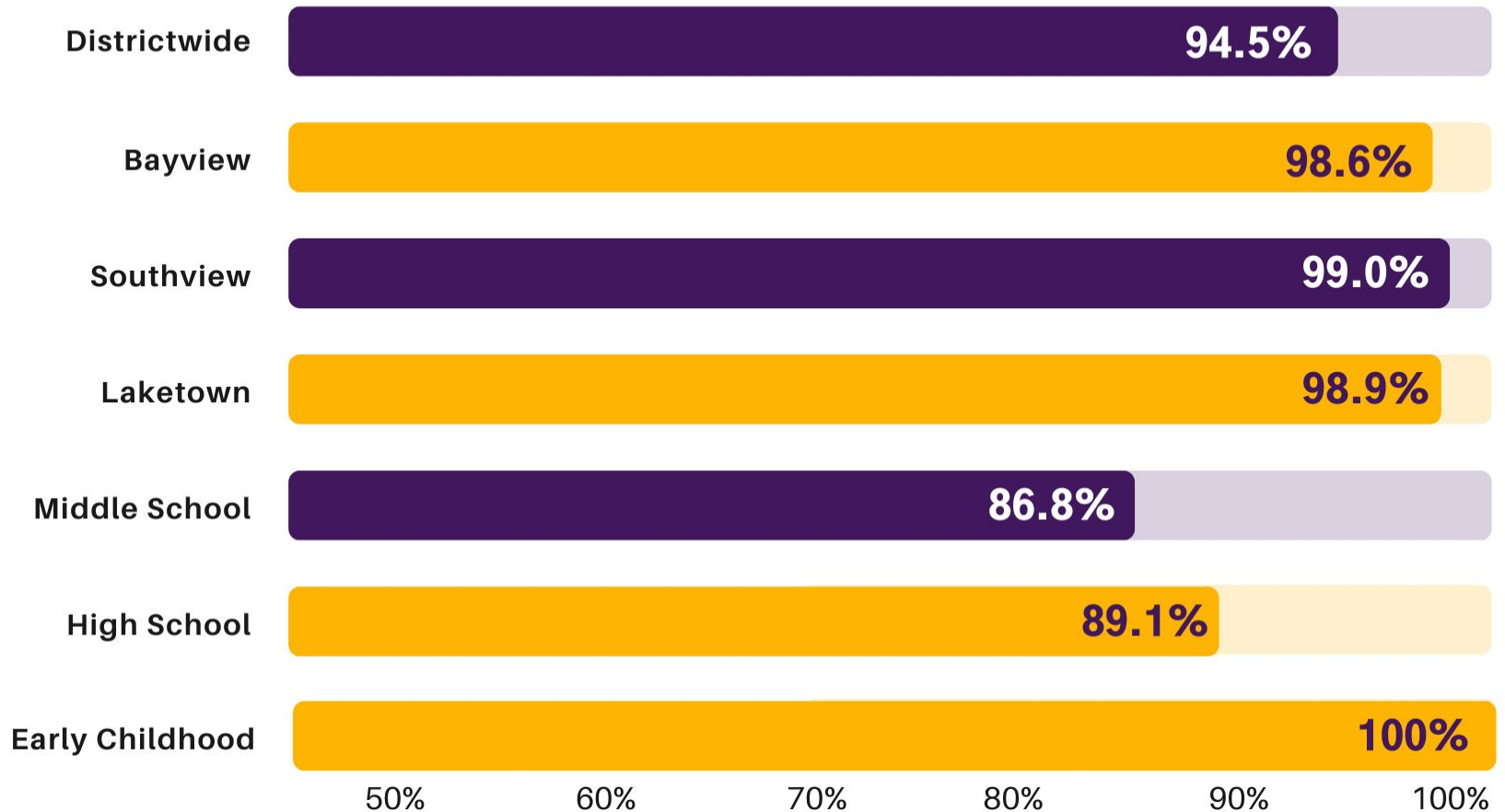
Parent/Guardian Survey Results

- Survey sent to parents/guardians through various communication channels
 - Infinite Campus Messenger
 - CommuniCATor Districtwide Newsletter (April & May)
 - School Newsletters
- A total of 945 parents/guardians took the survey
- Down slightly from 2024 (1,012) and 2023 (1,130)
 - 221 High School
 - 200 Southview
 - 182 Laketown
 - 168 Middle School
 - 146 Bayview
 - 26 Early Childhood



“My child feels welcomed, respected, and heard at school”

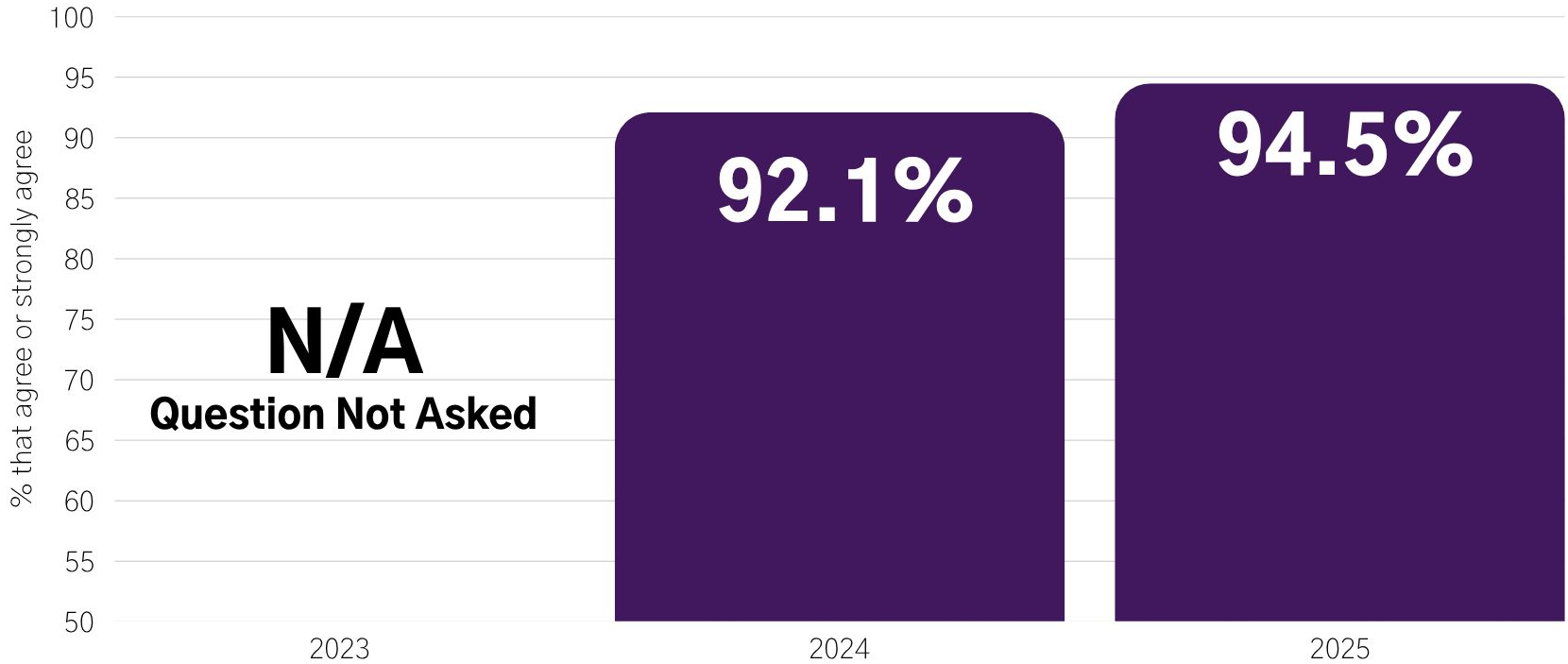
% of parents/guardians who “agree” or “strongly agree”



Level 1	Level 2	Level 3	Level 4	Level 5
80% or Below	81%–85%	86%–90%	91%–95%	96% or Above

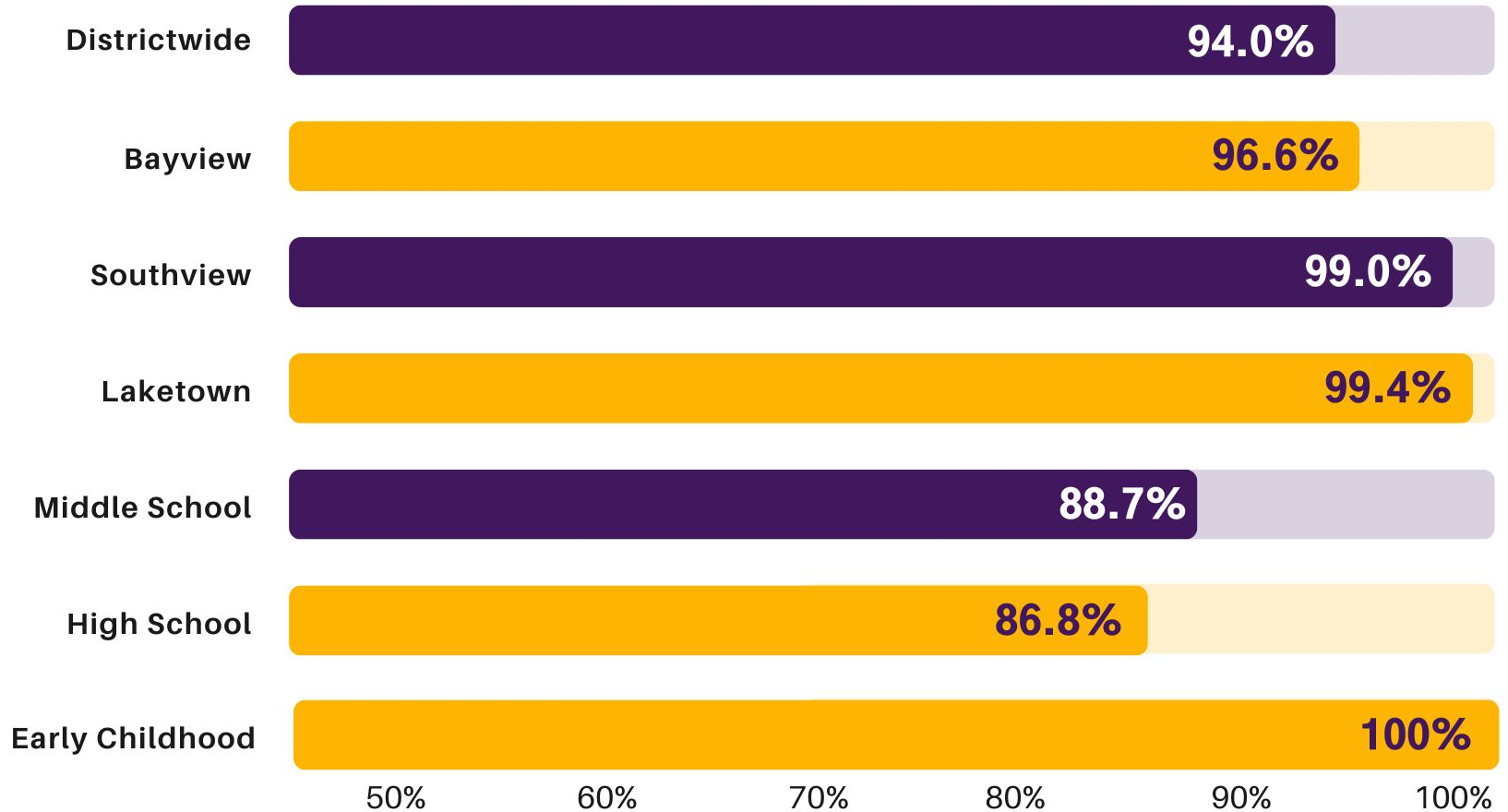
“My child feels welcomed, respected and heard at school”

Three-Year Trend



“My child is engaged and involved in school”

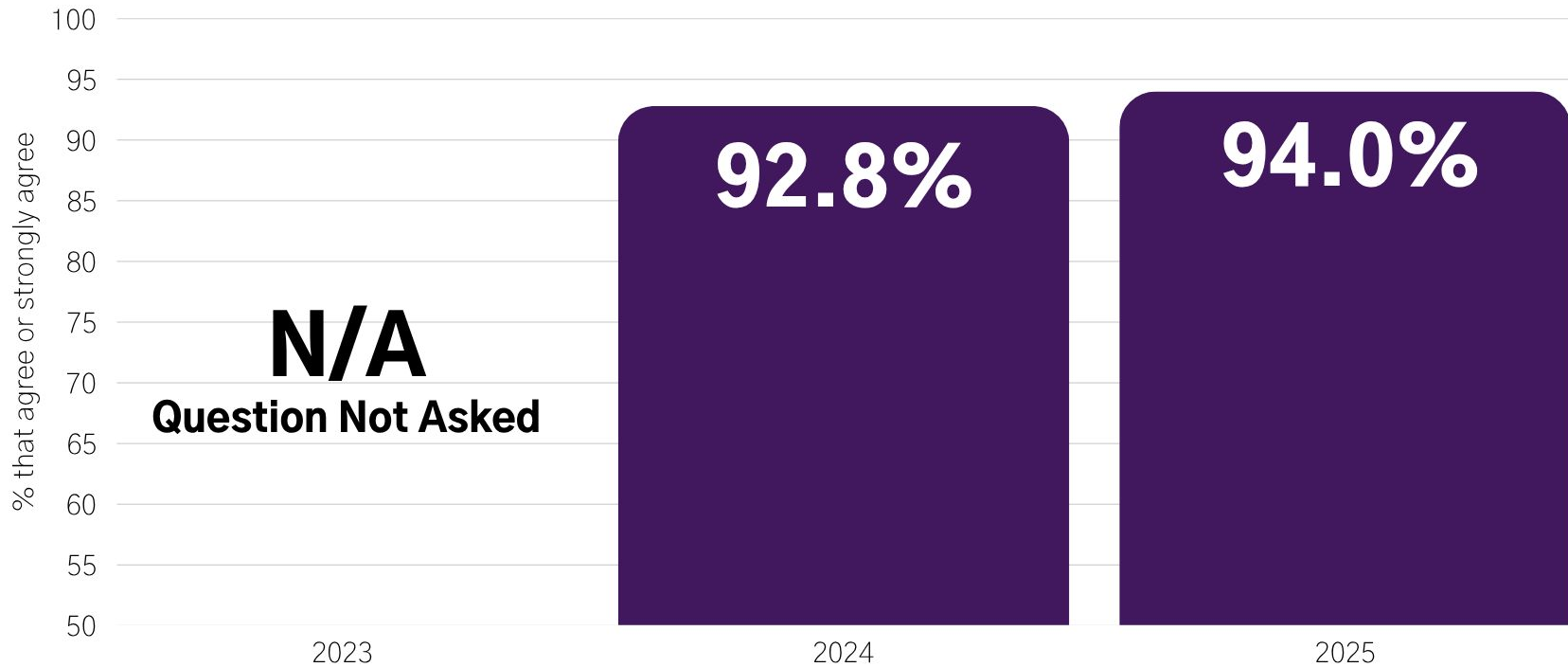
% of parents/guardians who “agree” or “strongly agree”



Level 1	Level 2	Level 3	Level 4	Level 5
80% or Below	81%–85%	86%–90%	91%–95%	96% or Above

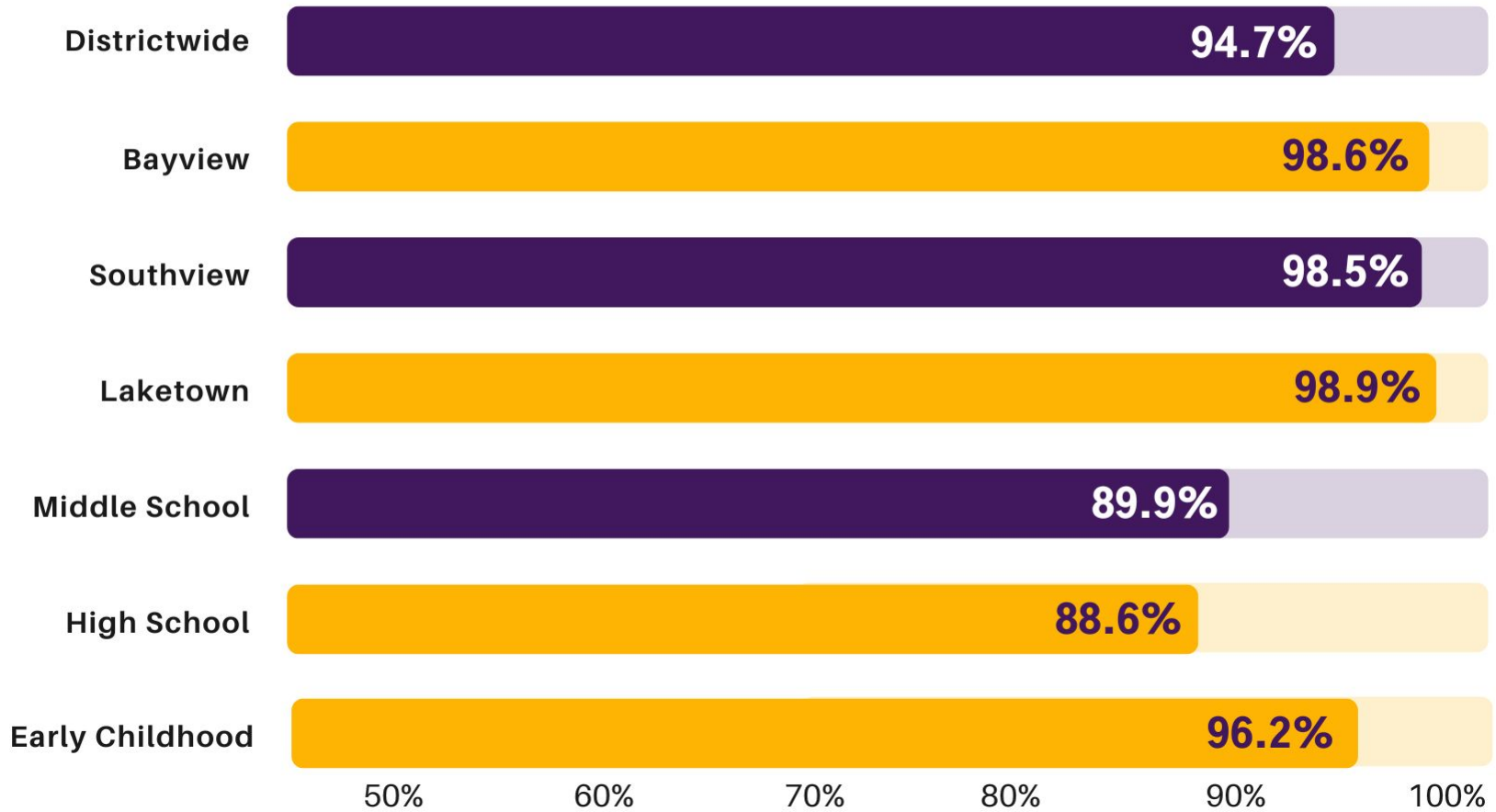
“My child is engaged and involved in school”

Three-Year Trend



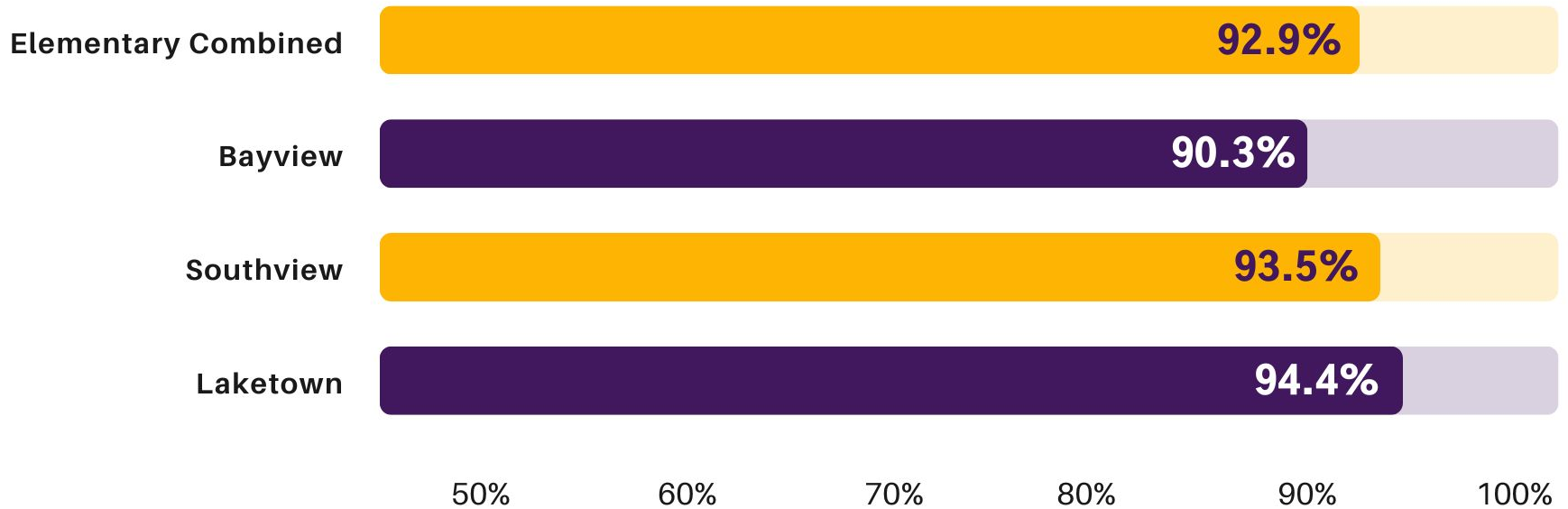
“Teachers and staff care about my child’s future and academic success”

% of parents/guardians who “agree” or “strongly agree”



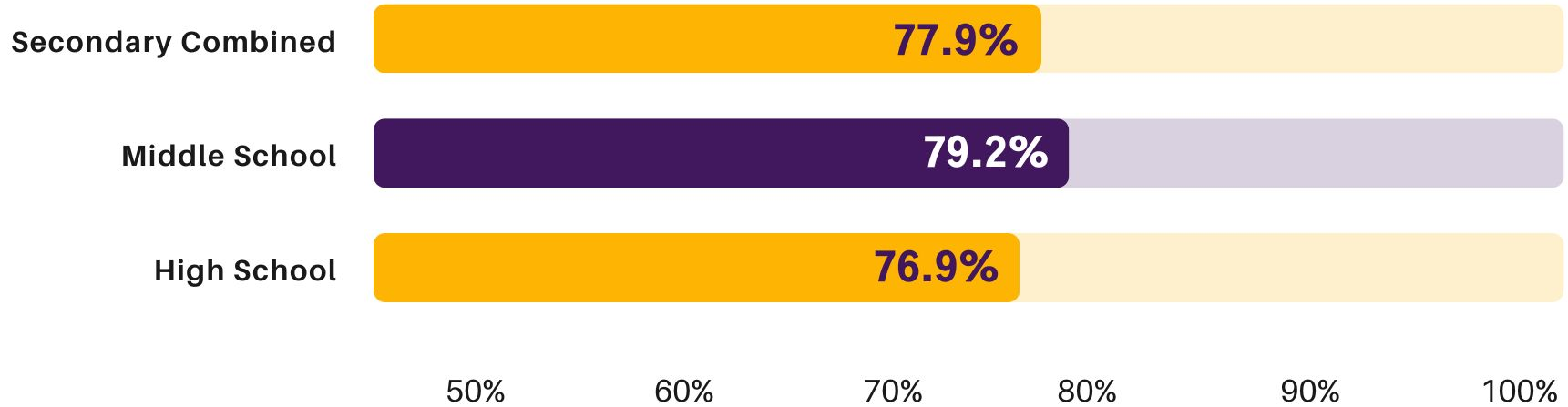
“My child is challenged academically”

% of parents/guardians who “agree” or “strongly agree”



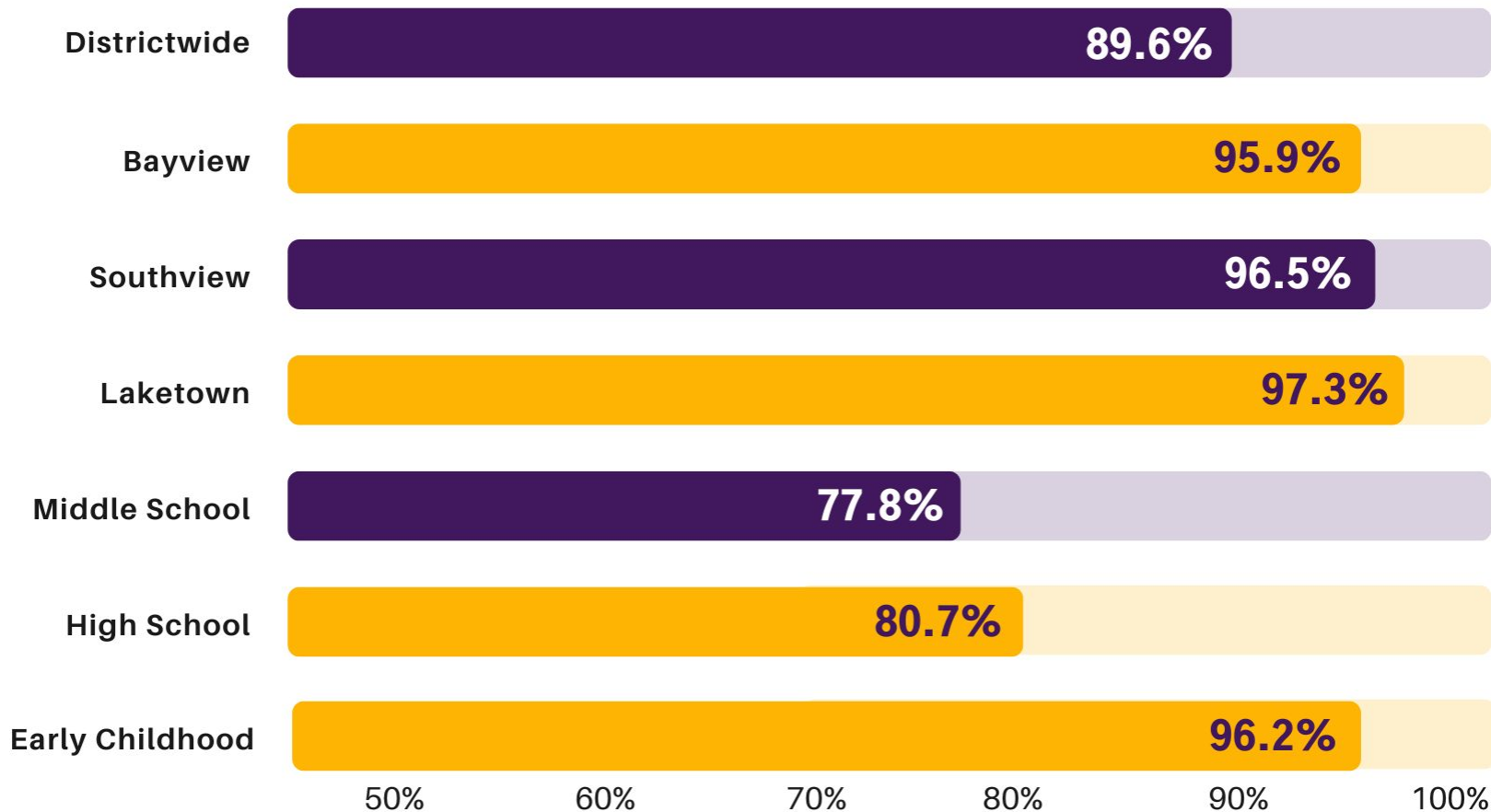
“My child is challenged academically, but is also able to manage their classwork without feeling overwhelmed”

% of parents/guardians who “agree” or “strongly agree”



