

ISD 110 School Board Regular Meeting

Monday, March 23, 2026 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:

3. **PUBLIC COMMENT**

4. **MINUTES OF PREVIOUS MEETING**

Agenda

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

Call to order by Chair Amott at 7PM. Members present: Amott, Bergstrom, Kelzer-Breeden, Wilson, Rosin, Hagen, Arnita Members absent: none

Motion by Wilson to adopt agenda

Kelzer-Breeden second

All in favor

Motion carried

2. ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE

Presenter: Chair Amott

2.A. Upcoming Meetings:

3. **PUBLIC COMMENT** none

4. MINUTES OF PREVIOUS MEETING

Motion by Bergstrom to approve minutes of the January 26 regular meeting

Rosin second

All in favor

Motion carried

5. CONSENT AGENDA

Presenter: Chair Amott

Motion by Kelzer-Breeden to approve consent agenda

Wilson second

All in favor

Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

Presenter: Jeni Super, Director of Human Resources

Employment

Bradford, Chloe Educational Assistant (SPED) BV

Replacement 6.5 hours/Day; 175 Days

Porter, Zoe Speech Language Pathologist LT

Replacement 1.0 FTE; 184 Days Attach K

Schaefer, Bailey	Educational Assistant (SPED)	BV
Replacement	6.5 hours/Day; 175 Days	
Stender, Penny	Custodial Cleaner	WHS
Replacement	8 Hours/Day; 261 Days	

Employee Status Changes

McCarthy, Sarah, from Substitute Nutritional Assistant to Nutritional Assistant 4.5 hours/day at SV

Nahan, Claire, KidSpace Lead from 5.5 hours/day to 6 hours/day at Comm Ed

Tautges, Emma, KidSpace Lead from 4.25 hours/day to 7.5 hours/day at Comm Ed

Leaves of Absence

Extended Leave of Absence

Retirements/Resignations/Terminations

Aldrich, Katie, Nutritional Assistant at SV

Black, Ethan, Social Studies Teacher at WHS

Kastern, Heidi, Educational Assistant (SPED) at LT

Norman, Diana, Educational Assistant (SPED) at BV

5.C. Receipts of Donation

6. REPORTS

6.A. Student Representative Report

Presenter: Sydney Sabol and Colette Newman

6.B. Administrative Presentation: Elementary Read Act

Presenter: Teachers Josh Sell (SV), Bailey McKellip (BV), and Lauren Reed (LT)

7. ACTION ITEMS

7.A. Elementary Boundaries

Presenter: Matt Thomas, Director of Communications and Keith Baune, Principal Laketown Elementary

Motion by Kelzer-Breeden to approve Elementary Boundary adjustments

Hagen second

All in favor

Motion carried

8. DISCUSSION ITEMS

8.A. First Read Board Policies

- 8.A.1. 101 Legal Status of the School District
- 8.A.2. 103 Complaints - Students, Employees, Parents, and Other Persons
- 8.A.3. 306 Administrator Code of Ethics
- 8.A.4. 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person
- 8.A.5. 504 Student Dress and Appearance
- 8.A.6. 505 Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
- 8.A.7. 508 Extended School Year for Certain Students with IEP
- 8.A.8. 510 Student Activities
- 8.A.9. 606 Textbooks and Instructional Materials
- 8.A.10. 722 Public Data and Data Subject Requests
- 8.B. Rescind Board Policy 723 Access to Data for Individual Data Subjects

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
- Bergstrom reports next meeting is March 16
- 9.J. City of Waconia Liaison

10. ADJOURNMENT

Motion by Kelzer-Breden to adjourn
Wilson second
All in favor
Motion carried

Meeting adjourned at 7:40 PM

ISD 110 School Board Work Session
Monday, March 2, 2026 7:00 PM Central

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

Members present: Amott Bergstrom, Kelzer-Breeden, Wilson, Rosin, Hagen, Arnita
Members absent: none

1. American Indian Parent Advisory Committee (AIPAC) Concurrence

Director Nesvig shared information about the American Indian Aid and the focus areas, the action steps, and the AIPAC in Waconia, there is currently a population of 32 students.

2. ISD 110 FY26 Preliminary Revised Budget

Director Carman presented details of the Preliminary FY26 Revised Budget, sharing information comparing original budgeted amounts vs. revised.

3. Priorities Process and Proposed Budget Adjustments 2026-27

Superintendent Gersich shared budget and staffing adjustments being considered for fall 2026. It was requested to move one of the items (purchase of five copiers) to the current year.

3.A. **ACTION ITEM** - Approval to Purchase Five Copiers

Motion by Bergstrom to Approve the Purchase of Five Copiers

Hagen second

All in favor

Motion carried

4. Board Retreats

Looking to schedule for sometime in March, discussion about facilitator options, Chair Amott will determine next steps.

The meeting adjourned at 8:19 PM

5. **CONSENT AGENDA**

Presenter: Chair
Amott

5.A. Bills and Wire Transfers

Presenter: Pam
Carman, Director of
Finance and
Operations

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
617943	SPECIAL OLYMPICS OF MN	02/02/2026	R	9,475.84	February
617944	ADAMS PEST CONTROL CO INC	02/06/2026	R	1,119.06	February
617945	AJ'S RECYCLING INC	02/06/2026	R	1,200.00	February
617946	ALPHA WIRELESS COMMUNICATIONS	02/06/2026	R	7,455.00	February
617947	ANDERSON, JOSEPH	02/06/2026	R	97.00	February
617948	APPLE VALLEY FUSION SOFTBALL	02/06/2026	R	500.00	February
617949	AVIBEN	02/06/2026	R	269.75	February
617950	BACH, MATTHEW	02/06/2026	R	160.00	February
617951	BELL, ANTHONY	02/06/2026	R	300.00	February
617952	BIO CORPORATION	02/06/2026	R	735.00	February
617953	BOISJOLIE, TIMOTHY	02/06/2026	R	179.00	February
617954	BROWN, AUDREY	02/06/2026	R	50.00	February
617955	BS TECHNOLOGY SOLUTIONS INC	02/06/2026	R	7,436.00	February
617956	CALCULATORS, INC	02/06/2026	R	359.60	February
617957	CATALYST SOURCING SOLUTIONS	02/06/2026	R	359.99	February
617958	CDW GOVERNMENT LLC	02/06/2026	R	19,404.69	February
617960	CHOICE ELECTRIC	02/06/2026	R	12,937.31	February
617961	CRANE, JADEN	02/06/2026	R	75.00	February
617962	DEVORE, DREW	02/06/2026	R	68.00	February
617963	DIVERSIFIED PLUMBING & HEATING	02/06/2026	R	2,270.50	February
617964	DYKES, ZACHARY	02/06/2026	R	136.00	February
617965	ECM PUBLISHERS, INC	02/06/2026	R	750.00	February
617966	ECMECC	02/06/2026	R	260.00	February
617967	EDWARDS, DAN	02/06/2026	R	350.00	February
617968	ERAA (EAST RIDGE ATH. ASSOC.)	02/06/2026	R	400.00	February
617970	ESGI LLC	02/06/2026	R	288.00	February
617971	FOGEL, BENJAMIN	02/06/2026	R	75.00	February
617972	GARAGE LANES LLC	02/06/2026	R	448.00	February
617973	GATEWAY MUSIC FESTIVALS & TOUR	02/06/2026	R	34,007.50	February
617974	GEDNEY, DARRELL	02/06/2026	R	84.00	February
617975	GERIS, BROCK	02/06/2026	R	185.00	February
617976	GLASSON, GREGORY	02/06/2026	R	100.00	February
617977	GORES, JOEY	02/06/2026	R	75.00	February
617978	GORRIE, LARS	02/06/2026	R	75.00	February
617979	GRALAPP, CRAIG	02/06/2026	R	136.00	February
617980	HAMMER SPORTS LLC	02/06/2026	R	858.00	February
617981	HDL-HARDWARE DISTRIBUTORS, LTD	02/06/2026	R	392.32	February
617982	HERRMANN, ERIC	02/06/2026	R	350.00	February
617983	HERZOG, JASON	02/06/2026	R	185.00	February
617984	HLS GROUP	02/06/2026	R	3,494.60	February
617985	HOFFMAN, MICHAEL	02/06/2026	R	200.00	February
617986	HOLLINS, DREKAL	02/06/2026	R	136.00	February
617987	HOOGENAKKER, LUCAS	02/06/2026	R	75.00	February
617988	HUMMEL, JACEK	02/06/2026	R	168.00	February
617989	IEA, INC	02/06/2026	R	510.00	February
617990	INDIANHEAD FS DISTRIBUTOR, INC	02/06/2026	R	38,867.46	February
617991	INNOVATIVE OFFICE SOLUTIONS LL	02/06/2026	R	76.71	February
617992	INNOVATIONAL WATER SOLUTIONS I	02/06/2026	R	573.00	February
617993	INTERMEDIATE DIST #287	02/06/2026	R	22.10	February
617994	ISENSEE, SAMANTHA	02/06/2026	R	600.00	February
617995	JIM'S LAKE LAND TAXIDERM	02/06/2026	R	235.00	February
617997	JORDAN GIRLS FASTPITCH ASSOC.	02/06/2026	R	450.00	February
617998	KEEGAN, KEVIN	02/06/2026	R	400.00	February
617999	KELLY, JASON	02/06/2026	R	350.00	February
618000	KOCKELMAN, DEAN	02/06/2026	R	194.00	February
618001	KOOSMANN, JACK	02/06/2026	R	300.00	February

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	POST AMOUNT	MONTH
618002	KULLY SUPPLY COMPANY	02/06/2026	R	504.40	February
618003	LANO EQUIPMENT INC	02/06/2026	R	4,370.14	February
618004	LARSON, GREGORY	02/06/2026	R	220.00	February
618005	LEE'S REFRIGERATION LLC	02/06/2026	R	996.50	February
618006	LFSA	02/06/2026	R	500.00	February
618007	LUESSENHEIDE, RYAN	02/06/2026	R	194.00	February
618008	LVC COMPANIES INC	02/06/2026	R	44,306.10	February
618009	MAHONEY, JEFFREY	02/06/2026	R	350.00	February
618010	METRINET	02/06/2026	R	1,880.86	February
618012	DR. WARD MILLER LLC	02/06/2026	R	2,700.00	February
618013	MINI BIFF LLC	02/06/2026	R	110.16	February
618014	MISIALEK, KAYLEY	02/06/2026	R	101.00	February
618015	MOORE, PARKER	02/06/2026	R	168.00	February
618016	MUELLER, CHRISTINA	02/06/2026	R	100.00	February
618017	NELSON, DAN	02/06/2026	R	220.00	February
618018	NEXT LEVEL BASEBALL LLC	02/06/2026	R	1,400.00	February
618019	NORDNESS, OLIVER	02/06/2026	R	185.00	February
618020	O'BRIAN, COLIN	02/06/2026	R	96.00	February
618021	PARTS CITY WACONIA	02/06/2026	R	24.99	February
618022	PEREZ, JOSEPH	02/06/2026	R	600.00	February
618023	PERFORMANCE APPAREL, LLC	02/06/2026	R	2,376.00	February
618024	PERFORMANCE FOODSERVICE	02/06/2026	R	1,554.63	February
618025	PICK A TIME	02/06/2026	R	8.70	February
618026	PORTOLITE PITCHING MOUNDS LLC	02/06/2026	R	3,199.00	February
618027	POZEGA, JUSTIN	02/06/2026	R	600.00	February
618028	POZEGA, ROCCO	02/06/2026	R	600.00	February
618029	PREP TIME PRINTING	02/06/2026	R	14.00	February
618030	PRO-ED INC	02/06/2026	R	145.20	February
618031	PROCARE THERAPY	02/06/2026	R	3,920.00	February
618032	RAAA	02/06/2026	R	490.00	February
618033	RABE, CARSON	02/06/2026	R	50.00	February
618034	RECTECH OUTDOOR SOLUTIONS LLC	02/06/2026	R	1,124.49	February
618035	REED WHOLESALE & OCS	02/06/2026	R	1,649.25	February
618036	RK PHOTOGRAPHY	02/06/2026	R	90.00	February
618037	ROTHSTEIN, DARCI	02/06/2026	R	75.00	February
618038	ROTHSTEIN, SLOANE	02/06/2026	R	75.00	February
618039	ROUSAN, AUSTIN	02/06/2026	R	25.00	February
618040	SCAN AIR FILTER, INC	02/06/2026	R	1,118.68	February
618041	SCHEFF, GREG	02/06/2026	R	68.00	February
618042	SCHOLASTIC BOOK FAIRS-04	02/06/2026	R	397.70	February
618043	SCHOLASTIC, INC	02/06/2026	R	148.23	February
618044	SCHOMMER, JAMES	02/06/2026	R	200.00	February
618045	SCHOOL SPECIALTY, LLC	02/06/2026	R	78.99	February
618046	SHRED-N-GO - 446138	02/06/2026	R	173.06	February
618047	SING, BRAYLON	02/06/2026	R	75.00	February
618048	SONNEK, JONATHAN	02/06/2026	R	50.00	February
618049	SORENSEN, DANA	02/06/2026	R	179.00	February
618050	STAPLES ADVANTAGE	02/06/2026	R	168.87	February
618051	STEP SAVER, INC	02/06/2026	R	124.26	February
618052	STEVENS, ROD	02/06/2026	R	245.00	February
618053	STROM, CARTER	02/06/2026	R	50.00	February
618054	THOMPSON, NOAH	02/06/2026	R	50.00	February
618055	TRINITY LUTHERAN SCHOOL	02/06/2026	R	7,956.01	February
618056	TRIO SUPPLY COMPANY	02/06/2026	R	508.71	February
618057	TRUE MECHANICAL LLC	02/06/2026	R	4,200.00	February
618058	VOELKER, JEREMY	02/06/2026	R	100.00	February

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
618059	WATERTOWN-MAYER YOUTH SOFTBALL	02/06/2026	R	800.00	February
618060	WAYZATA HIGH SCHOOL	02/06/2026	R	140.00	February
618061	WESTONKA YOUTH SOFTBALL ASSOC	02/06/2026	R	450.00	February
618062	WIEN, MEGHAN	02/06/2026	R	172.26	February
618063	WILLIAMS, SARAH	02/06/2026	R	13.00	February
618064	WOLFBAUER MATSIDE PROD	02/06/2026	R	600.00	February
618065	WOYNO & ASSOCIATES LLC	02/06/2026	R	800.00	February
618066	WOYNO, JAMES	02/06/2026	R	700.00	February
618067	WRIGHT, BRITTANY	02/06/2026	R	100.00	February
618068	CHOICE ELECTRIC	02/06/2026	R	7,375.49	February
618069	COOL AIR MECHANICAL, INC.	02/06/2026	R	72,200.00	February
618070	AMAZON CAPITAL SERVICES	02/11/2026	R	9,305.13	February
618071	WACONIA EDUCATION ASSOCIATION	02/13/2026	R	13,226.59	February
618072	21ST CENTURY SPORTS LLC	02/13/2026	R	200.00	February
618073	A & D SOLUTIONS LLC	02/13/2026	R	2,130.00	February
618074	ADAMS PEST CONTROL CO INC	02/13/2026	R	92.12	February
618075	AFFINETY SOLUTIONS, INC	02/13/2026	R	275.00	February
618076	AMPION PBC	02/13/2026	R	3,621.65	February
618077	ARMSTRONG, CARTER	02/13/2026	R	75.00	February
618078	BIFFS, INC	02/13/2026	R	200.00	February
618079	BIG WEST	02/13/2026	R	7,370.00	February
618080	CHOICE ELECTRIC	02/13/2026	R	2,574.20	February
618081	CITY OF WACONIA	02/13/2026	R	11,296.36	February
618082	COLBY, JAMES	02/13/2026	R	75.00	February
618083	CONTRACT PAPER GROUP, INC	02/13/2026	R	13,480.00	February
618084	COREMARK METALS	02/13/2026	R	1,147.19	February
618085	COUNTRYSIDE FLAGPOLE	02/13/2026	R	75.00	February
618086	CRANE, JADEN	02/13/2026	R	75.00	February
618087	CUMMINGS, PATRICK	02/13/2026	R	24.42	February
618088	CURFMAN TRUCKING & REPAIR, INC	02/13/2026	R	55,486.25	February
618089	DACOTAH PAPER CO.	02/13/2026	R	169.88	February
618090	DEMCO, INC	02/13/2026	R	253.07	February
618091	DEYOUNG, LIAM	02/13/2026	R	75.00	February
618092	DIVERSIFIED PLUMBING & HEATING	02/13/2026	R	2,497.90	February
618093	EASTERN CARVER COUNTY SCHOOLS	02/13/2026	R	25,465.76	February
618094	EGGERS, HAILEY	02/13/2026	R	25.00	February
618095	EPBBA INC	02/13/2026	R	990.00	February
618096	FREDRICKSON, CLAIRE	02/13/2026	R	125.00	February
618097	GAME ONE	02/13/2026	R	28.75	February
618098	GOPHER STATE ONE CALL, INC	02/13/2026	R	50.00	February
618099	GORRIE, LARS	02/13/2026	R	75.00	February
618100	GRAINGER	02/13/2026	R	133.90	February
618101	HAMMER SPORTS LLC	02/13/2026	R	572.00	February
618102	HAPPY FEET SOCCER TWIN CITIES	02/13/2026	R	756.00	February
618103	HEGER'S DAIRY LLC	02/13/2026	R	7,673.46	February
618104	HELEN SOLAR LLC	02/13/2026	R	2,057.97	February
618105	HOGENAKKER, LUCAS	02/13/2026	R	75.00	February
618106	INDIANHEAD FS DISTRIBUTOR, INC	02/13/2026	R	19,676.32	February
618108	KROMER COMPANY	02/13/2026	R	1,675.83	February
618109	LANO EQUIPMENT INC	02/13/2026	R	1,717.68	February
618110	LOFFLER COMPANIES	02/13/2026	R	5,575.30	February
618111	LVC COMPANIES INC	02/13/2026	R	2,200.00	February
618112	MAGFA	02/13/2026	R	600.00	February
618113	MITTELSTEADT, GRIFFIN	02/13/2026	R	75.00	February
618114	MN HISTORICAL SOCIETY	02/13/2026	R	720.00	February
618115	MUSIC MART	02/13/2026	R	631.14	February

CHECK NUMBER	CHECK VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
618116	NICE SHIRT CO.	02/13/2026	R	2,165.00	February
618117	PARTS CITY WACONIA	02/13/2026	R	161.75	February
618118	PRIOR LAKE HIGH SCHOOL SPEECH	02/13/2026	R	189.00	February
618119	PROCARE THERAPY	02/13/2026	R	3,381.00	February
618120	SEFSA	02/13/2026	R	395.00	February
618121	SHAKOPEE GIRLS SOFTBALL ASSOC	02/13/2026	R	450.00	February
618122	SQUIRES,WALDSPURGER & MACE PA	02/13/2026	R	616.00	February
618123	STAPLES ADVANTAGE	02/13/2026	R	598.89	February
618124	STATE OF MN	02/13/2026	R	13,264.04	February
618125	THOMPSON, NOAH	02/13/2026	R	75.00	February
618126	TINTES, MATTHEW	02/13/2026	R	1,122.00	February
618127	USI CONSULTING GROUP INC	02/13/2026	R	14,175.00	February
618128	WACONIA CHAMBER OF COMMERCE	02/13/2026	R	35.00	February
618129	WATERTOWN-MAYER YOUTH SOFTBALL	02/13/2026	R	400.00	February
618130	WEX BANK	02/13/2026	R	508.52	February
618131	WM CORPORATE SERVICES INC	02/13/2026	R	2,993.12	February
618132	BCI CONSTRUCTION INC	02/17/2026	R	74,575.54	February
618133	CHOICE ELECTRIC	02/17/2026	R	806.72	February
618134	GREAT LAKES COCA-COLA DIST	02/17/2026	R	1,924.92	February
618136	AVIBEN	02/20/2026	R	583.87	February
618137	BACH, MATTHEW	02/20/2026	R	224.00	February
618138	BUDNER, PETER	02/20/2026	R	136.00	February
618139	BURAU, CHAD	02/20/2026	R	97.00	February
618140	CANON FINANCIAL SERVICES INC	02/20/2026	R	890.18	February
618141	CHOICE ELECTRIC	02/20/2026	R	4,560.67	February
618142	COMMUNITY CLUB TOURS	02/20/2026	R	693.00	February
618143	DAHL, ANTHONY	02/20/2026	R	97.00	February
618144	DEMCO, INC	02/20/2026	R	95.16	February
618145	DYKES, ZACHARY	02/20/2026	R	136.00	February
618146	EARLEY, MATTHEW	02/20/2026	R	280.00	February
618147	EVANS, MASON	02/20/2026	R	185.00	February
618148	FLINN SCIENTIFIC	02/20/2026	R	532.62	February
618149	FRATTALLONES	02/20/2026	R	590.91	February
618150	GEARMAN, MICHAEL	02/20/2026	R	97.00	February
618151	GRALAPP, CRAIG	02/20/2026	R	408.00	February
618152	GRAMS, RYAN	02/20/2026	R	97.00	February
618153	HIESTAND, DEBORAH	02/20/2026	R	136.00	February
618154	HILLYARD/HUTCHINSON	02/20/2026	R	17.23	February
618155	HOLLINS, DREKAL	02/20/2026	R	136.00	February
618156	HUMMEL, JACEK	02/20/2026	R	84.00	February
618157	INDIANHEAD FS DISTRIBUTOR, INC	02/20/2026	R	15,592.53	February
618158	INFINITE HEALTH COLLABORATIVE	02/20/2026	R	212.50	February
618159	INNOVATIVE OFFICE SOLUTIONS LL	02/20/2026	R	228.69	February
618160	JORDAN HIGH SCHOOL SPEECH TEAM	02/20/2026	R	133.00	February
618161	KENT, STEPHEN	02/20/2026	R	97.00	February
618162	KLAERS, MARK	02/20/2026	R	185.00	February
618163	KUPHAL, BRENT	02/20/2026	R	136.00	February
618164	LANGE, JEFF	02/20/2026	R	97.00	February
618165	LEE'S REFRIGERATION LLC	02/20/2026	R	391.25	February
618166	LOFFLER COMPANIES	02/20/2026	R	674.26	February
618167	LVC COMPANIES INC	02/20/2026	R	4,048.00	February
618168	MACKENTHUN'S FINE FOODS	02/20/2026	R	2,464.69	February
618169	MAKOWSKA, STEVE	02/20/2026	R	97.00	February
618170	MARECK, BRENT	02/20/2026	R	97.00	February
618171	MAYER LUMBER CO, INC	02/20/2026	R	433.31	February
618172	MEI TOTAL ELEVATOR SOLUTIONS	02/20/2026	R	830.54	February

