

# WAYZATA PUBLIC SCHOOLS

Independent School District 284  
Wayzata, Minnesota

## **BOARD OF EDUCATION**

Regular Meeting - December 14, 2015 - 7:00 PM  
Wayzata City Hall, 600 Rice Street, Wayzata

### **AGENDA**

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<b>2. APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS</b>	5
Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed as a Consent Agenda item and addressed. Consent Agenda items are as follows:	
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This section of the agenda provides an opportunity for those who have called and placed their names on the list and for members of the audience to address the School Board.	
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# WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

## MISSION

### **Our Core Purpose:**

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

## VISION

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

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

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

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

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

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

### **Operational Excellence:**

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

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

**BOARD OF EDUCATION**  
Regular Meeting – December 14, 2015

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

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

**COMMENTS BY:** Linda Cohen, Board Chair

School Board Chair, Linda Cohen, will call the meeting to order.

	<u>Present</u>	<u>Absent</u>
Ms. Linda A. Cohen	_____	_____
Ms. Andrea Cuene	_____	_____
Ms. Sarah Johansen	_____	_____
Mr. Jay A. Hesby	_____	_____
Mr. Chris McCullough	_____	_____
Ms. Carter G. Peterson	_____	_____
Ms. Cheryl Polzin	_____	_____
Dr. Chace B. Anderson, Ex Officio	_____	_____

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

**BOARD OF EDUCATION**  
Regular Meeting – December 14, 2015

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

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

**COMMENTS BY:** Linda Cohen, Board Chair

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

- A. Approval of Minutes**
- B. Finance and Business Recommendations**
  - 1. Monthly Reports
  - 2. P-Card Approvals
  - 3. Bid Award: Sunset Hill Flooring Re-Bid
- C. Human Resource Recommendations**
  - 1. Monthly Reports
  - 2. Approve Supplemental Salaries for 2015-2016: Home Base Site Managers

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

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

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

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

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

**BOARD OF EDUCATION**  
Regular Meeting – December 14, 2015

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

**ITEM:** A. Approval of Minutes

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

11.09.2015 Regular Board Meeting Minutes  
11.23.2015 Special Board Meeting Minutes

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

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

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

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

# Minutes of Regular Meeting

## The Board of Education Wayzata Public Schools

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A Regular Meeting of the Board of Education of Wayzata Public Schools was held Monday, November 9, 2015, beginning at 6:00 PM in the Wayzata City Hall, 600 Rice Street, Wayzata.

### 1. CALL TO ORDER/ROLL CALL

*The meeting was called to order by Linda Cohen, Board Chair. Cheryl Polzin, Board Clerk, called the roll. The following School Board members were present: Linda Cohen, Andrea Cuene, Jay Hesby, Sarah Johansen, Carter Peterson, Cheryl Polzin, Chris McCullough, and Chace B. Anderson, Superintendent of Schools and ex officio member of the School Board.*

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

*Jay Hesby moved to approve the agenda and consent agenda. Carter Peterson seconded the motion, and it carried unanimously with a roll call vote.*

#### A. Approval of Minutes

#### B. Finance and Business Recommendations

##### 1. Monthly Reports

<i>General Checking Account for October 2015</i>	<i>\$8,236,818</i>
<i>Wire Transfer for September 2015</i>	<i>\$8,489,844</i>

<b>AMOUNT</b>	<b>DONATED BY</b>	<b>PURPOSE</b>
<i>\$57.16</i>	<i>Network For Good</i>	<i>EMS-Network for Good Scholarship</i>
<i>\$60.00</i>	<i>Wells Fargo Matching Gifts Program</i>	<i>EMS-Scholarship fund</i>
<i>\$84.00</i>	<i>Wells Fargo Matching Gifts Program</i>	<i>GL- Student activity</i>
<i>\$110.08</i>	<i>GW-PTA</i>	<i>GW-Books for Special Ed</i>
<i>\$160.00</i>	<i>KL PTA</i>	<i>Student activities</i>
<i>\$341.95</i>	<i>GW-PTA</i>	<i>GW-Makerbot 3D printer supplies</i>
<i>\$346.60</i>	<i>Wells Fargo Matching Gifts Program</i>	<i>GW- Innovation grant for teachers</i>
<i>\$357.71</i>	<i>Wells Fargo Matching Gifts Program</i>	<i>WHS-Educational matching program</i>
<i>\$1,000.00</i>	<i>Douglas Johnson</i>	<i>Attitude is Everything scholarship</i>

#### C. Human Resource Recommendations

##### 1. Monthly Recommendations

#### D. P-Card Approvals

### 3. **RECOGNITIONS**

*Superintendent Chace Anderson read the recognition nominations for the monthly retirees, and awarded the Employee of the Month, Elisabeth Van Orsow.*

A. Retiree Recognition

B. Employee of the Month - Elisabeth Van Orsow, Sunset Hill

### 4. **REPORTS FROM ORGANIZATIONS**

A. Wayzata High School Student Council Representative

*Wayzata High School Student Council President, Eva Pettersen, and Vice President Ellie Anderson, presented the upcoming events at the high school.*

### 5. **STUDENT CURRICULUM PRESENTATION**

A. East Middle School

*Jill Johnson, Executive Director of Teaching and Learning, introduced the district's strategic roadmap and highlighted how each school is working to integrate the roadmap goals into daily school work; including work in school culture, environment, instruction, intervention, and the learning experience. She then introduced East Middle School Paul Paetzel and his team of teachers to explain East Middle School's programs to encourage and improve student's so-called "soft" skills, such as growth mindsets, perseverance, and character skills. East Middle School considers these skills equally as important as the narrow window of intelligence that standardized testing reflects, and works to improve student's understanding and capabilities in these skills as well. For example, telling a student that they're a hard worker, rather than encouraging them for being smart, applauds students for their efforts and doesn't discourage a student who may think that "smart" is a quality you either have or don't have.*

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

A. Superintendent

1. Policies for Second Reading

*Superintendent Anderson presented the Technology Policy for review and approval; a minor wording change was requested by a Board member, and approved by the Policy Committee. Carter Peterson motioned to waive the reading and approve the policy; and Sarah Johansen seconded the motion. The motion carried unanimously.*

B. Teaching and Learning

C. Finance and Business Services

1. Monthly Financial Reports

2. Resolution Canvassing Return of Votes of School District General Election of November 3, 2015

*Jim Westrum, Executive Director of Business and Finance, presented the results of the school district general election. Linda Cohen, Cheryl Polzin, Carter Peterson, and Jay Hesby's 4-year terms expired. Six candidates applied for the positions, and the candidates with the greatest number of votes were*

*Linda Cohen, Cheryl Polzin, Erik Brown, and Bonita Lucky. Carter Peterson and Jay Hesby did not run for re-election, and will be stepping down at the end of 2015. Jay Hesby made a motion to adopt the resolution and waive its full reading, and Carter Peterson seconded the motion. The motion carried unanimously with a roll call vote.*

3. Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties’

*Jim Westrum, Executive Director of Business and Finance, presented the resolution for the School Board Clerk to issue certifications of election and perform other related duties. Carter Peterson motioned to waive the reading of the resolution and to adopt; Chris McCullough seconded the motion and it carried unanimously with a roll call vote.*

D. Human Resource Services

**7. OTHER BOARD ACTION**

**8. BOARD REPORTS**

*Board Chair Linda Cohen reminded the public of the School Start Time Listening Session on November 10<sup>th</sup>, and included a few general guidelines for curious listeners such as 3-mins per speaker, to remain respectful to each person, and to hold all applause or dissent in the interest of time.*

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

This section of the agenda provides an opportunity for those who have called and placed their names on the list and for members of the audience to address the School Board.

*No citizens requested to address the Board.*

**10. ADJOURN**

*Carter Peterson moved to adjourn the meeting. There were no objections, and the meeting adjourned with a unanimous vote at 6:46 pm.*

# Minutes of Special Meeting

## The Board of Education Wayzata Public Schools

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A Special Meeting of the Board of Education of Wayzata Public Schools was held Monday, November 23, 2015, beginning no earlier than 4:05 PM in the District Administration Building.

### 1. **ROLL CALL**

*The meeting was called to order at 5:35 pm by Linda Cohen, Board Chair. Cheryl Polzin, Board Clerk, called the roll. The following School Board members were present: Linda Cohen, Andrea Cuene, Jay Hesby, Sarah Johansen, Cheryl Polzin, Chris McCullough, Carter Peterson and Chace B. Anderson, Superintendent of Schools and ex officio member of the School Board.*

### 2. **Human Resource Services**

#### A. HR Recommendations

*Annie Doughty, Executive Director of Human Resource Services, presented a revised copy of the human resource recommendations (removing Barb Arentson from the resignation list per her request). Chris McCullough made a motion to approve the recommendations, and Andrea Cuene seconded the motion. The motion carried unanimously.*

#### B. Retiree Recognition

*Annie Doughty requested to move this item to the Regular December Meeting. Board Chair Linda Cohen approved this change, and there were no objections.*

### 3. **ADJOURN**

*Carter Peterson moved to adjourn the meeting. There were no objections, and Linda Cohen declared the meeting adjourned at 5:38 pm.*

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

**BOARD OF EDUCATION**  
Regular Meeting – December 14, 2015

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

**ITEM: Finance & Business Recommendations**

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

**Finance and Business Recommendations**

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

**Monthly Bills**

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

General Checking Account for November 2015	\$9,575,577
Wire Transfer for October 2015	\$9,697,487

**Acknowledgement Of Contributions**

Minn. Stat. 465.03 - GIFTS TO MUNICIPALITIES.

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

**Monthly Donations**

The Board of Education is requested to accept the attached list of donations received in November 2015.

Cash Donations	\$40,425.58
In-Kind Donation	≈\$400

**Monthly Donations (continued)**

Cash Donations:

<b>AMOUNT</b>	<b>DONATED BY</b>	<b>PURPOSE</b>
\$32.28	GL PTO	GL-Childcare conferences
\$57.72	WF Matching gifts program	CMS-scholarships & supplies for students
\$60.00	Paige Sawyer	CMS-math storage bins
\$67.34	WF Matching gifts program	CMS-scholarships & supplies for students
\$70.00	WF Community support campaign	EMS-no designation
\$70.00	WF Community support campaign	OW-take home folders
\$100.00	Allina Health	OW-scholarships
\$126.00	General Mills-Your Cause LLC	KL-Student activities
\$141.85	OW PTA	OW-Scholarships for field trips
\$160.00	WF Matching gifts program	KL-Student activities
\$226.53	BV PTA	BV-Media center lost book fines
\$395.90	GW PTA	GW-Classroom materials in PE & Tech
\$404.37	WF Community support campaign	GW-Classroom materials & activities
\$440.00	Silicon Valley & WF	SSH- no designation
\$500.00	WF Matching Gifts Program	WSH-Activity funds
\$1,073.59	OW PTA	OW- Library books
\$6,500.00	SSH PTSA	SSH-Field trips
\$10,000.00	KL PTA	KL-Money for field trip buses
\$20,000.00	KL PTA	KL-Playground kdgn renovation

In-Kind Donation:

≈\$400	Sanjay Mahajan	Lego League Robot
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**RECOMMENDED ACTION:** That the School Board approves the checking account and wire transfer payments and accepts with appreciation the donations received, which are in compliance with current District policy and guidelines:

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

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

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

**WAYZATA PUBLIC SCHOOLS  
MONTHLY CHECK DISBURSEMENT SUMMARY  
NOVEMBER 2015**

CHECK	VENDOR	DESCRIPTION	DATE	AMOUNT
396640	WELLS CONCRETE	NEW ELEM 03-B ARCHITECTURAL PRECASE WALL PANELS	11/19/2015	807,576.41
396612	CONSTRUCTION SYSTEMS INC	NEW ELEM 05-A STRUCTUAL STEEL - MATERIAL	11/19/2015	615,471.56
396633	RTL CONSTRUCTION INC	NEW ELEM 09-A FRAMING AND DRYWALL	11/19/2015	593,978.94
396638	VEIT & COMPANY INC	HS ADD 31-A SITE CLEARING & EARTHWORK	11/19/2015	518,140.14
396622	MUSKA ELECTRIC CO	HS ADD 26-A ELECTRICAL	11/19/2015	494,387.67
396619	GRESSER COMPANIES INC	HS ADD - 04-A MASONRY PACKAGE #1	11/19/2015	465,500.00
396741	FIRST STUDENT, INC	TRANSPORTATION	11/24/2015	452,795.38
396355	FIRST STUDENT, INC	TRANSPORTATION	11/10/2015	384,718.46
396668	KRAUS-ANDERSON CONSTRUCTION CO	WHS KA CONSTRUCTION MANAGEMENT FEES	11/19/2015	359,327.93
396637	THELEN HEATING AND ROOFING INC	HS ADD 23-A HVAC	11/19/2015	321,758.35
396631	RED CEDAR STEEL ERECTORS INC	HS ADD 05-B STRUCTURAL STEEL - ERECTION	11/19/2015	299,250.00
396779	MAIN LINE TRANSPORTATION INC (MTI)	SP ED TRANSPORT 9/8/15-9/30/15	11/24/2015	258,765.75
396615	EBERT CONSTRUCTION	NEW ELEM - 03-A BUILDING CONCRETE	11/19/2015	193,568.22
396616	ENVISION GLASS INC	HS ADD 08-D - CURTAIN WALL, WINDOW & GLAZING	11/19/2015	185,250.00
396525	UPPER LAKE FOODS	GROCERIES	11/12/2015	162,850.55
396632	R J MECHANICAL INC	HS ADD 22-A PLUMBING	11/19/2015	159,620.63
396663	INTERMEDIATE DIST 287	DEC 15 PROVIDED SERVICES	11/19/2015	144,272.00
396626	NORTHLAND CONCRETE & MASONRY LLP	NEW ELEM 04-A MASONRY	11/19/2015	137,750.00
396628	PETERSON COMPANIES INC	HS ADD - 32-E IRRIGATION & LANDSCAPE	11/19/2015	124,283.98
396445	XCEL ENERGY	MONTHLY ENERGY	11/10/2015	124,121.20
396623	NAC (NORTHERN AIR CORP)	NEW ELEM 26-A ELECTRICAL	11/19/2015	114,000.00
396614	DALCO ROOFING & SHEETMETAL INC	WORK SCOPE 07-B - MEMBRANE ROOFING	11/19/2015	108,870.00
396833	TRUST POINT/FBO WAYZATA SCHOOLS	Payroll accrual	11/30/2015	101,420.00
396648	CASTREJON INC	WPS Outside Plant Fiber Phase 4	11/19/2015	96,000.00
396611	C R FISCHER & SONS INC	NEW ELEM 32-B SITE CONCRETE	11/19/2015	85,791.22
396535	WOLD ARCHITECTS AND ENGINEERS	BLANKET-HIGH SCHOOL ADDITIONS-ARCHITECT FEES	11/12/2015	72,621.09
396617	FEHN COMPANIES INC	NEW ELEM 31-A EARTHWORK & SITE UTILITIES	11/19/2015	70,881.44
396641	WENZEL-PLYMOUTH PLUMBING LLC	NEW ELEM 22-A PLUMBING	11/19/2015	64,678.85
396609	AUTUMN RIDGE LANDSCAPING INC	NEW ELEM 32-C IRRIGATION & LANDSCAPE	11/19/2015	61,750.00
396684	PERFORMANCE MATTERS	HOSTING SERV & DATA MGMT 10/15/15-10/14/16	11/19/2015	59,380.00
396834	WAYZATA EDUCATION ASSN	Payroll accrual	11/30/2015	58,440.89
396546	WAYZATA EDUCATION ASSN	Payroll accrual	11/13/2015	58,440.62
396547	A & L CONSTRUCTION INC	CMS-RENOVATIONS 10/31/15	11/17/2015	58,064.00
396356	FLAGSHIP RECREATION LLC	MDE#41010 DIST-PLAYGRD PARTS	11/10/2015	53,694.00
396740	FIRST STUDENT, INC	TRANSPORTATION	11/24/2015	45,409.07
396532	WEST METRO EDUCATION PROGRAM	INTEGRATION TUITION-1ST INSTALL 30%	11/12/2015	44,091.00
396444	WOLD ARCHITECTS AND ENGINEERS	EMS-REPLACE BOILER #142100	11/10/2015	43,710.85
396512	RIVERPORT INS CO	BILLING WORKERS' COMP	11/12/2015	38,783.44
702265	HILLYARD INC MINNEAPOLIS	UNHEMMED FLANNEL	11/23/2015	38,429.87
396639	WEIDNER PLUMBING & HEATING CO	INVOICE # 243729 NEW ELEM 23-A HVAC	11/19/2015	37,476.55
702239	FOLLETT SCHOOL SOLUTIONS INC	READERS NOTEBOOKS 3RD-4TH-5TH	11/20/2015	37,124.31
396620	KMH ERECTORS INC	NEW ELEM 05-B STRUCTURAL STEEL - MATERIAL	11/19/2015	37,050.00
396476	DIVERSIFIED SNACK DISTRIBUTION INC	GROCERIES	11/12/2015	31,435.53
396548	A & M CONSTRUCTION, INC	CMS - 2015 EXTERIOR WALL REHAB	11/17/2015	30,389.55
702241	PRO-TEC DESIGN	SECURITY	11/20/2015	27,993.16
396706	WESTERN PETROLEUM CO	HS-REFILL FUEL OIL	11/19/2015	27,652.97
396821	WEST METRO LEARNING CONNECTIONS	SPEC PUPIL IR 9/21-10/1	11/24/2015	25,284.20
396450	CASCADE HOMEOWNERS ASSOCIATION	CASCADE EASEMENT	11/11/2015	25,000.00
396719	BL DALSIN ROOFING	EMS - 2015 REROOFING PROJECT TO 10/21/15	11/24/2015	24,128.90
396223	HENNEPIN COUNTY DISTRICT COURT	BV-EMINENT DOMAIN	11/3/2015	23,000.00
396505	PAMS LUNCHROOM LLC	SERVICE 10/15	11/12/2015	21,099.00
396610	AXEL H OHMAN INC	SH 03-A CONCRETE & MASONRY	11/19/2015	20,675.28
702235	TRIO SUPPLY CO	ASSORTED SUPPLIES	11/13/2015	19,781.90
396649	CDW	CONSULTING	11/19/2015	19,631.25
396206	BRAUN INTEREC CORP	WNES-INSPECTION AND MATERIALS TESTING	11/3/2015	18,582.00

396489	HILDI INC	ACTUARIAL VALUATIONS THRU 10/9/15	11/12/2015	18,550.00
396579	K12 TRANSPORTATION MGMT SVCS INC	TRANSPORTATION	11/17/2015	18,500.00
396452	AGROPUR INC DIVISION OF NATREL USA	DAIRY PRODUCTS	11/12/2015	18,387.84
396750	FIRST STUDENT, INC	TRANSPORTATION	11/24/2015	17,515.61
396229	LANDS BEST FOODS, LLC	GROCERIES	11/3/2015	17,289.00
396687	CITY OF PLYMOUTH - FINANCE DEPT	BV-WATER	11/19/2015	16,786.64
396295	LIFE INSURANCE CO OF N AMERICA	Ins. Tracking Billing	11/5/2015	16,560.20
396583	LIFE INSURANCE CO OF N AMERICA	Payroll accrual	11/17/2015	15,967.45
396801	PUBLIC EMPLOYEES RETIREMENT ASSN	BILL DATE 11/15/15	11/24/2015	15,896.60
396268	AIRPORT TAXI, INC	TRANSPORTATION	11/5/2015	14,660.00
396420	RETROFIT COMPANIES INC	MDE#41013 WMS-HAS WASTE FEE	11/10/2015	14,626.68
396545	SCHOOL SERVICE EMPLOYEES	Payroll accrual	11/13/2015	14,379.27
396832	SCHOOL SERVICE EMPLOYEES	Payroll accrual	11/30/2015	14,281.05
396708	WORKS COMPUTING	TECH-SECURITY ASSESSMENT	11/19/2015	13,995.00
396467	CENTER FOR ACADEMIC EXCELLENCE	CED-WRITERS & DEBATE WKSPS 9/30-12/16	11/12/2015	12,993.75
396726	BRAUN INTEREC CORP	WNES-INSPECTION AND MATERIALS TESTING	11/24/2015	12,631.50
396469	CLIFTONLARSONALLEN LLP	FY 2015 Audit Services THROUGH 10/26/15	11/12/2015	12,010.01
702220	HOUGHTON MIFFLIN CO LLC	OW - LEVELED LIBRARY REPLACEMENT BOOKS	11/13/2015	11,293.26
396692	REPUBLIC SERVICES #894	SERV 10/15	11/19/2015	11,118.96
151600541	PETERSON, SHEILA	REIMBURSE	11/11/2015	11,023.79
396653	E-CONOLIGHT LLC	HS-BOND CONSTRUCTION-LIGHTS	11/19/2015	10,972.81
396629	PINNACLE WALL SYSTEMS INC	EMS & WMS SECURE ENTRY 09-A	11/19/2015	10,969.65
396348	DUFFEY PAPER, C. J.	XEROGRAPHIC PAPER - WHITE - INVENTORY	11/10/2015	10,968.00
396496	LANDS BEST FOODS, LLC	GROCERIES	11/12/2015	10,633.60
396768	IOCP	comm ed rent 12/15	11/24/2015	10,534.21
396462	BRAUN INTEREC CORP	Inspection & Testing Services	11/12/2015	10,505.20
396618	GLEWWE DOORS, INC.	NEW ELEM 08-A DOORS, FRAMES & HARDWARE MATERIAL	11/19/2015	9,991.15
396457	BERGIN FRUIT AND NUT COMPANY	GROCERIES	11/12/2015	9,802.14
396751	FLOORS BY BECKERS INC	SH-INSTALL LVT	11/24/2015	9,604.00
396340	COMET INFORMATICS LLC	LCTS - PP	11/10/2015	9,498.00
396384	LOFFLER COMPANIES INC	WHS SPEC ED COPIER BLANKET	11/10/2015	9,445.65
396636	STERLING ELECTRIC CORP	EMS & WMS SECURE ENTRY 26-A ELECTRICAL	11/19/2015	9,283.86
702268	PEDIATRIC HOME SERVICE	MA Nurse contract 2015-16	11/23/2015	8,925.00
396624	NORTH COUNTRY CONCRETE INC	HS ADD - 32-B SITE CONCRETE	11/19/2015	8,794.90
396318	US ENERGY SERVICES, INC	ENERGY-SEPT 15	11/5/2015	8,686.33
396634	SECOA INC	HS ADD - 11-C ACOUSTICAL SHELL SYSTEMS	11/19/2015	8,658.30
396509	PSAT/NMSQT	HS-TESTS	11/12/2015	8,655.00
396656	HANUS ENTERPRISES,LLP	bus garage rent 12/15	11/19/2015	8,334.72
702212	TESSMAN SEED CO	ICE MELT	11/6/2015	8,317.00
396567	FIRST STUDENT, INC	TRANSPORTATION	11/17/2015	7,927.74
396475	DENNY'S 5TH AVENUE BAKERY	GROCERIES	11/12/2015	7,908.69
396707	WOOD MACHINERY SYSTEMS	WHS-DESTEK DUST COLLECTOR	11/19/2015	7,380.00
396805	RUPP, ANDERSON, & WALDSPURGER PA	PROF SERV 9/15	11/24/2015	7,316.42
702195	JOSTENS, INC	YEARBOOK DEPOSIT 2016	11/6/2015	7,200.00
396227	ISD #276-MINNETONKA SCHOOLS	S & B DRUG FREE DIRECTOR RO 7/15-9/15	11/3/2015	6,967.73
396281	GARVEY COMMUNICATIONS	COMM-PROF SERV 10/1-10/31	11/5/2015	6,890.00
702236	TRUSTED EMPLOYEES	BACKGROUND CHECKS	11/13/2015	6,707.11
396650	CENTURY LINK BUSINESS SERVICES	OCT INTERNET	11/19/2015	6,500.00
396417	REGION 5AA	VB GAMES HOSTED 10/29 & 11/4	11/10/2015	6,496.00
396728	CHILEDIA INSTITUTE INC	OUT OF STATE TUITION 10/1-10/31	11/24/2015	6,258.63
396294	LIFE INSURANCE CO OF N AMERICA	Ins. Tracking Billing	11/5/2015	6,242.44
396435	TOWMASTER INC	Towmaster, Inc. State Contract #80228	11/10/2015	6,202.00
396771	KARGES-FAULCONBRIDGE, INC	MDE#41664 KL-ReCx THRU 10/31/15	11/24/2015	6,000.00
396586	MN ROADWAYS COMPANY	CLUBHOUSE-PAVING	11/17/2015	5,990.00
702266	JOSTENS, INC	CAP GOWN RETURNS	11/23/2015	5,814.32
396555	ASPEN EQUIPMENT CO	WESTERN 8' WIDE OUT PLOW	11/17/2015	5,805.00
396647	BRIGGS & MORGAN	PROF SERV-TILLER EASEMENT 6/11/15-9/23/15	11/19/2015	5,785.18
396394	MN ROADWAYS COMPANY	BV - 2015 PAVEMENT AND GRADING IMPROVEMENTS	11/10/2015	5,735.70
396309	CITY OF PLYMOUTH - FINANCE DEPT	FUEL USAGE-SEPT15	11/5/2015	5,670.98
396203	BERGIN FRUIT AND NUT COMPANY	GROCERIES	11/3/2015	5,615.06
396398	MN SAFETY COUNCIL	MDE#41022 DIST-AED PADS	11/10/2015	5,600.00
702238	ANCHOR PAPER COMPANY	COLORLED PAPER FOR INVENTORY	11/20/2015	5,503.61