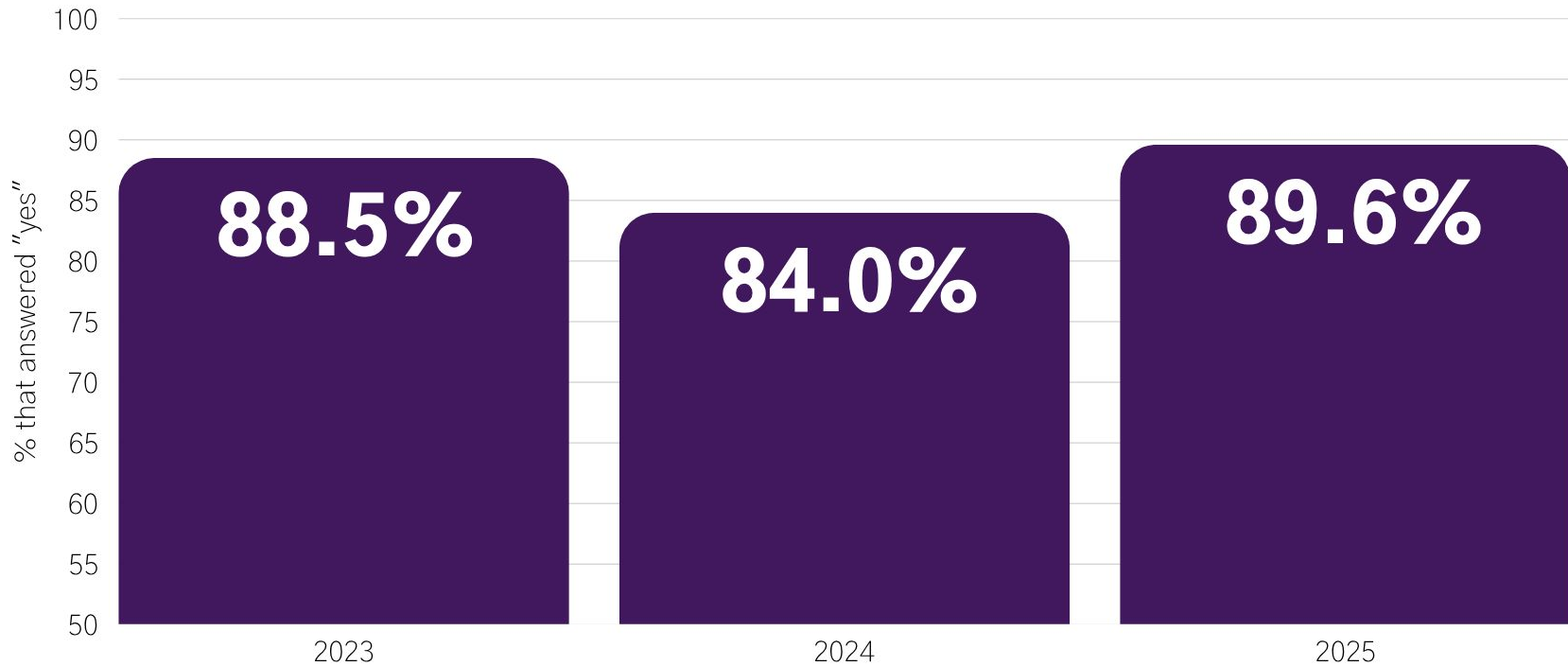
“My child is receiving a high quality education”

% of parents/guardians who “agree” or “strongly agree”



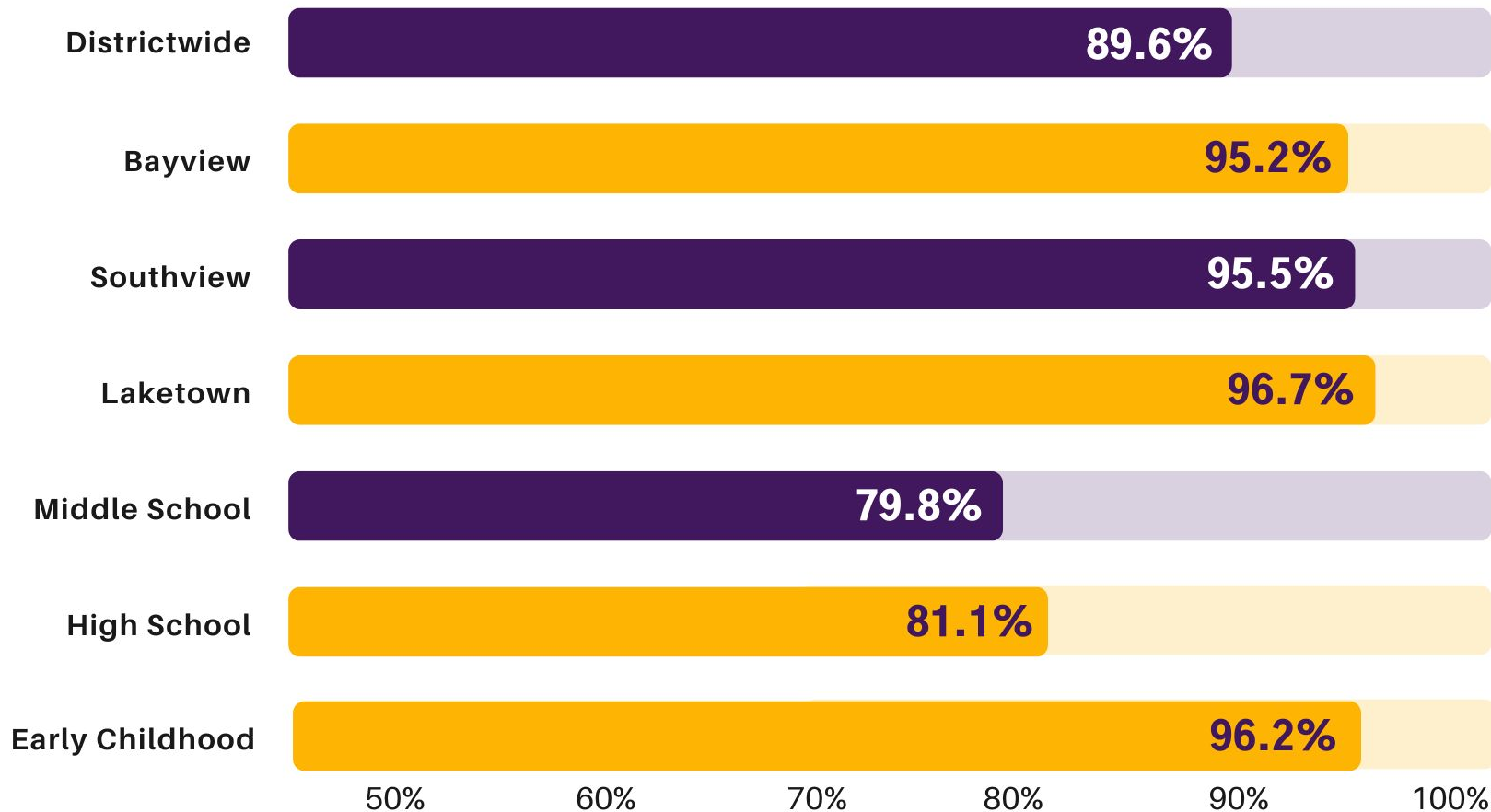
“My child is receiving a high quality education”

Three-Year Trend



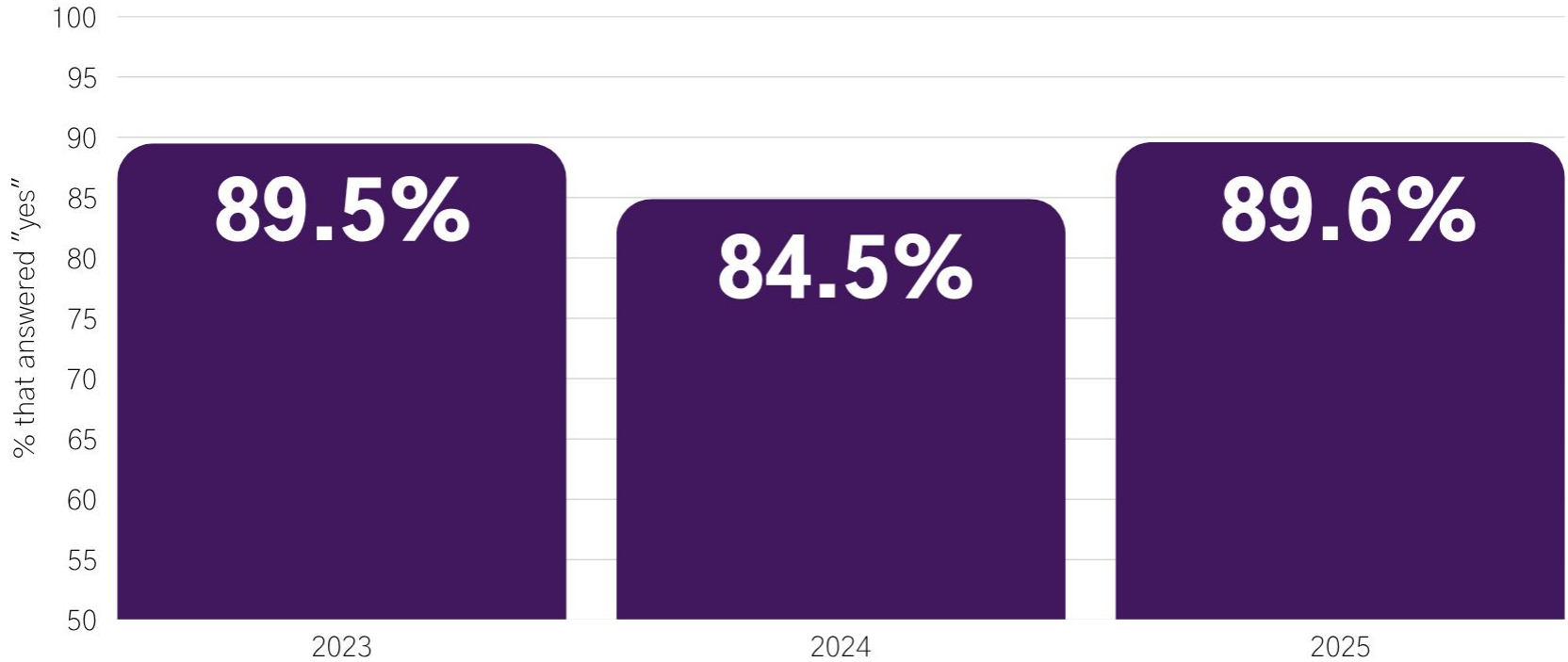
“Overall, I am satisfied with my child’s educational experience”

% of parents/guardians who “agree” or “strongly agree”



“Overall, I am satisfied with my child’s educational experience”

Three-Year Trend



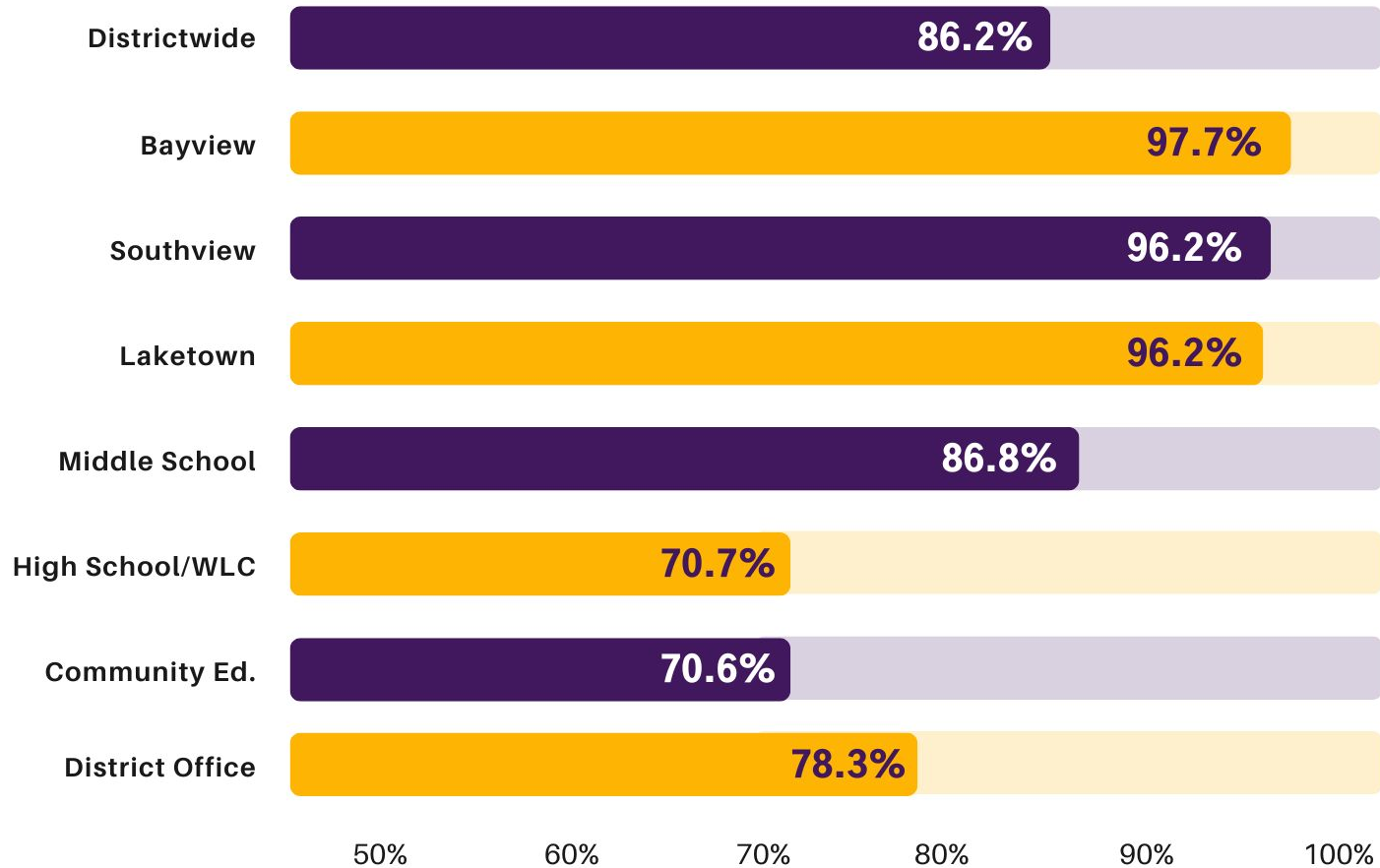
Staff Survey Results

- Staff were sent multiple internal emails reminding them to complete the survey.
- 333 staff completed this year's survey. An increase from previous years including 2024 (276) and 2023 (271).
- Building Breakdown: High School (73), Middle School (68), Laketown (53), Southview (53), Bayview (44), District Office (23), Community Ed. (17), WLC (2)
- Employee Group Breakdown: WEA (222), ESP (62), Other (49)



“I feel safe and supported at work”

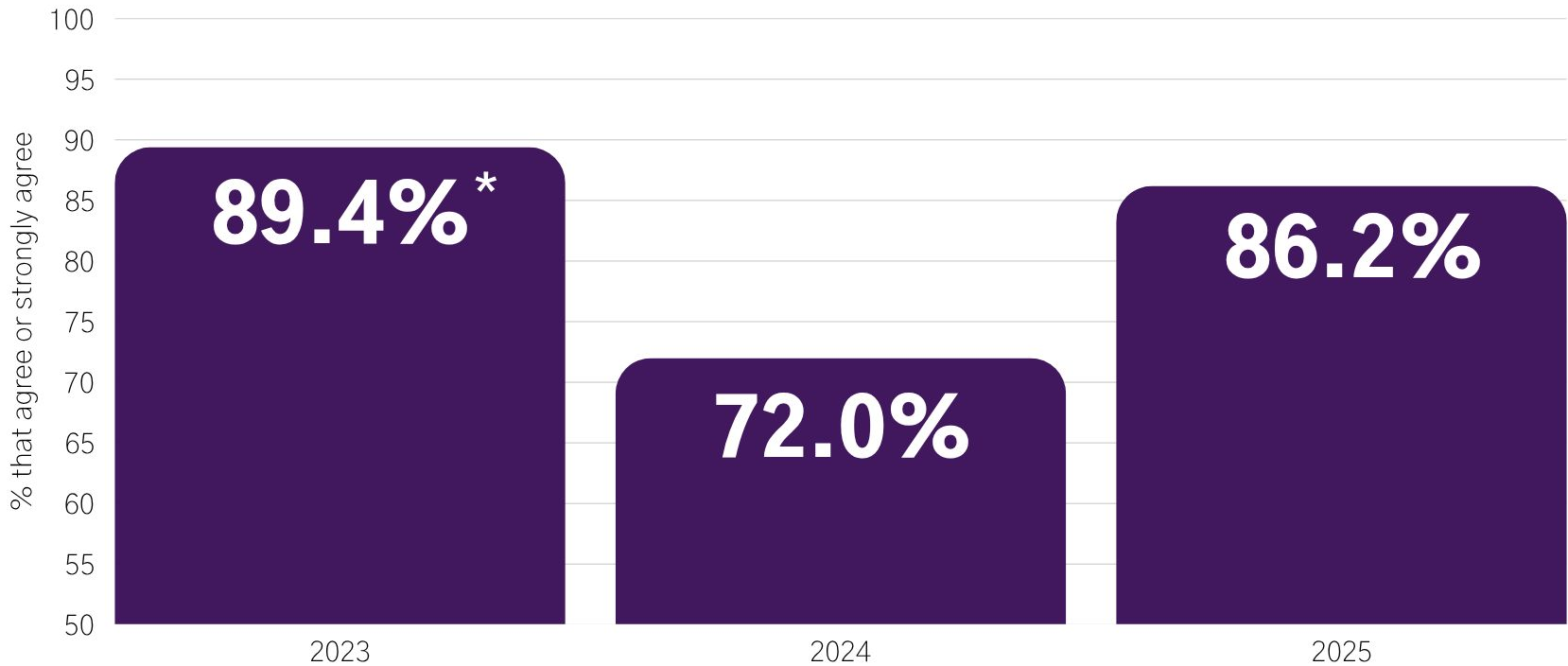
% of staff who “agree” or “strongly agree”



Level 1	Level 2	Level 3	Level 4	Level 5
80% or Below	81%–85%	86%–90%	91%–95%	96% or Above

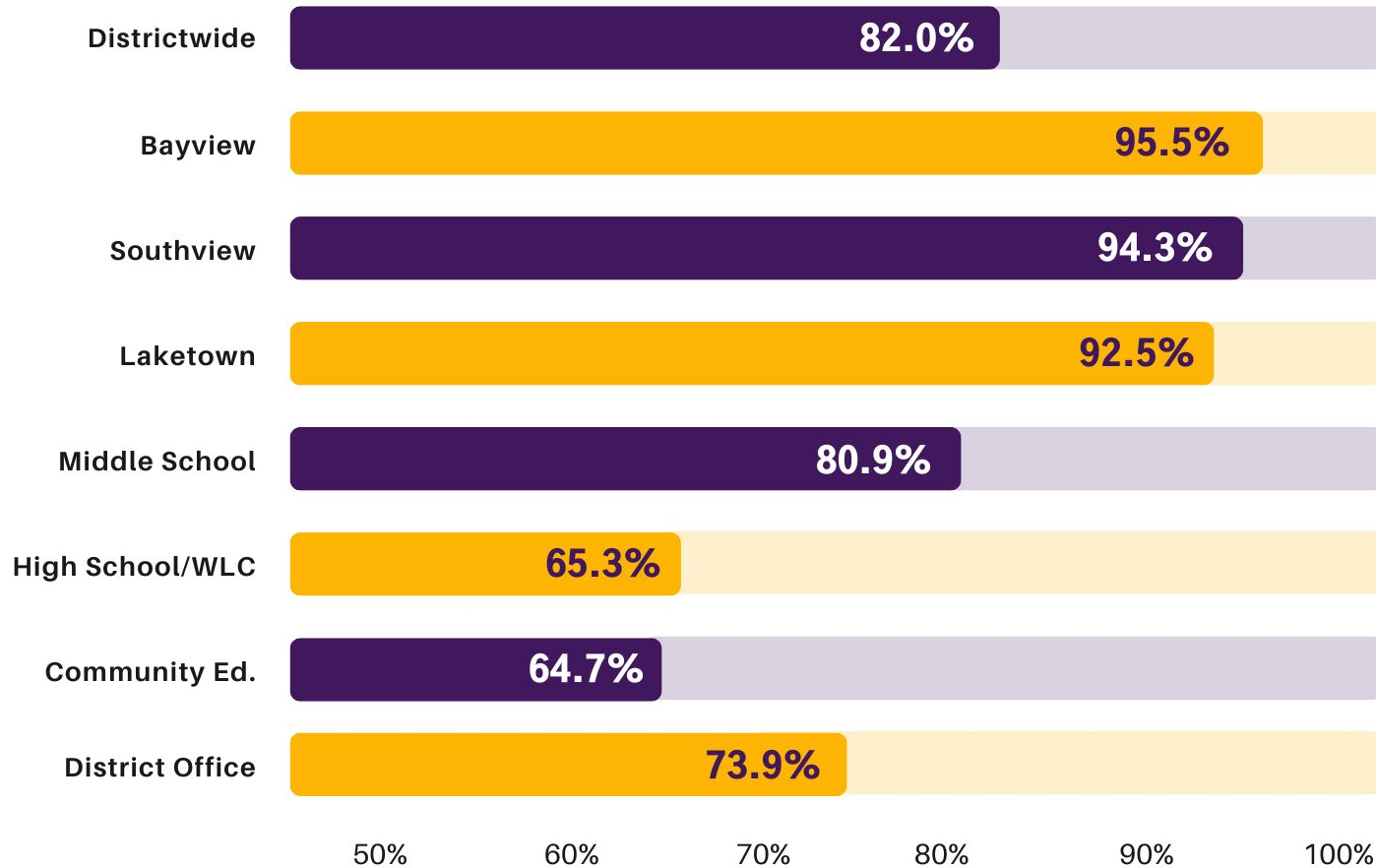
“I feel safe and supported at work”

Three-Year Trend



“I feel welcomed, respected and heard at work”

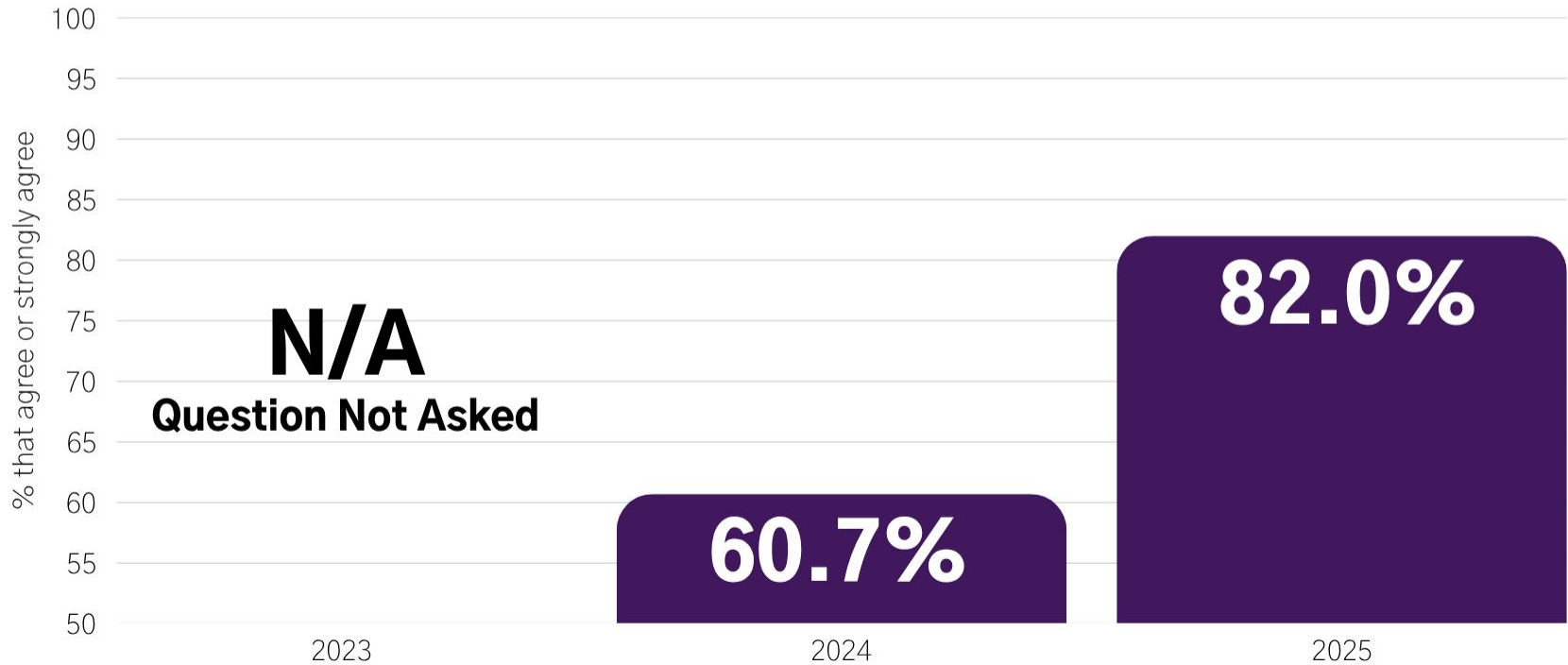
% of staff who “agree” or “strongly agree”



Level 1	Level 2	Level 3	Level 4	Level 5
80% or Below	81%–85%	86%–90%	91%–95%	96% or Above

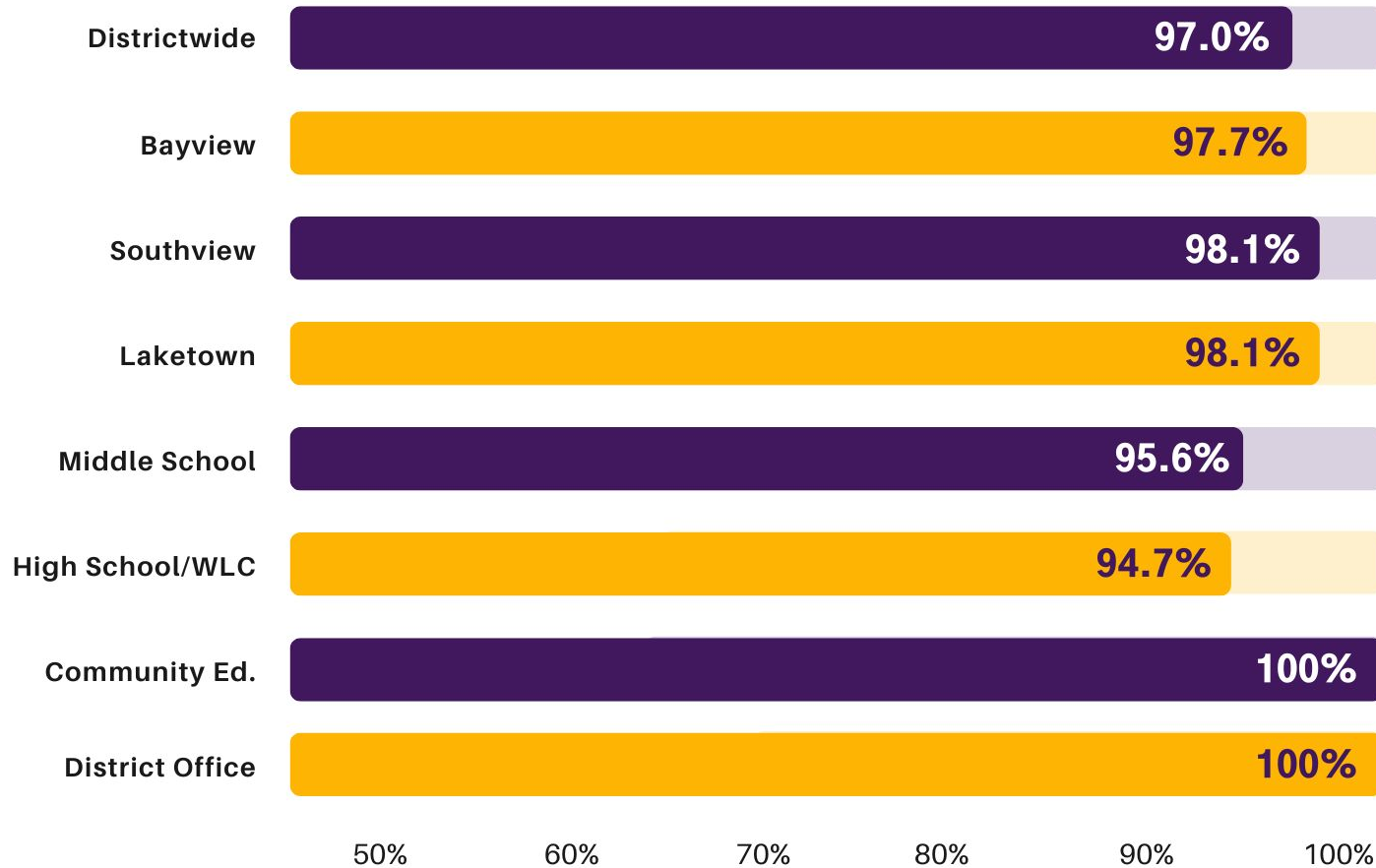
“I feel welcomed, respected and heard at work”