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
618173	MERZER, SHEILA	02/20/2026	R	1,113.75	February
618174	METRO ELEVATOR	02/20/2026	R	1,364.00	February
618175	MISIALEK, KAYLEY	02/20/2026	R	101.00	February
618176	MN CLAY CO USA	02/20/2026	R	564.52	February
618177	MN DEPT OF HEALTH	02/20/2026	R	35.00	February
618178	MN TRUE TEAM TRACK & FIELD	02/20/2026	R	200.00	February
618179	MOORE, PARKER	02/20/2026	R	84.00	February
618180	MRI SOFTWARE LLC	02/20/2026	R	225.50	February
618181	MROZINSKI, CLINTON	02/20/2026	R	185.00	February
618182	MUSIC MART	02/20/2026	R	232.80	February
618183	NORDLING, AARON	02/20/2026	R	97.00	February
618184	OCCUPATIONAL HLTH CNTRS MN PC	02/20/2026	R	306.00	February
618185	PAN-O-GOLD BAKING CO	02/20/2026	R	3,540.64	February
618186	PERFORMANCE FOODSERVICE	02/20/2026	R	2,091.06	February
618187	POWDER RIDGE SKI AREA	02/20/2026	R	2,983.00	February
618188	PROCARE THERAPY	02/20/2026	R	6,811.00	February
618189	QUILL CORP	02/20/2026	R	196.70	February
618190	REED WHOLESALE & OCS	02/20/2026	R	3,487.10	February
618191	RENNEBERG HARDWOODS INC.	02/20/2026	R	2,459.39	February
618192	SACKETT, TOBY	02/20/2026	R	194.00	February
618193	SCAN AIR FILTER, INC	02/20/2026	R	756.23	February
618194	SCHREPFER, TONY	02/20/2026	R	97.00	February
618195	SOBIECH, PATRICK	02/20/2026	R	97.00	February
618196	SOUTHWEST METRO INTERMEDIATE D	02/20/2026	R	59,408.12	February
618197	SPENCER, RICKY	02/20/2026	R	97.00	February
618198	TECH CHECK LLC	02/20/2026	R	453.12	February
618199	TEXTBOOK WAREHOUSE	02/20/2026	R	868.92	February
618200	TRIO SUPPLY COMPANY	02/20/2026	R	1,690.93	February
618201	TRUE MECHANICAL LLC	02/20/2026	R	7,597.28	February
618202	VERNIER SOFTWARE & TECH INC	02/20/2026	R	583.00	February
618203	WA-CO REPAIR	02/20/2026	R	53.01	February
618204	WILLIAMS, GREGG	02/20/2026	R	185.00	February
618205	WOYNO, JAMES	02/20/2026	R	50.00	February
618206	INTERNATIONAL FESTIVAL of MN	02/25/2026	R	3,150.00	February
618207	EDUCATIONAL SUPPORT PARA UNION	02/27/2026	R	3,301.86	February
618208	EYE MED-FIDELITY SECURITY LIFE	02/27/2026	R	2,147.68	February
618209	GURSTEL LAW FIRM PC	02/27/2026	R	401.31	February
618210	MN SCHOOL EMPLOYEES ASSOCIATIO	02/27/2026	R	337.67	February
618211	NCPERS GROUP LIFE INS	02/27/2026	R	80.00	February
618212	SCHOOL SERVICE EMPLOYEES	02/27/2026	R	663.42	February
618213	WACONIA EDUCATION ASSOCIATION	02/27/2026	R	13,280.26	February
618214	ADAMS PEST CONTROL CO INC	02/27/2026	R	468.60	February
618215	ARMSTRONG, CARTER	02/27/2026	R	50.00	February
618216	BLICK ART MATERIALS	02/27/2026	R	78.83	February
618217	BROWN, AUDREY	02/27/2026	R	50.00	February
618218	BS TECHNOLOGY SOLUTIONS INC	02/27/2026	R	11,655.00	February
618219	Caricatures by Casey	02/27/2026	R	1,960.00	February
618220	CARVER COUNTY FINANCE	02/27/2026	R	8,796.88	February
618221	CARVER COUNTY PARKS & RECREATI	02/27/2026	R	595.00	February
618222	CENTRAL UNITED COOPERATIVE	02/27/2026	R	34,420.58	February
618223	CRANE, JADEN	02/27/2026	R	50.00	February
618224	CROWN COLLEGE	02/27/2026	R	27,687.52	February
618225	DIVERSIFIED PLUMBING & HEATING	02/27/2026	R	170.00	February
618226	ECM PUBLISHERS, INC	02/27/2026	R	301.01	February
618227	EHLERS INC	02/27/2026	R	6,000.00	February
618228	FOGEL, BENJAMIN	02/27/2026	R	150.00	February

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
618229	FREDRICKSON, CLAIRE	02/27/2026	R	75.00	February
618230	FUN JUMPS ENTERTAINMENT, INC	02/27/2026	R	1,620.95	February
618231	GORRIE, LARS	02/27/2026	R	75.00	February
618232	GRAINGER	02/27/2026	R	111.35	February
618233	HDL-HARDWARE DISTRIBUTORS, LTD	02/27/2026	R	223.32	February
618234	HIGH POINT NETWORKS, LLC	02/27/2026	R	61.25	February
618235	HILLYARD/HUTCHINSON	02/27/2026	R	6,981.81	February
618236	INDIANHEAD FS DISTRIBUTOR, INC	02/27/2026	R	890.52	February
618237	INNOVATIVE OFFICE SOLUTIONS LL	02/27/2026	R	70.10	February
618238	JAGER, TREVOR	02/27/2026	R	400.00	February
618239	JONES SCHOOL SUPPLY	02/27/2026	R	18.55	February
618241	KOCH SCHOOL BUS SERVICE, INC	02/27/2026	R	458,071.84	February
618242	KULLY SUPPLY COMPANY	02/27/2026	R	326.58	February
618243	LFSA	02/27/2026	R	500.00	February
618244	MINI BIFF LLC	02/27/2026	R	110.16	February
618245	MN DECA	02/27/2026	R	2,705.00	February
618246	MN DEPT OF HEALTH	02/27/2026	R	15.00	February
618247	MN SOFTBALL	02/27/2026	R	1,870.00	February
618248	MOUNT KATO SKI AREA	02/27/2026	R	1,319.00	February
618249	MUSIC MART	02/27/2026	R	893.00	February
618250	NYSTROM, JACKSON	02/27/2026	R	75.00	February
618251	OCCUPATIONAL HLTH CNTRS MN PC	02/27/2026	R	316.00	February
618252	OFFICE OF MNIT SERVICES	02/27/2026	R	97.65	February
618253	PERFORMANCE APPAREL, LLC	02/27/2026	R	396.00	February
618254	PEPELKA, JACK	02/27/2026	R	150.00	February
618255	RED BALLOON BOOKSHOP	02/27/2026	R	331.00	February
618256	RIVERSIDE INSIGHTS	02/27/2026	R	883.25	February
618257	ROTHSTEIN, DARCI	02/27/2026	R	75.00	February
618258	ROTHSTEIN, SLOANE	02/27/2026	R	75.00	February
618259	RYFSA	02/27/2026	R	375.00	February
618260	SECURITY BANK & TRUST CO	02/27/2026	R	1,662.00	February
618261	SOUTHWEST METRO INTERMEDIATE D	02/27/2026	R	9,291.82	February
618262	STAPLES ADVANTAGE	02/27/2026	R	375.94	February
618263	STARNER, NICHOLAS	02/27/2026	R	100.00	February
618264	STATE MN DEPT OF PUBLIC SAFETY	02/27/2026	R	100.00	February
618265	SWENSON, CADEN	02/27/2026	R	100.00	February
618266	UNIVERSAL PRODUCTION MUSIC	02/27/2026	R	1,508.00	February
618267	VERNIER SOFTWARE & TECH INC	02/27/2026	R	206.00	February
618268	WESTERN PSYCHOLOGICAL SERVICES	02/27/2026	R	105.60	February
618269	WESTONKA YOUTH SOFTBALL ASSOC	02/27/2026	R	450.00	February
618270	WOYNO & ASSOCIATES LLC	02/27/2026	R	10,105.75	February
202500664	TARGET BANK	02/10/2026	W	585.16	February
202500666	ALDI	02/10/2026	W	39.72	February
202500669	DOMINO'S PIZZA	02/10/2026	W	156.70	February
202500672	GREAT MINDS PBC	02/10/2026	W	105.00	February
202500673	DICK'S SPORTING GOODS	02/10/2026	W	43.58	February
202500674	DELTA AIRLINES	02/10/2026	W	191.00	February
202500675	CONCORD THEATRICALS CORP	02/10/2026	W	4,000.00	February
202500676	PEAR DECK	02/10/2026	W	149.99	February
202500678	GUTHRIE THEATER	02/10/2026	W	4,529.00	February
202500679	WEBSTAIRANT STORE LLC	02/10/2026	W	1,459.00	February
202500680	MN VALLEY ELECTRIC CORP	02/10/2026	W	30,690.99	February
202500681	TEACHERS SYNERGY, LLC	02/10/2026	W	5.00	February
202500682	VISTAPRINT USA	02/10/2026	W	145.81	February
202500683	BUCK HILL	02/10/2026	W	1,989.00	February
202500684	CLIFTONLARSONALLEN	02/10/2026	W	9,240.00	February

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202500685	VIMEO	02/10/2026	W	108.00	February
202500686	SHAKOPEE BOWL	02/10/2026	W	1,365.00	February
202500687	ROCKET SCIENCE GROUP, LLC	02/10/2026	W	300.00	February
202500688	MSHSBCA	02/10/2026	W	736.80	February
202500689	DVS RENEWAL	02/10/2026	W	369.02	February
202500690	AMERICINN BY WYNDHAM	02/10/2026	W	182.44	February
202500691	WACONIA CHAMBER OF COMMERCE	02/10/2026	W	300.00	February
202500692	UPS	02/10/2026	W	0.30	February
202500694	FLEET FARM	02/10/2026	W	124.99	February
202500695	NORTHERN TOOL & EQUIPMENT CO	02/10/2026	W	41.94	February
202500696	MSHSCA	02/10/2026	W	129.50	February
202500697	META	02/10/2026	W	40.58	February
202500718	INTERNAL REVENUE SERVICE	02/13/2026	W	300,254.49	February
202500719	LIFE INS CO OF NORTH AMERICA	02/13/2026	W	4,304.48	February
202500720	MN CHILD SUPPORT PYMT CENTER	02/13/2026	W	381.00	February
202500721	MN DEPT OF REVENUE	02/13/2026	W	47,761.62	February
202500722	MN TEACHERS RETIREMENT ASSN	02/13/2026	W	178,544.79	February
202500723	PERA	02/13/2026	W	53,159.16	February
202500724	AVIBEN	02/13/2026	W	63,514.42	February
202500725	ONEBRIDGE BENEFITS, INC.	02/13/2026	W	4,393.13	February
202500729	INTERNAL REVENUE SERVICE	02/27/2026	W	294,806.57	February
202500730	LIFE INS CO OF NORTH AMERICA	02/27/2026	W	6,749.17	February
202500731	MN DEPT OF REVENUE	02/27/2026	W	47,021.28	February
202500732	MN TEACHERS RETIREMENT ASSN	02/27/2026	W	177,709.82	February
202500733	PERA	02/27/2026	W	51,950.29	February
202500734	AVIBEN	02/27/2026	W	63,649.42	February
202500735	ONEBRIDGE BENEFITS, INC.	02/27/2026	W	4,393.13	February
202500748	AT&T MOBILITY	02/26/2026	W	148.32	February
202500749	CENTERPOINT ENERGY	02/25/2026	W	76,954.49	February
202500750	XCEL ENERGY	02/23/2026	W	130.04	February
202500750	XCEL ENERGY	02/24/2026	W	6,643.95	February
202500751	QUADIENT FINANCE USA, INC	02/23/2026	W	500.00	February
202500752	T-MOBILE	02/02/2026	W	380.00	February
252600110	AMOTT, KELLY	02/05/2026	A	105.00	February
252600111	KLEIN, DANIEL	02/05/2026	A	23.06	February
252600112	VOLKMANN, CAITLIN	02/05/2026	A	30.00	February
252600113	WOYNO, IVAN	02/05/2026	A	212.56	February
252600114	AMENT, NANCY	02/25/2026	A	38.43	February
252600115	THOMAS, MATTHEW	02/25/2026	A	210.00	February

Totals for checks 2,830,897.16

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	General	1,215,580.31	0.00	1,130,449.31	2,346,029.62
02	Food Service	36,717.58	0.00	134,268.44	170,986.02
04	Community Service	80,011.04	0.00	69,637.73	149,648.77
06	Building Construction	0.00	0.00	154,957.75	154,957.75
45	OPEB Irrevocable Trust Fund	0.00	0.00	9,275.00	9,275.00
***	Fund Summary Totals ***	1,332,308.93	0.00	1,498,588.23	2,830,897.16

***** 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 – March 23, 2026**

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

AGENDA ITEM: Human Resources Recommendations
ITEM ADDED BY: Jeni Super, Director of Human Resources

Employment

Dunlap, Mackenzie Replacement	Speech Language Pathologist 1.0 FTE; 184 Days Attach K	SV
Hughes, Sean Replacement	Custodial Cleaner 8 Hours/Day; 261 Days	WHS
Miska, McKenna Replacement	Speech Language Pathologist 1.0 FTE; 184 Days Attach K	BV
Pavek, Joseph Replacement	Custodial Cleaner 8 Hours/Day; 261 Days	WMS
Porter, Zoe Replacement	Speech Language Pathologist 1.0 FTE; 184 Days Attach K	LT

Employee Status Changes

Leaves of Absence

Ackerman, Aaron, Teacher at BV
Mottaz, Allison, Teacher at WMS
Schwab, Amy, Head Cook at LT

Extended Leave of Absence

Retirements/Resignations/Terminations

Edsill, Nora, KidSpace Lead at Comm Ed

Grove, Shannon, Title I ESP at BV

Klembarsky, Jane, English/Language Arts Teacher at WMS

Quaas, Brian, Custodial Cleaner at WHS

Raether, Kris, Custodial Maintenance at WHS

Schaeffer, Bailey, Educational Assistant (SPED) at BV

Stacken, Ron, Day Lead Custodian at WMS

Stender, Penny, Custodial Cleaner at WHS

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

5.C. Sitelogiq Invoice (September)



INVOICE

Project #: PUBMID-006344

MN - Waconia - LTFM - PSA - Phase I

BILLING DATE 2/28/2026
 PERIOD TO: 9/30/2025
 ACCOUNT NUMBER 102640
 INVOICE NUMBER 17650
 AMOUNT DUE \$ 70,938.29

PAYMENT AUTHORIZATION

CODE 06-005-867-000-368-520

INVOICE TO:
 Waconia Public Schools
 ATTN: Brian Gersich
 512 Industrial Blvd
 Waconia, MN 55387
 bgersich@isd110.org

APPROVAL *Jim Bueh*

DATE 3-18-26

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 2/28/2026
 PERIOD TO: 9/30/2025
 ACCOUNT NUMBER 102640
 INVOICE NUMBER 17650
 AMOUNT DUE \$ 70,938.29

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	100%	\$ 788,203.13	\$ -	\$ 788,203.13
		Post Construction	\$ 157,640.63	46%	\$ 999.73	\$ 70,938.29	\$ 71,938.02
							\$ -
			\$ 3,152,812.50	97%	\$ 2,996,171.60	\$ 70,938.29	\$ 3,067,109.89

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



\$ 70,938.29

5.D. Sitelogiq Invoice (October)



INVOICE

Project #: PUBMID-006344

MN - Waconia - LTFM - PSA - Phase I

BILLING DATE	2/28/2026
PERIOD TO:	10/31/2025
ACCOUNT NUMBER	102640
INVOICE NUMBER	17990
AMOUNT DUE	\$ 52,021.41

PAYMENT AUTHORIZATION

CODE *06-005-867-000-368-520*

APPROVAL *Jim Budek*

DATE *3-18-26*

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

INVOICE TO:
Waconia Public Schools
ATTN: Brian Gersich
512 Industrial Blvd
Waconia, MN 55387
bgersich@isd110.org

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



BILLING DATE	2/28/2026
PERIOD TO:	10/31/2025
ACCOUNT NUMBER	102640
INVOICE NUMBER	17990
AMOUNT DUE	\$ 52,021.41

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	100%	\$ 788,203.13	\$ -	\$ 788,203.13
		Post Construction	\$ 157,640.63	79%	\$ 71,938.02	\$ 52,021.41	\$ 123,959.43
							\$ -
			\$ 3,152,812.50	99%	\$ 3,067,109.89	\$ 52,021.41	\$ 3,119,131.30

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



\$ 52,021.41

5.E. Receipts of Donation

6. **REPORTS**

6.A. Student Representative Report

Presenter: Sydney Sabol and Colette Newman

6.B. Administrative Report: WMS ELA Curriculum

Presenter: Erika Nesvig, Director of Educational Services



WMS ELA Curriculum

March 23, 2026

Erika Nesvig

Director of Educational Services

Strategic Measures

Policy 606: Textbooks and Instructional Materials

Section IV.

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

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



Strategic Measures

MDE Academic Standards Implementation

Area	Implementation Year
English Language Arts	2025-2026
Social Studies	2026-2027
Math	2027-2028
Health	Proposed: 2028-2029



