

# WAYZATA PUBLIC SCHOOLS

Independent School District 284  
Wayzata, Minnesota

## **BOARD OF EDUCATION**

Special Meeting - September 23, 2013 - 4:00 PM  
District Administration Building  
210 County Rd. 101, N, Plymouth, MN

### **AGENDA**

1.	CALL TO ORDER/ROLL CALL	3
2.	APPROVAL OF MINUTES	
	A. Regular Meeting - June 10, 2013	4
	B. Special Meeting - June 24, 2013	20
	C. Regular Meeting - July 8, 2013	27
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3.	BOARD POLICY AND REGULATIONS - 732 and 732-R - "DATA REQUEST FOR SUBJECTS OF DATA" - First Reading	37
4.	BOARD POLICY AND REGULATIONS 733 and 733-R - "DATA REQUEST FOR PUBLIC DATA" - First Reading	45
5.	PRELIMINARY LEVY LIMITATION AND CERTIFICATION - 2013 PAYABLE 2014	52
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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**

**Special Meeting – September 23, 2013**

**AGENDA ITEM:** 1. CALL TO ORDER/ROLL CALL

**COMMENTS BY:** Board Chair Droegemueller

**John Moroz, Board Clerk, will call the roll:**

	<u>PRESENT</u>	<u>ABSENT</u>
Ms. Linda A. Cohen	_____	_____
Ms. Susan Hayes Droegemueller	_____	_____
Ms. Susan Gaither	_____	_____
Mr. Jay A. Hesby	_____	_____
Mr. John A. Moroz	_____	_____
Ms. Carter G. Peterson	_____	_____
Ms. Cheryl Polzin	_____	_____
Dr. Chace B. Anderson, Ex Officio	_____	_____

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

**BOARD OF EDUCATION**

**Special Meeting – September 23, 2013**

**AGENDA SECTION: 2. APPROVAL OF MINUTES**

**ITEM: A. Regular Meeting – June 10, 2013**

**COMMENTS BY: Board Clerk Moroz**

Enclosed for Board review and approval are the minutes of the Regular Board Meeting of June 10, 2013.

**RECOMMENDED ACTION:** Approve the minutes of the Regular Board Meeting of June 10, 2013 as presented.

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

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

Abstentions \_\_\_\_\_

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

**Official Minutes of Regular Meeting**  
June 10, 2013

**The Board of Education**  
**Wayzata Public Schools**

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A Regular Board meeting of the Board of Education of Wayzata Public Schools was held June 10, 2013 beginning at 7:00 p.m. at Wayzata City Hall, 600 Rice Street, Wayzata, MN, pursuant to due notice. The meeting was broadcast live on cable television Plymouth Channel 22 (Comcast) and Wayzata Channel 19 (Mediacom), and delayed broadcast on Minnetonka Channel 17 (Comcast).

**1. CALL TO ORDER/ROLL CALL**

Call to Order

The meeting was called to order by Susan H. Droegemueller, Board Chair and Mr. John Moroz, Board Clerk, called the roll. The following School Board members were present: Ms. Susan H. Droegemueller, Ms. Susan Gaither, Mr. John Moroz, Ms. Carter Peterson, Ms. Cheryl Polzin and Dr. Chace B. Anderson, Superintendent of Schools and Ex Officio member of the School Board. School Board members absent: Ms. Linda Cohen and Mr. Jay Hesby.

**Others Present:** Colleen Erickson, Jim Westrum, John Sucansky, Dave Carlson, Amy Parnell, Annie Doughty, Jill Johnson, Kristin Tollison, Jodi Olson, Peter Schmit, Deborah Price, Lilian Andrade, Mike Monson, Nicole Jockisch, WHS Swim Team members and parents, DestiNation ImagiNation Team members (WHS Psychedelic Hippie Kaleidoscopes) and parents and coaches.