Three-Year Trend



“I feel that I am engaged and productive in my position”

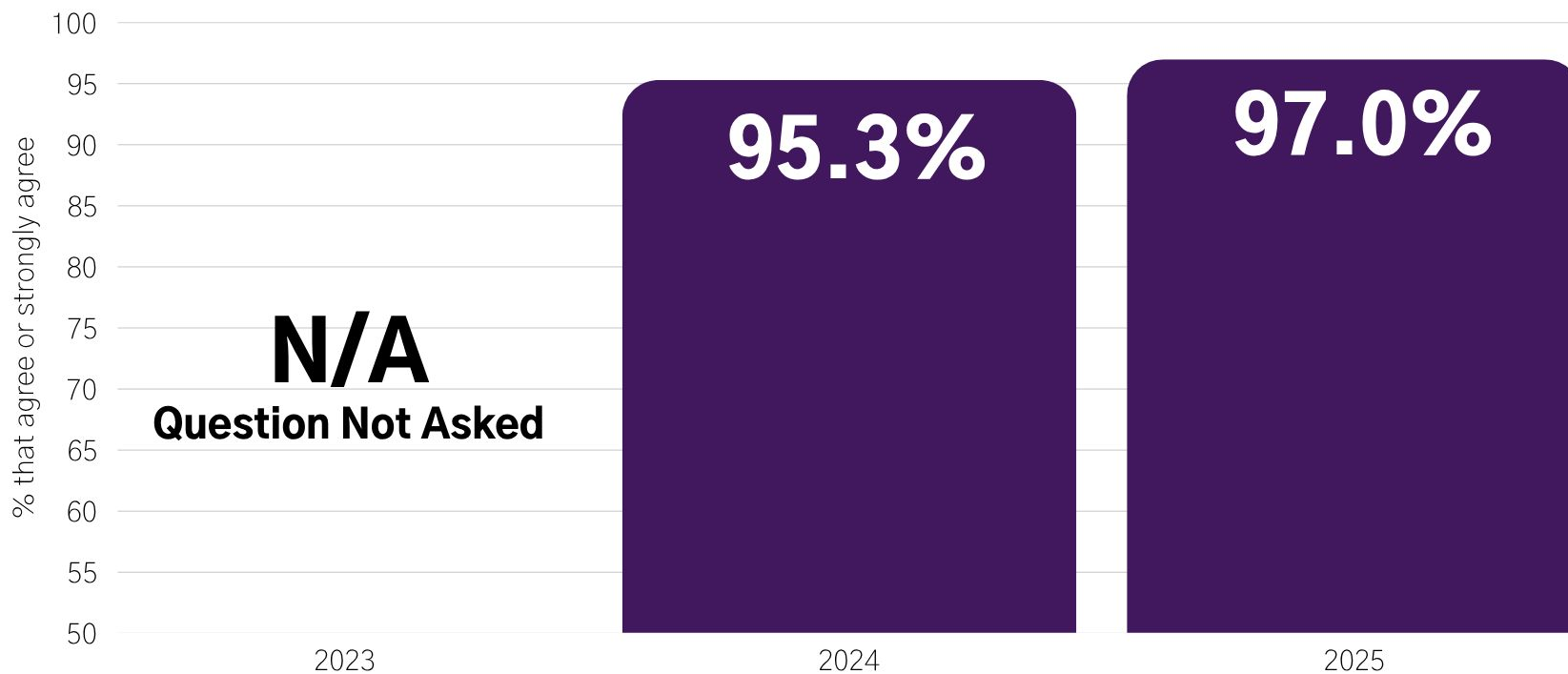
% of staff who “agree” or “strongly agree”



Level 1	Level 2	Level 3	Level 4	Level 5
80% or Below	81%–85%	86%–90%	91%–95%	96% or Above

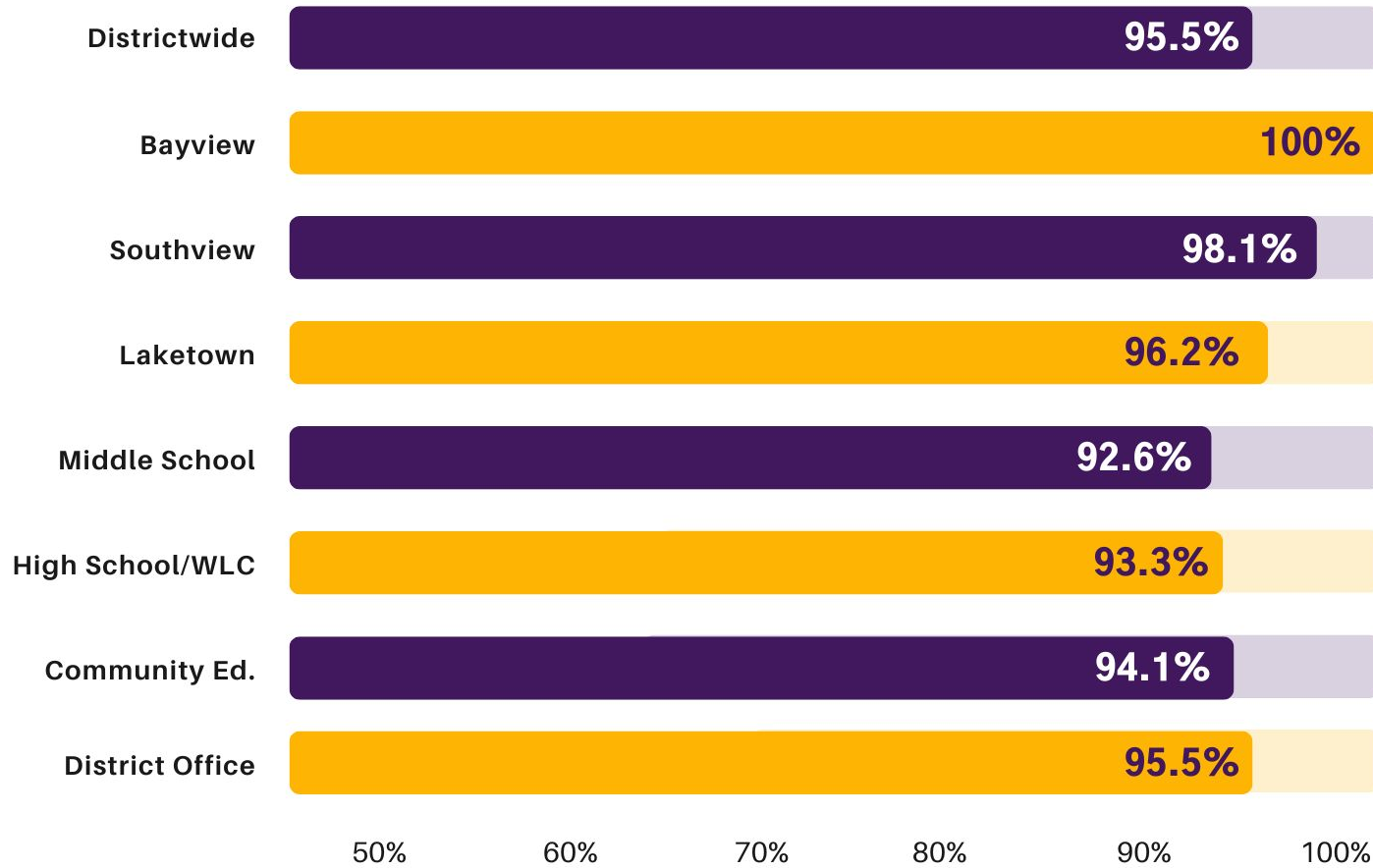
“I feel that I am engaged and productive in my position”

Three-Year Trend



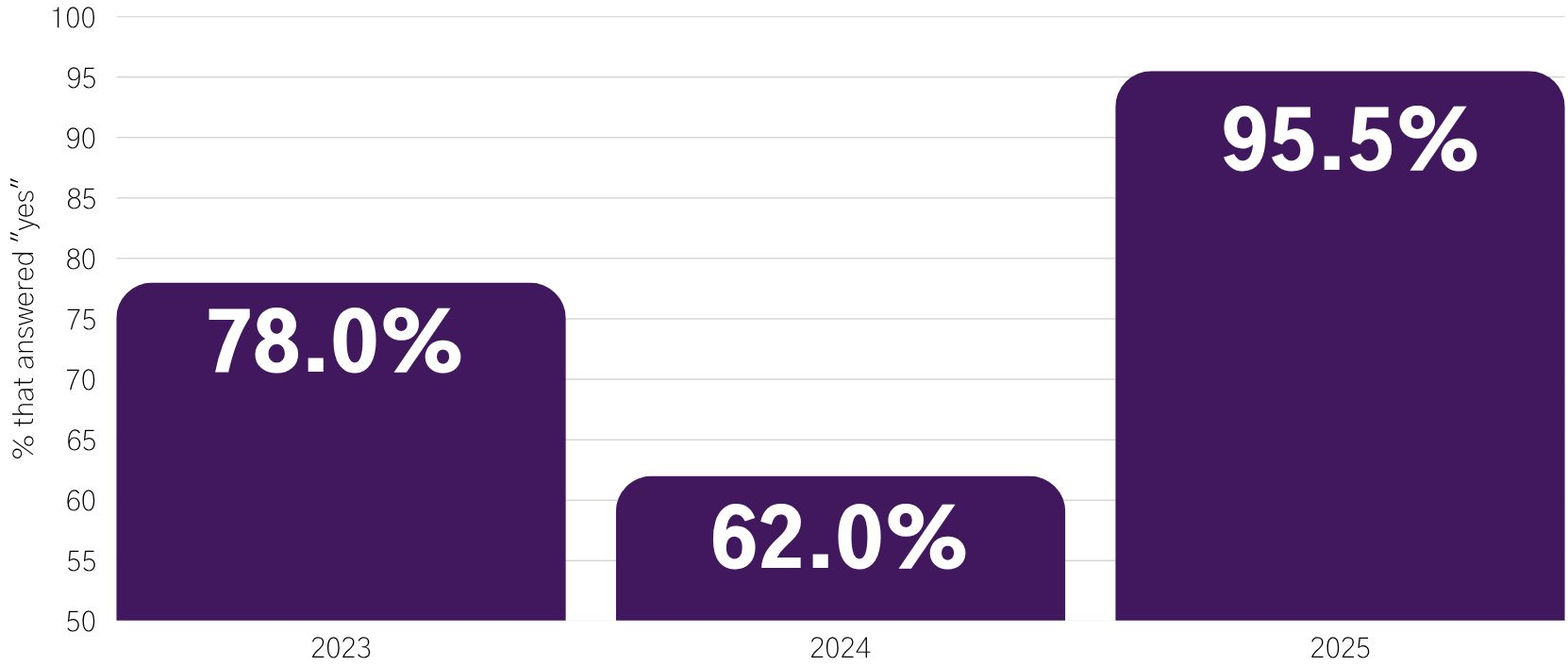
“I am proud to be a part of and work in District 110”

% of staff who “agree” or “strongly agree”



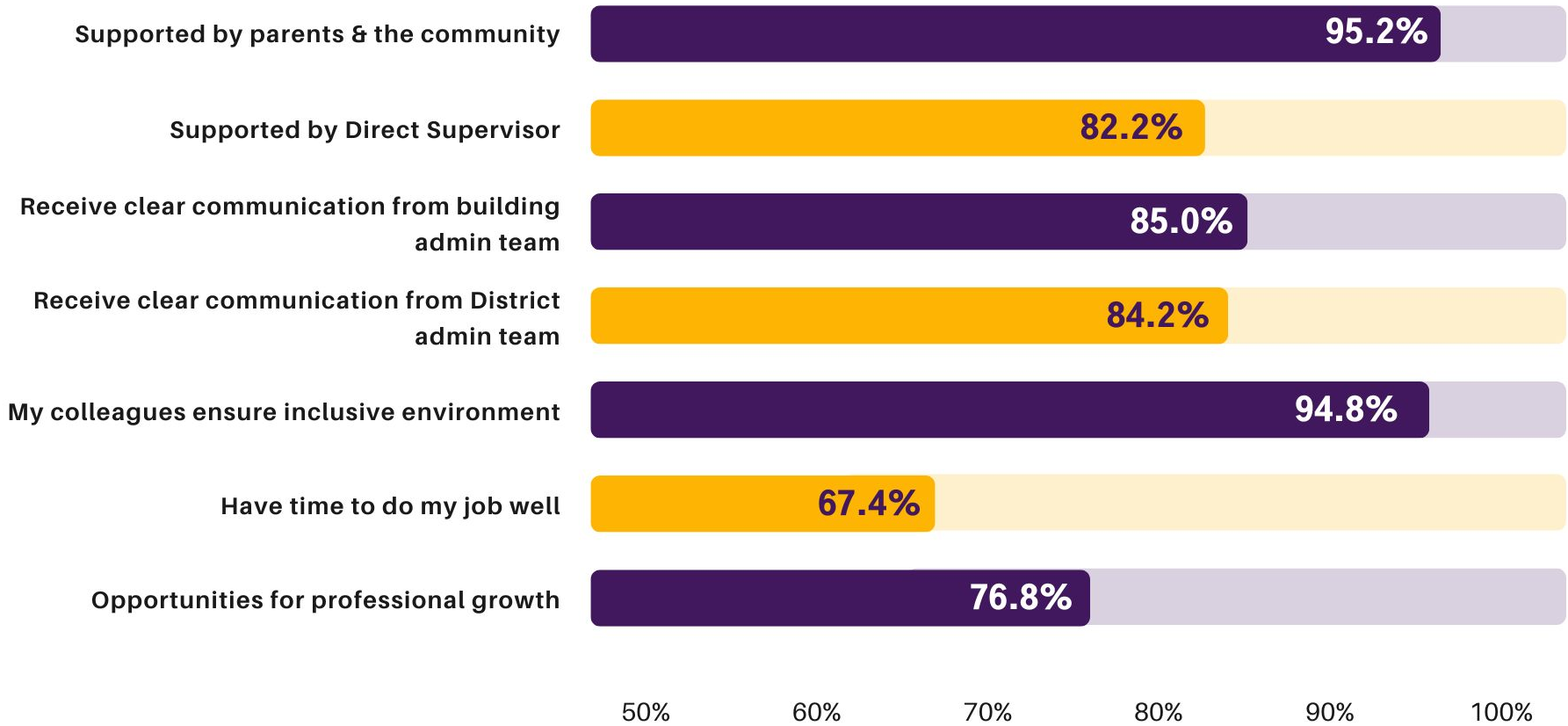
“I am proud to be part of and work in District 110”

Three-Year Trend



Quick Takes

% of staff who “agree” or “strongly agree”





Questions?

6.C. Finance Report

Presenter: Pam
Carman, Director of
Finance & Operations

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

WACONIA | May 31, 2025

REVENUE CATEGORIES						May 31, 2025	May 31, 2024	May 31, 2023			
	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Received YTD	Budget Remaining (Revised)	% of Budget Received (Revised)	% of Actuals Received	% of Actuals Received	May 31, 2024	May 31, 2023
	STATE	37,260,990	43,525,335	43,868,049	43,664,139	36,764,321	6,899,818	84.20%	85.38%	94.48%	37,162,332
FEDERAL	1,435,007	1,255,094	804,000	923,217	714,481	208,736	77.39%	87.87%	69.68%	1,102,890	999,952
PROPERTY TAXES	10,934,858	10,257,822	10,364,532	9,516,220	7,893,437	1,622,783	82.95%	73.14%	72.19%	7,502,912	7,893,643
LOCAL SALES, INS RECOVERY & JUDGEMENTS	19,760	0	0	0	7,560	(7,560)	0.00%	0.00%	0.00%	0	0
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
LOCAL (FEES, INTEREST, ETC.)	1,364,691	1,702,471	1,396,025	2,192,008	1,818,678	373,330	82.97%	87.00%	66.98%	1,481,202	914,067
TOTALS	51,015,306	56,740,722	56,432,606	56,295,584	47,198,477	9,097,107	83.84%	83.27%	88.23%	47,249,336	45,013,309

EXPENDITURES (OBJECT SERIES)						May 31, 2025	May 31, 2024	May 31, 2023			
	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining (Revised)	% of Budget Expended (Revised)	% of Actuals Expended	% of Actuals Expended	May 31, 2024	May 31, 2023
	SALARIES & WAGES	30,121,489	27,539,445	30,579,805	29,209,016	23,098,572	6,110,444	79.08%	79.81%	80.09%	21,978,930
EMPLOYEE BENEFITS	11,405,543	10,431,339	11,816,186	11,671,704	9,283,460	2,388,244	79.54%	82.88%	82.81%	8,645,950	9,445,134
PURCHASED SERVICES	6,812,536	7,612,703	8,159,259	7,753,670	6,891,550	862,120	88.88%	83.69%	83.69%	6,371,072	5,701,243
SUPPLIES	2,104,413	1,724,992	1,712,115	2,106,398	1,138,942	967,456	54.07%	54.27%	72.76%	936,126	1,531,229
EQUIPMENT	1,070,691	904,658	1,332,477	1,568,273	1,172,845	395,428	74.79%	98.51%	91.46%	891,166	979,266
DEBT SERVICE	130,312	83,267	83,287	83,287	83,267	20	99.98%	100.00%	100.00%	83,267	130,312
OTHER EXPENDITURES	167,385	284,535	330,144	288,577	153,330	135,247	53.13%	55.20%	98.50%	157,062	164,872
OTHER FINANCING USES	66,780	179,732	63,000	63,000	0	63,000	0.00%	0.00%	100.00%	0	66,780
TOTALS	51,879,149	48,760,671	54,076,273	52,743,925	41,821,964	10,921,961	79.29%	80.11%	81.23%	39,063,574	42,142,042

EXPENDITURES (PROGRAM SERIES)						May 31, 2025	May 31, 2024	May 31, 2023			
	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining (Revised)	% of Budget Expended (Revised)	% of Actuals Expended	% of Actuals Expended	May 31, 2024	May 31, 2023
	SITE ADMINISTRATION	1,053,266	1,009,465	1,265,732	1,196,929	988,747	208,182	82.61%	94.81%	91.16%	957,124
DISTRICT ADMINISTRATION	441,495	479,268	490,183	503,625	415,027	88,598	82.41%	86.34%	83.88%	413,822	370,334
SUPPORT SERVICES	1,918,701	1,696,730	2,109,042	1,845,689	1,713,080	132,609	92.82%	93.17%	89.69%	1,580,797	1,720,824
REGULAR INSTRUCTION	21,773,044	19,683,539	21,693,317	21,441,029	16,398,484	5,042,545	76.48%	77.29%	77.68%	15,214,345	16,912,787
EXTRA-CURRICULAR ACTIVITES	1,956,251	1,970,761	2,122,036	2,193,913	1,412,065	781,848	64.36%	63.83%	73.24%	1,257,951	1,432,698
VOCATIONAL INSTRUCTION	487,456	536,073	550,798	566,017	517,122	48,895	91.36%	75.95%	82.66%	407,151	402,950
SPECIAL EDUCATION	10,686,590	10,567,638	11,685,564	11,154,504	8,728,488	2,426,016	78.25%	79.11%	80.15%	8,359,792	8,565,671
COMMUNITY SERVICES	0	8,848	0	11,000	10,948	52	99.52%	61.87%	0.00%	5,474	0
INSTRUCTIONAL SUPPORT	3,472,102	2,462,123	2,860,994	3,023,112	2,000,269	1,022,843	66.17%	81.50%	84.76%	2,006,592	2,942,797
PUPIL SUPPORT SERVICES	4,419,696	4,958,436	5,475,650	5,065,401	4,449,126	616,275	87.83%	84.50%	83.10%	4,189,709	3,672,925
FACILITIES	5,287,970	4,820,100	5,317,957	5,119,706	4,587,396	532,310	89.60%	86.06%	87.66%	4,148,168	4,635,478
OTHER FINANCING USES	382,579	567,689	505,000	623,000	601,212	21,788	96.50%	92.07%	137.35%	522,648	525,469
TOTALS	51,879,149	48,760,671	54,076,273	52,743,925	41,821,964	10,921,961	79.29%	80.11%	81.23%	39,063,574	42,142,042

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

WACONIA | May 31, 2025

ACTIVITY - OTHER FUNDS						May 31, 2025	May 31, 2024	May 31, 2023			
	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Received YTD	Budget Remaining (Revised)	% of Budget Received (Revised)	% of Actuals Received	% of Actuals Received	May 31, 2024	May 31, 2023
REVENUE											
FOOD SERVICE	2,466,765	3,388,847	3,475,575	3,475,575	2,266,006	1,209,569	65.20%	68.61%	31.19%	2,325,166	769,372
COMMUNITY EDUCATION	3,543,981	4,221,222	4,015,267	4,041,572	3,650,673	390,899	90.33%	84.84%	94.08%	3,581,144	3,334,308
CONSTRUCTION	0	6,158,103	10,839,500	9,440,670	9,513,358	(72,688)	100.77%	98.78%	0.00%	6,082,745	0
DEBT SERVICE	8,576,173	9,557,211	9,376,864	9,579,010	19,109,929	(9,530,919)	199.50%	75.02%	80.50%	7,170,269	6,903,751
TRUST	7,944	11,250	5,000	5,000	11,950	(6,950)	239.00%	71.11%	50.35%	8,000	4,000
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
INTERNAL SERVICE	457,960	550,381	475,000	475,000	376,480	98,520	79.26%	76.43%	92.58%	420,629	423,969
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
OPEB IRREVOCABLE TRUST	82,217	152,627	100,000	135,000	60,242	74,758	44.62%	60.72%	66.25%	92,676	54,472
OPEB DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
TOTALS	15,135,041	24,039,642	28,287,206	27,151,827	34,988,638	(7,836,811)	128.86%	81.87%	75.92%	19,680,630	11,489,871
EXPENDITURES	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	Expended YTD	Budget Remaining (Revised)	% of Budget Expended (Revised)	% of Actuals Expended	% of Actuals Expended	May 31, 2024	May 31, 2023
FOOD SERVICE	3,268,082	3,472,583	3,597,627	3,554,876	2,574,615	980,261	72.42%	78.48%	88.30%	2,725,378	2,885,713
COMMUNITY EDUCATION	3,067,784	3,902,578	3,787,078	3,846,546	3,502,994	343,552	91.07%	81.80%	87.49%	3,192,114	2,683,965
CONSTRUCTION	0	2,061,110	15,239,314	3,624,710	2,548,967	1,075,743	70.32%	66.42%	0.00%	1,368,970	0
DEBT SERVICE	9,411,981	9,396,831	9,328,000	9,579,010	9,576,854	2,156	99.98%	99.98%	100.00%	9,394,831	9,411,981
TRUST	12,444	4,500	5,000	5,000	10,250	(5,250)	205.00%	100.00%	128.13%	4,500	15,944
CUSTODIAL	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
INTERNAL SERVICE	567,713	448,577	485,000	485,000	386,518	98,482	79.69%	97.17%	90.65%	435,861	514,626
OPEB REVOCABLE TRUST	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
OPEB IRREVOCABLE TRUST	278,268	346,417	300,000	3,000	2,488	512	82.93%	0.62%	0.68%	2,143	1,889
OPEB DEBT SERVICE	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
TOTALS	16,606,272	19,632,597	32,742,019	21,098,142	18,602,687	2,495,455	88.17%	87.22%	93.42%	17,123,797	15,514,119
SUMMARY - ALL FUNDS	June 30, 2023	June 30, 2024	Adopted Budget	Revised Budget	YTD	Budget Remaining (Revised)	% of Budget Expended (Revised)	% of Actuals Expended	% of Actuals Expended	May 31, 2024	May 31, 2023
SUMMARY											
REVENUE	66,150,347	80,780,364	84,719,812	83,447,411	82,187,115	1,260,296	98.49%	82.85%	85.42%	66,929,966	56,503,180
EXPENDITURES	68,485,420	68,393,268	86,818,292	73,842,067	60,424,651	13,417,416	81.83%	82.15%	84.19%	56,187,371	57,656,161
SPENDING VARIANCE	(2,335,074)	12,387,096	(2,098,480)	9,605,344	21,762,463	N/A	N/A	N/A	N/A	10,742,595	(1,152,981)

7. **ACTION ITEMS**

7.A. Determine Operating Levy Amount and Direct District Administration to Proceed with Ballot Language Preparation for a Special Election to be held November 4, 2025

Presenter: Pam Carman, Director of Finance and Operations

7.B. Adopt the FY26 Budget

Presenter: Pam Carmen, Director of Finance and Operations



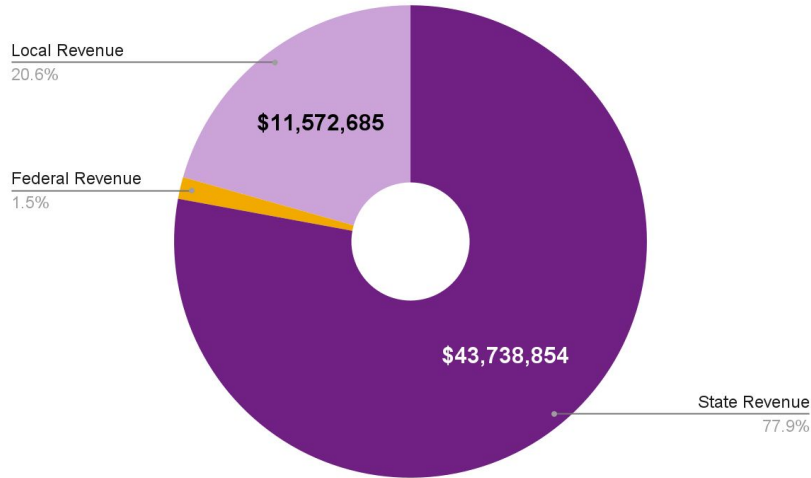
FY26 Original Adopted Budget Update

June 23, 2025

Original FY26 Adopted General Fund Revenue Budget

Waconia Public Schools Final FY25 Revised and FY26 Original Adopted General Fund Budget