396683	PARALLEL TECHNOLOGIES INC	HS-RE-CABLE AUDITORIUM	11/19/2015	5,488.50
396448	YEADON FABRIC DOMES LLC	DOME UP LABOR	11/10/2015	5,450.00
702269	RELATE COUNSELING CTR	CONTRACT	11/23/2015	5,441.25
396470	COLLEGE TOWN PIZZA INC #1966	PIZZA	11/12/2015	5,282.00
396493	ISD #281-ROBBINSDALE SCHOOLS	CUL EXP-CAMP SUNSET	11/12/2015	5,129.53
396374	JAN MILLER BURKINS CONSULTING LLC	BV & SH-PROF SERV 11/12 & 11/13	11/10/2015	5,000.00
396508	PETERSON SHEET METAL INC	CMS-SHEET METAL 9/14/15 (FINAL)	11/12/2015	5,000.00
396584	LIFETIME FITNESS, INC.	Lifetime fitness lockerroom rental	11/17/2015	4,919.30
396688	PLYMOUTH PRESBYTERIAN CHURCH	RENT 11/15	11/19/2015	4,900.00
702190	COMMAND CENTER INC	CUSTODIAL SUBS	11/6/2015	4,756.83
702199	MOTG (MN OFFICE TECHNOLOGY GRP)	WPS PRODUCTION MAINTENANCE BLANKET	11/6/2015	4,397.53
396451	ADVANCE PIERRE FOODS	GROCERIES CUST#602590	11/12/2015	4,268.80
396675	MILLER 32ND AVE, LLC	MILLER AVE RENT 12/15	11/19/2015	4,224.01
702209	STAPLES ADVANTAGE	SUPPLIES	11/6/2015	4,210.01
702252	STAPLES ADVANTAGE	CLASSROOM OFF SUPP-FARISS	11/20/2015	4,092.87
396825	CORPORATE HEALTH SYSTEMS INC	Payroll accrual	11/30/2015	3,973.05
702232	STAPLES ADVANTAGE	WHS MEDIA SUPPLIES	11/13/2015	3,913.07
396646	BRAUN INTEREC CORP	HS-BALL FIELD & FIELD LIGHTING	11/19/2015	3,900.00
396378	KELLY GREEN IRRIGATION INC	WMS-NEW ENTRY IRRIGATION	11/10/2015	3,810.00
702225	SCHOLASTIC INC	MATH TRAINING	11/13/2015	3,800.00
396613	CONTINUITY ELECTRICAL CONTRACTOR	SH ELECTRICAL 26-A	11/19/2015	3,795.25
396323	AECOM TECHNICAL SERVICES INC	MDE#41015 CMS-FUEL OIL & GRD WATER	11/10/2015	3,780.00
396798	PRODOCON INC	HS-FILTERS	11/24/2015	3,715.50
396793	POSTMASTER	CED-YOUTH & ADULT ENRICHMENT MAILING	11/24/2015	3,637.19
396807	SHINK, ANTHONY	TUTORING-BRIGHTMONT ACADEMY 11/2-11/13	11/24/2015	3,600.00
396352	ENVIROBATE	MDE#NEW AD-BOILER, EMS-ASBESTOS RETAINAGE	11/10/2015	3,546.00
396727	CENTER FOR EFFICIENT SCHOOL	CUSTODIAL MGMT 10/15/15-11/14/15	11/24/2015	3,500.00
396757	THE GOODIES FACTORY	EMS-WOLF RIDGE FUNDRAISER	11/24/2015	3,420.00
702211	TEAM SPORTING GOODS, INC	SOFTBALL	11/6/2015	3,391.90
396792	CITY OF PLYMOUTH - FINANCE DEPT	FUEL USAGE-OCT 15	11/24/2015	3,294.27
396471	COLLEGE TOWN PIZZA INC #1937	PIZZA	11/12/2015	3,210.00
396441	WAYZATA COMMUNITY CHURCH	LEASE 2015-16 WCC 11/15	11/10/2015	3,129.88
396812	TELVENT DTN LLC	LICENSE 2,3,4 & 5	11/24/2015	3,120.00
396644	ANCOM COMMUNICATIONS	CED-HB-WALKIE TALKIE HOLSTERS	11/19/2015	3,100.10
702221	INSPEC, INC.	BV- EXTERIOR WALKWAY AND GRADING IMPROVEMENTS	11/13/2015	3,097.50
396558	BULLIS INSURANCE AGENCY LLC	VOLUNTEER ACCIDENT POLICY	11/17/2015	3,074.00
702217	COMMERCIAL KITCHEN SERVICES	WHS-CONVECTION OVEN	11/13/2015	3,055.87
396817	UNITED RENTALS	DOME UP RENTAL	11/24/2015	3,018.20
396651	CORPORATE HEALTH SYSTEMS INC	FLEX PROCESS-11/15 & COBRA	11/19/2015	3,009.56
396468	CLASSROOM LIBRARY CO	CLASSROOM BOOKS	11/12/2015	2,862.43
702255	BOILER SERVICES, INC	RPZ INSPECTIONS/REPAIRS 41014	11/23/2015	2,750.00
396296	MCDOWALL COMPANY	WMS-INSPECT BOILER STACKS	11/5/2015	2,746.50
396234	MEDINA ENTERTAINMENT CTR	HS-DANCE 10/23/15	11/3/2015	2,620.45
396818	US SALT INC	DIST-SAND/SALT	11/24/2015	2,614.06
396577	HOME DEPOT/GEFC	BUS GARAGE DR-SUPPLIES	11/17/2015	2,566.85
396359	GOODIN CO	GW-PLUMBING	11/10/2015	2,564.34
396712	AIR PURIFICATION & ENERGY	HS-FILTERS	11/24/2015	2,453.12
396341	COMMERCIAL DOOR SYSTEMS, INC	WMS-LOCKSET	11/10/2015	2,417.59
396421	R J MECHANICAL INC	OW-CAFE DRINKING FOUNTAIN	11/10/2015	2,400.00
396569	GREAT AMERICAN OPPORTUNITIES INC	CMS-WOLFRIDGE FUNDRAISER MATERIALS	11/17/2015	2,327.70
396362	GRAINGER INC., W. W.	TRUCK#15-STOCK	11/10/2015	2,308.85
396621	KREMER & DAVIS INC	NEW ELEM 07-A WATERPROOFING & WEATHER BARRIER	11/19/2015	2,232.50
396630	QUALITY DRYWALL MIDWEST INC	INVOICE #15223 SH DRYWALL 09-A	11/19/2015	2,222.05
396733	CUSTOM DRAPERY & BLINDS BY ESCH LLC	SH - WINDOW TREATMENTS-PHASE 1	11/24/2015	2,205.50
396220	GRAPHITE ARTIST MANAGEMENT	COMPOSER IN RESIDENCE-DOWN PAYMENT 1/2 OF FEE	11/3/2015	2,200.00
396431	TEAM PERSONNEL SERVICES INC	DOME UP-STAFFING	11/10/2015	2,186.25
396591	PHASOR ELECTRIC CO	PC-INSTALL EXT LIGHTS	11/17/2015	2,136.15
396418	REINDERS	SnowEx Push Spreader	11/10/2015	2,101.56
396253	RAV TECHNOLOGIES, INC	WMS-SECURE ENTRY	11/3/2015	2,045.00
396738	ENGINEERING DESIGN INITIATIVE LTD	Blanket PO for fiber consulting THRU 10/31/15	11/24/2015	2,026.75
702189	ALLEGRA PRINT & IMAGING	LETTERHEAD & ENVELOPES	11/6/2015	2,009.25
702200	PCS REVENUE CONTROL SYSTEMS, INC	LIGHTNING DC POS 18.5 TV ,KEYPAD, & SHIPPING	11/6/2015	1,985.25

396390	MCCARTNEY, SHARON	PR SPANISH CLASSES 10/15	11/10/2015	1,960.00
396819	US ENERGY SERVICES, INC	CSF-CONSULTING SERV	11/24/2015	1,958.25
396351	EGAN COMPANY	CMS,SH,GW,GL & WMS-REPAIR PAGING	11/10/2015	1,910.00
396377	KARGES-FAULCONBRIDGE, INC	EMS-COMMISSIONING SERVICES BOILER REPLACEMENT	11/10/2015	1,900.00
396776	LEARNING RESOURCES NETWORK	CED-CONF 12/15	11/24/2015	1,890.00
396721	BLB CONSULTING LLC	CSF-SCHOOLDUDE/REVIT 10/15	11/24/2015	1,880.00
702215	ALLEGRA PRINT & IMAGING	REDO ON POSTCARDS-HENNEPIN CTY REIMBURSE	11/13/2015	1,863.46
396763	HILL CO, ROBERT B.	GL-SALT	11/24/2015	1,811.16
151600513	CAMPBELL, CLAIRE	REIMBURSE	11/11/2015	1,806.42
396665	ISCORP (INTEGRATED OFFICE SYSTEMS)	SERVICE BUREAU SUBSCRIPTION FEE 12/15-11/16	11/19/2015	1,800.00
396258	SIGN PRODUCERS, THE	CUL EXP-SCHOOL POSTERS	11/3/2015	1,780.00
396479	DVM PIZZA, INC	PIZZA	11/12/2015	1,717.50
702213	TRUSTED EMPLOYEES	BACKGROUND CHECKS	11/6/2015	1,712.00
396635	SONUS INTERIORS, INC	EMS & WMS SECURE ENTRY 09-C ACOUSTICAL	11/19/2015	1,686.25
396371	INNOVATIONAL CONCEPTS INC	MDE#41011 HS-COPPER TESTING	11/10/2015	1,674.00
396433	THIRD PARTY INTEGRITY INC	MA BILLING 10/15	11/10/2015	1,666.66
396662	INTEGRATE LLC	Public Utilities Inspection	11/19/2015	1,660.80
702191	ECM PUBLISHERS, INC	POLLING PLACES	11/6/2015	1,642.26
396671	LIFE INSURANCE CO OF N AMERICA	ADMIN-CARVE OUT-LIFE FLX	11/19/2015	1,640.76
396439	US GAMES	Fitness software	11/10/2015	1,639.00
396345	CUSTOM EDUCATION SOLUTIONS	2ND GR BOOK ROOM ORDER	11/10/2015	1,637.93
396482	GENERAL PARTS LLC	WMS-REPAIR COMBI	11/12/2015	1,620.64
396595	ROY C., INC	WMS-HANDICAP OPENER	11/17/2015	1,600.00
396376	KAMIDA	MDE#41006 PC-WOOD CHIPS	11/10/2015	1,575.00
396298	MINITEX	HS-PROQUEST SIRTS SUBSCRIPTION 10/1/15-9/30/16	11/5/2015	1,564.50
396593	PUBLIC STORAGE	STORAGE 12/15	11/17/2015	1,544.00
396408	PARK TAVERN	PC-5TH GR FIELD TRIP	11/10/2015	1,537.04
702240	HOUGHTON MIFFLIN CO LLC	AVANCEMOS AND BIEN DIT WORKBOOKS	11/20/2015	1,530.46
396252	PROFESSIONAL INTERPRETING	EC SCREENING 10/13/15	11/3/2015	1,528.80
151600480	MUNSTERTEIGER, JILL	REIMBURSE	11/4/2015	1,516.30
151600557	WESTRUM, JAMES	REIMBURSE	11/11/2015	1,487.08
396446	XCEL ENERGY	16TH AVE-ENERGY 9/29-10/28	11/10/2015	1,466.82
396625	NORTHERN LIGHTS STEEL FABRICATION	SH 05-A STEEL PACKAGE - SUPPLY & INSTALL	11/19/2015	1,427.85
396704	WAYZATA, CITY OF	AD-WATER/SEWER	11/19/2015	1,412.17
396436	TWIN CITY GARAGE DOOR CO	CSF-REPAIR LOWER GARAGE DR	11/10/2015	1,403.13
396693	SATHRE-BERGQUIST INC	PROF SERV THRU 10/31/15	11/19/2015	1,400.00
396288	HENNEPIN COUNTY SHERIFF	GARNISH 9/15/15-10/31/15	11/5/2015	1,399.15
702196	MEI - MINNESOTA ELEVATOR INC	WMS ELEVATOR SERVICE	11/6/2015	1,393.03
396816	TRUGREEN	GL,GW,WMS & KL-FERTILIZER	11/24/2015	1,387.00
396718	BEST & FLANAGAN LLP	PROF SERV 10/15	11/24/2015	1,356.50
396701	TRUST POINT/FBO WAYZATA SCHOOLS	ADM FEES-3RD QTR 2015	11/19/2015	1,331.09
151600519	FILDES, LORI	REIMBURSE	11/11/2015	1,327.44
396672	LORENZ BUS CO	ATH-BAND BUSES TO GSO	11/19/2015	1,318.34
151600476	LAHR, MELISSA	REIMBURSE	11/4/2015	1,308.31
396440	VARITRONICS, LLC	CMS - POSTER PAPER	11/10/2015	1,299.72
396552	AMERICAN C.P.R. & FIRST AID, INC	CED-HB STAFF TRAINING	11/17/2015	1,290.00
396606	WOLD ARCHITECTS AND ENGINEERS	HS - Wolds Fee for Tennis Court Reconstruction	11/17/2015	1,288.79
396679	MP NEXLEVEL LLC	LOCATES 10/15	11/19/2015	1,280.24
396484	HAMEL MAPEL SYRUP CO INC	SYRUP	11/12/2015	1,276.00
396347	DOUGHTY, JEFFREY	DANCE APPAREL	11/10/2015	1,272.00
396254	SAM'S CLUB	LAKER'S BREAKFAST NOOK SUPPLIES 10/15	11/3/2015	1,261.89
396330	AUTOMATED LOGIC CORP	HS-REPAIR VAV CONTROLLER 9/4/15	11/10/2015	1,247.00
396800	PROMOWEAR	CSF-UNIFORM STOCK	11/24/2015	1,242.11
702222	PRO-TEC DESIGN	SSH ADDITIONAL DOOR	11/13/2015	1,241.40
396520	TROPICANA CHILLED DSD	BEVERAGES-CUST#124737	11/12/2015	1,233.70
396265	US FOODS CULINARY E & S	DIST-KITCHEN SUPPLIES #H001568	11/3/2015	1,187.09
396767	INTEREUM	OW KGTV PUZZLE TABLE - HOKKI STOOLS	11/24/2015	1,174.01
396343	COUNTRYSIDE CATERING	ELECTION JUDGES LUNCH	11/10/2015	1,161.70
396695	SHAMROCK GROUP	HS-SLUSHY SUPPLIES CUST#03293	11/19/2015	1,127.00
396425	SCREENFLEX PORTABEL PARTITIONS	SP ED ROOM DIVIDER	11/10/2015	1,095.00
396608	ADVANCE TERRAZZO & TILE CO INC	SH TILE - 09-B	11/19/2015	1,092.50
396781	MERZER M.A., L.P., SHEILA	CONT SERV 10/27,10/28,10/29,11/2 & 11/6	11/24/2015	1,090.00

151600502	WOBSCHALL, ALISON	REIMBURSE	11/4/2015	1,086.82
396277	EASTER, MARK	HS-PIANO TUNING	11/5/2015	1,075.00
702203	SCHMITT MUSIC CO	FOX BASSON SWAB KIT	11/6/2015	1,049.46
151600491	SCHNEIDER, JULIE	REIMBURSE	11/4/2015	1,045.20
396455	BAYFIELD FRUIT CO	GROCERIES	11/12/2015	1,012.70
396337	CENTRAL WOOD PRODUCTS	MDE#41006 PC-TOP OFF	11/10/2015	1,002.50
396213	DRAHOS, CYNTHIA	PROF SERV-NOCTI IT 8/15	11/3/2015	1,000.00
396483	GRZINCICH, MICHAEL	PROF SERV-NOCTI IT 8/15	11/12/2015	1,000.00
396531	WHS SENIOR CLASS PARTY	OCT VOLUNTEER HRS	11/12/2015	1,000.00
396720	BLAKE SCHOOL	JOHN EDIE HOLIDAY DEBATE TOURN 12/15	11/24/2015	1,000.00
396429	SYNERGIZE SPORTS MARKETING	PE T-SHIRTS-CMS	11/10/2015	995.00
702237	ALLEGRA PRINT & IMAGING	ENVELOPES	11/20/2015	994.94
396319	VIRCO INC	PC TOTES & RAILS	11/5/2015	972.00
396753	GDS LLC (GARY'S DIESEL SERVICE)	TRUCK#5-REPAIR	11/24/2015	968.00
702204	SCHOLASTIC INC	SUBSCRIPTIONS	11/6/2015	953.52
396423	ROOT-O-MATIC	AD-CLEAN OUT BOILER RM DRAIN	11/10/2015	950.00
396363	H & B SPECIALIZED PRODUCTS	SH-OPERABLE WALL	11/10/2015	945.00
396447	XEROX FINANCIAL SERVICES	WHS HEALTH OFFICE COPIER BLANKET	11/10/2015	933.96
396797	PRIME MECHANICAL INSULATION INC	CMS-EXT DUCT INSTALLATION	11/24/2015	930.00
396366	HIGHWAY 55 RENTAL & SALES INC	DOMES-RENT MINI LOADER	11/10/2015	924.00
396369	HORIZON COMMERCIAL POOL SUPPLY	WMS-POOL SUPPLIES	11/10/2015	915.62
396364	HERC-U-LIFT, INC	DOMES-RENT SKYJACK	11/10/2015	913.80
396300	MN ELEM SCH PRINCIPAL'S ASSN	KL-MEMBERSHIP 15-16	11/5/2015	896.00
396529	WAYZATA, CITY OF	WMS-FOOD SERV & ALA CARTE LICENSE 15-16	11/12/2015	872.00
396515	SHAMROCK GROUP	HS-SLUSHY SUPPLIES CUST#03293	11/12/2015	869.00
396699	THREE RIVERS PARK DISTRICT	BV-2ND GR TO LOWRY 3/10/16	11/19/2015	866.00
396386	LOFFLER COMPANIES, INC	WHS GUIDANCE COPIER BLANKET	11/10/2015	862.12
396694	SCHMITTY & SONS / GRAY LINE MPLS	ATH-BUS TO SOCCER TOURN 10/29	11/19/2015	854.82
151600644	SHEPARD, TYLER	REIMBURSE	11/24/2015	853.09
396485	HAMEL BUILDING CTR	CMS-LUMBER	11/12/2015	837.60
396627	PARKOS CONSTRUCTION CO INC	EMS & WMS SECURE ENTRY 06-A CARPENTRY	11/19/2015	835.14
396654	ENGRAVING SHOPPE, THE	ATH-CC MEDALS & RIBBONS	11/19/2015	828.12
396527	US FOODS, INC	GROCERIES-ACCT#53816013	11/12/2015	824.20
396324	AIR PURIFICATION & ENERGY	KL-FILTERS	11/10/2015	820.52
396389	MARS CO, W. P. & R.S.	MDE#41003 DIST-PPE SUPPLIES	11/10/2015	811.95
396530	WHS SENIOR CLASS PARTY	SEPT VOLUNTEER HRS	11/12/2015	800.00
396333	BIRCHVIEW PTA	REIMBURSE-MEDIA CENTER ORDER	11/10/2015	797.95
396655	FRONTLINE TECHNOLOGIES INC	APPLITRACK RECRUITING 7/27/15-10/26/15	11/19/2015	786.45
396248	PEPPER & SON INC., J. W.	WMS-BAND SUPPLIES	11/3/2015	775.21
151600634	PETERSON, SHEILA	REIMBURSE	11/24/2015	758.18
396465	BURNS, GREGORY	REIMBURSE-SP PUPIL GB 9/15 & 10/15	11/12/2015	748.00
702224	SCHMITT MUSIC CO	TRUMPET LYRES	11/13/2015	747.43
396438	US ENERGY SERVICES, INC	MGMT FEE 11/15	11/10/2015	743.00
396358	GIBBS FARM	PC-5TH GR FIELD TRIP 10/14/15	11/10/2015	742.50
396766	INGRAM LIBRARY SERVICES	CMS-6TH GR LANG BKS	11/24/2015	737.46
396661	INGRAM LIBRARY SERVICES	CMS-MEDIA CTR BKS	11/19/2015	734.68
396403	NAPA AUTO PARTS OF CORCORAN	CSF-LOWER SHOP SUPPLIES	11/10/2015	732.51
396368	HOLLYDALE GOLF COURSE	ATH-TEE TIMES	11/10/2015	731.00
396334	BLUE TARP FINANCIAL INC	CSF-MECH TOOLS & CMS FUEL BARREL	11/10/2015	730.29
396278	EDINA HISTORICAL SOCIETY	GL-2ND GR FIELD TRIP 12/16 & 12/17	11/5/2015	720.00
396652	DOWLING CATHOLIC HIGH SCHOOL	HS-REGISTER DEBATE 12/15	11/19/2015	720.00
396782	MINT ROOFING INC	BV-REPAIR ROOF LEAK	11/24/2015	713.27
396299	MINNESOTA QUIZ BOWL ALLIANCE	HS-REGISTER 8 TEAMS	11/5/2015	700.00
396587	MN STATE HIGH SCHOOL LEAGUE	ATH-SWIM TICKETS 11/19 & 11/20	11/17/2015	696.00
151600517	ELMHIRST, DAVID	REIMBURSE	11/11/2015	692.73
396658	HI-TECH REFRIGERATION	SHHB-REPAIR FREEZER	11/19/2015	692.48
396264	UNIVERSAL ATHLETIC SERVICE INC	WMS-PE UNIFORMS	11/3/2015	687.00
396714	ANTHOLOGIE, LLC	COMM-PROF SERV 11/9/15	11/24/2015	686.20
396784	MN DEPT OF LABOR AND INDUSTRY	BV-BOILER FEES	11/24/2015	670.00
151600605	WESTRUM, JAMES	REIMBURSE	11/18/2015	662.99
702194	INTERSTATE POWER SYSTEMS	MDE#CSF GENSET MOD'N	11/6/2015	655.55
702253	TIERNEY BROTHERS, INC.	PROJECTOR-CMS-PHY ED	11/20/2015	652.74