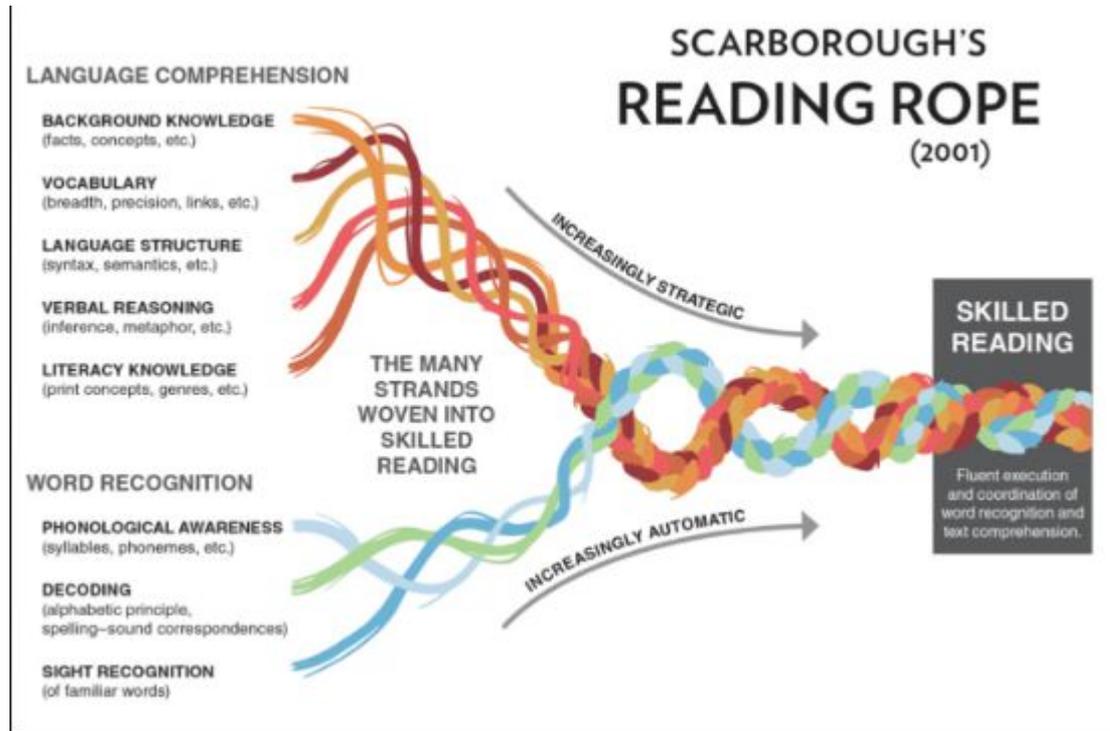
DISTRICT 110 CURRICULUM REVIEW CYCLE

Updated July 2025

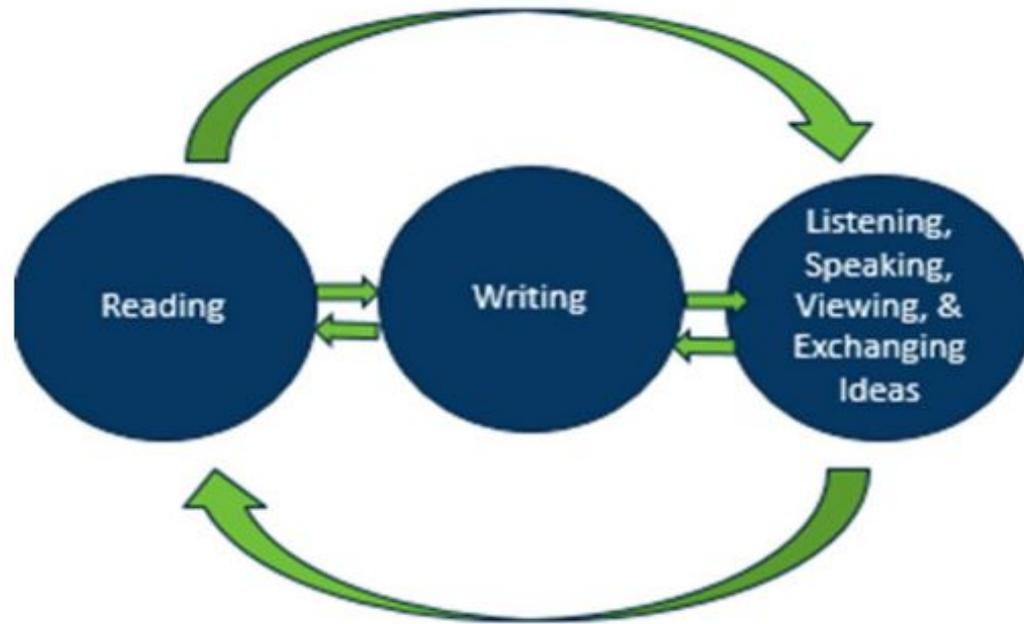
	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033
Year 1	K-12 ELA	K-12 Social	K-12 Math	World Language Counselor SEL	CTE Tech/Media	K-12 Phy Ed/Health	K-5 Science	6-8 Science K-12 Music-Art	9-12 Science
Year 2	9-12 Science	K-12 ELA	K-12 Social	K-12 Math	World Language Counselor SEL	CTE Tech/Media	K-12 Phy Ed/Health	K-5 Science	6-12 Science
Year 3	6-8 Science K-12 PE/Health - Music-Art	9-12 Science	K-12 ELA	K-12 Social	K-12 Math	World Language Counselor SEL	CTE Tech/Media	K-12 Phy Ed/Health	K-5 Science
Year 4	K-5 Science	6-8 Science K-12 PE/Health - Music-Art	9-12 Science	K-12 ELA	K-12 Social	K-12 Math	World Language Counselor SEL	CTE Tech/Media	K-12 Phy Ed/Health
Year 5	6-8 Math	K-5 Science	6-8 Science K-12 PE/Health - Music-Art	9-12 Science	K-12 ELA	K-12 Social	K-12 Math	World Language Counselor SEL	CTE Tech/Media
Year 6	CTE Tech/Media	6-8 Math	K-5 Science	6-8 Science K-12 PE/Health - Music-Art	9-12 Science	K-12 ELA	K-12 Social	K-12 Math	World Language Counselor SEL
Year 7	World Language	CTE Tech/Media		K-5 Science	6-8 Science K-12 PE/Health - Music-Art	9-12 Science	K-12 ELA	K-12 Social	K-12 Math
Year 8	K-12 Math	World Language	CTE Tech/Media		K-5 Science	6-8 Science K-12 Music-Art	9-12 Science	K-12 ELA	K-12 Social
Year 9	K-12 Social	K-12 Math	World Language	CTE Tech/Media		K-5 Science	6-8 Science K-12 Music-Art	9-12 Science	K-12 ELA

KEY:

Science of Reading



MN ELA Standards



WMS ELA Review

2024-2025 School Year	Focused on learning about new ELA standards Guiding Change Process
Summer 2025	Reviewed curriculums
Fall 2025	Piloted HMH Into Literature
Winter 2026	Decided to move forward with HMH Into Literature Teaching and Learning Advisory Committee

Review Team	
6th Grade	Kelly Bielke, Rachel Deodhar, Vanessa Lemmerman
7th Grade	Jane Klembarskly, Naomi Simon, Dana Martodam
8th Grade	Heather Milliken, Alyssa Gilbertson, Heather Tonneson
DES Team	Erika Nesvig, Marnie Pauly



Rubric

WMS ELA Curriculum Rubric

Curriculum Being Rated: _____

2 - Meets 1 - Partially Meets 0 - Does Not Meet NA - Not Applicable

Updated 6/30 with ELA Team

Key Parts of Curriculum	
Explicit word study and vocabulary lessons. Tier 1, 2, and 3 words.	
Balance of literature and informational texts.	
Lessons include opportunities for small group differentiation.	
The writing process (planning, revising, editing) is explicitly taught and practiced.	
Provides authentic writing tasks (narrative, argument, informative)	
Assessments include screening, diagnostic, formative, and summative to support data-driven instruction. Including re-take options and assessments that can be edited.	
Materials are culturally responsive and inclusive	
Materials being available both print, digital and audio.	
Materials are supportive of a co-taught model.	



Summary of Review

Positives

Aligns with Minnesota State Standards

Texts are of high interest to students with a variety of genres in each unit

Explicit instruction for reading skills

Strong vocabulary instruction with connections to the text and research-based activities

Explicit grammar instruction

Writable platform allows students to get feedback on their writing

Pacing fits the needs of middle school minutes and trimesters

Short coaching videos for students if they struggle with a skill

Resources for students who need extra support, including ML students

Things to Consider

Assessment - may require additional work for teachers

Learning objectives for students will need to be added

Enriched ELA course will need supplemental resources

Lacks MN-specific Native American Resources



Teaching and Learning Advisory Council

Primary Function

The Teaching and Learning Advisory Council (TLAC) is the formal advisory group for District 110 whose purpose is to review and advise on K-12 curriculum prior to presentation to the Board of Education.

School Board Representatives:

- Jesse Bergstrom



Teaching and Learning Advisory Council

Recommendation

On March 16, 2026, members of the Teaching and Learning Advisory Council unanimously approved the recommendation of HMH Into Literature

Considerations to share with the School Board:

- All 6th, 7th and 8th grade ELA teachers piloted the program. Special Ed teachers that co-teach in classrooms were also part of the pilot.
- Appreciated the option for workbooks or digital version.
- Acknowledged that a lot of thought and work went into choosing this curriculum.



Cost to Curriculum Budget

Items	
6-8 Student Digital	\$34,539.00
6-8 Student Workbooks	\$4,875.00
Teacher Manuals	\$1,624.00
Supplemental Novels (Enriched ELA and Native American Resources)	\$5,000.00
Coachly for Instructional Coach	\$1,500.00
Estimated Total	\$47,538.00





Questions?

6.C. Finance Report

Presenter: Pam
Carman, Director of
Finance & Operations

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

WACONIA | January 31, 2026

REVENUE CATEGORIES						31-Jan-26	31-Jan-25	31-Jan-24		
	30-Jun-24	30-Jun-25	FY26 Adopted Budget	Received YTD	Budget Remaining	% Received	% Received	% Received	31-Jan-25	31-Jan-24
STATE	43,525,335	43,706,014	43,738,854	17,405,742	26,333,112	39.79%	38.96%	38.75%	17,025,691	16,864,124
FEDERAL	1,255,094	894,894	838,048	162,957	675,091	19.44%	0.42%	6.66%	3,755	83,532
PROPERTY TAXES	10,257,822	10,260,902	9,967,872	5,681,588	4,286,284	57.00%	51.73%	49.90%	5,307,463	5,119,118
LOCAL SALES, INS RECOVERY & JUDGEMENTS	0	(1,705)	0	5,212	(5,212)	0.00%	0.00%	0.00%	7,902	0
SALE OF BONDS & LOANS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0.00%	0.00%	0.00%	0	555
LOCAL (FEES, INTEREST, ETC.)	1,702,471	2,040,410	1,604,813	1,016,086	588,727	63.31%	50.61%	42.81%	1,032,622	728,827
TOTALS	56,740,722	56,900,515	56,149,587	24,271,585	31,878,002	43.23%	41.08%	40.18%	23,377,433	22,796,156

EXPENDITURES (OBJECT SERIES)						31-Jan-26	31-Jan-25	31-Jan-24		
	30-Jun-24	30-Jun-25	FY26 Adopted Budget	Expended YTD	Budget Remaining	% Expended	% Expended	% Expended	31-Jan-25	31-Jan-24
SALARIES & WAGES	27,539,445	28,557,637	30,827,060	13,680,341	17,146,719	44.38%	46.85%	45.81%	13,378,809	12,614,619
EMPLOYEE BENEFITS	10,431,339	11,378,624	11,777,614	5,917,430	5,860,184	50.24%	48.80%	48.44%	5,552,999	5,052,473
PURCHASED SERVICES	7,612,703	8,344,460	8,513,778	4,371,667	4,142,111	51.35%	47.73%	44.23%	3,982,875	3,366,923
SUPPLIES	1,724,992	1,869,383	1,980,575	1,052,174	928,401	53.12%	36.72%	24.81%	686,357	427,937
EQUIPMENT	904,658	1,293,468	1,462,300	1,206,531	255,769	82.51%	86.44%	91.30%	1,118,127	825,970
DEBT SERVICE	83,267	83,267	81,287	2,200	79,087	2.71%	100.00%	100.00%	83,267	83,267
OTHER EXPENDITURES	284,535	268,429	288,579	92,609	195,970	32.09%	41.27%	38.18%	110,792	108,647
OTHER FINANCING USES	179,732	0	63,000	0	63,000	0.00%	0.00%	0.00%	0	0
TOTALS	48,760,671	51,795,268	54,994,193	26,322,952	28,671,241	47.86%	48.10%	46.10%	24,913,226	22,479,836

EXPENDITURES (PROGRAM SERIES)						31-Jan-26	31-Jan-25	31-Jan-24		
	30-Jun-24	30-Jun-25	FY26 Adopted Budget	Expended YTD	Budget Remaining	% Expended	% Expended	% Expended	31-Jan-25	31-Jan-24
SITE ADMINISTRATION	1,009,465	1,086,471	1,124,204	642,286	481,918	57.13%	57.79%	60.43%	627,834	610,019
DISTRICT ADMINISTRATION	479,268	478,718	507,637	256,962	250,675	50.62%	57.27%	56.66%	274,149	271,531
SUPPORT SERVICES	1,696,730	1,875,357	2,052,639	1,241,861	810,778	60.50%	60.33%	60.80%	1,131,351	1,031,660
REGULAR INSTRUCTION	19,685,536	21,366,366	21,695,083	9,442,926	12,252,157	43.53%	43.11%	42.79%	9,210,367	8,424,410
EXTRA-CURRICULAR ACTIVITES	1,968,764	2,084,156	2,138,382	716,533	1,421,849	33.51%	34.43%	29.39%	717,492	578,674
VOCATIONAL INSTRUCTION	536,073	635,540	574,343	259,827	314,516	45.24%	45.59%	39.61%	289,721	212,340
SPECIAL EDUCATION	10,567,638	11,064,177	12,473,658	5,379,897	7,093,761	43.13%	45.24%	44.54%	5,005,406	4,707,093
COMMUNITY SERVICES	8,848	14,322	8,848	9,035	(187)	102.11%	76.44%	61.87%	10,948	5,474
INSTRUCTIONAL SUPPORT	2,462,123	2,274,874	2,923,864	1,777,739	1,146,125	60.80%	60.70%	54.66%	1,380,740	1,345,905
PUPIL SUPPORT SERVICES	4,958,436	5,237,720	5,697,145	2,728,792	2,968,353	47.90%	45.02%	43.79%	2,358,023	2,171,369
FACILITIES	4,820,100	5,237,835	5,273,390	3,214,218	2,059,172	60.95%	61.94%	57.92%	3,244,075	2,791,962
OTHER FINANCING USES	567,689	439,732	525,000	652,876	(127,876)	124.36%	150.80%	86.92%	663,122	493,438
TOTALS	48,760,671	51,795,268	54,994,193	26,322,952	28,671,241	47.86%	48.10%	46.44%	24,913,226	22,643,875

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

WACONIA | January 31, 2026

					31-Jan-26	31-Jan-25	31-Jan-24			
ACTIVITY - OTHER FUNDS					31-Jan-26	31-Jan-25	31-Jan-24			
REVENUE	30-Jun-24	30-Jun-25	FY26 Adopted Budget	Received YTD	Budget Remaining	% Received	% Received	% Received	31-Jan-25	31-Jan-24
FOOD SERVICE	3,388,847	3,319,655	3,449,636	1,135,003	2,314,633	32.90%	28.94%	28.88%	960,545	978,815
COMMUNITY EDUCATION	4,221,222	4,247,809	4,171,711	2,558,804	1,612,907	61.34%	60.38%	58.15%	2,564,932	2,454,457
CONSTRUCTION	6,158,103	9,596,627	75,000	145,248	(70,248)	193.66%	0.41%	0.00%	39,594	0
DEBT SERVICE	9,557,211	21,753,496	9,737,900	5,050,946	4,686,954	51.87%	23.08%	54.01%	5,020,604	5,162,130
TRUST	11,250	12,950	0	1,500	(1,500)	0.00%	11.58%	13.33%	1,500	1,500
INTERNAL SERVICE	550,381	418,183	485,000	270,228	214,772	55.72%	56.38%	48.06%	235,788	264,516
OPEB IRREVOCABLE TRUST	152,627	439,769	135,000	55,473	79,527	41.09%	11.73%	37.62%	51,602	57,416
TOTALS	24,039,642	39,788,489	18,054,247	9,217,201	8,837,046	51.05%	22.30%	37.10%	8,874,565	8,918,835

					31-Jan-26	31-Jan-25	31-Jan-24			
EXPENDITURES					31-Jan-26	31-Jan-25	31-Jan-24			
EXPENDITURES	30-Jun-24	30-Jun-25	FY26 Adopted Budget	Expended YTD	Budget Remaining	% Expended	% Expended	% Expended	31-Jan-25	31-Jan-24
FOOD SERVICE	3,472,583	3,138,794	3,828,301	1,457,512	2,370,789	38.07%	48.67%	46.75%	1,527,518	1,623,450
COMMUNITY EDUCATION	3,902,578	4,136,902	3,889,861	2,618,159	1,271,702	67.31%	54.99%	51.23%	2,274,955	1,999,342
CONSTRUCTION	2,061,110	5,459,450	9,384,517	5,853,320	3,531,197	62.37%	9.67%	0.00%	527,849	0
DEBT SERVICE	9,396,831	21,790,482	9,737,900	9,363,410	374,490	96.15%	43.95%	99.98%	9,576,854	9,394,831
TRUST	4,500	10,250	0	9,406	(9,406)	0.00%	50.61%	66.67%	5,188	3,000
INTERNAL SERVICE	448,577	442,895	485,000	259,468	225,532	53.50%	57.84%	27.49%	256,185	123,292
OPEB IRREVOCABLE TRUST	346,417	361,101	135,000	1,622	133,378	1.20%	0.41%	0.42%	1,497	1,454
TOTALS	19,632,597	35,339,874	27,460,579	19,562,896	7,897,683	71.24%	40.10%	66.96%	14,170,046	13,145,370

SUMMARY - ALL FUNDS					31-Jan-26	31-Jan-25	31-Jan-24			
SUMMARY	30-Jun-24	30-Jun-25	FY26 Adopted Budget	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended	31-Jan-25	31-Jan-24
REVENUE	80,780,364	96,689,004	74,203,834	33,488,786	40,715,048	45.13%	33.36%	39.26%	32,251,998	31,714,990
EXPENDITURES	68,393,268	87,135,142	82,454,772	45,885,848	36,568,924	55.65%	44.85%	52.33%	39,083,272	35,789,244
SPENDING VARIANCE	12,387,096	9,553,862	(8,250,938)	(12,397,061)	N/A	N/A	N/A	N/A	(6,831,274)	(4,074,254)

7. **ACTION ITEMS**

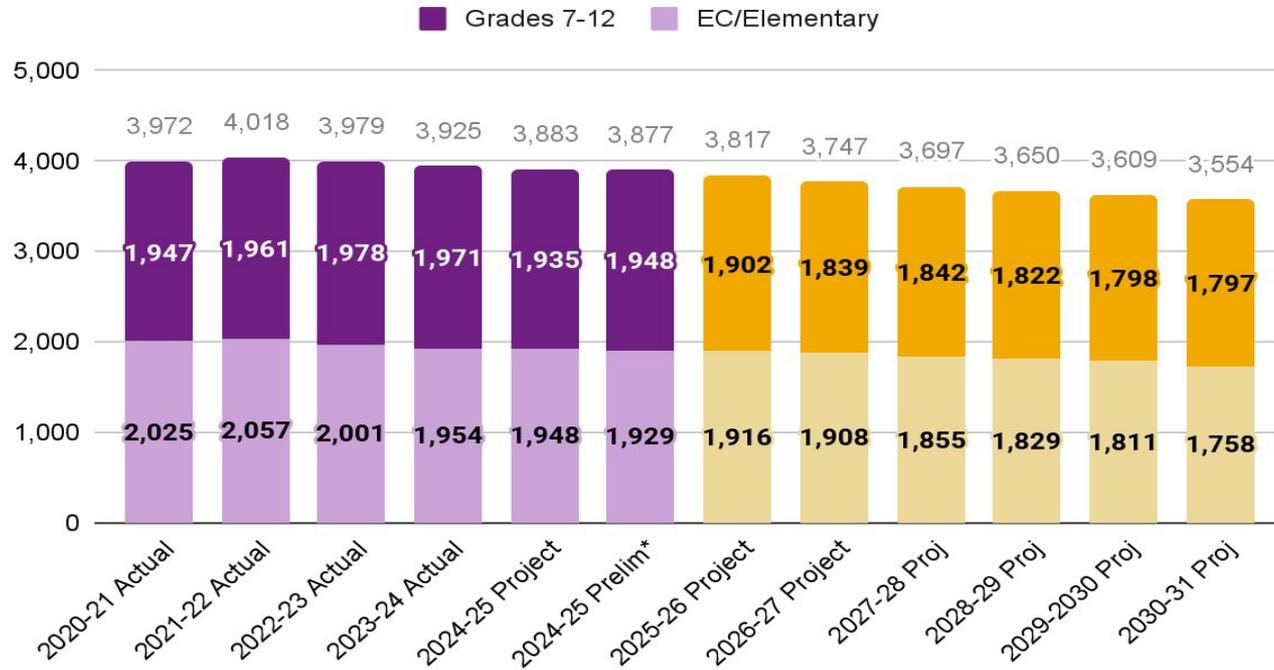
7.A. Approved Revised Budget



Final FY26 Revised Budget

Presented By: Pam Carman
March 23, 2026

EOY ADM Enrollment Projections

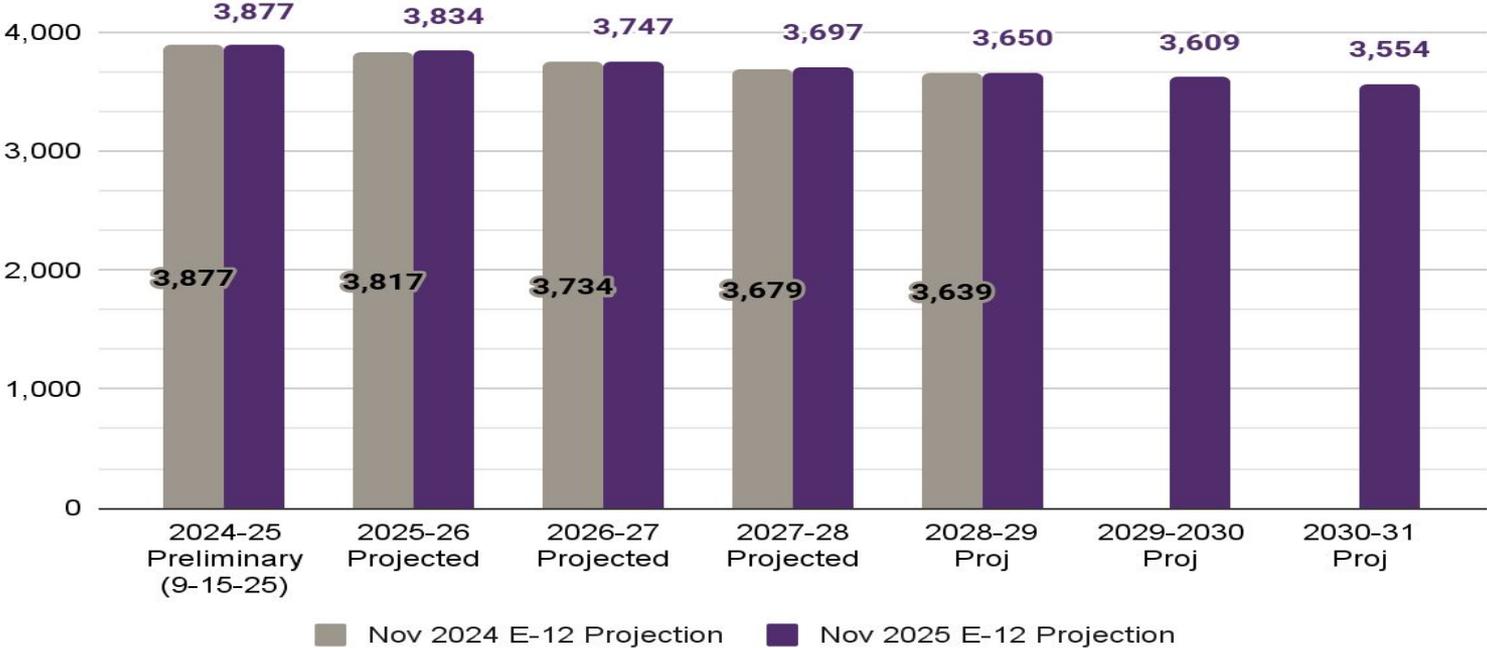


- Actual EC-Grade 6
- Actual Grades 7-12
- Projected EC-Grade 6
- Projected Grades 7-12

*2024-25 Preliminary as of 12-11-25. First year of VPK is 2024-25.