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



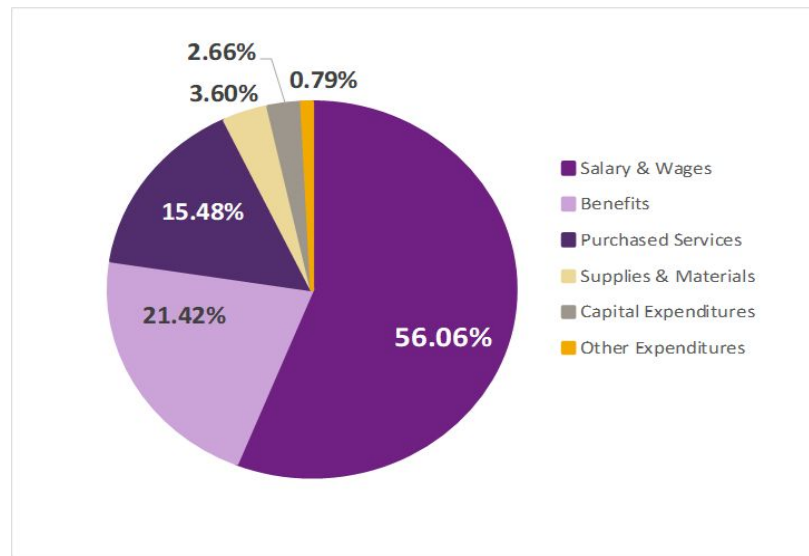
- **State Revenue Examples:** General Education Aid, Special Education Aid, Literacy Incentive Aid, Gifted & Talented, etc.
- **Federal Revenue Examples:** Title Grants
- **Local Revenue Examples:** Property Tax Levies, Student Fees, Donations & Non-Federal Grants

Original FY26 Adopted General Fund Expenditure Budget

Waconia Public Schools Final FY25 Revised and FY26 Original Adopted General Fund Budget

Description	Actual 2023-24	Original Budget 2024-25	Final Revised Budget 2024-25	Preliminary Budget 2025-26	Original Adopted Budget 2025-26
General Fund Restricted Expenditures (D)	\$ 3,446,004	\$ 3,333,858	\$ 4,491,516	\$ 4,528,490	\$ 4,609,475
General Fund Unrestricted Expenditures (E)	\$ 45,314,667	\$ 50,742,415	\$ 48,252,409	\$ 50,372,009	\$ 50,384,718
Total General Fund Expenditures (F)	\$ 48,760,671	\$ 54,076,273	\$ 52,743,925	\$ 54,900,499	\$ 54,994,193

- **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

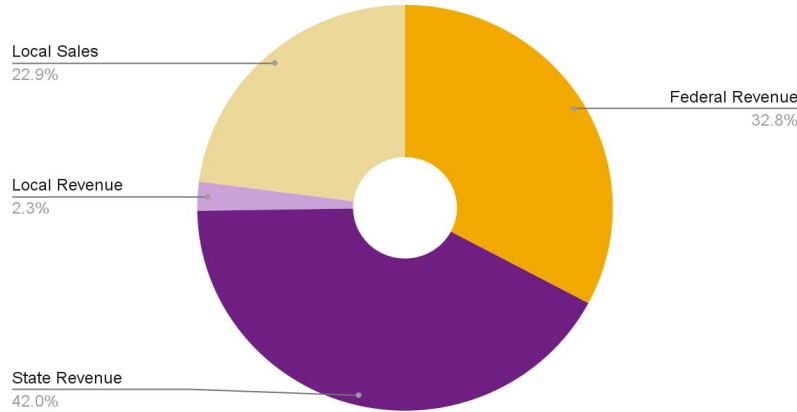


Original FY26 Adopted Budget – Fund 02 Food Service

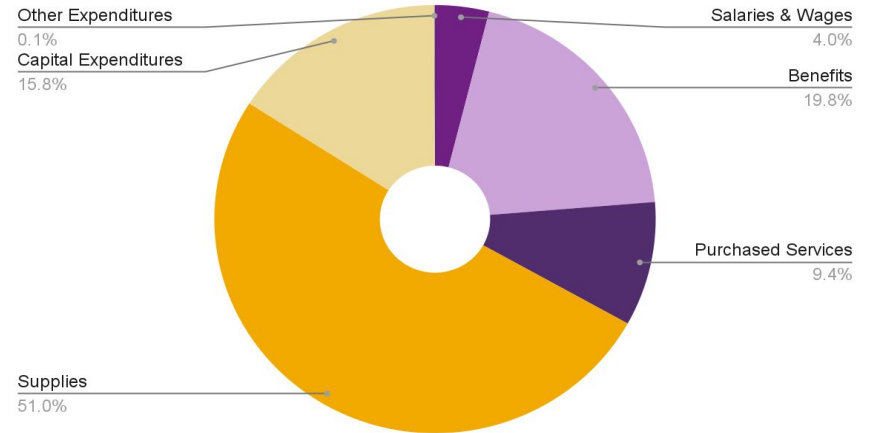
Waconia Public Schools Final FY25 Revised & FY26 Original Adopted Budget - Fund 02

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

FY26 Preliminary Revenue Budget



FY26 Preliminary Expense - Fund 02



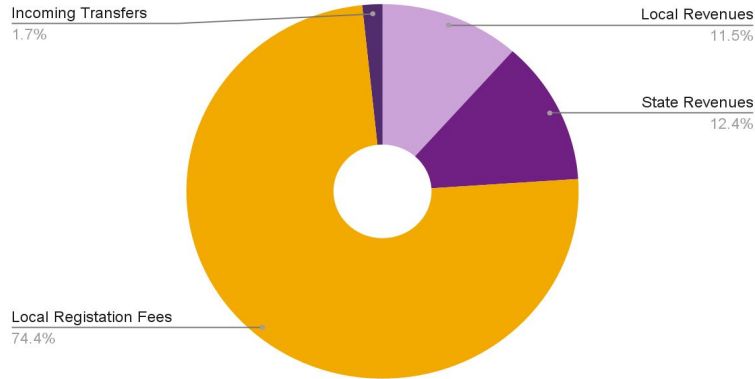
Original FY26 Adopted Budget - Community Education

Waconia Public Schools

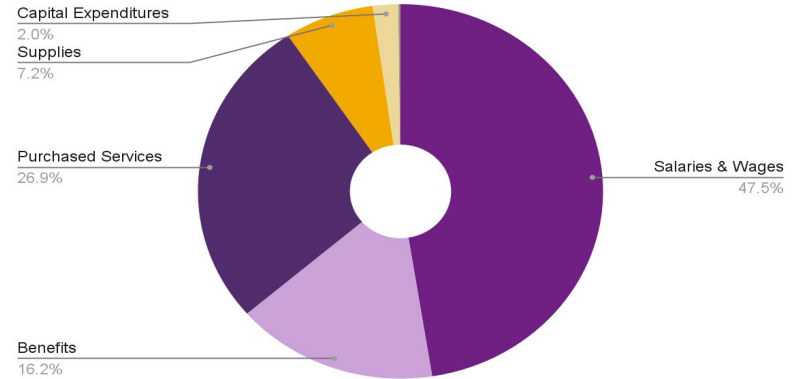
Final FY25 Revised and FY26 Original Adopted Budget - Fund 04

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

FY26 Preliminary Revenue - Fund 04



FY26 Preliminary Expense - Fund 04





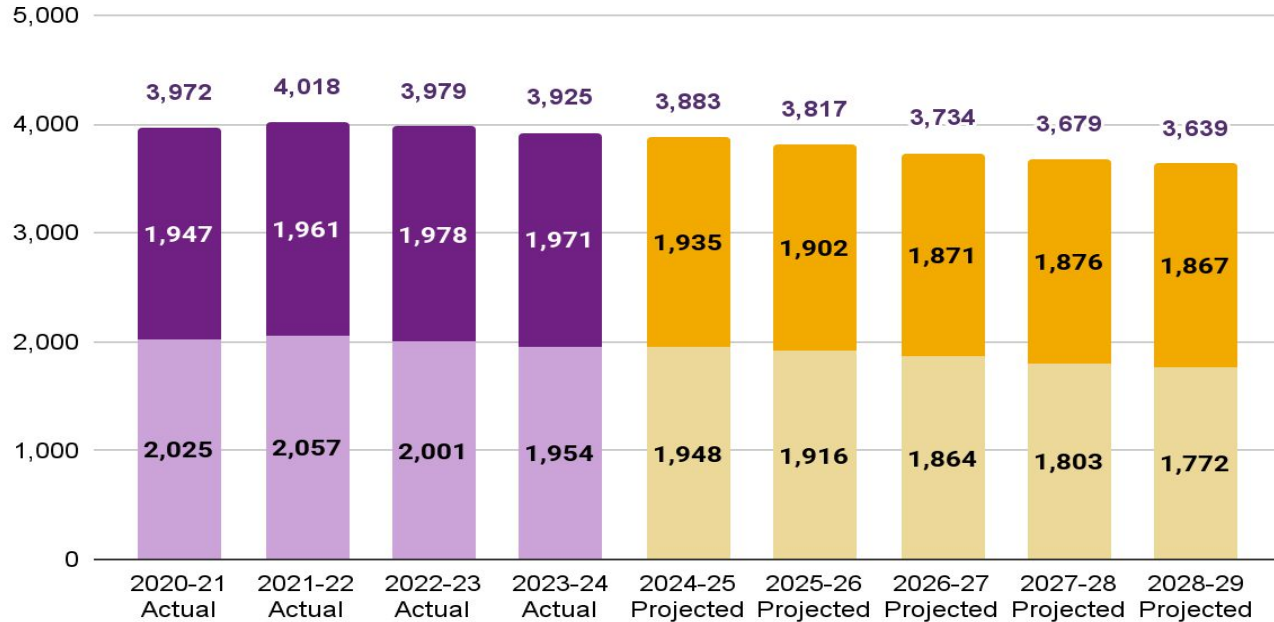
Revised General Fund Forecast

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	Final Revised Budget	Preliminary Budget	Original Adopted Budget	Projected	Projected
	2023-24	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	\$ 4,343,491	\$ 4,343,491	\$ 4,268,228	\$ 4,274,909
General Fund Unrestricted Revenues (B)	\$ 53,071,197	\$ 51,940,609	\$ 51,782,941	\$ 51,806,096	\$ 51,806,096	\$ 50,908,410	\$ 50,988,103
Total General Fund Revenues (C)	\$ 56,740,723	\$ 56,432,606	\$ 56,295,584	\$ 56,149,587	\$ 56,149,587	\$ 55,176,638	\$ 55,263,012
General Fund Restricted Expenditures (D)	\$ 3,446,004	\$ 3,333,858	\$ 4,491,525	\$ 4,528,490	\$ 4,609,475	\$ 4,707,274	\$ 4,910,215
General Fund Unrestricted Expenditures (E)	\$ 45,314,667	\$ 50,742,415	\$ 48,252,409	\$ 50,372,009	\$ 50,384,718	\$ 52,360,691	\$ 54,618,078
Total General Fund Expenditures (F)	\$ 48,760,671	\$ 54,076,273	\$ 52,743,934	\$ 54,900,499	\$ 54,994,193	\$ 57,067,965	\$ 59,528,293
General Fund Total Revenue Over (Under) Expenditures	\$ 7,980,052	\$ 2,356,333	\$ 3,551,650	\$ 1,249,088	\$ 1,155,394	\$ (1,891,327)	\$ (4,265,281)
Total Fund Balance (G)	\$ 4,555,777	\$ 6,912,110	\$ 8,107,427	\$ 9,356,515	\$ 9,262,862	\$ 7,371,535	\$ 3,106,254
Total Fund Balance % (G/F)	9.34%	12.78%	15.37%	17.04%	16.84%	12.92%	5.22%
Total Non-Spendable, Restricted, and Assigned Fund Balance (H)	\$ 4,250,824	\$ 5,408,963	\$ 5,052,325	\$ 5,759,931	\$ 5,658,391	\$ 5,320,885	\$ 4,685,579
Total Unassigned Fund Balance (I) *	\$ 304,953	\$ 1,503,147	\$ 3,055,143	\$ 3,596,593	\$ 3,604,471	\$ 2,144,312	\$ (1,485,663)
Total Unassigned Fund Balance % (I/F)	0.63%	2.78%	5.79%	6.55%	6.55%	3.76%	-2.50%
Unassigned Target Fund Balance %	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Minimum Unassigned Fund Balance	\$ 2,438,034	\$ 2,703,814	\$ 2,637,197	\$ 2,745,025	\$ 2,749,710	\$ 2,853,398	\$ 2,976,415
Fund Balance Over (Under) Target	\$ (2,133,081)	\$ (1,200,667)	\$ 417,946	\$ 851,568	\$ 854,761	\$ (709,086)	\$ (4,462,078)

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



2025-26 Budget Book



2025-26

ORIGINAL ADOPTED BUDGET

Board Approved June 23, 2025



TABLE OF CONTENTS

Message from the Superintendent and Director of Finance & Operations	Page 3
School Board and District Leadership	Page 4
Introduction and Strategic Vision & Priorities	Page 5
District Overview	Page 6
Government Fund Structure	Page 7
Expenditure Structures	Page 8
Governance and Financial Oversight	Page 9
Economic Condition and Outlook	Pages 10-11
Enrollment Trends and Projections	Pages 12-16
Key Budget Highlights	Page 17
Financial Overview - All Funds	Pages 18-21
Fund 01 - General Fund Summary	Pages 22-26
Fund 02 - Food Service Fund	Pages 27-28
Fund 04 - Community Service Fund	Pages 29-31
Fund 06 - Building Construction Fund	Page 32
Fund 07 - Debt Service Fund	Page 33
Fund 20 - Internal Service Fund	Page 34
Fund 45 - Other Post-Employment Benefits Fund	Page 35
Conclusion	Page 36
Appendix A - School Board Policies	Pages 37-38
Appendix B - K-12 Education Policy and Finance Bill (6-9-25)	Pages 39-42
Appendix C - General Fund Expenditures by Program Code	Pages 43-45
Appendix D - Fund Balance Classifications & Historical General Fund Balance Information	Pages 46-51

Message from the Superintendent and Director of Finance & Operations

Waconia Public Schools is committed to fostering an educational environment that supports our mission to allow students and staff to explore their passions and create their success. Guided by our strategic priorities and grounded in-core values, the FY2025–2026 budget is more than numbers—it reflects our long-term plan for stability and the continued trust of our students, families, and community.

We are proud to share that Waconia Public Schools is no longer in Statutory Operating Debt (SOD) for the first time since 2017. This is a significant achievement, and it reflects the resilience and collective dedication of our staff, school board, and community. The return to a positive fund balance marks a pivotal milestone in our financial recovery. While we celebrate this progress, we remain focused on reaching and sustaining a fund balance of 8% to 10%, a target aligned with the District’s strategic plan. Although our current Board policy requires a minimum of 5%, this higher goal supports long-term financial stability and may warrant a future policy update to ensure alignment.

The 2025–2026 budget continues to prioritize students and learning. Even during financially constrained times, we have worked diligently to protect core instruction, retain highly qualified staff, and support essential services such as mental health, student activities, and safe learning environments. As we prepare for future funding needs, including a potential voter-approved referendum, our team has focused on aligning limited resources with strategic goals, ensuring we remain student-centered and future-focused.

This year’s budget book reflects the transparency and accountability that our community expects. It outlines how public dollars are used to support student success, maintain high-quality facilities, invest in staff, and plan for long-term sustainability. In developing this budget, we looked beyond a single fiscal year to model multiple years of projected revenue and expenditure patterns. We are preparing today for the challenges of tomorrow.

Our progress was not achieved by chance. It is the result of difficult decisions, hard work, and a shared belief in the potential of our students and schools. Thank you to every member of the ISD 110 team who has contributed to this effort. Your dedication, resilience, and commitment to excellence continue to move our district forward.

Together, we will continue to build a strong foundation for the future of Waconia Public Schools.

With gratitude,



Dr. Brian Gersich
Superintendent of Schools



Pam Carman
Director of Finance & Operations

INDEPENDENT SCHOOL DISTRICT NO. 110



BOARD OF EDUCATION

Kelly Amott, Chair

Jesse Bergstrom, Vice Chair/Clerk

Kimberly Kelzer-Breeden, Treasurer

Heather Arnita, Director

Melanie Hagen, Director

Ryan Roth, Director

Amanda Wilson, Director

DISTRICT LEADERSHIP

Dr. Brian Gerisch, Superintendent

Pam Carman, Director of Finance and Operations

Jeni Super, Director of Human Resources

Erika Nesvig, Director of Educational Services

Paul Tordoff, Director of Special Education

Matt Thomas, Director of Communications

Tim Bisek, Director of Buildings & Grounds

Steven Jensen, Director of Community Education

Barb Schank, Director of Nutritional Services

INTRODUCTION

The FY 2025–2026 Adopted Budget for Waconia Public Schools marks a new chapter in our journey toward long-term financial stability and student-centered investment. Following the district’s successful exit from SOD and the re-establishment of a positive unassigned fund balance, this budget reflects our continued focus on strategic planning and responsible stewardship of public resources.

Strategic Vision and Priorities

This budget is aligned with the 2024–2028 Strategic Plan and supports our mission to provide a safe, inclusive, and academically rigorous environment where all students can explore their passions and achieve success. The plan emphasizes three key areas:

- Improving student outcomes
- Enhancing the student and staff experience
- Strengthening district systems and structures

Our core values—respect, collaboration, inclusiveness, empathy, and resilience—remain at the heart of our decision-making and continue to guide our approach to budgeting.

Waconia Public Schools took a deliberate and disciplined approach in developing this year’s budget. By aligning fiscal resources with strategic priorities, we are ensuring that every financial decision supports long-term goals, advances student achievement, and promotes operational effectiveness. This commitment helps us respond to current needs while building the foundation for a strong and sustainable future.

The infographic is a purple and white layout. At the top, it features the Waconia Public Schools logo and the title 'WACONIA PUBLIC SCHOOLS 2024-2028 Strategic Plan'. Below the title, it is divided into four main sections: 'OUR MISSION', 'OUR VISION', 'OUR CORE VALUES', and 'OUR STRATEGIC DIRECTIONS'. 'OUR MISSION' and 'OUR VISION' each include a list of commitments. 'OUR CORE VALUES' lists five values: Respect, Collaboration, Inclusiveness, Empathy, and Resilience, each with a brief description. 'OUR STRATEGIC DIRECTIONS' is divided into three columns, each with a circular image and a list of strategic actions: Student Outcomes, Student & Staff Experience, and Systems & Structures.

WACONIA PUBLIC SCHOOLS
2024-2028 Strategic Plan

WACONIA
PUBLIC SCHOOLS ISD 110

OUR MISSION
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.

OUR VISION
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.

OUR STRATEGIC DIRECTIONS

Student Outcomes

- Evaluation of elementary student performance on MCAs.
- Assessment of middle school student performance on MCAs.
- Evaluation of high school student readiness for post-high school success.

Student & Staff Experience

- 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

- Effective management of financial resources to support the school’s mission and goals.
- Proactive planning for and maintenance of facilities to ensure a conducive learning environment.
- Monitoring and promotion of student enrollment to sustain and enhance the school community.

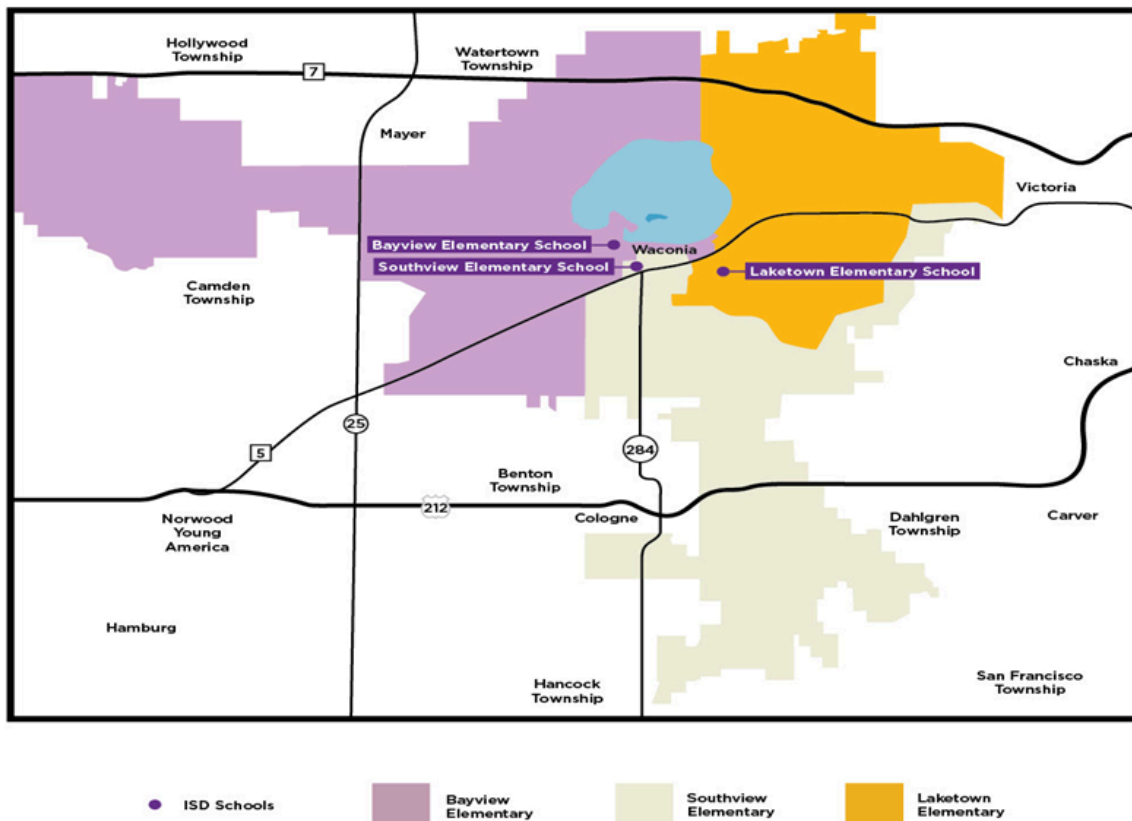
DISTRICT OVERVIEW

Waconia Public Schools (Independent School District 110) is a dynamic and student-centered district serving approximately 3,900 learners from early childhood through grade 12. While we are not currently growing in enrollment, we remain committed to providing a high-quality educational experience to every child we serve.

The district includes:

- Three elementary schools (Bayview, Laketown, and Southview)
- One middle school (Waconia Middle School)
- One high school (Waconia High School)
- An Area Learning Center
- Post high school Transitions program
- An Early Childhood Center
- A Community Education program that serves learners of all ages

We proudly serve the communities of Waconia, Victoria, St. Bonifacius, New Germany, and parts of Laketown Township, covering approximately 99 square miles in the western Twin Cities metro area.



GOVERNMENT FUND STRUCTURE

To understand this budget, it is important to recognize the legal framework that governs how public school districts must manage and report financial resources. Like all public school systems in Minnesota, Waconia Public Schools uses fund accounting, as required by state law and GAAP. Fund accounting ensures that revenues and expenditures are tracked separately by purpose, with limited ability to transfer money between funds.

Waconia Public Schools organizes its financial operations into the following operating and non-operating governmental funds:

General Fund (Fund 01)

Accounts for the general operations of the District. This includes salaries and benefits for teachers, principals, custodians, paraprofessionals, administrative staff, and others. It also covers instructional supplies, textbooks, purchased services, utilities, repairs, equipment, and technology needs. Long-Term Facilities Maintenance (LTFM) projects costing less than \$2 million per site are also recorded here. Expenditures not classified in other funds are included in the General Fund by default.

Food Service Fund (Fund 02)

Used to track revenues and expenses related to child nutrition programs. This includes the cost of food, salaries, benefits, supplies, and equipment. Funding comes primarily from federal and state reimbursements, as well as a la carte meal sales to students and adults.

Community Services Fund (Fund 04)

Used to account for revenues and expenditures related to programs such as Early Childhood Family Education (ECFE), KidSpace (school-age care), youth enrichment classes, recreational activities, and other community education programs. Community Service revenues primarily come from fees charged for program participation and property tax revenue dedicated to the Community Service Fund.

Building Construction Fund (Fund 06)

Used to account for major facility projects. Proceeds from the sale of bonds authorized in an election, lease levy property tax authority, or for bonded LTFM projects are placed in this fund. This fund is also used for LTFM projects exceeding \$2,000,000 per site.

Debt Service Fund (Fund 07)

Used to accumulate and account for resources that fund principal and interest payments on bonds sold to finance construction. These are similar to homeowners' payments on a mortgage.

Why does fund structure matter? Each fund is legally restricted in its use, and transfers between funds is generally prohibited. For example, raising a la carte prices or KidSpace tuition does not solve a shortfall in the General Fund. Similarly, the resource of the Debt Service Fund cannot be used to pay teachers' salaries. Understanding these limitations helps clarify how school finances work – and underscores the importance of responsible, fund-specific planning and spending.

EXPENDITURE STRUCTURES

EXPENDITURES BY PROGRAM

ADMINISTRATION

Includes all costs for general administration, instructional administration, and school site administration. This area also covers the school board, superintendent, principals, and directors.

DISTRICT SUPPORT SERVICES

Consists of activities related to general administrative support not listed in the administration category. This area covers federal programs, human resources, business and finance, government relations, school elections, and miscellaneous distinct administrations not otherwise classified.

ELEMENTARY AND SECONDARY REGULAR INSTRUCTION

Elementary and secondary regular instruction consists of all activities dealing directly with the instruction of students, the interaction between instructional staff and students in the classroom and co-curricular activities at the kindergarten, elementary and secondary levels.

VOCATIONAL INSTRUCTION

Courses and activities which develop knowledge, skills, attitudes, and behavioral characteristics for students seeking career exploration and employability.

SPECIAL EDUCATION INSTRUCTION

Activities provided learning experiences for students of any age who, because of certain characteristics or conditions, need or who would benefit by, educational programs differentiated from those provided to students in regular or vocational instruction.

INSTRUCTIONAL SUPPORT SERVICES

Activities for assisting instructional staff with curriculum development, curriculum implementation, and the process of providing learning experiences for pupils in kindergarten through twelfth grade.

PUPIL SUPPORT SERVICES

Includes services provided to students that do not qualify to be classified as instructional services such as counseling and guidance, health, psychological, social work, transportation, etc.

SITES AND BUILDINGS

Activities related to the acquisition, operation, maintenance, repair and remodeling of all physical plant, facilities, and grounds of the District.

FISCAL AND OTHER FIXED COSTS

Fiscal and fixed cost activities that are recorded elsewhere.

EXPENDITURES BY OBJECT

The school district budget consists of the following types of expenditures:

SALARIES

Salaries related to personnel positions, extra-curricular assignments, overtime, substitute staff costs, and severance payments.

BENEFITS

Medical, dental, life, long-term disability, workers' compensation, state pension contributions, deferred compensation contributions, and post-retirement benefits for eligible persons.

PURCHASED SERVICES

Includes consultants, postage, insurance, repair and maintenance services, utilities, student transportation, contracts, travel/conferences, payments to other districts, and tuition.

SUPPLIES AND MATERIALS

Textbooks, instructional supplies, office and custodial supplies, computer software, and related copier costs. Includes fuel for buildings.

CAPITAL

Building construction, equipment, facility repair and maintenance, vehicles, technology equipment, and other items with a useful life of more than one year.

DEBT SERVICE

Principal and interest payments for bonded debt.

OTHER EXPENDITURES

All other expenditure not classified in other categories.

GOVERNANCE AND FINANCIAL OVERSIGHT

The Waconia Public Schools Board of Education plays a vital role in the stewardship of district resources. As the governing body of Independent School District 110, the School Board is legally responsible for both the financial health of the district and the academic success of its students. The Board has the authority to approve budgets, set fees, authorize staffing levels, and levy local property taxes, all within the parameters established by Minnesota statutes.

While the Board has local decision-making authority, its financial actions must operate within state-defined limits. Most district revenue is determined through state funding formulas, voter-approved referenda, or approval by the Minnesota Department of Education (MDE). In some cases, choosing not to levy the full amount allowed can result in a proportional reduction in related state aid.

The Board does not control property market values or have the authority to levy taxes beyond statutory limits. Instead, it must ensure that expenditure budgets are balanced against projected revenues or supported by available fund balances. The Board may also increase fees for select services as authorized by law or seek additional funding through competitive grants. Issuing debt generally requires voter approval, except under specific statutory exceptions.

The MDE provides oversight to ensure that school districts comply with applicable laws and reporting requirements. However, the School Board remains ultimately accountable for the district's financial integrity and for ensuring that fiscal resources are aligned with student-focused priorities.