396488	HI-TECH REFRIGERATION	HS-SERV-FREEZER	11/12/2015	651.45
396549	AIRPORT TAXI, INC	TRANSPORTATION	11/17/2015	651.00
396464	BROWN'S ICE CREAM CO	GROCERIES	11/12/2015	645.46
396409	PIONEER DRAMA SERVICE, INC	PLAY SUPPLIES-WMS	11/10/2015	645.25
396804	ROOT-O-MATIC	CMS-CLEAN 3 SUMPS	11/24/2015	630.00
396396	MN FUTURE PROBLEM SOLVING PROGRAM	HS-REGISTER-REGIOINAL (5 TEAMS)	11/10/2015	625.00
396754	GILLUND ENTERPRISES	CSF-LOWER SHOP SUPPLIES	11/24/2015	622.73
396415	PROFESSIONAL INTERPRETING	BLANKET PO INTERPRETING - ECSE	11/10/2015	616.80
396255	SATHRE-BERGQUIST INC	HS-LAND SURVEYOR THRU 9/30/15	11/3/2015	607.50
396730	COMMERCIAL DOOR SYSTEMS, INC	WMS-SECURE ENTRY SUPPLIES	11/24/2015	601.94
151600511	BOLLING, KRISTEN	REIMBURSE	11/11/2015	589.88
396393	MINT ROOFING INC	GL-REPAIR ROOF	11/10/2015	577.25
396517	SPEEDPRO IMAGING	DRY ACRYLIC BOARD-ATH	11/12/2015	573.92
151600520	GAMMACK, SARA	REIMBURSE	11/11/2015	572.00
151600497	THOMPSON, KARLA	REIMBURSE	11/4/2015	571.20
151600495	SWENSON, KYLE	REIMBURSE	11/4/2015	552.07
396290	JIMMY'S JOHNNYS INC	CMS-BIFFS	11/5/2015	550.17
396599	SKYWARD INC	TECH-REGISTER 3/16 AS	11/17/2015	550.00
702193	FOLLETT EDUCATIONAL SERVICES	ADDITIONAL EVERYDAY MATH JOURNALS	11/6/2015	542.50
396224	HORIZON EQUIPMENT	OW-CLEANING SUPPLIES	11/3/2015	540.00
396405	NOVAK, JANICE	CED-PROF SERV 11/2/15	11/10/2015	540.00
396272	BLICK ART MATERIALS	CMS - ART SUPPLIES	11/5/2015	537.12
396765	IDENTITY PRINTING INC	PIP GRANT-STAND TALL CARDS	11/24/2015	531.51
396321	XCEL ENERGY	HS-ELEC METER #17612015 9/16-10/15	11/5/2015	528.46
396674	MIDWEST EDUCATIONAL CONSULTANTS	GL,BV & SH-ENVOY BKS	11/19/2015	528.00
702201	PEDIATRIC HOME SERVICE	MA NURSE	11/6/2015	525.00
702271	SCHOLASTIC INC	GRADE LEVEL SUBSCRIPTION	11/23/2015	522.72
396522	TYSON FOODS, INC	GROCERIES-ACCT#1000147460	11/12/2015	521.36
702273	STAPLES ADVANTAGE	Office supplies	11/23/2015	511.75
396556	BLICK ART MATERIALS	OW-CLEAR TRAY STORAGE	11/17/2015	509.07
396559	EBC (EDUCATORS BENEFIT CONSULTANTS)	HR-11/15 FEE	11/17/2015	508.20
396501	MIDWEST MICROSCOPE SERVICE	WMS-CLEAN & REPAIR MICROSCOPES	11/12/2015	504.00
396266	VALUATION GROUP INC	APPRAISAL-315 RANCHVIEW	11/3/2015	500.00
396357	FUN ENGINEERZ LLC	CED-PC-ENVIRONMENTAL ENG	11/10/2015	500.00
396395	MN FUTURE PROBLEM SOLVING PROGRAM	EMS-REGISTER (2 TEAMS)	11/10/2015	500.00
702270	SCHMITT MUSIC CO	BAND CLASSROOM SUPPLIES	11/23/2015	496.92
396289	HILL CO, ROBERT B.	ARENA-SALT	11/5/2015	478.80
396301	MN ELEM SCH PRINCIPAL'S ASSN	CED-PRE K-3 TRAINING	11/5/2015	450.00
396553	ASBO INTERNATIONAL	AD-CONF 2/16	11/17/2015	450.00
396406	OLSEN FIRE PROTECTION, INC	MDE#41026 HS-REPAIR KITCHEN SPRINKLER	11/10/2015	445.00
396511	RIO GRANDE TOOLS & EQUIPMENT	CMS - ART	11/12/2015	444.03
396422	RM COTTON CO	SH & PC-STOCK	11/10/2015	442.00
396373	INTERMEDIATE DIST 287	ADSDS LITERACY-CATERING 10/9	11/10/2015	434.92
396326	ANCOM COMMUNICATIONS	HS-RADIOS	11/10/2015	424.49
396226	ISD#200-HASTINGS SCHOOLS	C & T TUITION 14-15	11/3/2015	423.60
396502	MN ASSN OF SCHOOL BUSINESS OFFICIALS	AD-REGISTER-CONF 11/15	11/12/2015	420.00
702254	ADI	UPS BATTERY	11/23/2015	416.89
396759	GRAINGER INC., W. W.	BV-SUPPLIES	11/24/2015	410.82
396780	ME & RIZ LLC	PIP GRANT-DESIGN WORK 9/30-11/2	11/24/2015	407.50
396214	EBC (EDUCATORS BENEFIT CONSULTANTS)	admin and compliance service 11/15	11/3/2015	406.80
151600552	SONSTEGARD, LAURIE	REIMBURSE	11/11/2015	405.60
151600540	PASHINA, KEN	REIMBURSE	11/11/2015	401.08
396739	FERGUSON ENTERPRISES, INC #1657	SH-SUPPLIES	11/24/2015	400.18
396327	ANTHOLOGIE, LLC	CED-PROF SERV	11/10/2015	400.00
396678	MN JUNIOR HIGH SCHOOL MATH LEAGUE	CMS-REGISTER 4 TEAMS 15-16	11/19/2015	400.00
396705	WAYZATA RESULTS, INC	ATH-TRACK TIMING	11/19/2015	400.00
396824	YOGASTUDIO	CLASSES-ATH G S & D	11/24/2015	400.00
396228	LAJ CONSULTING, LLC	CUL EXP-WKSP TRAINING 11/11/15	11/3/2015	398.67
396774	LANGUAGE LINE SERVICES	BLANKET PO 2015-16	11/24/2015	396.64
396681	PALMER WEST CONSTRUCTION CO INC	EMS-WELDED IN UNIT CURB	11/19/2015	396.00
396275	D S ERICKSON & ASSOC PLLC	GARNISH 10/15-10/30	11/5/2015	395.80
702218	ECM PUBLISHERS, INC	OCT 12 REG MIN	11/13/2015	390.95

396810	STEP SAVER INC	HS-BULK SALT	11/24/2015	386.43
396424	SCHOLASTIC EQUIPMENT CO LLC	SH-WHITEBOARD	11/10/2015	382.07
396204	FREDERICK BETHKE VIOLINS LLC	HS-REPAIR CELLO	11/3/2015	380.00
396528	WATSON CO INC., THE	ALA CARTE DRINKS	11/12/2015	378.75
396778	LETTERMEN SPORTS	STATE PATCHES	11/24/2015	377.00
396397	MN FUTURE PROBLEM SOLVING PROGRAM	CMS-REGISTER (2 TEAMS)	11/10/2015	375.00
396752	FUN ENGINEERZ LLC	CED-KL-ENVIRONMENTAL ENG	11/24/2015	375.00
396370	HOUSE OF NOTE	MS-REPAIR ORCH INST	11/10/2015	370.00
396769	IRON MOUNTAIN	DIST-STORAGE 11/15	11/24/2015	365.99
396344	CROWN LIFT TRUCKS	CSF-REPAIR FORK LIFT	11/10/2015	364.76
396813	THREE RIVERS PARK DISTRICT	BV-3RD GR ELM CREEK DEPOSIT 12/18/15	11/24/2015	360.00
396673	MARK WAGAR VIOLINS	MS-REPAIR ORCH INST	11/19/2015	353.00
151600504	ALEXANDER, RICHARD	REIMBURSE	11/11/2015	351.82
396302	MN ELEM SCH PRINCIPAL'S ASSN	GW-WINTER INSTITUTE 2/16	11/5/2015	350.00
396735	DISCOUNT STEEL, INC	CMS-NO PARKING SIGNS	11/24/2015	350.00
396815	TOTAL ENTERTAINMENT/KIDSDANCE	GWHB-KIDSDANCE 12/31/15	11/24/2015	350.00
396449	YOGASTUDIO	CED-PROF SERV 9/17-10/15	11/10/2015	345.80
396594	PUBLIC STORAGE 08316	STORAGE 12/15	11/17/2015	344.00
396399	MN SAFETY COUNCIL	CED-PROF SERV 10/19/15	11/10/2015	342.00
396379	KOLPIN, DELLA	REIMBURSE-SOCCER SR NIGHT EXPENSES	11/10/2015	340.38
151600610	ANDERSON, CHACE	REIMBURSE	11/24/2015	325.04
151600486	RIDLEY, SARA	REIMBURSE	11/4/2015	321.14
396561	EMI AUDIO	6TH GR PLAY-MICORPHONES-EMS	11/17/2015	318.61
151600559	ZAFFARANO, ERICA	REIMBURSE	11/11/2015	317.13
396342	COMPREHENSIVE REPAIR	CSF-REPAIR SANDER	11/10/2015	315.00
702274	STATE SUPPLY CO, INC.	KL sinks & fountains	11/23/2015	314.12
396677	MN CENTER FOR BOOK ARTS	PCHB-BOOK ARAT TRIP 8/10/15	11/19/2015	310.00
396310	PRODOCON INC	DIST-LIMESTONE PELLETS	11/5/2015	305.85
151600521	GENGLER, SCOTT	REIMBURSE	11/11/2015	305.38
396322	ADAMS, BRIANNE	SEASON SCOREKEEPER	11/10/2015	303.80
396236	MERZ, LAURIE	HS-REPAIR BASSOONS	11/3/2015	300.00
396486	HARTT SCHOOL	HS-ASPIRE ANNUAL FEE 1ST OVER 5 YRS 2015-2019	11/12/2015	300.00
396557	BRILLIANT MINDFULNESS LLC	OW-PROFESSIONAL DEVELOPMENT TRAINING	11/17/2015	300.00
396607	YOGASTUDIO	HS-PROF SERV 10/30-11/10	11/17/2015	300.00
396645	ART START	OWHB-WKSP 10/15/15	11/19/2015	300.00
396709	A'LA MODE WARDROBE CONSULTING	CED-PROF SRV 11/5/15	11/24/2015	300.00
396560	EDUCATION ADMIN WEB ADVISOR	WEL CTR-WEBINAR 11/12/15	11/17/2015	299.00
151600571	FREDRICKSON, SAM	REIMBURSE	11/18/2015	295.44
151600500	VOLLENDORF, AMY	REIMBURSE	11/4/2015	291.81
396715	APOLLO HIGH SCHOOL	HS-MOCK TRIAL INV 12/15	11/24/2015	285.00
396550	ALLINA HEALTH SYSTEM	PRE-EMPLOY SCREENING 11/19/15	11/17/2015	280.00
396713	ANDERSEN INC., EARL F.	CMS-NO PARKING SIGNS	11/24/2015	279.40
151600612	BEHERNS, CINDY	REIMBURSE	11/24/2015	276.72
396734	DEMCO, INC.	STUDENT DISPLAY	11/24/2015	274.00
396240	MN STATE COLLEGES & UNIVERSITIES	2015 CTE WORKS!	11/3/2015	270.00
396725	BRAUN INTEREC CORP	SH - INSPECTION & TESTING SERVICES	11/24/2015	268.00
396830	PHEAA	Payroll accrual	11/30/2015	266.16
151600501	WILKENS, REBECCA	REIMBURSE	11/4/2015	265.64
396543	PHEAA	Payroll accrual	11/13/2015	265.21
396207	BROWN'S ICE CREAM CO	GROCERIES	11/3/2015	263.33
396820	WENNER, SHERRI	REIMBURSE	11/24/2015	260.58
702198	MOORE MEDICAL LLC	HEALTH SUPPLIES	11/6/2015	260.47
151600556	WEINER, MARCI	REIMBURSE	11/11/2015	258.69
396225	HORIZON ROOFING INC	SH-REPAIR ROOF	11/3/2015	257.25
396283	GOLIN, SHERYL	REIMBURSE-MTB SUMMIT & REGISTER	11/5/2015	255.99
396233	MATH MASTERS OF MN	REGISTER-5TH GR/ROBBINSDALE 4/23/16-3 TEAMS	11/3/2015	255.00
396756	GOODIN CO	HS-SUPPLIES	11/24/2015	251.97
396716	ASD, INC.	DANCE TRACK SOFTWARE	11/24/2015	250.00
396791	PIONEER PHOTOGRAPHY & SERVICES	CED-PROF SERV 11/9/15	11/24/2015	250.00
396826	IRS CENTER - UNITED STATES TREASURY	Payroll accrual	11/30/2015	250.00
396314	SHERMAN, JULIE	CED-MAKE UP BOOT CAMP	11/5/2015	246.50
702197	MINVALCO	SH & STOCK INVOICE	11/6/2015	246.00

396259	SPIRITWEAR USA	T-SHIRTS-EMS	11/3/2015	245.85
151600582	KIMLINGER, DEBRA	REIMBURSE	11/18/2015	245.58
396761	HAMEL BUILDING CTR	CMS,WMS & CSF-SUPPLIES 8/26-9/25	11/24/2015	241.14
396400	MPLS GLASS CO	CMS-LOWER C WINDOW	11/10/2015	240.95
396551	AMERICAN ENGINEERING TESTING INC	EMS-TESTING POOL STRUCTURE DECK REPAIR	11/17/2015	240.50
396537	XTREME CUT & DESIGN INC	DAY 1 SHIRTS-WMS	11/12/2015	240.00
396416	RACE PACE SWIM GEAR	SWIM CAPS-ATH	11/10/2015	237.50
702219	FOLLETT SCHOOL SOLUTIONS INC	EMS BOOK ORDER FOR MEDIA CENTER	11/13/2015	237.19
151600597	SPAULDING, KALLIE	REIMBURSE	11/18/2015	233.38
151600645	SKERBITZ, WILLIAM	REIMBURSE	11/24/2015	229.01
151600522	GIBSON, JANE	REIMBURSE	11/11/2015	228.85
396676	MN URBAN DEBATE LEAGUE AUGSBURG	HS-REGISTER DEBATE 11/15 (9TEAMS)	11/19/2015	225.00
396680	MTEEA SUPER MILEAGE	CHALLENGE 5/16	11/19/2015	225.00
151600458	ELMHIRST, DAVID	REIMBURSE	11/4/2015	223.90
396828	PERFORMANT RECOVERY INC	Payroll accrual	11/30/2015	221.64
396316	SITE ONE LANDSCAPE SUPPLY LLC	CSF-LOWER SHOP SUPPLIES	11/5/2015	221.16
396542	PERFORMANT RECOVERY INC	Payroll accrual	11/13/2015	220.15
396303	MN STATE HIGH SCHOOL LEAGUE	ATH-FB MEDALS	11/5/2015	216.00
396270	ASSN FOR SUPERVISION & CURR DEV	AD-MEMBERSHIP	11/5/2015	215.10
396217	ESPRESSO SERVICES INC	HS-FILTER	11/3/2015	214.50
396700	TOLLISON, STEPHEN	OFFICIAL-TICKET SELLER	11/19/2015	214.17
151600462	GIBSON, JANE	REIMBURSE	11/4/2015	213.90
396600	TERRELL DANIELS INC	PROF SERV 11/2-11/15	11/17/2015	210.00
396785	MN EARTH SCIENCE TEACHERS ASN	EMS-REGISTER CONF	11/24/2015	210.00
151600478	LELAND, TONI	REIMBURSE	11/4/2015	205.75
396737	ELECTRIC MOTOR REPAIR, INC	HS-MOTOR & SUPPLIES	11/24/2015	204.41
396803	RM COTTON CO	DIST-COND NEUTRILIZER	11/24/2015	204.00
396533	WOLD ARCHITECTS AND ENGINEERS	CSF ADD'N #132026	11/12/2015	202.22
396305	NASCO-FORT ATKINSON	EMS ORDER OF SCIENCE MODELS	11/5/2015	202.05
396775	LARSON CO, GUSTAVE A.	SUPPLIES	11/24/2015	199.92
396472	CUB FOODS	GROCERIES-CUST#27	11/12/2015	199.85
151600631	O'LEARY, PATRICK	REIMBURSE	11/24/2015	198.22
396773	KOENEN, CINDY	REIMBURSE1-G S BANQUET SUPPLIES	11/24/2015	196.19
396643	ALL STRINGS ATTACHED	MS-ORCH SUPPLIES	11/19/2015	193.00
396210	CREATING ART INC	CED-KL & GW PUMPKIN PAINTING 10/22 & 10/23	11/3/2015	192.00
151600640	ROBERTS, DANIEL	REIMBURSE	11/24/2015	191.91
396596	SCHAUB, CAROL	CED PROF SERV 11/9/15	11/17/2015	190.00
396802	RHOMBS, CRAIG	CED-PROF SERV 10/31,11/7 & 11/14	11/24/2015	186.00
151600482	PLATT, SALLY	REIMBURSE	11/4/2015	185.10
396325	ALLINA HEALTH	MDE#41017 DIST-VACC'N	11/10/2015	184.00
396526	US FOODS CULINARY E & S	DIST-KITCHEN SUPPLIES #H001568	11/12/2015	183.96
396242	MN STATE HIGH SCHOOL LEAGUE	ATH-FB STATE QUARTER FINALS 10/29/15	11/3/2015	183.00
702275	TIERNEY BROTHERS, INC.	36# COATED COLOR BOND	11/23/2015	182.06
396539	IRS CENTER - US TREASURY	Payroll accrual	11/13/2015	182.00
151600539	MYRIN, LESLIE	REIMBURSE	11/11/2015	179.86
396682	PARALLEL TECHNOLOGIES INC	HS-MOVE DATA JACK	11/19/2015	178.75
396477	DOCHERTY, DAVID	REFUND BALANCE CULINARY EXPRESS	11/12/2015	178.35
151600496	TEWALT, DANIEL	REIMBURSE	11/4/2015	177.62
396770	JOHNSTONE SUPPLY	16TH-SUPPLIES	11/24/2015	177.07
396280	FERGUSON ENTERPRISES, INC #1657	WMS-SUPPLIES	11/5/2015	176.03
396453	BAKER, DARLENE	ELECTION JUDGE	11/12/2015	176.00
396466	CAMPBELL, JANET	ELECTION JUDGE	11/12/2015	176.00
396503	NIELSEN, DONALD	ELECTION JUDGE	11/12/2015	176.00
396601	TIMM, RONALD	CED-PROF SERV 11/11/15	11/17/2015	175.00
396729	CITI-CARGO & STORAGE	DOME STORAGE	11/24/2015	174.00
396473	DAVIS, JAMES	ELECTION JUDGE	11/12/2015	173.25
151600622	KEFFELER, KAREN	REIMBURSE	11/24/2015	169.97
396414	PRODOCON INC	EMS-FILTERS	11/10/2015	168.05
396518	STEFFENS, KEITH	REIMBURSE-TENT SIDE PANEL	11/12/2015	167.47
396490	HOLMES, JAMES	ELECTION JUDGE	11/12/2015	165.00
396492	HOUSE OF NOTE	MS-REPAIR ORCH INST	11/12/2015	165.00
396306	NEW ENGLAND SECURITY LOCK CO	CMS - PE KEYED LOCKS	11/5/2015	164.90