Compare EOY ADM Projections: Nov 2024 to Nov 2025



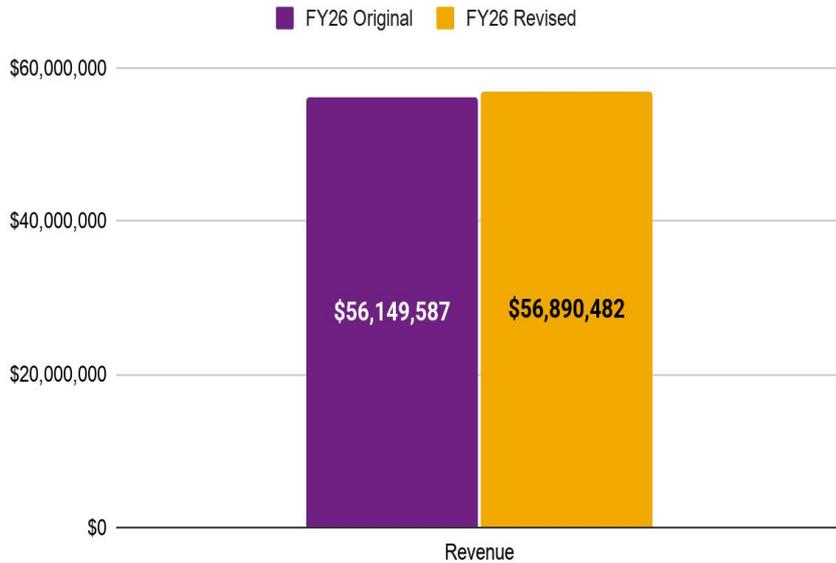


Fund 01

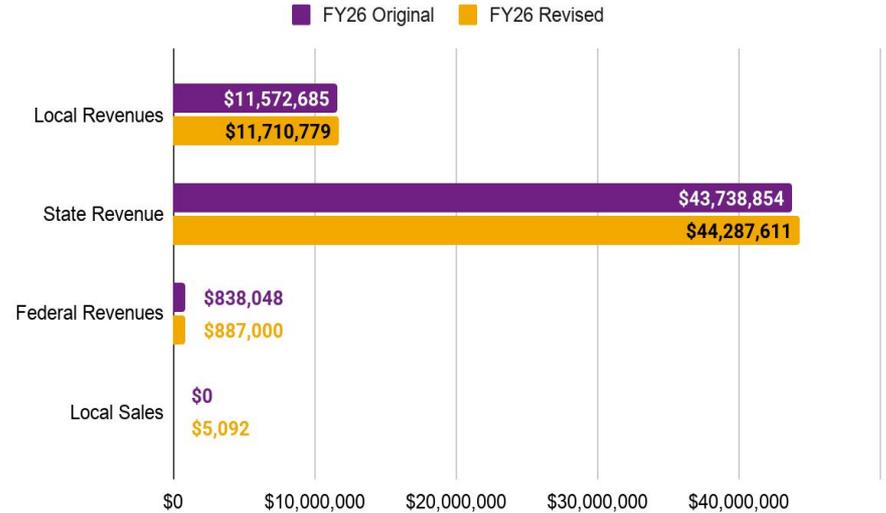
General Fund

General Fund - Revenue

FY26 Revenue

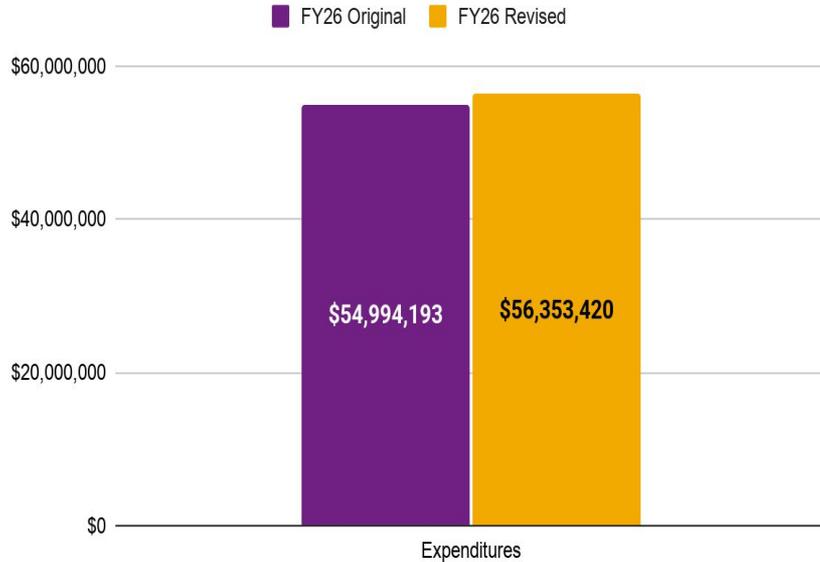


FY26 Revenue

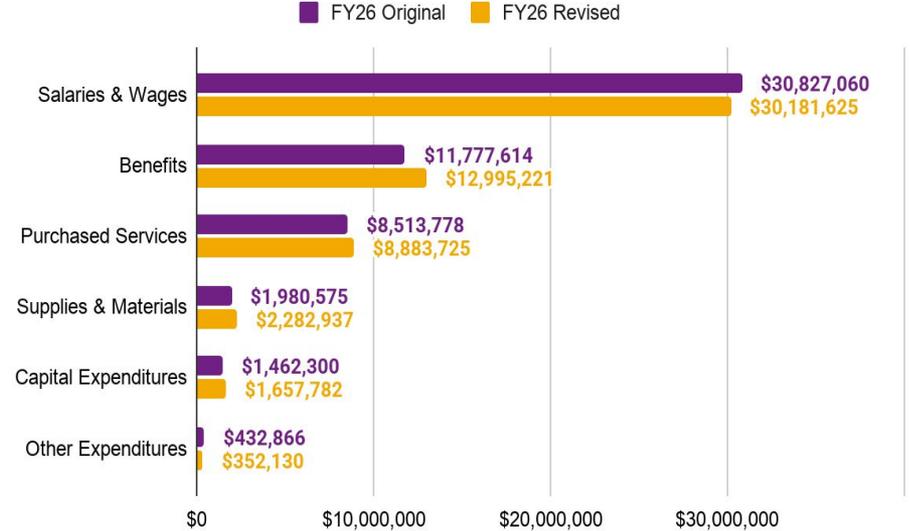


General Fund - Expense

FY26 Expense

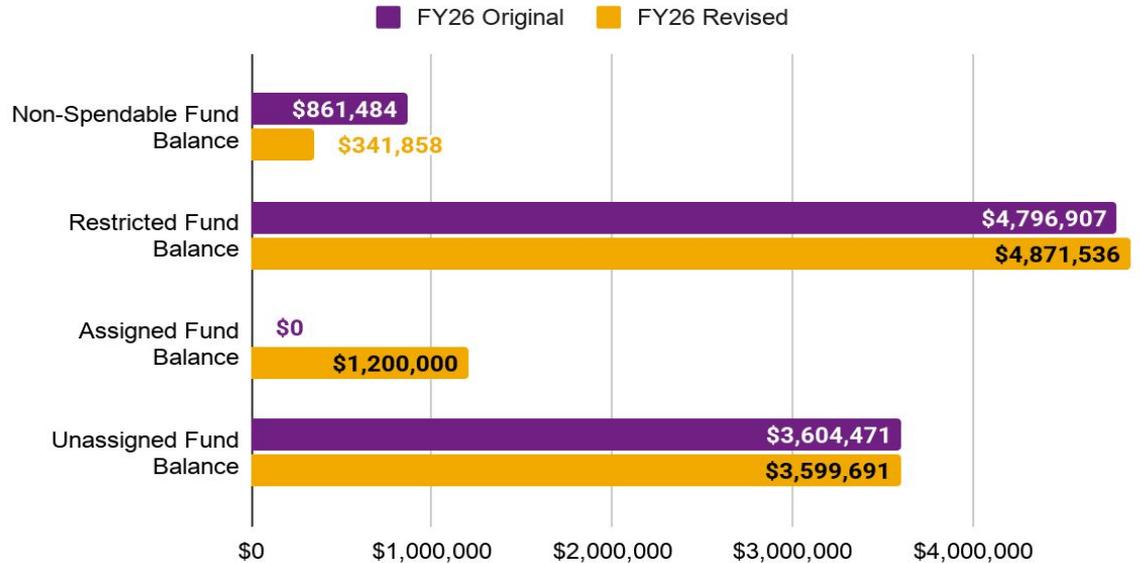


FY26 Expense



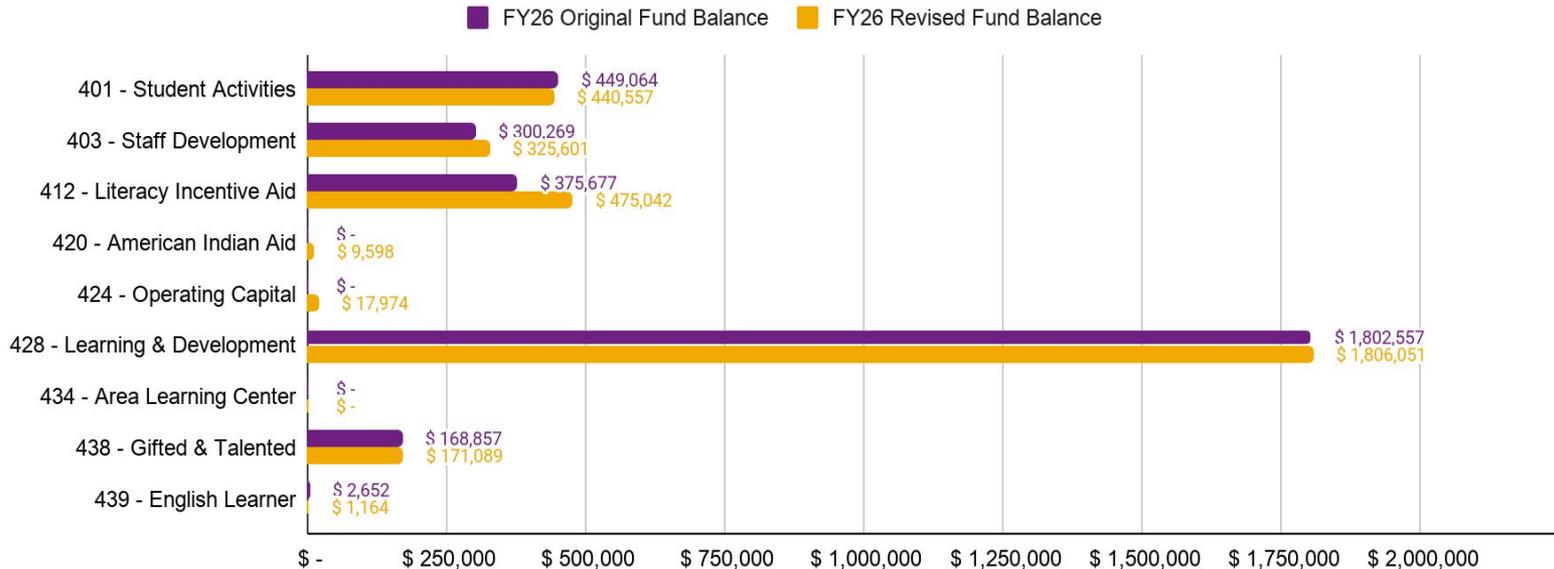
General Fund - FY26 Projected Fund Balance

FY26 Projected Fund Balance



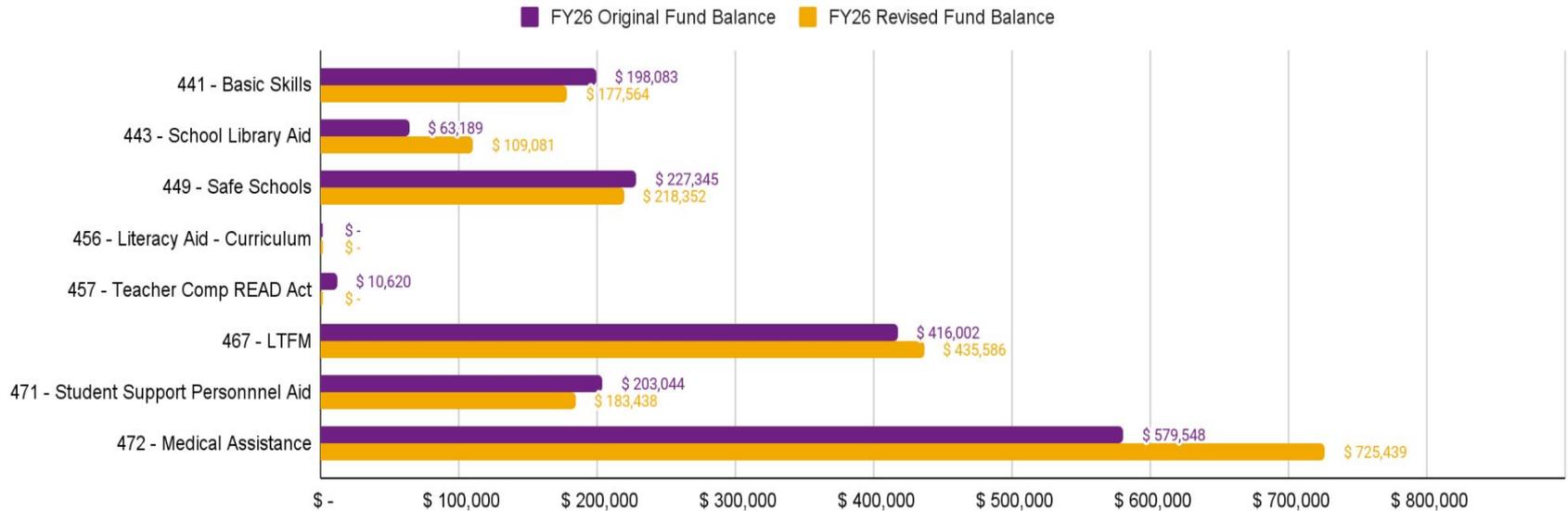
General Fund - FY26 Restricted Fund Balance

FY26 Projected Restricted Fund Balance



General Fund - FY26 Restricted Fund Balance

FY26 Projected Restricted Fund Balance



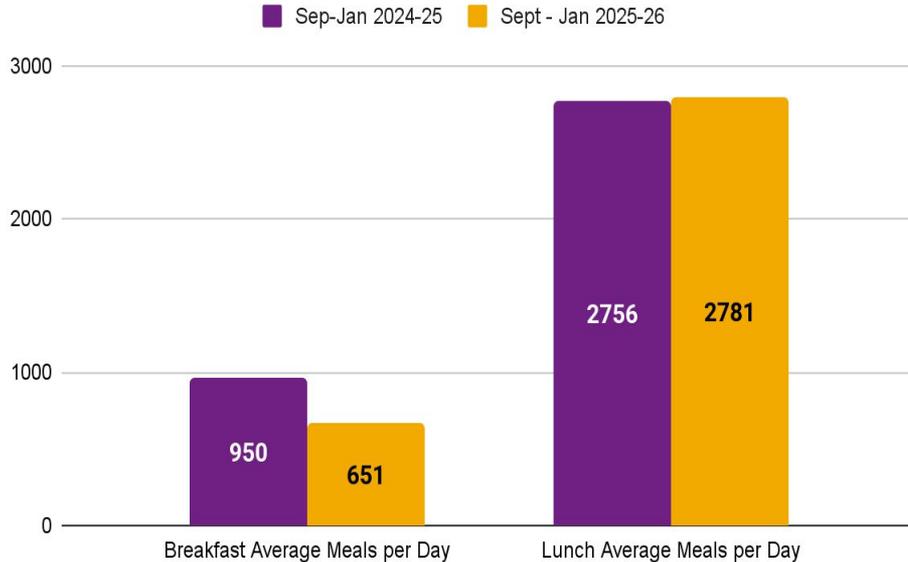


Fund 02

School Nutrition

School Nutrition Participation Data

Average Meals Served Per Day (September - January)



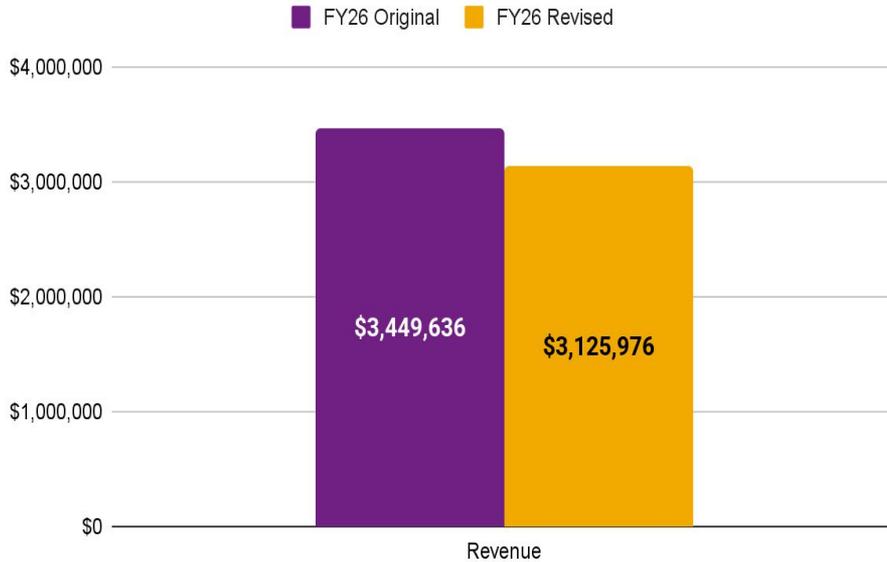
Metric	2024-25	2025-26
Total Days Served (Sept - Jan)	92	92
Average Daily Census (Sept - Jan)	3,778	3,857

- Breakfast participation declined 31% from 2024-25 to 2025-26 during September through January
- Lunch participation and average daily census remained stable from September through January