To carry out these responsibilities, the Board operates within a structured policy framework. Locally adopted School Board policies support compliance with state law, guide financial decision-making, and promote public accountability. These policies cover areas such as:

- Budget development and monitoring
- Fund balance management
- Procurement and purchasing
- Independent auditing
- Debt issuance and management
- Financial ethics and internal controls

This alignment between governance and policy ensures transparency, reinforces internal controls, and strengthens the district's commitment to sound financial management.

A list of relevant School Board policies are included in **Appendix A**. All policies are also publicly available on the Waconia Public Schools website.

ECONOMIC CONDITION AND OUTLOOK

State Funding Landscape

Waconia Public Schools continues to rely primarily on state funding, with limited local authority to raise additional revenue outside of voter-approved referenda. Because most education funding in Minnesota is determined by formulas set in law, legislative decisions have a significant impact on the district's financial condition.

Legislative Update

On Friday, June 6, legislative leaders and Governor Walz agreed on a framework for a special session after finalizing the last few details of key bills needed to enact a state budget for the next biennium. With this agreement in place, the governor called for a special session on Monday, June 9. During this session, the education finance and policy bill, HF5, was negotiated and has now officially passed.

Key statewide funding provisions enacted in HF5 include:

- No change to formula inflationary factors.
- Compensatory revenue includes a hold harmless funded at \$50 million in FY26 and \$5.5 million in FY27; districts may allocate up to 40% of these funds on a district-wide basis in FY26 and FY27. A legislative task force will be established to recommend long-term changes.
- Special education transportation reimbursement reduced from 100% to 95%, except for homeless/highly mobile students, with a total statewide reduction of \$43 million in FY26–27 and \$48 million in FY28–29.
- A Blue Ribbon Commission on Special Education is established to identify \$250 million in savings in FY28–29; absent this, equivalent reductions in cross-subsidy aid will occur.
- Student support personnel aid reduced by \$28.7 million in FY26–27 and \$23.7 million in FY28–29.
- School library aid is reduced by \$19.6 million in FY26–27 and \$22 million in FY28–29.
- School lunch reimbursement lowered from \$0.125 to \$0.0625 per meal beginning FY28.
- Long-Term Facilities Maintenance (LTFM) funding expanded beginning in FY27 to include roof repair/replacement projects of \$100,000 or more per site.

Key statewide education policy changes include:

- Short-call substitute teacher program is made permanent; districts may compensate these positions based on regular substitute rates.
- Literacy Incentive Aid is renamed to Literacy Aid and may now be used to meet goals outlined in local literacy plans.
- Expanded flexibility in the uses of food service funds.
- Read Act allows 5.5 fewer hours of secondary instruction in 2025–26 to support staff training, and includes new requirements for screeners, training for special education teachers, and licensure-linked literacy training by 2027.

A full summary of the Special Session - HF5 - K-12 Education Policy and Finance Bill is included in **Appendix B**.

Local Referenda and Voter Support

Given the limitations of state funding, Waconia Public Schools has a history of seeking local support through voter-approved operating referenda:

- **November 2018:** Voters approved an additional \$525 per pupil, adjusted annually for inflation
- **November 2020:** Voters approved an additional \$410 per pupil, also adjusted for inflation

Looking ahead, the district is evaluating the need for a new operating referendum or capital projects levy in November 2025 to support continued educational quality and address facility and infrastructure needs. Ongoing community engagement and transparent communication will be essential to earning public trust and support.

ENROLLMENT TRENDS AND PROJECTIONS

Student enrollment directly drives funding in Minnesota public schools, making it a central factor in both financial planning and educational service delivery. Waconia Public Schools continues to closely monitor demographic shifts, enrollment patterns, and external influences that impact our student population.

Understanding ADM

Average Daily Membership (ADM) is the metric used by MDE to calculate most revenue streams for school districts. Unlike a simple headcount, ADM reflects the average number of students enrolled each day over the course of the school year. It accounts for part-time students, mid-year enrollment changes, and student mobility—providing a more accurate picture of district enrollment over time.

ADM is central to the state's funding formulas and is used to determine allocations for general education revenue and other key funding categories. As such, even small shifts in ADM can have significant impacts on the district's financial outlook.

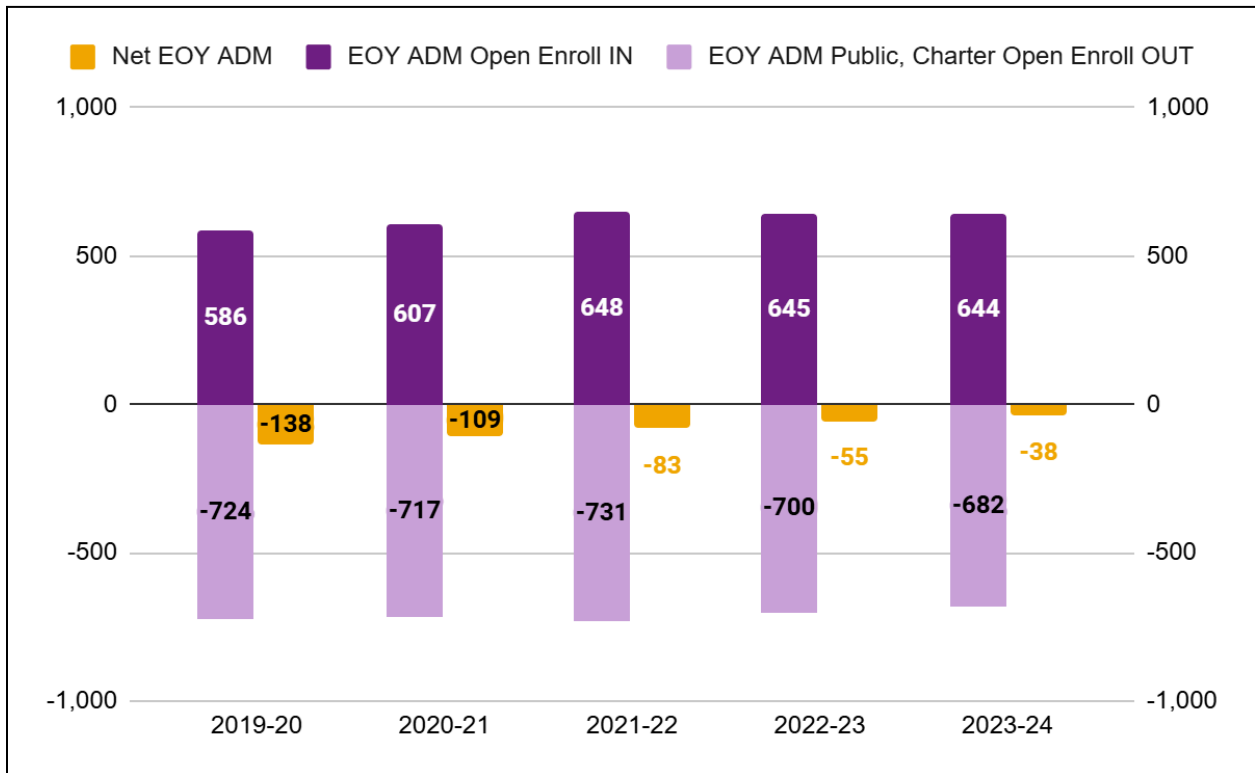
By monitoring ADM trends closely, Waconia Public Schools can respond proactively to enrollment changes and make informed decisions about staffing, programming, and long-term budget planning.

Open Enrollment Patterns

Waconia Public Schools has a unique open enrollment profile. While many districts across Minnesota face high net open enrollment losses, Waconia's net open enrollment impact is minimal even when both public and charter school outflows are considered.

- From FY2020 to FY2024, the net ADM loss has improved steadily, from -138 to -38, despite a consistent level of incoming open enrollment students (around 640–648 per year).
- This positive trend reflects increased retention and strategic outreach efforts, though the district continues to monitor enrollment outflows to public and charter schools.

EOY ADM Net Open Enrollment Including Charter

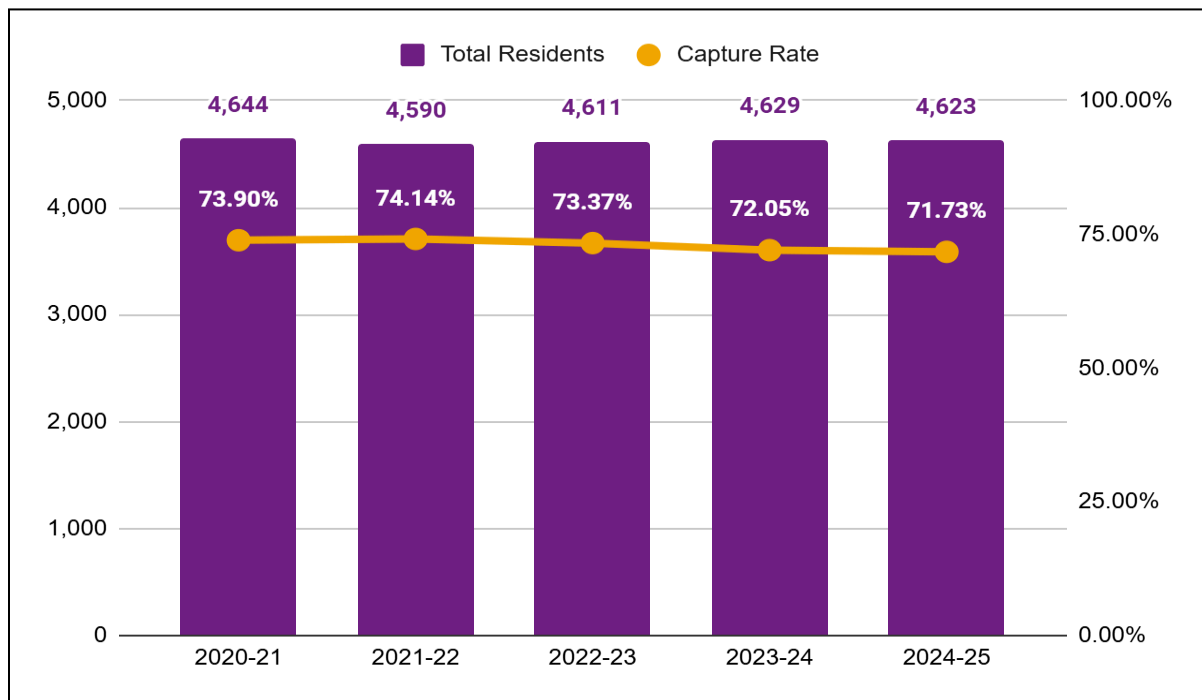


Resident Capture Rate (EC-12)

Waconia’s resident capture rate, the percentage of students residing in the district who attend Waconia Public Schools, has gradually declined from 74.14% in 2021–22 to 71.73% in 2024–25.

- While this declining trend is modest, it reflects increasing educational options available to families, including open enrollment elsewhere, private/parochial schooling, and homeschooling.
- Maintaining and improving capture rates is critical, as each percentage point represents a meaningful shift in funding and program participation.

Historical Resident Capture Rate (EC-12)
2021-22 to 2024-25 - Based on October 1 Fall Seat Count



Kindergarten Capture Rate

Enrollment trends at the Kindergarten level often serve as early indicators of longer-term enrollment shifts.

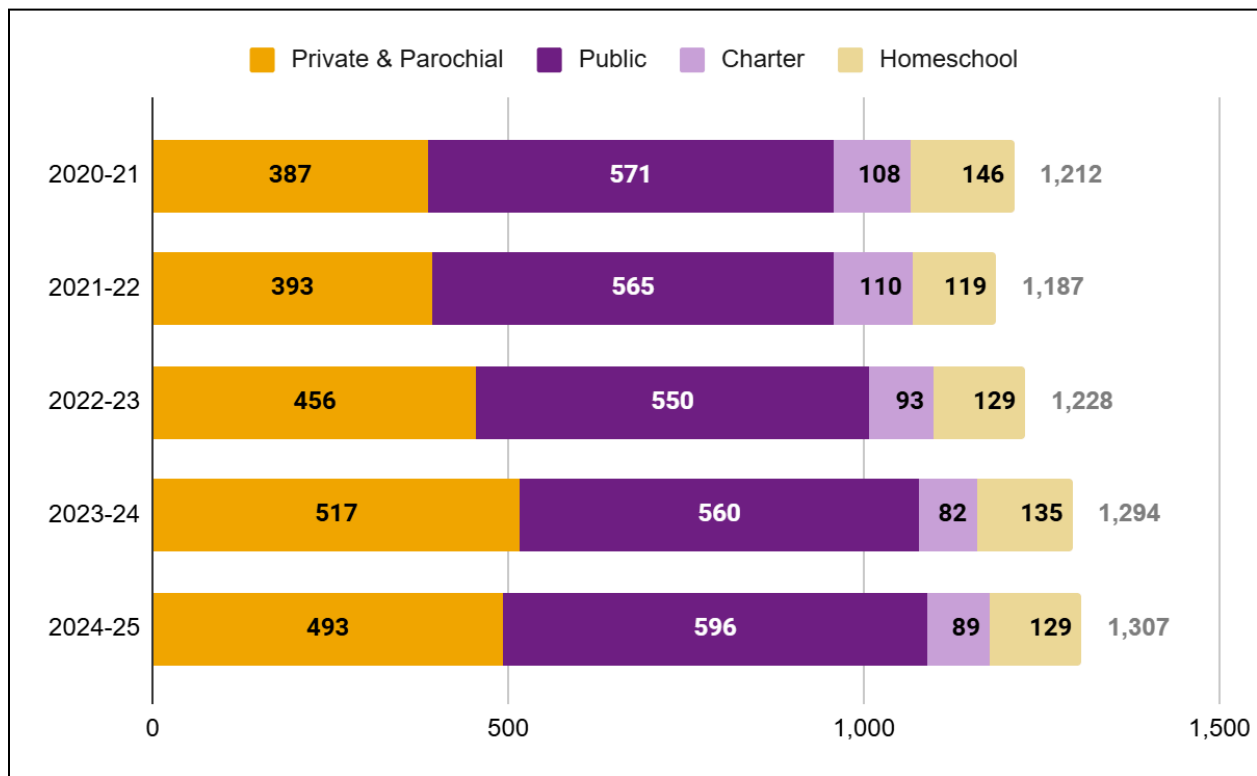
- From 2020–21 to 2024–25, the Kindergarten capture rate has declined from 72.01% to 67.00%.
- This drop corresponds with a slight increase in families opting for non-public/parochial, charter, or homeschool options at the entry level.
- The district is actively implementing and improving strategies to engage and inform families with early learners to encourage Kindergarten enrollment and long-term retention.

Private, Parochial, and Homeschool Impact

Resident students attending private, parochial, and homeschool programs account for a growing portion of the district's overall population.

- From 2020–21 to 2024–25, enrollment in private/parochial schools increased from 387 to 493, and homeschool numbers remained steady at approximately 120–130 students.
- In total, over 1,300 resident students now attend schools outside the district, reinforcing the need for robust family engagement, competitive programming, and community connection to retain and attract resident learners.

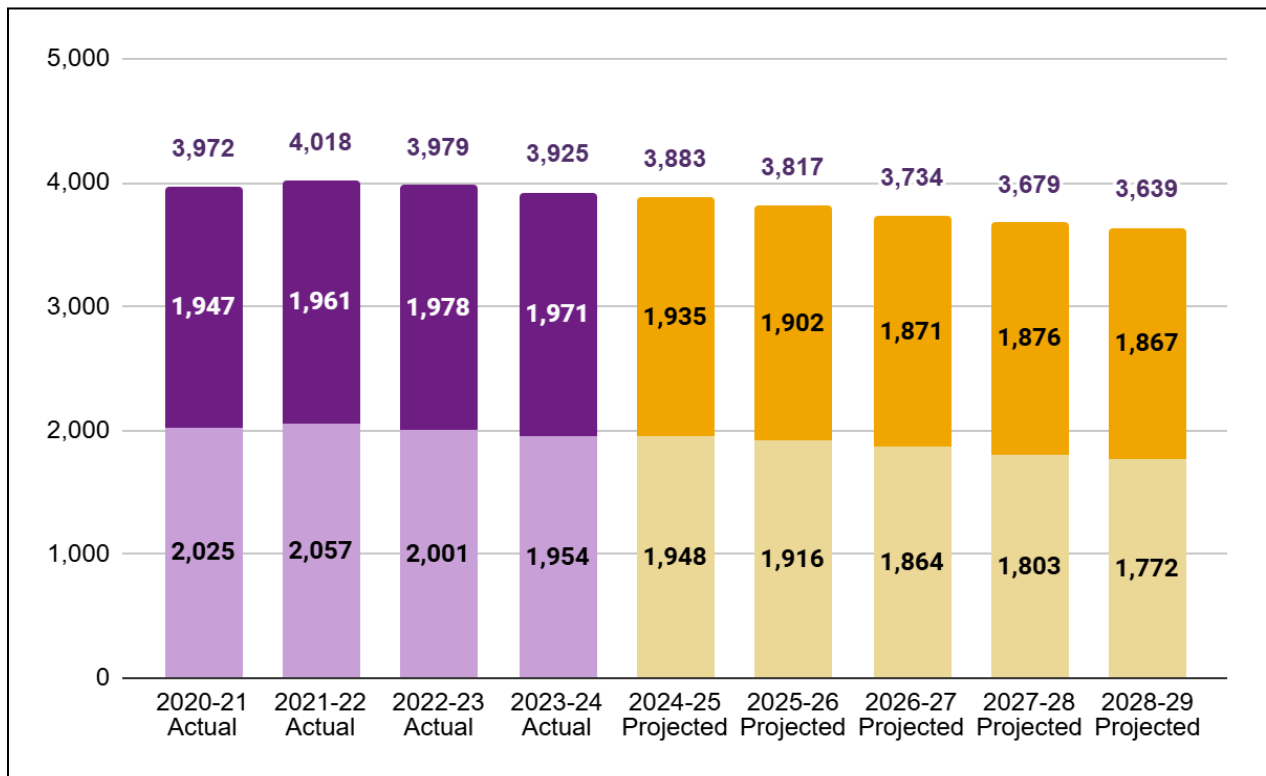
Historical Resident Elsewhere Enrollment Data 2020-21 through 2024-25 (October 1)



Enrollment History & Projections

While overall enrollment remains stable, Waconia Public Schools is closely monitoring key indicators such as open enrollment patterns, Kindergarten capture, and the presence of non-public and homeschool students. These factors significantly influence funding, staffing, and strategic planning. The district is committed to understanding these trends and responding with thoughtful, student-centered strategies to maintain enrollment and support financial sustainability.

EOY ADM Enrollment - Actual 2021-21 to 2023-24 / Projections 2024-25 to 2028-29



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

Key Budget Highlights

The FY 2025–2026 budget reflects the district’s continued focus on student achievement, financial responsibility, and long-term sustainability. Key highlights include:

Positive Fund Balance

Waconia Public Schools enters FY2026 with a positive unassigned general fund balance—the first since exiting SOD. While Board policy requires a minimum fund balance of 5%, the district is actively working toward the Board’s aspirational target of 8–10% to strengthen financial stability.

Stable Enrollment Outlook

Enrollment has remained relatively flat in recent years and is projected to stay stable, with a modest decline anticipated at the Kindergarten level. The district continues to monitor housing developments and demographic trends to ensure responsive and informed planning.

Student-Centered Investment

The budget prioritizes core instruction, mental health supports, academic interventions, and a wide range of extracurricular opportunities—demonstrating our commitment to providing equitable, high-quality learning experiences for all students.

Operational Efficiency

Strategic staffing and program realignments have been implemented to preserve essential services and classroom instruction while improving cost-efficiency across departments.

The FY 2025–2026 budget serves as both a roadmap and a reflection of our values. It balances our responsibility to maintain fiscal discipline with our belief in providing every student with the opportunity to succeed. We remain grateful to the Waconia School Board, our staff, and our community for their partnership and continued support.

FINANCIAL OVERVIEW – ALL FUNDS

Waconia Public Schools is committed to responsible financial management and transparency in the use of public funds. The District maintains a comprehensive system of internal controls designed to safeguard assets, prevent misuse, and ensure the accuracy of financial records in accordance with GAAP.

These internal controls provide reasonable—though not absolute—assurance that financial transactions are properly recorded and reported. The District continuously evaluates the effectiveness and efficiency of its controls to ensure that oversight processes remain both scalable and cost-effective.

The annual budget is developed and maintained in compliance with:

- GAAP
- The Uniform Financial Accounting and Reporting Standards (UFARS) required by the MDE
- District Policy 701: Budget Process

The FY 2025–2026 budget includes all governmental, proprietary and revocable trust funds operated by the District. Each fund is treated as a separate accounting entity, in accordance with statutory requirements and regulations governing the use of specific revenue sources.

An annual budget is adopted by the School Board for each fund, and budgetary control is managed by the Business Office. Monthly financial reports are reviewed by both District administration and the School Board to monitor progress, support strategic decisions, and ensure alignment with approved financial plans.

BUDGET OVERVIEW

The annual budget presented includes an analysis of the actual financial results of the District at June 30, 2024, and the anticipated positions at June 30, 2025 and June 30, 2026.

	Operating and Non-Operating Funds Budget Fiscal Year 2026		
	2023-24	2024-25	2025-26
	Audited Results	Revised Budget	Original Adopted Budget
Revenues:			
General Fund - Fund 01	\$ 56,740,723	\$ 56,295,584	\$ 56,149,587
Food Service - Fund 02	\$ 3,388,847	\$ 3,475,575	\$ 3,449,636
Community Service - Fund 04	\$ 4,129,852	\$ 4,041,572	\$ 4,171,711
Debt Service - Fund 07	\$ 9,557,211	\$ 9,579,010	\$ 9,737,900
Total Revenue Excluding Construction	\$ 73,816,633	\$ 73,391,741	\$ 73,508,834
Building Construction - Fund 06	\$ 77,556	\$ 9,440,670	\$ 75,000
Total Revenues - Operating and Non-Operating Funds	\$ 73,894,189	\$ 82,832,411	\$ 73,583,834

Expenditures:			
General Fund - Fund 01	\$ 48,580,939	\$ 52,743,925	\$ 54,994,193
Food Service - Fund 02	\$ 3,472,583	\$ 3,554,876	\$ 3,828,301
Community Service - Fund 04	\$ 3,902,577	\$ 3,846,546	\$ 3,889,861
Debt Service - Fund 07	\$ 9,396,831	\$ 9,570,010	\$ 9,737,900
Total Excluding Construction	\$ 65,352,930	\$ 69,715,357	\$ 72,450,255
Building Construction - Fund 06	\$ 2,061,110	\$ 3,624,710	\$ 9,384,517
Total Expenditures - Operating and Non-Operating Funds	\$ 67,414,040	\$ 73,340,067	\$ 81,834,772

	Proprietary and Fiduciary Funds Budget Fiscal Year 2026		
	2023-24	2024-25	2025-26
	Audited Results	Revised Budget	Original Adopted Budget
Revenues:			
Proprietary Fund - Internal Service Fund - Fund 20	\$ 455,902	\$ 475,000	\$ 485,000
Fiduciary Fund - Other Post-Employment Benefits (OPEB) - Fund 45	\$ 152,627	\$ 135,000	\$ 135,000
Total Revenues - Proprietary and Fiduciary Funds	\$ 608,529	\$ 610,000	\$ 620,000
Total Revenues - ALL FUNDS	\$ 74,502,718	\$ 83,442,411	\$ 74,203,834

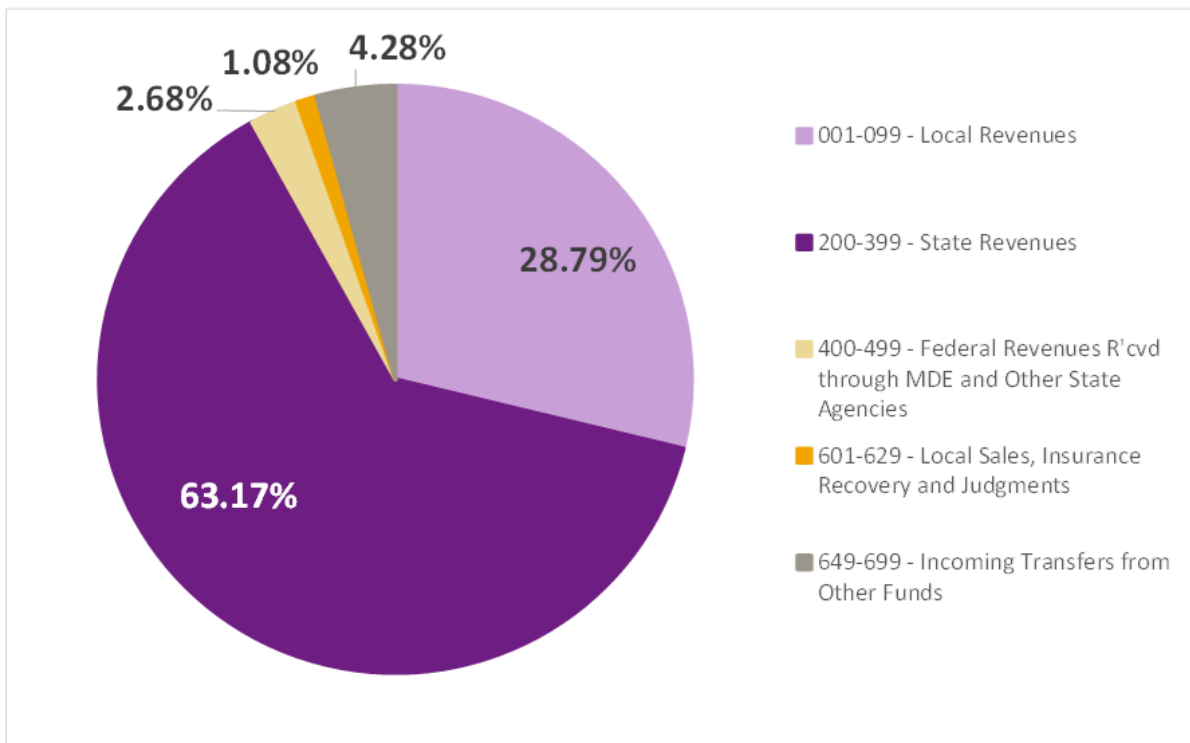
Expenditures:			
Proprietary Fund - Internal Service Fund - Fund 20	\$ 448,577	\$ 485,000	\$ 485,000
Fiduciary Fund - Other Post-Employment Benefits (OPEB) - Fund 45	\$ 346,417	\$ 3,000	\$ 135,000
Total Expenditures - Proprietary and Fiduciary Funds	\$ 794,994	\$ 488,000	\$ 620,000
Total Expenditures - ALL FUNDS	\$ 68,209,034	\$ 73,828,067	\$ 82,454,772

Revenue Overview

Waconia Public Schools receives funding from the following sources:

- **State Revenues** – the largest funding stream, determined primarily by enrollment
- **Local Revenues** – including voter-approved referenda and board-authorized levies
- **Federal Revenues** – targeted programs such as Title and special education funding, and Food Service (Fund 02)
- **Local Sales, Insurance Recovery and Judgements** – such as facility rentals, interest earnings, student activity fees, and community education registration fees

2025-26 Revenue Budget Operating and Non-Operating Funds – By Source



Revenue Source Category	Amount
001-099 - Local Revenues	\$ 21,186,502
200-399 - State Revenues	\$ 46,485,377
400-499 - Federal Revenues R'cvd through MDE and Other State Agencies	\$ 1,969,084
601-629 - Local Sales, Insurance Recovery and Judgments	\$ 792,215
649-699 - Incoming Transfers from Other Funds	\$ 3,150,656
Total Revenue - Operating and Non-Operating Funds	\$ 73,583,834

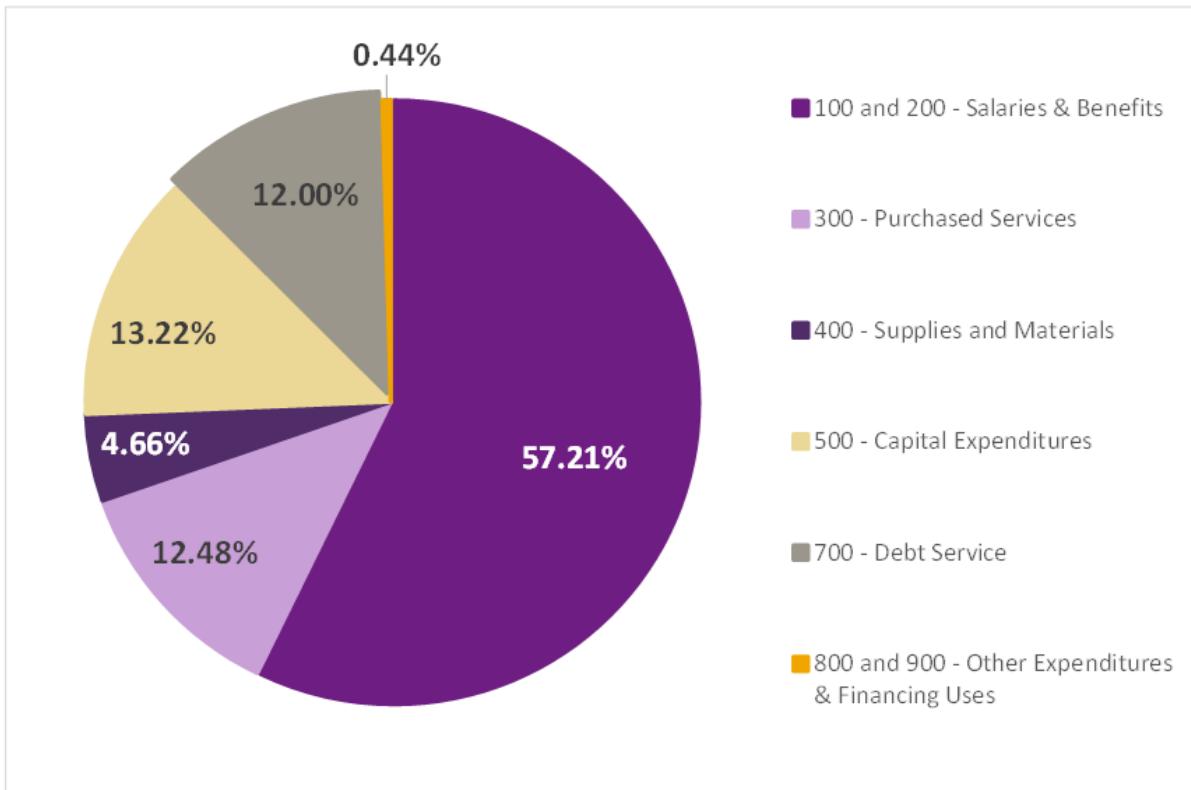
Please note, Fiduciary and Proprietary Funds are not included in the above chart.