396717	BARNES & NOBLE	THOMES PD BOOKS	11/24/2015	164.77
151600596	SKALLAND, AMANDA	REIMBURSE	11/18/2015	162.53
396244	NAUSS, LISA	REFUND BALANCE CULINARY EXPRESS	11/3/2015	161.05
702242	SCHMITT MUSIC CO	CLARINET LYRE	11/20/2015	160.48
396282	GM FINANCIAL LEASING	WHS PARKING LOT CAR LEASE	11/5/2015	159.49
396755	GM FINANCIAL LEASING	WHS PARKING LOT CAR LEASE 12/15	11/24/2015	159.49
151600601	SULLWOLD, MARK	REIMBURSE	11/18/2015	158.94
151600536	MERZ, IRENE	REIMBURSE	11/11/2015	158.76
396664	INTEREUM	KL TECH LAB EXTRA PIECES	11/19/2015	157.88
151600507	BECK, JONI	REIMBURSE	11/11/2015	157.03
396777	LEMINH, LISA	REIMBURSE	11/24/2015	156.85
151600580	JOHNSON, KRISTI	REIMBURSE	11/18/2015	154.33
151600642	SCHMIDT, ERIN	REIMBURSE	11/24/2015	154.00
396787	NEAL SLATE CO, W E	CMS - MEDIA CENTER HOOKS	11/24/2015	153.00
151600460	GALLAGHER, KELLY	REIMBURSE	11/4/2015	152.89
151600473	KOPECKY, KATHLEEN	REIMBURSE	11/4/2015	152.49
151600609	ANDERSON, BRAD	REIMBURSE	11/24/2015	151.92
396407	PALESCH, LORI	REIMBURSE-VB SENIOR NIGHT EXPENSES	11/10/2015	151.13
396209	CPI - CRISIS PREVENTION INSTITUTE	ANNUAL MEMBERSHIP FEE	11/3/2015	150.00
396239	MN ASSN OF SECONDARY SCH PRINCIPALS	WMS-SEMINAR 11/3/15	11/3/2015	150.00
396317	STOTTS, KATHY	HS-REFUND PARKING PERMIT	11/5/2015	150.00
396588	MN STRING & ORCHESTRA TEACHERS ASSN	WMS-ORCH FESTIVAL (TIER 2) 2/16/16	11/17/2015	150.00
396589	MN STRING & ORCHESTRA TEACHERS ASSN	CMS-ORCH FESTIVAL (TIER 2) 2/16/16	11/17/2015	150.00
396689	POSITIVE COACHING ALLIANCE	ATH-ATH BOOKS	11/19/2015	150.00
396703	UNIVERSITY OF WI-RIVERFALLS	HS-REGISTER 5TH SCI OLYMPIAD 1/16 (2 TEAMS)	11/19/2015	150.00
396731	CREATING ART INC	CED-SILK PAINTING 11/7	11/24/2015	150.00
151600626	LAHR, BILLY	REIMBURSE	11/24/2015	150.00
396829	PERFORMANT RECOVERY INC	Payroll accrual	11/30/2015	147.76
396426	SHIFFLER EQUIPMENT SALES, INC	EMS-BATHRM SUPPLIES	11/10/2015	147.19
396541	PERFORMANT RECOVERY INC	Payroll accrual	11/13/2015	146.77
151600646	TRAYNOR, JASON	REIMBURSE	11/24/2015	146.75
396430	SZARKE, JOY	CONT SERV 10/15	11/10/2015	145.95
396346	DISCOUNT STEEL, INC	HS-CLOCK PLATES	11/10/2015	142.00
396723	BRANHAM, CHRISTINE	CED-PROF SERV 10/22 & 10/29	11/24/2015	140.40
151600618	HASEMAN, ALISON	REIMBURSE	11/24/2015	140.00
151600614	BRAUN, RAMONA	REIMBURSE	11/24/2015	138.20
151600629	MCKERNAN, ALISON	REIMBURSE	11/24/2015	136.85
396732	CRICKET MEDIA INC	SH-SUBSCRIPTION FOR 4 YEARS	11/24/2015	135.80
151600638	RICE, MICHAEL	REIMBURSE	11/24/2015	135.32
396215	EDUCATION TO GO	CED-PROF SERV	11/3/2015	134.50
151600566	CORENS, KRISTIN	REIMBURSE	11/18/2015	134.20
151600509	BHATTACHARJEE, RISHA	REIMBURSE	11/11/2015	134.02
396428	SITE ONE LANDSCAPE SUPPLY LLC	WMS-IRRIGATION SUPPLIES	11/10/2015	133.09
396285	GOODIN CO	GW-BOILER SUPPLIES	11/5/2015	131.78
151600590	PETERSON, DONNA	REIMBURSE	11/18/2015	130.18
396788	OLSON, DEREK	REIMBURSE-COACH CLINIC & PARKING	11/24/2015	129.99
396799	PROFESSIONAL INTERPRETING	INTERPRETER	11/24/2015	128.00
702267	MINVALCO	SH RTU 1	11/23/2015	128.00
396312	R J MECHANICAL INC	HS-REPAIR LAUNDRY DRYER	11/5/2015	125.25
396585	MASMS (MN ASSN SCH MAINT SUP)	CSF-MEMBERSHIP FEE	11/17/2015	125.00
702214	ACME TOOLS - PLYMOUTH	HS TOOLS /CSF STOCK	11/13/2015	124.81
702257	ECOLAB PEST ELIMINATION DIV	OW PEST CONTROL	11/23/2015	124.20
151600528	JOHNSON, JERI	REIMBURSE	11/11/2015	122.53
151600510	BLUMER, WARD	REIMBURSE	11/11/2015	122.33
396353	ERIC ARMIN INC	3RD GR. MATH GRANT	11/10/2015	122.23
151600548	RONNING, KATHERINE	REIMBURSE	11/11/2015	120.81
396480	FRIDGEN, ROBERT	ELECTION JUDGE	11/12/2015	120.00
396507	PEASHA, EMELYN	ELECTION JUDGE	11/12/2015	120.00
396513	ROBARGE, LAURIE	ELECTION JUDGE	11/12/2015	120.00
396536	WOOLSEY, DARLENE	ELECTION JUDGE	11/12/2015	120.00
151600648	WILLIAMS, ROSS	REIMBURSE	11/24/2015	119.52
702256	COMMAND CENTER INC	OW CUSTODIAL SUB	11/23/2015	119.20

151600525	HERZOG, JORDAN	REIMBURSE	11/11/2015	119.04
151600565	CHRISTEN, COURTNEY	REIMBURSE	11/18/2015	118.82
151600469	JOHNSON, BONNIE	REIMBURSE	11/4/2015	118.74
396454	BARTON, INA	ELECTION JUDGE	11/12/2015	118.00
396463	BROWER-JOHNSON, DIANE	ELECTION JUDGE	11/12/2015	118.00
396474	DEENEY, PHILIP	ELECTION JUDGE	11/12/2015	118.00
396521	TUPA, KRISTIN	ELECTION JUDGE	11/12/2015	118.00
151600639	RIES, CAROLE	REIMBURSE	11/24/2015	117.30
151600471	JOHNSON, JERI	REIMBURSE	11/4/2015	117.09
396459	BIERHAUS, PAUL	ELECTION JUDGE	11/12/2015	116.00
396461	BOROFKA, ALVIN	ELECTION JUDGE	11/12/2015	116.00
396481	GARDNER, NANCY	ELECTION JUDGE	11/12/2015	116.00
396487	HATCHER, PENNY	ELECTION JUDGE	11/12/2015	116.00
396491	HOOF, CONSTANCE	ELECTION JUDGE	11/12/2015	116.00
396494	JOHNSON, JILL	ELECTION JUDGE	11/12/2015	116.00
396495	KELMAN, ARLENE	ELECTION JUDGE	11/12/2015	116.00
396499	LORENZ, JEAN	ELECTION JUDGE	11/12/2015	116.00
396504	ONSTAD, HAROLD	ELECTION JUDGE	11/12/2015	116.00
396514	SCHRIEBER, KATHLEEN	ELECTION JUDGE	11/12/2015	116.00
396516	SOLARZ, DIANE	ELECTION JUDGE	11/12/2015	116.00
151600632	OGMAN, ELLEN	REIMBURSE	11/24/2015	115.00
396669	LAKESHORE LEARNING MATERIALS	HORTENBACH TLS FUNDS	11/19/2015	114.93
396432	THEIN, CHRIS	REIMBURSE1-MEDICAL SUPPLIES	11/10/2015	114.79
151600563	BRUA, LISA	REIMBURSE	11/18/2015	114.75
396562	FIRST STUDENT, INC	TRANSPORTATION	11/17/2015	113.73
151600533	LEWIS, ADRIENNE	REIMBURSE	11/11/2015	112.93
396510	QIAN, KEVIN	REIMBURSE-SCI OLYMP SUPPLIES	11/12/2015	110.14
151600606	WIER, COLLEEN	REIMBURSE	11/18/2015	109.77
396660	IN HARVEST INC	GROCERIES	11/19/2015	109.56
151600523	HARRIDAY, SOLVEIG	REIMBURSE	11/11/2015	109.43
396404	NATIONAL GEOGRAPHIC LEARNING	KL-1ST GR SUBSCRIPTION	11/10/2015	108.90
396216	EGAN, MARY	REFUND BALANCE CULINARY EXPRESS	11/3/2015	107.90
151600624	KOSKELA, SARA	REIMBURSE	11/24/2015	106.53
151600499	TUMA, KRISTINE	REIMBURSE	11/4/2015	106.38
151600620	JOHNSON, JERI	REIMBURSE	11/24/2015	105.69
151600535	MARTINSON, KAJA	REIMBURSE	11/11/2015	104.93
396722	BOYER FORD TRUCKS INC	TRUCK #4-INSPECTION	11/24/2015	102.50
396540	NEW YORK LIFE	Payroll accrual	11/13/2015	102.25
396827	NEW YORK LIFE	Payroll accrual	11/30/2015	102.25
151600600	STUTZMAN, BELINDA	REIMBURSE	11/18/2015	102.18
396691	PREMIUM WATERS, INC	CSF-WATER 11/15	11/19/2015	101.93
396313	ROYCE ROLLS RINGER CO.	CMS-MOP BUCKETS	11/5/2015	101.38
396578	JOHNSON, RICHARD	REFUND BALANCE CULINARY EXPRESS	11/17/2015	101.35
151600577	HIRSCHUBER, MARGARET	REIMBURSE	11/18/2015	100.86
702192	ECOLAB PEST ELIMINATION DIV	CSF PEST CONTROL	11/6/2015	100.40
151600481	NEIL, KAREN	REIMBURSE	11/4/2015	100.21
396237	METRO COMMUNITY ED DIRECTORS ASSN	ASSN DUES 15-16	11/3/2015	100.00
396245	NOVAK, JANICE	CED-PROF SERV	11/3/2015	100.00
396256	SCHOLIA	CED-ANNUAL MEMBERSHIP 15-16	11/3/2015	100.00
396497	LJUNG, PAUL	ELECTION JUDGE	11/12/2015	100.00
396786	MN MUSIC EDUCATORS ASSN	CMS-CONF REGISTER 2016 CLINIC	11/24/2015	100.00
151600470	JOHNSON, GAIL	REIMBURSE	11/4/2015	100.00
151600514	CHASE, MICHELLE	REIMBURSE	11/11/2015	98.91
151600459	EMMANS, JAMES	REIMBURSE	11/4/2015	98.50
396338	CENTURY LINK	CLUB HOUSE 10/28/15-11/27/15	11/10/2015	98.48
151600483	RANDALL, LIZABETH	REIMBURSE	11/4/2015	97.98
151600570	FOLTZ-RINGSTROM, SHARON	REIMBURSE	11/18/2015	96.54
396736	EASTER, MARK	PC-PIANO TUNING	11/24/2015	95.00
396349	E-CONOLIGHT LLC	HS-ART RM LIGHTS	11/10/2015	94.99
396811	SUPER DUPER SCHOOL CO	SP ED-SUPPLIES SPEECH PURCHASE	11/24/2015	94.90
702243	SCHOOL SPECIALTY	3 RD GRADE GLOBES	11/20/2015	94.32
396604	WILBER, PATTY	REFUND BALANCE CULINARY EXPRESS	11/17/2015	92.95

396260	SUPPLY DIRECT INC	OW-SPLASH GUARD	11/3/2015	92.02
396241	MN STATE COLLEGES & UNIVERSITIES	2015 CTE WORKS!	11/3/2015	90.00
151600567	DOUGHTY, ROSANNE	REIMBURSE	11/18/2015	89.82
151600537	MILLER, JANET	REIMBURSE	11/11/2015	89.64
396375	JOHNSTONE SUPPLY	DOME-BELTS	11/10/2015	88.36
396339	CITI-CARGO & STORAGE	DOME STORAGE	11/10/2015	87.00
151600637	REGNIER, BONNIE	REIMBURSE	11/24/2015	86.94
151600591	PETERSON, SHEILA	REIMBURSE	11/18/2015	86.60
151600512	CAMPBELL, AMY	REIMBURSE	11/11/2015	85.96
151600560	ANDERSON, MARY	REIMBURSE	11/18/2015	85.39
151600586	MCNEAL, JOSEPH	REIMBURSE	11/18/2015	85.30
396271	BICKMAN, MELISSA	BV-REFUND-DULUTH TRIP	11/5/2015	85.00
151600494	STINSON, MICHELE	REIMBURSE	11/4/2015	84.04
151600573	GARSTER, IRENE	REIMBURSE	11/18/2015	84.00
396434	TOLL GAS & WELDING SUPPLY	HS-WELDING SUPPLIES	11/10/2015	83.69
396267	WESTLEY, CHRISTINE	REFUND BALANCE CULINARY EXPRESS	11/3/2015	83.45
396581	LANGLAND, VERDEEN	REIMBURSE	11/17/2015	82.00
396598	SHANE, KRISTIN	REFUND BALANCE CULINARY EXPRESS	11/17/2015	81.65
396269	ASSN FOR SUPERVISION & CURR DEV	PC-MEMBERSHIP	11/5/2015	80.10
396335	BOYCEVILLE HIGH SCHOOL	REGISTER-HS-SCI OLYM INV 12/15	11/10/2015	80.00
396391	METRO ECSU-REGION 11 IDS #920	CMS-REGISTER CONF 10/29/15	11/10/2015	80.00
151600643	SCHWENDEMAN, KAREN	REIMBURSE	11/24/2015	78.30
151600630	MOE, KATHRYN	REIMBURSE	11/24/2015	77.97
151600594	SCHAEFBAUER, RODGER	REIMBURSE	11/18/2015	77.11
151600487	ROGERS, JUDY	REIMBURSE	11/4/2015	76.94
151600529	JONES, BRENNAN	REIMBURSE	11/11/2015	76.70
151600477	LAROCHE, COURTNEY	REIMBURSE	11/4/2015	76.48
396331	BAUFILED, ANN	REIMBURSE-VB SR NIGHT EXPENSES	11/10/2015	75.84
151600467	HOPPESCH, KRISTIN	REIMBURSE	11/4/2015	75.73
151600554	TAUER, DENISE	REIMBURSE	11/11/2015	75.73
151600464	HARREN, KIMBERLY	REIMBURSE	11/4/2015	75.21
396437	UNIVERSITY OF WI-RIVERFALLS	HS-REGISTER 5TH SCI OLYMPIAD 1/16	11/10/2015	75.00
396809	SIGAL, SUSAN	REIMBURSE-SCI OLYMPIAD SUPPLIES	11/24/2015	74.54
151600588	OVERCOTT, ANNE	REIMBURSE	11/18/2015	74.45
151600456	DIERKS, SUSAN	REIMBURSE	11/4/2015	74.00
396221	GYM CLOSET	HURWITZ GYM SUPPLIES	11/3/2015	71.96
151600616	FRAWLEY, KAREN	REIMBURSE	11/24/2015	71.70
151600581	JONES, JUSTIN	REIMBURSE	11/18/2015	71.19
396382	LOFFLER COMPANIES, INC.	PC-STAPLES	11/10/2015	71.00
396402	NAKAGAKI, SUSAN	REFUND BALANCE CULINARY EXPRESS	11/10/2015	70.80
151600569	FIELDER, CALI	REIMBURSE	11/18/2015	70.38
396257	SEVERUD, BECKY	REFUND BALANCE CULINARY EXPRESS	11/3/2015	70.30
151600584	LEGEROS, BARBARA	REIMBURSE	11/18/2015	70.00
396387	LONG LAKE TRUE VALUE	ARENA & CMS-SUPPLIES 9/26-10/25	11/10/2015	69.86
396657	HENDERSON, DOREEN	REFUND BALANCE CULINARY EXPRESS	11/19/2015	69.30
151600649	WINDSOR, CYNTHIA	REIMBURSE	11/24/2015	68.50
151600593	SAMPSON, JAMES	REIMBURSE	11/18/2015	67.85
396764	HOPKINS HIGH SCHOOL ACTIVITIES	ATH-PLAQUES & CERT	11/24/2015	67.52
396212	DAVIS, KAREN	REFUND BALANCE CULINARY EXPRESS	11/3/2015	67.35
396597	SCHNEIDER, JENNIFER	REIMBURSE-BIKE TEAM SUPPLIES	11/17/2015	67.16
151600587	MOFFETT, LAURA	REIMBURSE	11/18/2015	67.16
151600479	MAGALLANES, CHRISTINE	REIMBURSE	11/4/2015	67.09
151600508	BERG, CARRIE	REIMBURSE	11/11/2015	66.36
151600530	KVITTUM, DOROTHY	REIMBURSE	11/11/2015	65.83
151600516	DUENAS, DOMINIC	REIMBURSE	11/11/2015	65.81
151600506	ANDERSON, MARY	REIMBURSE	11/11/2015	65.61
396413	PREMIUM WATERS, INC	PREMIUM WATERS-BLANKET AD BLDG	11/10/2015	65.60
151600549	RUNYON, NANCY	REIMBURSE	11/11/2015	65.55
151600455	BUDKE, MEGAN	REIMBURSE	11/4/2015	65.49
396698	SUPREME SCHOOL SUPPLY CO	CMS - TEACHER PLAN BOOKS	11/19/2015	65.24
151600575	HILL, KATHRYN	REIMBURSE	11/18/2015	65.14
396642	AGATE, SR, DERRICK	OFFICIAL	11/19/2015	64.00

396696	SINHA, RITU	REFUND BALANCE CULINARY EXPRESS	11/19/2015	63.90
151600647	WALL, MEGHAN	REIMBURSE	11/24/2015	63.79
151600475	LAGERQUIST, SARAH	REIMBURSE	11/4/2015	63.60
151600579	JOHNSON, GAIL	REIMBURSE	11/18/2015	63.00
151600611	ANDERSON, JULI	REIMBURSE	11/24/2015	63.00
151600543	RANDALL, LIZABETH	REIMBURSE	11/11/2015	62.28
396710	A-1 OUTDOOR POWER, INC	EXMARK 2TR BLADES	11/24/2015	62.16
151600466	HILL, KATHRYN	REIMBURSE	11/4/2015	62.13
396401	MUSLINER, MELISSA	REFUND BALANCE CULINARY EXPRESS	11/10/2015	61.90
396602	US MATH RECOVERY COUNCIL	BV-SUPPLIES	11/17/2015	61.05
396286	GRAINGER INC., W. W.	WMS-SUPPLIES	11/5/2015	60.85
396208	COMMUNITY PARTNERSHIP	PIP CONF REGISTER	11/3/2015	60.00
396320	WILLIAMS, MONICA	REFUND BALANCE CULINARY EXPRESS	11/5/2015	60.00
396392	MINDWARE	V21 OW - Perplexors: (1) Set of 6	11/10/2015	59.94
396796	PREMIUM WATERS, INC	WATER 10/15	11/24/2015	59.74
396329	AT&T MOBILITY	CSF-IPADS	11/10/2015	59.28
151600457	DURRE, HOLLY	REIMBURSE	11/4/2015	59.00
151600542	POPP, MARK	REIMBURSE	11/11/2015	58.50
151600617	GULSVIG, ERIK	REIMBURSE	11/24/2015	58.50
151600583	LAWRENCE, JACY	REIMBURSE	11/18/2015	58.24
151600503	WONG, MARGARET	REIMBURSE	11/4/2015	58.23
396332	BECKMAN, CHRIS	OFFICIAL	11/10/2015	58.00
396388	MALLEY, DAVID	OFFICIAL	11/10/2015	58.00
396456	BECKMAN, CHRIS	OFFICIAL	11/12/2015	58.00
396538	ZAPPEFILLO, DAVID	OFFICIAL	11/12/2015	58.00
151600474	KOSIN, SUSAN	REIMBURSE	11/4/2015	58.00
151600589	PARSONS, JEAN	REIMBURSE	11/18/2015	56.35
396365	HIGH NORTH INC	OFFICIAL	11/10/2015	56.00
396460	BOHAC, DAVID	OFFICIAL	11/12/2015	56.00
396580	KULDA, MARK	OFFICIAL	11/17/2015	56.00
396249	PERUMAL, PANNEERSELVAM	REFUND BALANCE CULINARY EXPRESS	11/3/2015	55.25
151600562	BRATTAIN, DAVID	REIMBURSE	11/18/2015	55.20
396350	EDUCATIONAL TESTING SERVICE	PARAPRO ASSESSMENT	11/10/2015	55.00
396711	ACME TOOLS - PLYMOUTH	TRUCK #9-SUPPLIES	11/24/2015	54.99
151600505	ALLEN, STEPHANIE	REIMBURSE	11/11/2015	53.48
151600454	BERG, CARRIE	REIMBURSE	11/4/2015	52.04
396230	LEITCH, NANCY	REFUND BALANCE CULINARY EXPRESS	11/3/2015	51.45
396246	NTSA	RENEW MEMBERSHIP 15-16	11/3/2015	50.00
396372	INTEGRA SHIELD FINANCIAL GROUP LLC	CED-PROF SERV 10/20/15	11/10/2015	50.00
396659	HILDI INC	PROF SERV THRU 5/20/15	11/19/2015	50.00
396789	PARK GIRLS BASKETBALL BOOSTER CLUB	G BB SCRIMMAGE 11/21	11/24/2015	50.00
151600555	THOUR, TERESA KAY	REIMBURSE	11/11/2015	49.45
151600572	GALE, CHRISTA	REIMBURSE	11/18/2015	49.14
151600553	STARKEN, JESSIE	REIMBURSE	11/11/2015	48.02
396442	WESTSIDE WHOLESALE TIRE, INC	CSF-REPAIR TORO 4000D TIRE	11/10/2015	47.82
151600558	WETTERLIN, AMY	REIMBURSE	11/11/2015	47.39
396823	WILLIAMS, KIMBERLY	REFUND BALANCE CULINARY EXPRESS	11/24/2015	47.20
396790	PEKUROVSKY, ILYA	REIMBURSE	11/24/2015	47.00
151600485	RICHARDSON, LAUREN	REIMBURSE	11/4/2015	47.00
396263	TRANS-MISSISSIPPI BIOLOGICAL	HS-SUPPLIES	11/3/2015	46.95
396367	HIRSHFIELD'S PAINT	EMS-PAINT	11/10/2015	46.48
151600531	LANKFORD, LYNDA	REIMBURSE	11/11/2015	46.43
396458	BERRY COFFEE CO	BLANKET PO - BERRY COFFEE AD BLDG	11/12/2015	45.00
151600468	JABIR, SEEMEEN	REIMBURSE	11/4/2015	45.00
151600490	SADR-PANAH, SONIA	REIMBURSE	11/4/2015	45.00
151600613	BOVEE, NAOMI	REIMBURSE	11/24/2015	45.00
151600492	SEELAND, ELIZABETH	REIMBURSE	11/4/2015	44.85
151600488	ROHWEDER, MATTHEW	REIMBURSE	11/4/2015	44.80
151600538	MONSON, DALE	REIMBURSE	11/11/2015	44.51
151600515	DEWITT, ROBERT	REIMBURSE	11/11/2015	43.72
151600465	HERRSCHER, JESSI	REIMBURSE	11/4/2015	43.57
396590	MORTENSON, MIRANDA	REFUND BALANCE CULINARY EXPRESS	11/17/2015	43.45

