

# WAYZATA PUBLIC SCHOOLS

Independent School District 284  
Wayzata, Minnesota

## **BOARD OF EDUCATION**

Regular Meeting - March 14, 2016 - 7:00 PM  
Wayzata City Hall, 600 Rice Street, Wayzata

### **AGENDA**

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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 – March 14, 2016

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

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

**COMMENTS BY:** Chris McCullough, Board Chair

School Board Chair, Chris McCullough, will call the meeting to order. Clerk Cheryl Polzin will call the roll.

	<u>Present</u>	<u>Absent</u>
Linda A. Cohen	_____	_____
Andrea Cuene	_____	_____
Sarah Johansen	_____	_____
Erik Brown	_____	_____
Chris McCullough	_____	_____
Bonita Lucky	_____	_____
Cheryl Polzin	_____	_____
Dr. Chace B. Anderson, Ex Officio	_____	_____

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

**BOARD OF EDUCATION**  
Regular Meeting – March 14, 2016

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

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

**COMMENTS BY:** Chris McCullough, 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 Recommendations**
- C. Human Resource Recommendations**
  - 1. Monthly Recommendations**
  - 2. Professional Leaves of Absence for the 2016-2017 School Year**
- D. Integration Budget FY 2017**
- E. Bid Award: Birchview Boiler Replacement**
- F. Bid Award: East Middle School Re-roofing Project**
- G. Bid Award: Oakwood Pavement Rehabilitation**
- H. Bid Award: Wayzata Varsity Baseball Reconstruction**

**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 – March 14, 2016

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

**ITEM:** A. Approval of Minutes

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

**02.08.2016 Regular 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, February 8, 2016, beginning at 7:00 PM in the Wayzata City Hall, 600 Rice Street, Wayzata.

### 1. CALL TO ORDER/ROLL CALL

*The meeting was called to order by Board Chair Chris McCullough, and the roll call taken by Board Clerk Cheryl Polzin. The following School Board members were present: Linda Cohen, Andrea Cuene, Erik Brown, Sarah Johansen, Bonita Lucky, 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

*Linda Cohen motioned to approve the agenda and the consent agenda items. Sarah Johansen seconded the motion and it carried unanimously via a roll call vote.*

A. Approval of Minutes

B. Finance and Business Recommendations

1. Monthly Reports

C. Human Resource Recommendations

1. Monthly Recommendations

D. Authorization of Issuance of Individual Procurement Cards (P-Cards)

E. Bid Award - Internet Access, Telecommunications and Network Equipment  
*Awarded to Century Link for the base monthly cost of \$4,500 and \$1,459.09 monthly costs; and fiber optic termination equipment at \$389,407; and wireless access points, controllers, and data switch equipment to CDW at \$253,948.70.*

F. Bid Award- Window and Door Replacement at the Administration Building  
*Awarded to Century Link.*

G. Bid Award - Exterior Wall Rehabilitation and Site Improvement at West Middle School  
*Awarded to W.L. Hall Company for the base bid in the amount of \$211,293.*

H. Bid Award - Wayzata Central Middle School Renovations  
*The bids were awarded in a total of \$2,208,260.00*

### 3. REPORTS FROM ORGANIZATIONS

A. Wayzata High School Student Council Representative  
*Ellie Anderson, Senior Class Vice President, gave a report on the high school's current activity slate.*

### 4. RECOGNITIONS

- A. Retiree Recognition  
*Superintendent Anderson recognized and thanked the retirees for their years of service to the district.*
- B. Perfect ACT  
*Superintendent Anderson honored Hannah Emmons and Lauren Swenson for achieving perfect scores on the ACT exam. Board Chair Chris McCullough made a few comments on the achievement, thanking and congratulating the students for their hard work.*
- C. School Board Recognition Week Feb 15-19  
*Minnesota state declared February 15-19<sup>th</sup> as the School Board Recognition Week. Superintendent Anderson thanked the Board for all their efforts in the district.*

**5. STUDENT CURRICULUM PRESENTATION**

- A. Kimberly Lane Elementary  
*Kari Wehrmann, principal of Kimberly Lane Elementary School, presented their “welcome wagon” events taking place this summer to introduce new students to their school, as well as offer parents and kids a platform to meet new schoolmates before the official beginning of the 2016-2017 school year. These welcome efforts are aligned to the district’s strategic roadmap by providing a welcoming environment that buildings relationships between students, staff, and parent.*

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

- A. Superintendent
- B. Teaching and Learning
- C. Finance and Business Services
  - 1. Monthly Financial Reports  
*Jim Westrum, Executive Director of Business and Finance, presented the monthly reports. No Board action required.*
  - 2. 2015-2016 Mid-Year Budget Adjustment Approval  
*Jim Westrum, Executive Director of Business and Finance, presented the mid-year budget adjustment, totaling \$170,026,731 in revenue and \$240,063,708 in expenditures. He reminded the Board that with the current construction projects, the expenditures will outweigh the revenue and more detailed categorical information is available in the district office. Andrea Cuene motioned to approve the budget, and Linda Cohen seconded the motion. The motion carried unanimously.*
  - 3. 2016-2017 Operating Capital Budget Approval  
*Jim Westrum, Executive Director of Business and Finance, presented the 2016-2017 operating capital budget, including revenue of \$1,684,713.99 and expenditures of the same. Cheryl Polzin motioned to approve the budget and Andrea Cuene seconded; the motion carried unanimously.*
  - 4. 2016-2017 Meadow Ridge and High School Staff Operating Budget Approval  
*Jim Westrum, Executive Director of Business and Finance, presented the staff*

*operating budgets for 2016-2017. Sarah Johansen motioned to approve and Linda Cohen seconded. The motion carried unanimously.*

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

*Jim Westrum, Executive Director of Business and Finance, presented the open enrollment guidelines: close open enrollment in grades 1-8 and 11 & 12; to offer open enrollment to kindergarten students who already have an enrolled sibling in that school, and to accept & offer open enrollment applications in grades 9 & 10. Cheryl Polzin motioned to waive the reading of the resolution, and to approve; Andrea Cuene seconded the motion. It carried unanimously with a roll call vote.*

D. Human Resource Services

**7. OTHER BOARD ACTION**

**8. BOARD REPORTS**

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

*No citizens requested to address the Board.*

**10. ADJOURN**

*Chris McCullough entertained a motion to adjourn. Sarah Johansen moved to adjourn and Bonita Lucky seconded the motion, which carried unanimously. The meeting was adjourned at 7:46 pm.*

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

**BOARD OF EDUCATION**  
Regular Meeting – March 14, 2016

**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 February 2016	\$8,653,546
Wire Transfer for January 2016	\$24,228,219

**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 donations received in February 2016.

Cash Donations	\$23,317.79
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**Monthly Donations (continued)**

Cash Donations:

<b>AMOUNT</b>	<b>DONATED BY</b>	<b>PURPOSE</b>
\$10.00	Silicon Valley Community Foundation	SSH-employee engagement fund
\$13.99	GW PTA	GW-supplies for technology specialist
\$25.00	Wells Fargo matching gifts program	No designation
\$50.00	Food Perspectives	BV-Building contingency
\$50.00	Wells Fargo Community Support Campaign	SSH-community support campaign
\$63.20	GW PTA	GW-iPad easels
\$67.34	Wells Fargo Community Support Campaign	CMS- student supplies & scholarships
\$95.70	Benevity community impact fund	CMS- student supplies & scholarships
\$104.25	GW PTA	GW-Food for staff event
\$223.45	Wells Fargo Community Support Campaign	SSH-community support campaign
\$232.22	GW PTA	GW-4th & 5th grade book clubs
\$269.00	GW PTA	GW-playground equipment
\$275.00	Anonymous	EMS-scholarships
\$289.18	PC PTO	PC-classroom supplies
\$296.27	Honeywell	PC-No designation
\$426.55	CMS PTA	CMS-books
\$629.50	Lifetouch	PC-No designation
\$659.50	GW PTA	GW-KDGN book set
\$711.95	GW PTA	GW-drone for technology
\$800.00	GW PTA	GW-4th & 5th grade book clubs
\$1,000.00	Wells Fargo Community Support Campaign	PC-No designation
\$1,290.00	CMS PTA	CMS-2 projectors for PE
\$2,000.00	Banner Engineering	Robotics-sponsorship
\$4,000.00	Chase Crowder Foundation	CMS-scholarships for Wolf ridge
\$5,889.13	Target- take charge of education program	CMS- student supplies & scholarships
\$5,950.63	Target- take charge of education program	BV-Building contingency
\$8,515.81	Target- take charge of education program	PC-No designation
\$23,317.79	Wayzata Music education boosters	District secondary band & orchestra program

**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

FEBRUARY 2016

CHECK	VENDOR	DESCRIPTION	DATE	AMOUNT
398580	THELEN HEATING AND ROOFING INC	HS ADD 23-A HVAC	2/17/2016	1,279,279.50
398583	WEIDNER PLUMBING & HEATING CO	NEW ELEM 23-A HVAC	2/17/2016	582,825.00
398239	KRAUS-ANDERSON CONSTRUCTION CO	WHS KA CONSTRUCTION MANAGEMENT FEES	2/2/2016	373,721.61
398840	KRAUS-ANDERSON CONSTRUCTION CO	WHS KA CONSTRUCTION MANAGEMENT FEES	2/25/2016	373,383.20
398596	FIRST STUDENT, INC	TRANSPORTATION	2/18/2016	355,444.97
398578	RTL CONSTRUCTION INC	NEW ELEM 09-A FRAMING AND DRYWALL	2/17/2016	318,952.75
398575	PALMER WEST CONSTRUCTION CO INC	NEW ELEM 07-C MEMBRANE ROOFING	2/17/2016	287,490.90
398567	GRESSER COMPANIES INC	HS ADD - 04-A MASONRY PACKAGE #1	2/17/2016	280,250.00
398468	MAIN LINE TRANSPORTATION INC (MTI)	TRANSPORTATION	2/11/2016	274,862.79
398282	FLYNN MIDWEST LP	WORK SCOPE 07-B - MEMBRANE ROOF REPLACE	2/4/2016	266,711.55
398572	MUSKA ELECTRIC CO	HS ADD 26-A ELECTRICAL	2/17/2016	265,035.23
398558	CD TILE & STONE INC	HS ADD 09-B TILE	2/17/2016	201,039.00
398561	EBERT CONSTRUCTION	NEW ELEM - 03-A BUILDING CONCRETE	2/17/2016	188,400.98
398574	NORTHLAND CONCRETE & MASONRY LLP	NEW ELEM 04-A MASONRY	2/17/2016	169,204.59
398562	ENVISION GLASS INC	NEW ELEM CURTAIN WALL, STOREFRONT & WINDOW	2/17/2016	163,841.75
398573	NAC (NORTHERN AIR CORP)	NEW ELEM 26-A ELECTRICAL	2/17/2016	149,150.00
398559	CONSTRUCTION SYSTEMS INC	NEW ELEM 05-A STRUCTURAL STEEL	2/17/2016	147,517.05
398708	INTERMEDIATE DIST 287	MAR 16 PROVIDED SERVICES	2/23/2016	144,272.00
398503	ENVISION GLASS INC	CURTAIN WALL, WINDOW HS ADD & NEW ELEM	2/12/2016	143,846.50
398563	FLYNN MIDWEST LP	WORK SCOPE 07-B - MEMBRANE ROOFING	2/17/2016	138,795.00
398576	RED CEDAR STEEL ERECTORS INC	HS ADD 05-B STRUCTURAL STEEL - ERECTION	2/17/2016	126,350.00
398319	WEST METRO EDUCATION PROGRAM	INTEGRATION TUITION	2/4/2016	116,814.00
398577	R J MECHANICAL INC	HS ADD 22-A PLUMBING	2/17/2016	109,661.45
398581	VEIT & COMPANY INC	HS ADD 31-A SITE CLEARING & EARTHWORK	2/17/2016	101,354.49
398894	TRUST POINT/FBO WAYZATA SCHOOLS(N CEN TRST)	Payroll accrual	2/29/2016	101,145.00
398584	WELLS CONCRETE	NEW ELEM 03-C PRECAST CONCRETE	2/17/2016	91,702.03
398883	US ENERGY SERVICES, INC	ENERGY-JAN 16	2/25/2016	91,040.92
398441	XCEL ENERGY	MONTHLY ENERGY	2/9/2016	87,354.79
398571	MINNKOTA ARCHITECTURAL PRODUCTS CO INC	NEW ELEM-07-B METAL PANELS	2/17/2016	77,900.00
398295	KIEFER SPECIALTY FLOORING INC	OW-GYM FLOOR REPLACEMENT TO 9/30/15	2/4/2016	75,913.49
398587	WOLD ARCHITECTS AND ENGINEERS	WHS ARTIFICIAL TURF PROJECT #142129	2/17/2016	71,077.50
398869	RIVERPORT INS CO	2ND INSTALL-POL #PSP0167300 PROP COMM/LIAB	2/25/2016	71,051.40
398881	UPPER LAKE FOODS	GROCERIES	2/25/2016	69,137.94
398260	US ENERGY SERVICES, INC	ENERGY-DEC 15	2/2/2016	67,049.39
398585	WENZEL-PLYMOUTH PLUMBING LLC	NEW ELEM 22-A PLUMBING	2/17/2016	63,270.00
398560	CULINEX	NEW ELEM 11-A FOOD SERVICE EQUIPMENT	2/17/2016	59,363.31
398645	WOLF RIDGE ENVIRONMENTAL	EMS-6TH GR FIELD TRIP	2/18/2016	59,007.60
398557	BROTHERS FIRE PROTECTION CO.	NEW ELEM 21-A FIRE SUPPRESSION	2/17/2016	58,833.50
398896	WAYZATA EDUCATION ASSN	Payroll accrual	2/29/2016	57,229.90
398501	WAYZATA EDUCATION ASSN	Payroll accrual	2/12/2016	57,207.05
398566	GRAZZINI BROTHERS & CO	NEW ELEM 09-B TILE	2/17/2016	52,862.35
398263	WOLF RIDGE ENVIRONMENTAL	CMS-ELC FIELD TRIP	2/2/2016	52,661.40
398320	WOLF RIDGE ENVIRONMENTAL	CMS-6TH GR FIELD TRIP	2/4/2016	47,693.00
702505	INSPEC, INC.	WPS DAB WD/DOOR REPLACEMENT-BIDDING	2/26/2016	36,868.72
398564	GEORGE COOK CONSTRUCTION CO	NEW ELEM 06-A CARPENTRY	2/17/2016	34,219.29
398805	WOLD ARCHITECTS AND ENGINEERS	HS-REPLACE WATER HEATER #142153	2/23/2016	29,800.76
702501	HILLYARD INC MINNEAPOLIS	tissue,towels,gloves,soap	2/26/2016	28,983.20
398565	GLEWWE DOORS, INC.	NEW ELEM 08-A DOORS, FRAMES & HARDWARE	2/17/2016	26,214.17
398719	KARBOWSKI, VIRGINIA	HS-PERKINS-PROF SERV 7/1-12/31	2/23/2016	25,000.00
398556	BRETH-ZENZEN FIRE PROTECTION LLC	HS ADD 21-A FIRE SUPPRESSION	2/17/2016	22,110.04
398337	BRAUN INTEREC CORP	WNES-INSPECTION AND MATERIALS TESTING	2/9/2016	21,615.50
398526	MACPHAIL CTR FOR MUSIC	MACPHAIL MUSIC PROG #2 OF 2 FY 15-16	2/16/2016	21,056.20
398720	KARGES-FAULCONBRIDGE, INC	MDE#41664 KL-ReCx THRU 12/31/15	2/23/2016	21,000.00
398858	PAMS LUNCHROOM LLC	SERVICE 1/16	2/25/2016	20,593.95
398541	PARALLEL TECHNOLOGIES INC	CMS-INSTALL JACK	2/16/2016	19,310.09
398779	SERIGRAPHICS SIGN SYSTEMS, INC	KL-BV - ADA ROOM SIGNAGE UPGRADE	2/23/2016	18,662.21
398293	K12 TRANSPORTATION MANAGEMENT SVCS INC	REG,SP ED & DESEG TRANSPORT 1/16	2/4/2016	18,500.00

398682	DIVERSIFIED SNACK DISTRIBUTION INC	GROCERIES	2/23/2016	17,885.82
398899	LIFE INSURANCE CO OF NORTH AMERICA	Ins. Tracking Billing	2/29/2016	16,602.45
702525	TRIO SUPPLY CO	HS-ASSORTED SUPPLIES	2/26/2016	16,407.04
702481	PRO-TEC DESIGN	FIXED FEE	2/18/2016	15,941.94
398864	PLYMOUTH ICE CTR	ATH-JAN 16 G H ICE TIME	2/25/2016	15,648.75
398525	LIFE INSURANCE CO OF NORTH AMERICA	Payroll accrual	2/16/2016	15,614.87
398570	KREMER & DAVIS INC	NEW ELEM 07-A WATERPROOFING & WEATHER	2/17/2016	15,575.25
398841	LANDS BEST FOODS, LLC	GROCERIES	2/25/2016	14,837.35
398892	SCHOOL SERVICE EMPLOYEES	Payroll accrual	2/29/2016	14,707.09
398311	RESTORATION PROFESSIONALS INC	WMS-REPAIR SPRINKLER LEAK	2/4/2016	14,552.77
398498	SCHOOL SERVICE EMPLOYEES	Payroll accrual	2/12/2016	14,513.98
398261	VOIGT'S BUS CO	TRANSPORTATION	2/2/2016	14,045.00
398612	LORENZ BUS CO	EMS-TRANSPORT WR 1/25 & 1/28	2/18/2016	13,650.00
398885	ZOLTAR INVESTMENT GROUP LLC	16th ave rent 3/16	2/25/2016	13,305.02
398694	FLOORS BY BECKERS INC	SSH - Flooring Work Scope for remodel project	2/23/2016	13,134.00
398579	SWANSON & YOUNGDALE, INC.	HS ADD 09-G WALL COVERING & PAINTING	2/17/2016	12,350.00
398569	KMH ERECTORS INC	NEW ELEM 05-B STRUCTURAL STEEL - MATERIAL	2/17/2016	11,400.00
398628	CITY OF PLYMOUTH - FINANCE DEPT	BV-WATER	2/18/2016	11,156.52
398813	BERGIN FRUIT AND NUT COMPANY	GROCERIES	2/25/2016	10,988.26
398546	REPUBLIC SERVICES #894	SERV 1/16	2/16/2016	9,790.13
702494	FOLLETT SCHOOL SOLUTIONS INC	ELEPHANT DANCE BOOK , OW MATH JOURNALS	2/26/2016	9,387.15
398341	BULLIS INSURANCE AGENCY LLC	POLICY #CAP5230572 RENEW POLICY	2/9/2016	9,365.00
398637	RIVERPORT INS CO	DEDUCTIBLE BILLING WORKERS' COMP	2/18/2016	8,480.16
398701	HANUS ENTERPRISES,LLP	bus garage rent 3/16	2/23/2016	8,334.72
398605	ISD #276-MINNETONKA SCHOOLS	S & B DRUG FREE DIRECTOR RO 10/15-12/15	2/18/2016	7,999.71
398411	RIVERPORT INS CO	PSC0103600 WORKERS' COMP	2/9/2016	7,959.00
398680	DENNY'S 5TH AVENUE BAKERY	GROCERIES	2/23/2016	7,511.53
398710	IOCP	comm ed rent 3/16	2/23/2016	7,503.56
398834	HENN CNTY TREASURER	6 MOS TWO-WAY RADIO FEES JULY-DEC	2/25/2016	7,469.16
398649	AGROPUR INC DIVISION OF NATREL USA	DAIRY PRODUCTS	2/23/2016	7,452.44
398427	SRF CONSULTING GROUP, INC.	HS GEOMETRIC LAYOUT THRU 12/31/15	2/9/2016	7,302.88
398538	MOTOROLA	DISTRICT RADIOS	2/16/2016	6,984.00
702476	INSPEC, INC.	WAYZATA EAST MIDDLE SCHOOL 2016 REROOFING	2/18/2016	6,852.50
398413	RUPP, ANDERSON, SQUIRED & WALDSPURGER PA	PROF SERV 10/15	2/9/2016	6,746.50
398666	CENTURY LINK BUSINESS SERVICES	JAN INTERNET	2/23/2016	6,500.00
702480	MOTG (MN OFFICE TECHNOLOGY GRP)	PRINTER MONTHLY MAINTENANCE	2/18/2016	6,455.58
398789	SUCCESS BEYOND THE CLASSROOM	YOUNG AUTHORS CONF MAY 24-27 2016	2/23/2016	6,360.00
398704	HITESMAN & WOLD P.A.	PROF SERV 10/15-12/15	2/23/2016	6,206.00
398825	FAIRVIEW	ATH-TRAINER 15-16 FALL SEASON	2/25/2016	6,166.67
398667	CHILED A INSTITUTE INC	OUT OF STATE TUITION 1/1-1/31	2/23/2016	6,165.00
398749	MPS	PSYCHOLOGY (HIGH SCHOOL VERSION), TENTH EDITION	2/23/2016	6,127.65
398898	LIFE INSURANCE CO OF NORTH AMERICA	Ins. Tracking Billing	2/29/2016	6,102.99
398228	FIRST STUDENT, INC	TRANSPORTATION	2/2/2016	6,052.86
398693	FIRST STUDENT, INC	TRANSPORTATION	2/23/2016	6,047.40
398273	DOUGHTY, JEFFREY	DANCE TEAM APPAREL	2/4/2016	6,023.00
398401	NORTH HENNEPIN COMMUNITY COLLEGE	CONCURRENT ENROLL 9/15-1/16	2/9/2016	6,000.00
398644	WEST METRO LEARNING CONNECTIONS, INC	SPEC PUPIL-1/11-1/22	2/18/2016	5,868.60
398639	SERIGRAPHICS SIGN SYSTEMS, INC	SH-INSTALL SIGNAGE	2/18/2016	5,865.00
398489	VOIGT'S BUS CO	TRANSPORTATION	2/11/2016	5,800.00
398323	AIM ELECTRONICS, INC	ATH-TOUCH PADS	2/9/2016	5,722.50
702463	RELATE COUNSELING CTR	CONTRACT	2/12/2016	5,441.25
398317	VOIGT'S BUS CO	TRANSPORTATION	2/4/2016	5,440.00
702443	INTERSTATE POWER SYSTEMS	MDE #41024 EMERGENCY GEN INSP	2/5/2016	5,201.49
702451	TEAM SPORTING GOODS, INC	BASEBALLS, FOOTBALL EQUIPMENT	2/5/2016	5,200.78
398532	MN BPA REGION 1 (BUS PROF OF AMER)	REGISTER-LDSHP CONF-HS 3/16 64 STUDENTS	2/16/2016	5,160.00
398829	FIRST STUDENT, INC	TRANSPORTATION	2/25/2016	5,011.31
398845	LIFETIME FITNESS, INC.	Lifetime fitness lockerroom rental 3/16	2/25/2016	4,919.30
398762	PLYMOUTH PRESBYTERIAN CHURCH	RENT 2/16	2/23/2016	4,900.00
398665	CENTURY LINK	MONTHLY SERV-1/16	2/23/2016	4,746.52
398600	FIRST STUDENT, INC	TRANSPORTATION	2/18/2016	4,742.37
702462	PEDIATRIC HOME SERVICE	MA Nurse contract 2015-16	2/12/2016	4,725.00
398398	MN SAFETY COUNCIL	MDE#39387 AED BATTERIES	2/9/2016	4,596.80
398549	SCHOOL TECHNOLOGY ASSOC INC (STAI)	True Time Scanners	2/16/2016	4,577.00

398443	XEROX FINANCIAL SERVICES	WPS PRODUCTION COPIER BLANKET	2/9/2016	4,520.00
398220	APPLE INC	iPad dongles for new iPads for staff.	2/2/2016	4,423.90
702491	COMMAND CENTER INC	CUSTODIAL SUBS 1/19-1/28	2/26/2016	4,410.40
398471	MN DECA	REGISTER-STATE CONF 3/5-3/8	2/11/2016	4,260.00
398783	SKYWARD INC	W2 & 1099 printing	2/23/2016	4,254.78
398670	COLLEGE TOWN PIZZA INC #1966	PIZZA	2/23/2016	4,242.00
398740	MILLER 32ND AVE, LLC	MILLER AVE RENT 3/16	2/23/2016	4,224.01
702510	PEDIATRIC HOME SERVICE	MA Nurse contract 2015-16	2/26/2016	4,200.00
398254	SCHMITTY & SONS / GRAY LINE MPLS	TRANSPORTATION	2/2/2016	4,156.76
398768	RAV TECHNOLOGIES, INC	PC-TECH UPDATES	2/23/2016	4,015.50
398648	ADVANCE PIERRE FOODS	GROCERIES CUST#602590	2/23/2016	4,012.00
398887	CORPORATE HEALTH SYSTEMS INC	Payroll accrual	2/29/2016	3,993.35
398485	TERRELL DANIELS INC	COMM-PROF SERV 1/4-1/8	2/11/2016	3,781.80
702522	TIERNEY BROTHERS, INC.	TECH-SMART BRD PENS	2/26/2016	3,739.50
398448	AIRPORT TAXI, INC	TRANSPORTATION	2/11/2016	3,674.00
398504	ACOUSTICS ASSOCIATES	BV - ACOUSTIC WALL PANEL FABRIC REPLACEMENT	2/16/2016	3,640.00
398863	CITY OF PLYMOUTH - FINANCE DEPT	FUEL USAGE-JAN 16	2/25/2016	3,576.36
398270	CENTER FOR EFFICIENT SCHOOL OPERATIONS	CUSTODIAL MGMT 12/15/15-1/14/16	2/4/2016	3,500.00
702461	MOTG (MN OFFICE TECHNOLOGY GRP)	SUPPLIES	2/12/2016	3,482.57
398818	BRAUN INTEREC CORP	WMS-PARKING LOT THRU 1/22/16	2/25/2016	3,477.70
398430	TARGET CTR	DANCE TICKETS-HS	2/9/2016	3,456.00
398277	ENVIROMENTAL PROPERTY AUDIT, INC (EPA)	MDE#GEN BV-ASBESTOS ABATEMENT	2/4/2016	3,436.55
398405	CITY OF PLYMOUTH - FINANCE DEPT	FUEL USAGE-DEC 15	2/9/2016	3,370.89
398431	THIRD PARTY INTEGRITY INC	MA BILLING 12/15	2/9/2016	3,333.32
702521	STAPLES ADVANTAGE	STAPLES BLANKET PO	2/26/2016	3,316.08
398590	AUTOMATED LOGIC CORP	HS-AHU 202	2/18/2016	3,259.00
398601	FRONTLINE TECHNOLOGIES INC	APPLITRACK RECRUITING 10/27/15-10/26/16	2/18/2016	3,145.80
398552	WAYZATA COMMUNITY CHURCH	LEASE 2015-16 WCC 2/16	2/16/2016	3,129.88
702489	TRUSTED EMPLOYEES	BACKGROUND CKS	2/18/2016	3,107.70
398470	MIDWEST EDUCATIONAL CONSULTANTS	GL-TRAINING 10/15 & 11/15	2/11/2016	3,100.00
702488	STAPLES ADVANTAGE	GR 3 SUPPLIES	2/18/2016	3,096.69
398453	CORPORATE HEALTH SYSTEMS INC	FLEX PROCESS-1/16 & COBRA	2/11/2016	3,025.76
398262	WEST LUTHERAN HIGH SCHOOL	TEXTBOOK REIMBURSEMENT	2/2/2016	3,007.98
398404	CITY OF PLYMOUTH - FINANCE DEPT	DIAL-A-RIDE TICKETS (100)	2/9/2016	3,000.00
398836	KARGES-FAULCONBRIDGE, INC	MDE#41664 KL-ReCx THRU 1/31/16	2/25/2016	3,000.00
398281	FIRST STUDENT, INC	TRANSPORTATION	2/4/2016	2,997.03
398233	INTERPREP INC	CONSULTANT WORLD LANGUAGE	2/2/2016	2,890.68
398248	OVER E-Z DIVE CENTER	HS-DIVING-SWIM CLASSES	2/2/2016	2,752.50
398900	CITY OF PLYMOUTH - FINANCE DEPT	CMS-DEMO PERMIT	2/29/2016	2,731.75
398671	COLLEGE TOWN PIZZA INC #1937	PIZZA	2/23/2016	2,730.00
398688	ENGINEERING DESIGN INITIATIVE LTD	Blanket PO for fiber consulting 1/16	2/23/2016	2,708.00
702473	BOILER SERVICES, INC	ESC UNIT HEATER	2/18/2016	2,625.00
398646	YEADON FABRIC DOMES LLC	DOME-CLAMP STRIPPING	2/18/2016	2,612.25
398689	ENVIROBATE	MDE# GEN OW-ASBESTOS ABATE	2/23/2016	2,598.00
398794	TROPICANA CHILLED DSD	BEVERAGES-CUST #124737	2/23/2016	2,588.42
702474	GENERAL SPORTS CORPORATION	BASEBALL APPAREL	2/18/2016	2,572.00
398222	CASTLE PLUMBING INC	ELM CREEK-WATER HEATER	2/2/2016	2,525.00
702442	ECM PUBLISHERS, INC	WZ COMMUNICATOR-JAUNUARY 2016	2/5/2016	2,502.28
702471	TEAM SPORTING GOODS, INC	BASEBALL EQUIPMENT	2/12/2016	2,496.79
398548	SCHMITTY & SONS / GRAY LINE MPLS	TRANSPORTATION	2/16/2016	2,394.10
398287	HILL CO, ROBERT B.	OW-SALT	2/4/2016	2,371.32
702493	ECM PUBLISHERS, INC	Trojan Tribune FEB edition	2/26/2016	2,370.57
398870	R J MECHANICAL INC	HS-DRINKING FOUNTAIN	2/25/2016	2,325.00
398865	PRODOCON INC	BV-GLYCOL	2/25/2016	2,313.19
398321	YOUTH FRONTIERS, INC	OW-5TH GR RETREAT 1/8/16	2/4/2016	2,245.00
398507	APPLE INC	iPad dongles for new iPads for staff.	2/16/2016	2,211.95
398822	DOUGHTY, JEFFREY	DANCE TEAM APPAREL	2/25/2016	2,082.00
398816	BLB CONSULTING LLC	CSF-SCHOOLDUDE/REVIT SERV	2/25/2016	2,077.50
398465	KANSAS STATE UNIVERISTY	APBP PROJECT EXAMS 1/16 (24 STUDENTS)	2/11/2016	2,064.00
398602	GOODIN CO	EMS-TOILET REPAIR SUPPLIES	2/18/2016	2,023.15
398346	CLARITY CENTRAL	PC-PROF SERV	2/9/2016	2,000.00
151601048	PASHINA, KEN	REIMBURSEMENT	2/3/2016	1,991.05
702502	HOUGHTON MIFFLIN CO LLC	WORLD HISTORY STUDENT EDITIONS	2/26/2016	1,974.70