Expenditure Overview

District expenditures support a range of instructional and operational needs. Expenses are categorized by object code, including:

- **Salaries and Benefits** – the largest portion of expenditures, reflecting our investment in staff
- **Purchased Services** – including transportation, utilities, and contracted services
- **Supplies and Materials** – such as classroom and custodial supplies
- **Capital Expenditures** – for equipment and facilities
- **Other Expenditures including Debt Service** - payments related to bonds and other long-term obligations

2025-26 Expenditure Budget Operating and Non-Operating Funds – By Object



Expenditure Object Category	Amount
100 and 200 - Salaries & Benefits	\$ 46,813,857
300 - Purchased Services	\$ 10,214,613
400 - Supplies and Materials	\$ 3,812,359
500 - Capital Expenditures	\$ 10,816,352
700 - Debt Service	\$ 9,819,187
800 and 900 - Other Expenditures & Financing Uses	\$ 358,404
Total Expenditures - Operating and Non-Operating Funds	\$ 81,834,772

Please note, Fiduciary and Proprietary Funds are not included in the above chart.

FUND 01 – GENERAL FUND SUMMARY

	Budget Fiscal Year 2026		
	2023-24	2024-25	2025-26
	Audited Results	Revised Budget	Original Adopted Budget
Revenues:			
Local Property Taxes	\$ 10,257,821	\$ 9,516,220	\$ 9,593,598
Investment Earnings	\$ 112,866	\$ 376,120	\$ 250,000
Other Local Revenue	\$ 1,589,605	\$ 1,815,888	\$ 1,729,087
State Aid	\$ 43,525,336	\$ 43,664,139	\$ 43,738,854
Federal Aid	\$ 1,255,095	\$ 923,217	\$ 838,048
Other Financing Sources	\$ -	\$ -	\$ -
Total Revenue	\$ 56,740,723	\$ 56,295,584	\$ 56,149,587

Expenditures:

Salaries & Benefits	\$ 37,935,732	\$ 40,880,720	\$ 42,604,674
Purchased Services	\$ 7,610,903	\$ 7,753,670	\$ 8,513,778
Supplies & Materials	\$ 1,667,410	\$ 2,106,398	\$ 1,980,575
Capital	\$ 904,658	\$ 1,568,273	\$ 1,462,300
Other	\$ 462,236	\$ 371,864	\$ 369,866
Other Financing Uses	\$ 179,732	\$ 63,000	\$ 63,000
Total Expenditures	\$ 48,760,671	\$ 52,743,925	\$ 54,994,193

Fund Balances:

Net Change in Fund Balance	\$ 7,980,052	\$ 3,551,659	\$ 1,155,394
Beginning of Year	\$ (3,424,274)	\$ 4,555,778	\$ 8,107,437
End of Year	\$ 4,555,778	\$ 8,107,437	\$ 9,262,831

GENERAL FUND

The General Fund accounts for all financial activities not designated for other specific funds. It supports the core operations of Waconia Public Schools, including:

- K–12 educational programming
- District instructional and student support services
- Superintendent and administrative expenditures
- Operations and maintenance
- Pupil transportation
- Sports and Fine Arts Activities
- Capital expenditures (including long-term facility maintenance projects under \$2 million)
- All other legal expenditures not required to be reported in another fund

Revenue Assumptions for FY2025–2026

- **Student Enrollment:** The adopted budget is based on an ADM of 3,817 students.
- **Funding Formula:** The budget reflects a 2.74% increase to the general education formula allowance.

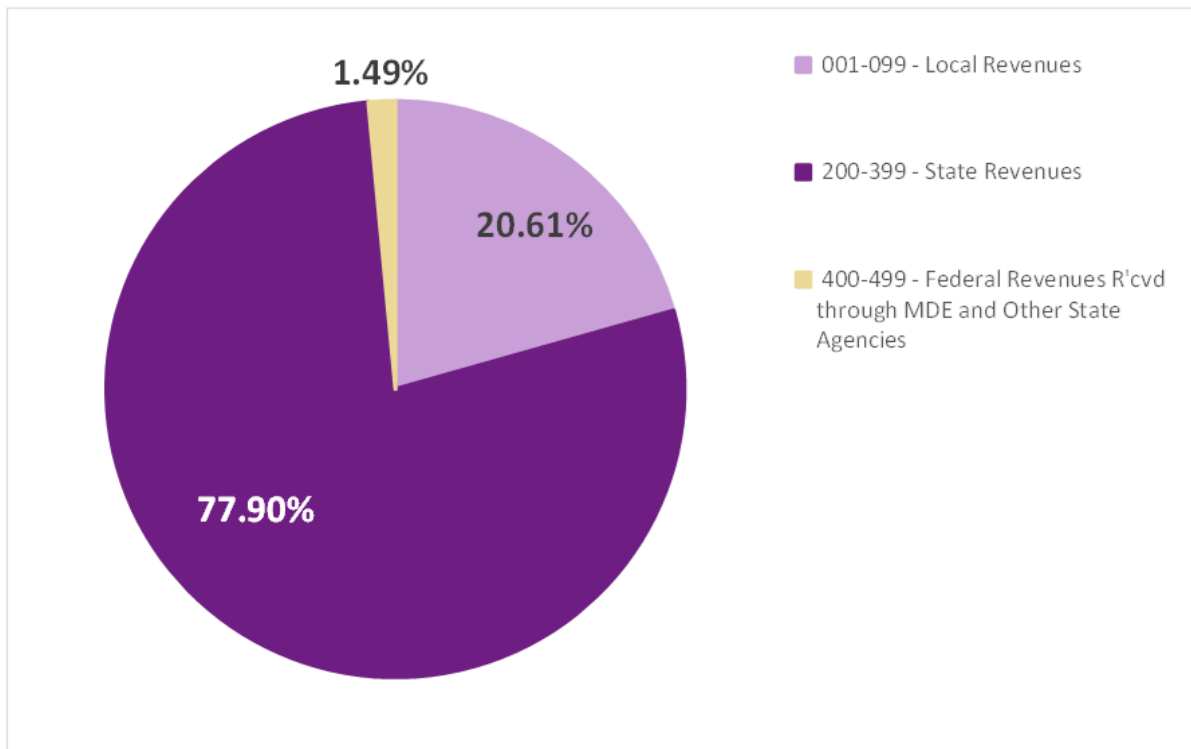
Revenue Outlook

- **Estimated General Fund Revenues: \$56,149,587**

A decrease of \$145,997 from the FY2024–2025 Revised Budget. This decrease is primarily driven by a projected drop in incoming Kindergarten enrollment

The incoming Kindergarten class is projected at 210 students, compared to the previous year’s graduating class of 320 students. The 2024–25 Kindergarten enrollment was 247 students. This shift highlights the need for continued monitoring of early enrollment trends.

2025-26 Revenue Budget General Fund – By Source



Revenue Source Category	Amount
001-099 - Local Revenues	\$ 11,572,685
200-399 - State Revenues	\$ 43,738,854
400-499 - Federal Revenues R'cvd through MDE and Other State Agencies	\$ 838,048
Total Revenue - General Fund	\$ 56,149,587

Expenditure Outlook

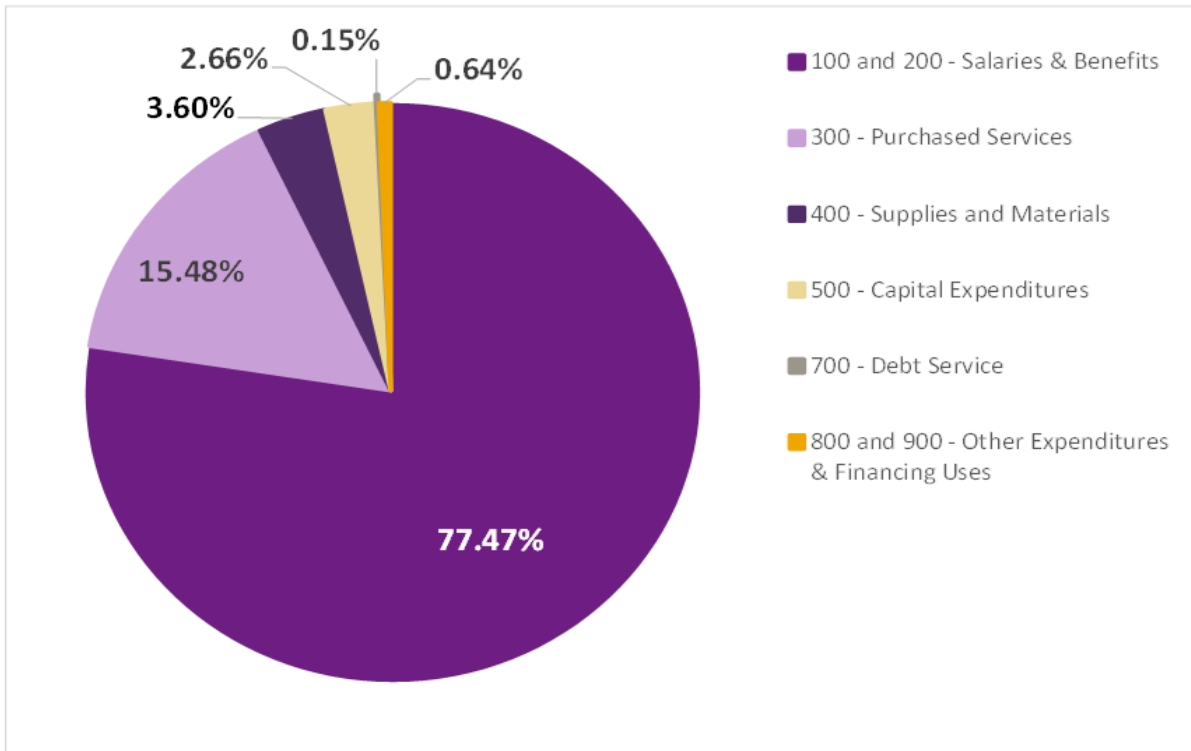
Estimated General Fund expenditures for FY2025–2026 total \$54,994,193, representing an increase of \$2,250,268 or 4.27% over the FY2024–2025 Revised Budget.

This increase is primarily driven by:

- Contractual obligations related to negotiated salary and benefit increases
- Inflationary pressures on goods and services, including a projected 9% increase in transportation costs

The adopted expenditure plan reflects the District’s ongoing commitment to maintaining high-quality instruction, essential student services, and safe, well-functioning school environments—despite rising operational costs.

2025-26 Revenue Budget General Fund – By Object



Expenditure Object Category	Amount
100 and 200 - Salaries & Benefits	\$ 42,604,674
300 - Purchased Services	\$ 8,513,778
400 - Supplies and Materials	\$ 1,980,575
500 - Capital Expenditures	\$ 1,462,300
700 - Debt Service	\$ 81,287
800 and 900 - Other Expenditures & Financing Uses	\$ 351,579
Total Expenditures - General Fund	\$ 54,994,193

2025-26 expenditures by program code have been included in Appendix C.

Fund Balance Policy - General Fund

The District's annual spending plan is developed with several considerations in mind, but one of the most critical is maintaining adequate reserves to protect against unforeseen financial challenges. An adequate fund balance serves as the District's financial safety net, providing stability during enrollment shifts, delayed state aid, or economic downturns.

Waconia Public Schools has not always maintained appropriate reserves, as evidenced by its entry into SOD in 2017. Since then, the District has made substantial progress in rebuilding reserves and strengthening its financial position. As of FY2025–2026, the District is no longer in SOD and continues working toward a more sustainable fund balance.

The Waconia School Board has adopted a formal policy requiring a minimum 5% unassigned fund balance in the General Fund—often considered the District's “insurance policy” against the unexpected. The Board has also identified a target range of 8–10% as a best practice for long-term financial health.

Maintaining adequate reserves is not only fiscally responsible—it also affects the District's credit rating, which can influence borrowing costs and the financial impact on local taxpayers. Credit agencies closely monitor fund balance trends when assessing fiscal health and management.

The unassigned General Fund balance is the most reliable single indicator of overall financial condition. To preserve stability and avoid future fiscal distress, the District monitors this balance through:

- A multi-year financial planning model
- A mid-year budget revision process
- Monthly budget-to-actual analyses
- Strategic resource reallocation based on fund balance trends

In addition to unassigned funds, the District manages restricted fund balances designated for specific uses, including:

- Student-Led Activities supported by Fundraising
- Literacy Incentive Aid
- Learning & Development
- Gifted and Talented
- Basic Skills Programs
- School Library Aid
- Student Support Personnel
- Safe Schools
- Long-Term Facilities Maintenance (LTFM)
- Medical Assistance

Together, these reserves form the foundation of the District's financial stability and its ability to respond proactively to both challenges and opportunities.

General Fund Balance Report

	Equity Balance Sheet Code	FY2024 Ending Fund Balances	FY2025 Final Budgeted Revenues	FY2025 Final Budgeted Expenditures	FY2025 Final Budgeted Transfers In / (Out)	FY2025 Projected Ending Fund Balances	FY2026 Proposed Budgeted Revenues	FY2026 Proposed Budgeted Expenditurea	FY2026 Final Budgeted Transfers In / (Out)	FY2026 Projected Ending Fund Balances
General Fund:										
Total Non-Spendable Fund Balance		\$ 861,484	\$ -	\$ -	\$ -	\$ 861,484	\$ -	\$ -	\$ -	\$ 861,484
Restricted - Student Activities	Q 401	\$ 449,064	\$ -	\$ -	\$ -	\$ 449,064	\$ -	\$ -	\$ -	\$ 449,064
Restricted - Staff Development	Q 403	\$ -	\$ 621,781	\$ 467,700	\$ -	\$ 154,081	\$ 622,501	\$ 476,313	\$ -	\$ 300,269
Restricted - Literacy Incentive Aid	Q 412	\$ 205,311	\$ 205,311	\$ 127,292	\$ -	\$ 283,330	\$ 205,311	\$ 112,964	\$ -	\$ 375,677
Restricted - American Indian Education Aid	Q 420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,000	\$ 46,000	\$ -	\$ -
Restricted - Operating Capital	Q 424	\$ -	\$ 996,293	\$ 1,468,766	\$ 472,473	\$ -	\$ 1,004,419	\$ 1,551,428	\$ 547,009	\$ -
Restricted - Learning & Development	Q 428	\$ 1,254,488	\$ 828,622	\$ 549,294	\$ -	\$ 1,533,816	\$ 827,338	\$ 558,597		\$ 1,802,557
Restricted - Area Learning Center	Q 434	\$ -	\$ -	\$ 307,870	\$ 307,870	\$ -	\$ -	\$ 325,041	\$ 325,041	\$ -
Restricted - Gifted & Talented	Q 438	\$ 88,444	\$ 55,508	\$ 16,960	\$ -	\$ 126,992	\$ 54,490	\$ 12,625	\$ -	\$ 168,857
Restricted - English Learner	Q 439	\$ -	\$ 1,326	\$ -	\$ -	\$ 1,326	\$ 1,326	\$ -	\$ -	\$ 2,652
Restricted - Basic Skills Programs	Q 441	\$ 31,413	\$ 389,528	\$ 296,210	\$ -	\$ 124,731	\$ 389,528	\$ 316,176	\$ -	\$ 198,083
Restricted - School Library Aid	Q 443	\$ 70,764	\$ 71,003	\$ 72,410	\$ -	\$ 69,357	\$ 71,003	\$ 77,171	\$ -	\$ 63,189
Restricted - Safe Schools Revenue	Q 449	\$ 227,365	\$ 152,895	\$ 152,915	\$ -	\$ 227,345	\$ 167,284	\$ 167,284	\$ -	\$ 227,345
Restricted - Literacy Aid	Q 456	\$ -	\$ 159,760	\$ 159,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted - Teacher Compensation Read ACT Training	Q 457	\$ -	\$ 144,240	\$ 61,500		\$ 82,740	\$ -	\$ 72,120	\$ -	\$ 10,620
Restricted - Long-Term Facilities Maintenance (LTFM)	Q 467	\$ 416,267	\$ 596,098	\$ 596,363	\$ -	\$ 416,002	\$ 629,013	\$ 629,013	\$ -	\$ 416,002
Restricted - Student Support Personnel Aid	Q 471	\$ 52,488	\$ 75,278	\$ -	\$ -	\$ 127,766	\$ 75,278	\$ -	\$ -	\$ 203,044
Restricted - Medical Assistance	Q 472	\$ 593,776	\$ 215,000	\$ 214,485	\$ -	\$ 594,291	\$ 250,000	\$ 264,743	\$ -	\$ 579,548
Total Restricted		\$ 3,389,380	\$ 4,512,643	\$ 4,491,525	\$ 780,343	\$ 4,190,841	\$ 4,343,491	\$ 4,609,475	\$ 872,050	\$ 4,796,907
Total Committed Fund Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Assigned Fund Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Unassigned Fund Balance		\$ 304,954	\$ 51,782,941	\$ 48,252,409	\$ (780,343)	\$ 3,055,143	\$ 51,806,096	\$ 50,384,718	\$ (872,050)	\$ 3,604,471
Unassigned Fund Balance %		0.63%				5.79%				6.55%
Total General Fund Balance		\$ 4,555,818	\$ 56,295,584	\$ 52,743,934	\$ -	\$ 8,107,468	\$ 56,149,587	\$ 54,994,193	\$ -	\$ 9,262,862

Historical Restricted and Unassigned General Fund Balance information is included in **Appendix D**.

FUND 02 - FOOD SERVICE FUND

The Food Service Fund is used to account for all revenues and expenditures related to operating the District’s child nutrition programs, including food, salaries, benefits, supplies, and equipment. Food Service revenues come primarily from state and federal reimbursements. The District receives additional revenue via the sale of a la carte meals to students and adults.

	Budget Fiscal Year 2026		
	2023-24	2024-25	2025-26
	Audited Results	Revised Budget	Original Adopted Budget
Revenues:			
Local Property Taxes	\$ -	\$ -	\$ -
Investment Earnings	\$ 103,990	\$ 79,100	\$ 79,100
Other Local Revenue	\$ 458,080	\$ 791,500	\$ 791,500
State Aid	\$ 1,898,686	\$ 1,498,000	\$ 1,448,000
Federal Aid	\$ 928,091	\$ 1,106,975	\$ 1,131,036
Other Financing Sources	\$ -	\$ -	\$ -
Total Revenue	\$ 3,388,847	\$ 3,475,575	\$ 3,449,636
Expenditures:			
Salaries & Benefits	\$ 1,632,014	\$ 1,561,039	\$ 1,670,842
Purchased Services	\$ 223,631	\$ 252,681	\$ 265,315
Supplies & Materials	\$ 1,322,136	\$ 1,313,116	\$ 1,441,884
Capital	\$ 292,371	\$ 425,731	\$ 447,835
Other	\$ 2,431	\$ 2,309	\$ 2,425
Other Financing Uses	\$ -	\$ -	\$ -
Total Expenditures	\$ 3,472,583	\$ 3,554,876	\$ 3,828,301
Fund Balances:			
Net Change in Fund Balance	\$ (83,736)	\$ (79,301)	\$ (378,665)
Beginning of Year	\$ 2,367,367	\$ 2,283,631	\$ 2,204,330
End of Year	\$ 2,283,631	\$ 2,204,330	\$ 1,825,665
# of Months in Expenditures in Fund Balance	7.89	7.44	5.72

As of the close of FY2024, the Food Service Fund ended with a restricted fund balance in excess of seven months of operating expenses. This same level is projected for FY2025, with a modest decline to just under six months by the end of FY2026.

Excess Net Cash Resource Limitation

To promote financial stewardship and ensure funds are used to benefit students, federal regulations [7 CFR 210.14(b) and 210.19(a)(1)] place limits on how much an SFA may retain in its Nonprofit School Food Service Account (NSFSA). These limits are based on average monthly operating expenses:

- **FY2024–25:** Limit remains at six months of average monthly expenses
- **FY2025–26:** Limit reverts to three months

The MDE reviews annual UFARS data each January to assess compliance:

- **January 2025:** FY23–24 data, 6-month threshold
- **January 2026:** FY24–25 data, 6-month threshold
- **January 2027:** FY25–26 data, 3-month threshold

Waconia Public Schools has been notified by MDE in the last couple of years and has submitted a spend down plan outlining our actions to expend these excess funds in a manner to improve the nonprofit school food service operations.

Excess funds cannot be used to support the deficit in other funds.

FUND 04 - COMMUNITY SERVICE FUND

The Community Service Fund is used to account for revenues and expenditures related to programs such as Early Childhood Family Education (ECFE), KidSpace (school-age care), youth enrichment classes, recreational activities, and other community education programs. Revenues are primarily generated through participation fees and dedicated property tax levies.

The purpose of Community Education funding is to allow school districts to “make maximum use of the public schools of Minnesota by the community and to expand utilization by the school of the human resources of the community.” (MN Statute 124D.18).

The budget for Community Services is contained in Fund 04. It is completely separate from the General Operating budget for the school district which is Fund 01. As stated in the statute, revenues in Fund 04 cannot be used to fund K-12 programs and must be kept separate from the district’s General Operating Fund 01.

	Budget Fiscal Year 2026		
	2023-24	2024-25	2025-26
	Audited Results	Revised Budget	Original Adopted Budget
Revenues:			
Local Property Taxes	\$ 267,214	\$ 287,125	\$ 307,111
Investment Earnings	\$ 95,105	\$ 50,117	\$ 90,000
Other Local Revenue	\$ 3,249,955	\$ 3,107,764	\$ 3,273,052
State Aid	\$ 517,578	\$ 529,566	\$ 501,548
Federal Aid	\$ -	\$ -	\$ -
Other Financing Sources	\$ -	\$ 67,000	\$ -
Total Revenue	\$ 4,129,852	\$ 4,041,572	\$ 4,171,711
Expenditures:			
Salaries & Benefits	\$ 1,632,014	\$ 2,712,317	\$ 2,538,341
Purchased Services	\$ 223,631	\$ 764,426	\$ 935,520
Supplies & Materials	\$ 1,322,136	\$ 285,860	\$ 389,900
Capital	\$ 292,371	\$ 72,070	\$ 21,700
Other	\$ 2,431	\$ 11,873	\$ 4,400
Other Financing Uses	\$ -	\$ -	\$ -
Total Expenditures	\$ 3,472,583	\$ 3,846,546	\$ 3,889,861

Waconia Community Education

Waconia Community Education serves residents of all ages across Waconia, St. Bonifacius, New Germany, Minnetrista, and Victoria. Programs promote lifelong learning, wellness, and community connection by offering enriching academic, recreational, and support services.

Wildcat Preschool

Wildcat Preschool is a 4-Star Parent Aware-rated early learning program that strives to educate, collaborate, empower, and support families. The program fosters respectful, developmentally appropriate learning environments for children ages 3–5 (as of September 1), with class options ranging from two to five days per week.

Early Childhood Family Education (ECFE)

ECFE is a family education program for parents and their children from birth to kindergarten. Classes and events provide meaningful learning experiences for families, with opportunities for parent discussion, support, and shared activities in a nurturing environment that promotes child development and social interaction.

KidSpace Childcare

KidSpace provides before- and after-school care, as well as programming on most non-school/early release days and during the summer. The program emphasizes fun, relationship-building, personal growth, and a strong sense of community and belonging for each child.

Youth Recreation

Youth Recreation programs bring together residents from St. Bonifacius, New Germany, and Waconia, along with District 110 staff, to plan and deliver activities that meet a wide range of community needs. These offerings utilize both school district and community facilities to support lifelong wellness, teamwork, and active engagement.

Youth Enrichment

Youth Enrichment programs extend learning beyond the school day through classes, clubs, camps, and special events. These experiences foster social, physical, creative, and academic development, allowing students to explore interests, build skills, and engage in hands-on learning.

Adult Enrichment

Adult Enrichment offerings provide opportunities for personal growth, professional skill-building, and community engagement. Residents can participate in a variety of classes focused on areas such as health and wellness, arts and crafts, technology, finance, and more. These programs are designed to support lifelong learning, promote well-being, and bring community members together through shared interests.

Community Education Fund Balance Overview

Waconia Public Schools maintains separate and restricted fund balances within the Community Service Fund (Fund 04), as required by Minnesota Statutes and the UFARS. These balances reflect the financial health of distinct program areas, including Community Education, Early Childhood Family Education (ECFE), School Readiness, and other restricted categories. The projected total Community Education fund balance is expected to increase from \$1.88 million at the end of FY2025 to \$3.16 million by the close of FY2026.