396211	CUB FOODS	GROCERIES-CUST #27	11/3/2015	42.98
396760	H & B SPECIALIZED PRODUCTS	CMS-PANELFOLD KEY COVERS	11/24/2015	42.43
396697	SKYWARD INC	TECH HRS	11/19/2015	41.25
151600461	GEBHARDT, JENNIFER	REIMBURSE	11/4/2015	40.95
396274	CUB FOODS	GROCERIES-CUST#42	11/5/2015	40.67
396795	PREMIUM WATERS, INC	GWHB-WATER 10/15	11/24/2015	40.58
151600619	HINTSALA, JULIE	REIMBURSE	11/24/2015	40.37
151600592	ROBERTS, FRANCE	REIMBURSE	11/18/2015	40.27
396293	LAKES AREA COUNSELING ASSN	HS-REGISTER CONF 11/11	11/5/2015	40.00
151600518	EVANS, MELANIE	REIMBURSE	11/11/2015	39.68
396506	PAZHITNYKH, IRINA	REFUND BALANCE CULINARY EXPRESS	11/12/2015	39.60
151600574	HANUS, GAIL	REIMBURSE	11/18/2015	38.49
151600472	JOHNSON, PAMELA	REIMBURSE	11/4/2015	38.00
396419	RESOURCES FOR READING	Reading Recovery Supplies	11/10/2015	37.90
151600550	SCHAEFBAUER, RODGER	REIMBURSE	11/11/2015	37.80
396231	LOGELIN, KRISTA	REFUND BALANCE CULINARY EXPRESS	11/3/2015	37.70
151600603	THOMAS, MICHELE	REIMBURSE	11/18/2015	37.55
151600576	HINTSALA, JULIE	REIMBURSE	11/18/2015	37.11
151600625	LACKAS, BRENT	REIMBURSE	11/24/2015	36.91
151600623	KONZDZIOLKA, AMY	REIMBURSE	11/24/2015	36.44
396806	SCHNEIDERHAN, CYNTHIA	REFUND BALANCE CULINARY EXPRESS	11/24/2015	36.30
396519	THIRUNAVU, SUBRAMANIAN	REFUND BALANCE CULINARY EXPRESS	11/12/2015	35.55
396218	FINE, AMY	REFUND BALANCE CULINARY EXPRESS	11/3/2015	35.00
396568	FRASER, LINDA	CED-PROF SERV 10/28/15	11/17/2015	35.00
396554	ASDI, A	BALANCE CULINARY EXPRESS REFUND	11/17/2015	33.95
396284	GONDERINGER, GEORGIANN	REFUND BALANCE CULINARY EXPRESS	11/5/2015	33.65
151600526	HINTSALA, JULIE	REIMBURSE	11/11/2015	32.89
151600532	LEVIN, WILLIAM	REIMBURSE	11/11/2015	32.62
151600493	STINGER, ROBERTA	REIMBURSE	11/4/2015	32.14
396307	OH, HYANGMEE	REFUND BALANCE CULINARY EXPRESS	11/5/2015	31.85
396603	WEST MUSIC CO	KL-MUSIC SUPPLIES	11/17/2015	31.45
151600595	SHANNON-ANDERSON, KARI	REIMBURSE	11/18/2015	31.28
396311	RAHJA, MARK W	REFUND BALANCE CULINARY EXPRESS	11/5/2015	31.15
151600641	RODGERS, JUDITH	REIMBURSE	11/24/2015	30.97
396702	TWIN WEST CHAMBER OF COMMERCE	AD-NOV-LEGISLATIVE BREAKFAST	11/19/2015	30.00
151600633	PETERSON, ANGELA	REIMBURSE	11/24/2015	29.99
396273	BZDOK, PIERINA	REFUND BALANCE CULINARY EXPRESS	11/5/2015	29.60
396500	MATHIAS, MICHELLE	REFUND BALANCE CULINARY EXPRESS	11/12/2015	29.18
396250	CITY OF PLYMOUTH - FINANCE DEPT	CREEKSIDE HILLS 002-001 8/1/15-9/30/15	11/3/2015	28.20
151600547	RODGERS, JUDITH	REIMBURSE	11/11/2015	28.08
396772	KD & COMPANY RECYCLING INC	EMS-LONG JUMP SAND	11/24/2015	27.97
396297	MCNEVIN, DENNIS	REFUND BALANCE CULINARY EXPRESS	11/5/2015	27.60
151600578	HOGAN, NICOLE	REIMBURSE	11/18/2015	27.37
396238	MILANO, GWEN	REFUND BALANCE CULINARY EXPRESS	11/3/2015	27.15
151600534	MANUELL, MONICA	REIMBURSE	11/11/2015	26.68
396291	JOHNSTON, MARK	REFUND BALANCE CULINARY EXPRESS	11/5/2015	25.65
151600545	REINKE, MICHELLE	REIMBURSE	11/11/2015	25.45
396261	TERNYAK, ALLA	REFUND BALANCE CULINARY EXPRESS	11/3/2015	25.00
396410	PLYMOUTH STORY TIME PLAYERS	GL-PERFORMANCE 11/11/15	11/10/2015	25.00
396411	PLYMOUTH STORY TIME PLAYERS	SH-PERFORMANCE 11/6/15	11/10/2015	25.00
396328	APPLE AUTOMATIC FOOD SERVICE	OW - WATER COOLER LEASE BLANKET PO	11/10/2015	24.95
396690	PREMIUM WATERS, INC	WMS-WATER COOLER 11/15	11/19/2015	24.95
396222	HACKETT, STEVE	REFUND BALANCE CULINARY EXPRESS	11/3/2015	24.80
396336	CENTERPOINT ENERGY	12955-16TH AVE-GAS 9/23/15-10/22/15	11/10/2015	24.18
396315	SHRED-N-GO	DAB SHREDDING SERVICE BLANKET 10/12 & 10/26	11/5/2015	24.00
396427	SHRED-N-GO	BV-SHRED-N-GO SERVICE	11/10/2015	24.00
396808	SHRED-N-GO	BV-SHRED-N-GO SERVICE 8/15	11/24/2015	24.00
396304	MORELAND, JULIA	REFUND BALANCE CULINARY EXPRESS	11/5/2015	23.60
151600564	CHAPIN, MICHELLE	REIMBURSE	11/18/2015	22.54
151600602	THOEN, MARCIA	REIMBURSE	11/18/2015	22.08
396724	BRASETH, JAMES	REFUND BALANCE CULINARY EXPRESS	11/24/2015	22.04
151600627	LANDY, JENNIFER	REIMBURSE	11/24/2015	21.85

396308	OPPOLD, JOHN	REFUND BALANCE CULINARY EXPRESS	11/5/2015	21.15
396354	EXCEL LEGAL COURIER	SUPT-SERV 10/15	11/10/2015	21.00
396205	BOASE, ANTHONY	REFUND BALANCE CULINARY EXPRESS	11/3/2015	20.95
396287	HARSTAD, FORREST	REFUND BALANCE CULINARY EXPRESS	11/5/2015	20.50
151600607	WILLAR, DAWN	REIMBURSE	11/18/2015	20.04
396822	WESTSIDE WHOLESALE TIRE, INC	CSF-REPAIR BRAD'S CAR TIRE	11/24/2015	20.00
151600568	EBERHARDT, JAMES	REIMBURSE	11/18/2015	20.00
151600615	FOREMAN, LEAH	REIMBURSE	11/24/2015	20.00
151600604	TURNQUIST, SARAH	REIMBURSE	11/18/2015	19.99
396292	JOHNSTONE SUPPLY	KL-SUPPLIES	11/5/2015	19.97
396814	TOLL GAS & WELDING SUPPLY	CSF-SHOP SUPPLIES	11/24/2015	19.66
151600599	STRELOW-LUNDBLAD, SHERRI	REIMBURSE	11/18/2015	19.56
396498	LOKHANDE, VEENA	REFUND BALANCE CULINARY EXPRESS	11/12/2015	19.40
396219	GRAFIUS, GUY	REFUND BALANCE CULINARY EXPRESS	11/3/2015	19.30
151600561	BAER, JESSICA	REIMBURSE	11/18/2015	19.21
396592	POELLINGER, SYLVIA	REFUND BALANCE CULINARY EXPRESS	11/17/2015	18.85
396279	FENG, XUE	REFUND BALANCE CULINARY EXPRESS	11/5/2015	18.60
151600489	RUCHTI, JULIE	REIMBURSE	11/4/2015	18.46
396232	MACK, ANDY	REFUND BALANCE CULINARY EXPRESS	11/3/2015	17.40
396794	PREISS, MERRILL	REIMBURSE	11/24/2015	17.07
702210	STAPLES ADVANTAGE	SUPPLIES	11/6/2015	16.69
396381	LARSON CO, GUSTAVE A.	TRUCK#15-TOOLS	11/10/2015	15.78
396276	DUNSTON, MARLYS	REFUND BALANCE CULINARY EXPRESS	11/5/2015	15.60
151600498	TRAYNOR, JASON	REIMBURSE	11/4/2015	14.98
396582	LEHMBECKER, CRAIG	REFUND BALANCE CULINARY EXPRESS	11/17/2015	13.95
396243	MOLESKI, HILARY	REFUND BALANCE CULINARY EXPRESS	11/3/2015	13.30
151600628	LEDMAN, CANDICE	REIMBURSE	11/24/2015	13.00
151600608	WILLIAMS, ROSS	REIMBURSE	11/18/2015	12.99
396235	MELAND, HEIDI	REFUND BALANCE CULINARY EXPRESS	11/3/2015	12.70
151600585	MASHINCHI, SHAHLA	REIMBURSE	11/18/2015	12.65
151600635	RAVNHOLDT, TANYA	REIMBURSE	11/24/2015	12.64
151600546	RICHARDS, MICHAEL	REIMBURSE	11/11/2015	12.29
151600598	SPICZKA, KATHRYN	REIMBURSE	11/18/2015	12.02
151600453	ANDERSEN-LAWRANCE, CAROL	REIMBURSE	11/4/2015	12.00
151600524	HERRSCHER, ERIC	REIMBURSE	11/11/2015	11.91
396478	DOREY, SARAH	REFUND BALANCE CULINARY EXPRESS	11/12/2015	11.55
151600551	SELINGER, JUDITH	REIMBURSE	11/11/2015	11.39
151600544	RAVNHOLDT, TANYA	REIMBURSE	11/11/2015	11.00
396262	THOENNES, JACKIE	REFUND BALANCE CULINARY EXPRESS	11/3/2015	10.85
396380	KRAUSE, JEFF	OFFICIAL-CORRECTION	11/10/2015	10.00
396412	PODRATZ, JERRY	OFFICIAL-CORRECTION	11/10/2015	10.00
151600621	JORENBY, CLARICE	REIMBURSE	11/24/2015	8.99
151600463	HANSEN, KIRSTEN	REIMBURSE	11/4/2015	8.41
151600484	RAWSKI, ANNETTE	REIMBURSE	11/4/2015	5.00
151600527	HNEY, OCTAVIOUS	REIMBURSE	11/11/2015	3.45

**9,575,577.45**

APPROVED BY: JILL SCHWINT  
CONTROLLER - ISD 284  
DECEMBER 14, 2015

CARTER PETERSON, TREASURER  
BOARD OF EDUCATION - ISD 284  
DECEMBER 14, 2015

**WAYZATA PUBLIC SCHOOLS  
WIRE TRANSFER, EFT AND ACH ACTIVITY  
October 2015**

<u>FROM</u>	<u>TO</u>	<u>DATE</u>	<u>AMOUNT</u>
Wells Fargo-Checking	Wells Fargo-Payroll	Multiple	\$4,434,750
Wells Fargo-Checking	IRS		
	- Federal P/R Taxes	10/1/2015	\$807,761
	- Federal P/R Taxes	10/16/2015	\$840,589
Wells Fargo-Checking	MN Department of Revenue		
	- State P/R Taxes (MN)	10/1/2015	\$128,637
	- State P/R Taxes (MN)	10/16/2015	\$133,574
Wells Fargo-Checking	Delta Dental		
	- Dental Claims	Multiple	\$96,547
Wells Fargo-Checking	Preferred One		
	- Health Claims	Multiple	\$775,167
Wells Fargo-Checking	Wells Fargo Commercial Card		
	- Purchase Card Program	10/5/2015	\$175,484
Wells Fargo-Checking	Corporate Health Systems		
	- Flex Benefits	Multiple	\$102,365
Wells Fargo-Checking	Preferred One		
	- Broker/Reinsurance Fees	10/15/2015	\$84,888
Wells Fargo-Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)		
	- Electronic Payments	Multiple	\$1,764,114
Wells Fargo-Checking	District Employees		
	- Expense Reimbursement	Multiple	\$21,901
Wells Fargo-Checking	Commerce Bank/Control Pay		
	- Electronic A/P	Multiple	\$306,325
Wells Fargo-Checking	MN Department of Revenue		
	- Sales & Use Tax Payment	10/21/2015	\$5,326
Wells Fargo-Checking	MN Unemployment Insurance		
	- Unemployment claims	10/22/2015	\$10,059
Wells Fargo-Checking	Neopost	10/30/2015	\$10,000
Wells Fargo-Checking	U.S. Bank Trust N.A.		
<b>TOTAL ACTIVITY</b>			<b><u><u>\$9,697,487</u></u></b>

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

**BOARD OF EDUCATION**  
Regular Meeting – December 14, 2015

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

**ITEM: B2. Business and Finance Services**  
**Authorization of Issuance of Individual Procurement Card**  
**(P-Card)**

**COMMENTS BY: Jim Westrum, Executive Director of Finance and Business**  
**Authorization of Issuance of Individual Procurement Card (P-Card)**

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

Michele Chapin, HomeBase Site Manager, Birchview Elementary

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

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_  
Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_  
Abstentions: \_\_\_\_\_

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

Regular Meeting – (December 14, 2015)

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

ITEM: B3. BID AWARD: Sunset Hill Flooring RE-BID

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

**BID AWARD – Sunset Hill Flooring RE-BID**

The bid opening for Sunset Hill Flooring RE-BID was held at the Administration Building on December 8, 2015 at 2:00 pm.

The scope of the project includes Classroom Carpet, Resilient Flooring and Moisture Mitigation System.

Floors By Beckers, Inc. submitted the lowest base bid in the amount of \$326,956 for Work Scope 09-D, \$89,753 for Work Scope 09-F and \$30,384 for Alternate No. 4.

This project will use Alternative Facilities funding.

Please see the attached bid tabulation and recommendation from Kraus-Anderson Construction Company.

**RECOMMENDED ACTION:** Award the Sunset Hill Flooring RE-BID to Floors By Beckers, Inc. for the base bids in the amounts of \$326,956 and \$89,753 and \$30,384 for Alternate No. 4.

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

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

Abstentions \_\_\_\_\_



8625 Rendova Street NE  
P.O. Box 158  
Circle Pines, MN 55014  
O 763.786.7711  
F 763.786.2650  
www.krausanderson.com

December 9, 2015

Mr. James Westrum  
Wayzata Public Schools ISD #284  
13005 Sunset Trail  
Plymouth, MN 55441

RE: **Sunset Hill Elementary – Flooring RE-BID  
Contract Award Recommendation**

Dear Mr. Westrum:

Kraus-Anderson Construction Company has reviewed the bids that were received on December 8, 2015 for Sunset Hill Elementary – Flooring Re-Bid.

We are recommending award of Contracts to the following bidders:

<b><u>Work Scope</u></b>	<b><u>Contractor, City, State</u></b>	<b><u>Contract Amount</u></b>
09-D Classroom Carpet, Resilient Flooring and Moisture Mitigation System	Floors By Beckers, Inc. New Brighton, MN	\$326,956.00 Alt #4: \$30,384.00
09-F Resilient Flooring and Moisture Mitigation System	Floors By Beckers, Inc. New Brighton, MN	\$89,753.00
<b>Total Recommended:</b>		<b>\$447,093.00</b>

Alternate No. 4 is included in above costs that are being recommended.

The Bid Tabulation sheets that reflect the bids received are also included.

If you have any questions regarding this information, please do not hesitate to contact me at 763-786-7711.

Very truly yours,

KRAUS-ANDERSON® CONSTRUCTION COMPANY

*Jason Rentmeester*

Jason Rentmeester  
Project Manager

cc: Valerie Peterson, Wold Architects & Engineers  
Brad Berghuis, Wayzata Public Schools

Sunset Hill Elementary School 2015/2016 Upgrades - Flooring Re-Bid

BID TABULATIONS  
December 8, 2015 at 2:00 PM

OWNER: Wayzata Public Schools  
ARCHITECT: Wold Architects and Engineers  
CONSTRUCTION MGR: Kraus-Anderson

WS 09-D Classroom Carpet, Resilient Flooring and Moisture Mitigation System

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Floors By Beckers, Inc.	MCI, Inc. dba Multiple Concepts Interiors	Grazzini Brothers & Company			
<b>BID SECURITY</b>	Bid Bond	Bid Bond	Bid Bond			
<b>ADDENDA REC'D.</b>	1,2,3,4	4	4			
<b>BASE BID</b>	\$326,956.00	\$367,171.00	\$375,000.00			
<b>COMBINED BASE BID</b>	N/A	\$454,642.00	N/A			
		WS 09-D and 09-F				
<b>Alternate No. 3: Flooring in Admin Office</b>	Add: \$30,384.00	Add: \$34,077.00	Add: \$36,497.00			

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

**BOARD OF EDUCATION**

Regular Meeting – December 14, 2015

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

**ITEM:** C. Human Resource Recommendations

**COMMENTS BY:** Annie Doughty, Exec. Director of Human Resource Services

Employment

**Kerry Avery** 1.0 3<sup>rd</sup> Grade Teacher (LTR 15-16) Gleason Lake  
Leave of Absence

**Ross Kongslein** 7.5 Hour Home Base Instructor Plymouth Creek  
Transfer

**Marguerite Matuseski** 3.6 Hour Paraprofessional Central Middle  
Resignation

**Natalie Sullivan** 3 Hour Paraprofessional Greenwood  
Resignation

Leave of Absence

**Brent Allen**, High School Physical Education Teacher, has requested a three-week leave of absence beginning approximately April 11, 2016.

**Lynnea Allen**, West Middle Physical Education Teacher, has requested a leave of absence beginning approximately April 11, 2016 through the end of the 2015-16 school year.

**Jennifer Buhl**, Plymouth Creek 2<sup>nd</sup> Grade Teacher, has requested a six-week leave of absence beginning approximately March 27, 2016.

**Kirsten Cuppy**, Kimberly Lane 4<sup>th</sup> Grade Teacher, has requested a leave of absence from January 28-29, 2016 using one personal day and one day without pay.

**Molly Davin**, Central Middle Communications Teacher, has requested a leave of absence beginning approximately April 13, 2016 through the end of the 2015-16 school year.

**Brian Deeney**, Central Middle Social Studies Teacher, has requested a three-week leave of absence beginning approximately January 15, 2016.

**Kimberly Harren**, Assistant Supervisor Culinary Express, has requested a leave of absence beginning approximately March 24 through June 15, 2016.

**Jonathan Honza**, High School Social Studies Teacher, has requested a three-week leave of absence from February 22 through March 11, 2016.

**Kate Wessel**, Kimberly Lane Social Worker, has requested a leave of absence from January 19-22, 2016 using two personal days and two days without pay.

Resignation

**Todd Brandell**, Greenwood Paraprofessional, has submitted his resignation effective January 12, 2016.

**Meredith Campbell**, Birchview Paraprofessional, has submitted her resignation effective December 22, 2015.

**Rachel Jacobson**, West Middle Paraprofessional, has submitted her resignation effective January 4, 2016.

**Ross Johnson**, High School Social Studies Teacher, has submitted his resignation effective December 8, 2015.

**Jeanne Kobs**, Sunset Hill Paraprofessional, has submitted her resignation effective December 9, 2015.

**Amy Ringquist**, Oakwood Paraprofessional, has submitted her resignation effective December 22, 2015.

Retirement

**Rosario Ampuero**, Oakwood Culinary Express, has submitted her retirement effective June 9, 2016. Ms. Ampuero has been employed with the District since 2000.