398652	ART INSTITUTES INTERNATIONAL MINNESOTA (AIM)	SPEC PUPIL-TUITION SG	2/23/2016	1,974.00
398592	BUCK HILL SKI AREA	ATH-A LIFT TICKETS 1/19/16	2/18/2016	1,941.55
398685	DVM PIZZA, INC	PIZZA	2/23/2016	1,882.50
702509	MP NEXLEVEL LLC	2016 LOCATE AGREEMENT	2/26/2016	1,870.31
151601140	NAUMANN, ANNE	REIMBURSEMENT	2/17/2016	1,835.30
398613	MACHINE SAFETY MGMT	MDE#41007 CMS-WKSP SAFETY INSTALL	2/18/2016	1,813.76
398418	SHINK, ANTHONY	TUTORING-BRIGHTMONT ACADEMY	2/9/2016	1,812.50
398861	PARK SQUARE THEATRE	CMS-7TH GR FIELD TRIP DEPOSIT 4/21/16	2/25/2016	1,750.00
398221	BATTERIES R US	KL-SINK BATTERIES	2/2/2016	1,744.19
398872	SHAMROCK GROUP	CMS & WMS-SLUSHY SUPPLIES	2/25/2016	1,725.00
398370	HOME DEPOT/GEFCF	BV-PIPING SUPPLIES	2/9/2016	1,669.08
398300	MAVO SYSTEMS, INC	MDE#GEN CMS-MOLD REMEDIATION	2/4/2016	1,659.60
702470	STAPLES ADVANTAGE	SUPPLIES	2/12/2016	1,657.85
702503	INNOVATIVE GRAPHICS	OW-T-SHIRTS	2/26/2016	1,656.00
398653	AUTOMATED LOGIC CORP	CMS - BAS REPLACEMENT 2015 THRU 2/29/16	2/23/2016	1,630.20
702454	COMMAND CENTER INC	CUSTODIAL SUBS	2/12/2016	1,609.20
398309	R & R SPECIALTIES, INC.	ARENA-TIRES	2/4/2016	1,583.65
398848	MCCARTNEY, SHARON	PF SPANISH CLASSES 1/16	2/25/2016	1,575.00
398322	2ND WIND EXERCISE INC	EQUIPMENT MAINTENANCE AGREEMENT	2/9/2016	1,554.00
398634	PUBLIC STORAGE	STORAGE 3/16	2/18/2016	1,544.00
398445	ZIEGLER INC	CSF-SKID LOADER MAINT	2/9/2016	1,536.89
398256	THREE RIVERS PARK DISTRICT	GW-3RD GR TUBING 2/12/16	2/2/2016	1,536.00
398594	DOYLE SECURITY PRODUCTS	WELS & BV-STOCK	2/18/2016	1,497.00
398807	XCEL ENERGY	16TH AVE-ENERGY 1/2/16-2/1/16	2/23/2016	1,475.39
702441	COMMERCIAL KITCHEN SERVICES	WMS-PASS THRU WARMER	2/5/2016	1,459.23
398659	BROWN'S ICE CREAM CO	GROCERIES	2/23/2016	1,433.00
398664	CDW GOVERNMENT, INC	Network phone equipment for WELS	2/23/2016	1,401.20
151601163	WOBSCHALL, ALISON	REIMBURSEMENT	2/17/2016	1,385.07
702513	SCHMITT MUSIC CO	Piccolo adjust.	2/26/2016	1,381.80
398875	SRF CONSULTING GROUP, INC.	HS GEOMETRIC LAYOUT THRU 1/31/16	2/25/2016	1,369.29
398547	SAM'S CLUB	LAKER'S BREAKFAST NOOK SUPPLIES 1/16	2/16/2016	1,345.98
702452	ACT, INC	TEST BOOKLETS	2/12/2016	1,260.00
398340	BUCK HILL SKI AREA	HS-INVITE LIFT TICKETS 12/22/15	2/9/2016	1,250.75
398476	OFFICE OF ENTERPRISE TECHNOLOGY	VOICE SERV THRU 12/31/15	2/11/2016	1,238.44
398641	TERRAPIN SOFTWARE	BEE-BOTS K AND 1ST	2/18/2016	1,223.90
702457	ECOLAB PEST ELIMINATION DIV	PEST CONTROL	2/12/2016	1,217.97
151601133	MARGET, DONNA	REIMBURSEMENT	2/17/2016	1,210.08
398475	NORTHERN LIGHTS	SNOW DAYS DANCE-DJ	2/11/2016	1,210.00
151601144	PASHINA, KEN	REIMBURSEMENT	2/17/2016	1,202.13
398339	BRILLIANT MINDFULNESS LLC	PROF SERV-LCTS TERM 2	2/9/2016	1,200.00
398363	HANG SAFE HOOKS	WELS-HOOKS	2/9/2016	1,194.00
702507	MEI - MINNESOTA ELEVATOR INC	FEB - CONTRACT 75003	2/26/2016	1,177.69
398817	BLICK ART MATERIALS	CMS ART DRYING RACK	2/25/2016	1,174.00
398857	OLSON, ROCHELLE	REIMBURSE-PIP LEADERSHIP CONF 2/16	2/25/2016	1,100.19
398782	SKILLS USA-MINNESOTA	REGISTER-STATE CONF 4/1-4/3	2/23/2016	1,100.00
398461	HAMEL BUILDING CTR	CMS-LUMBER	2/11/2016	1,097.74
398696	GEAR WEST SKI & RUN	ATH-N SKI SUPPLIES	2/23/2016	1,089.39
398514	DISCOUNT SCHOOL SUPPLY	BUTCHER PAPER	2/16/2016	1,082.19
702450	STAPLES ADVANTAGE	media center supplies	2/5/2016	1,059.86
398837	KIDCREATE STUDIO	CED-PROF SERV SH,BV & PC	2/25/2016	1,058.00
398753	NORTHSTAR LACROSSE	ATH-BALLS	2/23/2016	1,050.00
398454	EASTER, MARK	HS-PIANO TUNING	2/11/2016	1,045.00
398820	COMMERCIAL DOOR SYSTEMS, INC	HS-DR CLOSER	2/25/2016	1,028.00
398386	MACIE PUBLISHING CO	PC-RECORDERS	2/9/2016	1,002.56
398297	LIFETIME FITNESS, INC.	RACQUETBALL 9/21/15 & 11/9/15	2/4/2016	1,000.00
398621	PAI, ATUL	REFUND-GERMAN TRIP CANCELLED	2/18/2016	1,000.00
398247	MINNETONKA-HOPKINS GYMNASTICS ASSN	ATH-GYM USE 12/28-12/30 & 1/2-1/3	2/2/2016	960.00
398438	WAYZATA, CITY OF	AD-WATER/SEWER	2/9/2016	953.91
398361	HAMEL BUILDING CTR	WELS-HOME BASE-SUPPLIES	2/9/2016	950.40
398622	PARALLEL TECHNOLOGIES INC	HS-WIRING B-101	2/18/2016	939.40
398884	XEROX FINANCIAL SERVICES	ECSE RM D116 & WELCOME CENTER COPIER BLANKET	2/25/2016	933.96
398515	FASTSIGNS	CED-HB-BANNERS	2/16/2016	932.52
398434	TRUST POINT/FBO WAYZATA SCHOOLS(N CEN TRST)	ADM FEES-4TH QTR	2/9/2016	930.57

398824	ENVIROMENTAL PROPERTY AUDIT, INC (EPA)	MDE#GEN OW-ASBESTOS REMOVAL	2/25/2016	929.50
398271	CITY OF MINNETONKA	GENERAL ELECTION EXPENSE	2/4/2016	923.11
398860	PARK SQUARE THEATRE	CMS-7TH GR FIELD TRIP DEPOSIT 4/22/16	2/25/2016	910.00
398278	EXCEL IMAGES	CHOIR T-SHIRTS-SH	2/4/2016	900.07
398620	NORTHERN STAR COUNCIL/BSA	OWHB-BASE CAMP DEPOSIT 8/5/16	2/18/2016	900.00
702492	COMMERCIAL KITCHEN SERVICES	CMS-blodget rack oven	2/26/2016	899.82
702459	MACKIN EDUCATIONAL RESOURCES	MEDIA CENTER BOOKS	2/12/2016	877.59
398842	LARSON CO, J. H.	CMS & WELS-LAMPS	2/25/2016	865.50
398609	LAROCHELLE, DAVID	OW-AUTHOR PRESENTATION 2/16/16	2/18/2016	850.00
398505	AIR PURIFICATION & ENERGY CONSERVATION	WMS-FILTERS	2/16/2016	843.08
702455	ECM PUBLISHERS, INC	CMS AFB	2/12/2016	841.34
398661	BURNS, GREGORY	REIMBURSE-SPEC PUPIL 11/15-12/15	2/23/2016	837.00
398642	TIES	WATS BILLING 12/15	2/18/2016	835.69
702511	PRO-TEC DESIGN	SUMMER CONSTRUCTION	2/26/2016	823.28
398542	PEACE LOVE AND CHOCOLATE BAR LLC	T-SHIRTS-HS (ROBOTICS)	2/16/2016	808.00
398243	LINDGREN DESIGN, IRENE	PROF SERV	2/2/2016	787.50
398276	ELECTRIC MOTOR REPAIR, INC	BV-REPAIR PUMP2/BOILER 1 MOTOR	2/4/2016	772.63
398313	SHAMROCK GROUP	HS-SLUSHY SUPPLIES CUST#03293	2/4/2016	770.60
398285	HERC-U-LIFT, INC	MDE#41005 REPAIR AERIAL LIFT	2/4/2016	768.85
398499	TEENS ALONE	Payroll accrual	2/12/2016	767.50
398893	TEENS ALONE	Payroll accrual	2/29/2016	767.50
398312	RETROFIT COMPANIES INC	MDE#41013 ARENA-HAZ WASTE FEE	2/4/2016	765.51
398325	ALLINA HEALTH	OCC HEALTH HIST & PHYSICAL	2/9/2016	761.00
398478	PHASOR ELECTRIC CO	EMS-BREAKER	2/11/2016	760.10
398437	US ENERGY SERVICES, INC	MGMT FEE 2/16	2/9/2016	743.00
398540	NORTHERN SPECIALTIES INC	CMS-GREENHOUSE	2/16/2016	738.40
398307	PLYMOUTH ROTARY	CED-DUES & MEALS THRU 3/16	2/4/2016	730.00
398343	CDW GOVERNMENT, INC	HEADSETS FOR ACCESS TESTING	2/9/2016	719.90
151601209	WESTRUM, JAMES	REIMBURSEMENT	2/24/2016	711.49
398416	SEGUE CONSULTING PARTNERS	PD FOR MUSIC CURRICULUM REVIEW	2/9/2016	700.00
398769	RAV TECHNOLOGIES, INC	CMS-CUL EXP-MONITOR	2/23/2016	700.00
398850	MINNESOTA QUIZ BOWL ALLIANCE	HS-REGISTER (8 TEAMS)	2/25/2016	690.00
398790	SUMDOG INC	KL-SUBSCRIPTION	2/23/2016	684.00
398250	PEPPER & SON INC., J. W.	MS-ORCH MUSIC	2/2/2016	664.08
398866	PROFESSIONAL INTERPRETING	INTERPRETER	2/25/2016	663.60
398750	MINNETONKA SCHOOL DIST #276	ATH-TRUE TEAM FEE	2/23/2016	663.00
398655	BAYFIELD FRUIT CO	OW-GROCERIES	2/23/2016	662.15
702495	GOPHER SPORT	GW-EQUIPMENT BAGS	2/26/2016	658.45
398500	UNITED WAY	Payroll accrual	2/12/2016	655.00
398895	UNITED WAY	Payroll accrual	2/29/2016	655.00
398800	WAYZATA HIGH SCHOOL SENIOR CLASS PARTY	JAN VOLUNTEER HRS	2/23/2016	650.00
398464	INTERMEDIATE DIST 287	CED-DI TRAINING 1/9/16	2/11/2016	645.00
398218	ABAMATH LLC	CED-COMPETITIVE COMPUTER CODING	2/2/2016	641.25
702458	FOLLETT SCHOOL SOLUTIONS INC	6TH GRADE HEALTH	2/12/2016	640.00
398638	SCIENCE MUSEUM OF MN	SH-2ND GR FIELD TRIP 4/20/16	2/18/2016	630.00
398662	CAMMACK, DAVID	ATH-REIMBURSE-A SKI SUBLIMATED BIBS	2/23/2016	617.45
398463	HILDI INC	PROF SERV THRU 12/14/15	2/11/2016	615.00
398717	JONES, PATRICK	EMS-PROF SERV-AUTHOR	2/23/2016	600.00
398771	RINGHOFER, CHUCK	REIMBURSE-A SKI HEATERS & SUPPLIES	2/23/2016	599.50
398614	MIDWEST MICROSCOPE SERVICE	CMS-REPAIR MICROSCOPE	2/18/2016	599.00
398551	STATE TOURNAMENT BANQUET	ATH-GYMNASTICS BANQUET TICKETS	2/16/2016	560.00
398460	GOLDEN VALLEY SUPPLY CO	WMS-REPLACE SPRINKLER & CEILING TILE	2/11/2016	553.63
398308	PROFESSIONAL INTERPRETING	INTERPRETER	2/4/2016	547.70
398780	SHOREVIEW COMMUNITY CTR	OWHB-SHOREVIEW TRIP 4/5/16	2/23/2016	547.20
398871	SENDEN, BRENDA	REIMBURSE-ATH-B H HOSPITALITY RM & BREAKFAST	2/25/2016	540.53
702446	MOORE MEDICAL LLC	NON PUBLIC PROVIDENCE	2/5/2016	537.61
398810	AIR PURIFICATION & ENERGY CONSERVATION	WMS-FILTERS	2/25/2016	536.56
398852	MINNETONKA SCHOOL DIST #276	WEST SUBURBAN MGR MEETING 2/22/16	2/25/2016	531.54
398859	PARALLEL TECHNOLOGIES INC	WMS-INSTALL AP	2/25/2016	526.69
398502	WAYZATA PUBLIC SCH EDUCATION FOUNDATION	Payroll accrual	2/12/2016	521.00
398897	WAYZATA PUBLIC SCH EDUCATION FOUNDATION	Payroll accrual	2/29/2016	521.00
398765	PROFESSIONAL INTERPRETING	INTERPRETER	2/23/2016	514.00
151601052	RICE, MICHAEL	REIMBURSEMENT	2/3/2016	513.63

398568	HENN CNTY TREASURER	MISC FEES OUTSIDE GYM	2/17/2016	506.00
398245	MPLS GLASS CO	WMS-REPLACE GLASS	2/2/2016	504.59
398314	THOMAS, MARGARET	HS-REPAIR ZIPPERS,BAGS ETC FOR CHOIR	2/4/2016	504.00
398397	MN SAFETY COUNCIL	MDE#41018 DUES	2/9/2016	495.00
398275	EBC (EDUCATORS BENEFIT CONSULTANTS)	HR-1/16 FEE	2/4/2016	489.00
151601156	SKERBITZ, WILLIAM	REIMBURSEMENT	2/17/2016	488.31
398456	FORD & HARRISON LLP	HR-PROF SERV 12/15	2/11/2016	487.50
398492	COMMUNITY HEALTH CHARITIES-MN	Payroll accrual	2/12/2016	485.00
398886	COMMUNITY HEALTH CHARITIES-MN	Payroll accrual	2/29/2016	485.00
398253	SANS	HS-HEADSET CABLES	2/2/2016	483.00
398615	MN PIONEER PARK	PC-2ND GR FIELD TRIP 5/10/16 & 5/13/16	2/18/2016	480.00
398823	EASTER, MARK	HS-PIANO TUNING	2/25/2016	475.00
702478	MOORE MEDICAL LLC	HEALTH SUPPLIES	2/18/2016	467.59
398593	CLASSROOM SUPPLY	SCHOOL STORE SUPPLIES-KL	2/18/2016	467.15
398399	NAPA AUTO PARTS OF CORCORAN	CSF-LOWER SHOP SUPPLIES	2/9/2016	466.26
398511	CHANHASSEN HIGH SCHOOL	HS-REGISTER SPEECH TOURN	2/16/2016	466.00
398442	XCEL ENERGY	HS-ELEC METER #17612015	2/9/2016	462.47
398831	GOODIN CO	HS-PLUMBING SUPPLIES	2/25/2016	460.24
398748	MOY, WILSON	REIMBURSE-SUPPLIES-G HOCKEY SR NIGHT	2/23/2016	456.44
398623	PEPPER & SON INC., J. W.	BAND MUSIC-HS	2/18/2016	455.91
398267	AMERICAN PRESSURE, INC	GARAGE PRESSURE WASHER	2/4/2016	454.40
398524	LANGUAGE LINE SERVICES	BLANKET PO 2015-16	2/16/2016	450.49
398257	TNT AUDIO	ATH-DANCE-SOUND SERVICES 1/7/16	2/2/2016	450.00
398486	TIGER ATHLETICS INC	HS-LEASE LEVY GROUP FITNESS CLASSES	2/11/2016	450.00
398809	A SURE BET CASINO PARTIES LLC.	CASINO NIGHT 2/6/16	2/25/2016	450.00
398535	MN LANDSCAPE ARBORETUM	GL-3RD GR FIELD TRIP 2/17/16	2/16/2016	446.00
398744	MN INTERSCHOLASTIC ATHLETIC ADMIN ASSN.	ATH-REGISTER-STATE CONF	2/23/2016	445.00
398539	MTI DISTRIBUTING INC	CSF-TORO 4000D SUPPLIES	2/16/2016	441.19
398608	JOHNSTONE SUPPLY	16TH AVE-FAN MOTOR	2/18/2016	436.05
398625	PHASOR ELECTRIC CO	16TH AVE-ELEC REPAIR	2/18/2016	434.75
398459	GEAR WEST SKI & RUN	ATH-N SKI SUPPLIES	2/11/2016	434.45
398229	FUN2RAISE MARKETING & EVENTS	CED-AD 2016 SUMMER FUN GUIDE	2/2/2016	411.60
398553	WEST MUSIC CO	KL-RECORDERS	2/16/2016	409.20
398355	EBC (EDUCATORS BENEFIT CONSULTANTS)	admin and compliance service 2/16	2/9/2016	406.80
398304	MN SCHOOL BOARDS ASSN	LCONF LUNCH-BL	2/4/2016	406.00
398619	NEW WAY HYPNOSIS CLINIC, INC	CED-PROF SERV 1/27/16	2/18/2016	396.00
398310	R & J LASERWORKS, LLC	DANCE AWARDS	2/4/2016	384.00
398847	MARS CO, W. P. & R.S.	MDE#41003 EMS-WOODSHOP-PPE SUPPLIES	2/25/2016	381.54
398606	J & R SCHOOL SUPPLIES	SCHOOL STORE SUPPLIES-KL	2/18/2016	380.92
702490	ALLEGRA PRINT & IMAGING	LAC PLATFORM HANDOUTS	2/26/2016	379.66
398799	WATSON CO INC., THE	GROCERIES	2/23/2016	378.75
151601198	RICHTER, ANN	REIMBURSEMENT	2/24/2016	378.00
398421	SKILLZY'S LLC	TEAM CARDS FOR GSO-ATH	2/9/2016	377.20
398711	IRON MOUNTAIN	DIST-STORAGE 2/15	2/23/2016	365.99
398510	CENTERPOINT ENERGY	12955-16TH AVE-GAS 12/22/15-01/22/16	2/16/2016	365.85
398288	IDENTITY PRINTING INC	PIP GRANT-POSTERS	2/4/2016	365.00
398506	AMERICAN CARTON & POLYBAG INC	CSF-CONSTRUCTION SUPPLIES	2/16/2016	356.25
398882	US FOODS CULINARY E & S	SMALL WARES CUST#H0011568	2/25/2016	356.16
398635	PUBLIC STORAGE 08316	STORAGE 3/16	2/18/2016	344.00
398582	W L HALL CO	NEW ELEM 08-D TRANSLUCENT WALL SYSTEMS	2/17/2016	340.67
398675	CZECH, HEATHER	REIMBURSE-FOOD-SKATE W/TROJANS	2/23/2016	336.06
398833	GROTH MUSIC CO	BV-4TH GR RECORDERS	2/25/2016	328.10
398439	WAYZATA ROTARY	HS-DUES & MEALS 1/16-3/16	2/9/2016	325.00
151601172	CHRISTENSEN, ABBY	REIMBURSEMENT	2/24/2016	325.00
398523	KIDCREATE STUDIO	CED-KL-PROF SERV	2/16/2016	322.00
151601068	ANDERSON, CHACE	REIMBURSEMENT	2/10/2016	320.75
398855	NOVAK, GRETCHEN	CED-FITNESS SAMPLER WINTER 16	2/25/2016	318.60
398264	A-1 MINNETONKA RENTAL INC	GL-TABLES FOR SCIENCE FAIR	2/4/2016	316.46
702445	MINVALCO	BV & SSH	2/5/2016	315.20
151601027	BRISLEY, SUSAN	REIMBURSEMENT	2/3/2016	314.77
398536	MN LANDSCAPE ARBORETUM	GL-3RD GR FIELD TRIP 2/18/16	2/16/2016	314.00
151601046	MYERS, LARRY	REIMBURSEMENT	2/3/2016	312.00
398274	DOYLE SECURITY PRODUCTS	DIST-MAINT SUPPLIES	2/4/2016	305.48

151601064	WESTGARD, BRIAN	REIMBURSEMENT	2/3/2016	305.00
398242	LEMINH, LISA	REIMBURSE1-FOOD-GYM DINNER	2/2/2016	303.02
398356	EDEN PRAIRIE HIGH SCHOOL	HS-EAGLE SPEECH INV	2/9/2016	301.00
398232	HUSKY HOOPS	ATH-B BB ENTRY 12/30/15	2/2/2016	300.00
398252	ROCK ELM TAVERN	FOOD-TEA FOR TOTS	2/2/2016	300.00
398283	GASCH, BOB	GL-2ND GR STORY TELLING 1/12/16	2/4/2016	300.00
398373	IOWA CITY WEST DEBATE	HS-KANELIS NAT'L INV 2/19-2/21 (4 TEAMS)	2/9/2016	300.00
398520	HIGHLAND PK SR HIGH SPEECH & DEBATE BOOSTERS	HS-TAMUR KAPLAN INVITE 11/15	2/16/2016	300.00
398832	GRAINGER INC., W. W.	PC-ENTRY HEATER	2/25/2016	298.95
398284	GOODIN CO	HS-REGULATOR	2/4/2016	293.67
398328	APPLE VALLEY SPEECH & DEBATE BOOSTERS	HS-MINNEAPPLE SPEECH TOURN	2/9/2016	292.00
398788	ST. MICHAEL-ALBERTVILLE HIGH SCHOOL	HS-REGISTER SPEECH-NFL	2/23/2016	286.00
702440	ALLEGRA PRINT & IMAGING	GHO POSTERS	2/5/2016	284.70
398380	LAKEVILLE NORTH HIGH SCHOOL	ATH-GYM INVITE 1/16/16	2/9/2016	275.00
398420	SIEBENALLER, STEVE	OFFICIAL	2/9/2016	275.00
398512	CPD CENTRAL POWER DISTRIBUTORS	CSF-GARAGE SERV PARTS	2/16/2016	274.50
398303	MN HISTORICAL SOCIETY	JJ HILL FIELD TRIP-HS 1/8/16	2/4/2016	270.00
398513	DEMCO, INC.	CMS-MEDIA CENTER-SUPPLIES	2/16/2016	269.45
398496	PHEAA	Payroll accrual	2/12/2016	265.35
398890	PHEAA	Payroll accrual	2/29/2016	265.35
398479	PROFESSIONAL INTERPRETING	INTERPRETER	2/11/2016	264.80
398455	FAIRVIEW	ATH-TRAINER-DANCE INV 1/16/16	2/11/2016	262.50
398376	JIM THE PIANO GUY	CMS-ACCOMPANIST 1/14/16	2/9/2016	257.00
151601050	REED, MARIE	REIMBURSEMENT	2/3/2016	256.20
398347	COUNTRYSIDE CATERING	CED-ADVISORY COUNCIL DINNER 2/1/16	2/9/2016	256.16
398298	LOFFLER COMPANIES, INC.	HS-STAPLES	2/4/2016	254.40
398846	LOFFLER COMPANIES, INC.	HS-STAPLES	2/25/2016	254.00
398318	WAYZATA COMMUNITY CHURCH	RETREAT FACILITY USE-HS 3/1/16	2/4/2016	250.00
398493	IRS CENTER - UNITED STATES TREASURY	Payroll accrual	2/12/2016	250.00
398529	MATH MASTERS OF MN	WMS-REGISTER 2 TEAMS 3/5/16	2/16/2016	250.00
398888	IRS CENTER - UNITED STATES TREASURY	Payroll accrual	2/29/2016	250.00
702477	MEI - MINNESOTA ELEVATOR INC	HS ELEVATOR REPAIR	2/18/2016	245.16
151601173	DZUBAY, MIKE	REIMBURSEMENT	2/24/2016	244.00
398681	DENNY, ROGER	OFFICIAL	2/23/2016	243.00
398534	MN INTERSCHOLASTIC ATHLETIC ADMIN ASSN.	REGISTER-STATE CONF	2/16/2016	240.00
398521	INGRAM LIBRARY SERVICES	CMS-MEDIA CTR BKS	2/16/2016	236.88
398811	ALLINA HEALTH SYSTEM	PRE-EMPLOY SCREENING 2/1/16	2/25/2016	235.00
398629	PLYMOUTH ICE CTR	PC-4TH GR FIELD TRIP 2/3/16	2/18/2016	232.00
398647	10K CUSTOM LETTERING	PC-TSHIRTS	2/23/2016	231.25
398853	MINNETONKA COMMUNITY EDUC & SERVICES	CED-AD COUNCIL WKSP 1/27/16	2/25/2016	230.50
398728	LAMINATOR.COM	PC-LAMINATING FILM	2/23/2016	229.90
398402	ORASKOVICH, SADIE	OFFICIAL	2/9/2016	228.00
398435	TUTEWOHL, MISSY	OFFICIAL	2/9/2016	228.00
398889	PERFORMANT RECOVERY INC	Payroll accrual	2/29/2016	227.13
398342	CAMERON, AMBER	OFFICIAL	2/9/2016	225.00
398362	HANDBERG, JESSICA	OFFICIAL	2/9/2016	225.00
398409	RADTKE, FAYE	OFFICIAL	2/9/2016	225.00
398419	SIEBENALLER, BETH	OFFICIAL	2/9/2016	225.00
398429	SWIGGUM, MARK	OFFICIAL	2/9/2016	225.00
398656	BECKER, JEFF	OFFICIAL	2/23/2016	219.00
398736	MCGIVERN, FRANK	OFFICIAL	2/23/2016	219.00
398787	STEFFENS, KEITH	REIMBURSE-A SKI HEATER	2/23/2016	217.61
398844	LETTERMEN SPORTS	G S & D STATE PATCHES	2/25/2016	217.46
702444	MC GRAW HILL COMPANIES	BUILDING CITIZENSHIP- 1 YEAR DIGITAL SUBSCRIPTION	2/5/2016	217.23
151601132	LENTZ, CHRISTINE	REIMBURSEMENT	2/17/2016	217.00
398446	ACME TOOLS - PLYMOUTH	CSF-DRILL & COAT HOOKS	2/11/2016	214.47
151601211	ZAFFARANO, ERICA	REIMBURSEMENT	2/24/2016	214.12
151601059	SONSTEGARD, LAURIE	REIMBURSEMENT	2/3/2016	214.05
398603	GRAINGER INC., W. W.	HVAC-TEST SWITCH	2/18/2016	214.03
398821	CUB FOODS	GROCERIES-CUST#27	2/25/2016	210.06
398292	K & K EXPRESS LLC DBA K2 LOGISTICS	SP ED-SHIPPING	2/4/2016	208.34
398699	GOPHER STATE ONE-CALL	2016 ANNUAL FACILITY OPERATOR FEE	2/23/2016	207.30
398330	BARNES & NOBLE	BOOKS KIRCHNER	2/9/2016	205.36