Community Service Fund Balance Report

Equity Balance Sheet Code	FY2024 Ending Fund Balances	FY2025 Final Budgeted Revenues	FY2025 Final Budgeted Expenditures	FY2025 Final Budgeted Transfers In / (Out)	FY2025 Projected Ending Fund Balances	FY2026 Proposed Budgeted Revenues	FY2026 Proposed Budgeted Expenditurea	FY2026 Final Budgeted Transfers In / (Out)	FY2026 Projected Ending Fund Balances
Community Service:									
Non-Spendable	\$ 34,408	\$ -	\$ -	\$ -	\$ 34,408	\$ -	\$ -	\$ -	\$ 34,408
Community Education Programs Q 431	\$ 1,288,135	\$ 2,937,612	\$ 2,804,907	\$ -	\$ 1,420,840	\$ 3,071,460	\$ 3,012,626	\$ (2,649)	\$ 1,477,025
Early Childhood and Family Education Programs Q 432	\$ 180,303	\$ 390,084	\$ 350,277	\$ -	\$ 220,110	\$ 409,398	\$ 300,605	\$ -	\$ 328,903
School Readiness Q 444	\$ 159,386	\$ 592,494	\$ 561,061	\$ -	\$ 190,819	\$ 593,994	\$ 466,174	\$ -	\$ 318,639
Other Restricted Q 464	\$ 19,967	\$ 121,282	\$ 130,301	\$ -	\$ 10,948	\$ 96,859	\$ 110,456	\$ 2,649	\$ -
Total Community Education Fund Balances	\$ 1,682,199	\$ 4,041,472	\$ 3,846,546	\$ -	\$ 1,877,125	\$ 4,171,711	\$ 3,889,861	\$ -	\$ 2,158,975

FUND 06 - BUILDING CONSTRUCTION FUND

The Building Construction Fund is used for two purposes:

- to account for construction project expenditures financed with bond or bond-like proceeds
- to account for the expenditures of LTFM projects that are greater than \$2,000,000 per site.

There can be no borrowing from the Building Construction Fund; any cash or investment balance in the fund must be used for authorized construction or LTFM projects.

Expenditures relating to projects financed by bonds issued in prior years are reflected in the reduction of fund balance over time as projects progress to completion.

During the FY2024 and FY2025 the District issued General Obligation Facilities Maintenance bonds to finance an Indoor Air Quality project at the High School and District Office that began in FY2025 and will end in the FY2026. Abatement bonds were also issued in FY2024 to cover the costs associated with the parking lots at Waconia Middle School and Laketown Elementary.

	Budget Fiscal Year 2026		
	2023-24 Audited Results	2024-25 Revised Budget	2025-26 Original Adopted Budget
Revenues:			
Long-Term Facilities Maintenance (LTFM)	\$ -	\$ -	\$ -
Construction	\$ -	\$ 9,340,670	\$ -
Interest Earnings	\$ 77,556	\$ 100,000	\$ 75,000
Total Revenues	\$ 77,556	\$ 9,440,670	\$ 75,000
Expenditures:			
Salaries & Benefits	\$ -	\$ -	\$ -
Capital Improvements	\$ 2,061,110	\$ 3,624,710	\$ 9,737,900
Other (Including Lease)	\$ -	\$ -	\$ -
Total Expenditures	\$ 2,061,110	\$ 3,624,710	\$ 9,737,900
Other Financing Sources (Uses):			
Lease Purchase Agreement Proceeds	\$ 6,010,000	\$ -	
Bond Premium	\$ 70,547	\$ -	
Total Other Financing Sources (Uses)	\$ 6,080,547	\$ -	\$ -
Fund Balances:			
Net Change in Fund Balance	\$ 4,096,993	\$ 5,815,960	\$ (9,662,900)
Beginning of Year	\$ -	\$ 4,096,993	\$ 9,912,953
End of Year	\$ 4,096,993	\$ 9,912,953	\$ 250,053

FUND 07 - DEBT SERVICE FUND

The Debt Service Fund exists to account for revenues and expenditures associated with repayment of the District's bonded indebtedness. The District issues bonds primarily for the purposes of financing the acquisition, construction, betterment and equipping of the District's buildings. Also, the District occasionally issues bonds to refund or refinance existing debt at more favorable interest rates. By state law, revenues and expenditures for debt service must be maintained in a separate fund. Borrowing from the Debt Service Fund is not allowed; all resources held by the fund are held exclusively for the purposes of debt repayment and related activities.

The District's underlying credit rating by Moody's Investors Service, was recently upgraded in February 2025 from Baa3 to Baa2, reflecting ongoing financial improvements. Moody's cited key factors behind the upgrade, including our strengthened fund balance, stable enrollment, and prudent financial management.

Additionally, Moody's acknowledged that further rating improvements are possible if we continue rebuilding our reserves, with a fund balance ratio exceeding 10% and maintaining responsible debt levels. This reinforces the importance of our ongoing financial discipline and long-term planning.

	Budget Fiscal Year 2026		
	2023-24	2024-25	2025-26
	Audited Results	Revised Budget	Original Adopted Budget
Revenues:			
Local Property Taxes	\$ 8,573,282	\$ 8,632,035	\$ 8,790,925
Investment Earnings	\$ 251,145	\$ 150,000	\$ 150,000
State Sources	\$ 732,784	\$ 796,975	\$ 796,975
Debt Issued	\$ -	\$ -	\$ -
Total Revenues	\$ 9,557,211	\$ 9,579,010	\$ 9,737,900
Expenditures:			
Principal	\$ 6,090,000	\$ 6,315,492	\$ 6,420,249
Interest	\$ 3,306,831	\$ 3,260,437	\$ 3,314,519
Fiscal Charges and Other	\$ -	\$ 3,081	\$ 3,132
Total Expenditures	\$ 9,396,831	\$ 9,579,010	\$ 9,737,900
Fund Balances:			
Net Change in Fund Balance	\$ 160,380	\$ -	\$ -
Beginning of Year	\$ 2,190,875	\$ 2,351,255	\$ 2,351,255
End of Year	\$ 2,351,255	\$ 2,351,255	\$ 2,351,255

FUND 20 - INTERNAL SERVICE FUND

Proprietary Fund

Waconia Public Schools maintains an Internal Service Fund to account for its self-insured dental plan. This Proprietary Fund is used to finance and manage the risk associated with dental benefits provided to eligible employees and their dependents. Revenues are generated through employer and employee contributions, while expenditures include claims paid and administrative fees.

The fund is designed to operate on a cost-recovery basis, ensuring long-term sustainability of the program while maintaining predictable and affordable dental coverage. Financial activity is reported using the accrual basis of accounting, consistent with GAAP for proprietary funds. Any excess net position is retained within the fund and used to offset future liabilities or adjust contribution levels.

	Budget Fiscal Year 2026		
	2023-24 Audited Results	2024-25 Revised Budget	2025-26 Original Adopted Budget
Revenues:			
Employee and Employer Contributions	\$ 455,902	\$ 470,000	\$ 480,000
Investment Earnings	\$ 6,117	\$ 5,000	\$ 5,000
Total Revenues	\$ 462,019	\$ 475,000	\$ 485,000
Expenditures:			
Dental Insurance Claims	\$ 448,577	\$ 485,000	\$ 485,000
Total Expenditures	\$ 448,577	\$ 485,000	\$ 485,000
Transfers IN	\$ 88,362	\$ -	\$ -
Fund Balances:			
Net Change in Fund Balance	\$ 101,804	\$ (10,000)	\$ -
Beginning of Year	\$ 85,260	\$ 187,064	\$ 177,064
End of Year	\$ 187,064	\$ 177,064	\$ 177,064

FUND 45 - OTHER POST-EMPLOYMENT BENEFITS (OPEB) FUND

Irrevocable Trust Fund

Fund 45 accounts for the assets held in an irrevocable trust for the District's Other Post-Employment Benefits (OPEB) plan. These fiduciary assets are legally restricted for retiree health benefits and are maintained in a qualified irrevocable trust.

In 2008, Waconia Public Schools issued bonds for \$2.657 million to address Other Post-Employment Benefits (OPEB) to help fund the district's actuarial liability.

The components of the net OPEB liability of the District at June 30, 2024 were as follows:

Description	Amount
Total OPEB Liability	\$6,966,814
Plan Fiduciary Net Position (OPEB Irrevocable Trust)	\$1,053,081
District's Net OPEB Liability	\$5,913,733
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	15.12%

Over the past five years, the District has made annual withdrawals from the OPEB Trust without making corresponding contributions. To preserve the trust's long-term viability, future distributions are assumed to be paid on a pay-as-you-go basis from the General Fund in FY2025 and FY2026. Prior to resuming withdrawals from the OPEB Trust, the District should establish an annual contribution strategy based on the actuarially estimated benefit payments. The net OPEB liability was measured as of June 30, 2024, using an actuarial valuation dated July 1, 2023.

	Budget Fiscal Year 2026		
	2023-24 Audited Results	2024-25 Revised Budget	2025-26 Original Adopted Budget
Revenues:			
District Contribution	\$ 43,807	\$ 80,000	\$ 80,000
Investment Earnings	\$ 108,820	\$ 55,000	\$ 55,000
Total Revenues	\$ 152,627	\$ 135,000	\$ 135,000
Expenditures:			
Employee Insurance	\$ 343,807	\$ -	\$ -
Investment Services/Fees	\$ 2,610	\$ 3,000	\$ 3,000
Total Expenditures	\$ 346,417	\$ 3,000	\$ 3,000
Fund Balances:			
Net Change in Fund Balance	\$ (193,790)	\$ 132,000	\$ 132,000
Beginning of Year	\$ 1,246,871	\$ 1,053,081	\$ 1,185,081
End of Year	\$ 1,053,081	\$ 1,185,081	\$ 1,317,081

Conclusion

The 2025–26 Budget affirms Waconia Public Schools’ ongoing commitment to transparency, fiscal responsibility, and student success. As we emerge from Statutory Operating Debt, this budget not only reflects our financial recovery but also charts a strategic course forward.

Looking ahead, the District recognizes ongoing challenges posed by unpredictable state funding and the continued lack of a comprehensive, inflationary school finance framework at the legislative level. These pressures require careful planning and advocacy to ensure our schools remain strong and well-resourced. At the same time, we remain committed to building and sustaining collaborative relationships with our union partners, including our dedicated educators. We will continue working to pair staffing levels fairly and equitably with student needs—ensuring that our fiscal decisions support classroom learning, family engagement, and the broader Waconia community.

Through thoughtful planning, shared leadership, and strong community partnerships, Waconia Public Schools is prepared to navigate future challenges and continue delivering on our promise to educate, support, and inspire every student.

APPENDIX A

School Board Policies

Appendix A: Relevant Board Policies for Governance and Financial Oversight

The following Board-adopted policies support the School Board's fiscal responsibilities and provide a framework for transparent and compliant financial operations:

Policy 701 – Establishment and Adoption of School District Budget - Outlines requirements for budget development, public notice, and formal adoption.

Policy 701.1 – Modification of School District Budget - Defines procedures for adjusting the budget during the fiscal year.

Policy 702 – Accounting - Requires the use of UFARS and GAAP for financial reporting and recordkeeping.

Policy 703 – Annual Audit - Establishes requirements for an independent annual audit and submission to MDE and the State Auditor.

Policy 704 – Development and Maintenance of an Inventory of Fixed Assets - Ensures proper tracking and reporting of the district's capital assets.

Policy 706 – Acceptance of Gifts - Governs the procedures for accepting and documenting donations to the district.

Policy 707 – Transportation of Public School Students - Outlines eligibility, service standards, and financial oversight of student transportation.

Policy 709 – Student Enrollment and Attendance - Establishes enrollment procedures tied to funding and pupil accounting accuracy.

Policy 710 – Extracurricular Transportation - Provides guidance on funding and oversight for transportation related to student activities.

Policy 711 – Video Recording on School Buses - Sets expectations for privacy and data use related to student transportation safety.

Policy 712 – Video Surveillance Other Than on Buses - Supports student safety and facility security through responsible video surveillance practices.

Policy 713 – Student Activity Accounting - Governs financial procedures for student-led accounts and ensures internal control.

Policy 714 – Fund Balances - Establishes fund balance targets and procedures aligned with GASB recommendations.

Policy 721 – Uniform Grant Guidance Policy Regarding Federal Revenue - Ensures proper use and tracking of federal grants and procurement compliance.

Policy 802 – Disposition of Obsolete Equipment and Material - Provides rules for asset disposal and surplus property sales.

APPENDIX B

Special Session - K-12 Education Policy and Finance Bill

[HF5 – bill language](#)

[Tracking spreadsheet - change items](#)

[House Research/Senate Counsel bill summary](#)

Compensatory revenue

- Appropriates \$55 million in FY26 only. The compensation revenue pupil units for each building in a district equals the greater of the building's actual compensation revenue pupil for FY26 or the building's actual compensation revenue pupil units for FY24.
- Allows a school district to allocate up to 40 percent of compensatory revenue on a district-wide basis, instead of 80% under current law (FY26 and 27 only).
- Establishes a legislative task force to make recommendations on program changes.

Blue Ribbon Commission on Special Education

Establishes a Blue Ribbon Commission on Special Education to advise and assist the legislature and the governor on “transforming special education services” and finding \$250 million in savings. If not, a commensurate reduction in special education cross-subsidy aid will go into effect in FY28-29 (\$125 million per year).

Special education transportation revenue

Reduces special education transportation reimbursement from 100% to 95% but keeps reimbursement for transportation of homeless and highly mobile students at 100%.

Literacy incentive aid

Renames Literacy Incentive Aid to Literacy Aid and allows literacy aid to be used to meet the requirements and goals of a district’s local literacy plan instead of a list of allowable uses.

Read Act

- Allows the hours of instruction for secondary students to be reduced by 5 ½ hours for the 2025-2026 school year.
- Requires the district to measure a student's reading proficiency in the dual language immersion program's partner language if a screener is available.
- Clarifies when oral reading fluency screeners may be used to assess reading difficulties, including characteristics of dyslexia.
- Broadens requirement relating to persons that use approved screeners to include all “external partners offering literacy supports in schools.”
- Clarifies that special education teachers who are responsible for literacy instruction are required to take the required training by July 1, 2026.
- Beginning July 1, 2027, requires an educator who is new to the state of Minnesota or is newly licensed and did not receive instruction in the teaching of foundational reading skills based on structured literacy, to complete one of the approved training programs.

Long-term facilities maintenance revenue

- Beginning in FY27 authorizes a school district to include roof repair and replacement costs totaling \$100,000 or more per site in the district’s annual long-term facilities maintenance plan.

- Increases the equalizing factor to offset projected levy increases.

Student support personnel aid

- Reduces the per-pupil allocation to \$30.05 in FY26-27 and \$34.32 each year after that. Sets the cooperative student support allowance at \$1.60 for FY26 and later.
- Expands allowable uses to include up to \$5,000 per year for employee training, job-embedded coaching, and qualifying travel expenses among school buildings for support staff.
- Allow a declining enrollment district to use funds to maintain staff that would otherwise be eliminated due to budget concerns.
- No change to the formula for cooperative school districts.

School meals

- Lowers the additional state funding for school lunch (above the amount established by federal rule for free lunch) from \$12.5 cents to \$6.25 cents per meal served beginning FY28.
- Requires a school to allow a student to purchase a second breakfast or lunch if the student has already selected a reimbursable breakfast or lunch.

Allowable uses of excess food service funds

- Expands allowable uses to include costs of serving food, including related technology and systems costs.
- Allows excess funds for expenses that improve the school food service, including the costs of plumbing, electrical, air handling, ventilation, or other building utility work necessary to operate equipment essential for food service activities or to remediate food service-related health and safety hazards.

School library aid

- Reduces per pupil school library aid to \$10.27 for FY26-27 and to \$9.12 for FY28 and later.
- Reduces minimum amounts from \$40,000 for a school district to \$20,000 beginning FY26.
- Removes electronic, computer, and audiovisual equipment, information technology infrastructure, and digital tools from the list of eligible uses of school library aid.

School start date for 2026-2027 and 2027-2028

Allows a district to begin the school year on September 1 or later for the 2026-2027 and 2027-2028 school years only.

Short-call emergency substitute teacher program

Makes this program permanent and allows a district to compensate the employee based on the district's substitute teacher rate of pay.

Mascot replacement

Authorizes a school district to retain an American Indian mascot and symbols with the approval of the geographically closest American Indian Tribe and the school district's American Indian Parent Advisory Committee. If the district does not have an American Indian Parent Advisory Committee, then the school only needs to see consent from the closest American Indian Tribe.

Telecommunications access aid

Repeals the equity in telecommunications access aid program.

Cardiac emergency response plan

Requires a school district to develop a cardiac emergency response plan consistent with the model plan developed by MDE beginning in the 2026-2027 school year. Appropriates \$880,000 to implement cardiac emergency response plans in FY26 only.

Seclusion working group

Establishes a legislative working group to evaluate the use of seclusion as an emergency procedure.

APPENDIX C

2025-26 General Fund Expenditures by Program Code

Appendix C: 2025-26 General Fund Expenditures by Program Code

Program Category	Program Code	Program Description	FY26 Budget	Subtotal by Category
Administration	010	Board of Education	\$ 172,381	\$ 1,931,841
	020	Office of the Superintendent	\$ 335,256	
	050	School Administration	\$ 1,424,204	
Community Education and Services	505	General Community Education	\$ 8,848	\$ 8,848
Direct Support Services	105	General Administrative Support	\$ 552,062	\$ 2,052,639
	107	Other Administrative Support	\$ 194,041	
	108	Administrative Technology Services	\$ 433,240	
	110	Business Services	\$ 833,296	
	199	School Elections	\$ 40,000	
Elementary and Secondary Regular Instruction	201	Ed - Kindergarten	\$ 1,508,597	\$ 23,533,465
	203	Grades 1 - 6	\$ 8,331,732	
	204	Title II Teach/	\$ 39,861	
	206	Title IV	\$ 10,000	
	211	Ed - Secondary	\$ 1,807,326	
	212	Visual Art	\$ 531,624	
	215	Business Education	\$ 96,474	
	216	Education Disadvantage	\$ 66,558	
	217	Assurance of Mastery	\$ 1,270	
	218	Gifted & Talented	\$ 12,625	
	219	Limited English	\$ 316,176	
	220	English (Language Arts)	\$ 1,637,368	
	221	Reading	\$ 3,114	
	222	Drama/Theater	\$ 1,289	
	230	Foreign/Native	\$ 495,140	
	240	Health - PhyEd - Recreation	\$ 868,947	
	242	Physical Education	\$ 368,885	
	250	Family Living Science	\$ 178,898	
	255	Industrial Education	\$ 226,885	
	256	Mathematics	\$ 1,674,359	
	257	Computer Science/Tech	\$ 991	
	258	Music	\$ 886,873	
	260	Natural Science	\$ 1,060,881	
	270	Social Science / Social Studies	\$ 1,268,860	
	281	Keyboarding	\$ 350	
	292	Boys/Girls Athletics	\$ 520,174	
294	Boys Athletics	\$ 509,462		
296	Girls Athletics	\$ 503,352		
298	Extra-Curricular	\$ 605,394		

Appendix C: 2025-26 General Fund Expenditures by Program Code (continued)

Program Category	Program Code	Program Description	FY26 Budget	Subtotal by Category
Vocational Education Instruction	331	Personal Family	\$ 117,059	\$ 574,343
	341	Business/Office - HS	\$ 86,718	
	361	Trade/Industrial Education	\$ 363,699	
	380	Work Experience	\$ 6,867	
Special Education Instruction	400	Special Education - Instruction	\$ 900	\$ 12,473,658
	401	Speech/Language	\$ 580,958	
	402	Mentally Impaired - Mild	\$ 785,551	
	403	Mentally Impaired - Moderate	\$ 700,394	
	404	Physically Impaired	\$ 197,880	
	405	Deaf-Hard of Hearing	\$ 106,197	
	406	Visually Impaired	\$ 14,000	
	407	Specific Learning Disorder	\$ 1,764,025	
	408	Emotional Behavior Disorder	\$ 1,001,665	
	409	Deaf-Blind	\$ 18	
	410	Other Health Impairment	\$ 977,331	
	411	Autistic Spectrum	\$ 3,065,459	
	412	Developmental Delay	\$ 1,122,798	
	414	Traumatic Brain Injury	\$ 54,491	
	416	Multiple Handicap	\$ 315,413	
420	Special Education - General	\$ 1,303,216		
421	Adaptive Phy Ed	\$ 120,686		
422	ADSIS GRANT	\$ 362,676		
Instructional Support Services	605	General Instructional Support	\$ 679,377	\$ 2,923,864
	610	Curriculum Consult & Development	\$ 503,886	
	620	Educational Media	\$ 389,805	
	630	Instructional Tech	\$ 1,077,270	
	640	Staff Development	\$ 273,526	
Pupil Support Services	710	Sec Counseling	\$ 621,448	\$ 5,697,145
	712	Elem Counseling	\$ 155,672	
	715	School Security	\$ 132,981	
	718	School Safety	\$ 34,303	
	720	Health Services	\$ 449,171	
	721	Wellness Program	\$ 700	
	760	Pupil Transport	\$ 4,241,779	
	761	School Owned & Operated Transportation	\$ 200	
	770	Food Services	\$ 44,891	
793	Graduation	\$ 16,000		
Sites and Buildings	810	Operations & Maintenance	\$ 3,577,320	\$ 5,273,390
	811	Operations & Maintenance - Groundskeeping	\$ 242,918	
	813	Operations & Maintenance - Generator	\$ 66,148	
	817	Permit Fees	\$ 12,600	
	820	Telephone System	\$ 15,000	
	850	Capital Facilities	\$ 730,391	
	865	LTFM and LTFM Health & Safety	\$ 629,013	
Fiscal and Other Fixed-Cost Programs	940	Insurances	\$ 462,000	\$ 525,000
	950	Transfers	\$ 63,000	
Grand Total - General Fund Expenditures by Program				\$ 54,994,193

APPENDIX D

Historical General Fund Balance Information - Restricted & Unassigned FY13 through Projected FY26

GENERAL FUND BALANCE CLASSIFICATIONS:

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, the General Fund balance is reported using five classifications that reflect varying levels of constraint on the use of financial resources: Nonspendable, Restricted, Committed, Assigned, and Unassigned. These categories help clarify how funds are available for current and future use and ensure consistent, transparent reporting. Understanding these classifications provides important context for evaluating the district's financial health and how resources are allocated to support educational goals.

Nonspendable

These funds can't be used because they are not in cash form—like inventory or prepaid expenses—or they are required to stay intact, like certain permanent funds.

Restricted

These funds must be used for specific purposes determined by law, grant requirements, or other outside restrictions. They are not flexible and must follow the rules tied to them.

Common Restricted Fund Balance Codes:

- **401 – Student Activities:** Funds raised by students for student-led extracurricular activities like clubs or athletics.
- **403 – Staff Development:** Unused funds set aside for staff training and professional development.
- **412 – Literacy Incentive Aid:** Supports evidence-based reading instruction under the READ Act.
- **420 – American Indian Education:** Supports education services and opportunities for American Indian students.
- **424 – Operating Capital:** Used for equipment and facility needs; if expenses exceed revenue, any negative fund balance closes to Unassigned.
- **428 – Learning & Development:** Used to reduce class sizes or increase student support staff.
- **434 – Area Learning Center:** Must be spent on students attending a state-approved area learning center.
- **438 – Gifted & Talented:** Unspent funds for programs that serve gifted and talented students.

- **439 – English Learning:** Supports English Learners as required by state law.
- **441 – Basic Skills:** Helps students who need additional academic support.
- **443 – School Library Aid:** Supports library services and materials.
- **449 – Safe Schools:** Helps fund school safety initiatives. This reserve can be in deficit if needed.
- **456 – Literacy Aid:** Funds to improve structured literacy across pre-K–12.
- **457 – Teacher Compensation – READ Act:** Pays teachers for completing required literacy training.
- **467 – LTFM (Restricted/Reserved for Long-Term Facilities Maintenance):** Supports major building repairs and replacements.
- **471 – Student Support Personnel Aid:** Resources to be used for student support personnel that are in addition to current staff levels.
- **Medical Assistance (MA Reimbursement):** Revenue received from MA billing for services provided to eligible students.

Committed

Funds set aside by the school board for a specific purpose. These can only be changed or removed by board action. Example: money committed for future retiree benefits.

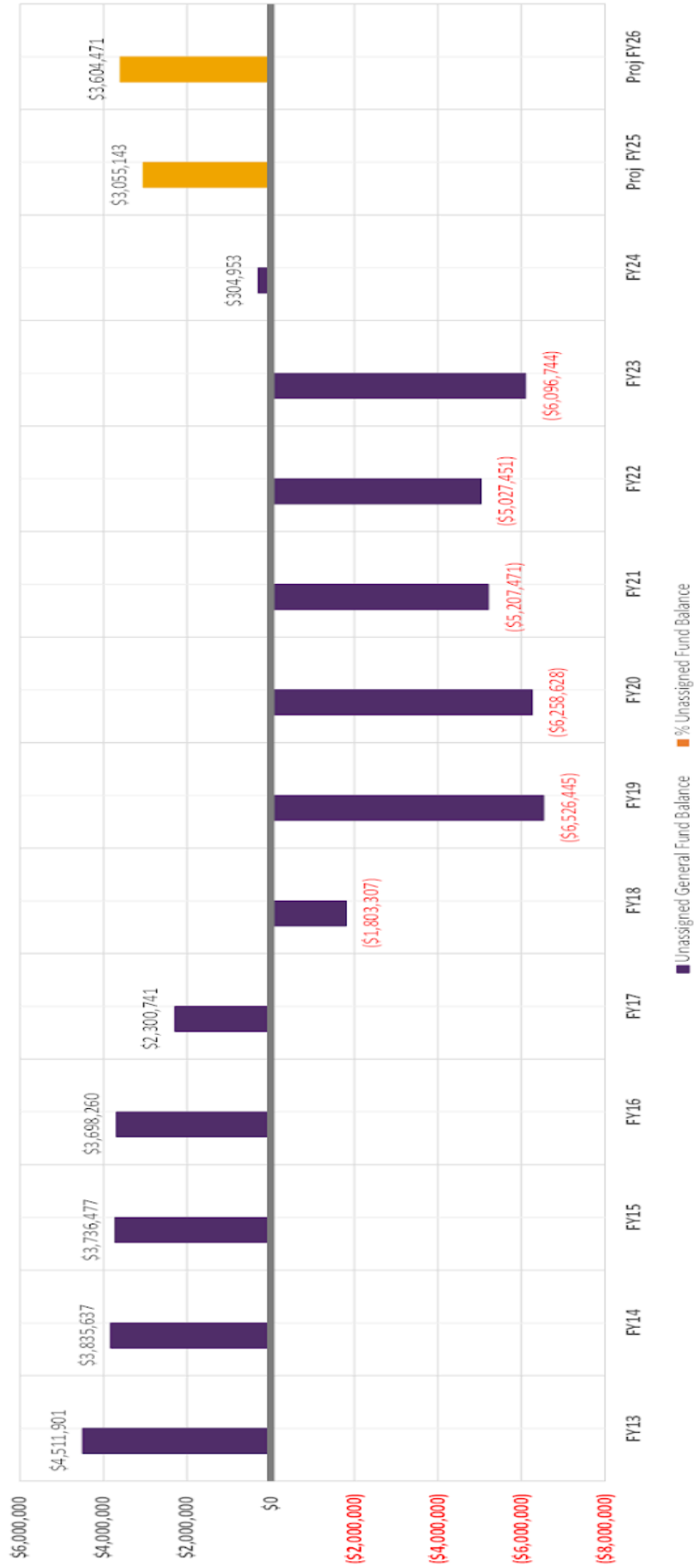
Assigned

Funds set aside for a planned purpose. This can be done by the board or someone the board authorizes, like the Superintendent or Director of Finance & Operations. It shows intent to use the money for something specific, but it's more flexible than a committed fund.

Unassigned

Used in Fund 01 to record Unassigned Fund Balance available to meet current and future years' expenditures. These are resources in Fund 01 that are not restricted and have not been committed or assigned. The fund balance may be positive or negative.