**Jill Anderson**, West Middle Paraprofessional, has submitted her retirement effective November 30, 2015. Ms. Anderson has been employed with the District since 1998.

**Marjorie Bertelson**, High School Secretary has submitted her retirement effective January 8, 2016. Ms. Bertelson has been employed with the District since 1992.

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

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

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

Abstentions \_\_\_\_\_

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

**BOARD OF EDUCATION**  
Regular Meeting – December 14, 2015

**AGENDA SECTION:** 2. Consent Agenda

**ITEM:** C. Human Resource Services

**COMMENTS BY:** Annie Doughty, Exec. Director of Human Resource Services

**1. Supplemental Salaries for 2015-2016**  
It is recommended that the Board approve the pay rates for 2015-2016.

**Home Base Site Managers:** Represents a 2.15% pay increase (attachment).

**RECOMMENDED ACTION:** Approve the 2015-2016 Supplemental Salaries as recommended.

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

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

Abstentions \_\_\_\_\_

**2015-16 Compensation Schedule**  
Effective July 1, 2015

**Home Base Site Managers**

Level:	10 month (209 days)	12 month (262 days)
1-4	\$43,868.02	\$54,992.45
5-7	\$47,945.59	\$60,104.04
8-10	\$49,104.32	\$61,556.61
11-14	\$50,262.23	\$63,008.16
15-17	\$51,325.63	\$64,341.22
18+	\$52,864.90	\$66,270.83

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

**BOARD OF EDUCATION**

Regular Meeting – December 14, 2015

**AGENDA SECTION:** 3. HUMAN RESOURCE RECOMMENDATIONS

**ITEM:** A. Wayzata Public Schools 2015-2016 Retirees

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

Tonight we would like to recognize the following employees who announced their retirement in 2015. We would like to thank them for their years of service to Wayzata Public Schools and wish them well in their future endeavors.

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Rosario Ampuero	Culinary Express	16 Years
Jill Anderson	Paraprofessional	17 Years
Marjorie Bertelson	Secretary	23 Years

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

Regular Meeting – Dec. 14, 2015

**AGENDA SECTION: Employee of the Month: Beth Joselyn**

**COMMENTS BY: Superintendent Chace Anderson**

Greenwood Elementary School Art Specialist Beth Joselyn is the December Employee of the Month.

Greenwood staff says that Beth is generous with her time, patience and joy. She is a dedicated professional who inspires students to share their creativity. Students love going to art class each week. She's helped us all to understand that art is as much about the journey as it is about the final product.

Not only does Beth cultivate art skills, but she also brings a sense of balance to students' lives by introducing mindfulness techniques into her lessons. Even as students walk through the hallways, they benefit from her strategies to support health and wellbeing. Beth also supports Greenwood staff by sharing mindfulness tips and teaching yoga. She has a generous and kind heart that sees the beauty in every individual who touches her life.

Beth's coworkers appreciate that she is always willing to lend a helping hand and is constantly finding ways to enhance student learning through creativity and innovation. Beth's creativity knows no bounds, but more importantly, she helps others to overcome barriers to the creativity they have within.

Congratulations, Beth!

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

Regular Meeting, December 14, 2015

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

**ITEM: C2. Resolution Providing for Open Enrollment Non-Resident Agreement for 2016-2017**

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

**2. Resolution Providing for Open Enrollment Non-Resident Agreement for 2016-2017**

According to Minnesota Statute 124D.03, Subdivision 2, A Board may, by resolution, limit the enrollment for nonresident pupils in its schools or program according to this section to a number not less than the lessor of:

- 1) One percent of the total enrollment at each grade level in the district; or
- 2) The number of district’s residents at that grade level enrolled in a non-resident district according to this section.

**Open Enrollment Guidelines for 2016-2017:**

- Close open enrollment at grades 1-12
- Accept and offer enrollment to kindergarten students with a currently enrolled sibling. The 2016-2017 kindergarten students will be placed at an elementary school that has anticipated capacity.
- If the required minimum number of open enrolled kindergarten students is not met with siblings, then a lottery will be executed to reach the minimum number of satisfy the 1% of open enrolled students per grade requirement

**RECOMMENDED ACTION:** Approve the recommendation to close open enrollment for 2016-2017 in grades 1-12 and limit open enrollment in kindergarten to siblings of currently enrolled students and lottery, if needed to meet the required minimum.

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

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

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

## **RESOLUTION PROVIDING FOR OPEN-ENROLLMENT NON-RESIDENT AGREEMENT FOR 2016-2017**

**WHEREAS**, in accordance to Minnesota Statute 124D.03, Subdivision 2, A Board may, by resolution, limit the enrollment for nonresident pupils in its schools or program according to this section to a number not less than the lessor of:

- One percent of the total enrollment at each grade level in the district;
- The number of district residents at that grade level enrolled in a non-resident district according to this section;

**RECITAL**, the administration recommends the following open enrollment guidelines for school year 2016-2017:

- Close open enrollment at grades 1-12
- Accept and offer enrollment to kindergarten students with a currently enrolled sibling. The 2016-2017 kindergarten students will be placed at an elementary school that has anticipated capacity.

**NOW, THEREFORE, BE IT RESOLVED** by the School Board of Independent School District No. 284, City of Wayzata, State of Minnesota, as follows:

Approve the recommendation to close open enrollment for 2016-2017 in grades 1-12 and limit open enrollment in kindergarten to siblings of currently enrolled students and lottery, if needed to meet the required minimum.

WITNESS MY HAND officially as such recording officer this 14th day of December, 2015.

\_\_\_\_\_  
School District Clerk

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

**BOARD OF EDUCATION**  
Regular Meeting – December 12, 2015

**AGENDA SECTION: 6 SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS**

**ITEM: C3. Policies**

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

The following policies have been reviewed by the district’s Policy Committee, along with appropriate district staff, according to the district’s policy review cycle. The recommendation is to approve the below policies for first reading, and to remove the unnecessary policies from the policy handbook; these policies have been incorporated into other policies and are no longer required as stand-alone policies.

**Approve:**

- 701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET
- 702 MODIFICATION OF SCHOOL DISTRICT BUDGET
- 703 ANNUAL AUDIT
- 705 INVESTMENTS
- 714 ACCOUNTING FOR FINANCIAL REPORTS AND STATEMENTS
- 716 DISBURSEMENTS
- 719 & 719-R USE OF DISTRICT TELEPHONES
- 720 DISPOSAL OF SUPRLUS PROPERTY
- 730 OPEB POLICY
- OPEB STATEMENT

**Delete:**

- 707 CASH FLOW BORROWING
- 711 DEPOSITORY OF FUNDS
- 712 AUTHORIZED SIGNATURES
- 720-R DISPOSAL OF SUPRLUS PROPERTY REGULATIONS

**RECOMMENDED ACTION:** Approve the policies as presented for first reading, and delete unnecessary policies

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

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

Abstentions \_\_\_\_\_

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

**I. PURPOSE**

~~The District budget serves as the control to direct and limit expenditures.~~ The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

**II. GENERAL STATEMENT OF POLICY**

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

**III. REQUIREMENT**

~~A. Overall responsibility for this control rests with the Superintendent, who will establish the procedures for budget control and reporting throughout the District. The Superintendent or Superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted budget prior to specific School Board approval. The total amounts which may be expended during the fiscal year for the operation of the school system are set forth in the budget. The total amount budgeted is the maximum amount which may be expended during the school year, except as a transfer of funds or additional appropriations authorized by the School Board.~~

The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.

B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.

C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an

amendment to that budget document by the school board to authorize that expenditure for that year.

- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### IV. IMPLEMENTATION

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

school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

***Legal References:*** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

**ADOPTED:** March 10, 1986  
**AMENDED:** November 13, 2006  
**AMENDED:** XXXXXXXX xx, 2015

## 702 MODIFICATION OF SCHOOL DISTRICT BUDGET

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year.
- D. The school district's revenue budget may be amended during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

**Legal References:** Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

**ADOPTED:** XXXXXXXX xx, 2015

**703 ANNUAL AUDIT**

**I. PURPOSE**

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

**III. REQUIREMENT**

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. ~~The auditing firm will be selected after review of qualifications and fees, and will be engaged under contract.~~ The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. ~~The annual audit shall be conducted in accordance with generally accepted governmental auditing standards, and federal and state requirements.~~ The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Guide issued by the Office of the State Auditor. ~~The administration shall submit financial data, including~~

~~copies of financial statements and other required reports, to the Minnesota Department of Education and other state or federal officials as required by law.~~

- F. ~~The school board must approve the audit report by resolution or require a further or amended report. The results of the audit will be reported directly to the School Board by the auditing firm.~~
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. ~~The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.~~
- I. ~~The annual financial report shall be made available to the public on the District's website and/or upon request. An annual financial report shall be prepared by the administration and shall be made available to the public upon request.~~

#### **IV. INTERNAL AUDIT**

The Superintendent is directed to maintain an internal audit procedure to identify procedural problems, recommend fiscal controls, and improve efficiency in accounting and reporting procedures. An audit of the financial records of individual ~~schools~~ **sites and programs** shall be conducted regularly.

**Legal References:** Minn. Stat. Ch. 6 (State Auditor)  
Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)  
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements; Statement for Comparison and Correction)

**ADOPTED:** November 9, 1964  
**AMENDED:** May 12, 1986  
**REVIEWED:** March 10, 2008  
**AMENDED:** January 9, 2006  
**AMENDED:** XXXXXX XX, 2015

## 705 ~~REVENUES FROM INVESTMENTS~~

### I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

### II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

~~The School Board considers an investment program a critical ingredient of sound fiscal management.~~

### III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows: ~~The investment program will be administered by the Superintendent or designee in a way that will ensure:~~
  - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.

~~The primary objective of the District's investment program is to minimize risk of loss of principal.~~

- 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
- 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

~~————The School Board authorizes an investment program for the purpose of securing a maximum yield of interest revenues to supplement other revenues for the support of the District's educational programs.~~

**V. DELEGATION OF AUTHORITY**

- A. The school board designates the investment officer(s) of the school district on an annual basis. The investment officer(s) are responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

**VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

**VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

**VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed

to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

**IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

~~All District investments must be in compliance with state law regarding legality of the investment and collateral requirements;~~

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

**X. PORTFOLIO DIVERSIFICATION; MATURITIES**

~~The District will diversify its investments as to the type of investment, the issuers, and maturities.~~

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.

2. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

~~A competitive bid or quotation process will be used to maximize yields; and~~

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes. ~~Only qualified (officially designated) financial institutions will be used for investment purchases;~~
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

#### **XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

#### **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

#### **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

***Legal References:*** Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)  
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)  
Minn. Stat. § 118A.03 (Depositories and Collateral)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (Delivery and Safekeeping)  
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

**AMENDED:** March 10, 2008  
**ADOPTED:** February 10, 1986  
**AMENDED:** January 9, 2006  
**AMENDED:** XXXXXXXX xx, 2015

## **714 ACCOUNTING FOR FINANCIAL REPORTS AND STATEMENTS**

### **I. PURPOSE**

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

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

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

### **III. MAINTENANCE OF BOOKS AND ACCOUNTS**

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

### **IV. PERMANENT FUND TRANSFERS**

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. § 123B.79, as amended, or other applicable statute.

### **V. REPORTING**

The school board shall receive a monthly financial statement which reflects District receipts, disbursements, and balances. The report shall be provided to the school board at the first regular meeting of the month.

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. § 123B.10 in the manner specified therein.

**Legal References:** Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)  
Minn. Stat. § 123B.75 (Revenue)  
Minn. Stat. § 123B.76 (Expenditures)

**WAYZATA PUBLIC SCHOOLS**

**Independent School District 284**

**Wayzata, Minnesota**

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

Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)

Minn. Stat. § 123B.79 (Permanent Fund Transfers)

Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

**ADOPTED:** August 12, 1968

**AMENDED:** June 21, 1973

**AMENDED:** November 11, 1985

**AMENDED:** January 9, 2006

**AMENDED:** XXXXXXXX xx, 2015

## 716 DISBURSEMENTS

### I. PURPOSE

The purpose of this policy is to provide for the proper authorization and payment of disbursements.

### II. GENERAL STATEMENT OF POLICY

#### A. Payment Procedures

The School Board shall approve all disbursements of funds under their control. **Disbursements of funds may be made via paper or electronic payments.** The Superintendent or designated representative shall prepare a **detailed** list of all disbursements for School Board approval each month ~~showing order check number, vendor and amount.~~ The Superintendent or designated representative may disburse funds for which the School Board may provide subsequent authorization. ~~Such disbursements shall be issued in accordance with contract terms or in cases where interest expense can be avoided.~~

#### B. Authorized Signatures

Checks drawn on all District checking accounts (general checking, payroll, and activity funds) will require the signatures of the School Board Chair, Clerk, and Treasurer.

Checks drawn on District accounts will be signed electronically, manually, or with a signature stamp.

**ADOPTED:** August 12, 1968

**AMENDED:** June 21, 1973

**AMENDED:** January 13 1986

**AMENDED:** February 14, 2005

**REVIEWED:** March 10, 2008

**AMENDED:** XXXXXXXX xx, 2015

**719 USE OF DISTRICT TELEPHONES**

**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for use of district telephones.

**II. GENERAL STATEMENT OF POLICY**

District telephones are intended for business use. Employees may make or receive personal calls when such calls do not interfere with the performance of their job responsibilities.

The Superintendent is directed to establish and maintain procedures for reimbursement of the district for long distance charges and cellular phone charges for personal calls made or received by employees.

**ADOPTED:** April 5, 2004

**REVIEWED:** March 10, 2008

**AMENDED:** XXXXXXXX xx, 2015

## 719-R USE OF DISTRICT TELEPHONES REGULATIONS

### I. CELL PHONES

#### A. Assignment

Employees may be assigned a district-owned cellular phone to perform their job responsibilities in a more efficient or effective manner. ~~The assignment of the district-owned cell phone must be approved by one of the following individuals:~~

- Superintendent
- ~~Executive Director of Finance and Business~~
- Principals
- Director of Community Education
- ~~Executive Director of Curriculum and Instruction~~
- Director of Buildings and Grounds
- Director of Special Education

#### B. Personal Use

District-owned cell phones are intended for official use. Personal use should be minimized, and the additional cost to the district of any personal use must be repaid to the district. ~~Roaming charges and associated long distance charges for personal use must be fully repaid. Other personal calls must be reimbursed if such calls cause the district to incur additional charges because the allotted number of minutes under the basic calling plan has been exceeded, without regard to pooled minutes. Employees who exceed the allotted number of minutes under their calling plan for their district owned cell phone must review their call logs for reimbursable personal calls and must reimburse the district at least annually, and no later than August 15 for the previous fiscal year.~~

The district finance department will periodically review the calling plan under which district-owned cellular phones are billed to ensure that the plan is the most economical for the business use of that particular user. Upon request of the Executive Director of Finance and Business or an employee's supervisor, the employee will identify all personal calls made on a district-owned cellular phone during a specified period.

#### C. Safety

~~Cell phones may not be used while operating a district owned vehicle or mechanized equipment.~~  
Use of a cell phone when operating a ~~personal~~ vehicle **or mechanized equipment** while on official school district business is discouraged. **District employees must follow all Minnesota state statutes.**

## **II. Long Distance Telephone Calls**

Long distance telephone service is intended for official district business only. Employees who must make personal long distance calls from work are encouraged to use a phone card, personal cell phone, or other means for such calls. ~~Otherwise personal long distance calls should be made from a district phone station only in urgent situations, and in such cases the cost of the long distance call must be repaid to the district.~~ **Any costs associated with personal long distance calls must be reimbursed timely by the employee to the district.**

**EFFECTIVE:** April 5, 2004

**MODIFIED:** March 10, 2008

**MODIFIED:** XXXXXXXX XX, 2015

## **720 DISPOSAL OF SUPRLUS PROPERTY**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

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

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### **III. DEFINITIONS**

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

~~From time to time it may be appropriate to sell or otherwise dispose of unneeded or unusable school supplies and equipment. The Administration is directed to develop and apply procedures by which such judgments are made including usefulness to the District and determination of fair prices, and to keep records of all property sales or other dispositions. When sales of individual items exceed \$1,000, the Administration shall advertise the prospective sale and provide community residents, vendors and other organizations with an opportunity for purchase. In accordance with state law, surplus property will not be sold to an employee of the District except after reasonable public notice of the availability of the property for purchase.~~

~~The Administration is authorized to properly dispose of used books, materials and equipment deemed to have little or no value.~~

B. Contracts Over \$100,000

1. If the value of the equipment or materials is estimated to exceed \$100,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$100,000

~~Items valued at \$50,000 or more must be sold by sealed bid in accordance with state law. Items valued from \$10,000 to \$50,000 may be sold by sealed bid or by direct negotiation by obtaining two or more quotations.~~

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$100,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

~~Items valued at \$1,000 to \$10,000 may be sold upon receipt of at least two quotations. Items valued at less than \$1,000 shall be sold at a sale that is advertised and open to the public.~~

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A

school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

**H. Exceptions for Surplus School Computers**

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;
3. the board of trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

**Legal References:** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)  
Minn. Stat. § 123B.29 (Sale of School Building at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)

**ADOPTED:** November 13, 1978  
**AMENDED:** November 8, 1982  
**AMENDED:** September 9, 1985  
**AMENDED:** November 13, 2006  
**REVIEWED:** March 10, 2008  
**AMENDED:** XXXXXXXXXX xx, 20156

**730 TRUST FOR OTHER POST EMPLOYMENT BENEFITS**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of other post-employment benefits (OPEB).

**II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all state laws relating to OPEB investments and to guarantee that investments meet certain primary criteria.

**III. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A, Ch 471.6175, and Ch 356A. and any other applicable law or written administrative procedures.
- B. The District shall form an irrevocable trust to hold, manage, and expend assets reserved for “other post-employment benefits” as defined as benefits for health care, dental care, and life insurance paid to or on behalf of employees after they retire from service with the District. “other post-employment benefits” does not include pension savings plans or severance pay. The terms of the trust must comply with the requirements of the Government Accounting Standards Board regarding other post-employment benefits.
- C. The trust shall be overseen by the Finance and Business Committee of the Board. The District shall select a trust administrator and may select one or more money managers to advise the trust administrator and the Board on prudent investment of assets. The Finance and business Committee shall determine investment guidelines and recommend investment allocations to the trust administrator.

**IV. PERMISSIBLE INVESTMENT INSTRUMENTS**

The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

**V. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
  
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The OPEB policy statement shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  
  - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
  
  - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

**VI. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
  
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement

of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **VII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

## **VIII. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the trust board shall be provided a quarterly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the trust board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.

- C. The investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

**IX. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

**X. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

**ADOPTED:** July 14, 2008  
**AMENDED:** XXXXXXXXXXXX xx, 2015

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

Revision Dated December xx, 2015

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

### **PURPOSE**

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

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

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

### **INVESTMENT AUTHORITY**

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

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

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

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

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

#### **STATEMENT OF INVESTMENT OBJECTIVES**

The investment objectives of the Trust are as follows:

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

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

### INVESTMENT GUIDELINES

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

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

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

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

#### **Time Horizon**

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

#### **Liquidity and Diversification**

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

## Asset Allocation

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

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

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

## Rebalancing Philosophy

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

## **Risk Tolerance**

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

## **Performance Expectations**

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

## **SELECTION OF INVESTMENT MANAGERS**

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

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

## GUIDELINES FOR PORTFOLIO HOLDINGS

### **Direct Investments by Advisor**

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

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

#### Equities:

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

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

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

#### Fixed Income:

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

### Other Assets (Alternatives):

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

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

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

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

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

Cash Equivalents:

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

**Portfolio Risk Hedging**

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

**Prohibited Investments**

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

**Safekeeping**

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

## CONTROL PROCEDURES

### **Review of Investment Objectives**

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

### **Review of Investment Performance**

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

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

### **Voting of Proxies**

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

**ADOPTION OF INVESTMENT POLICY STATEMENT**

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

Approved by the Wayzata Public Schools School Board.

Resolved by:

\_\_\_\_\_

Member

\_\_\_\_\_

Date

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

**CASH FLOW BORROWING**

**POLICY: 707**

~~The School Board directs the Superintendent to prepare a recommendation as needed for borrowing money in anticipation of tax collections or state aid payments for the purpose of securing funds for operations and capital expenditures. The School Board is authorized to issue tax or aid certificates by state law. Authorization for the issuance of tax or aid certificates by the School District, shall be by School Board resolution.~~

~~In the event the School District has insufficient funds to pay its obligations, the School Board may enter into agreements with banks or any person to take its orders (warrants) as prescribed by state law.~~

ADOPTED: January 13, 1986  
AMENDED: February 14, 2005  
REVIEWED: March 10, 2008

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

**DEPOSITORY OF FUNDS**

**POLICY: 711**

~~The School Board authorizes the Superintendent of Schools to designate official depositories for District funds. The designated depositories shall meet statutory standards and requirements. The Superintendent shall regularly provide a list of designated depositories to the School Board.~~

Note: included in 705

ADOPTED: February 10, 1986  
AMENDED: June 10, 2002  
AMENDED: February 14, 2005  
REVIEWED: March 10, 2008

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

**AUTHORIZED SIGNATURES**

**POLICY: 712**

~~Checks drawn on all District checking accounts (general checking, payroll and activity funds) will require the signatures of the School Board Chair, Clerk, and Treasurer.~~

~~Checks drawn on District accounts will be signed electronically, manually or with a signature stamp.~~

**NOTE: included in 716**

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ADOPTED: April 14, 1986  
AMENDED: January 9, 2006  
REVIEWED: March 10, 2008

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

**DISPOSAL OF SURPLUS PROPERTY**

**REGULATIONS: 720-R**

**Surplus school computers**

~~Surplus school computers may be sold in the manner described above or may be conveyed to another school district, to the state department of corrections, to the Board of Trustees of Minnesota State Colleges and Universities, or to the family of a student in the District whose total family income meets the federal definition of poverty.~~

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**Public sale of surplus property**

~~From time to time the Administration shall conduct a public sale of surplus property items valued individually at less than \$1,000. The sale must be advertised to the public.~~

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~~The Superintendent shall designate an employee to determine the fair price of items to be sold.~~

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~~An employee of the District must not purchase an item at the sale if the same employee was involved in the determination that the item was surplus, or the determination of the price of the item.~~

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**Note: included in 720**

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EFFECTIVE: November 13, 2006  
REVIEWED: March 10, 2008

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

**BOARD OF EDUCATION**  
Regular Meeting – December 14, 2015

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

**ITEM: Finance and Business Recommendations**

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

**Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2015**

The annual audit has been completed by the auditing firm of CliftonLarsonAllen, LLP. The following reports will be highlighted:

- 1) Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2015.
- 2) Executive Audit Summary, June 30, 2015.
- 3) Schedule of Expenditures of Federal Awards and Reports of Independent Certified Public Accountant and Other Required Reports, June 30, 2015.