151601165	ZAFFARANO, ERICA	REIMBURSEMENT	2/17/2016	205.32
398494	PERFORMANT RECOVERY INC	Payroll accrual	2/12/2016	204.89
398358	GRAINGER INC., W. W.	CSF-LOCK SUPPLIES	2/9/2016	203.86
151601051	REYNOLDS, ELIZABETH	REIMBURSEMENT	2/3/2016	203.31
398246	MPLS OFFICIALS ASSN	OFFICIALS-ATH 11/14/15	2/2/2016	200.00
398302	MN ASSN OF SCHOOL BUSINESS OFFICIALS	MDE#41018 CONF	2/4/2016	200.00
398473	MINNETONKA-HOPKINS GYMNASTICS ASSN	GYMNASTICS-GYM USE 1/18	2/11/2016	200.00
398873	SHERMAN, IRENE	CED-PROF SERV 2/1/16	2/25/2016	200.00
398876	THREE RIVERS PARK DISTRICT	OWHB-DEPOSIT 8/1/16	2/25/2016	200.00
398403	PEPPER & SON INC., J. W.	HS-VOCAL MUSIC	2/9/2016	197.08
398324	ALLINA HEALTH SYSTEM	PRE-EMPLOY SCREENING	2/9/2016	190.00
398490	YOUNGBLOOD LUMBER CO	WELS-WALL PANELS	2/11/2016	187.76
151601191	MATTIOLI, VALERIE	REIMBURSEMENT	2/24/2016	184.14
398469	MIDWEST AUDIO VISUAL	CUL EXP-REPAIRED CABINET & KEYBOARDS	2/11/2016	180.00
398643	TRANS-MISSISSIPPI BIOLOGICAL	BLANKET-LIVING MATERIALS-SCIENCE CTR	2/18/2016	179.64
151601171	BOCKSELL, ELAINE	REIMBURSEMENT	2/24/2016	175.00
398743	MN DRIVER & TRAFFIC SAFETY ED ASSN.	REGISTER-CED-CONF 4/16	2/23/2016	173.00
151601031	EATON, SAMUEL	REIMBURSEMENT	2/3/2016	171.83
398265	ACME TOOLS - PLYMOUTH	CSF-LOWER SHOP SUPPLIES	2/4/2016	171.24
398234	J & R SCHOOL SUPPLIES	PENCIL MACHINE-SH	2/2/2016	170.00
398543	POSTMASTER	ANNUAL PO BOX RENTAL PAYMENT	2/16/2016	170.00
398745	MN SWIM COACHES ASSN	ATH-B S & D TRUE TEAM AWARDS	2/23/2016	170.00
151601177	EUGENE, SAMARA	REIMBURSEMENT	2/24/2016	169.34
398329	BALLENSKY, AMANDA	OFFICIAL	2/9/2016	168.00
398359	GRANLE, KENDRA	OFFICIAL	2/9/2016	168.00
398375	JEWISON, JAMIE	OFFICIAL	2/9/2016	168.00
398391	MASON, TERRI	OFFICIAL	2/9/2016	168.00
398392	MEYER, KIMBERLEY	OFFICIAL	2/9/2016	168.00
398407	PUZA, EMILY	OFFICIAL	2/9/2016	168.00
398424	SMRSTICK, JAYME	OFFICIAL	2/9/2016	168.00
398426	SORBEL, STEPHANIE	OFFICIAL	2/9/2016	168.00
151601076	EICHELDINGER, MATTHEW	REIMBURSEMENT	2/10/2016	166.72
398395	MN MUSIC EDUCATORS ASSN	EMS-MIDWINTER IN-SERVICE CLINIC 2/16	2/9/2016	165.00
398396	MN MUSIC EDUCATORS ASSN	EMS-MIDWINTER IN-SERVICE CLINIC 2/16	2/9/2016	165.00
398676	DAMIANI, ANGELO	OFFICIAL	2/23/2016	162.00
398705	HOEFT, JOSH	OFFICIAL	2/23/2016	162.00
398737	MCMORRIS, CHRIS	OFFICIAL	2/23/2016	162.00
151601024	BERNDT, AARON	REIMBURSEMENT	2/3/2016	161.96
398591	BLUE TARP FINANCIAL INC	CSF-GARAGE SUPPLIES	2/18/2016	161.84
398830	FROELICH, JOHN	SILVER SMALL SHARK-HS	2/25/2016	160.00
398843	LAW OFFICE OF JULIE L. FINCH, PLLC	PROF SERV 1/15/16	2/25/2016	160.00
398698	GM FINANCIAL LEASING	WHS PARKING LOT CAR LEASE 3/16	2/23/2016	159.49
398735	MCCARTY, NYE	OFFICIAL	2/23/2016	159.00
151601122	HANSON, BRENDA	REIMBURSEMENT	2/17/2016	158.00
398815	BEST & FLANAGAN LLP	PROF SERV 1/15	2/25/2016	157.00
151601078	FARISS, JACK	REIMBURSEMENT	2/10/2016	155.88
151601038	JOHNSON, JANE	REIMBURSEMENT	2/3/2016	153.54
398268	ASSE (AMER SOCIETY OF SAFETY ENGINEERS)	MDE#41018 CONF 2/9/16	2/4/2016	150.00
398301	MIDTOWN GLOBAL MARKET LLC	DANCE LESSONS-HS	2/4/2016	150.00
151601192	MOSIER, MANDY	REIMBURSEMENT	2/24/2016	150.00
398683	DOOHER, ZACHARY	OFFICIAL	2/23/2016	149.00
398801	WHITEHEAD, JIMMY	OFFICIAL	2/23/2016	149.00
398856	NOVINSKA, TOD	CED-PROF SERV 2/1	2/25/2016	145.00
398772	RISTOW, KELLY	REFUND BALANCE CULINARY EXPRESS ACCT	2/23/2016	144.60
702475	GOPHER SPORT	ASSESSPRO FLEX-SOLO PLUS TESTER	2/18/2016	143.68
151601205	SPAULDING, KALLIE	REIMBURSEMENT	2/24/2016	142.96
398530	MERGES, JOHN	PROF SERV-SPEC PUPIL 1/20/16	2/16/2016	142.50
398272	CLASSROOM SUPPLY	KL-STUDENT SUPPLIES	2/4/2016	141.45
398457	GAGNON, DANIEL	OFFICIAL	2/11/2016	140.00
398482	ROFF, DANIEL	OFFICIAL	2/11/2016	140.00
398488	VARNER, JEFF	OFFICIAL	2/11/2016	140.00
398650	ALLINA HEALTH SYSTEM	PRE-EMPLOY SCREENING 1/27	2/23/2016	140.00
151601079	FLADWOOD, TREVOR	REIMBURSEMENT	2/10/2016	140.00

702460	MOORE MEDICAL LLC	HEALTH SUPPLIES	2/12/2016	138.21
398518	HERC-U-LIFT, INC	MDE#41005 AERIAL LIFT INSPECTION	2/16/2016	138.00
398531	MITCHELL, JOCELYNE	EMS-WOLF RIDGE-PARTIAL REFUND	2/16/2016	137.50
398663	CARROLL, JAMES	OFFICIAL	2/23/2016	137.00
398495	PERFORMANT RECOVERY INC	Payroll accrual	2/12/2016	136.60
151601153	SELL, LESLIE	REIMBURSEMENT	2/17/2016	136.18
702508	MINVALCO	KL FREEZE STAT CONTROL	2/26/2016	135.90
151601108	AMPUERO, ROSARIO	REIMBURSEMENT	2/17/2016	135.58
398477	PEPPER & SON INC., J. W.	BAND MUSIC-HS	2/11/2016	134.19
702515	SCHOOL SPECIALTY	CMS - FLAG POLE	2/26/2016	132.92
151601149	RIDLEY, SARA	REIMBURSEMENT	2/17/2016	132.84
398741	MILLER, TODD	OFFICIAL	2/23/2016	129.00
398797	VARNER, JEFF	OFFICIAL	2/23/2016	129.00
398450	BEST & FLANAGAN LLP	PROF SERV 12/15	2/11/2016	128.10
398633	PREMIUM WATERS, INC	CSF-WATER 1/16	2/18/2016	127.58
398752	NATIONAL FRENCH CONTEST	HS-TESTS	2/23/2016	127.50
398223	CONFEDERATION OF SOMALI COMMUNITY IN MN	AWE CLASS SPEAKER	2/2/2016	125.00
398428	STRAUMAN, KARI	OFFICIAL	2/9/2016	125.00
398604	IRONDALE HIGH SCHOOL ROBOTICS TEAM	COMP 2/20/16	2/18/2016	125.00
151601189	LACKNER, STACEY	REIMBURSEMENT	2/24/2016	124.95
398721	KARLSBURGER FOODS, INC	GROCERIES	2/23/2016	123.84
398835	INTL BOOK IMPORT SERVICE INC	GERMAN TEXTBOOKS	2/25/2016	123.65
151601047	NELSON, SHELLY	REIMBURSEMENT	2/3/2016	123.57
398730	MACIE PUBLISHING CO	PC-RECORDERS	2/23/2016	121.35
398484	STEP SAVER INC	HS-SALT	2/11/2016	120.95
151601045	LEMPOLA, GISELE	REIMBURSEMENT	2/3/2016	120.26
398718	K4 APPLICATION INC DBA DUNN BROS COFFEE	HS-COFFEE	2/23/2016	120.00
398472	MINNESOTA EQUIPMENT	CSF-REPAIR TRACTOR	2/11/2016	118.99
398365	HERZOG, JASON	OFFICIAL	2/9/2016	118.00
398422	SMITH, CLAYTON	OFFICIAL	2/9/2016	118.00
398723	KIRSHBAUM, SHELBY	OFFICIAL	2/23/2016	118.00
398746	MORRISON, KRISTINE	OFFICIAL	2/23/2016	118.00
398755	OZMEN, SARMA	OFFICIAL	2/23/2016	118.00
398759	PAULSON, MICHAEL	OFFICIAL	2/23/2016	118.00
398770	RICHTER, BENJAMIN	OFFICIAL	2/23/2016	118.00
398784	SMITH, CLAYTON	OFFICIAL	2/23/2016	118.00
398785	SMITH, DIANE	OFFICIAL	2/23/2016	118.00
398792	THOM, ERIC	OFFICIAL	2/23/2016	118.00
398595	ED TECH TEAM INC	BREAKOUT EDU KITS	2/18/2016	116.00
702472	ALLEGRA PRINT & IMAGING	WELCOME CENTER SUPPLIES	2/18/2016	115.37
398389	MARSHALL, CARL	OFFICIAL	2/9/2016	114.00
398390	MARSHALL, GREG	OFFICIAL	2/9/2016	114.00
398305	OHNSORG TRUCK BODIES INC	NEW DEL TRUCK LIFT SWITCH	2/4/2016	111.86
398333	BEYER, ADAM	OFFICIAL	2/9/2016	111.00
398374	JESSEN, CHRISTOPHER	OFFICIAL	2/9/2016	111.00
398414	SCHNEIDER, MATTHEW	OFFICIAL	2/9/2016	111.00
398509	BROOKS, STEVEN	OFFICIAL	2/16/2016	111.00
398519	HEWITT, DANIEL	OFFICIAL	2/16/2016	111.00
398611	LILLEMOEN, JON	OFFICIAL	2/18/2016	111.00
398259	TRAFFIC SAFETY WAREHOUSE	TRAFFIC SAFETY WAREHOUSE	2/2/2016	110.32
151601199	ROHWEDER, MATTHEW	REIMBURSEMENT	2/24/2016	110.18
398709	INTERMEDIATE DIST 287	CED-DEST IMAG WKSP	2/23/2016	110.00
398236	JOHNSTONE SUPPLY	CSF & 16TH-HVAC SUPPLIES	2/2/2016	109.80
398707	IN HARVEST INC	GROCERIES	2/23/2016	109.56
151601037	HONZA, JONATHAN	REIMBURSEMENT	2/3/2016	109.37
151601126	JOHNSON, JERI	REIMBURSEMENT	2/17/2016	109.11
702482	SCHMITT MUSIC CO	CORKS, TROMBONE SPIT VALVE	2/18/2016	109.00
151601136	MERZ, IRENE	REIMBURSEMENT	2/17/2016	108.54
398677	DEBORAH'S TOUCH INC	CED-PROF SERV 2/2/16	2/23/2016	108.00
398624	PETTY CASH - CMS	FOOD	2/18/2016	105.23
398812	BANK SUPPLIES	DAB PONY MAIL BAGS	2/25/2016	105.10
151601022	ANDERSON, MARY	REIMBURSEMENT	2/3/2016	103.90
398385	LONG LAKE TRUE VALUE	CUST SUPPLIES 12/26/15-1/15/16	2/9/2016	103.54

702506	LIDS TEAM SPORTS	Boys Cross Country	2/26/2016	102.80
151601062	WARMBOE, ABBEE	REIMBURSEMENT	2/3/2016	102.13
398480	PROMOWEAR	DRAMA SWEATSHIRTS-WMS	2/11/2016	102.00
151601060	STARKEN, JESSIE	REIMBURSEMENT	2/3/2016	101.58
398332	BERGLUND, MARISA	OFFICIAL	2/9/2016	100.00
398345	CHRIST, EMILY	REFUND-WOLF RIDGE DEPOSIT	2/9/2016	100.00
398387	MAHONEY, MOLLY	OFFICIAL	2/9/2016	100.00
398487	TIMM, RONALD	CED-PROF SERV-ANDROID PHONES	2/11/2016	100.00
398533	MN ASSN OF SCHOOL BUSINESS OFFICIALS	AD-WEBINAR 3/2/16	2/16/2016	100.00
398554	YOGASTUDIO	HS-CLASS 1/25 LEASE LEVY	2/16/2016	100.00
398607	JIM THE PIANO GUY	ACCOMPANIST-WORLD MUSIC TOUR	2/18/2016	100.00
398742	MN DEPT OF HEALTH - ASBESTOS UNIT	MDE#41018 ASBESTOS CERT & INSPECTOR	2/23/2016	100.00
151601093	POPP, MARK	REIMBURSEMENT	2/10/2016	100.00
398315	TIES	WATS BILLING 11/15	2/4/2016	99.70
398344	CENTURY LINK	CLUB HOUSE 1/28-2/27	2/9/2016	99.64
398589	ACME TOOLS - PLYMOUTH	HVAC-SUPPLIES	2/18/2016	99.00
398786	STAR TRIBUNE	TECH-PAPER DELIVERY THRU 8/7/16	2/23/2016	98.54
151601181	HAYES, CURT	REIMBURSEMENT	2/24/2016	98.00
151601166	ZYLLA, CASEY	REIMBURSEMENT	2/17/2016	97.90
151601095	REINKE, MICHELLE	REIMBURSEMENT	2/10/2016	95.01
398687	EASTER, MARK	BV-PIANO TUNING	2/23/2016	95.00
151601180	HATTON, BONNIE	REIMBURSEMENT	2/24/2016	94.98
151601194	O'LEARY, PATRICK	REIMBURSEMENT	2/24/2016	94.06
398447	ADI	WELS-PA SYSTEM SUPPLIES	2/11/2016	93.02
151601175	EICHENLAUB, LINDSEY	REIMBURSEMENT	2/24/2016	92.50
398874	SHIFFLER EQUIPMENT SALES, INC	KL-CHAIR SUPPLIES	2/25/2016	92.22
151601120	HAGEN, ANDREW	REIMBURSEMENT	2/17/2016	92.12
151601094	RANDALL, LIZABETH	REIMBURSEMENT	2/10/2016	91.26
151601090	O'LEARY, PATRICK	REIMBURSEMENT	2/10/2016	90.50
398244	MANDAL, ASHOKE	REFUND ARCHIVED YRBK	2/2/2016	90.00
151601138	MOE, KATHRYN	REIMBURSEMENT	2/17/2016	89.50
398814	BERRY COFFEE CO	BLANKET PO - BERRY COFFEE AD BLDG	2/25/2016	88.50
398854	NIU, JINGHAI	CED-PROF SERV 2/6	2/25/2016	87.50
398452	CITI-CARGO & STORAGE	DOMESTIC STORAGE	2/11/2016	87.00
151601146	PUTZ, LISA	REIMBURSEMENT	2/17/2016	86.48
151601145	PERRON, NANCY	REIMBURSEMENT	2/17/2016	85.63
398417	SHERMAN, IRENE	CED-PROF SERV 1/15/16	2/9/2016	85.00
398528	MATH MASTERS OF MN	OW-REGISTER 5TH GR 4/23/16	2/16/2016	85.00
398674	CUB FOODS	GROCERIES-CUST #42	2/23/2016	85.00
151601196	RANDALL, AMANDA	REIMBURSEMENT	2/24/2016	85.00
398451	CIARDELLI, ROBERT	OFFICIAL	2/11/2016	84.50
398462	HERSTEIN, MURRAY	OFFICIAL	2/11/2016	84.50
398466	KOMAREK, JOSEPH	OFFICIAL	2/11/2016	84.50
398481	RASMUSSEN, BRETT	OFFICIAL	2/11/2016	84.50
398491	ZEHNDER, ERIC	OFFICIAL	2/11/2016	84.50
398669	CIARDELLI, ROBERT	OFFICIAL	2/23/2016	84.50
398724	KOVACH, JAMES	OFFICIAL	2/23/2016	84.50
398727	LA COMBE, BRAD	OFFICIAL	2/23/2016	84.50
398729	LONNQUIST, KRISTEN	OFFICIAL	2/23/2016	84.50
398808	ZEHNDER, ERIC	OFFICIAL	2/23/2016	84.50
398326	ALLISON, LISA	OFFICIAL	2/9/2016	84.00
398338	BRIGGS, SARA	OFFICIAL	2/9/2016	84.00
398371	HOPKINS COMMUNITY EDUCATION	SUPPLIES INSTRUCTOR APPRECIATION EVENT	2/9/2016	84.00
398412	ROSS, SHANNON	OFFICIAL	2/9/2016	84.00
398433	THORVILSON, NICOLE	OFFICIAL	2/9/2016	84.00
151601207	WENBERG, ALEXANDRA	REIMBURSEMENT	2/24/2016	82.93
151601085	GERBER, SALLY	REIMBURSEMENT	2/10/2016	82.67
398713	JCH INTERNATIONAL	GL-FREEZER FLOOR MAT	2/23/2016	81.42
398351	DENNY, ROGER	OFFICIAL	2/9/2016	81.00
398364	HEEBL, LAWRENCE	OFFICIAL	2/9/2016	81.00
398381	LARSON, JIM	OFFICIAL	2/9/2016	81.00
398415	SEBOLD, WADE	OFFICIAL	2/9/2016	81.00
398654	BAUMGARTNER, SCOTT	OFFICIAL	2/23/2016	81.00

398660	BUCK, BRENT	OFFICIAL	2/23/2016	81.00
398668	CHURCHILL, LEE	OFFICIAL	2/23/2016	81.00
398672	CONNOR, JOSEPH	OFFICIAL	2/23/2016	81.00
398679	DEMBLEY, PATRICK	OFFICIAL	2/23/2016	81.00
398702	HAWKINSON, NICHOLAS	OFFICIAL	2/23/2016	81.00
398703	HERDER, JAMES	OFFICIAL	2/23/2016	81.00
398706	HRONSKI, BRIAN	OFFICIAL	2/23/2016	81.00
398716	JOHNSON, RICHARD	OFFICIAL	2/23/2016	81.00
398739	MILLER, JEREMIAH	OFFICIAL	2/23/2016	81.00
398751	MUGFORD, JOHN	OFFICIAL	2/23/2016	81.00
398754	OVERBY, LANDON	OFFICIAL	2/23/2016	81.00
398756	PACKER, ROGER	OFFICIAL	2/23/2016	81.00
398760	PEARSON, TANNER	OFFICIAL	2/23/2016	81.00
398763	PODRATZ, JERRY	OFFICIAL	2/23/2016	81.00
398773	ROBERTS, STANLEY	OFFICIAL	2/23/2016	81.00
398776	SCHWIEGER, JUSTIN	OFFICIAL	2/23/2016	81.00
398778	SEBOLD, WADE	OFFICIAL	2/23/2016	81.00
398793	TOWNZEN, RYAN	OFFICIAL	2/23/2016	81.00
398795	TSCHIDA, PATRICK	OFFICIAL	2/23/2016	81.00
398802	WILTJER, BRENDEN	OFFICIAL	2/23/2016	81.00
398449	BERRY COFFEE CO	BLANKET PO - BERRY COFFEE AD BLDG	2/11/2016	80.25
398537	MOHN, MONICA	CED-PROF SERV 1/23/16	2/16/2016	80.00
398849	METRO ECSU-REGION 11 IDS #920	CMS-REGISTER CONF 3/2/16	2/25/2016	80.00
398868	REALLY GREAT READING CO LLC	CMS - SYLLABOARD KITS	2/25/2016	79.20
151601077	EUGENE, SAMARA	REIMBURSEMENT	2/10/2016	78.20
398383	LIND, ROGER	OFFICIAL	2/9/2016	78.00
398393	MISSLING, NEIL	OFFICIAL	2/9/2016	78.00
398657	BERGERON, JASON	OFFICIAL	2/23/2016	78.00
398678	DELMONICO, DAVE	OFFICIAL	2/23/2016	78.00
398714	JOHNSON, BRENT	OFFICIAL	2/23/2016	78.00
398758	PARKER, SCOTT	OFFICIAL	2/23/2016	78.00
398777	SEAL, GLENDON	OFFICIAL	2/23/2016	78.00
151601202	SKALLAND, AMANDA	REIMBURSEMENT	2/24/2016	76.57
151601091	PASHINA, KEN	REIMBURSEMENT	2/10/2016	75.82
151601099	ROGERS, JUDY	REIMBURSEMENT	2/10/2016	75.65
151601049	RAVNHOLDT, TANYA	REIMBURSEMENT	2/3/2016	75.27
398335	BOLITHO, CHERYL	OFFICIAL	2/9/2016	75.00
398336	BOLL, JASON	OFFICIAL	2/9/2016	75.00
398350	DAY, ROGER	OFFICIAL	2/9/2016	75.00
398352	DOOHER, ANTHONY	OFFICIAL	2/9/2016	75.00
398360	HAGEN, TOM	OFFICIAL	2/9/2016	75.00
398379	KEMNETZ, BRYAN	OFFICIAL	2/9/2016	75.00
398382	LEIGHTON, TIM	OFFICIAL	2/9/2016	75.00
398425	SOBIECH, PATRICK	OFFICIAL	2/9/2016	75.00
398432	THOMAS, MICHAEL	OFFICIAL	2/9/2016	75.00
398458	GDS LLC (GARY'S DIESEL SERVICE)	DOT INSPEC 2004 CHEVY	2/11/2016	75.00
398658	BLOCK, DAN	OFFICIAL	2/23/2016	75.00
398684	DROUCHES, GEORGE	OFFICIAL	2/23/2016	75.00
398686	DVORAK, BRITTNEY	OFFICIAL	2/23/2016	75.00
398722	KEMNETZ, BRYAN	OFFICIAL	2/23/2016	75.00
398731	MADSEN, JOHN	OFFICIAL	2/23/2016	75.00
398757	PARKER, ERICA	OFFICIAL	2/23/2016	75.00
398767	RAHJA, MARK W	OFFICIAL	2/23/2016	75.00
398775	SCHWICHTENBERG, HEIDI	OFFICIAL	2/23/2016	75.00
398798	VRIEZE, TYLER	OFFICIAL	2/23/2016	75.00
398806	WORTHINGTON, CLARK	OFFICIAL	2/23/2016	75.00
151601118	GREEN, SHAWN	REIMBURSEMENT	2/17/2016	75.00
398819	BROWN'S ICE CREAM CO	ICE CREAM-HS	2/25/2016	74.43
398725	KRUTZIG, DANIEL	REFUND BALANCE CULINARY EXPRESS ACCT	2/23/2016	73.75
151601053	RICHARDS, MICHAEL	REIMBURSEMENT	2/3/2016	73.02
151601054	RICHTER, ANN	REIMBURSEMENT	2/3/2016	71.19
398334	BLASKO, THEODORE	OFFICIAL	2/9/2016	71.00
398372	HUBER, MORGAN	OFFICIAL	2/9/2016	71.00

151601115	ELSTAD, KAYLIE	REIMBURSEMENT	2/17/2016	68.26
398266	AIM ELECTRONICS, INC	POOL STARTER SYSTEM PARTS	2/4/2016	68.24
151601179	GENTILE, JEAN	REIMBURSEMENT	2/24/2016	68.00
398617	NCS PEARSON INC	R&E: (1) order of 25 KBIT TEST RECORD FORMS	2/18/2016	67.25
151601148	RAWSKI, ANNETTE	REIMBURSEMENT	2/17/2016	67.00
398761	PIONEER VALLEY BOOKS	OW-CHAPTER BOOKS	2/23/2016	66.88
398610	LARSON CO, J. H.	KL-LAMPS	2/18/2016	66.51
151601034	GIMSE, SARA	REIMBURSEMENT	2/3/2016	65.12
151601195	PENIATA, PATTY	REIMBURSEMENT	2/24/2016	65.00
702453	ALLEGRA PRINT & IMAGING	K NIGHT TELESCOPE FLYER	2/12/2016	64.62
151601137	MILLER, JANET	REIMBURSEMENT	2/17/2016	63.77
398230	GRAINGER INC., W. W.	PC-PUMPS	2/2/2016	63.72
151601174	EBERHARDT, JAMES	REIMBURSEMENT	2/24/2016	63.00
151601161	WENBERG, RENEE	REIMBURSEMENT	2/17/2016	61.76
151601111	BOWDISH, LISA	REIMBURSEMENT	2/17/2016	61.45
151601070	BUDKE, MEGAN	REIMBURSEMENT	2/10/2016	61.18
398851	MN SCHOOL NUTRITION ASSOCIATION	STATE LEGISLATIVE CONFERENCE	2/25/2016	60.00
151601100	SAMPSON, JAMES	REIMBURSEMENT	2/10/2016	59.94
151601066	ZEMLIN, LYNN	REIMBURSEMENT	2/3/2016	59.13
398697	GERIS, BROCK	OFFICIAL	2/23/2016	59.00
398712	JARVIS, JAMES	OFFICIAL	2/23/2016	59.00
398766	RAHIMI, SIAVOSH	OFFICIAL	2/23/2016	59.00
151601197	RICE, MICHAEL	REIMBURSEMENT	2/24/2016	58.97
151601029	CHAPIN, MICHELLE	REIMBURSEMENT	2/3/2016	58.54
398289	INDUSTRIAL LUMBER & PLYWOOD INC.	OW-GYM PROJECT SUPPLIES	2/4/2016	58.52
151601114	DUBBS, ANGIE	REIMBURSEMENT	2/17/2016	58.43
151601208	WESTMAN, AMY	REIMBURSEMENT	2/24/2016	57.72
398877	TOLL GAS & WELDING SUPPLY	CSF-WELDING SUPPLIES	2/25/2016	57.50
151601065	WILLISON, CALEB	REIMBURSEMENT	2/3/2016	57.29
398327	ANDERSON, PETER	OFFICIAL	2/9/2016	57.00
398423	SMITH, MICHAEL	OFFICIAL	2/9/2016	57.00
398700	GRAMS, SCOTT	OFFICIAL	2/23/2016	57.00
398764	POLACEK, DOUG	OFFICIAL	2/23/2016	57.00
702514	SCHOLASTIC INC	OW-FIFTH GRADE BOOK ORDER	2/26/2016	56.79
151601074	DISCH, HILARY	REIMBURSEMENT	2/10/2016	56.00
398734	MARSHERRALL, LORI	REIMBURSE-CAKE-G HOCKEY SENIOR NIGHT	2/23/2016	55.98
398235	JIMMY'S JOHNNYS INC	CREEKSIDE BIFFS-12/14-1/6	2/2/2016	55.72
398673	CRANDALL, LINDA	REIMBURSE-FLOWERS-G HOCKEY SENIOR NIGHT	2/23/2016	55.65
398640	STREICHER'S INC	CSF-SILKSCREEN HI-VIS VESTS	2/18/2016	55.00
398331	BEENINGA, JULIE	REIMBURSE-B BB PARENT NIGHT SUPPLIES	2/9/2016	54.88
151601081	GALE, CHRISTA	REIMBURSEMENT	2/10/2016	54.38
151601033	FOLTZ-RINGSTROM, SHARON	REIMBURSEMENT	2/3/2016	54.32
151601193	NELSON, ROSS	REIMBURSEMENT	2/24/2016	54.24
398269	BLICK ART MATERIALS	OW-ART ROOM SUPPLIES	2/4/2016	53.55
398279	FERGUSON ENTERPRISES, INC #1657	ARENA-SUPPLIES	2/4/2016	53.37
151601123	HERZOG, JORDAN	REIMBURSEMENT	2/17/2016	53.26
398631	PREMIUM WATERS, INC	PREMIUM WATERS-BLANKET AD BLDG	2/18/2016	51.20
398348	CZURA, JILL	OFFICIAL	2/9/2016	50.00
398349	DANAHY, ELYSSA	OFFICIAL	2/9/2016	50.00
398378	KAINE, ABIGAIL	OFFICIAL	2/9/2016	50.00
398384	LINDBERG, ANNE	OFFICIAL	2/9/2016	50.00
398394	MN WRESTLING COACHES ASSOCIATION	WRESTLING PINS	2/9/2016	50.00
398400	NICCUM, JENNIFER	OFFICIAL	2/9/2016	50.00
398408	QUINN, ELIZABETH	OFFICIAL	2/9/2016	50.00
398440	WOOD, KATIE	OFFICIAL	2/9/2016	50.00
398444	YANG, JENNY	OFFICIAL	2/9/2016	50.00
398781	SHRED-N-GO	DAB SHREDDING SERVICE BLANKET	2/23/2016	50.00
151601097	RIES, CAROLE	REIMBURSEMENT	2/10/2016	47.74
398483	SCHOOL NUTRITION ASSOCIATION	RENEW MEMBERSHIP KK	2/11/2016	47.00
151601127	JOHNSON, PAMELA	REIMBURSEMENT	2/17/2016	47.00
151601075	DUBBS, ANGIE	REIMBURSEMENT	2/10/2016	46.57
151601041	KOPECKY, KATHLEEN	REIMBURSEMENT	2/3/2016	46.44
151601023	ARTH, MARY	REIMBURSEMENT	2/3/2016	46.19