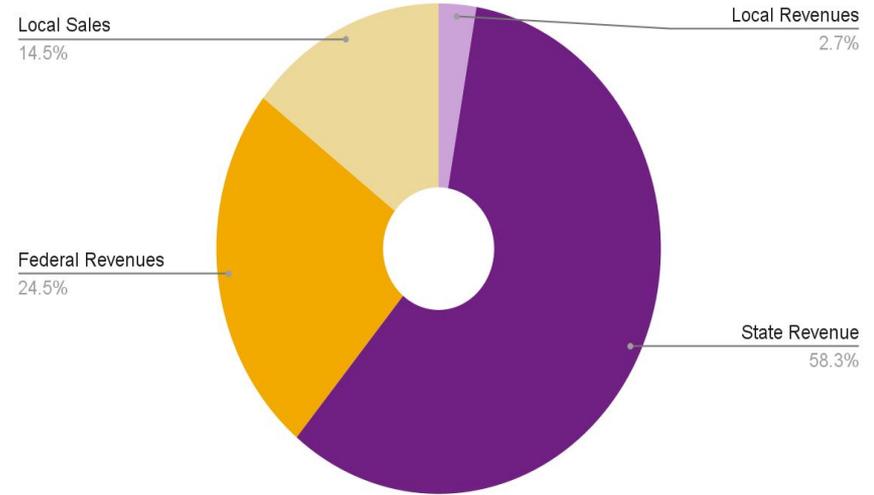


Fund 02 - School Nutrition Revenue

FY26 Fund 02 - Revenue

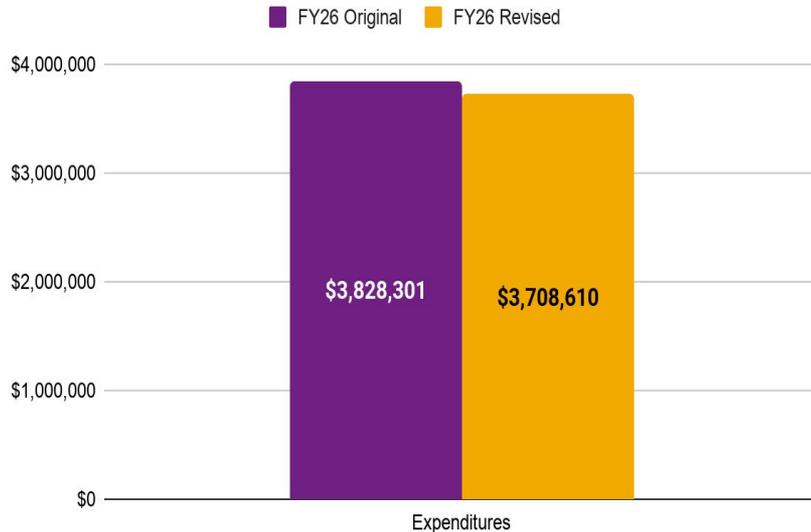


FY26 Fund 02 - Revised Revenue Budget

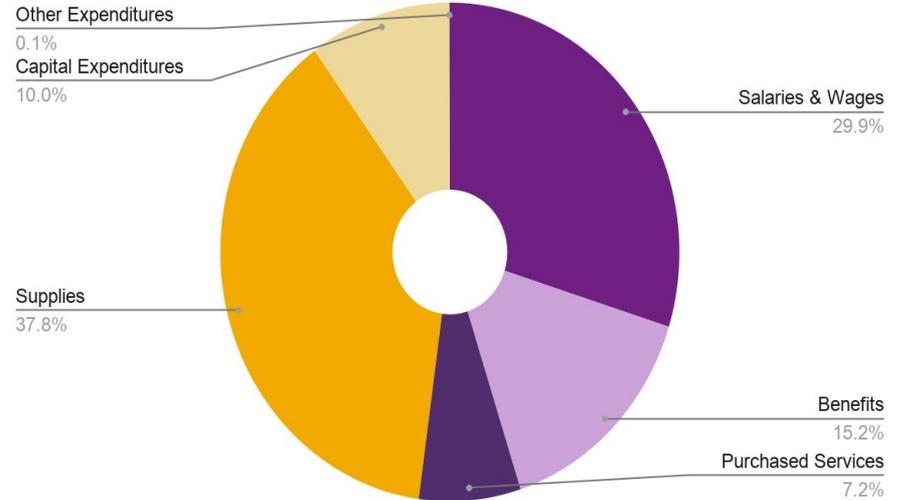


Fund 02 - School Nutrition Expense

FY26 Fund 02 Expenses

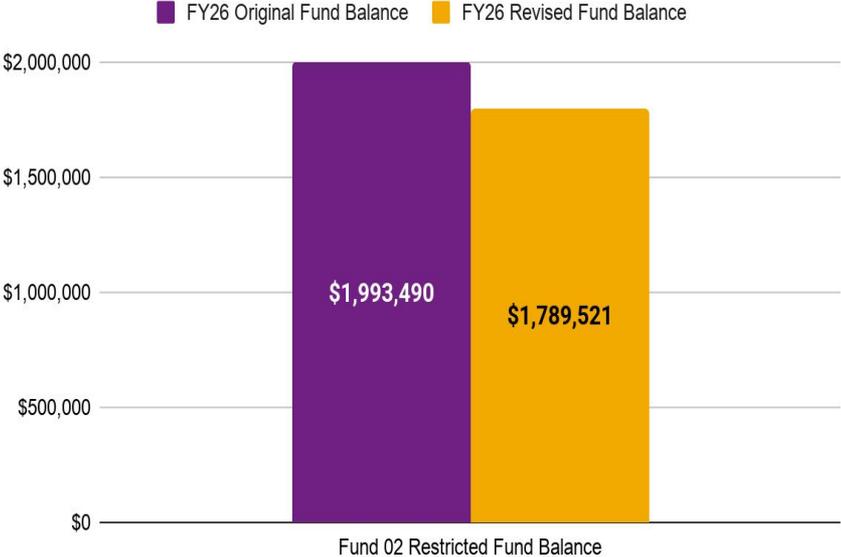


FY26 Fund 02 - Revised Expenditure Budget

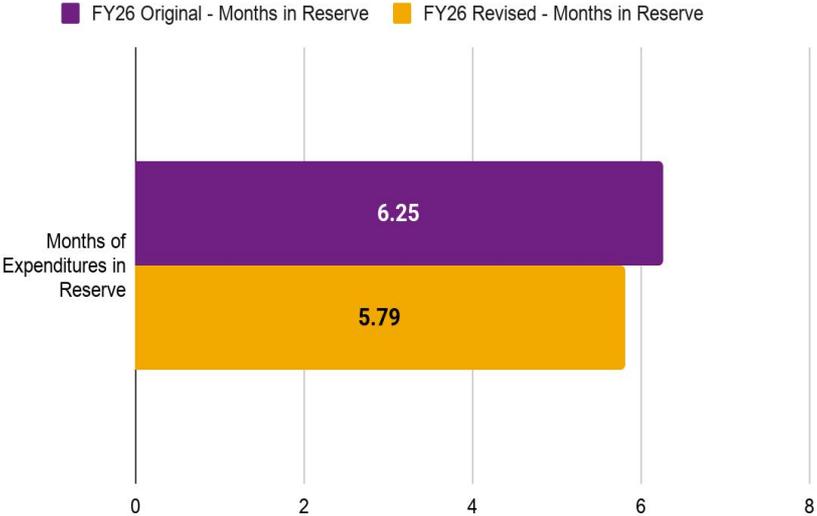


Fund 02 - School Nutrition Fund Balance

FY26 Projected Fund 02 Restricted Fund Balance



FY26 Fund Balance - # of Months in Reserve



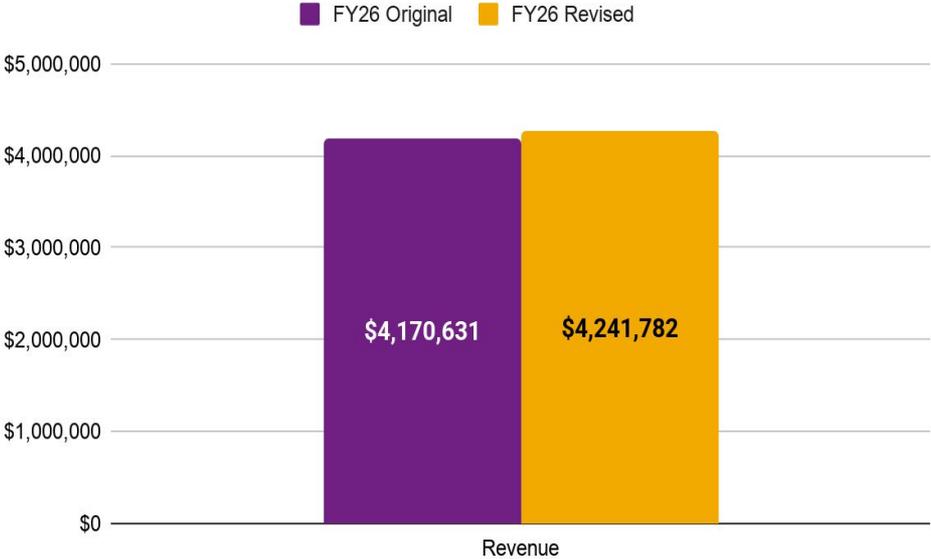


Fund 04

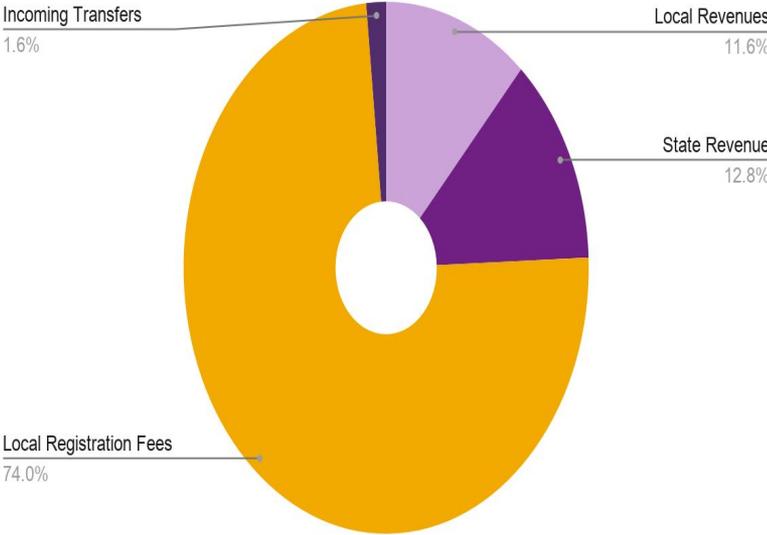
Community Education

Fund 04 - Community Education Revenue

FY26 Fund 04 - Revenue



FY26 - Fund 04 Revised Revenue Budget

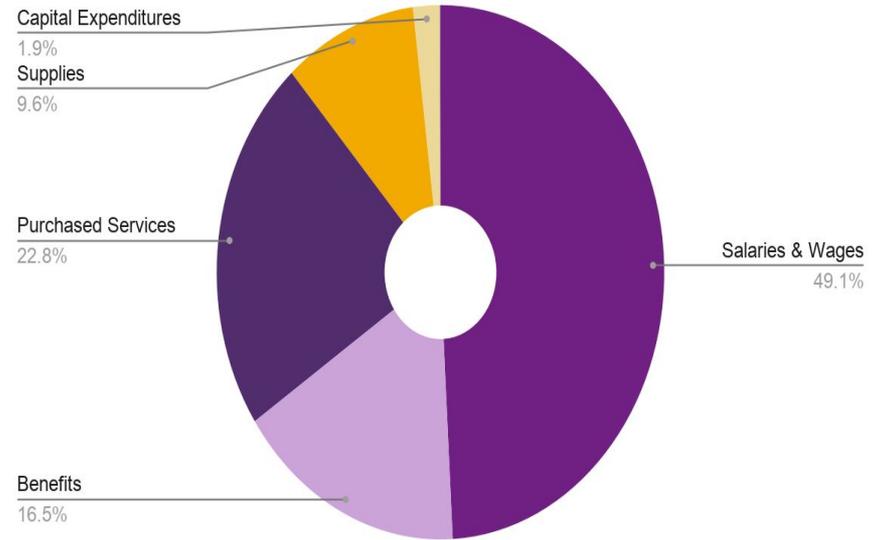


Fund 04 - Community Education Expense

FY26 Fund 04 - Revised Expenditure Budget

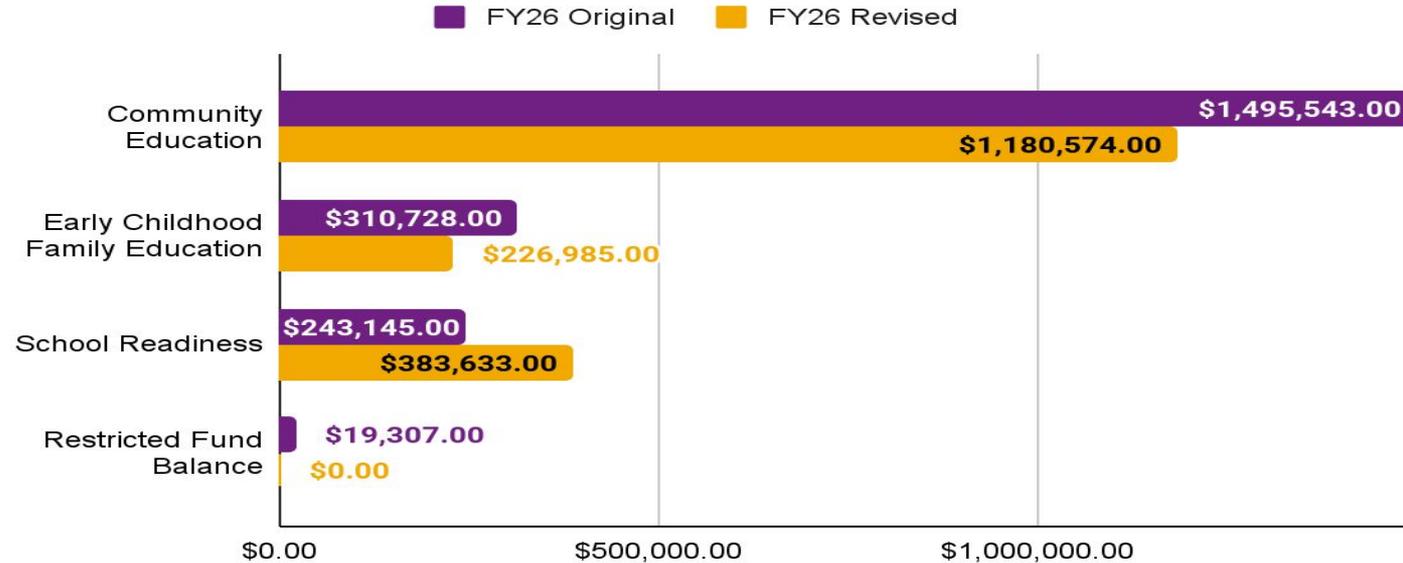


FY26 Fund 04 - Revised Expenditure Budget



Fund 04 - Community Education Fund Balance

FY26 Fund 04 - Community Education Fund Balance





Questions?

7.B. Waconia Middle School Cafeteria Furniture
Purchase

Presenter: Pam
Carman, Director of
Finance and
Operations



MEMORANDUM

TO: ISD 110 Finance Committee

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

DATE: March 23, 2026

SUBJECT: Replacement of Cafeteria Furniture – Waconia Middle School

Purpose

The purpose of this memo is to request School Board approval for the replacement of cafeteria furniture at Waconia Middle School and authorization to award the purchase to Plymold.

Background

On March 3, 2026, administration provided an informational memo to the Finance Committee outlining planning work related to potential replacement of the Waconia Middle School cafeteria furniture. That memo is included as an attachment for reference.

The existing cafeteria furniture is approximately 25 years old and increasingly requires maintenance and repair. Over the past year, the District has explored options to modernize the space in a way that better supports:

- Daily breakfast and lunch service
- Student comfort and inclusion
- Flexible use of the cafeteria for academic, social, and community purposes
- Improved traffic flow, supervision, acoustics, and accessibility

During the 2024–25 school year and continuing into this year, staff reviewed layout concepts, furniture materials, and vendor options. Input was gathered from:

- Waconia Middle School administration
- Nutrition Services
- Buildings & Grounds staff
- Students

This collaborative planning process resulted in a proposed layout and furniture package designed to improve functionality while maintaining durability and ease of maintenance.

The proposal also incorporates strategies to maximize the use of existing assets, including:

- Repurposing select booth benches and tables within the new layout
- Repairing and redeploying usable furniture elsewhere in the District, where feasible
- Offering surplus furniture for public sale consistent with District policy

Vendor Quotes and Selection

Quotes for the cafeteria furniture were obtained from multiple vendors, including:

- Amtab
- Plymold
- Virco

After reviewing product durability, design compatibility with the proposed layout, installation considerations, and overall cost, administration recommends awarding the purchase to Plymold.

The Plymold proposal best aligns with the District's goals of providing durable, flexible seating options that support student comfort, ease of cleaning, and long-term use within the cafeteria environment.

Details of the vendor quotations are included in the attachments.

Funding

Administration recommends funding the project using Excess Net Cash Resources within Food Service Fund 02.

The Minnesota Department of Education (MDE) confirmed in a January 27, 2026, communication that districts may utilize excess net cash reserves within the Food Service Fund for one-time capital-type expenditures that support the school nutrition program.

This funding approach aligns with the District's financial planning framework, which prioritizes the use of excess net cash resources for investments that:

- Are one-time expenditures
- Improve student experience and program operations
- Do not create ongoing structural budget impacts

Because the existing furniture has exceeded its useful life and the replacement supports the operation of the school nutrition program, administration believes this investment meets those criteria.

Recommendation

Administration recommends that the School Board:

1. Approve the replacement of cafeteria furniture at Waconia Middle School, and
2. Authorize the award of the purchase to Plymold in the amount reflected in the attached quotation, utilizing excess net cash resources within Food Service Fund 02.

Attachments:

1. Finance Committee Memo – March 3, 2026
2. Photos of Proposed Seating Layout
3. Vendor Quotations (Amtab, Plymold, Virco)
4. Minnesota Department of Education – Net Excess Cash Reserve Email (January 27, 2026)

Attachments

- Net Excess Cash Reserve email from MDE on January 27, 2026
- Photos of the proposed new seating arrangement
- Quotes from Amtab, Plymold, and Virco



MEMORANDUM

TO: ISD 110 Finance Committee

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

DATE: March 3, 2026

SUBJECT: Replacement of Cafeteria Furniture – Waconia Middle School

Purpose

The purpose of this memo is to provide an informational update to the Finance Committee regarding planning work underway related to potential upgrades to the Waconia Middle School cafeteria furniture, including preliminary layout concepts, design considerations, and vendor pricing.

Background

The existing cafeteria furniture at Waconia Middle School is approximately 25 years old and requires increasing levels of repair. As part of broader facility and program discussions last year, the District began exploring whether future replacement could better support:

- Daily breakfast and lunch service
- Student comfort and inclusion
- Flexible use of the cafeteria for academic, social, and community purposes
- Improved traffic flow, acoustics, and accessibility

During the 2024–25 school year, staff reviewed design options, layouts, materials, and fabric selections. That exploratory work has continued into this year, and the planning has now progressed to a point where a cohesive furniture plan, layout concept, and pricing package can be shared.

Planning Considerations

The current planning concept includes:

- A mix of soft and hard seating, mobile benches, and chairs to support flexible configurations
- Clearer pathways to improve circulation and supervision
- Furniture selections that support ease of cleaning, sound suppression, and ADA compliance
- Alignment with the cafeteria furniture design at Waconia High School to maintain district-wide consistency

Students, the building principal, Nutrition Services, and Buildings & Grounds staff have all contributed input to ensure the concept balances student experience, operational efficiency, and long-term durability.

To remain fiscally responsible, the plan also assumes:

- Repurposing select existing booth benches and tables within the new layout
- Repairing and reusing remaining furniture elsewhere in the District where feasible
- Offering any excess items for public sale consistent with District policy

Funding

As part of this discussion, the administration is also reintroducing the concept of using Excess Net Cash Resources in Fund 02 for one-time capital-type investments. This funding approach was initially discussed last year as the District's financial position stabilized and has continued to be evaluated as part of longer-term financial planning.

The cafeteria furniture project is being reviewed within that broader context, recognizing that Excess Net Cash Resources are finite and should be used intentionally for projects that:

- Are one-time in nature
- Improve student experience and functionality
- Do not create ongoing structural budget impacts

Next Steps

- Finance Committee review and discussion of the overall concept, layout, and preliminary pricing
- If supported, preparation of a formal recommendation for School Board consideration at the March 23, 2026, Board meeting

Attachments

- Net Excess Cash Reserve email from MDE on January 27, 2026
- Photos of the proposed new seating arrangement
- Quotes from Amtab, Plymold, and Virco









Cafeteria Furniture: Sourcing Summary RFP Results

Project Overview			
Department:	Food Services	Date:	2/12/2026
Category:	Cafeteria Furniture	Sourcing Process:	RFP
Participating Vendors:	<ul style="list-style-type: none"> • AmTab (Quoted) • Innovative Office Solutions (Did Not Quote) • Plymold (Quoted) • Virco (Quoted) 		
Process Notes:	<ul style="list-style-type: none"> • Independent School District No. 110 (Waconia Public Schools) issued a Request for Proposals (RFP) on January 23rd, 2026 for new cafeteria furniture for Waconia Middle School. • 4 Providers were selected to participate in the quoting process. Providers were selected based on references and their relationship with Waconia and other school districts in Minnesota. • A total of 3 proposals were received; Innovative Office Furniture declined to participate. 		
Evaluation Notes:	<ul style="list-style-type: none"> • After evaluating the Three (3) responsive proposals based on cost, qualifications, project timeline, and references, the District determined that Plymold represents the best overall value to the District. <ul style="list-style-type: none"> ◦ Plymold's proposal offered: <ul style="list-style-type: none"> • The Most competitive pricing • Proven experience with Waconia School District with High School Upgrade • Strong references and past performance • A project timeline consistent with District needs. 		
Recommendation:	<ul style="list-style-type: none"> • It is recommended that the Waconia Middle School Cafeteria Furniture Upgrade project be awarded to Plymold. 		