A portion of the fund balance is assigned for specific purposes on an annual basis. The auditors have asked that this assignment be ratified, as follows, for the assigned fund balance as of June 30, 2015:

Assigned for Reemployment Insurance	\$93,400
Assigned for Site Carryover	\$881,083
Assigned for Q-Compensation	\$24,708
Assigned for New Elementary Start-up Costs	\$650,000
Assigned for Workers’ Compensation Escrow	\$859,046

**RECOMMENDED ACTION:** Approve the Comprehensive Annual Report for the Fiscal Year Ending June 30, 2015, the Executive Audit Summary prepared by CliftonLarsonAllen, LLP and the Schedule of Expenditures of Federal Awards and Reports of Independent Certified Public Accounts and Other Required Reports for the Year Ending, June 30, 2015. Further, ratify the assigned fund balance in the amount of \$1,923,237 as of June 30, 2015 to be used for specific purposes noted above.

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

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

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

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

**BOARD OF EDUCATION**  
Regular Meeting – December 14, 2015

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

**ITEM: Finance and Business Services**

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

**Truth in Taxation**

School districts are required to meet the Truth in Taxation requirements for levy year 2015 taxes payable 2016. While school districts are no longer required to hold a separate Truth in Taxation hearing, they are required to discuss the payable 2015 levy and the current year budget at a regularly scheduled board meeting.

Truth in Taxation requirements are as follows:

- On or before September 30, 2015, each school district must adopt a proposed 2015 payable 2016 property tax levy and certify and submit it to the county auditor.
- The county auditor mails parcel specific tax notices to each property owner in the district.
- The school district is required to discuss the payable 2016 levy and current year budget.
- The public is given time to speak.
- The school board must adopt a final levy by December 31, 2015.



Jim Westrum, Executive Director of Finance & Business Services  
210 County Road 101 North, P.O. Box 660 | Wayzata, MN 55391-0660  
763.745.5023 | Fax: 763.745.5091 | [www.wayzata.k12.mn.us](http://www.wayzata.k12.mn.us)

TO: Members of the Board of Education  
Dr. Chace Anderson, Superintendent of Schools

FROM: Jim Westrum, Finance and Business

DATE: December 14, 2015

SUBJ: **Recommendation of the Payable 2016 Preliminary Tax Levy Certification to Finance a portion of the 2016-2017 School Year Operations**

We have received a final “Levy Limitation and Certification” document from the State Department of Education. Based on this state authorization, we have enclosed several exhibits summarizing our final recommended levy for your consideration.

The school district’s preliminary payable 2016 tax levy was certified by our school board at its September 28, 2015 special school board meeting. Since that time, minor changes have occurred including a slight reduction in the debt service portion of the levy related to the refinancing of outstanding bonds to achieve taxpayer savings in today’s competitive interest rate environment.

The district’s property tax levy is allocated to individual parcels of property in the district using formulas based upon Hennepin County’s assessed market value. Hennepin County’s preliminary estimate of the district’s total assessed market value has increased more than \$600 million from \$10.7 billion to \$11.3 billion. This represents an 5.7% increase in market value and includes existing as well as new properties. It is important to note that there continues to be significant variations in changes associated with individual parcels of properties within the District’s eight cities. Thus, individual taxpayers will not see similar changes in their individual property’s market value and that directly translates into the variability of their school district property tax amounts. Preliminary review of a sample selection of properties has shown assessed valuations fluctuating from a minimal increase to double digit percent increases. We have reviewed a number of individual parcels and discussed the property tax impacts with CFAC members. Our recommendation would be to approve the levy as calculated by the State Department of Education as presented herein.

Overall, we are pleased to remind the community that the sale of the voter approved bonds produced favorable results. The District administration has also taken steps to refund certain outstanding debt issues that have directly translated into savings for our taxpayers as well. Prudent fiscal practices continue to result in the District’s local property tax levy impact associated with the voter approved building bonds being slightly less than what was communicated to the public.

As in prior years, the legislature often passes statutes that impact school districts and the formulas that drive a school district’s local property tax levy. These legislative changes combined with revenue formulas, student enrollment growth and individual taxpayer’s market value fluctuations add complexity to a school district’s local property tax levy. The purpose of this document will be to discuss the significant changes that have occurred in the Payable 2016 Preliminary Tax Levy and provide clarity to the school board and to the community.

**Excellence. For each and every student.**

**PROPOSED SCHOOL TAX LEVY**

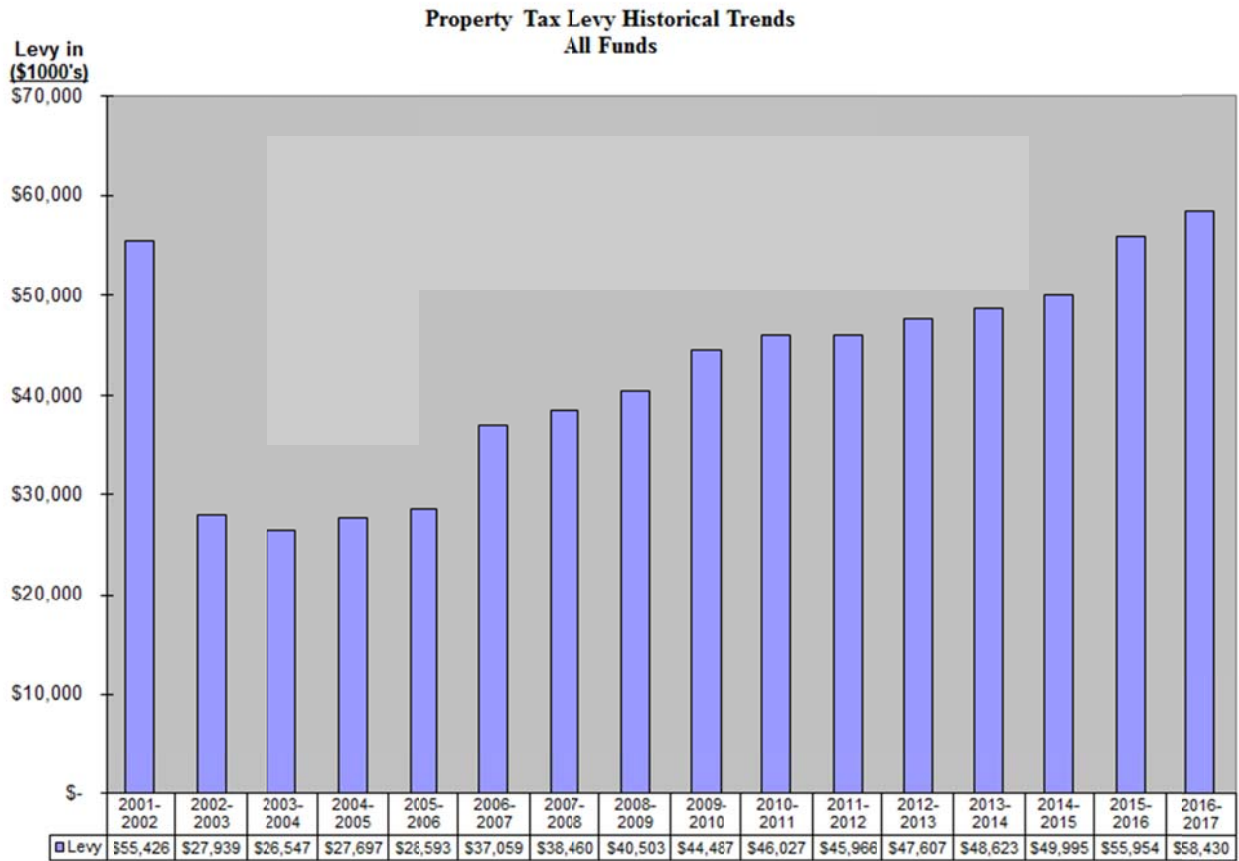
The total preliminary levy for taxes payable in 2016 is \$58.4 million. This total levy amount represents an overall increase of slightly less than \$2.5 million or 4.42% from the previous year, and includes principal and interest payments on the \$109.645 million of building bonds approved by voters in February 2014. We are pleased to report that the tax impact of issuing these voter approved bonds continues to be less than the impact communicated to our public and will translate into savings to our taxpayers for years to come.

The table below shows a comparison of the administration’s recommended preliminary levy payable in 2016 with the district’s final levy payable in 2015.

Fund	PRELIMINARY			
	Payable 2016 Levy	Payable 2015 Levy	Dollar Change	Percent Change
General	\$ 42,675,175	\$ 38,971,849	\$ 3,703,326	9.50%
Community Service	1,104,518	1,253,598	(149,080)	-11.89%
Debt Service	14,650,126	15,728,897	(1,078,771)	-6.86%
Per Truth in Taxation Notice	<u>\$ 58,429,819</u>	<u>\$ 55,954,344</u>	<u>\$ 2,475,475</u>	<u>4.42%</u>

While the Debt Service fund accounts for the impact of the voter approved bonds, the remaining change in the District’s total levy primarily occurs in the General Fund levy. Much of the change in the District’s General Fund levy is due to legislative changes and growth in our student enrollment. Voter approved operating referendum authority is calculated based upon the number of students times the per pupil authority. Projected student enrollment growth of 1.95% translates directly into an increase in the total operating referendum authority component of our property tax levy. It is also important to note that the district’s levy amount not only includes referendum authority for the 2016-17 school year, but levy adjustments for increases in final 2013-2014 resident enrollment as well as increases in revised 2015-2016 resident student enrollment. Thus, approximately \$1 million of the change in the General fund from the previous year is due to increases in student enrollment.

The following chart shows the district’s total levy history over the last decade:



Historically, it is important to note that the district’s local tax levy declined significantly in the 2002-2003 school year due to the major changes and property tax reform that took place at that time. Levies subsequent to 2002-2003 include voter approved operating referendum and technology levies that were approved by voters of the district. With the district’s robust growth in the northern part of the district, the corresponding tax capacity growth minimized the individual taxpayer impact of most of the increases in levy components. While adding additional homes and properties within the district continue to reduce the tax burden of existing taxpayers, recent legislative changes on how local property taxes are allocated and variations in assessed valuations often make it difficult to quantify a direct correlation between the district’s property tax levy and the amount of taxes that an individual property owner will pay.

The following pages provide a detailed analysis of the levy by fund.

## GENERAL FUND

**Exhibit I** is a detailed analysis of the proposed levy recommendation for the General fund. Overall, the General fund levy increased by \$3.7 million. Of this change in the District's levy, about half of this increase is due to voter approved revenue authority. \$900,578 of the increase is due to referendum authority attributed to a 1.95% growth in our resident student enrollment. In 2009, local voters renewed an operating referendum that provides revenue to be used for class size reductions and other educational purposes. This voter approved operating referendum authority is calculated based upon the number of students and enrollment growth translates directly into an increase in the total operating referendum authority component of our property tax levy.

The District voters have also authorized an annual technology levy that has increased by slightly more than \$400,000 to fund \$6 million in annual technology expenses such as IPADS and technology access and support.

The General fund levy also includes several other components that are primarily formula driven and have changed either due to changes in estimates, changes in enrollment or changes in the district's tax capacity. For instance, the District's general fund levy includes an additional \$1 million of pay as you go revenue resources for alternative facilities and deferred maintenance, net of health and safety revenue. This is a part of the District's ten year plan and is actually offset by a corresponding decline of \$1 million in the debt service fund. Finally, abatements and other adjustments required by statute make up the remaining \$1.1 million change in the general fund levy.

## COMMUNITY SERVICES FUND

**Exhibit II** is a detailed analysis of the proposed levy recommendation for the Community Services fund.

These levies are based on statewide tax rates applied to all property in the State. Statewide revenue formulas continue to generate slight increases in revenue due to current and prior district population growth. The addition of all-day kindergarten programming has reduced the need and cost of providing school age care for students with disabilities.

## DEBT SERVICE FUND

**Exhibit III** is a detailed analysis of the proposed levy recommendation for the Debt Service fund.

The district is required to levy 105% of scheduled principal and interest payments. The required levy includes the **current** required debt service amount.

### **SUMMARY**

The proposed school tax levy represents the combined total impact, across all funds, of the legislated property tax program combined with the educational programming needs of the Wayzata Public Schools as they relate to our particular levy authority/capacity. As previously mentioned, the District administration recommends that the school board approve the levy as calculated by the Department of Education as presented.

### **TRUTH IN TAXATION LAW**

Legislative Session Laws 2009 repealed the requirement to hold a truth in taxation hearing. The public will have the opportunity to speak to the board at the regular school board meeting December 14, 2015 at 7:00 p.m.

If you have questions regarding the enclosed materials or desire additional information, please give me a call at any time at 763-745-5023.

**WAYZATA PUBLIC SCHOOLS**  
**Pay 2016 Analysis as of 11/20/2015**  
**General Fund Levy – Proposed**

		PRELIMINARY			
		Payable 2016 Amount	Payable 2015 Amount	Dollar Change	Percent Change
Referendum Levy Authority	*	\$ 17,904,880	\$ 17,004,302	\$ 900,578	5.30%
--- Prior year adjustments		638,095	1,192,559	(554,464)	-46.49%
Local Optional (Location Equity)		5,248,781	5,197,646	51,134	0.98%
--- Prior year adjustments		(47,064)	(25,779)	(21,285)	82.57%
Equity Revenue		1,181,440	1,006,125	175,315	17.42%
--- Prior year adjustments		64,727	290,631	(225,904)	-77.73%
Transition Revenue		14,607	14,465	142	0.98%
--- Prior year adjustments		(250)	(185)	(65)	35.28%
Technology Levy	*	5,997,307	5,585,904	411,403	7.37%
Student Achievement (New GenEd)		392,448	374,057	18,390	
Operating Capital		1,994,095	1,751,151	242,944	13.87%
Alt Teacher Compensation (Q-comp)		990,460	977,944	12,516	1.28%
Achievement & Integration (new formula)		512,609	479,590	33,019	6.88%
Reemployment (state unemployment)		50,000	50,000	-	0.00%
Safe Schools/Crime Levy		445,651	441,310	4,342	0.98%
-- Safe schools Intermediate 287		185,688	183,879	1,809	0.98%
Ice Arena		206,383	272,763	(66,380)	-24.34%
Career Technical		476,793	435,450	41,343	9.49%
Health and Safety		-	471,122	(471,122)	-100.00%
Alt Facilities/Deferred Maintenance	**	3,459,723	1,827,000	1,632,723	89.37%
Capital Facility Bonds	***	(596,764)	(587,150)	(9,614)	1.64%
Lease Levy		2,887,213	2,512,584	374,629	14.91%
Abatements		879,945	290,715	589,230	202.68%
Other adjustments	****	(211,593)	(774,235)	562,643	-72.67%
<b>GENERAL FUND TOTALS</b>		<b>\$ 42,675,175</b>	<b>\$ 38,971,849</b>	<b>\$ 3,703,325</b>	<b>9.50%</b>

\* These levy components represent voter approved revenue sources indexed for inflation or student growth.

\*\* See corresponding reduction in the Debt Service fund for capital facilities bonds

\*\*\* See corresponding addition in the Debt Service fund for capital facilities bonds

\*\*\*\* Includes many minor adjustments due to more current and accurate information.

**WAYZATA PUBLIC SCHOOLS**  
**Pay 2016 Analysis as of 11/20/2015**  
**Community Service Fund Levy – Proposed**

	PRELIMINARY			
	Payable 2016 Amount	Payable 2015 Amount	Dollar Change	Percent Change
Basic Levy	\$ 447,921	\$ 436,961	\$ 10,960	2.5%
Early Childhood Levy	444,682	427,179	17,503	4.1%
Home Visitation Levy	6,520	5,632	888	15.8%
Adults with Disabilities	7,500	7,500	-	0.0%
School Age Care (before and after school for students w/disabilities)	360,000	400,000	(40,000)	-10.0%
Abatements and Prior year adjustments	(162,106)	(23,675)	(138,431)	
<b>COMMUNITY SERVICE FUND TOTALS</b>	<b>\$ 1,104,518</b>	<b>\$ 1,253,598</b>	<b>\$ (149,080)</b>	<b>-11.89%</b>

**WAYZATA PUBLIC SCHOOLS**  
**Pay 2016 Analysis as of 11/20/2015**  
**Debt Service Fund Levy – Proposed**

	PRELIMINARY		Dollar Change	Percent Change
	Payable 2016 Amount	Payable 2015 Amount		
Levy of 105% of Principal and Interest	\$ 13,319,142	\$ 12,220,006	\$ 1,099,137	9.0%
Debt Excess (Refund to taxpayers)	(838,774)	(232,543)	(606,231)	260.7%
OPEB Bonds	-	1,680,757	(1,680,757)	-100.0%
Capital and Alternative Facilities Bonds	2,016,361	2,012,306	4,055	0.2%
Debt Excess (Refund to taxpayers)	(94,863)	(38,294)	(56,570)	147.7%
Abatements and Prior year adjustments	248,260	86,665	161,595	186.5%
<b>DEBT SERVICE FUND TOTALS</b>	<b><u>14,650,126</u></b>	<b><u>15,728,897</u></b>	<b><u>(1,078,770)</u></b>	<b><u>-6.86%</u></b>

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

**BOARD OF EDUCATION**  
 Regular Meeting – December 14, 2015

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

**ITEM: Certification and Levy**

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

**Certification of 2015 Payable 2016 Tax Levy**

The Administration recommends certification of the 2015 Payable 2016 Property Tax Levy in the amount of \$58,467,612.03. This amount is unchanged from the amount included in the parcel specific notices mailed to taxpayers in November, but will be reduced by the Minnesota Department of Revenue for the recent bond refunding.

General Fund – Referendum Market Value – Voter Approved	\$18,542,975.21
General Fund – Referendum Market Value – Other	6,462,241.09
General Fund – Net Tax Capacity – Voter Approved	5,997,306.79
General Fund – Net Tax Capacity – Gen Ed	392,447.50
General Fund – Net Tax Capacity – Other	11,280,204.09
Community Service Fund	1,104,517.71
Debt Service Fund – Net Tax Capacity – Voter Approved	12,728,628.61
Debt Service Fund – Net Tax Capacity - Other	<u>1,921,497.74</u>
<b>Total Certified Levy</b>	<b><u>\$58,429,818.74</u></b>

**RECOMMENDED ACTION:** Approved and authorize the Board Clerk to sign the attached final 2015 Payable 2016 Levy for Independent School District 284.

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

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

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

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

Regular Meeting – December 14, 2015

**AGENDA SECTION: 6. SUPERINTENDENT’S REPORTS AND RECOMMENDATIONS**

**ITEM: C. Finance and Business Services**

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

**7. Master Lease Purchase Agreement – Apple Inc.**

The Wayzata Public Schools desires to enter into a Master Lease Purchase Agreement with Apple Inc., for the purpose of acquiring and financing 900 iPads in the first phase of the replacement cycle of staff and student ipads. The equipment cost is \$422,100 with an interest rate of .9650%. The terms and conditions are included within the Master Lease Purchase Agreement. The agreement includes three annual payments beginning January, 2016. Apple Inc. has a state contract in effect placing the District in compliance with state bid laws .Terms agreed to include: Lessee has or will comply with applicable property acquisition laws, public bidding requirements, and open meeting laws in connection with the Master Lease and the transactions contemplated thereby. Lessee is within the meaning of Section 103 of the Internal Revenue Code of 1986, as amended, a political subdivision or agency of the State of Minnesota with full power and authority to enter into, and perform its obligations under, the Lease.

The Master Lease and the Lease have been or will be duly authorized, executed, and delivered by Lessee. It is the intention of the Board that the above Lease shall constitute a legal, valid and binding obligation of Lessee, enforceable against Lessee in accordance with its terms, except to the extent limited by state and federal laws affecting creditors’ remedies and by bankruptcy, reorganization, moratorium or other laws of general application relating to or affecting the enforcement of creditors’ rights.

There are several advantages of utilizing this lease purchase agreement for the acquisition and financing of iPads. In addition to these advantages, the annual payments will match the expenditures with the annual technology levy revenue, which is the primary funding source.

The District received two other quotes for this leasing opportunity. Lease Finance Group with an APR of 1.50% and First Resource Bank with an APR of 1.85%.

**RECOMMENDED ACTION:** Approve the Master Lease Purchase Agreement with Apple Inc. and authorize the Executive Director of Finance and Business Services to execute and deliver the agreement.

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

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

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

**BOARD OF EDUCATION**  
Regular Meeting, December 14, 2015

**AGENDA ITEM: 6. APPROVAL OF THE HOME BASE EMPLOYEES  
CONTRACT FOR 2015-17**

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**COMMENTS BY: D. Annie Doughty, Exec. Director of Human Resource Services**

The District Bargaining Team and the Wayzata Home Base Employees' Union have reached agreement for the 2015-2017 contract. The Home Base Union Membership voted on December 2, 2015 to ratify the contract. Attached is a copy of the language and the costing model.

The total package was within the Home Base Program's budget parameters.

The negotiation team members were:

Kelly Gibbons, Amanda Reineck, Nate Mathias, Stef Nessen and Kristina BJORKE for the Home Base Employee unit.

Sharon Foltz-Ringstrom, Hillary Disch, Carol Solheid, Sarah Johansen, Lynn Zemlin and Annie Doughty represented the District.

We would like to express appreciation for the hard work put forth by the negotiation team members throughout the negotiation process.

**RECOMMENDED ACTION:** Approve the contract with the Home Base employees for the period July 1, 2015 through June 30, 2017 as tentatively agreed upon by the bargaining teams.