398862	PHASOR ELECTRIC CO	PC-RM 122 REPAIR LIGHTS	2/25/2016	46.00
398290	JOHNSTONE SUPPLY	TRUCK #9-STOCK	2/4/2016	45.47
151601073	CURZON, JORDAN	REIMBURSEMENT	2/10/2016	45.04
398354	DVORAK, BRITTNEY	SCOREKEEPER	2/9/2016	45.00
398715	JOHNSON, ELIZABETH	OFFICIAL	2/23/2016	45.00
398516	FERNANDES, KARL	REFUND BALANCE CULINARY EXPRESS ACCT	2/16/2016	44.80
398616	MTI DISTRIBUTING INC	CSF-TORO OIL	2/18/2016	44.65
398508	AWARD DIRECT-DIRECT IMPRESSIONS	EMS-PLAQUES & NAME PLATES	2/16/2016	44.60
151601071	CARLSON, LISA	REIMBURSEMENT	2/10/2016	43.70
398296	LARKIN AUTO REPAIR	CSF-REPAIR TRUCK #13	2/4/2016	43.68
398747	MOY, MICHELE	REIMBURSE-POSTERS-G HOCKEY SENIOR NIGHT	2/23/2016	43.45
398732	MARS CO, W. P. & R.S.	MDE#41003 PPE SUPPLIES	2/23/2016	43.12
398733	MARSHALL, BETH	REIMBURSE-DECORATIONS-G HOCKEY SENIOR NIGHT	2/23/2016	42.81
398517	GODWIN, MEAGHAN	REFUND BALANCE CULINARY EXPRESS ACCT	2/16/2016	41.95
151601139	MONSON, DALE	REIMBURSEMENT	2/17/2016	41.80
398353	DRAMATISTS PLAY SERVICE, INC	MUSIC/SOUND DESIGN-HS	2/9/2016	41.54
151601168	ANDERSON, MARY	REIMBURSEMENT	2/24/2016	41.09
151601061	SWENSON, AMY	REIMBURSEMENT	2/3/2016	40.94
151601080	FLUKE, DANIELLE	REIMBURSEMENT	2/10/2016	40.07
398294	KD & COMPANY RECYCLING INC	MDE#41006 BV-CLEAR/LEVEL PLAYGRD	2/4/2016	40.00
151601063	WENBERG, ALEXANDRA	REIMBURSEMENT	2/3/2016	39.86
398867	R & R SPECIALTIES, INC.	ARENA-BLADE SHARPENING	2/25/2016	39.50
151601088	MONSON, AARON	REIMBURSEMENT	2/10/2016	38.97
151601035	HARREN, KIMBERLY	REIMBURSEMENT	2/3/2016	38.77
151601164	WONG, MARGARET	REIMBURSEMENT	2/17/2016	37.96
151601101	SEELAND, ELIZABETH	REIMBURSEMENT	2/10/2016	37.86
151601043	LANDY, JENNIFER	REIMBURSEMENT	2/3/2016	37.80
151601119	GRISMER, SYLVIA	REIMBURSEMENT	2/17/2016	37.80
151601116	EVANS, MELANIE	REIMBURSEMENT	2/17/2016	37.26
151601104	THOUR, TERESA KAY	REIMBURSEMENT	2/10/2016	37.15
151601113	COLE, NEAL	REIMBURSEMENT	2/17/2016	36.40
151601056	ROTH, DANIEL	REIMBURSEMENT	2/3/2016	36.39
151601092	PETERSON, MARY	REIMBURSEMENT	2/10/2016	36.18
151601042	LAHR, MELISSA	REIMBURSEMENT	2/3/2016	35.40
151601169	BEHL, GARY	REIMBURSEMENT	2/24/2016	35.00
398251	PERIAKARUPPAN, LAKSHU	REIMBURSE-SCI OLYMPIAD SUPPLIES	2/2/2016	34.98
398588	A-1 OUTDOOR POWER, INC	CSF-REPAIR SNOW PUP SUPPLIES	2/18/2016	34.98
151601204	SORENSEN, JESSICA	REIMBURSEMENT	2/24/2016	34.84
151601025	BETZINGER, NANCY	REIMBURSEMENT	2/3/2016	34.62
151601030	DEUTSCHER, ELLEN	REIMBURSEMENT	2/3/2016	33.90
151601083	GARRITY, JENNIFER	REIMBURSEMENT	2/10/2016	33.10
398474	MURPHY, MAUREEN	REIMBURSE-HEALTH SUPPLIES (PROVIDENCE)	2/11/2016	32.97
151601028	CARLSON, LISA	REIMBURSEMENT	2/3/2016	32.79
151601160	WALTON, GREGORY	REIMBURSEMENT	2/17/2016	32.68
151601158	STINSON, MICHELE	REIMBURSEMENT	2/17/2016	31.86
151601135	MATHIAS, NATHAN	REIMBURSEMENT	2/17/2016	31.60
398316	VERIZON WIRELESS	Monthly Data Plan - Welcome CTR	2/4/2016	31.13
398791	SWANSON, SANDY	REIMBURSE-DECORATIONS-G HOCKEY SENIOR NIGHT	2/23/2016	31.11
398738	MEHR, DENIELLE	REFUND BALANCE CULINARY EXPRESS ACCT	2/23/2016	30.40
398240	KURTH, LAUREN	REFUND BALANCE CULINARY EXPRESS ACCT	2/2/2016	30.00
398357	FLESCHKE, KELLY	REFUND-RENTAL FEE MUSICAL INSTRUMENT	2/9/2016	30.00
398774	SCHLUNDT, JESSICA	OFFICIAL	2/23/2016	30.00
398796	TWIN WEST CHAMBER OF COMMERCE	AD-FEB-LEGISLATIVE BREAKFAST	2/23/2016	30.00
398878	TWIN WEST CHAMBER OF COMMERCE	CED-MEMBER BREAKFAST	2/25/2016	30.00
151601200	SELLE, SARAH	REIMBURSEMENT	2/24/2016	29.98
151601072	CORENS, KRISTIN	REIMBURSEMENT	2/10/2016	29.78
398306	ORIENTAL TRADING CO, INC.	CMS - 7 GOLD	2/4/2016	29.49
151601026	BOBEK, DANIEL	REIMBURSEMENT	2/3/2016	28.98
151601134	MASHADI, ERAM	REIMBURSEMENT	2/17/2016	28.73
151601040	KIMLINGER, DEBRA	REIMBURSEMENT	2/3/2016	28.50
151601178	FARISS, JACK	REIMBURSEMENT	2/24/2016	28.49
151601112	CAMPBELL, JACQUELYN	REIMBURSEMENT	2/17/2016	28.25
151601098	ROBERTS, JAMES	REIMBURSEMENT	2/10/2016	28.19

398726	KULEDGE, JEFF	ATH-A SKI LIFT TICKET-STUDENT	2/23/2016	28.00
151601082	GARCIA, SARAH	REIMBURSEMENT	2/10/2016	27.54
398544	PREMIUM WATERS, INC	GWHB-WATER 1/16	2/16/2016	27.43
151601102	SHANNON-ANDERSON, KARI	REIMBURSEMENT	2/10/2016	27.32
398632	PREMIUM WATERS, INC	PC-WATER COOLER RENTAL 2/16	2/18/2016	27.00
151601055	RODGERS, JUDITH	REIMBURSEMENT	2/3/2016	26.99
151601170	BENEZRA, BETH	REIMBURSEMENT	2/24/2016	26.97
151601206	STRELOW-LUNDBLAD, SHERRI	REIMBURSEMENT	2/24/2016	26.43
151601121	HAMBLET, STELLA	REIMBURSEMENT	2/17/2016	26.08
151601182	HILL, KATHRYN	REIMBURSEMENT	2/24/2016	25.45
151601036	HATTON, BONNIE	REIMBURSEMENT	2/3/2016	25.02
398406	PLYMOUTH STORY TIME PLAYERS	KL-3RD GR PERFORMANCE 12/16/15	2/9/2016	25.00
398527	MARUSKA, JULIE	CED-PROF SERV 9/22/15	2/16/2016	25.00
398630	PREMIUM WATERS, INC	WMS-WATER COOLER 2/16	2/18/2016	24.95
398651	APPLE AUTOMATIC FOOD SERVICE	OW - WATER COOLER LEASE BLANKET PO	2/23/2016	24.95
151601155	SHOGER, MARGARET	REIMBURSEMENT	2/17/2016	24.73
398410	REALLY GOOD STUFF	OW-GRADE 1 BOOK HOLDERS	2/9/2016	23.94
151601110	BEUGEN, MARA	REIMBURSEMENT	2/17/2016	23.33
151601188	KOROLCHUK, ANNETTE	REIMBURSEMENT	2/24/2016	23.26
151601106	ACKERMAN, BRIAN	REIMBURSEMENT	2/17/2016	22.79
398258	TOLL GAS & WELDING SUPPLY	CSF-PROPANE	2/2/2016	22.50
398550	SEELLA, NEHA	REIMBURSE-SCI OLYMPIAD SUPPLIES	2/16/2016	22.02
151601067	ZYLLA, CASEY	REIMBURSEMENT	2/3/2016	21.98
398545	PROM, MARITZA	REFUND BALANCE CULINARY EXPRESS	2/16/2016	21.95
151601124	HOGAN, NICOLE	REIMBURSEMENT	2/17/2016	21.60
398224	EXCEL LEGAL COURIER	SP ED-SERV 12/15	2/2/2016	21.00
398522	INTERMEDIATE DIST 287	LEADERSHIP COUNCIL-BEVERAGES 1/20/16	2/16/2016	21.00
151601151	RUNYON, NANCY	REIMBURSEMENT	2/17/2016	20.63
398231	HOLDAHL CO	GL-WIRE DRAWER PULLS	2/2/2016	20.58
151601186	KIMLINGER, DEBRA	REIMBURSEMENT	2/24/2016	20.25
151601152	SELINGER, JUDITH	REIMBURSEMENT	2/17/2016	20.09
398388	MARPEL, ELLIE	REFUND-FRESHMAN RETREAT	2/9/2016	20.00
151601117	FUNK, KEVIN	REIMBURSEMENT	2/17/2016	20.00
151601129	KESSLER, MARIANNA	REIMBURSEMENT	2/17/2016	20.00
151601105	WEGNER, MARC	REIMBURSEMENT	2/10/2016	19.99
151601131	LEGEROS, BARBARA	REIMBURSEMENT	2/17/2016	19.99
151601039	JONES, JUSTIN	REIMBURSEMENT	2/3/2016	19.83
151601159	WAITE, WILLIAM	REIMBURSEMENT	2/17/2016	19.44
398555	YOUNG, AMANDA	REIMBURSE-HEART WEEK DECORATIONS	2/16/2016	19.31
151601058	SCOTT, CATHERINE	REIMBURSEMENT	2/3/2016	19.29
151601176	ERICKSON, BRADLEY	REIMBURSEMENT	2/24/2016	19.20
151601032	EVANS, MELANIE	REIMBURSEMENT	2/3/2016	18.98
398695	GASSER, SARA	REFUND BALANCE CULINARY EXPRESS ACCT	2/23/2016	18.70
151601044	LAWRENCE, JACY	REIMBURSEMENT	2/3/2016	18.61
151601089	NELSON, MICHAEL	REIMBURSEMENT	2/10/2016	17.96
151601210	WOBSCHELL, ALISON	REIMBURSEMENT	2/24/2016	17.92
151601125	HOUG, JENNIFER	REIMBURSEMENT	2/17/2016	17.60
151601183	JAKUCKI, ALLISON	REIMBURSEMENT	2/24/2016	17.35
398618	NELSON, KRIS	REIMBURSE-COOKIES-IMPROV	2/18/2016	15.99
151601150	RODGERS, JUDITH	REIMBURSEMENT	2/17/2016	15.98
151601128	JUNG, MEGAN	REIMBURSEMENT	2/17/2016	15.88
398377	JOHNSON, ELIZABETH	SCOREKEEPER	2/9/2016	15.00
151601147	RASSOULI, FARAH	REIMBURSEMENT	2/17/2016	14.69
398436	UNLIMITED SUPPLIES	CSF-NEW DELIVERY TRUCK SUPPLIES	2/9/2016	14.00
151601096	REYNOLDS, ELIZABETH	REIMBURSEMENT	2/10/2016	12.73
398467	LARSON, HANNAH	REIMBURSE-FOOD-MATH CELEBRATION	2/11/2016	12.19
151601190	MASHINCHI, SHAHLA	REIMBURSEMENT	2/24/2016	11.29
398255	SIGAL, MAX	REIMBURSE-SCI OLYMPIAD SUPPLIES	2/2/2016	11.18
151601086	GILDEMEISTER, BETH	REIMBURSEMENT	2/10/2016	11.18
151601109	BAN, NORBERT	REIMBURSEMENT	2/17/2016	11.02
151601069	BAER, JESSICA	REIMBURSEMENT	2/10/2016	10.10
151601154	SHANNON-ANDERSON, KARI	REIMBURSEMENT	2/17/2016	10.04
151601142	OSMEK, LAURA	REIMBURSEMENT	2/17/2016	10.00



**WAYZATA PUBLIC SCHOOLS  
WIRE TRANSFER, EFT AND ACH ACTIVITY  
January 2016**

<u>FROM</u>	<u>TO</u>	<u>DATE</u>	<u>AMOUNT</u>
Wells Fargo-Checking	Wells Fargo-Payroll	Multiple	\$4,182,298
Wells Fargo-Checking	IRS		
	- Federal P/R Taxes	1/4/2016	\$840,315
	- Federal P/R Taxes	1/19/2016	\$805,656
Wells Fargo-Checking	MN Department of Revenue		
	- State P/R Taxes (MN)	1/4/2016	\$136,558
	- State P/R Taxes (MN)	1/19/2016	\$129,413
Wells Fargo-Checking	Delta Dental		
	- Dental Claims	Multiple	\$102,777
Wells Fargo-Checking	Preferred One		
	- Health Claims	Multiple	\$1,008,165
Wells Fargo-Checking	Wells Fargo Commercial Card		
	- Purchase Card Program	1/6/2016	\$138,624
Wells Fargo-Checking	Corporate Health Systems		
	- Flex Benefits	Multiple	\$108,197
Wells Fargo-Checking	Preferred One		
	- Broker/Reinsurance Fees	1/14/2016	\$83,273
Wells Fargo-Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)		
	- Electronic Payments	Multiple	\$2,581,166
Wells Fargo-Checking	District Employees		
	- Expense Reimbursement	Multiple	\$24,292
Wells Fargo-Checking	Commerce Bank/Control Pay		
	- Electronic A/P	Multiple	\$101,350
Wells Fargo-Checking	MN Department of Revenue		
	- Sales & Use Tax Payment	1/20/2016	\$660
Wells Fargo-Checking	MN Unemployment Fund	1/21/2016	\$5,430
Wells Fargo-Checking	US Dept of Health	1/4/2016	\$129,140
Wells Fargo-Checking	Bond Services Trust	1/27/2016	\$5,460,472
Wells Fargo-Checking	US Bank Trust N.A.	1/27/2016	\$8,390,434
<b>TOTAL ACTIVITY</b>			<b>\$24,228,219</b>

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

**BOARD OF EDUCATION**  
Regular Meeting – March 14, 2016

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

**ITEM:** C. Human Resource Recommendations

**COMMENTS BY:** Annie Doughty

Employment

**Michael Brost** 8 Hour Custodian Central Services  
Transfer

**Alwan Childs** 8 Hour Custodian Central Services  
Transfer

**Chris Hunt** 8 Hour Custodian Central Services  
Leave of Absence

**Deb Isenberg** 3.5 Hour Home Base Assistant Oakwood  
New Position

**Ana Paul** 1.85 Hour Home Base Assistant Kimberly Lane  
New Position

**Nakia Robinson** 6 Hour Paraprofessional Oakwood  
Resignation

**Sarah Roskos** 4.75 Hour Culinary Express Central Middle  
Resignation

**Melissa Totino** 4.25 Hour Culinary Express High School  
Resignation

Contract Modification

**Sarah Johnson** Paraprofessional, Sunset Hill Contract Ended  
March 7, 2016

Contract Modification 2016-2017

<b>Elizabeth Crichton</b>	Special Services Mental Health, Meadow Ridge	from .8 to 1.0
<b>Emma Figgins</b>	Art Teacher, Meadow Ridge	from .8 to 1.0
<b>Polly Laugen</b>	6 <sup>th</sup> Grade, West Middle (2016-17 only)	from .667 to 1.0
<b>Risa Piche-Palony</b>	Math Intervention, Birchview, Kimberly Lane	from .99 to .8
<b>Teresa Thour</b>	Physical Education, Sunset Hill	from .8 to 1.0

Extended Leave of Absence for 2016-2017 (3 year minimum, 5 year maximum)

**Ericka Bachmeier** Art Teacher, Kimberly Lane 1<sup>st</sup> Year

Leave of Absence

**Sara Gimse**, Central Middle Health Teacher, has requested a leave of absence from August 29, 2016 through October 12, 2016.

**William Levin**, Central Middle 6<sup>th</sup> Grade Teacher, has requested a 15 day leave of absence beginning approximately May 11, 2016.

**Kathryn Nelson**, Greenwood & Kimberly Lane Spanish Teacher, has requested a leave of absence from August 29, 2016 through January 27, 2017.

**Natalie Petersen**, Greenwood 1<sup>st</sup> Grade Teacher, has requested a leave of absence beginning approximately September 12 through November 11, 2016.

**Amanda Skalland**, Central Middle Early Childhood Special Education Teacher, has requested a leave of absence from August 29 through November 23, 2016.

Retirement

**Elaine Bocksell**, Culinary Express at the High School has submitted her retirement effective April 29, 2016. Ms. Bocksell has been employed with the District since 1982.

**Ardyce Flies**, Paraprofessional at Gleason Lake has submitted her retirement effective June 9, 2016. Ms. Flies has been employed with the District since 1990.

**Jennifer Gebhardt**, Paraprofessional at Gleason Lake has changed her retirement date to be effective August 31, 2016.

**Kelly Peterson**, High School Special Education Teacher, has submitted her retirement effective June 13, 2016.

Resignation

**Lisa Bahma**, Plymouth Creek Home Base Assistant, has submitted her resignation effective February 22, 2016.

**Cara Chase**, West Middle Family and Consumer Science Teacher, has submitted her resignation effective June 13, 2016.

**Angie Dubbs**, District School Nurse, has submitted her resignation effective June 13, 2016.

**Krysta Hanson**, Gleason Lake Special Education Teacher, has submitted her resignation effective June 13, 2016.

**Margaret Kline**, Kimberly Lane Home Base Assistant, has submitted her resignation effective March 11, 2016.

**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 – March 14, 2016

AGENDA SECTION: 2. Superintendent’s Reports and Recommendations

ITEM: C. Human Resource Services

COMMENTS BY: Annie Doughty

1) **Professional Leaves of Absence for the 2016-2017 School Year**

The Professional Leave Committee members, Clark Doten, Annie Doughty, Kelly Gallagher, Tami Schulz, Tyler Shepard and Karla Thompson, met on Thursday, February 4, 2016 and recommend the following sabbatical leaves for the 2016-2017 school year:

Sabbatical Leaves 2016-2017

<b>Carrie Lunetta</b>	1.0 Sabbatical	6 <sup>th</sup> Grade Teacher	East Middle
<b>Lucia Jorgenson</b>	1.0 Sabbatical	Mathematics Teacher	West Middle
<b>Kristin Corens</b>	1.0 Sabbatical	Science Teacher	East Middle

The sabbatical proposals as presented to the Professional Leave Committee were reviewed by the School Board Human Resources Committee.

**RECOMMENDED ACTION:** Approve the 2016-2017 Sabbatical Leave requests established by the Professional Leave Committee and School Board Human Resources Committee.

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

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

Abstentions \_\_\_\_\_

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284

Wayzata, Minnesota

**BOARD OF EDUCATION**

Regular Meeting – March 14, 2016

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

**ITEM: Integration Budget**

**COMMENTS BY: Jill Johnson, Exec. Director of Teaching & Learning**

In the spring of each year, School Districts that receive integration revenue are required to submit, to the Commission of Education, a detailed budget and narrative describing integration revenue expenditures for the upcoming school year. The integration budget was developed by the Teaching and Learning Department and reviewed by the Strategic Leadership Team and the School Board at the recent work session.

**RECOMMENDED ACTION:** Approve the Achievement and Integration Budget for fiscal year 2017.

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

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

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

## Achievement and Integration Revenue FY 2017 Budget Workbook

This workbook includes new features to help districts with their annual AI budget. Some basic budget information is now listed below. Please continue to refer to the *Achievement Integration Budget Requirements* on MDE's AI webpage for additional, detailed budget requirements.

Another new feature is the *Expenditure Summary* page. Many districts create such a page to track the required budget ratios and total expenditures. Having this as a common feature will create efficiencies for developing and reviewing all budgets.

- Remember, one of the most important steps is having a district's program and fiscal staff collaborate on this budget.
- As always, proposed expenditures that align with budget requirements will be approved only for programs and activities included in a district's MDE-approved AI plan.
- These budget worksheets are organized around the 80/20/10% budget ratios explained in the *AI Budget Requirements*. These ratios are included in AI legislation.
- It is important to include a budget narrative for each line item in the space provided. This information enables you to document the connection between activities in your district's MDE-approved AI plan and proposed expenditures. Budget narratives should provide expenditure detail that is *not* included in your district's AI plan.
- Please *do not* delete pages from this workbook. Doing so will disable the formulas on the new Expenditure Summary page.
- Add lines to a worksheet by inserting rows *before* the row preceding a revenue total line. This last row is part of a formula for your Expenditure Summary page. If you insert rows after this one, your Expenditure Summary detail will not be accurate.
- Find your district's aid entitlement estimate for AI revenue in the Minnesota Funding Reports (MFR) section of the MDE website. Steps for viewing that report are listed on the MDE AI webpage.
- In order to save time during your budget review, please list FIN 313 (initial revenue) and FIN 318 (incentive revenue) expenditures on separate tabs. FIN 318 expenditures should be included on the tabs marked FIN 318.
- Because AI revenue is a 70/30 percent levy/aid appropriation, superintendent and board chair signatures are required on the budget coversheet.
- Payments to integration collaboratives should be listed as line items in the corresponding Direct Student Services, PD, or Admin tabs.
- The budget narratives for proposed salary expenditures should include the following: percentage FTE, name of position, and the name of the program included in the district's AI plan that the position is part of.
- Only fringe benefits for positions that are part of the same program may be bundled by OBJ code.
- Resubmit this workbook listing proposed and actual FY 2017 expenditures by December 1, 2017. Remember, expenditure changes over \$3,000 per line item or 10% of total expenditures must be approved by MDE prior to April 1, 2017.
- Address general questions on budget submission to the Office of Equity and Innovation at [mde.integration@state.mn.us](mailto:mde.integration@state.mn.us) or by calling 651-582-8462.

### FINAL STEPS

- 1) Return proposed budget by **March 15, 2016** to [mde.integration@state.mn.us](mailto:mde.integration@state.mn.us).
- 2) **Electronic submission is required.**
- 3) **Submit your district's budget as an excel file. No PDF's please.**
- 4) **Please submit your budget using the file name *FY17 [District Name] AI budget*.**

*Thank you for your work on this budget!*



## Achievement and Integration Revenue FY 2017 Budget Worksheet

Use the worksheets provided here to list your district's proposed expenditures of FY 2017 Achievement Integration (AI) revenue.

**District Name:** Wayzata Public Schools  
**District ISD Number:** 284  
**Superintendent:** Dr. Chace Anderson  
**Collaborative:** WMEP  
  
**Prepared by:** Dr. Karla Thompson  
**Phone:** 763-745-5094  
**E-mail:** [karla.thompson@wayzata.k12.mn.us](mailto:karla.thompson@wayzata.k12.mn.us)

If you have been notified by MDE that your district has one or more *Racially Identifiable Schools*, please list those schools here:

<b>Total Initial Revenue expenditures</b> (FIN 313 expenditures)	\$ 1,639,103.83
<b>Total Incentive Revenue expenditures</b> (FIN 318 expenditures)	\$ 123,792.00
<b>TOTAL AI REVENUE</b>	<b>\$ 1,762,895.83</b>

**CERTIFICATION STATEMENT**

*We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2017 Achievement & Integration budget as approved by the school board.*

Board Approval Date \_\_\_\_\_

School Board Chair \_\_\_\_\_ Date \_\_\_\_\_  
 Superintendent \_\_\_\_\_ Date \_\_\_\_\_

---

Approved Initial Revenue: \_\_\_\_\_ Approved Incentive Revenue: \_\_\_\_\_  
 MDE Approval: \_\_\_\_\_ Date: \_\_\_\_\_

This Expenditure Summary worksheet will autofill as expenditure detail is added on the following pages. Because it is protected you will not be able to enter data into this worksheet.