Estimated Total Charges included Freight			
	AmTab	Plymold	Virco
Estimated Total Charges	\$412,929.56	\$144,051.17	\$255,208.30

Qualification Checklist			
Question/Data Point	AmTab	Plymold	Virco
Do you agree with the District Terms, conditions, specifications, & requirements in this RFP?	Y	Y	Y
Are you authorized to do business with Minnesota public schools?	Y	Y	Y

References			
	AmTab	Plymold	Virco
Ref #1	Kern High School District	Waconia Schools	Minnetonka School District
Ref #2	Mercer County Schools	Citisco	Hastings School District

Assigned Points of Contact			
	AmTab	Plymold	Virco
Name	Ben Potter	Don Benson	Nate Judson
Contact Info	612-836-770 / bpotter@boelter.com	612-787-8487 / dbenson@plymold.com	612-327-8104 / natejudson@virco.com

Questionnaire (Details on Product and Services)			
Data Point	AmTab	Plymold	Virco
Describe the construction of the booth frames (materials, gauge of steel, weld type, etc.).	<p>Mobile Folding Booth (MFBS245) - Mobile Folding Booth seat and the seat back shall be constructed of a heavy duty 14 gauge x 1 1/4" square steel tubing and 16 gauge 2' x 1" rectangular steel tubing. All tubing legs that are extended to the floor are capped with extra wide custom made internal spring grip DynaGrip® glides. Custom DynaGrip® glides are extra wide, high impact, non-marking, load-bearing, with an internal spring steel grip and steel washer for gripping the floor for safety, non-sliding, and for wider support. All metal parts shall be finishes with a powder paint coat.</p>	<p>Construction of Booth:</p> <ul style="list-style-type: none"> • 1.5" - 16 Gauge MIG welded square tube frame • 1.5" - 11 Gauge MIG welded rolling assembly • Durable Powder Coat Finish • Sewn Fabric Wrapped Foam and Plywood Back Pad • 8.75" thick seat cushion • Manufactured and tested for commercial use • Patent Pending 	<p>Construction of Booth:</p> <ul style="list-style-type: none"> • 1.5" - 16 Gauge MIG welded square tube frame • 1.5" - 11 Gauge MIG welded rolling assembly • Durable Powder Coat Finish • Sewn Fabric Wrapped Foam and Plywood Back Pad • 8.75" thick seat cushion • Manufactured and tested for commercial use • Patent Pending



Cafeteria Furniture: Sourcing Summary RFP Results

Questionnaire (Details on Product and Services)			
Data Point	AmTab	Plymold	Virco
Are rolling booths designed for frequent daily movement? Describe caster or glide design and load rating.	Mobile Folding Booth (MFBS245) - All casters are 3" diameter x 1-3/4" wide, heavy duty, hard rubber, non-marking wheels. All casters shall come standard with double raceway ball bearing swivel casters to help ensure years of safe and smooth operation. High Speed Cylinder Assist mechanism for easier operation. E-Z Grip Positive Plunger Locking System for the seat, when in use. When Mobile Booth Seating is IN USE, all six (booth) legs will have full floor contact, gripping the floor and no movements or sliding. When the Mobile Folding Booth Seating is folded away for storage, the legs go up and the caster legs with the casters will have floor contact for mobility and for ease of operation.	<ul style="list-style-type: none"> Yes, rolling booths are designed for daily movement. Rolling Assembly and casters are designed to provide support and smooth movement of unoccupied booth during TRANSPORT/UNOCCUPIED mode. The booth is designed and engineered to meet ANSI/BIFMA 5.4 Lounge and Public Seating safety, strength, and durability standards, 225 lb. per seat. 	<ul style="list-style-type: none"> Yes, rolling booths are designed for daily movement. Rolling Assembly and casters are designed to provide support and smooth movement of unoccupied booth during TRANSPORT/UNOCCUPIED mode. The booth is designed and engineered to meet ANSI/BIFMA 5.4 Lounge and Public Seating safety, strength, and durability standards, 225 lb. per seat.
Describe the upholstery material(s) proposed:	Mobile Folding Booth (MFBS245) and Upholstered Free-Standing Portable Booth (UFSPB244-D and UBSPB245-D) Booth Backs: Design Tex Pave Plum, 100% vinyl (without Prop 65 Phthalates), Advanced Protective Topcoat, Backing-Knit, Polyester, 500,000 Wyzenbeek Double Rubs, CA TB117-2013, Water-based/Solvent (WS) Cleaning Booth Seats: CF Stinson Kusari 2.0 Jojoba, Non-Phthalate Vinyl, Advanced Soil and Stain Resistant Top Coat + Ink resistance, Backing Polyester, exceeds 75,000 double rubs-heavy duty, antimicrobial, Water-based form or water-based cleaners only (W) Do not use solvents, bleach solutions of up to 10% may be used for more difficult stains. RECOMMENDATION ONLY - OTHER OPTIONS AVAILABLE	The upholstery for the back of all booths by CF Stinson. It exceeds 100,000 double rubs and is non-phthalate vinyl surface with polyester backing and has a Zeron® protective finish. The upholstery on the seats of the upholstered booths is by CF Stinson. It is also a non-phthalate vinyl surface with polyester backing and has advanced soil and stain resistant topcoat plus ink resistance. It exceeds 1,300,000 double rubs.	The upholstery for the back of all booths by CF Stinson. It exceeds 100,000 double rubs and is non-phthalate vinyl surface with polyester backing and has a Zeron® protective finish. The upholstery on the seats of the upholstered booths is by CF Stinson. It is also a non-phthalate vinyl surface with polyester backing and has advanced soil and stain resistant topcoat plus ink resistance. It exceeds 1,300,000 double rubs.

Questionnaire (Details on Product and Services)			
Data Point	AmTab	Plymold	Virco
Describe chair construction, materials, and expected lifespan in a school cafeteria setting.	ErgoEngage4LegChair-6 - Designed for ergonomic comfort and active learning, the chair is constructed from heavy-duty copolymer polypropylene with built-in heat-dissipation cooling vents. A cloud-cushion air effect creates a supportive, conforming seat, while the contoured shell accommodates multiple seating positions—front, back, and sides—and includes a secure backpack holder. Biophilic Ocean Wave and Waterfall features enhance comfort, flexibility, and ease of transport. A 1" diameter, 12-gauge round steel tube is embedded into the seat shell to ensure long-term structural integrity. The powder-coated frame is available in nine metal finishes, and the leg design balances stability with movement for active learners. Four non-marking, load-bearing Rocking Glides provide superior floor protection and safety. Available in 20 color options to coordinate with or complement seat colors.	A powder – coated steel frame. This chair has been tested to last long and tough with commercial use. Stackable.	A powder – coated steel frame. This chair has been tested to last long and tough with commercial use. Stackable.
Provide current estimated lead times from order to delivery.	Current estimated lead times are 12-16 Weeks.	6-8 weeks dependent on material availability	8-10 weeks
Warranty & Support Provide warranty details for: <ul style="list-style-type: none"> Booth frames Upholstery Tables and bases Chairs 	See included Limited Lifetime Warranty Statement.	Booth Frames, Dur-A-Edge tables have a 7-year warranty. Table bases have a 5-year warranty. Upholstery manufactures warranty is 1 year. Chair – 1 year.	Booth Frames, Dur-A-Edge tables have a 7-year warranty. Table bases have a 5-year warranty. Upholstery manufactures warranty is 1 year.



Cafeteria Furniture: Sourcing Summary RFP Results

Pricing by Vendor										
Type Category	Part Number	Qty.	AmTab				Plymold			
			MFG	Unit Model/ Description	Per Unit (\$)	Net Bid (\$)	MFG	Unit Model/ Description	Per Unit (\$)	Net Bid (\$)
Booth Seating	59" Custom Rolling Single Booth	12	AmTab	MFB5245 – Single Mobile Folding Booth Seating - Single – 60"W – Upholstered Back – Fiberglass Seat	\$4,506.22	\$252,348.32	Plymold	59" Rolling single booth. Back pad upholstered. Laminated seat. Metal frame - Silver	\$1,445.45	\$17,345.40
Booth Seating	59" Custom Rolling Double Booth	22	AmTab	MFB5245 – Single Folding Booth Seating – Single – 60"W – Upholstered Back – Fiberglass Seat - Set of 2	Included in Line 1	Included in Line 1	Plymold	59" Rolling double booth. Back pad upholstered. Laminated seat. Metal frame - Silver	\$1,929.89	\$42,457.58
Booth Seating	42" x 42" Corner Booth (Not Rolling)	3	N/A	NA - See Proposed AmTab Layout	\$0.00	\$0.00	Plymold	42" x 42" fixed corner booth – not rolling. Metal frame – Silver Upholstered seat & back	\$2,114.20	\$6,342.60
Booth Seating	60" Rolling Single Booth	14	AmTab	UFSPB245 – Single Upholstered Free Standing Portable Booth with GLIDES – 60"W	\$3,677.26	\$62,513.42	Plymold	60" Rolling single booth Metal frame – silver Upholstered seat & back Supports flexible seating configurations	\$2,225.93	\$31,163.02
Booth Seating	48" Rolling Single Booth	7	AmTab	UFSPB244 – Single Upholstered Free Standing Portable Booth with GLIDES – 48"W	\$3,348.52	\$13,394.08	Plymold	48" Rolling single booth Metal frame – silver Upholstered seat & back	\$1,866.71	\$13,066.97
Tables	30" x 59" Rectangular Table Top	48	AmTab	MBZT305 – Mobile Folding Booth Tables – 30" x 60" – HPL Top with Dyna Rock Edge – Powder coated Steel Folding Legs - Casters	\$1,402.54	\$67,321.92	Plymold	30" x 59" Rectangular tabletop. Dur – A – edge material with a bullnose profile. High-durability laminate surface.	\$287.55	\$13,802.40
Tables	Metal Table Base, 22" End	58	N/A	Included with Table	\$0.00	\$0.00	Plymold	Tubular Table Base 22" end 2" column 30" Height	\$127.30	\$7,383.40
Tables	Metal Table Base, 22" End	38	N/A	Included with Table	\$0.00	\$0.00	Plymold	Tubular Table Base 22" end 2" column 30" Height	\$127.30	\$4,837.40
Chairs	Paris Chair	48	AmTab	ErgoEngage4LegChair-6 – Student Active Learning Chair – 4 Leg – Powder coated steel frame - Stacks 8 High	\$124.24	\$5,963.52	Plymold	Paris Chair Iron Glimmer Stackable	\$127.55	\$6,122.40
Total Price of Furniture			\$401,541.26				\$142,521.17			

Pricing by Vendor						
Type Category	Part Number	Qty.	Virco			
			MFG	Unit Model/ Description	Per Unit (\$)	Net Bid (\$)
Booth Seating	59" Custom Rolling Single Booth	12	Plymold	Custom KN Single 73888, 59" Custom Rolling Horizon Single Booth ETO -12925	\$2,579.06	\$30,948.72
Booth Seating	59" Custom Rolling Double Booth	22	Plymold	Custom KN Double 73888 59" Custom Rolling Horizon Double Booth	\$3,443.40	\$75,754.80
Booth Seating	42" x 42" Corner Booth (Not Rolling)	3	Plymold	Custom KN Corner 73888 42"x42" Vista Corner Booth	\$3,772.26	\$11,316.78
Booth Seating	60" Rolling Single Booth	14	Plymold	V13660SR 60" Vista Rolling Single Booth	\$3,971.62	\$55,602.68
Booth Seating	48" Rolling Single Booth	7	Plymold	V13648SR 48" Vista Rolling Single Booth	\$3,330.68	\$23,314.76
Tables	30" x 59" Rectangular Table Top	48	Plymold	30059DE 30"x59" Rectangular Table Top	\$532.10	\$25,540.80
Tables	Metal Table Base, 22" End	58	Plymold	7173130 Metal Table Base, Tubular	\$227.14	\$13,174.12
Tables	Metal Table Base, 22" End	38	Plymold	7173130 Metal Table Base, Tubular	\$227.14	\$8,631.32
Chairs	Paris Chair	48	Plymold	C8201G Paris Student Chair	\$227.59	\$10,924.32
Total			\$255,208.30			



Cafeteria Furniture: Sourcing Summary RFP Results

Freight Charges			
	AmTab	Plymold	Virco
Freight/Delivery Charges	\$11,388.30 Charges include packaging, handling, carrier fees, and transportation, as well as on-site labor to unload the truck, assemble items as needed, remove protective packaging, place items per the plan or owner's direction, and inspect and document any damage if necessary.	Freight charge is \$1530.00. This will be a dock-to-dock shipment in which unloading trailer is by others.	Included

Notes:

Nutrition Services recommends purchasing the new cafeteria furniture for Waconia Middle School from Plymold. Not only does Plymold's proposal meet the district's needs, but it also maintains continuity with the High School furniture, and its price is the most competitive.



Barbara Schank <bschank@isd110.org>

[External] Official Notice of Excess Net Cash Resources – Fund 02

1 message

MN_MDE_FNS RMP <mde.fns-rmp@state.mn.us>

Tue, Jan 27, 2026 at 4:01 PM

To: "bschank@isd110.org" <bschank@isd110.org>, "pcarman@isd110.org" <pcarman@isd110.org>

Hello,

Please find attached the official notice indicating that your School Food Authority (SFA) had excess net cash resources in Fund 02 at the end of the 2024–25 school year.

Excess net cash resources are calculated based on the balance in the Nonprofit School Food Service Account (NSFSA) compared to the SFA's average operating expenses for the year. When the account balance exceeds six months of average operating expenses, the amount over that threshold is considered excess, in accordance with USDA regulations.

USDA regulations require sponsors to use excess net cash resources to improve the school food service program. A link to the required form is included with this notice. If the spending plan includes capital equipment exceeding \$10,000, additional guidance can be found on the [MDE website](#). The completed form is due by **March 31, 2026**.

Please contact me if you have any questions.

Thank you.

Kala Constant, SNS

Team Lead, School Nutrition Program Business Team

651-582-8776 | kala.constant@state.mn.us

Minnesota Department of Education

education.mn.gov

2 attachments

ExcessNCRReductionPlanDocument_2026.pdf
300K

1000003836 Waconia ISD #110 - Excess NCR 24-25.pdf
3929K

7.C. Resolution Requiring the Tally of Write-In
Votes Only if Write-In Votes are Greater than a
Ballot Candidate's Total Votes (ROLL CALL VOTE)

**RESOLUTION REQUIRING THE TALLY OF WRITE-IN VOTES
ONLY IF WRITE-IN VOTES ARE GREATER THAN
A BALLOT CANDIDATE'S TOTAL VOTES**

WHEREAS, Minnesota Statutes, section 204B.09, provides that a school board may adopt a resolution governing the counting of write-in votes for school board elections. The resolution may require that write-in votes for an individual candidate for the school board only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate; and

WHEREAS, the write-in vote counting process can be overly time consuming and require resources that does not result in a change of election results unless a single write-in candidate receives more votes than a ballot candidate.

THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 110, (Waconia Public Schools) State of Minnesota, that the school board requires that write-in votes for an individual candidate for the school board will only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate. If not enough people filed for open positions and one of the open positions needs to be filled by a write-in candidate, then all write-in votes will be counted.

This resolution shall remain effective for all future elections until and unless a subsequent resolution on the same subject is adopted by the school board.

The motion for adoption for the Resolution was made by Member _____, duly seconded by Member _____,

The vote on adoption of the Resolution was as follows:

Aye:
Nay:
Absent:

Whereupon, said Resolution was declared duly adopted by Independent School District No. 110, (Waconia Public Schools) State of Minnesota, this 23rd day of March, 2026

By: _____

School Board Chair

By: _____

School Board Clerk

NOTES

1. Relevant Minnesota Election Laws
[Minnesota Statutes, section 204B.09](#) (Time and Place of Filing Affidavits and Petitions)
2. Pursuant to Minnesota Statutes, section 204B.09, subdivision 3, if a school board adopts a resolution authorized by this law, the resolution must be adopted and the clerk must notify the county auditor before the first day of filing for office. A resolution adopted under this law remains in effect until a subsequent resolution on the same subject is adopted by the school board.

7.D. Second Read Board Policies

7.D.1. 101 Legal Status of the School District

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for a general and uniform quality public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

- A. Funds
 - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
 - 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
 - 3. School district officials occupy a fiduciary position in the management

and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minnesota Statutes Chapter 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statutes section 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements

with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Public Corporation, Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties; Municipalities)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA School Law Bulletin “F” (Contract and Bidding Procedures)

Policy Adopted: July 2007

Reviewed January 2013, reviewed November 2019, revised July 2022, revised September 2023

Independent School District No. 110
Waconia, MN

7.D.2. 103 Complaints - Students, Employees,
Parents, and Other Persons

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: 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 403 (Discipline, Suspension, and Dismissal
of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School
Records – Privacy – Access to Data)

Policy Adopted: July 2007
Reviewed: May 2016/September 2022
Independent School District No. 110
Waconia, MN

7.D.3. 306 Administrator Code of Ethics

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

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

II. DEFINITION

For purposes of this policy school administrator applies to all ISD 110 principals, directors, coordinators, and managers.

III. GENERAL STATEMENT OF POLICY

- A. A school administrator must provide professional educational services in a nondiscriminatory manner.
- B. A school administrator must take reasonable action to protect students and staff from conditions harmful to health and safety.
- C. A school administrator must take reasonable action to provide an atmosphere conducive to learning.
- D. A school administrator must not use professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- E. A school administrator must disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws and school district policies.
- F. A school administrator must not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications or to the qualifications of other staff or personnel.
- G. A school administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- H. A school administrator must not accept gratuities, gifts, or favors that impair professional judgement, nor offer any favor, service, or item of value to obtain special advantage.
- I. A school administrator must only accept a contract for a position when licensed for the position or when a school district is issued a variance by the board.
- J. A school administrator, in filling positions requiring licensure, must employ, recommend for employment, and assign only appropriately licensed personnel, or

persons for whom the school district has been issued a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.

K. A school administrator must not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

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

~~B. The Educational Administrator:~~

- ~~1. Makes the well being of students the fundamental value of all decision-making and actions.~~
- ~~2. Fulfills professional responsibilities with honesty and integrity.~~
- ~~3. Supports the principle of due process and protects the civil and human rights of all individuals.~~
- ~~4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.~~
- ~~5. Implements the school board's policies.~~
- ~~6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.~~
- ~~7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.~~
- ~~8. Accepts academic degrees or professional certification only from duly accredited institutions.~~
- ~~9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.~~
- ~~10. Honors all contracts until fulfillment, release, or dissolution is mutually~~

~~agreed upon by all parties to the contract.~~

~~11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.~~

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

Cross References:

Policy Adopted: November 2007

Reviewed: November 2012, December 2017, December 2022, August 2025

Independent School District No. 110

Waconia, MN

7.D.4. 502 Search of Student Lockers, Desks,
Personal Possessions, and Student's Person

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

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

B. Desks

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

C. Personal Possessions and Student’s Person

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

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

III. DEFINITIONS

A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and

“look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.

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

IV. PROCEDURES

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

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

V. DIRECTIVES AND GUIDELINES

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

VI. SEIZURE OF CONTRABAND

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

VII. VIOLATIONS

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

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

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

Policy Adopted: July 2003, revised November 2005, revised May 11, 2009, revised May 2016, revised June 2023

Independent School District #110
Waconia, MN

7.D.5. 504 Student Dress and Appearance

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with the community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
 - 4. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.
- C. Clothing must cover areas from one armpit across to the other armpit, down to approximately mid-thighs, applicable to front and back. Tops must have shoulder straps. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the requirements of the dress code.
- D. Inappropriate clothing includes, but is not limited to, the following:
 - 1. Clothing bearing a message that is lewd, vulgar, or obscene.
 - 2. Apparel promoting products or activities that are illegal for use by minors.
 - 3. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
 - 4. Any apparel or footwear that would damage school property.
- E. Headgear, including hats or head coverings, are not allowed in the elementary and middle school buildings except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).
- F. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages

are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

- G. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgement of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

IV. CONSEQUENCES FOR WEARING INAPPROPRIATE CLOTHING

	1st Offense	2nd Offense	3rd Offense
K-12	<ul style="list-style-type: none"> ● Record of offense ● Student is counseled ● Clothing modifications as necessary 	<ul style="list-style-type: none"> ● Record of offense ● Student is counseled ● Clothing modifications as necessary ● Parent/guardian notification 	<ul style="list-style-type: none"> ● Record of offense ● Student is counseled ● Clothing modifications as necessary ● Parent/guardian notification ● Detention or appropriate consequence as assigned

- Legal References:** U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, No. 4:06-cv-1042-TLW, 2012 WL761249 (D.S.C. Mar. 8, 2012)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)
- Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Policy Adopted: July 2003

Revised November 2005, revised April 2009, reviewed January 2013, revised February 2020, revised July 2023, revised September 2023

Independent School District 110

Waconia, MN

7.D.6. 505 Distribution of Non-School Sponsored
Materials on School Premises by Students and
Employees

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

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

IV. GUIDELINES

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

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

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

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

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

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

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

VI. PROCEDURES

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

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

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

VII. DISCIPLINARY ACTION

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

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

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

IX. IMPLEMENTATION

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

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)

Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011)

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

Policy Adopted: May 2003

Revised Nov. 9, 2009, reviewed January 2013, reviewed February 2020, revised June 2023

Independent School District #110

Waconia, MN 55387

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

508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

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

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
 - 1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
 - 2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
 - 3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
 - 1. Prior observations of the student's regression and recoupment over the summer;
 - 2. Observations of the student's tendency to regress over extended breaks in

instruction during the school year; and

3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.

2. The student's degree of impairment.

3. The student's rate of progress.

4. The student's behavioral or physical problems.

5. The availability of alternative resources.

6. The student's ability and need to interact with nondisabled peers.

7. The areas of the student's curriculum which need continuous attention.

8. The student's vocational needs.

E. No Unilateral Decisions.

In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District.

A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. Stat. § 125A.14 (Extended School Year)
Minn. Rules Part 3525.0755
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities)

Cross References: None

Policy Adopted: June 11, 2002 / November 2005 / August 2015 / revised May 2023
Independent School District #110 Waconia, MN

7.D.8. 510 Student Activities

510 STUDENT ACTIVITIES

I. Purpose

The purpose of this policy is to identify the position and philosophy of Waconia Independent School District #110 related to the Student Activities program.

II. General Statement of Policy

District 110 recognizes that the Student Activities program is an integral part of the school district's total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development.

III. Definitions

A. Curricular Activities

“Curricular activities” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

B. Extra-Curricular Activities

“Extra-curricular activities” means all direct personal services for students for their education or enjoyment that are managed and operated under the guidance of an adult or staff member hired by the school district. Extra-curricular activities have the following characteristics:

1. They are not offered for school credit nor required for graduation.
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed upon by the participants and approved by school authorities.

IV. Responsibilities

A. School Board

The responsibilities of the District 110 School Board will include:

1. Developing, adopting and reviewing all District 110 policies related to District 110 Student Activities Communications:
2. Ensuring that any funds raised for extra-curricular activities will be spent only on extracurricular activities.

B. Administration

The responsibilities of the District 110 Administration will include:

1. Supervision/Evaluation: Supervision and evaluation of District 110 Activities Director and staff.
2. Communications: Ensure timely internal and external communications occur related to the student activities program.
3. Discipline: Assist in facilitating necessary disciplinary action related to student activities, including all District 110 policies and codes of conduct, and the policies of the Minnesota State High School League (MSHSL).

C. Activities Director

The responsibilities of the District 110 Activities Director will include:

1. Administration: Administer and oversee all student activities programs, including coordination and scheduling of practices, contests, and events.
2. Supervision/Evaluation: Supervise/evaluate all student activities' advisors, coaches, directors, and support staff.
3. Eligibility: Verify the participation eligibility for all members of interscholastic activities referencing MSHSL and District 110 policies.