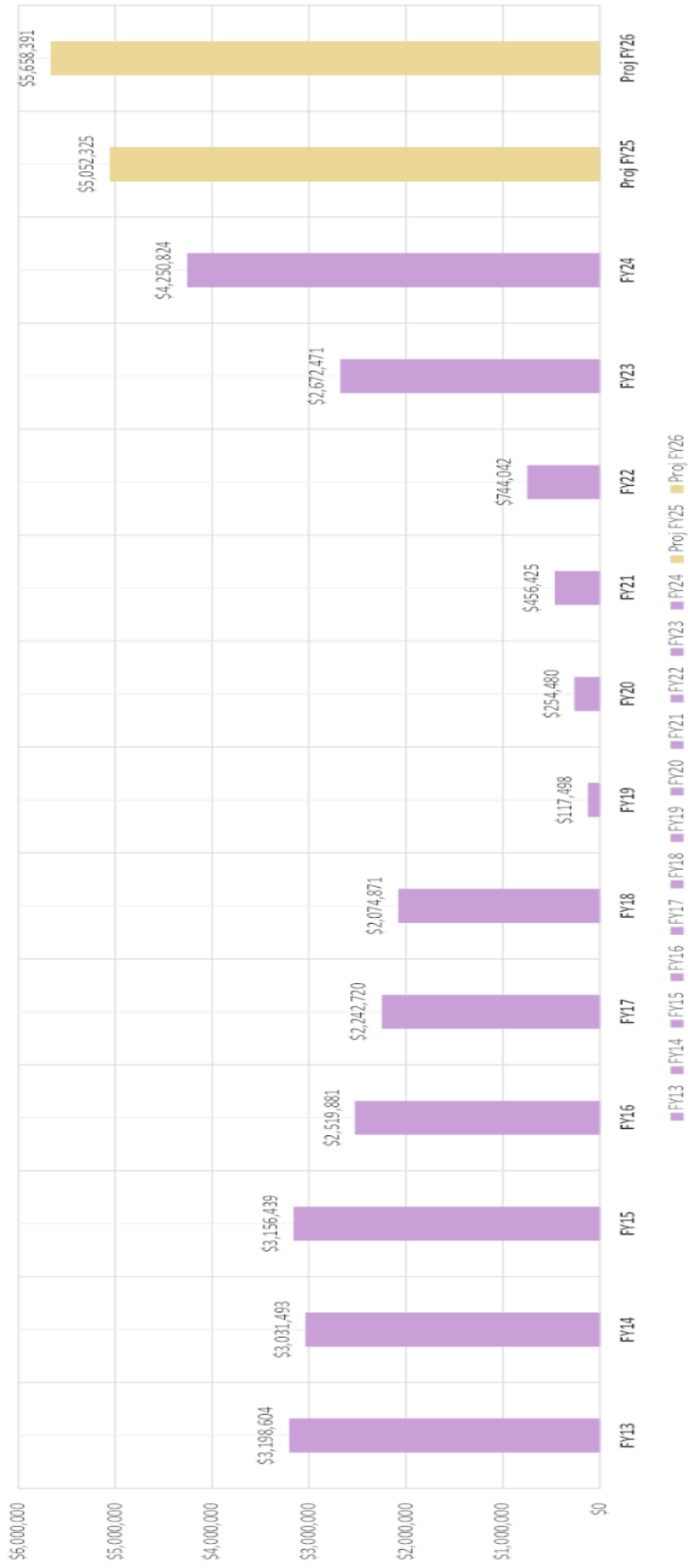
Unassigned General Fund Balance
FY13 through FY24 Audited and Projected FY25 and FY26



Fund Balance Category	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Proj FY25	Proj FY26
Unassigned General Fund Balance	\$4,511,901	\$3,835,637	\$3,736,477	\$3,698,260	\$2,300,741	(\$1,803,307)	(\$6,526,445)	(\$6,238,628)	(\$5,207,471)	(\$5,027,451)	(\$6,096,744)	\$304,953	\$3,055,143	\$3,604,471
% Unassigned Fund Balance	13.59%	10.97%	10.37%	9.50%	5.52%	-4.08%	-13.03%	-13.40%	-10.84%	-9.70%	-11.67%	0.63%	5.79%	6.55%

*Note: % Unassigned Fund Balance is calculated by dividing the Unassigned General Fund Balance by total General Fund Expenditures

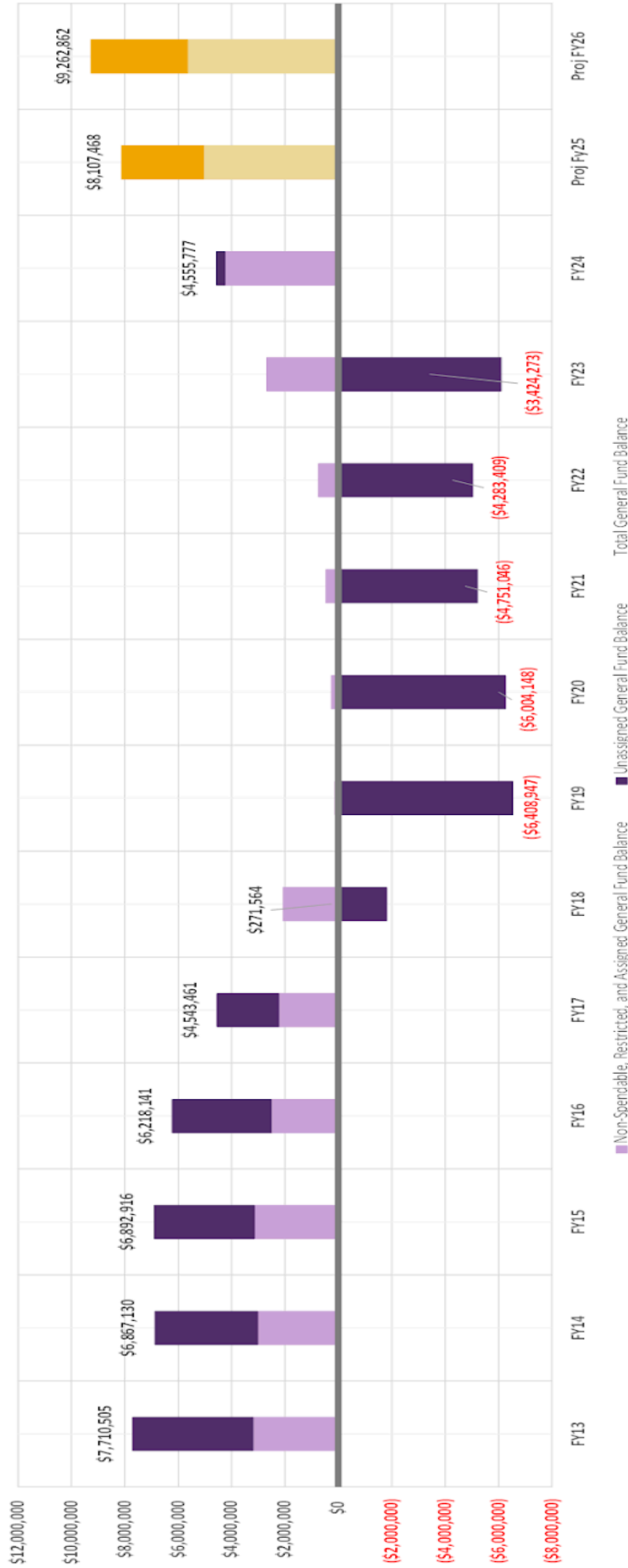
Non-Spendable, Restricted, and Assigned General Fund Balance
 FY13 through FY24 Audited and Projected FY25 and FY26



Fund Balance Category	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Proj FY25	Proj FY26
Non-Spendable, Restricted, and Assigned General Fund Balance	\$3,198,604	\$3,031,493	\$3,156,439	\$2,519,881	\$2,242,720	\$2,074,871	\$117,498	\$254,480	\$456,425	\$744,042	\$2,672,471	\$4,250,824	\$5,052,325	\$5,658,391
% Non-Spendable, Restricted, & Assigned Fund Balance	9.63%	8.63%	8.76%	6.47%	5.38%	4.70%	0.23%	0.55%	0.95%	1.44%	5.11%	8.75%	9.58%	10.29%

*Note: % Nonspendable, Restricted and Assigned Fund Balance is calculated by dividing the Nonspendable, Restricted and Assigned General Fund Balance by total General Fund Expenditures

Total General Fund Balance
FY13 through FY24 Audited and Projected FY25 and FY26



Fund Balance Category	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Proj FY25	Proj FY26
Non-Spendable, Restricted, and Assigned General Fund Balance	\$3,198,604	\$3,031,493	\$3,156,439	\$2,519,881	\$2,242,720	\$2,074,871	\$117,498	\$254,480	\$456,425	\$744,042	\$2,672,471	\$4,250,824	\$5,052,325	\$5,658,391
Unassigned General Fund Balance	\$4,511,901	\$3,835,637	\$3,736,477	\$3,698,260	\$2,300,741	(\$1,803,307)	(\$6,526,445)	(\$6,238,628)	(\$5,207,471)	(\$5,027,451)	(\$6,096,744)	\$304,953	\$3,055,143	\$3,604,471
Total General Fund Balance	\$7,710,505	\$6,867,130	\$6,892,916	\$6,218,141	\$4,543,461	\$771,564	(\$6,408,947)	(\$6,004,148)	(\$4,751,046)	(\$4,283,409)	(\$3,424,273)	\$4,555,777	\$8,107,468	\$9,262,862
% Unassigned Fund Balance	13.59%	10.92%	10.37%	9.50%	5.52%	4.08%	-13.03%	-13.40%	-10.84%	-9.70%	-11.67%	0.65%	5.79%	6.55%

*Note: % Unassigned Fund Balance is calculated by dividing the Unassigned General Fund Balance by total General Fund Expenditures

7.C. Worker's Comp Insurance Renewal

Presenter: Pam
Carman, Director of
Finance and
Operations

Business Insurance Proposal

Waconia ISD #110

512 Industrial Blvd Waconia, MN 55387

Presented By: Pat Truax

Policy Term: 07/01/2025 - 07/01/2026

***Updated 6/20/2025 with updated payroll projections**

Proposal Expires On: 07/01/2025

Table of Contents

BUSINESS INSURANCE PROPOSAL

- Named Insured
- SFM Workers' Compensation

PREMIUM SUMMARY & COMPARISON

- Premium Summary & Comparison
- Direct Bill Payment Terms
- Compensation Disclosure & Limitation of Liability
- Disclaimer
- Best Rating & Best Financial Performance Rating

Named Insureds

Waconia ISD #110

Workers' Compensation – SFM Second Year of a Two Year Retention

EMPLOYER'S LIABILITY:

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

STATES: MN

Includes: Other States Coverage except Monopolistic States

SCHEDULE OF OPERATIONS:

STATE	CODE	CLASSIFICATION	24-25 PAYROLL	25-26 PAYROLL	24-25 RATE	25-26 RATE	PREMIUM
MN	8868	School: Professional Employees	\$24,186,105	\$30,000,000	.51	.53	159,000
MN	9101	School: All Other Employees	\$1,239,215	\$2,000,000	4.86	4.56	91,200
						Manual Premium	250,200
						Increased Limit Factor	2,002
						Experience Mod (1.10)	25,220
						Schedule Credit (27%)	-74,904
						Premium Discount	-20,230
						Expense Constant	205
						Terrorism	1,600
						Estimated Annual Premium	184,093
						MN Special Compensation Fund Assessment	6,103
						*Total Estimated Cost:	\$190,196

EXPERIENCE MODIFICATION FACTOR HISTORY:

POLICY TERM	EXPERIENCE MOD.
2025-2026	1.10
2024-2025	0.82
2023-2024	0.74
2022-2023	0.70
2021-2022	0.94
2020-2021	1.08

Workers' Compensation – SFM (Continued)

2 Year Workers' Compensation Fixed Term Retention Plan Endorsement

First Year of a Two Year Retention Plan

SFM Mutual Insurance Company agrees to accept a stated percentage (Retention Factor) of the final audited discounted premium as its fee for administering and servicing the plan. A percentage fee (Loss Conversion factor) is also applied to all incurred claims. In addition, a tax multiplier will be applied to the total of the administration fee and converted losses. The difference of this and the 2 year audited discounted premiums or maximum premium will either be charged or returned to the Insured or SFM Mutual Insurance Company, as the case may be, within thirty (30) days after the calculations described below are made and delivered in writing to the Insured.

Losses will be valued nine (9) months after policy expiration of the second policy period, and will include a loading for loss development, with the initial calculation being run as soon as practical. All subsequent calculations will be made approximately twelve (12) months after the initial calculation.

This plan is a "Losses to Completion" type plan, thus all reductions, as well as increases in reserves for the policy year, will be considered at each successive calculation. The maximum premium charged to an Insured will not exceed 100% of the combined 2 year audited discounted premiums. Any successive calculation can be considered as a "Final" calculation if it is mutually agreed upon by SFM Mutual Insurance Company and the Insured.

Returns are not payable under the Retention Plan if:

1. The policy is canceled for any reason other than retiring from business.
2. Proper records are not available for determination of the final audited discounted premium.
3. Final audited discounted premiums are less than \$25,000.

Total Estimated "Annual" Premium: **\$182,493**

Retention Factor: **0.32** Loss Conversion Factor: **1.15** Tax Multiplier: **1.055**

Maximum Premium: **100%** of the 2 year audited discounted premiums

Minimum premium: **91%** of the 2 year audited discounted premium.

The retention plan applies to the following state(s): Minnesota and is based on premium before the charge for Terrorism and for other state specific fees and assessments.

Workers' Compensation – SFM (Continued)

Two Year Retention Plan Exhibit

Based upon an Estimated Annual Discounted Premium of \$144,545

Retention Factor 0.32 Premium	Loss Ratio	Losses	Loss Conversion Factor 1.150	Tax Multiplier 1.055	Estimated Estimated Retention Premium
46,254	0.472	86,098	99,013	157,411	166,069
	0.500	91,247	104,934	163,332	172,315
	0.546	99,636	114,581	172,979	182,493 MAXIMUM

This exhibit is based on just one year of the retention information. The actual retention calculation will include both the first and second years. Losses in actual retention calculation will include a loading for loss development.

The retention plan applies to the following state(s): Minnesota and is based on premium before the charge for Terrorism and for other state specific fees and assessments.

Workers' Compensation – SFM (Continued)

NOTATIONS:

- Workers' Compensation quotation contemplates exposures in the states listed above. Some carriers are not licensed in all states. Therefore, you must notify us if you have any operations or plan to hire any employees to work in states other than those listed above.
- Beginning January 1, 2003, the information page on your Workers' Compensation policy will show a surcharge for Minnesota's Special Compensation Fund assessments. Until now, the amount of the assessment has been built into your rates and included in the total estimated annual premium amount. New state law does not consider the SCF assessment as premium and requires insurers to take the assessment out of their rate and identify it separately.
 - This new "SCF assessment" line item on your policy information page does not represent a new charge to you.
 - The SCF assessment used to be built into your insurance rate. Now it will be displayed separately.
 - The separately displayed amount should be comparable to what you paid last year, assuming the factors that go into figuring your estimated premium are also comparable.
 - The SCF, administered by the Minnesota Department of Labor and Industry, pays benefits to injured workers of uninsured employers and supplemental benefits to certain low-wage workers. It also pays the cost of operating the state's worker's compensation system, including the Office of Administration Hearings, the Workers' Compensation Court of Appeals and certain department divisions including MN OSHA.
- You may be required under the Workers' Compensation law of your state to include liability for compensation to employees of contractors (or subcontractors) as well as to contractors (or subcontractors) without employees performing work for you. However, this does not apply if the contractor (or subcontractor) has furnished you with a Certificate of Insurance indicating he has Workers' Compensation coverage.

Volunteer Accident - HSR

INDEMNITY \$250,000

2023-2024 NUMBER OF VOLUNTEERS	2024-2025 NUMBER OF VOLUNTEERS
150	150

Premium Summary & Comparison

COVERAGE	2024 - 2025 (SFM) EXPIRING PREMIUMS	2025-2026 (SFM) PROPOSED RENEWAL PREMIUMS
Carrier	SFM	SFM
Workers' Compensation	\$115,616.00	\$190,196.00
Terrorism	Included	Included
	HSR	HSR
Volunteer Accident	\$399.00	\$399.00
Total Estimated Annual Premium:	\$116,015.00	\$190,595.00

PAYMENT TERMS & PLANS:

- Direct Bill - Quarterly
- HSR: Agency Bill- Annual

Request to Bind Insurance Coverage

Please bind insurance coverage as specifically quoted and identified in this proposal. I understand coverage is ONLY bound when written confirmation is received from the carrier(s).

Signature: _____ Date: _____

Print Name: _____ Title: _____

Direct Bill Payment Terms

Your policy is what we refer to as Direct Bill. This means that you are billed directly by the insurance company, instead of making payments to Marsh & McLennan Agency.

You will receive all future bills from your insurance company, and will make out your checks directly to them.

You will be given a number to call with any billing questions you might have, but you are welcome to call us for help in resolving your billing questions.

PREMIUM DEPOSIT:

We must receive the required deposit premium from you before coverage can be put in force. All future installments under the payment plan will be billed to you even if the policy has not yet been issued. You will be provided with "binders" as proof of coverage once the deposit is paid.

INSTALLMENTS:

Future installments will be billed to you by the insurance company in advance of the day they are due. They should be mailed in time to be received by the insurance company by the due date. It is important that you pay your premiums on time because some carriers are eliminating the existing pay plan if there are too many late payments.

ENDORSEMENTS (POLICY CHANGES):

For most policy changes, you will not be billed until the change (endorsement) is processed by the insurance company. Then, depending on the insurance company and the amount, it will either be due in thirty (30) days, or split out over your remaining installments. If you have problems understanding the bill, call us.

AUDITS:

Certain policies (usually Workers' Compensation and General Liability) are auditable policies. This means that the premium you are charged throughout the year is based on the estimates of payroll, sales, etc. that were included on the application. After the policy period ends, you will be contacted by someone representing the insurance company to do an audit of your actual payroll or sales figures.

These audited figures are used to re-figure your premium. You may either owe additional premium or have money coming back. Audit billings are usually due immediately. Audits should be reviewed in detail to be sure they are correct. Audits should get prompt attention when you get them. (Make sure to ask for a copy of the auditor's work papers before they leave. This can help you understand an audit and will also help determine if people are included under the correct classification codes.)

We thank you for your business.

Compensation Disclosure & Limitation of Liability

Marsh & McLennan Agency LLC (“MMA”) prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest.

As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients.

MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit: <https://mma.marshmma.com/non-us-affiliates>. In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

- **Retail Commissions** – A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client.
- **Client Fees** – Some clients may negotiate a fee for MMA’s services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA’s engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client’s placements.
- **Contingent Commissions** – Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.

Compensation Disclosure & Limitation of Liability (Continued)

- **Supplemental Commissions** – Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer's performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.
- **Wholesale Broking Commissions** – Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.
- **Medallion Program and Sponsorships** – Pursuant to MMA's Medallion Program, participating carriers sponsor educational programs, MMA events and other initiatives. Depending on their sponsorship levels, participating carriers are invited to attend meetings and events with MMA executives, have the opportunity to provide education and training to MMA colleagues and receive data reports from MMA. Insurers may also sponsor other national and regional programs and events.
- **Other Compensation & Sponsorships** – From time to time, MMA may be compensated by insurers for providing administrative services to clients on behalf of those insurers. Such amounts are typically calculated as a percentage of premium or are based on the number of insureds. Additionally, insurers may sponsor MMA training programs and events.

We will be pleased to provide you additional information about our compensation and information about alternative quotes upon your request. For more detailed information about the forms of compensation we receive please refer to our Marsh & McLennan Agency Compensation Guide at <https://www.marshmma.com/us/compensation-guide.html>.

MMA's aggregate liability arising out of or relating to any services on your account shall not exceed ten million dollars (\$10,000,000), and in no event shall we be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits or other economic loss arising out of or relating to such services. In addition, you agree to waive your right to a jury trial in any action or legal proceeding arising out of or relating to such services. The foregoing limitation of liability and jury waiver shall apply to the fullest extent permitted by law.

Disclaimer

No coverage is provided by this summary, nor can it be construed to replace any provision of the policy. Refer to the actual policy for complete information on the coverages provided. If there is a conflict between the policy and this summary, the provisions of the policy shall govern.

This proposal contains a brief outline of coverages and not a complete explanation of insurance being presented. It is intended to provide a summary of coverage for your review. Only the policy itself can provide a detailed description of the terms conditions, exclusions and endorsements of coverage. A complete specimen policy form will be made available upon your request. For details of coverage refer to the policy itself when issued. This document is neither a binder nor a legal interpretation of the insurance coverage.

In evaluating your exposures to loss, we are dependent upon information provided by you. You ultimately choose the values elected. If there are any areas that need to be evaluated prior to binding coverage, or should any of your exposures change after coverage is bound, such as the beginning of new operations, hiring employees in new states, buying additional property, autos, equipment, etc., please let us know so coverage can be discussed. While we will strive to place your insurance with reputable, highly rated companies, we cannot guarantee the financial stability of an insurance company.

In order to ensure that your important changes are properly communicated, please contact us as questions arise and or exposure changes occur. We must discuss how they affect your insurance program.

The changes in exposure that have an impact on your insurance program include, but are not limited to, those listed below:

1. Changes to any operation such as expansion to another state, new products, etc.
2. Mergers and/or acquisitions of new companies
3. Any assumed contractual liability, granting of indemnities, or hold harmless agreements
4. Circumstances which may require an increase in liability insurance limits
5. Any changes to fire or theft protection, such as installation or disconnection of sprinkler system, burglar alarms, etc. This includes alterations to same.
6. Any changes to scheduled equipment such as contractors' equipment, computer equipment, etc.
7. Property, of yours that is in transit, unless we have previously arranged for this insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises purchased, constructed, or occupied.
9. Any new exposures or plans for foreign travel or operations

Your insurance program will only be as good as the communication between your organization and Marsh & McLennan Agency.

Best Financial Ratings

COMPANY	A.M. BEST RATING	WEBSITE	RATING DATE
Accident Fund	A XIII	www.accidentfund.com	11/17/2021
Acuity	A+ XV	www.acuity.com	1/12/2022
Affiliated FM Insurance Co.	A+ XV	www.affiliatedfm.com	1/13/2022
Allied Insurance Group	A+ XV	www.alliedinsurance.com	12/17/2020
American Compensation Ins Co. (RTW)	A XIV	www.rtw.com	3/2/2022
American Interstate	A IX	www.amerisafe.com	6/24/2021
Capitol Indemnity	A IX	www.capitolindemnity.com	9/17/2021
AXA XL / Catlin	A+ XV	www.xlcatlin.com	9/17/2021
AIG	A XV	www.aig.com	10/7/2021
Chubb	A++ XV	www.chubb.com	12/10/20201
Cincinnati Insurance Company	A+ XV	www.cinfin.com	2/2/2022
CNA	A XV	www.cnacentral.com	7/8/2021
Community Insurance Corporation	Not Rated	www.communityinsurancecorporation.com	N/A
Continental Western	A+ XV	www.continentalwestern.com	6/8/2022
Crum & Forster	A XIV	www.cfins.com	7/14/2021
Dakota Truck Underwriters (member of Dakota Group)	A- VII	www.rascompanies.com	7/21/2021
EMC	A XIV	www.emcinsurance.com	12/17/2021
Fidelity & Deposit of Maryland	A+ XV	www.zurichna.com	10/1/2021
Firemans Fund	A+ XV	www.firemansfund.com	6/2/2021
Hanover	A XV	www.hanover.com	6/21/2022
Harleysville	A+ XV	www.harleysvillegroup.com	12/22/2021
Hartford	A+ XV	www.thehartford.com	7/29/2021
Hartford Steam Boiler	A++ X	www.hsb.com	8/6/2021
Indiana Insurance (member of Liberty Mutual)	A XV	www.indiana-ins.com	6/29/2021
Indiana Lumbermens Mutual	A- VIII	www.plmiln.com	6/6/2022
Lexington	A XV	www.intactspecialty.com	10/7/2021
Liberty Mutual	A XV	www.aig.com	6/29/2021
Markel	A XV	www.libertymutualgroup.com	9/15/2021
Medmarc	A XIII	www.markelcorp.com	4/26/2022
Intact / Atlantic Specialty	A+ XV	www.medmarc.com	5/2/2022
Pennsylvania Lumbermens Mutual	A- VIII	www.plmins.com	6/16/2022
Philadelphia	A++ XV	www.phly.com	12/10/2020
QBE	A XV	www.qbena.com	3/11/2021
SFM	A- VIII	www.sfmic.com	3/3/2021
Society Insurance	A- VIII	www.societyinsurance.com	6/16/2022
Travelers	A++ XV	www.travelers.com	11/4/2021
United Fire & Casualty	A XI	www.ufginsurance.com	12/16/2021
United Heartland (see Accident Fund)	A XIII	www.accidentfund.com	11/17/2021
Virginia Surety	A XIV	www.assurant.com	7/22/2021
Wausau (member of Liberty Mutual)	A XV	www.wausau.com	6/29/2021
West Bend Mutual Insurance/NSI	A XIV	www.thesilverlining.com	6/2/2022
Western National Mutual Insurance Company	A+ X	www.wnins.com	7/22/2021
Westfield National Insurance Company	A XV	www.westfieldinsurance.com	1/20/2022
Zurich	A+ XV	www.zurichna.com	10/1/2021

Secure Best's Ratings Scale

Vulnerable Best's Ratings

A++ and A+	Superior	B and B-	Fair
A and A-	Excellent	C++ and C+	Marginal
B++ and B+	Very Good	C and C-	Weak
		D	Poor

Financial Size Category (per million)

FSC I less than 1	FSC V 10 to 25	FSC IX 250 to 500	FSC XIII 1,250 to 1,500
FSC II 1 to 2	FSC VI 25 to 50	FSC X 500 to 750	FSC XIV 1,500 to 2,000
FSC III 2 to 5	FSC VII 50 to 100	FSC XI 750 to 1,000	FSC XV greater than 2,000
FSC IV 5 to 10	FSC VIII 100 to 250	FSC XII 1,000 to 1,250	



Minneapolis

6160 Golden Hills Drive
Minneapolis, MN 55416
(763) 746-8000

Duluth

332 West Superior St., Suite 700
Duluth, MN 55802
(218) 722-7753

Eau Claire

4410 Golf Terrace, Suite 202
Eau Claire, WI 54701
715 833-7000

Grand Rapids

520 NE First Ave Suite 2
Grand Rapids, MN 55744
(218) 248-8396

Hayward

15564 Railroad Street, Suite 201
Hayward, WI 54843
(715) 634-4318

Hibbing

2226 1st Avenue
Hibbing, Minnesota 55746
(218) 262-6611

Virginia

820 9th St N, Ste 100
Virginia, Minnesota 55792
(218) 248-8396

7.D. Resolution Certifying the Population Estimate
for the 2025 Payable 2026 Levy of Independent
School District 110 Waconia Public Schools (Roll
Call Vote)

Presenter: Steven
Jensen, Director of
Community Education

Certification of Updated District Population Estimate

RESOLUTION

CERTIFYING THE POPULATION ESTIMATE FOR THE 2025 PAYABLE 2026 LEVY OF INDEPENDENT SCHOOL DISTRICT ISD 110

Motion by Member _____ to adopt the following resolution:

WHEREAS, the Independent School District 110 has experienced an increase in population from the 2020 census figure of 22,370, to the current census figure of 23,876 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #110 that the census figure of 23,876 be certified to the State Demographer for approval of use in the 2025 payable 2026 revenue calculations.

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

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Date: June 23, 2025

BY ORDER OF THE SCHOOL BOARD

Jesse Bergstrom
ISD 110 School Board Clerk

Once the resolution is formally approved at a June 2025 school board meeting, please scan and email the signed copy to:

megan.dayton@state.mn.us and susan.brower@state.mn.us

7.E. Second Read Board Policies

7.E.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

7.E.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

7.E.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

7.E.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

7.E.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

7.E.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

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

7.E.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

7.E.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

7.E.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

7.E.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

7.E.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

7.E.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

7.E.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

7.E.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

7.E.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

7.E.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

7.E.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

8. **DISCUSSION ITEMS**

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations
Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

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

9.E. Southwest Metro Intermediate District 288
Representative

9.F. MSHSL Representative

9.G. Special Education Advisory Council

9.H. Community Education Advisory Council
Representative

9.I. Teaching & Learning Advisory Council
Representative

9.J. City of Waconia Liaison

10. **ENTER CLOSED MEETING RE: Superintendent's
Evaluation**

11. **ADJOURNMENT**