**District Number:**

284

**District Name:**

Wayzata Public Schools

Proposed Budget			Actual Expenditures		
		Proposed Budget Ratios			Actual Budget Ratios
<b>Direct Services to Students</b> must equal at least 80% of total revenue	\$1,434,002.11	81.34%	<b>DSS</b> At least 80% of total expenditures	\$0.00	#DIV/0!
<b>Professional Development</b> may equal no more than 20% of total revenue	\$155,534.00	8.82%	<b>Professional Development</b> No more than 20% of total expenditures	\$0.00	#DIV/0!
<b>Administrative/Indirect</b> may equal no more than 10% of total revenue	\$173,359.72	9.83%	<b>Admin/Indirect</b> No more than 10% of total expenditures	\$0.00	#DIV/0!
<b>Total Proposed Revenue:</b>	\$1,762,895.83		<b>Total Revenue Expended</b>	\$0.00	

<b>Total Amount Proposed FIN 313</b>	\$1,639,103.83
<b>Total Amount Proposed FIN 318</b>	\$123,792.00

**Notes or Comments:**





### FY 2017 Achievement and Integration Budget

District Number: 284

District Name: Wayzata Public Schools

**80% Direct Services to Students**

On this worksheet please list proposed **FIN 318** expenditures for Direct Student Services. At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative: a crosswalk between your AI budget and your AI plan
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
Tuition Payment to WMEP	300 400	201 203 211	318	391	\$123,792.00		Incentive Revenue: Tuition payment to WMEP to provide equity training for teachers, staff, and administrators through WMEP Classes: Beyond Diversity, Dare to Be Real, Culturally Responsive Teaching, Creating Community in a Diverse School Environment, Leveling the Playing Field, Meeting the needs of Native American Students, etc.
<b>FIN 318 TOTAL</b>					<b>\$123,792.00</b>	<b>\$0.00</b>	

**Notes or Comments:**

**FY 2017 Achievement and Integration Budget**

District Number: 284

District Name: Wayzata Public Schools

**20% Professional Development**

On this worksheet please list proposed **FIN 313** expenditures for professional development. No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved plan. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
Tuition Payment to WMEP	017	640	313	391	\$43,658.00		Actively recruit and enroll students in FAIR schools.
Academy Classes Stipends	017	640	313	185	\$30,000.00		Professional Development stipend for equity training of teachers through Wayzata Academy classes. 45 - 50 Teachers participate Equity related Academy Classes each year.
Academy Classes Benefits	017	640	313	210 211 218	\$5,000.00		FICA Medicaid, TRA Benefits for Academy class stipends. 45 - 50 Teachers participate in Equity related Academy Classes each year.
Workshops/Conferences	017	640	313	366	\$48,126.00		We will provide experiences, opportunities, resources and tools so that our staff are prepared to meet the learning needs of each and every student. Opportunities may include National Urban Alliance (NUA), Young Scholars Professional Development, Conferences and Workshops.
Workshops/Conferences - Sub Salaries	017	640	313	145 185 186	\$25,000.00		Salaries: We will provide experiences, opportunities, resources and tools so that our staff are prepared to meet the learning needs of each and every student. Opportunities may include National Urban Alliance (NUA), Young Scholars Professional Development, Conferences and Workshops.
Workshops/Conferences - Sub Fringe Benefits	017	640	313	210 211 214 218	\$3,750.00		Fringe Benefits: We will provide experiences, opportunities, resources and tools so that our staff are prepared to meet the learning needs of each and every student. Opportunities may include National Urban Alliance (NUA), Young Scholars Professional Development, Conferences and Workshops.
<b>TOTAL</b>					<b>\$155,534.00</b>	<b>\$0.00</b>	

**Notes or Comments:**



### FY 2017 Achievement and Integration Budget

District Number: 284

District Name: Wayzata Public Schools

**20% Professional Development**

On this worksheet please list proposed **FIN 318** expenditures for professional development. No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved plan. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
<b>TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>	

**Notes or Comments:**

**FY 2017 Achievement and Integration Budget**
**District Number:** 284

**District Name:** Wayzata Public Schools

**10% Admin/Indirect Costs**

 On this worksheet please list proposed Administrative/Indirect **FIN 313** expenditures. No more than 10% of total revenue may be spent on PD costs that are part of a district's MDE-approved plan. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan.
Program Director: Salary	017	605	313	110	\$98,412.00		.69 FTE of 1.0 This position oversees the achievement and integration budget and three -year Plan, Supports building principals, teachers, and intervention and integration specialists, Coordinates WMEP programs, the former Choice is Yours program (Minneapolis transportation), collaborates with local organizations to support targeted students and families, directs parent advisory, and coordinates equity staff development in all departments and with all staff in the district
Program Director: Fringe Benefits	017	605	313	210 / 211 218 / 220 230 / 235 240 / 250	\$25,469.58		Fringe Benefits: .69 FTE of 1.0 This position oversees the achievement and integration budget and three -year Plan, Supports building principals, teachers, and intervention and integration specialists, Coordinates WMEP programs, the former Choice is Yours program (Minneapolis transportation), collaborates with local organizations to support targeted students and families, directs parent advisory, and coordinates equity staff development in all departments and with all staff in the district
Secretary: Salary	017	605	313	171	\$22,577.00		.5 FTE of 1.0 Clerical support for program: Budget monitoring and reporting; updates data required for state and federal reporting; communication with parents, teachers, administration; attends meetings keeping minutes, coordinating material for distribution; maintains documents, office files and records; prepares written reports, memos, letters etc., faxing, copying, printing and mailing; Skyward accounting; design and prepares forms etc.
Secretary: Fringe Benefits	017	605	313	210 / 211 214 / 220 230 / 235 240 / 250	\$10,537.16		Fringe Benefits: .5 FTE of 1.0 Clerical support for program: Budget monitoring and reporting; updates data required for state and federal reporting; communication with parents, teachers, administration; attends meetings keeping minutes, coordinating material for distribution; maintains documents, office files and records; prepares written reports, memos, letters etc., faxing, copying, printing and mailing; Skyward accounting; design and prepares forms etc.
Literacy Volunteer Coordinator: Salary	017	220	313	171	\$10,215.00		.31 of 1.0 FTE Clerical support for volunteer Literacy program. Orders, organizes, inventories and distributes grade level sets of books to each elementary school for literacy volunteer use; organizes, schedules, and facilitates literacy volunteer and building
Literacy Volunteer Coordinator: Fringe Benefits	017	220	313	210 / 211 214 / 220 230 / 235	\$6,148.98		Fringe Benefits: .31 of 1.0 FTE Clerical support for volunteer Literacy program. Orders, organizes, inventories and distributes grade level sets of books to each elementary school for literacy volunteer use; organizes, schedules, and facilitates literacy volunteer and building
<b>Total</b>					<b>\$173,359.72</b>	<b>\$0.00</b>	

**Notes or Comments:**

District Number: 284

District Name: Wayzata Public Schools

**10% Admin/Indirect Costs**

On this worksheet please list proposed **FIN 318** Administrative/Indirect expenditures for your FY17 budget. No more than 10% of the budget may be spent on Admin/Indirect costs included in a district's MDE-approved plan. See the current AI Budget Guide for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan.
<b>Total</b>					<b>\$0.00</b>	<b>\$0.00</b>	

Notes or Comments:



### FY 2017 Achievement and Integration Budget

District Number: 284

District Name: Wayzata Public Schools

**80% Direct Services to Students**

On this worksheet please list proposed **FIN 313** expenditures for Direct Student Services for your district's Racially Identifiable School(s). At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative: a crosswalk between your AI budget and your AI plan
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
<b>FIN 313 TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>	

**Notes or Comments:**



### FY 2017 Achievement and Integration Budget

District Number: 284

District Name: Wayzata Public Schools

**80% Direct Services to Students**

On this worksheet please list proposed **FIN 318** expenditures for Direct Student Services for your district's Racially Identifiable School(s). At least 80% of a district's proposed expenditures must be used for programs included in the district's MDE-approved AI plan which provide direct services to students. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative: a crosswalk between your AI budget and your AI plan
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
<b>FIN 318 TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>	

Notes or Comments:



### FY 2017 Achievement and Integration Budget

District Number: 284

District Name: Wayzata Public Schools

**20% Professional Development**

On this worksheet please list proposed **FIN 313** expenditures for professional development for your district's Racially Identifiable School(s). No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved plan. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
<b>TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>	

*Notes or Comments:*



### FY 2017 Achievement and Integration Budget

District Number: 284

District Name: Wayzata Public Schools

**20% Professional Development**

On this worksheet please list proposed **FIN 318** expenditures for professional development for your district's Racially Identifiable School(s). No more than 20% of a district's proposed expenditures may be used for PD costs that are part of a district's MDE-approved plan. See the current AI Budget

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your plan.
<b>TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>	

**Notes or Comments:**



FY 2017 Achievement and Integration Budget

District Number: 284

District Name: Wayzata Public Schools

**10% Admin/Indirect Costs**

On this worksheet please list proposed Administrative/Indirect **FIN 313** expenditures for your district's Racially Identifiable School(s). No more than 10% of total revenue may be spent on PD costs that are part of a district's MDE-approved plan. See the current AI Budget Requirements for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan.
<b>Total</b>					<b>\$0.00</b>	<b>\$0.00</b>	

Notes or Comments:



FY 2017 Achievement and Integration Budget

District Number: 284

District Name: Wayzata Public Schools

**10% Admin/Indirect Costs**

On this worksheet please list proposed **FIN 318** Administrative/Indirect expenditures for your district's Racially Identifiable School(s). No more than 10% of the budget may be spent on Admin/Indirect costs included in a district's MDE-approved plan. See the current AI Budget Guide for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY17 expenditures by 12/1/17.	By name or number, identify the activity in your plan that each expenditure supports. Provide a brief description of how these funds will be used to support that activity. This narrative should be different from the program description in your AI plan.
<b>Total</b>					<b>\$0.00</b>	<b>\$0.00</b>	

**Notes or Comments:**

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Regular Meeting – March 14, 2016**

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

**ITEM: E. BID AWARD: Birchview Boiler Replacement**

**COMMENTS BY: Jim Westrum**

**BID AWARD – Birchview Boiler Replacement**

The bid opening for Birchview Boiler Replacement was held at the Administration Building on February 9, 2016 at 11:00 am.

The scope of the project includes replacement of existing boilers, water heaters and water softeners as well as a complete renovation of the staff toilet rooms.

Cool Air Mechanical Inc. submitted the lowest base bid in the amount of \$461,800.

This bid will be funded using Alternative Facilities Funding

Please see the attached bid tabulation and recommendation from Wold Architects and Engineers.

**RECOMMENDED ACTION:** Award the Birchview Boiler Replacement to Cool Air Mechanical Inc. for the base bid in the amount of \$461,800.

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

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

Abstentions \_\_\_\_\_



332 Minnesota Street  
Suite W Two Thousand  
Saint Paul, MN 55101

tel 651 227 7773  
fax 651 223 5646  
mail@woldae.com

February 16, 2016

FEB 22 2016

Brad Berghuis  
Construction Project Coordinator  
17305 19<sup>th</sup> Avenue North  
Plymouth, Minnesota 55447

Re: Independent School District #284  
Birchview Elementary Boiler Replacement and Toilet Room Improvements project  
Commission No. 152139

Dear Brad:

We request that the following recommendation be presented to the School Board for the award of the Birchview Elementary Boiler Replacement and Toilet Room Improvements project.

On February 9, 2016, ten (10) bids were received for the Birchview Elementary Boiler Replacement and Toilet Room Improvements project. A copy of the bid tabulation is enclosed for your review. The bid has been reviewed and is within the budget established for the project and reflects a fair value for the work involved.

The scope of the project includes the replacement of the existing boilers, water heaters, and water softeners as well as a complete renovation of the staff toilet rooms. The project is scheduled for construction this during this upcoming spring and summer.

Based on our review of the bids submitted, we recommend that the District award a contract for the Birchview Elementary Boiler Replacement and Toilet Room Improvements project to Cool Air Mechanical Inc, 1544 134<sup>th</sup> Avenue Northeast Ham Lake, Minnesota 55304, as follows:

Birchview Elementary Boiler Replacement and Toilet Room Improvements project	
Base Bid:	\$461,800
<b>Total Contract Amount</b>	<b>\$461,800</b>

Upon your action, we will provide notice to the contractor and draft a contract reflecting this amount.

Sincerely,

WOLD ARCHITECTS AND ENGINEERS

Valerie Peterson // LEED AP

Enclosure

- cc: Chace Anderson, Superintendent
- Jim Westrum, Executive Director of Finances and Business Services
- Cindy Windsor, ISD #284
- Jon Deutsch, ISD #284
- Lynae Schoen, Wold
- Scott McQueen, Wold
- Greg Dehler, Wold
- Matthew Mohr, Wold
- Accounting

CN:/ISD\_284/152139/crsp/feb16

Minnesota  
Illinois  
Michigan  
Colorado  
Iowa



Project Name: Birchview EL Boiler Replacement and Toilet Room Improvements

BID TABULATION

Commission No: 152139  
 Date: 2/9/2016  
 Time: 10:00 AM

Wold Architects and Engineers  
 332 Minnesota Street, Suite W2000  
 Saint Paul, Minnesota 55101  
 651.227.7773 Fax: 651.223.5646

Bidders Name	Addendum Numbers	Bid Security	Base Bid	Remarks
JS Cates Construction, Inc. 2400 Cates Ranch Drive #100 Hamel, MN 55340 O: 763-478-8961 F: 763-478-8794	1,2	YES	\$540,000	
Deing Pierson Group 10650 County Rd 81 Maple Grove, MN 55369 O: 763-657-7665	1,2	YES	\$504,900	
Derau Construction 1407 Cliff Rd E Burnsville, MN 55337 O: 952-697-5130	1,2	YES	\$498,500	
Ebert 23350 County Rd 10 Loretto, MN 55357 O: 763-498-7844 F: 763-498-9951	1,2	YES	\$494,200	
Coal Air Mechanical, Inc. 1544 134th Ave NE Ham Lake, MN 55304 O: 651-489-8821 F: 763-432-7394	1,2	YES	\$461,800	Low Bidder
JPM Construction 2310 COUNTY RD D WEST SAINT PAUL, MN 55112 O: 651-636-1499	1,2	YES	\$514,000	
IYAWE & Associates Corporation 7511 62nd Ct N Minneapolis MN 55428 O: 763-535-8200	1,2	YES	\$463,000	
Pioneer Power, Inc. 570 Hatch Ave St Paul, MN 55117 O: 651-488-5561	1,2	YES	\$543,650	
Peterson Sheet Metal, Inc. 3728 Bemidji Ave N Bemidji, MN 56601 O: 218-751-4502 F: 218-444-4505	1,2	YES	\$545,000	
United States Mechanical, Inc. 3527 88th Ave NE Circle Pines, MN 55014 O: 763-780-9030 F: 763-780-9036	1,2	YES	\$546,300	

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Regular Meeting – March 14, 2016**

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

**ITEM: F. BID AWARD: Reroofing at East Middle School**

**COMMENTS BY: Jim Westrum**

**BID AWARD – Reroofing at East Middle School**

The bid opening for Reroofing at East Middle School was held at the Administration Building on February 18, 2016 at 2:00 pm.

The scope of the project includes Reroofing over the small gym area.

B & B Sheet Metal and Roofing Inc. submitted the lowest base bid in the amount of \$208,200 and \$3,500 for add Alternate No. 1.

This bid will be funded using Alternative Facilities funding.

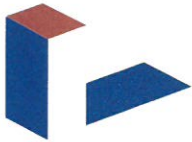
Please see the attached bid tabulation and recommendation from Inspec.

**RECOMMENDED ACTION:** Award the Reroofing at East Middle School to B & B Sheet Metal & Roofing Inc. for the base bid in the amount of \$208,200 and \$3,500 for Alternate No. 1.

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

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

Abstentions \_\_\_\_\_



**INSPEC**

February 22, 2016

Smart engineering of  
roofs, walls, windows,  
pavements  
and waterproofing

Mr. Brad Berghuis  
Wayzata Public Schools  
17305 19<sup>th</sup> Avenue North  
Plymouth, MN 55447

Re: 2016 Reroofing at Wayzata East Middle School  
Inspec Project No.: 213765.1

Dear Mr. Berghuis,

On February 18, 2016, bids were received for the above-mentioned project. B&B Sheet Metal and Roofing, Inc. provided the low bid in the amount of \$208,200, with the add alternate amount of \$3,500. You indicated that you would like to accept the add alternate.

We discussed the project with Bob Olson at B&B Sheet Metal and Roofing, Inc., and he indicated that they would provide the work as specified for the bid amount. B&B Sheet Metal and Roofing, Inc. has performed work on projects for which we have provided engineering services in the past. The work performed has been acceptable and their personnel have been cooperative.

Based on the above information, we would recommend acceptance of the bid and add alternate from B&B Sheet Metal and Roofing, Inc. for the total amount of \$211,700. If you have any questions or comments, please call our office.

Sincerely,

INSPEC,

Dale Meierhofer

DM/bap

Attachment: Bid Tab

cc: Chuck Schuh, Inspec

5801 Duluth Street  
Minneapolis, MN 55422  
Ph. 763-546-3434  
Fax 763-546-8669

Chicago

Milwaukee

Minneapolis

[www.inspec.com](http://www.inspec.com)

# BID TABULATION

OWNER: Wayzata Public Schools

PROJECT: 2016 Reroofing at Wayzata East Middle School

BID DATE / TIME: February 18, 2016 at 2:00 pm

PROJECT # 213765.1

*Preliminary Bid Tabulation - Bids are Contingent Upon Further Review*



CONTRACTOR	Addendum 1	Bid Security	Resp. Contractor Affidavit	Base Bid	Add Alternate	PROJECT # 213765.1	
						143	
Approx. Sqs.				System Type			
				BUR			
B & B Roofing	✓	✓	✓	\$ 208,200	\$ 3,500		
McPhillips	✓	✓	✓	\$ 212,340	\$ 3,950		
Palmer West	✓	✓	✓	\$ 218,800	\$ 2,500		
Commercial Roofing	✓	✓	✓	\$ 237,235	\$ 2,925		
Thomas Finn	✓	✓	✓	\$ 239,000	\$ 4,850		
Berwald Roofing	✓	No	✓	\$ 239,900	\$ 4,500		
B.L. Dalsin	✓	✓	✓	\$ 247,370	\$ 2,305		
J.A. Dalsin	✓	✓	✓	\$ 259,650	\$ 2,200		
Central Roofing	✓	✓	✓	\$ 278,445	\$ 3,000		
Dering Pierson Group	✓	✓	✓	\$ 299,900	\$ 3,500		
Flynn Midwest	✓	✓	✓	\$ 315,192	\$ 5,000		

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

**BOARD OF EDUCATION**  
**Regular Meeting – March 14, 2016**

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

**ITEM: G. BID AWARD: Oakwood Elementary Pavement Rehabilitation**

**COMMENTS BY: Jim Westrum**

**BID AWARD – Oakwood Elementary Pavement Rehabilitation**

The bid opening for Oakwood Elementary Pavement Rehabilitation was held at the Administration Building on February 25, 2016 at 2:00 pm.

The scope of the project includes reconstructing the North parking lot due to failing asphalt and milling and overlaying South parking lot.

Minnesota Roadways Co. submitted the lowest base bid in the amount of \$161,984.

This bid will be funded using Alternative Facilities Funding.

Please see the attached bid tabulation and recommendation from Inspec.

**RECOMMENDED ACTION:** Award the Oakwood Pavement Rehabilitation to Minnesota Roadways Co. for the base bid in the amount of \$161,984.

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

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

Abstentions \_\_\_\_\_



March 1, 2016

Smart engineering of  
roofs, walls, windows,  
pavements  
and waterproofing

Mr. Brad Berghuis  
Wayzata Public Schools  
17305 19<sup>th</sup> Avenue North  
Plymouth, MN 55447

RE: 2016 Pavement Rehabilitation at Oakwood Elementary School  
Inspec Project No.: 213803

Dear Mr. Berghuis:

On February 25, 2016, competitive bids were received for the above-referenced project. Minnesota Roadways Co. submitted the lowest base bid in the amount of \$161,984. Our personnel contacted Mr. Jim Dignan with Minnesota Roadways and he indicated that they would be able to perform the work as specified for the submitted bid amount.

Based on our personal experience working with Minnesota Roadways Co., we feel that they are competent and qualified to perform the work. We therefore recommend that Minnesota Roadways Co. be awarded the 2016 Pavement Rehabilitation project at Oakwood Elementary School in the amount of \$161, 984.

Feel free to contact our office with any questions or comments.

Sincerely,

INSPEC

A handwritten signature in blue ink, appearing to read "Brent Boelter".

Brent Boelter, P.E.  
Project Manager

BB/bap

Enclosure

5801 Duluth Street  
Minneapolis, MN 55422  
Ph. 763-546-3434  
Fax 763-546-8669

Chicago

Milwaukee

Minneapolis

[www.inspec.com](http://www.inspec.com)

# BID TABULATION

**OWNER:** Wayzata Public Schools  
**PROJECT:** 2016 Pavement Rehabilitation at Oakwood Elementary School  
**BID DATE / TIME:** February 25, 2016 at 2:00 pm      **PROJECT #** 213803.1



*Preliminary Bid Tabulation - Bids are  
 Contingent Upon Further Review*

CONTRACTOR	Bid Security	Base Bid	Unit Price #1 Curb Repairs	Unit Price #2 4"/8" Bit. Repairs
Minnesota Roadways Co.	X	\$161,984.00	\$34.00	\$24.90
Midwest Asphalt Corp.	X	\$182,900.00	\$35.00	\$30.00
Northwest Asphalt, Inc.	X	\$191,850.00	\$35.00	\$34.00
Park Construction Co.	X	\$213,625.00	\$30.00	\$41.50
GMH Asphalt Corp.	X	\$243,415.00	\$28.75	\$33.75

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Regular Meeting – March 14, 2016**

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

**ITEM: H. BID AWARD: Wayzata Varsity Baseball Reconstruction**

**COMMENTS BY: Mr. Jim Westrum**

**BID AWARD – Wayzata Varsity Baseball Reconstruction**

The bid opening for Wayzata Varsity Baseball Reconstruction was held at the Administration Building on February 18, 2016 at 10:00 am.

The scope of the project includes Electrical, Earthwork and Site Utilities

Low bids for the following work scopes are recommended by Kraus-Anderson for Board Approval:

For Work Scope 26-A Electrical: Laketown Electric Corporation submitted the lowest base bid in the amount of \$92,000 and \$13,200 for Alternate No. 3.

For Work Scope 31-A Earthwork and Site Utilities: Veit & Company Inc. submitted the lowest base bid in the amount of \$513,980, \$5,300 for Alternate No. 1 and \$4,500 for Alternate No. 3.

The Baseball Field project will be funded using Alternative Facilities Funding.

The Lighting at the Baseball Field and Varsity Softball Field were approved by the Plymouth City Council. A portion of the lighting will be paid for as planned in the bond referendum with the remainder being paid from other sources, including community partnerships with athletic associations and fees collected for the use of the fields by other organizations.

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

**RECOMMENDED ACTION:** Award the Wayzata Varsity Baseball Reconstruction project work scopes as listed.

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

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

Abstentions \_\_\_\_\_



February 29, 2016

Mr. James Westrum  
Wayzata Public Schools ISD #284  
210 County Road 101 North, PO Box 660  
Wayzata, MN 55391

RE: **Wayzata Varsity Baseball Reconstruction  
Contract Award Recommendation**

Dear Mr. Westrum:

Kraus-Anderson Construction Company has reviewed the bids that were received on February 18, 2016 for Wayzata Varsity Baseball Reconstruction.

We are recommending award of contracts to the following bidders:

<b>Work Scope</b>	<b>Contractor, City, State</b>	<b>Contract Amount</b>
26-A: Electrical	Laketown Electric Corporation Waconia, MN	\$92,000.00 Alt No. 3: \$13,200.00
31-A: Earthwork & Site Utilities	Veit & Company, Inc Rogers, MN	\$513,980.00 Alt No. 1: \$5,300.00 Alt No. 3: \$4,500.00
<b>Total Recommended:</b>		<b>\$628,980.00</b>

Alternate Nos. 1 and 3 are 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

*Patrick Mulcahey*

Patrick Mulcahey  
Project Manager

PM:rs

cc: Ben Beery / Matt Mohr, Wold Architects & Engineers  
Brad Berghuis, Wayzata Public Schools  
Jon Deutsch, Wayzata Public Schools  
Cindy Windsor, Wayzata Public Schools





**WAYZATA VARSITY BASEBALL RECONSTRUCTION**

**BID TABULATIONS**

THURSDAY, FEBRUARY 18, 2016 @ 10:00 AM

OWNER: WAYZATA PUBLIC SCHOOLS #284

ARCHITECT: WOLD ARCHITECTS AND ENGINEERS

**WORK SCOPE 31-A: EARTHWORK AND SITE UTILITIES**

	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
	Veit & Company, Inc.	Rachel Contracting, Inc.	Peterson Companies, Inc.	New Look Contracting, Inc.	Duininck, Inc.	G.L. Contracting, Inc.
<b>BID SECURITY</b>	Bid Bond	Bid Bond	Bid Bond	Bid Bond	Bid Bond	Bid Bond
<b>ADDENDA REC'D.</b>	1,2	1,2	1,2	1,2	1,2	1,2
<b>BASE BID</b>	\$513,980.00	\$563,020.00	\$569,200.00	\$644,427.00	\$714,000.00	\$779,000.00
<b>Alternate No. 1 - Synthetic Turf</b>	Add: \$5,300.00	Add: \$9,100.00	Add: \$8,230.00	Add: \$8,555.00	Add: \$12,200.00	Add: \$12,500.00
<b>Alternate No. 2 - Weed Barrier Protection</b>	Add: \$6,200.00	Add: \$13,500.00	Add: \$7,000.00	Add: \$16,500.00	Add: \$14,800.00	Add: \$8,500.00
<b>Alternate No. 3 - Service Entrance</b>	Add: \$4,500.00	N/A	N/A	Add: \$4,500.00	N/A	N/A

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

**BOARD OF EDUCATION**  
Regular Meeting – March 14, 2016

**AGENDA SECTION:** 4. 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 2016. 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>
Elaine Bocksell	High School Culinary Express	33 Years
Ardyce Flies	Gleason Lake Paraprofessional	26 Years
Kelly Peterson	High School Teacher	20 Years

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

Regular Meeting – March 14, 2016

**AGENDA SECTION: Employee of the Month: Ann Carlson**  
**COMMENTS BY: Chace Anderson**

Birchview Elementary's Employee of the Month is Literacy Coach and Interventionist Ann Carlson. Although Mrs. Carlson's office may be tucked away in the back corner of Birchview's Learning Lab, her contribution is evident in every classroom and reaches across Vicksburg to the kindergarten classrooms at Central Middle School as well.

Ann's work with exemplifies Birchview's Core Values of Community, Compassion, Curiosity and Commitment.

Ann demonstrates **community** in a myriad of ways. Each week, she leads a meeting between the intervention team and grade-level teams to connect classroom and intervention instruction, strengthen collaboration and, ultimately, better meet the needs of struggling readers.

Ann demonstrates **compassion** through her ability to always see the good in everyone and she continually assumes positive intent.

Ann demonstrates her **curiosity** by always striving to improve her craft. She is currently in a doctoral program and often discusses how much she enjoys the challenges it brings.

Ann's **commitment** is evident through the extra effort she puts into her work, from setting up book labs to conducting multiple trainings and classes for staff, just to name a few.

Congratulations, Ann! Thanks for all you do to make Birchview exceptional!

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

Regular Meeting – March 14, 2016

**AGENDA SECTION: Employee of the Month: Ann Katzmarek**  
**COMMENTS BY: Chace Anderson**

The Oakwood staff is proud to nominate Ann Katzmarek as the employee of the month for March. Ann has taught for 21 years. She came to Wayzata in 1999, and has been at Oakwood for all 17 years.

Ann is a very talented teacher and a master at building relationships with students, parents and staff. She always makes a point to learn about her students, their talents and their interests outside of school. She believes it helps students feel comfortable, safe and willing to try activities or projects they may not normally try because they are afraid of not succeeding. She helps them discover its okay to take a risk and challenge themselves. This is just one way Ann strives to help each student reach his or her full potential.

Ann makes connections with kids that last a lifetime. Former students now in their mid-twenties still keep in touch with Miss K. She works hard at helping all children feel welcome and teaches them how to be kind and caring to others. She truly practices what she preaches, as she is one of the most positive and kindest people on the Oakwood staff.

Congratulations, Ann! Thank you for all you do for Oakwood!

Gleason Lake will be featuring their 5<sup>th</sup> grade science fair projects. This culminating activity requires students to integrate a multitude of higher-level skills. For approximately four weeks, students are designing a scientific experiment, analyzing and interpreting data, summarizing findings and preparing an oral presentation to share with the class. This project directly ties to strategic number one as students are required to use their reading, writing, mathematical and speaking skills.

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

**BOARD OF EDUCATION**  
Regular Meeting – March 14, 2016

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

**ITEM: A. Policies**

**COMMENTS BY: Chace B. Anderson**

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.

**Approve:**

519 School Start and Dismissal Times

917 Relations with Governmental Authorities

**RECOMMENDED ACTION:** Approve the policies as presented for first reading.

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

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

Abstentions \_\_\_\_\_

## **519 SCHOOL START AND DISMISSAL TIMES**

### **I. PURPOSE**

This policy communicates the expectations regarding school start and dismissal times.

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

- A. The School Board will establish and/or modify school start and dismissal times in a manner that best meets students' learning needs, allows for efficient and effective transportation and other operations, and gives appropriate consideration to the needs of families, the larger community and the school district staff. The school board shall consider the unique developmental needs of students, the research related to student academic achievement and sleep time requirements/recommendations, the general health and well-being of students, and the financial, logistical, and operational considerations when establishing or modifying school start and dismissal times. The School Board also expects that there will be as much year-to-year stability in school start and dismissal times as circumstances permit.
  
- B. The superintendent will review school start and dismissal times as necessary and, if the review substantiates such, will recommend modifications to the established school start and dismissal times.

**ADOPTED:** March 14, 2016

**LAST REVIEWED:** March 14, 2016

**917 RELATIONS WITH GOVERNMENTAL AUTHORITIES**

**I. PURPOSE**

The purpose of this policy is to define the parameters of the relationship between governmental authorities, the school district, and individual schools.

**II. GENERAL STATEMENT OF POLICY**

- A. The School Board recognizes that the community service responsibilities of a district rightfully extend beyond provision of academic instruction to youth. It is aware that such responsibilities sometimes entail cooperation with governmental and community agencies in offering types of services for which schools are especially qualified or equipped. Such services may include but are not limited to charitable solicitations, disease immunizations, and health and safety screening programs.
- B. The School Board, as an independent body, has no compulsory statutory relationship to other governmental bodies. It will, however, cooperate with other governing agencies, both educational and civil in serving the best interests of the citizens of the district.
- C. While the School Board will maintain complete autonomy at all times, it will, in cases where it deems it to be in the best interest of the students and taxpayers of the district, work cooperatively with the agencies in the community.
- D. The district may provide land and/or other facilities to enhance the programs of other governing agencies when such provisions directly enhance the basic functions of the district.
- E. The district will work cooperatively with the elected and appointed officers of the various municipalities which are partially or completely within its boundaries to develop plans for utilization of resources to be in the best interest of the citizens of the district and the municipalities. It will participate in the development and maintenance of the comprehensive plan for the best usage of the land and resources of the total district area.