D. Coaches/Advisors/Directors

1. Provide leadership and complete the duties of their respective students activities area as assigned and defined, and in a professional manner.
2. Coaches/advisors/directors are considered employees of the school district. All coaches/advisors/directors and volunteers must undergo the school district application and background check process at their own expense.
3. All coaches/advisors/directors and volunteers must adhere to all District 110 policies and codes of conduct, as well as the policies of the MSHSL.

E. Spectators

All spectators at District 110 sponsored activities, including parents, employees, and other members of the public are expected to behave in an appropriate manner. Students and employees may be subject to discipline, and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

F. Students

All students who participate in District 110 sponsored activities do so as representatives of their school and community and must show good sportsmanship and adhere to all District 110 and MSHSL policies and codes of conduct.

G. Minnesota State High School League (MSHSL)

Serves as the state governing organization for the interscholastic and fine arts programs of the district.

V. Sponsored Student Activities

A. Student activities are considered District 110 Sponsored provided they meet the following criteria:

1. Organized by a school site's leadership team.
2. Conducted by District 110 personnel.
3. Composed of current student body members.
4. Conduct a majority of meetings, practices, and events at a District 110-approved site.
5. Provide a process for the selection of members.
6. Establish aims, which are educational in value.
7. Meet the interests of the school.

A new proposed student activity must be formally reviewed by District 110 Administration and approved by the District 110 School Board to become a District 110 Sponsored Activity.

- B. Each approved District 110 Sponsored activity should be listed on the District 110 website, and a list should be available at the Student Activities Office (WHS) and the middle school office. The Activities Director will update the list of District 110 Sponsored Activities annually, prior to the start of each school year.
- C. District 110 Student Activities programs are available to all students who meet the eligibility requirements of District 110 and the MSHSL. All participants must meet the registration requirements before participating in any District 110 sponsored activity, including completion of paperwork and payment of the activity fee.
- D. All participants in District 110 Student Activities programs must follow District 110 policies and codes of conduct, and the policies of the MSHSL.
- E. All interscholastic athletic programs must comply with federal Title IX regulations related to gender equity. An annual report must be submitted to the Minnesota Department of Education regarding gender compliance.
- F. The District 110 secondary administration, Activities Director, and appropriate staff will develop procedures and rules to address District 110 Student Activities programs.

VI. Procedures and Requirements

A. Seasonal Definitions

All District 110 sponsored extra-curricular programs will have a defined season, which will fall into one of the following categories: 1) Fall Season; 2) Winter Season; 3) Spring Season; or 4) Academic Year Season. Minnesota State High School League sponsored athletic and fine arts activities will follow the season calendar (start & end dates) prescribed by the MSHSL. All other District 110 sponsored extra-curricular activity seasons will be defined by a start and end date for the seasonal category into which the activity is placed. The seasonal definitions and parameters will be made available on the District 110 website, as well as in the District 110 Student Activities (WHS) and the middle school offices.

B. Participation Levels

The grades for eligibility for all District 110 Student Activities programs are available on the District 110 website, in the District 110 Student Activities Office (WHS) and in the middle school office.

C. Participation Fees

1. Participation fees may be assessed for student participation in District 110 Student Activities programs. A partial or full waiver participation fee waiver may be an option for eligible students. These forms can be obtained at the District 110 Administrative Office. The fee structure will be made available on the District 110 website, as well as in the District 110 Student Activities (WHS) and the middle school offices. These fees are reviewed and approved by the District 110 Director of Finance and Operations annually.
2. A full refund may be issued prior to the first contest conducted in the activity. Any refunds issued after the first contest shall be made at the discretion of the Activities Director.

D. Activity Conflicts for the Multiple Activity Participant

Participation in multiple extra-curricular activities can contribute to a broader and well-rounded education. District 110 strongly supports students participating in multiple activities that individually meet their needs and interests. Students who choose to participate in multiple activities can expect to incur additional challenges with time management, organization, and participation commitments. The information, statement of philosophy, and the process and supporting information for students with participation conflicts is will be made available on the District 110 website, as well as in the District 110 Student Activities (WHS) and the middle school offices.

E. Official Wildcat Logo

The official District 110 school colors of the district are purple and gold. The mascot for District 110 athletic and fine arts teams is the “Wildcat.” The official District 110 logo of the “Wildcat” is for official school district use only. Any non-district use requests for the official “Wildcat” must be approved by District 110 Administration.

F. Sportsmanship

Participants, coaches/advisors, parents, spectators, students, and staff are required to exhibit positive sportsmanship at all events and adhere to all District 110 and MSHSL policies and codes of conduct.

LEGAL REFERENCES

Minn. Stat. § 123B.025 (School Sponsorship and Advertising Revenue)
Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 123B.03 (Background Check Required)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extra-Curricular Activities; Insurance)
Minn. Stat. § 148.271 (Nurse Practice Act)
Minn. Stat. § 465.03 (Gifts)
Minn. Stat. § 609.761, Subd. 5 (High School Raffles)
Sonkowsky v. Board of Educ. For Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Minnesota Department of Education *UFARS Manual*, Chapter 14 (Student Activities Accounting)
MSHSL Official Handbook, Beliefs
MSHSL Official Handbook, Calendar of State Events
MSHSL Bylaw 206.00 § 2
MSHSL Bylaw 410.00 § 2A

CROSS REFERENCES

Policy 102 (Equal Educational Opportunity)
Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
Policy 404 (Employment Background Checks)
Policy 412 (Expense Reimbursement)
Policy 413 (Harassment and Violence)
Policy 417 (Chemical Use and Abuse)
Policy 418 (Drug-free Workplace/Drug-free School)
Policy 419 (Tobacco Free Environment and Enforcement)
Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
Policy 421 (Gifts to Employees)
Policy 423 (Employee-Student Relationships)
Policy 433 (Volunteer Service in District 110)

Policy 501 (School Weapons Policy)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 505 (Distribution of Non-School Sponsored Materials on School Premises By Students and Employees)
Policy 503 (Student Attendance)
Policy 506 (Student Discipline)
Policy 510 (School Activities)
Policy 511 (Fundraising)
Policy 514 (Bullying Prohibition Policy)
Policy 516 (Student Medication)
Policy 517 (Student Recruiting)
Policy 518 (DNR – DNI Orders)
Policy 519 (Interviews of Students By Outside Agencies)
Policy 522 (Student Sex Non-Discrimination)
Policy 524 (Internet Acceptable Use and Safety)
Policy 525 (Violence Prevention)
Policy 526 (Hazing Prohibition)
Policy 610 (Field Trips and Travel)
Policy 706 (Acceptance of Gifts)
Policy 707 (Transportation of Public School Students)
Policy 709 (Student Transportation Safety Policy)
Policy 710 (Extracurricular Transportation)
Policy 801 (Equal Access to School Facilities)
Policy 902 (Facility Use)
Policy 905 (Advertising)
Policy 908 (District Acceptance and Use of Contributions from Individuals and Groups for Educational Program Support)
Policy 910 (Admission to Extra-Curricular Events)
Policy 911 (Booster Communications)
District 110 Code of Ethics, District 110 Team/Parent Handbook, Policies/Guidelines
MN Statute 123B.49, Subd 4 - Board control of extracurricular activities

Policy Adopted: July 2003

Revised: November 2005 / January 2010 / May 2014 / November 2020 / May 2023

Independent School District #110

Waconia, MN

7.D.9. 606 Textbooks and Instructional Materials

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent [or designee] the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
 - 1. support the goals and objectives of the education programs;
 - 2. consider the needs, age, and maturity of students;
 - 3. foster respect and appreciation for cultural diversity and varied opinion;
 - 4. fit within the constraints of the school district budget;
 - 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes section 124D.59 to_124D.61;
 - 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 - 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent [or designee] shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall be coordinated with the school district's curriculum development effort and may utilize the Teaching and Learning Advisory Council for input and consideration.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

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

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

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

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

D. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the students.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction Curriculum)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
20 U.S.C. 1232h(a) (Protection of Pupil Rights)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

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

Policy Adopted: July 2012
Revised: December 2020, February 2023, April 2025
Independent School District No. 110
Waconia, MN

7.D.10. 722 Public Data and Data Subject Requests



MEMORANDUM

TO: ISD 110 School Board

FROM: Pam Carman, Director of Finance & Operations
Jeni Super, Director of Human Resources
Jessica Kilian, Executive Assistant to the Superintendent

DATE: January 26, 2026

SUBJECT: Policy 722 – Public Data and Data Subject Requests
**Retirement of Policy 723 – Access to Data for Individual Data Subjects

Purpose of the Update

The purpose of this memo is to provide background and context for the proposed revisions to Policy 722 – Public Data and Data Subject Requests, and the corresponding retirement of Policy 723 – Access to Data for Individual Data Subjects. These changes are intended to clarify processes, reduce duplication, and ensure continued alignment with the Minnesota Government Data Practices Act (MGDPA).

Background and Policy History

April 2015

The School Board adopted two district-developed policies:

- Policy 106 – *Access to Public Data*
- Policy 107 – *Access to Data for Individual Data Subjects*

These policies were created proactively to ensure district compliance with the MGDPA while awaiting publication of MSBA model policies.

November 2020

- Policy 106 was retired.
- Policy 107 was renumbered as **Policy 723**.
- The Board adopted **Policy 722 – Public Data and Data Subject Requests**, based on the MSBA model policy.

Current MSBA Guidance

MSBA does not maintain a separate Policy 723. Instead, the MSBA model consolidates public data requests and individual data subject rights within a single policy—Policy 722.

Rationale for Retiring Policy 723

A side-by-side review of Policies 722 and 723 confirms that **Policy 722 fully incorporates and expands upon the content of Policy 723**, including:

- Individual data subject rights and access procedures
- Statutory timelines and response requirements
- Copying costs and fee provisions
- Responsible Authority and Data Practices contact information

Policy 723 is therefore duplicative and, in some areas, less detailed than Policy 722. Maintaining two overlapping policies creates unnecessary complexity for staff and the public.

For clarity, consistency, and alignment with MSBA guidance, administration recommends retiring Policy 723 and maintaining Policy 722 as the District's single, comprehensive data practices policy.

Streamlining Data Requests and Contact Information

As part of this update, the District is also streamlining how public data and data subject requests are received and processed.

Historically, individual building principals and department leaders were listed as direct points of contact for certain categories of data requests. While well-intended, this approach resulted in requests being received through multiple channels, creating challenges related to tracking, response timelines, consistency of interpretation, and continuity during staff absences or transitions.

The revised Policy 722 centralizes the intake and coordination of data requests through the Responsible Authority and Data Practices Compliance Official. This approach:

- Improves consistency in how requests are logged, reviewed, and fulfilled;
- Enhances compliance with statutory timelines and documentation requirements;
- Reduces the risk of missed or delayed responses due to decentralized intake;
- Supports staff and building safety by limiting the public dissemination of individual employee contact information; and
- Ensures requests are handled by staff trained in the Minnesota Government Data Practices Act.

This change does not limit public access to data or the rights of data subjects. It is an administrative refinement intended to improve accuracy, efficiency, and compliance.

Recommendation

Administration recommends approval of the revised Policy 722 – Public Data and Data Subject Requests and retirement of Policy 723 – Access to Data for Individual Data Subjects.

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

[NOTE: The 2025 Minnesota legislature enacted Paragraph C.]

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration ("Commissioner") shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the ~~Ce~~commissioner's ~~of administration's~~ order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
 - 1. The school district will charge for copies provided as follows:
 - a. One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at twenty five (25) cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than One hundred (100) pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
- (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for by check in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district

that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

Dr. Brian Gersich, Superintendent
 Educational Services Center
 512 Industrial Blvd
 Waconia, MN 55387
 (952) 442-0600 bgersich@isd110.org

Data Practices Compliance Official:

~~Dr. Enid Schonewise~~, Pam Carman, Director of Finance and Operations
 Educational Services Center
 512 Industrial Blvd
 Waconia, MN 55387
 (952) 442-0600 ~~eschonewise@isd110.org~~ pcarman@isd110.org

Data Practices Designee(s):

Type of Data Requested	Name	Position	Email Address	Telephone Number
Public Personnel Data	Dr. Enid Schonewise Jeni Super	Director of Human Resources	eschonewise@isd110.org jsuper@isd110.org	952-442-0600
Public Financial Data	Dr. Enid Schonewise Pam Carman	Director of Finance and Operations	eschonewise@isd110.org pcarman@isd110.org	952-442-0600
Public Data Southview Elementary	Dr. Khuzana DeVaan	Building Principal	kdevaan@isd110.org	952-442-0620
Public Data Bayview Elementary	Ann Swanson	Building Principal	aswanson@isd110.org	952-442-0630
Public Data Laketown Elementary	Keith Baune	Building Principal	kbaune@isd110.org	952-442-0690
Public Data Waconia Middle School	Shane Clausen	Building Principal	sclausen@isd110.org	952-442-0650
Public Data Waconia High School and WLC	Paul Sparby	Building Principal	psparby@isd110.org	952-442-0670

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 13.01 (Government Data)
- Minn. Stat. § 13.02 (Definitions)
- Minn. Stat. § 13.025 (Government Entity Obligation)
- Minn. Stat. § 13.03 (Access to Government Data)
- Minn. Stat. § 13.04 (Rights of Subjects to Data)
- Minn. Stat. § 13.05 (Duties of Responsible Authority)
- Minn. Stat. § 13.32 (Educational Data)
- Minn. Rules Part 1205.0300 (Access to Public Data)
- Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References:

- MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Resources:

MN Department of Administration: *Actual Cost*

MN Department of Administration: *Copy Costs*

MN Department of Administration: *Education Data*

Policy adopted: Nov 2020

Revised: December 2022, July 2024

Independent School District No. 110

Waconia, MN 55387

723 ACCESS TO DATA FOR INDIVIDUAL DATA SUBJECTS

I. PURPOSE

The purpose of this policy is to explain the process for an employee or other individual to review or obtaining data about that individual or that individual's minor child maintained by the school district and to comply with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13.

II. DEFINITIONS AND CONSTRUCTION

This policy must be construed as consistent with the MGDPA and Minnesota Rules Chapter 1205. All terms used herein that are defined by the MGDPA must be given the same definition as listed in the MGDPA and Rules Chapter 1205. This policy does not confer upon an individual the right to access data not otherwise provided in any applicable or other school district policy. Nothing in this policy shall be interpreted to contradict any other school district policy.

III. RIGHT TO ACCESS DATA FOR INDIVIDUAL DATA SUBJECTS

Upon request to a responsible authority or designee, an individual shall be informed whether that individual, the individual's minor child or person for whom the individual has been appointed legal guardian, is the subject of stored data and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data shall be shown that public or private data about themselves without any charge and, if desired, shall be informed of the content and meaning of that data. Except as required by law, after an individual has been shown this data and informed of its meaning, then the school district need not disclose the data to that individual for six (6) months unless additional data on the individual has been collected or created.

IV. MAKING A DATA REQUEST

To review or request copies of data on the individual that are in the school district's possession, the individual should make a written request using the form found in Attachment B and submit this request to the appropriate data practices contact described in Attachment C. The school district reserves the right to accept verbal requests for data or reduce verbal requests to writing, at its sole discretion.

V. PROCESSING A DATA REQUEST

If possible, the school district will respond to a written request submitted pursuant to this policy immediately. If immediate compliance is not possible, then the school district will respond within ten (10) business days of the written request. If it is unclear what data the individual is requesting, then the school district will seek clarification. If the school district does not have the data requested, then it will notify the individual in writing as soon as reasonably possible.

If the school district has the data requested, and the data may lawfully be disclosed to the individual, then the school district will respond to the request by doing one of the following:

- a. Arrange a date, time, and place for the individual to review the data without cost to the individual; or
- b. Provide the individual with copies of the data. The individual may choose to pick up the copies, or the school district will mail or fax copies of the data to the individual. The school district will provide electronic copies (such as email or CD-ROM) only if the school district keeps the data in electronic format. Prepayment of copies is required unless other arrangements are approved by the responsible authority or designee. Additional information about copy charges is included on Attachment B.

If the school district determines that the requested data is classified so as to deny the requesting individual access, then the school district shall inform the requesting individual of that determination either verbally at the time of the data request, or in writing as soon as reasonably possible.

Upon the request of any individual that has been denied access to data, the responsible authority or designee will certify in writing the denial of the request and cite the specific statutory section, temporary classification, or specific provision of law upon which the denial was based.

VI. CREATING NEW DATA OR RESPONDING TO QUESTIONS

Nothing in this policy or the MGDPA requires the school district to create data in response to a data request, collect new data in response to a data request, or to provide data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

Nothing in this policy or the MGDPA requires the school district to respond to questions that are not requests for data.

VII. IDENTIFICATION

The school district reserves the right to require an individual requesting private data on the individual or the individual's minor child to provide valid and sufficient photo identification at the time that the data is requested or provided.

The school district will not disclose private data on anyone other than the individual requesting the data or that individual's minor child without receiving a valid release signed by the subject of the data.

VIII. RIGHTS OF DATA SUBJECTS

A. Challenging Inaccurate or Incomplete Data

Consistent with the MGDPA, any individual who believes that information contained in the school district's records regarding that individual, the individual's minor child or person for whom the individual has been appointed legal guardian, is inaccurate or incomplete may request that the school district amend those records. To exercise this right, the individual must notify the responsible authority or designee described in Attachment C in writing of the nature of the disagreement. Upon receiving such notification, the school district will take action as required by the MGDPA. Please note that the submission of a challenge to data does not guarantee that the school district will amend its records.

B. Information Provided When Data is Requested by the School District

Consistent with the MGDPA and other applicable law, certain circumstances may require the school district to notify an individual who is asked to provide the school district with private or confidential data concerning that individual of the ways in which the school district can use the data collected.

C. Other Rights of Data Subjects

Nothing in this policy shall be construed as limiting the rights provided by the MGDPA. Individuals that are the subject of data in the school district's possession have all of the rights afforded by Minnesota Statutes Section 13.04.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Public Data Access Policy; Data Subject Rights and Access Policy; Availability of Public Data Access Policies)
Minn. Stat. § 13.03 (Access to Government Data; Costs for Providing Copies of Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.43 (Civil Investigative Data)
Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)
Minn. Rules Part 1205.1200, subpart 2 (Duty of Responsible Authority to Inform Public Where to Direct Inquiries)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
Minnesota Department of Administration Advisory Opinion 13-007
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

Cross References: 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 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
Waconia Public Schools Records Retention Schedule

Policy Adopted: April 2015
Renumbered: Nov 2020, revised September 2023
Waconia Public Schools
Waconia, MN

Attachment A
Copy Costs – Requests for Data on Individuals

The school district charges individuals for copies as authorized under Minnesota Statutes Section 13.03, subdivision 3(c). An individual must pay for the copies before the school district will provide the copies requested.

For 100 or Fewer Paper Black and White Copies -- \$0.25 per Page

The charge for 100 or fewer pages of black and white, letter or legal size paper copies is \$0.25 for a one-sided copy and \$0.50 for a two-sided copy.

Most Other Types of Copies – Actual Cost

The charge for more than 100 pages of black and white copies, or other types of copies, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data.

In determining the actual cost, the school district includes the cost of the employee time, the cost of the materials, and any mailing costs. If the request is for copies of data that the school district cannot reproduce itself, such as photographs, then it will charge the requester the actual cost it must pay an outside vendor for the copies.

The cost of employee time to search for the requested data, retrieve the requested data, and make copies of the requested data is based upon the lowest hourly rate of the appropriate school district employee. If, because of the subject matter of your request, the school district finds it necessary for a higher-paid employee to search for and retrieve the data, then the search and retrieval portion of the copy charge will be charged at the higher salary/wage. There is no charge for time spent separating public from not public data.

Discretionary Copy Charge Waivers

In some cases, whether the school district charges an individual a copy charge will depend on the costs to the department for providing the copies compared to the costs for collecting and recording a copy charge payment from an individual. If the cost of providing the copies is outweighed by the costs to the school district for collecting and recording payment, then the school district may waive a copy charge.

If the school district determines that it is in the best interests of the public and the school district to release data without copy charges, then the school district may waive such copy charges.

Attachment B
Data Request Form – Requests for Data on Individuals

Date of Request: _____

Method of Access to Data:

In-Person Review Copies Both (in-person review and copies)

(Note: In-person review is free, but there is a charge for copies)

Description of Requested Public Data:

(Note:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form or additional pages.)

Contact Information for Individual Requesting Data:

Name: _____

Address: _____

Telephone: _____ Email: _____

Verification of Identity:

Driver's License Personal Knowledge Other Form of Identification _____

Return Completed Form To:

Dr. Enid Schonewise, Data Practices Compliance Official
Waconia Public Schools
512 Industrial Boulevard
Waconia, Minnesota 55387
eschonewise@isd110.org

You may also direct your data request to one of the school district's other data practices contacts as listed on Attachment C.