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

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

Abstentions \_\_\_\_\_

Home Base Costing Model		Salary Schedule:			2015-16
					2016-17
<b>UPDATED:</b>	<b>11/17/2015</b>				
<b>FINAL</b>					
	<b>Base Year</b>	<b>1st Year</b>	<b>2nd Year</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Salaries</b>	<b>14-15</b>	<b>15-16</b>	<b>16-17</b>	<b>Base to Yr 1</b>	<b>Base to Yr 2</b>
School	\$ 1,580,693	\$ 1,649,127	\$ 1,705,803	\$68,434	
Summer	\$ 624,788	\$ 649,542	\$ 671,492	\$24,755	
Subtotal	\$ 2,205,481	\$ 2,298,670	\$ 2,377,295	\$ 93,189	
<b>Benefits</b>					
FICA (.0765)	\$168,719	\$175,848	\$181,863	\$7,129	
PERA (.075)	\$165,411	\$172,400	\$178,297	\$6,989	
Health	\$273,055	\$288,756	\$303,194	\$15,701	
Dental	\$33,226	\$33,226	\$33,226	\$0	
Life Insurance	1,081	1,121	1,160	\$40	
LTD	4,377	4,514	4,624	\$138	
TSA	\$6,033	\$7,245	\$7,434	\$1,212	
Subtotal	\$651,902	\$ 683,111	\$ 709,797	\$31,209	
Grand Total	\$ 2,857,382	\$ 2,981,780	\$ 3,087,092	\$ 124,398	
<b>Increased Cost of the Contract:</b>				<b>2 Yr. Base</b>	<b>2 Yr Net</b>
				<b>\$5,714,765</b>	<b>\$ 6,0</b>
			<b>15-16</b>	<b>16-17</b>	
Health Rate Increase			5.75%	5.00%	
Dental Rate Increase			0.00%	0.00%	

6	2.15%	
7	2.00%	
<b>Change</b>	<b>\$ Change</b>	<b>% Change</b>
<b>to Yr 1</b>	<b>Base to Yr 2</b>	<b>Base to Yr 2</b>
4.33%	\$ 125,110	7.91%
3.96%	\$ 46,704	7.48%
4.23%	\$ 171,814	
4.23%	\$13,144	7.79%
4.23%	\$12,886	7.79%
5.75%	\$30,138	11.04%
0.00%	\$0	0.00%
3.73%	\$79	7.28%
3.15%	\$248	5.66%
20.09%	\$1,401	23.22%
4.79%	\$57,896	
4.35%	\$229,710	
<b>Raw</b>	<b>Difference</b>	<b>Percent</b>
1068,873	\$ 354,108	6.20%



**ISD 284 Home Base Personnel – SEIU Local 284  
And  
Wayzata Public School District #284  
2015-17 Tentative Agreement - as of November 17, 2015**

New Language underlined  
~~Deleted Language strike through~~  
Dates will be updated as appropriate.

**Add Index to Contract**

**Section 2.3 • Dues Check-Off**

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

The Union shall give written notice to the Payroll Office on July 1 of each year specifying the Union’s current membership dues.

**Section 3.4 • Level Placement on Pay Scales**

An employee moving between classifications shall be placed on the new wage schedule at the step that is closest to and higher than his or her current rate. A new employee shall normally be placed on Level 1 of the wage schedule unless previous work experience or training justifies a higher placement. Previous work experience granted a new employee will count towards longevity levels. The district will notify the union steward(s) of any placement higher than Level 1 when hiring a new employee. Current employees who complete their degree after their initial hire date and have graduated from a 4-year college and earned an Early-Childhood, Elementary Education or a related early childhood degree shall be given a one-time stipend of \$500.00.

**Section 3.7 • Split Shift Differential**

If Home Base employees are scheduled a regular school year or summer split

shift, they will receive a \$0.30 .50 per hour split shift differential. In order to qualify as a split shift, there must be a minimum of three (3) hours between the employee's regularly assigned shifts. Holidays, non-school/release days, paid time off and additional hours/substitute hours do qualify for the split shift differential.

### **Section 3.9 • Bright Start Instructors**

Bright Start Instructors will receive \$0.30 per hour in addition to their salary while teaching Bright Start including those holidays, non-school/release days, paid time off and additional hours/substitute hours as long as the hours fall within the Bright Start school year.

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

The Employer shall pay for all pre-approved overtime worked during any given pay period in the following pay period provided the District payroll procedures have been met. Overtime will be approved by the Site Manager, or designee. Unforeseen circumstances shall be considered pre-approved. Staff meetings are mandatory and if an employee's hours go over 40-worked hours within a week, they will be paid overtime.

### **Section 4.5 • Summer Employment**

Summer hour options will be offered by the employer annually as early as practical based on enrollments and site needs.

By February 15<sup>th</sup> of each year, the Home Base ~~Coordinator~~ Program Manager will request Home Base staff submit their preference for summer employment. These requests will be made in writing using the District provided form. Based on student enrollment and site needs, the Employer will attempt to honor the employees' summer employment preferences.

Tentative daily schedules and assignments will be assigned as early as practical but before May 15<sup>th</sup>. If there is adequate enrollment, employees will be offered an equivalent of their school-year assignment at their school year site(s).

If enrollment necessitates additional staff hours, any additional hours will be offered to staff based on seniority and within their classification.

If the total number of summer employment hours requested by staff, exceeds program needs, the assignment of summer employment will be based on seniority and within classifications.

Summer program planning will be scheduled prior to marketing the summer program to families each year. Program Instructors, who are responsible for summer planning, will be paid at their regular rate of pay for up to (8) hours of prep time, as scheduled by the Home Base Program Manager and Summer Site Managers, during assigned times. Summer planning time may be scheduled on a student-release day or during regular work day at sites. Summer planning time will be in addition to regular daily prep time. As much as possible, summer planning time will not be scheduled during student

contact time. Summer planning time is subject to overtime, if the employee's hours go over 40-worked hours within a week.

## **Section 5.1 • Vacations**

Home Base employees must be contracted a minimum of 30 hours per week and 52-weeks per year to earn vacation days. Days earned for July and August will be placed in the employee's balance on July 1<sup>st</sup> of each year. The days earned for September – June of each fiscal year will be placed in the employee's balance on September 1. Requests for vacation days must be submitted in writing to the Site Manager at least two (2) weeks in advance, and must be approved by the Site Manager. No more than two (2) employees per building may take vacation days at the same time; unless at management's discretion, more than two (2) employees can be accommodated. Vacations shall be awarded on a first-come, first-serve basis. If more than two (2) employees request the same time off on the same day, the two (2) employees with the most seniority will be awarded the time off.

Vacation days cannot be requested as cash payment. Vacation days are equivalent to the regular number of hours scheduled per day in the Home Base program. Vacation days do not accrue but may be used up to August 31 of the following year they are earned. If hired during the school year, vacation shall be pro-rated. Vacation days can only be taken during the Home Base assignment.

Vacation days shall be ~~allocated July 1 of each year and~~ earned based on the following schedules:

- A. For Home Base Personnel, who were hired prior to July 1, 2011, and are contracted a minimum of 30 hours per week and 52 weeks per year:

Vacation Step 1-3 earns five (5) days.

Vacation Step 4-7 earns ten (10) days.

Vacation Step 8-11 earns fifteen (15) days.

Vacation Step 12+ earns twenty (20) days.

Employees who were hired prior to July 1, 2011 and who elect not to work during a subsequent summer will maintain their last vacation step, upon returning to 52-week employment.

- B. For eligible Home Base Personnel hired after July 1, 2011:

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

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

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

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

A maximum of seven (7) days of vacation shall be approved during the summer program. For special, unique circumstances employees may submit a written request for up to ten (10) days of vacation during the summer program. This request will be sent to the Home Base Program Manager; must be pre-approved.

District employees in combined positions may earn pro-rated vacation as determined by the Home Base Coordinator. When combining hours from two separate bargaining units/departments, the following criteria shall apply:

- Must work 52-weeks at 30 hours/week (combined District employment & Home Base).
  - Must work both school year and summer Home Base to earn vacation.
  - Must work release days as required by Home Base program to earn vacation.
  - Vacation hours are calculated on Home Base hours only.
- C. For employees whose District assignment is combined between this Agreement and another District position covered by a Local 284 Master agreement, and are assigned eight (8) hours per day and twelve (12) months per year, shall earn one (1) day of vacation per month of employment to an annual maximum of ten (10) days. For staff who are eligible due to their combined assignments, their years of employment will be based on the assignment which created the eligibility.

These vacation days cannot be used for a paraprofessional assignment. However, vacation time up to eight (8) hours per day may be used during any non-student contact day in which they are not assigned.

Additional vacation time is earned as illustrated below:

Fifteen (15) days after six (6) consecutive years of employment.  
Twenty (20) days after fourteen (14) consecutive years of employment.  
Twenty-five (25) days after twenty (20) years of consecutive years of employment.

### **Section 5.3 • Perfect Attendance**

Effective July 1, 2013, full-time (52-weeks) employees who have perfect attendance (no sick leave or non-paid days on regularly scheduled days used) for one full fiscal year (July 1 through June 30) shall earn one (1) floating holiday, to be used during the subsequent fiscal year.

An employee shall earn one (1) additional floating holiday for each five (5) consecutive years of perfect attendance, to be used in the subsequent fiscal year.

### **Section 7.1 • Sick Leave**

The Employer has established the following provisions for paid sick leave in order to minimize an Employee's loss of income because of unavoidable absence due to illness or injury. Paid sick leave is not available during the term of any leave of absence without pay.

Paid sick leave is provided to all employees at the rate of one (1) day per month recorded at the employee's scheduled hourly level of active employment. The annual sick leave allowance is provided at the time of hire and July 1 of each year. An employee may accumulate unused portions of sick leave up to the equivalent of a total of one hundred forty (140) days at the current hourly level of employment. If required by applicable Minnesota statues, accrued sick leave (up to 160 hours a 12-month period) may also be taken due to illness or injury of an adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent. The employer shall allow employees to use their sick leave for themselves or a relative (as listed above) to provide or receive assistance because of sexual assault, domestic abuse or stalking. District leave forms must be

submitted to Human Resources prior to the leave.

Employees who change pay levels or hours per day carry with them their accumulated hours of sick leave. The employer reserves the right to require substantiation of illness where there is evidence that sick leave is being abused. Sick leave may be used to care for an ill or injured dependent child. A "child" means an individual under eighteen years of age or an individual under age twenty who is still attending secondary school.

The minimum absence due to illness is one half (1/2) hour and may be used in quarter (1/4) of an hour increments after the initial half hour for absences

due to illness of less than the full scheduled work day. Accumulated sick leave, if available, must be reduced by the employee's full scheduled daily work assignment for full day absences under Section 7.1.

After an employee has accumulated their current hourly equivalent of the maximum number of accumulated, unused sick days (140), any days over the maximum, will be converted as follows: one (1) day for each two (2) days of sick leave accumulated beyond one-hundred (140) days up to a maximum of six (6) paid days. There shall be no trade-in days allowance for less than two (2) day segments. Those remaining days will be forfeited. The accumulation of trade-in days shall be computed annually at the end of each fiscal year. A cash payment for the trade-in days to be paid on the first scheduled pay period following July 1 of each year.

#### **Section 7.4 • Personal Leave**

Employees who work a minimum of 30 hours/week for 52-weeks/year are eligible to earn up to a maximum of two (2) days of personal leave per year. Personal days are granted on July 1 of each year. If a new employee begins work prior to January 1, they will receive two (2) personal days, if work begins between January 1 and March 31, they will receive one (1) personal day, and if work begins between April 1 and June 30, the employee will not receive any personal leave days. This leave is cumulative to three (3) days and will not be deducted from sick leave credits. Requests for such leave must be submitted in writing to the employee's supervisor at least three (3) working days in advance, except in emergency situations, and must be approved by the immediate supervisor. Employees who work less than 30 hours/week for 52-weeks/year are eligible for one (1) personal day during a fiscal year which will be based on their current number of hours worked. This leave may accumulate up to two (2) days.

## **Appendix A**

### **MEMORANDUM OF UNDERSTANDING**

#### ***Childcare Benefits***

Wayzata Public Schools ISD No. 284 and the Home Base Personnel agree for the fiscal years, the Employer will offer childcare benefits as follows:

Children of Home Base employees who fit the age criteria of the Home Base program may attend Home Base free of charge. The staff person must be working while their child is in Home Base care. If the staff person is not working and their child is in attendance, the employee will be charged a discounted amount as set by the Home Base Coordinator. Children of these employees must register during the public registration. Staff

children must be registered at a site other than where a parent is scheduled to work. The value of the care provided is a taxable employee benefit. This benefit is for children of Home Base employees and does not cover extended family.

The value of the care provided is a taxable employee benefit. This benefit is for children of Home Base employees and does not cover extended family.

This MOU expires on June 30, ~~2015~~ 2017.

**Wages:**

**Salary & Benefits Retro to July 1, 2015**

**Combine Steps 1 & 2 of Program Assistants**

**Increase to Salary Schedule: 2.15% (2015-16) 2.00% (2016-17)**

**Home Base Program Assistant**

<b>Level:</b>	<b>2015-16</b>	<b>2016-17</b>
1	\$13.29	\$13.56
2	\$13.29	\$13.56
3	\$13.76	\$14.04
4	\$14.12	\$14.40
5	\$14.55	\$14.84
6	\$14.89	\$15.19
7	\$15.26	\$15.57
8	\$15.59	\$15.90
9	\$16.06	\$16.38
10	\$16.88	\$17.22
11	\$17.88	\$18.24
12-13	\$18.06	\$18.42
14+	\$18.22	\$18.58

**Home Base Program Instructor/Program Supervisor**

<b>Level:</b>	<b>2015-16</b>	<b>2016-17</b>
1-2	\$15.33	\$15.64
3-5	\$16.46	\$16.79
6-9	\$17.91	\$18.27
10-11	\$19.16	\$19.54
12-13	\$19.36	\$19.75
14+	\$19.55	\$19.94

**Home Base Bright Start Program Instructor**

<b>Level:</b>	<b>2015-16</b>	<b>2016-17</b>
1-2	\$15.67	\$15.98
3-5	\$16.94	\$17.28
6-9	\$18.44	\$18.81
10-11	\$19.82	\$20.22
12-13	\$20.01	\$20.41
14+	\$20.23	\$20.63

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

**BOARD OF EDUCATION**  
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**AGENDA SECTION:** 7. Audience Opportunity to Address the Board

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

**COMMENTS BY:** Linda Cohen, Board Chair

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

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

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**AGENDA SECTION: 8. Other Board Action**

**ITEM: Approve School Start Times Beginning the 2016-2017 School Year**

**COMMENTS BY: Chace B. Anderson**

**SUBJECT: SCHOOL START TIMES EFFECTIVE WITH THE 2016-2017 School Year**

<u>Tier I</u>	<u>Start Time</u>	<u>End Time</u>	<u>Duration</u>
Greenwood Elementary School	7:45 am	2:25 pm	6:40
Kimberly Lane Elementary School	7:45 am	2:25 pm	6:40
Meadow Ridge Elementary School	7:45 am	2:25 pm	6:40
Oakwood Elementary School	7:45 am	2:25 pm	6:40
Plymouth Creek Elementary School	7:45 am	2:25 pm	6:40
<u>Tier II</u>	<u>Start Time</u>	<u>End Time</u>	<u>Duration</u>
Wayzata High School	8:20 am	3:10 pm	6:50
Birchview Elementary School	8:30 am	3:10 pm	6:40
Gleason Lake Elementary School	8:30 am	3:10 pm	6:40
Sunset Hill Elementary School	8:30 am	3:10 pm	6:40
<u>Tier III</u>	<u>Start Time</u>	<u>End Time</u>	<u>Duration</u>
Central Middle School	9:10 am	4:00 pm	6:50
East Middle School	9:10 am	4:00 pm	6:50
West Middle School	9:10 am	4:00 pm	6:50

**RECOMMENDED ACTION:** Approve the school start times listed above effective with the start of the 2016-2017 School Year.

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

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

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

# Section I

## Executive Summary

### Recommended School Start Times for 2016-2017

The topic of school start times is one of interest nationally and locally. Making changes to school start times to better align with students' natural sleep patterns is a common driving force behind such discussions. Considerations about making changes to the Wayzata Public Schools start times dates back to at least 1998. Since that time, this topic has been frequently discussed at PTA meetings, District Liaison meetings, and district advisory committee meetings. Informal conversations among administrators and staff members have occurred along with individual or small groups of parents expressing their thoughts and interests about modifying school start times. There have been many opportunities to provide input about school start times from the community. Professionals from the field presented their research and experiences at a forum on October 1, 2015. A community listening session was held for the Wayzata School Board to hear inputs on November 10, 2015 and additional feedback was solicited from the community through an on-line system that yielded over 1,500 submissions. The thoughts shared by the community included rich narratives and personal stories that were helpful in the crafting of this recommendation.

Several start time scenarios have been presented to the School Board and community. Original scenarios were developed through the collective efforts of consultants and district staff and were presented to the School Board at the July 2015 work session with some new scenarios and refinements of previous scenarios presented at the August 2015 and October 2015 work sessions. Additional scenarios were also created and presented by parents during the past several months. Each scenario that has been considered had strengths and limitations. After careful consideration of this wide range of inputs, following are the recommended school start times for the 2016-2017 school year.

<u>Tier I</u>	<u>Start Time</u>	<u>End Time</u>	<u>Duration</u>
Greenwood Elementary School	7:45 am	2:25 pm	6:40
Kimberly Lane Elementary School	7:45 am	2:25 pm	6:40
Meadow Ridge Elementary School	7:45 am	2:25 pm	6:40
Oakwood Elementary School	7:45 am	2:25 pm	6:40
Plymouth Creek Elementary School	7:45 am	2:25 pm	6:40
<u>Tier II</u>	<u>Start Time</u>	<u>End Time</u>	<u>Duration</u>
Wayzata High School	8:20 am	3:10 pm	6:50
Birchview Elementary School	8:30 am	3:10 pm	6:40
Gleason Lake Elementary School	8:30 am	3:10 pm	6:40
Sunset Hill Elementary School	8:30 am	3:10 pm	6:40
<u>Tier III</u>	<u>Start Time</u>	<u>End Time</u>	<u>Duration</u>
Central Middle School	9:10 am	4:00 pm	6:50
East Middle School	9:10 am	4:00 pm	6:50
West Middle School	9:10 am	4:00 pm	6:50

#### Elementary Schools

This recommendation places five elementary schools on Tier I (7:45 am to 2:25 pm) and three elementary schools on Tier II (8:30 am to 3:10 pm). Some previous scenarios considered included six elementary schools on Tier I with a school start time as early as 7:30 am. By moving an additional elementary school to Tier II (Gleason Lake), the Tier I elementary schools can have a start time of 7:45 am with dismissal at 2:25 pm. This timeframe matches the elementary school start and dismissal times that have been in place successfully for many years at two of the district's elementary schools. Some parents expressed concern regarding earlier proposed elementary school start times of 7:30 am that would require pick-up times as early as 6:45 am and prior to 7:00 am for many students. This recommendation allows

most, if not all, students on Tier I to be picked up at 7:00 am or after and limits bus ride times to 30 minutes or less. Birchview, Gleason Lake, and Sunset Hill were chosen for Tier II because of their proximal locations to the district's three middle schools. Since the middle schools are recommended for Tier III, having a significant number of buses from Tier II close to the middle schools for the Tier III route improves efficiency of scheduling and allows for a middle school dismissal time of 4:00 pm.

### High School

This recommendation moves Wayzata High School's start time from 7:30 am to 8:20 am with a dismissal time of 3:10 pm. This start time is in better alignment with teen and adolescent sleep research which calls for later start times for high school students in response to the natural sleep cycles of teens and adolescents. Sleep deprivation concerns can arise when high schools and middle schools start too early. A well-established body of knowledge shows that teen and adolescent sleep deprivation can lead to a negative impact upon: 1) Cognitive Effects (loss of focus, decreased energy and motivation, mental fatigue, decreased achievement), 2) Behavioral effects (lack of emotional control, increased anger, irritability, anxiety, depression, less socialization), and 3) Health and Safety Effects (driving ability, increased illness, less likely to exercise). As evidenced by the nature of the feedback heard at listening sessions and submitted on-line, the majority of school district parents support a later start time for high school students. Further, many staff members and high school students are supportive of a later high school start time.

### Middle Schools

This recommendation moves the school district's three middle schools from Tier II to Tier III. Middle school start times would change from the current 8:20 am to 9:10 am and would dismiss at 4:00 pm rather than 3:10 pm. Middle school students begin their transition into the same sleep deprivation concerns as those listed above for high school students. While the current schedule of 8:20 am to 3:10 pm works well at the middle schools, it is not possible to keep the middle schools on Tier II and also move the high school to Tier II. Some have asked why the high school can't go on Tier III and keep the middle schools on Tier II. A main reason is the extensive involvement of our high school students in co-curricular activities and their other after-school commitments. Having the high school students dismissed at 4:00 pm would create significant logistical challenges for a large number of high school students.

### Closing Thoughts

This start time recommendation is presented to the School Board for its consideration at the December 7, 2015 work session. Pending further guidance from the Board, a final recommendation will be brought forward at the December 14, 2015 regular meeting for action. If approved, the school start times are intended to be effective for the 2016-2017 school year. School start times will be reviewed in future years in response to anticipated student enrollment growth and/or the possible addition of any new schools. Just as is the case with school attendance areas, school start times should not be considered permanent and may be modified in the future.

If school start time changes are approved by the School Board, the district administration and staff would immediately begin streamlining implementation plans. An impressive volume of feedback has been submitted by parents, community members, administrators, teachers/other staff members and students. The development of this recommendation has been guided by professional consultants, Wayzata administrators and staff members. It is grounded in applicable literature regarding the developmental needs of school age students. This recommendation places focus and priority upon the full K-12 educational journey and is brought forth with confidence that it will serve the health and well-being, developmental, and academic needs of the school district's students very well.

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
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**BOARD OF EDUCATION**  
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**AGENDA SECTION:** 9. Board Reports

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

**COMMENTS BY:** Linda Cohen, Board Chair

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

**WAYZATA PUBLIC SCHOOLS**  
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**BOARD OF EDUCATION**  
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**AGENDA SECTION:** 10. Adjourn

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

**COMMENTS BY:** Linda Cohen, Board Chair

This agenda item brings closure to the school board meeting.

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

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

No \_\_\_\_\_ Failed \_\_\_\_\_

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