**ADOPTED:** December 10, 1973  
**AMENDED:** July 13, 1987  
**AMENDED:** June 12, 2007  
**AMENDED:** March 14, 2016  
**LAST REVIEWED:** March 14, 2016

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

**BOARD OF EDUCATION**  
Regular Meeting – March 14, 2016

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

**ITEM: Finance and Business Services**

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

**Monthly Financial Reports**

Enclosed for School Board review and information are the following financial reports as of January 2016:

- Student Activity Fund Report
- Investment Summary
- Analysis of Financial Reports
- Statement of Revenues
- Statement of Expenditures

No School Board action is required.

Wayzata Public Schools											
Student Activity Fund Summary											
January 2016											
PROGRAM/LOCATION : MISCELLANEOUS											
Fund	Type	Org	Prg	Crse	Fin	Obj/Src	Account Name	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 01/31/16
21	E/R	018	000	000	000	899/XXX	AD BUILDING	3,785.34	-	1,465.77	2,319.57
<b>TOTAL MISCELLANEOUS</b>								<b>3,785.34</b>	<b>-</b>	<b>1,465.77</b>	<b>2,319.57</b>
PROGRAM/LOCATION : WAZATA HIGH SCHOOL											
Fund	Type	Org	Prg	Crse	Fin	Obj/Src	Account Name	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 01/31/16
21	E/R	251	280	001	000	899/099	WAYZATA PLAYERS	18,518.15	37,483.36	26,384.50	29,617.01
21	E/R	251	280	003	000	899/099	YEARBOOK (WAYAKO)	13,742.41	(1,003.89)	33,225.62	(20,487.10)
21	E/R	251	280	005	000	899/099	CERAMICS	337.25	200.00	114.30	422.95
21	E/R	251	280	007	000	899/099	CHEERLEADERS	929.98	5,829.99	6,946.40	(186.43)
21	E/R	251	280	008	000	899/099	CHOIR	7,104.69	14,747.82	14,306.76	7,545.75
21	E/R	251	280	009	000	899/099	DANCE TEAM	18,315.64	45,069.10	26,494.11	36,890.63
21	E/R	251	280	016	000	899/099	ACTIVITY SUPPORT	74,580.83	15,369.77	5,832.17	84,118.43
21	E/R	251	280	017	000	899/099	DECA	7,254.53	15,578.37	14,343.05	8,489.85
21	E/R	251	280	019	000	899/099	FRENCH	147.51	490.66	185.49	452.68
21	E/R	251	280	020	000	899/099	GERMAN	9,786.11	477.30	(3,670.75)	13,934.16
21	E/R	251	280	021	000	899/099	LETTERMAN	66,299.92	3,505.25	16,019.76	53,785.41
21	E/R	251	280	022	000	899/099	FINE ARTS	3,782.89	2,549.74	1,734.36	4,598.27
21	E/R	251	280	024	000	899/099	BAND	69,390.96	53,989.97	99,421.34	23,959.59
21	E/R	251	280	026	000	899/099	NATIONAL HONOR	5,218.89	2,496.93	998.86	6,716.96
21	E/R	251	280	027	000	899/099	STUDENT SERVICES	4,029.07	-	707.58	3,321.49
21	E/R	251	280	028	000	899/099	ORCHESTRA	15,228.16	25,638.31	28,907.81	11,958.66
21	E/R	251	280	030	000	899/099	STUDENT COUNCIL	9,310.57	21,187.09	14,603.05	15,894.61
21	E/R	251	280	031	000	899/099	SPANISH	2,178.21	1,278.09	825.71	2,630.59
21	E/R	251	280	038	000	899/099	SCHOLARSHIPS	-	-	-	-
21	E/R	251	280	039	000	899/099	THEATRE ARTS	1,813.69	2,063.10	2,782.72	1,094.07
21	E/R	251	280	040	000	899/099	BUSINESS PROFESS(BPA)	9,301.43	16,807.11	11,552.05	14,556.49
21	E/R	251	280	042	000	899/099	SKILLS USA	1,032.66	261.50	291.91	1,002.25
21	E/R	251	280	043	000	899/099	ART CLUB	-	-	-	-
21	E/R	251	280	044	000	899/099	LINK	9,740.25	(77.10)	7,420.16	2,242.99
21	E/R	251	280	047	000	899/099	SUPER MILEAGE TEAM	1,713.23	758.60	825.55	1,646.28
21	E/R	251	280	048	000	899/099	Y.E.S.	3,347.06	2,936.81	200.50	6,083.37
21	E/R	251	280	049	000	899/099	CREATIVE WRITING	2,337.57	-	-	2,337.57
21	E/R	251	280	050	000	899/099	TROJAN LOCK ROOM (DECA - S	16,417.49	17,718.26	13,055.03	21,080.72
21	E/R	251	280	051	000	899/099	V21 - ACTIVITY SUPPORT	1,368.10	-	747.00	621.10
21	E/R	251	280	052	000	899/099	ROBOTICS TEAM	4,270.58	7,575.20	5,005.46	6,840.32
21	E/R	251	280	053	000	899/099	SHOW STOPPERS	18,020.92	3,858.00	12,391.51	9,487.41
21	E/R	251	280	055	000	899/099	CHINESE CLUB	1,170.13	255.11	127.68	1,297.56
21	E/R	251	280	056	000	899/099	LAKER'S BKST NOOK	10,867.37	9,882.13	7,506.53	13,242.97
21	E/R	251	280	057	000	899/099	WHS INTERNATIONAL FESTIVAL	1,485.81	-	-	1,485.81
21	E/R	251	280	058	000	899/099	FRESHMAN RETREAT	434.37	10,684.71	170.00	10,949.08
21	E/R	251	280	059	000	899/099	TRAP & SKEET	4,909.97	-	-	4,909.97
21	E/R	251	280	060	000	899/099	JR STATESMAN	741.05	-	-	741.05
21	E/R	251	280	061	000	899/099	QUIZ BOWL	5,987.70	1,490.95	4,048.91	3,429.74
<b>TOTAL WAZATA HIGH SCHOOL</b>								<b>421,115.15</b>	<b>319,102.24</b>	<b>353,505.13</b>	<b>386,712.26</b>

Wayzata Public Schools											
Student Activity Fund Summary											
January 2016											
PROGRAM/LOCATION : WAZATA HIGH SCHOOL ATHLETICS											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 01/31/16
21	E/R	251	280	070	000	899/099	BASEBALL	5,135.28	225.00	(800.00)	6,160.28
21	E/R	251	280	071	000	899/099	BASKETBALL - BOYS	1,133.96	10,052.00	7,554.32	3,631.64
21	E/R	251	280	072	000	899/099	BASKETBALL - GIRLS	2,763.96	4,692.00	(476.56)	7,932.52
21	E/R	251	280	073	000	899/099	CROSS COUNTRY - BOYS	3,900.78	7,330.00	6,501.30	4,729.48
21	E/R	251	280	074	000	899/099	CROSS COUNTRY - GIRLS	-	4,417.00	3,132.68	1,284.32
21	E/R	251	280	075	000	899/099	FOOTBALL	46,717.51	23,170.00	9,651.38	60,236.13
21	E/R	251	280	076	000	899/099	GYMNASTICS	4,223.17	1,762.00	756.44	5,228.73
21	E/R	251	280	077	000	899/099	GOLF - BOYS	489.86	2,671.75	432.38	2,729.23
21	E/R	251	280	078	000	899/099	GOLF - GIRLS	2,499.50	188.00	975.27	1,712.23
21	E/R	251	280	079	000	899/099	HOCKEY - BOYS	14,157.98	20,463.00	22,287.89	12,333.09
21	E/R	251	280	080	000	899/099	HOCKEY - GIRLS	15,776.91	11,079.25	5,068.20	21,787.96
21	E/R	251	280	081	000	899/099	SKIING - ALPINE	7,954.95	10,472.00	10,814.47	7,612.48
21	E/R	251	280	082	000	899/099	SKIING - NORDIC	13,241.54	8,817.00	6,266.55	15,791.99
21	E/R	251	280	083	000	899/099	SOFTBALL	407.08	302.00	(1,260.00)	1,969.08
21	E/R	251	280	084	000	899/099	SWIMMING/DIVING - BOYS	3,959.67	4,050.00	2,285.00	5,724.67
21	E/R	251	280	085	000	899/099	SWIMMING/DIVING - GIRLS	10,604.36	13,582.24	13,530.94	10,655.66
21	E/R	251	280	086	000	899/099	SOCCER - BOYS	12,359.70	8,087.00	13,369.85	7,076.85
21	E/R	251	280	087	000	899/099	SOCCER - GIRLS	11,576.02	9,325.00	6,836.94	14,064.08
21	E/R	251	280	088	000	899/099	SYNCHRONIZED SWIMMING	8,217.88	150.00	518.50	7,849.38
21	E/R	251	280	089	000	899/099	TENNIS - BOYS	25,156.40	2,891.00	554.34	27,493.06
21	E/R	251	280	090	000	899/099	TENNIS - GIRLS	4,212.27	11,646.00	13,407.62	2,450.65
21	E/R	251	280	091	000	899/099	TRACK/FIELD - BOYS	1,431.46	614.00	79.36	1,966.10
21	E/R	251	280	092	000	899/099	TRACK/FIELD - GIRLS	1,097.76	763.00	(1,410.00)	3,270.76
21	E/R	251	280	093	000	899/099	VOLLEYBALL	7,570.27	15,590.00	11,964.91	11,195.36
21	E/R	251	280	094	000	899/099	WRESTLING	-	3,969.00	2,493.40	1,475.60
21	E/R	251	280	095	000	899/099	ADAPTIVE ATHLETICS	3,898.12	26.00	48.00	3,876.12
21	E/R	251	280	096	000	899/099	BOYS LACROSSE	8,476.68	521.00	168.00	8,829.68
21	E/R	251	280	097	000	899/099	GIRLS LACROSSE	3,815.78	1,068.00	240.00	4,643.78
<b>TOTAL HIGH SCHOOL ATHLETICS</b>								<b>220,778.85</b>	<b>177,923.24</b>	<b>134,991.18</b>	<b>263,710.91</b>
PROGRAM/LOCATION : CENTRAL MIDDLE SCHOOL											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 01/31/16
21	E/R	253	280	152	000	899/099	MUSICAL	9,188.94	1,583.86	4,651.63	6,121.17
21	E/R	253	280	156	000	899/099	STUDENT COUNCIL	2,600.88	-	-	2,600.88
21	E/R	253	280	157	000	899/099	BAND	586.61	5,118.93	5,552.10	153.44
21	E/R	253	280	161	000	899/099	YEARBOOKS	3,514.92	5,405.00	8,376.72	543.20
21	E/R	253	280	165	000	899/099	STUDENT SERVICES	7,719.63	3,364.12	3,614.55	7,469.20
<b>TOTAL CENTRAL MIDDLE SCHOOL</b>								<b>23,610.98</b>	<b>15,471.91</b>	<b>22,195.00</b>	<b>16,887.89</b>
PROGRAM/LOCATION : WEST MIDDLE SCHOOL											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 01/31/16
21	E/R	351	280	202	000	899/099	CHOIR	30.89	-	-	30.89
21	E/R	351	280	203	000	899/099	STUDENT SERVICES	5,704.22	589.97	2,380.51	3,913.68
21	E/R	351	280	209	000	899/099	STUDENT COUNCIL	447.63	-	400.00	47.63
21	E/R	351	280	212	000	899/099	YEARBOOK	6,643.84	486.00	-	7,129.84
21	E/R	351	280	213	000	899/099	THEATER	9,158.78	4,029.15	5,799.08	7,388.85
21	E/R	351	280	215	000	899/099	DAY ONE	214.16	20.00	240.00	(5.84)
<b>TOTAL WEST MIDDLE SCHOOL</b>								<b>22,199.52</b>	<b>5,125.12</b>	<b>8,819.59</b>	<b>18,505.05</b>

Wayzata Public Schools											
Student Activity Fund Summary											
January 2016											
PROGRAM/LOCATION : EAST MIDDLE SCHOOL											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 01/31/16
21	E/R	352	280	100	000	899/099	STUDENT SERVICES	12,260.10	6,051.96	6,169.07	12,142.99
21	E/R	352	280	104	000	899/099	BAND	858.56	-	293.16	565.40
21	E/R	352	280	105	000	899/099	STUDENT COUNCIL	13,272.50	1,907.00	3,071.61	12,107.89
21	E/R	352	280	107	000	899/099	VARIETY FUND	11,024.86	1,102.00	2,048.92	10,077.94
<b>TOTAL EAST MIDDLE SCHOOL</b>								<b>37,416.02</b>	<b>9,060.96</b>	<b>11,582.76</b>	<b>34,894.22</b>
PROGRAM/LOCATION : BIRCHVIEW											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 01/31/16
21	E/R	404	280	251	000	899/099	STUDENT SERV - K	-	-	-	-
21	E/R	404	280	253	000	899/099	STUDENT SERV - GR 1	-	-	-	-
21	E/R	404	280	254	000	899/099	STUDENT SERV - GR 2	-	-	-	-
21	E/R	404	280	255	000	899/099	STUDENT SERV - GR 3	-	-	-	-
21	E/R	404	280	256	000	899/099	STUDENT SERV - GR 4	-	-	-	-
21	E/R	404	280	257	000	899/099	STUDENT SERV - GR 5	-	-	-	-
21	E/R	404	280	259	000	899/099	STUDENT COUNCIL	2,354.81	-	2,205.92	148.89
21	E/R	404	280	260	000	899/099	STUDENT SERV - GENERAL	688.43	3,445.77	2,088.72	2,045.48
21	E/R	404	280	261	000	899/099	MEDIA	1,322.93	1,620.50	1,171.36	1,772.07
<b>TOTAL BIRCHVIEW</b>								<b>4,366.17</b>	<b>5,066.27</b>	<b>5,466.00</b>	<b>3,966.44</b>
PROGRAM/LOCATION : GREENWOOD											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 01/31/16
21	E/R	406	280	307	000	899/099	KINDERGARTEN	389.33	1,310.00	532.22	1,167.11
21	E/R	406	280	311	000	899/099	MEDIA	95.38	-	-	95.38
21	E/R	406	280	312	000	899/099	STUDENT SERVICES	10,859.88	336.90	3,214.68	7,982.10
<b>TOTAL GREENWOOD</b>								<b>11,344.59</b>	<b>1,646.90</b>	<b>3,746.90</b>	<b>9,244.59</b>
PROGRAM/LOCATION : OAKWOOD											
Fund	Type	Org	Prg	Crs	Fin	Obj/Src	Account Name	Balance as Of 06/30/15	FY'2015/16 Revenue	FY'2015/16 Expend	Balance as Of 01/31/16
21	E/R	407	280	469	000	899/099	STUDENT COUNCIL	1,307.44	462.51	-	1,769.95
21	E/R	407	280	474	000	899/099	STUDENT SERV - GENERAL	8,173.74	-	837.58	7,336.16
21	E/R	407	280	476	000	899/099	CHESS CLUB	600.21	439.00	401.63	637.58
<b>TOTAL OAKWOOD</b>								<b>10,081.39</b>	<b>901.51</b>	<b>1,239.21</b>	<b>9,743.69</b>

Wayzata Public Schools											
Student Activity Fund Summary											
January 2016											
PROGRAM/LOCATION : SUNSET HILL											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Cr</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<i>Balance as Of</i> <i>06/30/15</i>	<i>FY'2015/16</i> <i>Revenue</i>	<i>FY'2015/16</i> <i>Expend</i>	<i>Balance as Of</i> <i>01/31/16</i>
21	E/R	408	280	572	000	899/099	STUDENT SERVICES	51,122.05	4,958.80	51,130.49	4,950.36
21	E/R	408	280	573	000	899/099	ALL DISTRICT CHOIR	7.00	5,100.00	537.36	4,569.64
21	E/R	408	280	574	000	899/099	PENCIL MACHINE/STORE	1,969.89	841.56	1,017.52	1,793.93
<b>TOTAL SUNSET HILL</b>								<b>53,098.94</b>	<b>10,900.36</b>	<b>52,685.37</b>	<b>11,313.93</b>
PROGRAM/LOCATION : PLYMOUTH CREEK											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Cr</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<i>Balance as Of</i> <i>06/30/15</i>	<i>FY'2015/16</i> <i>Revenue</i>	<i>FY'2015/16</i> <i>Expend</i>	<i>Balance as Of</i> <i>01/31/16</i>
21	E/R	410	280	533	000	899/099	STUDENT SERVICES	3,774.75	10,282.73	10,648.48	3,409.00
<b>TOTAL PLYMOUTH CREEK</b>								<b>3,774.75</b>	<b>10,282.73</b>	<b>10,648.48</b>	<b>3,409.00</b>
PROGRAM/LOCATION : GLEASON LAKE											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Cr</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<i>Balance as Of</i> <i>06/30/15</i>	<i>FY'2015/16</i> <i>Revenue</i>	<i>FY'2015/16</i> <i>Expend</i>	<i>Balance as Of</i> <i>01/31/16</i>
21	E/R	411	280	352	000	899/099	STUDENT SERVICES	23,009.44	200.28	2,932.96	20,276.76
<b>TOTAL GLEASON LAKE</b>								<b>23,009.44</b>	<b>200.28</b>	<b>2,932.96</b>	<b>20,276.76</b>
PROGRAM/LOCATION : KIMBERLY LANE											
<i>Fund</i>	<i>Type</i>	<i>Org</i>	<i>Prg</i>	<i>Cr</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<i>Balance as Of</i> <i>06/30/15</i>	<i>FY'2015/16</i> <i>Revenue</i>	<i>FY'2015/16</i> <i>Expend</i>	<i>Balance as Of</i> <i>01/31/16</i>
21	E/R	412	280	401	000	899/099	STUDENT COUNCIL	721.38	479.61	373.50	827.49
21	E/R	412	280	403	000	899/099	KINDERGARTEN ACTIVITY	3,467.09	-	187.29	3,279.80
21	E/R	412	280	404	000	899/099	CARLSON	-	-	-	-
21	E/R	412	280	405	000	899/099	SPRAQUE	-	-	-	-
21	E/R	412	280	430	000	899/099	MEDIA	452.92	89.04	395.51	146.45
21	E/R	412	280	431	000	899/099	STUDENT SERVICES	42,490.62	587.70	-	43,078.32
<b>TOTAL KIMBERLY LANE</b>								<b>47,132.01</b>	<b>1,156.35</b>	<b>956.30</b>	<b>47,332.06</b>
<b>GRAND TOTAL</b>								<b>881,713.15</b>	<b>556,837.87</b>	<b>610,234.65</b>	<b>828,316.37</b>

**WAYZATA PUBLIC SCHOOLS  
INVESTMENT SUMMARY  
As of January 31, 2016**

**GENERAL FUND**

<u>Investment Held At</u>	<u>Type of Investment</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment Cost</u>	<u>Maturity Amount</u>	<u>Interest Earned</u>	<u>Yield</u>
PMA/MN Trust	Money Market	N/A	NOW	N/A	\$11,674,121	N/A	0.14%
MSDLAF+	Money Market	N/A	NOW	N/A	\$1,239,135	N/A	0.31%
MSDMAX	Money Market	N/A	NOW	N/A	\$4,031,015	N/A	0.36%
Morgan Stanley	Money Market	N/A	NOW	N/A	\$3,509,116	N/A	0.05%
<b>Total General Fund</b>					<b>\$20,453,387</b>		

Note: Term Series investment held with PMA/MN Trust consists of investments in certificates of deposit, obligations of the U.S. Government, it's agencies and instrumentalities, municipal obligations or any other instruments permitted under Minnesota law.

**FUND 06 (ALT FACILITIES BONDS)**

<u>Investment Held At</u>	<u>Type of Investment</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment Cost</u>	<u>Maturity Amount</u>	<u>Interest Earned</u>	<u>Yield</u>
MSDLAF+	Money Market	N/A	NOW	N/A	\$4,614,290	N/A	0.31%
MSDLAF Managed	FNMA Notes	5/22/14	8/26/16	\$5,513,255	\$5,513,255	\$0	0.52%
<b>Total Alt. Facilities Bonds Fund</b>				<b>\$5,513,255</b>	<b>\$10,127,545</b>	<b>\$0</b>	

**FUND 82 (2014 BUILDING BONDS)**

<u>Investment Held At</u>	<u>Type of Investment</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment Cost</u>	<u>Maturity Amount</u>	<u>Interest Earned</u>	<u>Yield</u>
MSDLAF+	Money Market	N/A	NOW	N/A	\$29,719,454	N/A	0.31%
MSDLAF Managed	US Treasury Notes	5/22/14	2/29/16	\$4,997,265	\$5,022,192	\$24,927	0.28%
MSDLAF Managed	US Treasury Notes	5/22/14	4/30/16	\$6,303,445	\$6,345,891	\$42,446	0.35%
MSDLAF Managed	Fannie Mae Global Notes	5/22/14	3/30/16	\$5,014,550	\$5,046,438	\$31,888	0.34%
MSDLAF Managed	FHLMC Notes	5/22/14	5/27/16	\$3,282,363	\$3,308,795	\$26,432	0.40%
<b>Total Building Bonds Fund</b>				<b>\$19,597,623</b>	<b>\$49,442,770</b>	<b>\$125,693</b>	



## ANALYSIS OF FINANCIAL REPORTS For the month ended January 31, 2016

### **Statement of Revenues:**

This report reflects revenue received by the month end noted above. Items noted are as follows:

- Starting in Fiscal 2015, the Minnesota Department of Education changed the metering of payments resulting in a delay of funds received-to-date totaling approximately \$13 million for both 2015 and 2016 compared to Fiscal 2014.
- Federal Programs Fund as a percent of budget is higher than prior years due to submitting for reimbursement on a more frequent basis than in the past. Specifically, in 2015, a portion of Special Education funds was received in February while in other years were received in January.
- Community Service Fund revenue in 2015 was lower than the other two years due to a delay in receiving nonpublic pupil aid in that fiscal year.
- Debt Service Fund Revenue year-to-date as a percent of budget in 2016 and 2015 are greater than 100% due to the issuance of bonds which were not known at the time the original budget was adopted and will be updated as part of the revised budget process.
- Alternative Facilities, Construction, and Technology Fund increased significantly compared to other years due to recording the transfer of tax levy funds from the General Fund in January of this year while in prior years this entry was made later in the year.
- Interest earnings are reflected in the Building Construction Fund. The investments have been held since the May 2014 proceeds were received.

### **Statement of Expenses:**

This report reflects actual expenditures paid and does not include outstanding encumbrance balances. Overall expenditures are in line with prior years with the exception of the following:

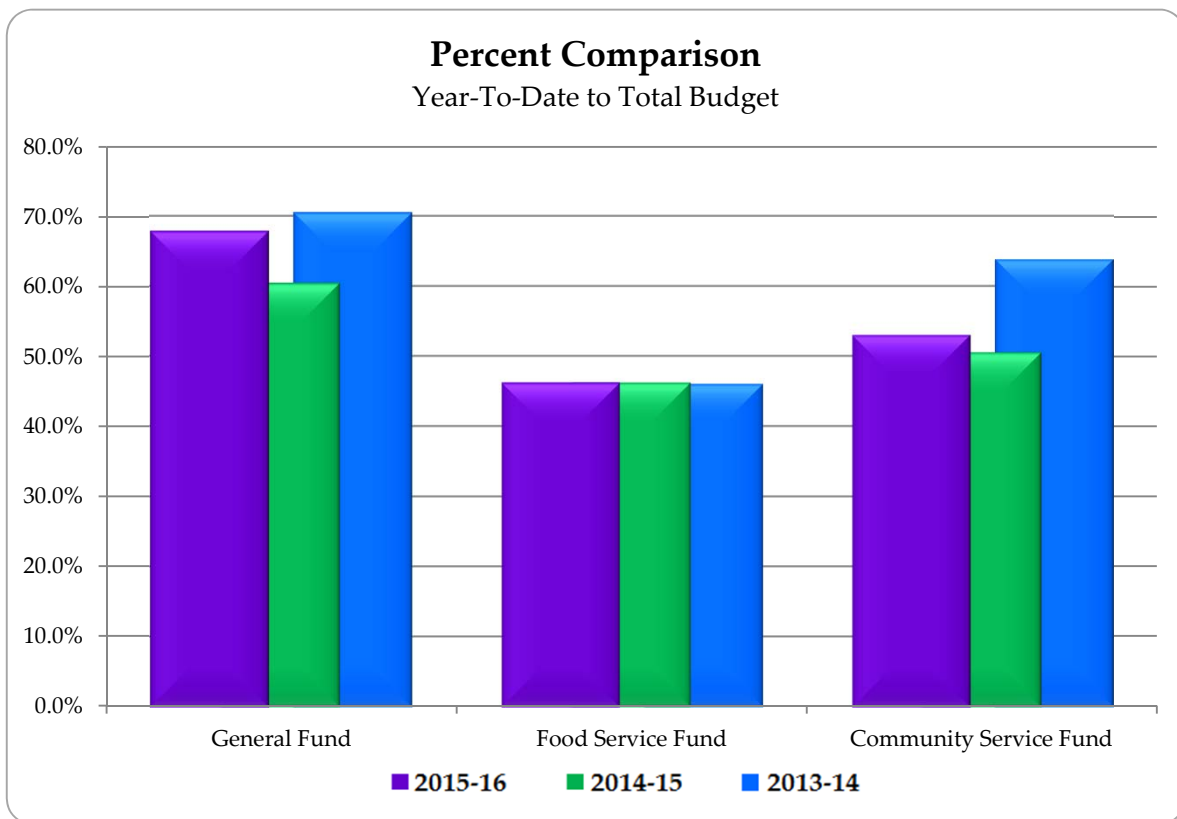
- General Fund benefits are more than originally budgeted and will updated as part of the revised budget process. Supplies & Materials increased due to an overall supply budget decrease of nearly 10% from the prior year but nearly the same amount of “start of school” supply purchases. Capital Expenditures, in July 2013, the District purchased a portion of the Elm Creek Golf Course in anticipation of expansion needs at the High School. This capital expenditure was reimbursed upon the May 2014 receipt of the related bond proceeds. Other expenses reflect the transfer of tax levy funds to the Alt. Fac, Const and Tech Fund as noted above.
- Alt Fac, Const and Tech Fund’s fluctuation is due to the timing of projects which vary from year to year.
- Debt Service Fund issued refunding bonds and the refunding payment was not known at the time the original budget was adopted and will be updated as part of the revised budget process.
- A construction budget is not reflected for the Building Construction Fund due to projects spanning over multiple fiscal years. For Fiscal 2016 only, the District adopted a budget for salary and related benefit expenditures. Construction began in Fiscal 2015 and the schools are targeted to open Fall 2016.