**Attachment C
Data Practices Contacts**

The employees listed below are available to assist you with data practices requests and concerns:

Responsible Authority

Brian Gersich, Superintendent
512 Industrial Boulevard
Waconia, Minnesota 55387
Telephone: (952) 442-0600; bgersich@isd110.org

Data Practices Compliance Official

Dr. Enid Schonewise, Data Practices Compliance Official
512 Industrial Boulevard
Waconia, Minnesota 55387
Telephone: (952) 442-0600; eschonewise@isd110.org

Data Practices Designees

Type of Data Requested	Name	Position	Email Address	Telephone Number
Personnel Data	Dr. Enid Schonewise	Director of Human Resources	eschonewise@isd110.org	952-442-0600
Student Special Education Records	Paul Tordoff	Director of Special Education	ptordoff@isd110.org	952-442-0600
Student Educational Data Southview Elementary	Dr. Khuzana DeVaan	Building Principal	kdevaan@isd110.org	952-442-0620
Student Educational Data Bayview Elementary	Ann Swanson	Building Principal	aswanson@isd110.org	952-442-0630
Student Educational Data Laketown Elementary	Keith Baune	Building Principal	kbaune@isd110.org	952-442-0690
Student Educational Data Clearwater Middle School	Shane Clausen	Building Principal	sclausen@isd110.org	952-442-0650
Student Educational Data High School and WALC	Paul Sparby	Building Principal	psparby@isd110.org	952-442-0670

INDEPENDENT SCHOOL DISTRICT NO. 110
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

7.E. Rescind Board Policy 723 Access to Data for
Individual Data Subjects

723 ACCESS TO DATA FOR INDIVIDUAL DATA SUBJECTS

I. PURPOSE

The purpose of this policy is to explain the process for an employee or other individual to review or obtaining data about that individual or that individual's minor child maintained by the school district and to comply with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13.

II. DEFINITIONS AND CONSTRUCTION

This policy must be construed as consistent with the MGDPA and Minnesota Rules Chapter 1205. All terms used herein that are defined by the MGDPA must be given the same definition as listed in the MGDPA and Rules Chapter 1205. This policy does not confer upon an individual the right to access data not otherwise provided in any applicable or other school district policy. Nothing in this policy shall be interpreted to contradict any other school district policy.

III. RIGHT TO ACCESS DATA FOR INDIVIDUAL DATA SUBJECTS

Upon request to a responsible authority or designee, an individual shall be informed whether that individual, the individual's minor child or person for whom the individual has been appointed legal guardian, is the subject of stored data and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data shall be shown that public or private data about themselves without any charge and, if desired, shall be informed of the content and meaning of that data. Except as required by law, after an individual has been shown this data and informed of its meaning, then the school district need not disclose the data to that individual for six (6) months unless additional data on the individual has been collected or created.

IV. MAKING A DATA REQUEST

To review or request copies of data on the individual that are in the school district's possession, the individual should make a written request using the form found in Attachment B and submit this request to the appropriate data practices contact described in Attachment C. The school district reserves the right to accept verbal requests for data or reduce verbal requests to writing, at its sole discretion.

V. PROCESSING A DATA REQUEST

If possible, the school district will respond to a written request submitted pursuant to this policy immediately. If immediate compliance is not possible, then the school district will respond within ten (10) business days of the written request. If it is unclear what data the individual is requesting, then the school district will seek clarification. If the school district does not have the data requested, then it will notify the individual in writing as soon as reasonably possible.

If the school district has the data requested, and the data may lawfully be disclosed to the individual, then the school district will respond to the request by doing one of the following:

- a. Arrange a date, time, and place for the individual to review the data without cost to the individual; or
- b. Provide the individual with copies of the data. The individual may choose to pick up the copies, or the school district will mail or fax copies of the data to the individual. The school district will provide electronic copies (such as email or CD-ROM) only if the school district keeps the data in electronic format. Prepayment of copies is required unless other arrangements are approved by the responsible authority or designee. Additional information about copy charges is included on Attachment B.

If the school district determines that the requested data is classified so as to deny the requesting individual access, then the school district shall inform the requesting individual of that determination either verbally at the time of the data request, or in writing as soon as reasonably possible.

Upon the request of any individual that has been denied access to data, the responsible authority or designee will certify in writing the denial of the request and cite the specific statutory section, temporary classification, or specific provision of law upon which the denial was based.

VI. CREATING NEW DATA OR RESPONDING TO QUESTIONS

Nothing in this policy or the MGDPA requires the school district to create data in response to a data request, collect new data in response to a data request, or to provide data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

Nothing in this policy or the MGDPA requires the school district to respond to questions that are not requests for data.

VII. IDENTIFICATION

The school district reserves the right to require an individual requesting private data on the individual or the individual's minor child to provide valid and sufficient photo identification at the time that the data is requested or provided.

The school district will not disclose private data on anyone other than the individual requesting the data or that individual's minor child without receiving a valid release signed by the subject of the data.

VIII. RIGHTS OF DATA SUBJECTS

A. Challenging Inaccurate or Incomplete Data

Consistent with the MGDPA, any individual who believes that information contained in the school district's records regarding that individual, the individual's minor child or person for whom the individual has been appointed legal guardian, is inaccurate or incomplete may request that the school district amend those records. To exercise this right, the individual must notify the responsible authority or designee described in Attachment C in writing of the nature of the disagreement. Upon receiving such notification, the school district will take action as required by the MGDPA. Please note that the submission of a challenge to data does not guarantee that the school district will amend its records.

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Minnesota Department of Administration Advisory Opinion 13-007
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

Cross References: 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 506 (Student Discipline)
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If the school district determines that it is in the best interests of the public and the school district to release data without copy charges, then the school district may waive such copy charges.

Attachment B
Data Request Form – Requests for Data on Individuals

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(Note: In-person review is free, but there is a charge for copies)

Description of Requested Public Data:

(Note:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form or additional pages.)

Contact Information for Individual Requesting Data:

Name: _____

Address: _____

Telephone: _____ Email: _____

Verification of Identity:

Driver's License Personal Knowledge Other Form of Identification _____

Return Completed Form To:

Dr. Enid Schonewise, Data Practices Compliance Official
Waconia Public Schools
512 Industrial Boulevard
Waconia, Minnesota 55387
eschonewise@isd110.org

You may also direct your data request to one of the school district's other data practices contacts as listed on Attachment C.

**Attachment C
Data Practices Contacts**

The employees listed below are available to assist you with data practices requests and concerns:

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512 Industrial Boulevard
Waconia, Minnesota 55387
Telephone: (952) 442-0600; bgersich@isd110.org

Data Practices Compliance Official

Dr. Enid Schonewise, Data Practices Compliance Official
512 Industrial Boulevard
Waconia, Minnesota 55387
Telephone: (952) 442-0600; eschonewise@isd110.org

Data Practices Designees

Type of Data Requested	Name	Position	Email Address	Telephone Number
Personnel Data	Dr. Enid Schonewise	Director of Human Resources	eschonewise@isd110.org	952-442-0600
Student Special Education Records	Paul Tordoff	Director of Special Education	ptordoff@isd110.org	952-442-0600
Student Educational Data Southview Elementary	Dr. Khuzana DeVaan	Building Principal	kdevaan@isd110.org	952-442-0620
Student Educational Data Bayview Elementary	Ann Swanson	Building Principal	aswanson@isd110.org	952-442-0630
Student Educational Data Laketown Elementary	Keith Baune	Building Principal	kbaune@isd110.org	952-442-0690
Student Educational Data Clearwater Middle School	Shane Clausen	Building Principal	sclausen@isd110.org	952-442-0650
Student Educational Data High School and WALC	Paul Sparby	Building Principal	psparby@isd110.org	952-442-0670

8. **DISCUSSION ITEMS**

8.A. First Read Board Policies

8.A.1. 712 Video Recording Other than on Buses

712 VIDEO ~~SURVEILLANCE RECORDING~~ OTHER THAN ON BUSES

[See Model Policy 711 for Video Recording on School Buses]

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/~~electronic surveillance-recording~~ systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video ~~surveillance-recording~~ may occur in any school district building or on any school district property.
3. Video ~~surveillance-recording~~ will normally not be used in bathrooms or locker rooms, although these areas may be ~~monitored placed-under surveillance~~ by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video ~~surveillance-recording~~ in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
~~Minn. Stat. § 121A.585 (Notice of Recording Device)~~
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

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 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

Resources: [U.S. Department of Education: FAQs on Photos and Videos under FERPA \(Accessed 10/12/25\)](#)

Policy Adopted: April 2004, April 2007
Revised: August 2020, September 2023
Independent School District #110
Waconia, MN

8.A.2. 514 Bullying Prohibition

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on school premises, ~~on school district property,~~ at school functions or activities, ~~or on school transportation;~~
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota

Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying malicious and sadistic conduct, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or

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

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

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the

responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history. shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

[NOTE: The language added above appears in Minnesota Statutes, section 121A.031.]

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

[NOTE: The language added above appears in Minnesota Statutes, section

121A.031.]

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

[NOTE: The deleted language appears in Article V. above]

VII. TRAINING AND EDUCATION

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

bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

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

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
 - G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians,

and staff, and this policy shall appear in the student handbook.

- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.
- H. The school district designates the building Principal as the primary contact person in the school building to receive reports of prohibited conduct.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 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 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
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 529 (Staff Notification of Violent Behavior by
Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Policy Adopted: September 2005

Policy Revised: Dec. 13, 2010 / Sept. 22, 2014 / June 2022 / September 2023

Policy Reviewed: May 2016 / June 2017/ April 2021

Independent Schools District No. 110

Waconia, MN 55387

8.A.3. 401 Equal Opportunity Employment

Presenter: Jeni
Super, Human
Resources Director

401 EQUAL EMPLOYMENT OPPORTUNITY

[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

[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." Minnesota Statutes Section 363A.03, subdivision 44.]

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with the Director of Human Resources (specify, e.g., the Personnel Manager).

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

Original Policy Adopted: May 11, 1998

Amended: February 2002/ March 2008 / August 16, 2010 / December 2017 / December 2018 /
December 2019/March 2023

Waconia Public Schools ISD 110

Waconia, MN

8.A.4. 402 Disability Nondiscrimination

Presenter: Jeni
Super, Human
Resources Director

402 DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact ~~Jeni Super Dr. Enid Schonewise~~, Human Resources Director, Waconia Public Schools 512 Industrial Blvd, Waconia, MN 55387 or email: ~~eschonewise jsuper@isd110.org~~ or call (952) 442-0600. ~~(list the name, title, office address, telephone number, and e-mail address)~~. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance
34 C.F.R. Part 104 Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Policy Adopted: May 1998

Amended: February 2002/ March 2008 / May 2010 / December 2017 /
December 2019/March 2023

Independent School District No. 110
Waconia, MN

8.A.5. 404 Employment Background Checks

Presenter: Jeni
Super, Human
Resources Director

404 EMPLOYMENT BACKGROUND CHECKS

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district,

except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

Policy Adopted: May 11, 1998
Amended: February 11, 2002, March 2008, February 2009, June 2011, -reviewed February 2018,
amended July 2021, amended April 2023
Independent School District No. 110
Waconia, MN 55387

8.A.6. 408 Subpoena of a School District
Employee

Presenter: Jeni
Super, Human
Resources Director

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes 13, classifies all educational data, except for directory information as chapter designated by the school district, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.

IV. APPLICATION AND PROCEDURES

- A.** Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B.** No employee may release educational data, personnel data, or any other data of any

kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.

- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (How These Rules Apply)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

Policy Adopted: May 11, 1998

Amended: February 2002, March 2008, December 2018, June 2021, April 2023

Independent School District No. 110

Waconia, MN 55387

8.A.7. 412 Expense Reimbursement

Presenter: Jeni
Super, Human
Resources Director

412 EXPENSE REIMBURSEMENT

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

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. 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.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to

utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. 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. § 15.435 (Airline Travel Credit)
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)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

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

Policy Adopted: May 11, 1998

Reviewed: February 2002 / March 2008 / Oct. 2016 / December 2019/ March 2023

Independent School District No.110

Waconia, MN 55387

8.A.8. 210 Conflict of Interest - School Board
Members

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

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

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in ~~his or her~~ [the school board member's](#) official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

- b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
 - 5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (**Note:** *This section applies only when the school district has a population of 1,000 or less according to the last federal census.*)
 - 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.
- [Note: The \$8,000 figure increased to \$20,000 effective July 1, 2022]**
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to

abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

Policy adopted: January 2001, revised November 2007 / revised April 2009 /revised January 2023
Policy Reviewed: September 2017
Independent School District No. 110
Waconia, MN

8.A.9. 213 School Board Committees

213 SCHOOL BOARD COMMITTEES

[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
1. Finance and Facilities
 2. Policy and Advocacy
 3. Negotiations Committee(s) for various employee groups (as needed).
 4. Governance (Chair, Vice-Chair/Clerk, and Treasurer) (as needed)
 5. Grievance (as needed)

[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- B. The school board will establish, by resolution, for each standing or ad hoc committee, the number of members, the term, and the charge or mission of each such committee. Standing committee members will be assigned in January of each calendar year. Ad-hoc committees will be formed as needed.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof. While not required, the standard composition of the standing committees is:
1. The Finance and Facilities Committee includes the Board Treasurer and 2 other members.
 2. The Policy and Advocacy Committee includes the Vice Chair and 2 other members.
 3. The Governance Committee includes the 3 Board officers
 4. The Grievance Committee includes the Board Chair and negotiations committee. If the Board chair is also on the negotiations committee, the next two representatives in order would include the vice chair and then the treasurer.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission

established for that committee or subcommittee by the school board.

- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

Policy Adopted April 14, 1997 / revised: November 12, 2001/ reviewed: November 2007 revised:
May 2016 / revised July 2022 / revised: December 2023
Independent School District No. 110

8.A.10. 503 Student Attendance

503 STUDENT ATTENDANCE

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

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with the parent or guardian and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.
- c. The district must count a student as in attendance on each day the student receives supervision, instruction, or services from school staff during scheduled school hours. Minnesota Statutes, section 120A.22 does not remove the school district's responsibility to continue to comply with reporting requirements in Minnesota Statutes, section 126C.05 for the purposes of funding.
- d. The principal must issue and keep a record of attendance, under rules established by the school board.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to ~~any member of the board,~~ a truant officer, or the school official designated by the a principal, ~~or the superintendent~~. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a

valid excuse.

[NOTE: ~~This paragraph quotes~~ The 2025 Minnesota legislature amended Minnesota Statutes, section 120A.22 as indicated above.]

- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

[NOTE: The school district may choose to include subparagraph (b).]

- c. The school board of the district in which the child resides may approve the application under subparagraph (a) above upon legitimate exception being demonstrated to the satisfaction of that board.

- d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
 - (a) child illness, medical, dental, orthodontic or counseling appointments, including appointments conducted through telehealth;
 - (b) family emergencies;
 - (c) the death or serious illness or funeral of an immediate family member;
 - (d) active duty in any military branch of the United States;
 - (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
 - (f) other exemptions included in this attendance policy.
- (2) that the child has already completed state and district standards required for graduation from high school; or

- (3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

[NOTE: Subparagraph 3 above incorporates the 2024 amendment to Minnesota Statutes, section 120A.22, subdivision 12.]

[Note: In 2024, the Minnesota legislature amended Minnesota Statutes, section 120A.22, subdivision 12. The legitimate exceptions set forth above quote this statute. Minnesota law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes section 120A.22, subdivision 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within a minimum of 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Missed bus.
- (6) Overslept
- (7) Non-prearranged family vacation.
- (8) Absences resulting from cumulated unexcused tardies (3 tardies equal one (1) unexcused absence).
- (9) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(2) Truancy Pre-Diversion

(a) After 5 Unexcused Absences

- Send 2nd notification to parent/guardian **AND**
- The school will contact Carver County Truancy to schedule a pre-diversion
- The school will also contact the parent/legal guardian regarding the truancy pre-diversion meeting.

(3) Truancy Diversion

(a) After 7 Unexcused Absences:

- The school files the truancy paperwork with intake at Carver County Social Services
 - Once the referral has been made, the school and the assigned Social Worker will be in contact to schedule a Truancy Contract Meeting.
- (4) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (5) Students with unexcused absences will also be subject to discipline in the following manner:
- (a) Students with unexcused absences are expected to make up missed work in the same timeline as excused absences. When a student that has repeated absences that are unexcused, the building administrator can determine that the student is not eligible to make up the missed work.

~~[NOTE: MSBA encourages school boards to consider whether imposition of academic penalties for unexcused absences is consistent with the district's mission and pedagogical approach. If a school board determines that academic penalties should not be imposed, section 2(b) should be deleted or rewritten]~~

C. Tardiness

1. Definition: Students are expected to be in the student's assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.

- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition, 3 unexcused tardies are equivalent to one (1) unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if that student has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, that student may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, the student must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS AND CULTURAL OBSERVANCES ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

1. Copies of this policy shall be made available to all students and parent(s) or legal guardian(s) at the commencement of each school year. This policy shall also be available upon request in each principal's office.
2. The school district will provide annual notice to parent(s) or legal guardian(s) of the school district's policy relating to a student's absence from school for a religious or cultural observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

1. Three (3) days if the child is in elementary school; or
2. Three (3) or more class periods on three (3) days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statute section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;
4. That this notification serves as the notification required by Minnesota

Statutes section 120A.34;

5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one (1) day.

[Note: When truancy services and programs under Minnesota Statutes Chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child ~~under the age of 17 years who is at least twelve (12) years old and less than eighteen (18) years old~~ who is absent from attendance at school without lawful excuse ~~for seven school days per school year if the child is in elementary school or~~ for one or more class periods on seven (7) school days per school year if the child is in middle school, junior high school, or high school, or a child who is ~~seventeen (17) years of age~~ who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days per school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

Pursuant to section 260C.163, subdivision 11, habitual truant also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

Legal References: Minnesota Statutes § 120A.05 (Definitions)
Minnesota Statutes § 120A.22 (Compulsory Instruction)
Minnesota Statutes § 120A.24 (Reporting)
Minnesota Statutes § 120A.26 (Enforcement and Prosecution)
Minnesota Statutes § 120A.35 (Absence from School for Religious and Cultural Observances)
Minnesota Statutes § 120A.34 (Violations; Penalties)
Minnesota Statutes §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minnesota Statutes § 260A.02 (Definitions)
Minnesota Statutes § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minnesota Statutes § 260C.007, Subd. 19 (Habitual Truant Defined)
Minnesota Statutes § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

Policy Adopted: July 11, 1988,
Amended: February 12, 1996, / June 2003 / November 2005 / reviewed February 9, 2009 / October 2017 / Reviewed: Dec. 2020 / December 2021/ amended July 2024 / amended February 2025
Independent School District #110
Waconia, MN

8.A.11. 517 Student Recruiting

517 STUDENT RECRUITING

I. PURPOSE

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

III. DEFINITION

- A. The terms "undue influence" or "competing for enrollment" shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student's transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

IV. PROCEDURES

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.
- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as

applicable.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minnesota State High School League Bylaws

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)

Policy Adopted: July 2003 / December 19, 2005 Policy Reviewed: September 2017 / December 2020 / revised July 2023
Independent School District 110
Waconia, MN

8.A.12. 526 Hazing Prohibition

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the

student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy, which can include self-reporting from a potential target or victim of hazing. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~their~~ the building report taker's discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees) MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Policy Adopted: May 2003 Reviewed April 2006 / Amended: Dec. 13, 2010 / reviewed June 2013/
reviewed May 2016/ reviewed February 2020 / revised July 2023

Independent School District 110
Waconia, MN

8.A.13. 527 Student Use and Parking of Motor
Vehicles, Patrols, Inspections, and Searches

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by a building administrator to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or visitor parking stalls.
- B. Students are required to purchase a parking permit and register (make/model/color/license plate) all vehicles with the high school office. Parking permit must be hanging on rear view mirror and visible during school hours.
- C. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

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

E. Dissemination of Policy

A copy of this policy will be available in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

[Note: Some school districts may choose to allow students to parking their cars in school district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their student motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]

[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in Minnesota Statutes section 123B.38 must be followed before the fees are implemented.]

VIII. VIOLATIONS

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

Repeated violations are subject to vehicle being immobilized/use of a car boot. Additional fees will be required to remove car boot. Vehicle may also be towed at the owners expense.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
Minn. Stat. § 123B.38 (Hearing)
New Jersey v. T.L.O., 469 U.S. 325 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Policy Adopted: July 2003 / April 2006 / Reviewed: September 2017

Revised: December 2020 / June 2023

Independent School District #110

Waconia, MN 55387

8.A.14. 528 Student Parental Family and Marital
Status Nondiscrimination

528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

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

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated the Director of Human Resources, [Dr. Enid Schonewise Jeni Super](#), District Office 512 Industrial Blvd, Waconia, MN 55387, (952) 442-0600 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated, and acted upon in the manner specified in Policy 522.

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

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Policy Adopted: May 2003 Reviewed April 2006, revised August 2015, reviewed February 2020, revised June 2023

Independent School District 110

Waconia, MN

8.A.15. 529 Staff Notification of Violent
Behavior by Students

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

- A. Administration
"Administration" means the superintendent, building principal, or other designee.
- B. Classroom Teacher
"Classroom teacher" means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.
- C. History of Violent Behavior
 - 1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
 - 2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.
- D. Incident(s) of Violence
"Incident(s) of violence" means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

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

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

F. School Staff Member

"School staff member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of ~~that person's his or her~~ performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of ~~that person's his or her~~ performance as an employee or contractor.

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information

regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in ~~that administrator's his or her~~ discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior

are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents or guardians will be given notice that parents or guardians they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (Compulsory Instruction)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification; Teachers' Legitimate Educational Interest)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Policy Adopted: July 2003 Reviewed April 2006, reviewed August 2015, revised February 2020, revised July 2023
Independent School District 110
Waconia, MN

8.A.16. 531 Pledge of Allegiance

531 PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

Cross References:

Policy Adopted: August 2003 / April 2006 / revised April 2009 / revised December 2020/ revised July 2023

Policy Reviewed: September 2017
Independent School District #110
Waconia, MN

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations
Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

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

9.E. Southwest Metro Intermediate District 288
Representative

9.F. MSHSL Representative

9.G. Special Education Advisory Council

9.H. Community Education Advisory Council
Representative

9.I. Teaching & Learning Advisory Council
Representative

9.J. City of Waconia Liaison

10. **ADJOURNMENT**