## STATEMENT OF REVENUES

For the month ended January 31, 2016

Fund	Year- To-Date	Budget	YTD as % of Budget		
			2015-16	2014-15	2013-14
General Fund	\$ 69,187,582	\$ 127,693,561	54.2%	51.1%	64.6%
Transportation Fund	14,610	14,610	100.0%	100.0%	83.9%
Capital Expenditures Fund	471,122	471,122	100.0%	100.0%	100.0%
Federal Programs Fund	763,587	2,739,963	27.9%	11.2%	28.7%
<b>Total</b>	<b>\$ 70,436,901</b>	<b>\$ 130,919,256</b>	<b>53.1%</b>	<b>50.6%</b>	<b>63.9%</b>
Food Service Fund	\$ 2,588,350	\$ 5,586,476	46.3%	46.3%	46.1%
Community Service Fund	5,100,575	7,509,413	67.9%	60.5%	70.6%
Alt Fac, Const and Tech Fund	7,504,045	7,837,904	95.7%	1.5%	0.3%
Debt Service Fund	15,850,375	14,048,590	112.8%	99.5%	99.6%
OPEB Debt Service Fund	1,676,528	1,680,827	99.7%	98.8%	99.6%
Building Construction Fund	184,853	-	-	-	-
<b>Total All Funds</b>	<b>\$ 103,341,627</b>	<b>\$ 167,582,466</b>	<b>61.5%</b>	<b>55.4%</b>	<b>63.3%</b>

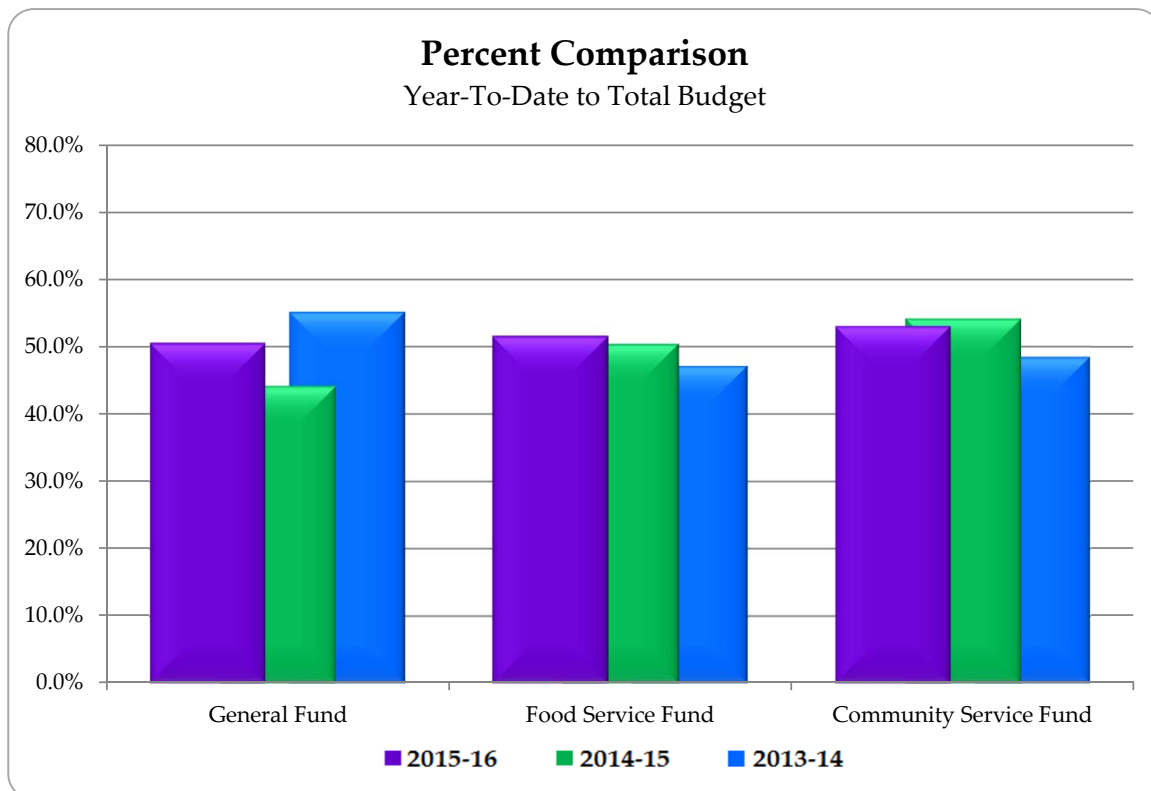




## STATEMENT OF EXPENDITURES

For the month ended January 31, 2016

Fund	Year- To-Date	Budget	YTD as % of Budget		
			2015-16	2014-15	2013-14
<b>General Fund</b>					
Salaries	\$ 34,854,005	\$ 75,963,297	45.9%	44.6%	45.0%
Benefits	12,910,987	23,335,415	55.3%	51.3%	51.7%
Purchased Services	7,531,776	18,820,260	40.0%	45.9%	47.9%
Supplies & Materials	2,053,790	2,960,513	69.4%	38.0%	59.3%
Capital Expenditures	1,376,570	2,378,585	57.9%	92.2%	534.3%
Other Expenses	7,622,922	7,819,239	97.5%	2.6%	2.5%
<b>Total General Fund</b>	<b>\$ 66,350,051</b>	<b>\$ 131,277,309</b>	<b>50.5%</b>	<b>44.2%</b>	<b>55.2%</b>
<b>Food Service Fund</b>	<b>\$ 3,012,709</b>	<b>\$ 5,841,158</b>	<b>51.6%</b>	<b>50.4%</b>	<b>47.2%</b>
<b>Community Service Fund</b>	<b>4,162,290</b>	<b>7,842,305</b>	<b>53.1%</b>	<b>54.2%</b>	<b>48.5%</b>
<b>Alt Fac, Const and Tech Fund</b>	<b>9,553,800</b>	<b>24,391,890</b>	<b>39.2%</b>	<b>63.7%</b>	<b>53.1%</b>
<b>Debt Service Fund</b>	<b>15,395,025</b>	<b>13,562,775</b>	<b>113.5%</b>	<b>100.2%</b>	<b>100.0%</b>
<b>OPEB Debt Service Fund</b>	<b>1,593,130</b>	<b>1,593,555</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>Building Construction Fund</b>	<b>30,852,348</b>	<b>232,638</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total All Funds</b>	<b>\$ 130,919,352</b>	<b>\$ 184,741,630</b>	<b>70.9%</b>	<b>56.3%</b>	<b>57.4%</b>



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

**BOARD OF EDUCATION**  
 Regular Meeting – March 14, 2016

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

**ITEM: Finance and Business Services**

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

**Approval of Culinary Express Prices Effective 2016-2017**

Set prices as follows:

	<u>2015-2016</u>	<u>2016-2017</u>
Elementary Lunch	\$2.70	\$2.90
Middle School Lunch	\$3.05	\$3.25
High School Lunch	\$3.30	\$3.80
Adult Lunch – High School	\$3.85	\$4.25
Adult Lunch	\$3.85	\$4.05
Elementary Breakfast	\$1.55	\$1.75
Middle School Breakfast	\$1.55	\$1.75
High School Breakfast	\$1.80	\$2.25
Adult Breakfast – High School	\$2.30	\$2.60
Adult Breakfast	\$2.30	\$2.50
Milk	\$0.55	\$0.55

**RECOMMENDED ACTION:** Approve the Culinary Express Prices Effective 2016-2017.

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

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

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

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

Regular Meeting – March 14, 2016

**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**

**5. 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 5500 student iPads and 900 teacher ipads in the second phase of the replacement cycle of staff and student ipads. (In December, 2015, the District entered into a lease purchase agreement for 900 teacher ipads and subsequently decided to use those for student use.) The equipment cost is \$2,342,675 with an interest rate of .990%. The terms and conditions are included within the Master Lease Purchase Agreement. The agreement includes three annual payments beginning March, 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 1.0% and First Resource Bank with an APR of 1.45%.

**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 – March 14, 2016

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

**ITEM: C. Policies**

**COMMENTS BY: Chace B. Anderson**

The following policies have been reviewed by the district’s Policy Committee, along with appropriatedistrict staff, according to the district’s policy review cycle.

**Approve:**

- Policy 706 Fund Balance
- Policy 711 Audio/Video Recording on School Buses
- Policy 718 Cash and Checks in School Buildings
- Policy 722 Deferred Compensation Plans
- Policy 723 Student Transportation Safety
- Policy 724 Transportation of Public School Students
- Policy 725 Transportation of Nonpublic School Students
- Policy 726 Student Transportation Management Services – Nonpublic (Within School District)
- Policy 728 Extra-Curricular Transportation
- Policy 731 District Post-Issuance Debt Compliance

**DELETE:**

**These policies have been incorporated into other policies and should be removed from the handbook:**

Policy 721 Accounting for Fixed Assets

Policy 729 Video Recording on School Buses

**RECOMMENDED ACTION:** Approve the policies as presented for first reading.

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

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

Abstentions \_\_\_\_\_

## 706 FUND BALANCE

### I. PURPOSE

The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the district and is fiscally advantageous for both the district and the taxpayer. Unassigned fund balance is an important measure of economic stability and thus, it is essential that the district maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the school district's general operations. This policy establishes goals and provides guidance concerning the desired level of year-end fund balance to be maintained by the district.

### II. DEFINITIONS

- A. Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each of the district's governmental funds.

It is the policy of the district to comply with provisions of the Governmental Accounting Standards Board (GASB). GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, distinguishes fund balance classifications based on the relative strength of the constraints that control the purposes for which specific amounts can be spent.

- B. Beginning with the most binding constraints, fund balance amounts will be reported in the following five classifications:
1. **Non-spendable** fund balance - amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact.
  2. **Restricted** fund balance - amounts limited by external parties or legislation whereby constraints have been placed on the use of the resources.
  3. **Committed** fund balance - amounts that are committed for specific purposes by formal action of the school board. Amounts classified as "committed" cannot be used for any other purpose unless the school board removes or changes the limitation by taking the same form of action it employed to previously impose the limitation. The action to commit fund balances must occur prior to year end; however, actual amounts can be determined in the subsequent period.
  4. **Assigned** fund balance - amounts that are intended by the school district to be used for specific purposes, but are neither restricted nor limited, should be reported as assigned fund balance. Intent should be expressed by the school board, Superintendent, or

Executive Director of Finance and Business Services in accordance with this policy. The district is not allowed to assign balances that result in a residual deficit.

5. **Unassigned** fund balance - includes any remaining amounts after applying the above definitions (amounts not classified as non-spendable, restricted, committed or assigned).

### **III. MINIMUM UNASSIGNED FUND**

The district will maintain a minimum unassigned General Fund balance of 5% to 7% of the previous year's expenditures. The General Fund minimum unassigned balance will be increased to compensate for any negative balances in the Food Service Fund and/or Community Service Fund. If the unassigned fund balance falls below the minimum balance, the district administration will notify the board and present a plan to restore the fund balance to the acceptable level.

### **IV. ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned. **In addition, within in restricted revenues the District will use resources in the following order (first to last): federal, grant, special pay and categorical.**

### **V. COMMITTING FUND BALANCE**

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

### **VI. ASSIGNING FUND BALANCE**

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the Superintendent and the Executive Director of Finance and Business Services. Assignments so made shall be reported to the school board on an annual basis, either separately or as part of ongoing reporting by the assigning party, if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

### **VII. REVIEW**

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

*Legal References:* Statement No. 54 of the Governmental Accounting Standards Board

**ADOPTED:** April 11, 1988  
**AMENDED:** March 13, 1995  
**AMENDED:** June 12, 2000  
**SUSPENDED:** June 25, 2001  
**REINSTATED:** June 10, 2002  
**SUSPENDED:** December 9, 2002  
**AMENDED AND REINSTATED:** December 12, 2005  
**AMENDED:** March 10, 2008  
**AMENDED:** June 13, 2011  
**AMENDED:** XXXXXXXX xx, 2015

## **706-R FUND BALANCE**

### **I. PROCEDURES**

To implement Policy 706 and protect the District's fiscal integrity against revenue and expenditure fluctuations, the Administration has set the following objectives for the maintenance of an operating fund reserve:

- A. Annually review revenues and expenditures to ensure maintenance of at least a 5% to 7% ~~reserve~~ **unassigned fund balance** in the General Fund, increasing the ~~reserve~~ **unassigned fund balance** to compensate for any negative balances in the Food Service and/or Community Service Funds.
- B. **If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned. In addition, within in restricted revenues the District will use resources in the following order (first to last): federal, grant, special pay and categorical.**
- C. Monitor abatements, proration of State aids, and legislation that affect K-12 education funding.
- D. Utilize one-time, nonrenewable revenue as a source of funds for the ~~reserve~~ **unassigned fund balance**.
- E. Continue efforts to maintain and improve the District's rating by a national rating service.

**EFFECTIVE:** March 13, 1995

**MODIFIED:** June 12, 2000

**MODIFIED:** December 12, 2005

**MODIFIED:** March 10, 2008

**MODIFIED:** **XXXXXXXX ,xx, 2015**

## 706 FUND BALANCE

### I. PURPOSE

The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the district and is fiscally advantageous for both the district and the taxpayer. Unassigned fund balance is an important measure of economic stability and thus, it is essential that the district maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the school district's general operations. This policy establishes goals and provides guidance concerning the desired level of year-end fund balance to be maintained by the district.

### II. DEFINITIONS

- A. Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each of the district's governmental funds.

It is the policy of the district to comply with provisions of the Governmental Accounting Standards Board (GASB). GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, distinguishes fund balance classifications based on the relative strength of the constraints that control the purposes for which specific amounts can be spent.

- B. Beginning with the most binding constraints, fund balance amounts will be reported in the following five classifications:
1. **Non-spendable** fund balance - amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact.
  2. **Restricted** fund balance - amounts limited by external parties or legislation whereby constraints have been placed on the use of the resources.
  3. **Committed** fund balance - amounts that are committed for specific purposes by formal action of the school board. Amounts classified as "committed" cannot be used for any other purpose unless the school board removes or changes the limitation by taking the same form of action it employed to previously impose the limitation. The action to commit fund balances must occur prior to year end; however, actual amounts can be determined in the subsequent period.
  4. **Assigned** fund balance - amounts that are intended by the school district to be used for specific purposes, but are neither restricted nor limited, should be reported as assigned fund balance. Intent should be expressed by the school board, Superintendent, or

Executive Director of Finance and Business Services in accordance with this policy. The district is not allowed to assign balances that result in a residual deficit.

5. **Unassigned** fund balance - includes any remaining amounts after applying the above definitions (amounts not classified as non-spendable, restricted, committed or assigned).

### **III. MINIMUM UNASSIGNED FUND**

The district will maintain an ~~minimum~~ unassigned General Fund balance minimum of 5% to 7% of the previous year's expenditures. The General Fund minimum unassigned balance will be increased to compensate for any negative balances in the Food Service Fund and/or Community Service Fund. If the unassigned fund balance falls below the projected minimum balance of 7%, the district administration will notify the board and present a plan to restore the fund balance to the acceptable level.

### **IV. ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned. In addition, within restricted revenues the District will use resources in the following order (first to last): federal, grant, special pay and categorical.

### **V. COMMITTING FUND BALANCE**

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

### **VI. ASSIGNING FUND BALANCE**

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the Superintendent and the Executive Director of Finance and Business Services. Assignments so made shall be reported to the school board on an annual basis, either separately or as part of ongoing reporting by the assigning party, if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

### **VII. REVIEW**

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

*Legal References:* Statement No. 54 of the Governmental Accounting Standards Board

**ADOPTED:** April 11, 1988  
**AMENDED:** March 13, 1995  
**AMENDED:** June 12, 2000  
**SUSPENDED:** June 25, 2001  
**REINSTATED:** June 10, 2002  
**SUSPENDED:** December 9, 2002  
**AMENDED AND REINSTATED:** December 12, 2005  
**AMENDED:** March 10, 2008  
**AMENDED:** June 13, 2011  
**AMENDED:** March 14, 2016  
**LAST REVIEWED:** March 14, 2016

## **706-R FUND BALANCE**

To implement Policy 706 and protect the District's fiscal integrity against revenue and expenditure fluctuations, the Administration has set the following objectives for the maintenance of an operating fund reserve:

- A. Annually review revenues and expenditures to ensure maintenance of at least a 5% to 7% unassigned fund balance in the General Fund, increasing the unassigned fund balance to compensate for any negative balances in the Food Service and/or Community Service Funds.
- B. Monitor abatements, proration of State aids, and legislation that affect K-12 education funding.
- C. Consider using one-time, nonrenewable revenue as a source of funds for the unassigned fund balance.
- D. Continue efforts to maintain and improve the District's rating by a national rating service.

**ADOPTED:** March 13, 1995

**AMENDED:** June 12, 2000

**AMENDED:** December 12, 2005

**AMENDED:** March 10, 2008

**AMENDED:** March 14, 2016

**LAST REVIEWED:** March 14, 2016

## 711 AUDIO / VIDEO RECORDING ON SCHOOL BUSES

### I. PURPOSE

Video cameras may be placed on school buses under this policy.

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that audio/video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus audio/video recording system.

### II. GENERAL STATEMENT OF POLICY

#### A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district may be equipped with an audio/video recording device and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. An audio/video recording device will not necessarily be installed in each and every school bus, but cameras may be installed in any bus without prior notice to passengers, district employees, contractors, or contractors' employees.
3. Audio/video recording devices will be placed on a particular bus to observe and record behavior on the bus.

#### B. Notice

Each bus equipped with an audio/video recording device must have a conspicuously placed sign notifying riders that their conversations or actions may be recorded per Minn. Stat. § 121A.585.

#### C. Use of Audio/Video Recordings

1. An audio/video recording of the actions of student passengers may be used by the school district as evidence in any criminal proceeding or disciplinary action brought against any student.

**WAYZATA PUBLIC SCHOOLS**

**Independent School District 284**

**Wayzata, Minnesota**

2. An audio/ video recording may also be used by the district or the district's transportation providers as evidence in any criminal proceeding or disciplinary action brought against district employees, contractors, or contractors' employees.
3. Audio/video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. An audio/video recording will be retained by the school district until re-looped or until the conclusion of disciplinary proceedings in which the recording is used for evidence.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.585 (Notice of Recording Device)  
Minn. Stat. § 138.17 (Government Records, Administration)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

**ADOPTED:** May 14, 2007

**REVIEWED:** March 10, 2008

**AMENDED:** March 14, 2016

**LAST REVIEWED:** March 14, 2016

**718 CASH AND CHECKS IN SCHOOL BUILDINGS**

**I. PURPOSE**

The purpose of this policy is to provide guidelines for cash and checks in school buildings.

**II. GENERAL STATEMENT OF POLICY**

Money collected for any purpose will be submitted to the school principal or a designee, who will provide for its proper deposit.

All monies collected must be deposited on a timely basis. Deposits should be made using the district courier. Locked or sealed bags must be utilized with a completed deposit ticket accompanying each deposit.

Checks and cash should be locked in a secure place at all times. Credit card numbers will not be stored but immediately destroyed.

Monetary gifts should be deposited with the information for inclusion in the board packet and formal recognition by the Board transferred to the district office.

The superintendent, or designee, is directed to develop regulations for safekeeping and deposit of cash and checks.

**ADOPTED:** May 12, 1986

**AMENDED:** May 9, 2005

**AMENDED:** March 14, 2016

**LAST REVIEWED:** March 14, 2016

**722 DEFERRED COMPENSATION PLANS**

**I. PURPOSE**

Minnesota law allows the District to contribute to the Minnesota Deferred Compensation Plan or a tax sheltered annuity under the IRS Code if provided for in a personnel policy or collective bargaining agreement.

**II. GENERAL STATEMENT OF POLICY**

Federal tax law also allows employees to elect to defer taxation on certain amounts of compensation. The District will direct such contributions or elective deferrals to companies that are able to demonstrate their ability to comply with federal and state legal requirements if 15 or more individuals enroll with the company.

**ADOPTED:** July 12, 1993  
**AMENDED:** July 9, 2007  
**AMENDED:** March 14, 2016  
**LAST REVIEWED:** March 14, 2016

## 723 STUDENT TRANSPORTATION SAFETY

### I. PURPOSE

The purpose of this policy is to provide safe, efficient, and economical transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. ~~The transportation policies of the School Board are aimed at providing a safe, efficient, and economical method of getting students to and from school. The Superintendent is directed to develop regulations which are necessary to govern the operation of such a program.~~

### II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

~~Bus transportation shall be provided for students whose walking distance to school by the most reasonable, direct route exceeds the walking distances specified by regulation for the student's grade level. Bus transportation will also be provided for students whose walking route to school would necessitate crossing dangerous highways or would expose the pupil to other safety hazards.~~

#### A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training

by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
  - 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
  - 2. Rules at the Bus Stop
    - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
    - b. Respect the property of others while waiting at your bus stop.
    - c. Keep your arms, legs, and belongings to yourself.
    - d. Use appropriate language.
    - e. Stay away from the street, road, or highway when waiting for the bus.
    - f. Wait until the bus stops before approaching the bus.
    - g. After getting off the bus, move away from the bus.
    - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
    - i. No fighting, harassment, intimidation, or horseplay.
    - j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-56)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (67-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

- 3rd offense – 10 school-day suspension from riding the bus
- 4th offense – 20 school-day suspension from riding the bus/meeting with parent
- 5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more **or less** serious consequences may be imposed at any time **at the discretion of the principal or designee**. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons,

drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

##### **A. Parent and Guardian Notification**

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

##### **B. Parents/Guardians Responsibilities for Transportation Safety**

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators and support all efforts to improve school bus safety;
4. Monitor bus stops, ~~if possible~~;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.
8. Respect the rights and privileges of others.

#### **V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver’s license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:
1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;
  5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver’s license or without having a commercial driver’s license in the driver’s possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver’s license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person’s employer of the conviction within 30 days of conviction. The notification shall be in writing ~~and shall contain all the information set forth in Attachment A accompanying this policy.~~
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver’s license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person’s employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation,

indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

### **B. Evaluation**

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

## VII. OPERATING RULES AND PROCEDURES

### A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

### B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger

safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
  - 11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
  - 12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
  - 13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.
- C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement
- 1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
    - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
    - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
      - (1) safe operation of a type III vehicle;
      - (2) understanding student behavior, including issues relating to students with disabilities;
      - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
      - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

- (5) handling emergency situations;
  - (6) proper use of seat belts and child safety restraints;
  - (7) performance of pretrip vehicle inspections;
  - (8) safe loading and unloading of students, including, but not limited to:
    - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
    - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
    - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
    - (d) placing the type III vehicle in “park” during loading and unloading;
    - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
  - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
  - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
  - e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy

- under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
  - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
  3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt

from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
  - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

## VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus **or readily available by dispatch** for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. the student’s name and address;
  - 2. the nature of the student’s disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

## IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

**X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district’s school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver’s license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

~~**XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**~~

~~The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district’s school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.~~

*Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.*

- Legal References:**
- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
  - Minn. Stat. § 123B.03 (Background Check)
  - Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
  - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
  - Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
  - Minn. Stat. § 123B.90 (School Bus Safety Training)
  - Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
  - Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)

Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)  
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)  
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)  
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions)  
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
49 C.F.R. § 383.5 (Transportation Definitions)

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

**STUDENT TRANSPORTATION SAFETY**

**REGULATIONS: 723-R**

**I. ~~PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING~~**

**A. ~~School Bus Safety Materials~~**

~~School bus safety materials, school bus rules, and bus stop rules must be distributed prior to the first day of school to all students. Students who register for school during the course of the school year must be given these materials upon registration.~~

**B. ~~Student Training~~**

~~The School District shall provide students enrolled in grades kindergarten through 12 with school bus safety training. The training will be results-oriented and shall consist of practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:~~

- ~~1. Transportation by school bus is a privilege not a right;~~
- ~~2. District policies for student conduct and school bus safety;~~
- ~~3. Appropriate conduct while on the bus;~~
- ~~4. The danger zones surrounding a school bus;~~
- ~~5. Procedures for safely boarding and leaving a school bus;~~
- ~~6. Procedures for safe vehicle lane crossing; and~~
- ~~7. School bus evacuation and other emergency procedures.~~

~~Student school bus safety training shall commence no later than the third week of school. Student school bus safety training shall be done twice a year. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.~~

~~The District will, to the extent possible, provide kindergarten students with school bus safety training before the first day of school.~~

~~Pursuant to state law, students taking driver's training instructional courses in Wayzata Public Schools must receive training in the laws and proper procedures when operating a motor vehicle in the vicinity of a school bus.~~

~~The School District's curriculum for transportation safety is maintained and available for review in the office of the Transportation Director.~~

## II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the building principal or the principal's designee. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Director. Serious misconduct will be reported to the Department of Public Safety and to local law enforcement.

### A. School Bus and Bus Stop Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's transportation office/school office.

### B. Rules at the Bus Stop

1. Get to your bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation, or horseplay.
9. No use of alcohol, tobacco or drugs.

### C. Rules on the Bus

1. Immediately follow the direction of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.

4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

#### D. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

##### 1. Elementary (K-5)

1st offense – Warning

2nd offense – 3 school day suspension from riding the bus

3rd offense – 5 school day suspension from riding the bus

4<sup>th</sup> offense – 10 school day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

**NOTE:** When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

##### 2. Secondary (6-12)

1st offense – warning

2nd offense – 5 day suspension from riding the bus

3rd offense – 10 day suspension from riding the bus

4th offense – 20 day suspension from riding the bus/meeting with parent(s)

5th offense – suspended from riding the bus for the remainder of the school year

**3. Other Discipline**

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

**4. Records**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to local law enforcement and the Department of Public Safety. Records may also be maintained in the transportation office.

**5. Vandalism/Bus Damage**

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

**6. Notice**

Students will be given a copy of school bus and bus stop rules prior to or during school bus safety training.

**III. PARENT AND GUARDIAN INVOLVEMENT****A. Parent/Guardian Responsibilities for Transportation Safety**

1. Become familiar with District rules and policies, regulations, and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.

- 8. Communicate safety concerns to school administrators.
- 9. Monitor bus stops, if possible.
- 10. Support all efforts to improve school bus safety.

**IV. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These shall include:

- A. Operating the vehicle in a safe and efficient manner.
  - 1. Safety. The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
  - 2. Defensive Driving. All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic, or errors of other drivers or pedestrians.
  - 3. Driving Adjustments. Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
  - 4. Emergency Doors. Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
  - 5. Service Door. The service door of the bus must be closed at all times while the bus is in motion.
  - 6. Overloads. The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.
  - 7. Railroad Crossings. All vehicles used to transport must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.
  - 8. Speeding and Other Moving Violations. No bus will travel faster than road, traffic, and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.

9. ~~Smoking Prohibited. Smoking by either the driver or the passengers is prohibited on any school bus, Type III vehicle, or on school property.~~
- ~~B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment:~~
1. ~~Bus Inspection. Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported promptly in writing. Drivers are required to check their buses for students, vandalism, and articles left on the bus after each route segment.~~
  2. ~~Safety Equipment. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.~~
  3. ~~Bus Cleaning. Drivers are required to keep the interior of their buses swept and free of trash at all times.~~
  4. ~~Fueling. The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. Drivers must never fuel with passengers on board.~~
- ~~C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus. (See Section II.)~~
- ~~D. Meeting emergency situations in accordance with operating procedures. (See Section V.)~~
- ~~E. Communicating effectively with school staff, students, parents, law enforcement officials, and the motoring public.~~
1. ~~Relations with Students. Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating, or harassing.~~
  2. ~~Relations with School Officials. School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.~~

3. ~~Relations with the Public.~~ It is important to remember that to the general public, the driver represents the School District. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional, and considerate manner.
4. ~~Student Discipline.~~ Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. Any denial of bus-riding privileges can come only from the school authorities.
5. ~~Route Changes.~~ No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted, or moved without approval. No driver may deviate from the established route without prior permission except as required by an emergency or temporary road conditions.
6. ~~Route Problems.~~ Any problems, of whatever kind, encountered by a driver on the route or trip should be brought to the attention of the District Transportation Director as soon as possible.
7. ~~Unauthorized Passengers.~~ Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the District Transportation Director.
8. ~~Notices.~~ It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

**F.** ~~Completing required reports.~~

~~It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.~~

**G.** ~~Passenger Safety.~~

1. ~~Loading and Unloading.~~ Drivers will provide maximum safety for passengers during loading and unloading.
2. ~~Standees Prohibited.~~ Standees are not allowed on a moving school bus. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.

3. ~~Dangerous Articles. No weapons or articles that may be classified as dangerous may be transported on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.~~

~~H. Wearing driver's seat belt whenever the bus is in motion.~~

~~Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.~~

## ~~V. OPERATING RULES AND PROCEDURES~~

### ~~A. General Operating Rules~~

1. ~~All routes shall be on file with the School District's Transportation Director.~~
2. ~~Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus.~~
3. ~~Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points—the designated bus stop or at school—except in case of an emergency or as otherwise authorized.~~
4. ~~The parent/guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.~~
5. ~~Students who misbehave severely may be returned to the school immediately and reported to the building principal or other designated individual.~~
6. ~~There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes, and otherwise render the bus immobile.~~

7. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic. Drivers must announce on the radio before backing.
8. The driver must not follow closer than 500 feet when traveling on the highway.
9. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
10. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus, but shall send two responsible students to the nearest house to summon help.
11. The District may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.

**B. Use of Signals, Loading, or Unloading**

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students when stopping in a speed zone of more than 35 miles per hour, and 100 feet before stopping in a speed zone of 35 miles per hour or less.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
3. Prior to discharging students, open door, activate red flashing lights, and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
4. Keep door open and eight-light system operating until all students have been loaded or unloaded safely, students are seated, and children who must cross the roadway are safely across.
5. The driver should avoid loading or unloading students where the view is obstructed to other motorists for 200 feet in either direction.
6. The driver will not permit students to stand or get on or off the bus while it is in motion.

7. ~~The driver will bring the bus to a full stop and disengage gears by shifting gear shift lever into neutral position or selector into neutral or park position before loading or unloading students.~~
8. ~~Buses shall load and unload students only at designated locations.~~

### **C. ~~Crossing Highways and Streets~~**

1. ~~The driver shall be responsible for ensuring that the students who must cross the highway or street pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver.~~

~~The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.~~

### **D. ~~Type III Vehicles~~**

1. ~~Type III vehicles are defined in state law as passenger cars, station wagons, vans and buses having a capacity of 10 or fewer people including the driver, and a gross vehicle weight rating of 10,000 pounds or less. Any vehicle designed to carry more than 10 passengers must meet all legal requirements for a school bus and cannot be treated as a Type III vehicle. Any Type III vehicle used to transport students must carry all emergency equipment listed in Section IV. B. 2. If District-owned, the District name will be clearly marked on the side of the vehicle.~~
2. ~~Students must never be transported in vans that have a capacity of 10 passengers or more, including the driver, unless the van meets school bus licensing and safety standards. This requirement also applies to owned or rented vehicles at any location, including trips out of state.~~
3. ~~Students will not be regularly transported in private vehicles. However, private vehicles may be used for convenience or in an emergency. The District has no system of inspection for private vehicles.~~

## **VI. ~~SCHOOL BUS DRIVER TRAINING~~**

### **A. ~~Training~~**

~~All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive a minimum of eight hours of in-service training annually.~~

**B. Evaluation**

All drivers will be evaluated for the following competencies at least once annually:

1. Safely operate the type of school bus the driver will be driving.
2. Understand student behavior, including issues relating to students with disabilities.
3. Ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately.
4. Know and understand relevant laws, rules of the road and local school bus safety policies.
5. Handle emergency situations.
6. Safely load and unload students.
7. Demonstrate proficiency in first aid and CPR procedures.

**VII. EMERGENCY PROCEDURES****A. Fire**

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire.

**B. Injuries/Medical Emergencies**

Drivers will be familiar with first aid, including the use of epipens, and CPR procedures. Drivers should first contact the dispatcher to call 911 in the case of serious illness or injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event a passenger is taken to the hospital, record the student's name and the name of the hospital where the student is sent.

**C. Tornado**

If there is likelihood that the tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them, and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

If drivers are on the road when they hear a tornado warning or spot a funnel, and there is no time to evacuate the students after stopping the

~~bus, drivers should have the students assume the protective position, remaining in their seats, with their heads below window level.~~

#### **~~D. Evacuation~~**

~~Drivers should evacuate buses only when there is a danger of fire, collision, or other potential hazard. Drivers should inform passengers that there is an emergency and, in very calm and precise terms, tell them exactly what they are to do. When possible to do so safely, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.~~

#### **~~E. Accident~~**

~~In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the School District and law enforcement of any school bus accidents immediately.~~

~~Upon providing emergency care and notifying the District, the driver shall:~~

- ~~1. In cooperation with police officer and/or ambulance service, assist with the care of students.~~
- ~~2. See that all injured students receive proper care.~~
- ~~3. Determine facts pertaining to an accident.~~
- ~~4. Call Transportation/District staff to give list of names and circumstances so they can begin calling parents.~~
- ~~5. Discuss the accident only with police and School District officials.~~
- ~~6. Record all students' names.~~
- ~~7. Not leave the scene of an accident until released by the driver's supervisor.~~

~~Before leaving for the day, the driver shall fill out an accident report. All bus accidents will be reported to the Department of Public Safety.~~

#### **~~F. Cold Weather Stop~~**

~~If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible.~~

~~If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.~~

**G. — Dangerous Weapons**

~~If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he or she knows of the weapon.~~

**H. — Lights**

~~In an emergency stop, the driver must turn on the four-way hazard warning lights, and running or clearance lights.~~

**I. — Getting Assistance**

~~Drivers shall use the two-way radio communication system to get assistance. Drivers shall report the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, the driver should ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.~~

**VIII. — VEHICLE MAINTENANCE STANDARDS**

**A. —** ~~All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the School District.~~

**B. —** ~~All school vehicles shall be inspected in accordance with legal requirements.~~

EFFECTIVE: October 10, 1994  
MODIFIED: April 9, 2007  
MODIFIED: July 10, 2007  
MODIFIED: March 10, 2008  
MODIFIED: April 14, 2008

## 723 STUDENT TRANSPORTATION SAFETY

### I. PURPOSE

The purpose of this policy is to provide safe, efficient, and economical transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

#### A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
  - 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
  - 2. Rules at the Bus Stop
    - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
    - b. Respect the property of others while waiting at your bus stop.
    - c. Keep your arms, legs, and belongings to yourself.
    - d. Use appropriate language.
    - e. Stay away from the street, road, or highway when waiting for the bus.
    - f. Wait until the bus stops before approaching the bus.
    - g. After getting off the bus, move away from the bus.
    - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
    - i. No fighting, harassment, intimidation, or horseplay.
    - j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Discipline

Based on the severity of a student's conduct, more **or less** serious consequences may be imposed at any time **at the discretion of the principal or designee**. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(2) Elementary (K-56)

1st offense – warning  
2nd offense – 3 school-day suspension from riding the bus  
3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(3) Secondary (6-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators and support all efforts to improve school bus safety;
4. Monitor bus stops;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.
8. Respect the rights and privileges of others.

**V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver’s license with a school bus endorsement. A person possessing a valid driver’s license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver’s license, without a school bus endorsement, may operate a “type A-I” school bus as set forth in Section VII.D., below.

- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;
  5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person’s employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

**VI. SCHOOL BUS DRIVER TRAINING**

A. Training

- 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.
- 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

- 1. Safely operate the type of school bus the driver will be driving;
- 2. Understand student behavior, including issues relating to students with disabilities;
- 3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
- 4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
- 5. Handle emergency situations; and

6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

## VII. OPERATING RULES AND PROCEDURES

### A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

### B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people

including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in

removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
- 11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
- 12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
- 13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

- 1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

- (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
  - (5) handling emergency situations;
  - (6) proper use of seat belts and child safety restraints;
  - (7) performance of pretrip vehicle inspections;
  - (8) safe loading and unloading of students, including, but not limited to:
    - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
    - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
    - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
    - (d) placing the type III vehicle in “park” during loading and unloading;
    - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
  - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
  - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.
- D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement
1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
    - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
    - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
    - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
    - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
    - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
    - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
    - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
  2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
  3. A school bus operated under this section must bear a current certificate of inspection.
  4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

## VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus **or readily available by dispatch** for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. the student’s name and address;
  - 2. the nature of the student’s disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

## IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

***Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.***

***Legal References:*** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)

Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)  
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)  
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)  
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions)  
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
49 C.F.R. § 383.5 (Transportation Definitions)

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**724 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS ~~STUDENT TRANSPORTATION SERVICES — WALKERS AND RIDERS~~**

**I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

**III. DEFINITIONS**

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a

resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

**IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

**V. WALKERS AND RIDERS**

First priority in the District’s establishment of bus routes and bus stops will be safety.

The following will serve as a guide in determining students’ maximum walking distances to school or bus stops:

<u>Grade</u>	<u>School</u>	<u>Bus Stop</u>
<del>Kindergarten</del>	<del>0.3 miles</del>	<del>0.3 miles</del>
<del>Kindergarten</del> 4 – 5	0.5 miles	0.5 miles
<del>6 – 8</del>	<del>0.75 miles</del>	<del>0.5 miles</del>
6 9 – 12	1.0 miles	0.5 miles

~~For example, if a sixth grade student lives more than three quarters of a mile (.75) from school, the District will provide transportation. Similarly, if a fourth grade student has to walk more than one half mile (.5) to a bus stop, the stop location will be adjusted to comply with the policy.~~

Irrespective of the above distance guidelines, students will be transported if walking to school or the bus stop would require crossing dangerous highways unaided by signals, student patrols, or police officers, or if other hazards exist along the walking route. Dangerous highway crossings and other hazards will be identified by school administration and parents/guardians will be informed of available transportation service.

## **VI. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

## **VII. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room,

distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

### **VIII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall not be subject to any distance requirement. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)

- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

**IX. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student’s parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student’s school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles

from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

## **X. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **XI. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

## **XII. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

### **XIII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

**ADOPTED:** October 8, 1973  
**AMENDED:** October 17, 1978  
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**AMENDED:** April 9, 2007  
**REVIEWED:** March 10, 2008  
**AMENDED:** XXXXXXXX xx, 2015

## 724 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

### I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

#### IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

**V. WALKERS AND RIDERS**

First priority in the District's establishment of bus routes and bus stops will be safety.

The following will serve as a guide in determining students' maximum walking distances to school or bus stops:

<u>Grade</u>	<u>School</u>	<u>Bus Stop</u>
Kindergarten – 5	0.5 miles	0.5 miles
6 – 12	1.0 miles	0.5 miles

Irrespective of the above distance guidelines, students will be transported if walking to school or the bus stop would require crossing dangerous highways unaided by signals, student patrols, or police officers, or if other hazards exist along the walking route. Dangerous highway crossings and other hazards will be identified by school administration and parents/guardians will be informed of available transportation service.

**VI. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

**VII. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

**VIII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall not be subject to any distance requirement. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide

transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## **IX. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student’s parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student’s school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student’s transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student’s school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student’s transportation privileges have

not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

## **X. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **XI. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

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Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

### XIII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)

Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

**ADOPTED:** October 8, 1973

**AMENDED:** October 17, 1978

**AMENDED:** September 8, 1986

**AMENDED:** August 11, 1997

**AMENDED:** September 8, 1997

**AMENDED:** April 9, 2007

**REVIEWED:** March 10, 2008

**AMENDED:** March 14, 2016

**LAST REVIEWED:** March 14, 2016

**725 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS**  
~~STUDENT TRANSPORTATION MANAGEMENT SERVICES – NONPUBLIC (OUTSIDE SCHOOL DISTRICT)~~

**I. PURPOSE**

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

~~The School Board directs the Superintendent to establish procedures for payment of transportation services for students attending nonpublic schools located outside of the District 284 boundaries. Payment for each pupil shall equal 95 percent of the district's nonpublic pupil transportation aid per FTE pupil for the preceding school year.~~

**III. ELIGIBILITY**

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. §§ 123B.88 and 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.88, Subd. 1; Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of

such transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

#### **IV. SPECIAL EDUCATION/DISABLED STUDENTS**

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. Disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)

- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [Policy 724] shall apply to the transportation of nonpublic school students except as specifically provided herein.

**Legal References:** Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.84 (Policy)  
Minn. Stat. § 123B.86 (Equal Treatment)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
*Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)  
*Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. App. 1988)  
*Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8<sup>th</sup> Cir. 1992)  
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)  
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)  
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)  
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

**ADOPTED:** August 14, 1972

**AMENDED:** June 21, 1973

**REVIEWED:** March 10, 2008

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

**AMENDED:** December 9, 1985  
**AMENDED :** May 14, 2007  
**AMENDED:** XXXXXXXX xx, 2015

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

**STUDENT TRANSPORTATION  
MANAGEMENT SERVICES-NONPUBLIC  
(OUTSIDE SCHOOL DISTRICT)**

**REGULATIONS: 725-R**

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**ELIGIBILITY**

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- ~~I. In accordance with Minnesota Statutes, the School District provides nonpublic schools an opportunity to request transportation assistance for all eligible students who are legal residents of the School District. To be eligible for transportation aid, nonpublic students must 1) reside at least the same distance from a nonpublic school actually attended as public school pupils are transported in the district; or 2) require transportation because of hazards encountered on the student's walking route. Students must also be transported more than 20 days per school year to qualified nonpublic schools maintaining grades or to departments not maintained in the District.~~
- ~~II. The School District may offer the nonpublic school transportation on District buses to the boundary, to the school, or to a safe collection point within the District from where nonpublic out-of-the-District transportation must be coordinated by the attending school, or the District may offer the nonpublic school transportation reimbursement for the in-district portion of the student's transportation to the school.~~
- ~~III. The nonpublic school seeking reimbursement payments from the School District must submit an application to the District and must agree to oversee the transportation methods, regulations, and safety practices for each student's transportation. The District's only obligation is to pay the transportation reimbursement for eligible students requested by the nonpublic school. The transportation of the nonpublic students is entirely the responsibility of the nonpublic school and/or parent or guardian.~~
- ~~IV. The transportation provided by the nonpublic school may be provided either by the school or through agreement between the nonpublic school and a contractor, parent, or guardian. The District assumes no liability for damage to property, injury, or death associated with the nonpublic transportation.~~

**METHOD OF REIMBURSEMENT**

~~The nonpublic school requesting aid is required to complete and submit the necessary application requests, contracts, and reports as required by the District so that the District may meet requirements for State transportation aid for such transportation.~~

~~For the transportation service provided, the District will make payment to the nonpublic school by June 30.~~

**PROCEDURE**

~~— The following are the application forms which must be submitted to the School District by a nonpublic school to qualify for the nonpublic transportation reimbursement. The forms are available from the District transportation department. They are:~~

~~— Form 1000 — Parent Request for Transportation Reimbursement  
This form must be submitted to the nonpublic school by the parent or guardian. The nonpublic school must retain the form on file for at least four years after the end of the school year and make such forms available to the district upon request.~~

~~— Form 1001 — Application by Nonpublic School  
This form verifies that the school is state certified. The form must be submitted to the District by October 15.~~

~~Form 1002 — Student Roster  
This form will be submitted to the District two times during the school year:~~

~~October 15 — The roster should be completed, except for data on number of days attended, signed by your school representative and sent in.~~

~~May 15 — All columns must be completed, including the addition of any new students who have enrolled since October 31. Days of attendance must be provided for all students.~~

~~— The roster should include all District students attending the nonpublic school, whether they are transported by school vehicle, private vehicle, or contracted service.~~

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EFFECTIVE: December 9, 1985  
MODIFIED: April 1, 1987  
MODIFIED: May 14, 2007  
REVIEWED: March 10, 2008

## **725 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS**

### **I. PURPOSE**

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

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

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

### **III. ELIGIBILITY**

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. §§ 123B.88 and 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.88, Subd. 1; Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))
- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students

who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)

- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

#### IV. SPECIAL EDUCATION/DISABLED STUDENTS

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. Disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)
- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)

- D. Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## **V. APPLICATION OF GENERAL POLICY**

The provisions of the school district's policy on transportation of public school students [Policy 724] shall apply to the transportation of nonpublic school students except as specifically provided herein.

**Legal References:** Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.84 (Policy)  
Minn. Stat. § 123B.86 (Equal Treatment)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
*Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)  
*Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. App. 1988)  
*Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8<sup>th</sup> Cir. 1992)  
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)  
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)  
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)  
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

**ADOPTED:** August 14, 1972

**AMENDED:** June 21, 1973

**REVIEWED:** March 10, 2008

**AMENDED:** December 9, 1985

**AMENDED :** May 14, 2007

**AMENDED:** March 14, 2016

**LAST REVIEWED:** March 14, 2016

**726 STUDENT TRANSPORTATION MANAGEMENT SERVICES – NONPUBLIC (WITHIN SCHOOL DISTRICT)**

**I. PURPOSE**

The purpose of this policy is to address transportation rights of nonpublic school students within the School District.

**II. GENERAL STATEMENT OF POLICY**

The School Board directs the Superintendent to establish and maintain a transportation system for District residents who attend nonpublic schools in the District. Accommodation for these students will be made within the public school transportation schedule. Nonpublic schools are required to arrange their start and dismissal times to comply with the District transportation schedule.

**ADOPTED:** December 8, 1969

**AMENDED:** December 9, 1985

**AMENDED:** April 9, 2007

**REVIEWED:** March 10, 2008

**AMENDED:** March 14, 2016

**LAST REVIEWED:** March 14, 2016

**728 EXTRA-CURRICULAR TRANSPORTATION**

**I. PURPOSE**

The purpose of this policy is to make clear to students, parents, and staff the school district’s policy regarding extra-curricular transportation.

**II. GENERAL STATEMENT OF POLICY**

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

**III. ARRANGEMENT OF EXTRA-CURRICULAR TRANSPORTATION**

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

**IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES**

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

**V. FEES**

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

***Legal References:*** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)

**ADOPTED:** March 14, 2016

**LAST REVIEWED:** March 14, 2016

**731 DISTRICT POST-ISSUANCE DEBT COMPLIANCE**

**I. PURPOSE**

The School Board (the “Board”) of Independent School District No. 284, Wayzata, Minnesota (the “district”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

**II. BACKGROUND**

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

**III. POST-ISSUANCE DEBT COMPLIANCE POLICY OBJECTIVE**

The district desires to monitor these obligations to ensure compliance with the Code and Treasury Regulations. To help ensure compliance, the district has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

**IV. POST-ISSUANCE DEBT COMPLIANCE POLICY**

The Executive Director of Finance & Business is designated as the district’s agent who is responsible for post-issuance compliance of these obligations.

The Executive Director of Finance & Business shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General post-issuance compliance;
2. Proper and timely use of obligation proceeds and obligation-financed property;
3. Arbitrage yield restriction and rebate;
4. Timely filings and other general requirements;
5. Additional undertakings or activities that support points 1 through 4 above;

6. Maintenance of proper records related to the obligations and the investment of proceeds of obligations;
7. Other requirements that become necessary in the future.

The Executive Director of Finance & Business shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Executive Director of Finance & Business will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Executive Director of Finance & Business or any other individuals responsible for assisting the Executive Director of Finance & Business in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Executive Director of Finance & Business shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

## **V. PRIVATE ACTIVITY BONDS**

The district may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the district but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Executive Director of Finance & Business shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Executive Director of Finance & Business may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Executive Director of Finance & Business is concerned about the compliance ability of a private party, the Executive Director of Finance & Business may require that a trustee be retained to assist with record keeping for the

**WAYZATA PUBLIC SCHOOLS**

**Independent School District 284**

**Wayzata, Minnesota**

obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Executive Director of Finance & Business is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the district is in compliance with this Post-Issuance Debt Compliance Policy.

**ADOPTED:** May 14, 2012

**AMENDED:** May 16, 2016

**LAST REVIEWED:** May 14, 2016

## 731-R DISTRICT POST-ISSUANCE DEBT COMPLIANCE REGULATIONS

### I. GENERAL POST-ISSUANCE COMPLIANCE

- A. Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
- B. Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- C. The Executive Director of Finance & Business understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31 (the “VCAP Program”)).

### II. GENERAL RECORDKEEPING

- A. Retain records and documents for the obligation and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation (or if such obligation is refunded, the final payment of the refunding bond) unless otherwise directed by the District’s bond counsel.
- B. Retain both paper and electronic versions of records and documents for the obligation.
- C. General records and documentation to be assembled and retained
  - a. Description of the purpose of the obligation (referred to as the project) and the state statute authorizing the project.
  - b. Record of tax-exempt status or revocation of tax-exempt status, if applicable.
  - c. Any correspondence between the District and the IRS.
  - d. Audited financial statements.
  - e. Bond transcripts, official statements and other offering documents of the obligation.
  - f. Minutes and resolutions authorizing the issuance of the obligation.
  - g. Certifications of the issue price of the obligation.
  - h. Any formal elections for the obligation (i.e. election to employ an accounting methodology other than the specific tracing method).
  - i. Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
  - j. Documents related to governmental grants, associated with construction, renovation or purchase of property financed with the obligation.
  - k. Reports of any prior IRS examinations of the District or the District’s obligation.

### III. ARBITRAGE YIELD RESTRICTION AND REBATE RECORDKEEPING

- A. Investment and arbitrage documentation to be assembled and retained
  - a. An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the Debt Service Account to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
  - b. Statements prepared by Trustee or Investment Provider.
  - c. Documentation of at least quarterly allocations of investments and investment earnings to each obligation (i.e. uncommingling analysis).
  - d. Documentation for investments made with obligation proceeds such as:
    - i. Investment contracts (i.e. guaranteed investment contracts).
    - ii. Credit enhancement transactions (i.e. bond insurance contracts).
    - iii. Financial derivatives (swaps, caps, etc).
    - iv. Bidding of financial products.
      - Investments acquired with obligation proceeds are purchased at fair market value (i.e. three bids for open market securities needed in advance refunding escrows).
- B. Computations of the arbitrage yield.
- C. Computations of yield restriction and rebate amounts including but not limited to:
  - i. Compliance in meeting the “Temporary Period from Yield Restriction Exception” and limiting the investment of funds after the temporary period expires.
  - ii. Compliance in meeting the “Rebate Exception”.
    - 1. Qualifying for the “Small Issuer Exception”
    - 2. Qualifying for a “Spending Exception”
      - 6 Month Spending Exception
      - 18 Month Spending Exception
      - 24 Month Spending Exception
    - 3. Qualifying for the “Bona Fide Debt Service Fund Exception”
    - 4. Quantifying arbitrage on all funds established in connection with the obligation in lieu of satisfying arbitrage exceptions (including Reserve Funds and Debt Service Funds)
- D. Computations of yield restriction and rebate payments.
- E. Timely Tax Form 8038-T filing, if applicable.
  - a. Remit any arbitrage liability associated with the obligation to the IRS at each five year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.
- F. Timely Tax Form 8038-R filing, if applicable.
- G. Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (for example: reinvestment in zero coupon SLGS).

**IV. EXPENDITURE AND ASSET DOCUMENTATION TO BE ASSEMBLED AND RETAINED**

- A. Documentation of allocations of obligation proceeds to expenditures (i.e. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes). Such allocation will be done not later than the earlier of:
  - a. Eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the tax-exempt bond issue is placed in service; or
  - b. The date sixty (60) days after the earlier of the fifth anniversary of the issue date of the tax-exempt bond issue, or the date sixty (60) days after the retirement of the tax-exempt bond issue.
- B. Documentation of allocations of obligation proceeds to issuance costs.
- C. Copies of requisitions, draw schedules, draw requests, invoices, bills and cancelled checks related to obligation proceed expenditures during the construction period.
- D. Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.
- E. Records of expenditure reimbursements incurred prior to issuing bonds for facilities financed with obligation proceeds (Declaration of Official Intent/Reimbursement Resolutions including all modifications).
- F. List of all facilities and equipment financed with obligation proceeds.
- G. Depreciation schedules for depreciable property financed with obligation proceeds.
- H. Documentation that tracks the purchase and sale of assets financed with obligation proceeds.
  - i. Documentation of timely payment of principal and interest payments on the obligation.
  - j. Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
  - k. Documentation that excess earnings from a Reserve Fund is transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.

**V. MISCELLANEOUS DOCUMENTATION TO BE ASSEMBLED AND RETAINED**

- A. Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.
  - a. The Executive Director of Finance & Business shall monitor the use of all obligation-financed facilities in order to:
    - i. Determine whether private business uses of obligation-financed facilities have exceeded the de minimus limits set forth in Section 141(b) of the Code as a result of sale of the facilities (including sale of capacity rights, leases and subleases of facilities (including easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers), leasehold improvement contracts, licenses, management contracts (in which the District authorizes a third party to operate a facility, e.g. cafeteria), research contracts, preference arrangements (in which the District permits a third party preference, such as

- parking in a public parking lot), joint ventures, limited liability companies or partnership arrangements, output contracts or other contracts for use of utility facilities (including contracts with large utility users), development agreements which provide for guaranteed payments or property values from a developer, grants or loans made to private entities (including special assessment agreements), naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons; and
- ii. Determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such obligation-financed facilities.
- b. The Executive Director of Finance & Business shall provide training and educational resources to any District staff that have the primary responsibility for the operation, maintenance, or inspection of obligation-financed facilities with regard to the limitations on the private business use of obligation-financed facilities and as to the limitations on the private security or payments with respect to obligation-financed facilities.
- B. The Executive Director of Finance & Business shall undertake the following with respect to the obligations:
- a. An annual review of the books and records maintained by the District with respect to such obligations; and
  - b. An annual physical inspection of the facilities financed with the proceeds of such obligations, conducted by the Executive Director of Finance & Business with the assistance of any District staff who have the primary responsibility for the operation, maintenance, or inspection of such obligation-financed facilities.
- C. Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.

**VI. ADDITIONAL UNDERTAKINGS AND ACTIVITIES THAT SUPPORT SECTIONS 1 THROUGH 5 ABOVE:**

- A. The Executive Director of Finance & Business will notify the District's bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt (Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above mentioned data and must be in writing. As much time as possible is helpful in preparing the response).
- B. The Executive Director of Finance & Business will consult with the District's bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (i.e. bond insurance, letter of credit, or hedging transactions (i.e. interest rate swap, cap).
- C. The Executive Director of Finance & Business will monitor all "qualified tax-exempt debt obligations" within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For tax-exempt debt obligations issued during years 2009 and 2010, the limit is \$30,000,000 (The limit was \$10,000,000 prior to 2009. In 2011 and thereafter it will remain at \$10,000,000 unless changed by Congress). During this period, the

limit also applies to pooled financings of the governing body and provides a separate \$30,000,000 for each 501 (c)(3) conduit borrower.

- D. Comply with Continuing Disclosure Requirements.
  - a. If applicable, the timely filing of annual information agreed to in the Continuing Disclosure Certificate.
  - b. Give notice of any Material Event.
- E. Identify any post-issuance change to terms of bonds which could be treated as a current refunding of “old” bonds by “new” bonds, often referred to as a “reissuance”.
- F. The Executive Director of Finance & Business will consult with the District’s bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed property which may require “remedial action” under applicable Treasury Regulations or resolution pursuant to the VCAP Program. A remedial action has the effect of curing a deliberate action taken by the District which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d)(e) and (f) include the redemption of non-qualified bonds and alternative uses of proceeds or the facility (i.e. use for a qualified purpose instead).
- G. The Executive Director of Finance & Business will ensure that the appropriate tax form for federal subsidy payments is prepared and filed in a timely fashion for applicable obligations (i.e. Build America Bonds).

## **VII. COMPLIANCE WITH FUTURE REQUIREMENTS**

Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.

**ADOPTED:** May 14, 2012  
**AMENDED:** May 14, 2016  
**LAST REVIEWED:** May 14, 2016

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

**BOARD OF EDUCATION**  
Board Meeting – March 14, 2016

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

**ITEM: D. Human Resource Services**

**COMMENTS BY: Annie Doughty**

**1. Authorization of Health and Hospitalization Insurance Rates 2016-2017**

It is the recommendation of the Insurance Committee that the District remain with PreferredOne on a self-insured basis for the 2016-2017 contract year.

The recommended renewal for the 2016-2017 plan year is a 5% increase to the premiums. We are pleased to accomplish this without any plan design changes. The rate increase is well below the medical inflation trend of 8%. Our 15-year average premium increase is 4.3%.

It is also the recommendation of the Insurance Committee that the District remain with the stop loss carrier PreferredOne Insurance Company (PIC).

I would like to thank the following Insurance Committee members for their work on this important committee:

- WEA: Adam Tillotson, Candice Ledman, Deb Mossefin, Irene Merz, Dave Schultz
- Clerical/Paraprofessional: Lori Knudsen
- WPA: Susan Sommerfeld
- Home Base: Nate Mathias
- Unaffiliated: Jim Westrum
- Human Resources: Joanne Fieldseth, Leslie Myrin

**RECOMMENDED ACTION:** Approve the recommendations of the Insurance Committee that the District remain with PreferredOne on a self-insured basis, a rate renewal for the 2016-2017 plan year is 5% to be applied to both health insurance plans and to remain with the PIC stop loss carrier.

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

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

Abstentions \_\_\_\_\_

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

**BOARD OF EDUCATION**  
Board Meeting – March 14, 2016

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

**ITEM: D. Human Resource Services**

**COMMENTS BY: Annie Doughty**

**2. Authorization of Dental Insurance Rates 2016-2017**

The administration is recommending an overall 0% increase in funding for our self-insured Delta Dental Plan. We are pleased to accomplish this without any plan design changes.

**RECOMMENDED ACTION:** Approve the recommendation that the District remain with Delta Dental on a self-insured basis and a rate renewal for the 2016-2017 plan year is 0% overall.

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

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

Abstentions \_\_\_\_\_

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

**BOARD OF EDUCATION**

**Regular Meeting – March 14, 2016**

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

**ITEM: D. Resolution Regarding Unrequested Leave of Absence**

**COMMENTS BY: Annie Doughty**

The Administration recommends the adoption of the attached resolution placing Wayne Hamilton, 1.0 High School Engineering, Technology & Design Teacher, on Unrequested Leave of Absence effective at the end of the 2015-2016 school year.

**RECOMMENDED ACTION:** Adopt the resolution relating to the placement of Wayne Hamilton on Unrequested Leave of Absence effective at the end of the 2015-2016 school year.

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

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

**INDEPENDENT SCHOOL DISTRICT 284**  
**Wayzata, Minnesota**

**BOARD OF EDUCATION**  
**Regular Meeting – March 14, 2016**

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

**RESOLUTION PROPOSING TO PLACE**  
**WAYNE HAMILTON**  
**ON UNREQUESTED LEAVE OF ABSENCE**

BE IT RESOLVED, by the School Board of Independent School District No. 284, as follows:

1. That it is proposed that Wayne Hamilton, a Teacher of said school district, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2015-2016 school year on June 30, 2016, pursuant to M.S. 122A.40, subdivision 10.
2. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a date for hearing if requested and be in substantially the following form:

**NOTICE OF PROPOSED PLACEMENT**  
**ON UNREQUESTED LEAVE OF**  
**ABSENCE AND NOTICE OF HEARING**  
**DATE, IF REQUESTED**

Mr. Wayne Hamilton  
14768 96<sup>th</sup> Ave.  
Maple Grove, MN 55369

Dear Mr. Hamilton:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 284 held on March 14, 2016, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a teacher of Independent School District No. 284, and a resolution was adopted by a majority vote of the Board proposing your placement on unrequested leave of absence effective at the end of the 2015-2016 school year on June 30, 2016, pursuant to Minnesota Statutes 122A.40, subdivision 10.

Resolution Proposing to Place Wayne Hamilton on Unrequested Leave of Absence

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Under the provisions of the law, you are entitled to a hearing before the school board provided that you make a request in writing within seven days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the school board's proposed action.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 284

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Cheryl Polzin  
Clerk of School Board

3. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A.40, subdivision 10 and are hereby adopted as fully as though separately set forth and resolved herein.

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

Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

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

**BOARD OF EDUCATION**  
Regular Meeting – March 14, 2016

**AGENDA SECTION:** 8. Board Reports

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

**COMMENTS BY:** Chris McCullough, 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**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – March 14, 2016

**AGENDA SECTION:** 9. Audience Opportunity to Address the Board

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

**COMMENTS BY:** Chris McCullough, 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**  
Regular Meeting – March 14, 2016

**AGENDA SECTION:** 10. Adjourn

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

**COMMENTS BY:** Chris McCullough, Board Chair

This agenda item brings closure to the school board meeting.

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

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

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

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