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

Approval of  
Agenda and  
Consent  
Agenda Items

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 motion was made by Ms. Peterson and seconded by Ms. Polzin to approve the Agenda and Consent Agenda Items as presented. The motion passed unanimously on a 7 – 0 vote.*

A. Approval of Minutes

1. Regular Meeting - May 13, 2013
2. Special Meeting - May 20, 2013

*Approved the minutes of the May 13, 2013 Regular Board Meeting and the minutes of the May 20, 2013 Special Board Meeting.*

B. Student Teaching Agreement with St. Cloud State University

Student  
Teaching  
Agreement



392.39	Central Middle School PTA	Refrigerator for Health Office Student Supplies
500.00	Oakwood Elementary School PTA	Support DestiNation ImagiNation
671.94	Central Middle School PTA	Field Trip for 8 <sup>th</sup> Graders to Feed My Starving Children
730.00	Lifetouch National Studios	Gleason Lake Elementary
738.28	Gleason Lake Elementary School PTA	Book Replacement
1,000.00	Waytonka Club, Inc.	Health Services
1,000.00	Kimberly Lane Elementary School PTA	Assembly Kathy Jo Wargin Author
1,538.52	Kimberly Lane Elementary School PTA	Grant for Media Supplies
1,703.54	Douglas Schmit, Mark Ryshavy, John and Joan Randall, Douglas Owens, Charisse McPherson, Cindy and Larry Mohr, Susan Dillon and Wells Fargo	Wells Fargo Community Support/Educational Matching Gift Program supporting Senior High School
2,000.00	PMA Financial Network, Inc.	School Business Official of the Year Award Scholarship to Senior HS
6,000.00	Kimberly Lane Elementary School PTA	Field Trip Transportation Support
9,995.23	Oakwood Elementary PTA	Scholarships, Grants and Supplies
20,000.00	General Mills Foundation	Grant towards the Young Scientist Roundtable

**Total:  
\$47,258.02**

D. Health and Safety Project and Budget - FY13, FY14 and FY15

Health and Safety Project and Budget

A recent revision to Minnesota Statute 123B.57 requires that each Board must annually approve the budget submitted to the Minnesota Department of Education for fund approval.

*Approved the Health and Safety Projects and Budget for fiscal years 2013, 2014, and 2015 as presented.*

E. Early Childhood Special Education Contract with Wayzata Community Church

Early Childhood

Wayzata School District contracts annually with Wayzata Community Church Nursery School to provide education services for Early Childhood Special Education students.

***Approved the Early Childhood Special Education Contract between Independent School District 284 and Wayzata Community Church Nursery School for the 2013 – 2014 school year at a cost of \$30,649.00.***

F. Human Resource Recommendations

Human  
Resource Rec.

***Approved the following Human Resource Actions as recommended:***

Employment

Employment

<b>Julie Andersen</b> Transfer – Angie Kaphers	1.0 Special Education Teacher	Plymouth Creek
<b>Lisa Brua</b> Leave of Absence – Lisa Geinert	1.0 6 <sup>th</sup> Grade Teacher LTR 13-14 only	Central Middle
<b>Lisa Carlson</b> Retirement – Bonnie Waterfill	1.0 4 <sup>th</sup> Grade Teacher	Birchview
<b>Kendra Crosby</b> Resignation – Annette Crider	1.0 Counselor	Central Middle
<b>Amanda Devins</b> Transfer – Jill Sklader	1.0 3 <sup>rd</sup> Grade Teacher	Oakwood
<b>Emma Devitt</b> Transfer – Jill Hallson	.9 Art Teacher	Oakwood
<b>Laura Egan</b> New Position	.7 Speech Language Clinician	Kimberly Lane
<b>Stephanie Hoch</b> New Position	1.0 6 <sup>th</sup> Grade Teacher	Central Middle
<b>Lindsey Imhof</b> Transfer – Tami Arvig	1.0 5 <sup>th</sup> Grade Teacher	Greenwood
<b>Todd Larsen</b> Non-renew	1.0 Social Studies Teacher	High School
<b>Kathryn Lenhardt</b> Transfer – Stella Hamblet	1.0 Special Education Teacher	District
<b>William Levin</b> New Position	1.0 6 <sup>th</sup> Grade Teacher	Central Middle
<b>Mallory Lundeen</b> Non-renew	1.0 Special Education Teacher	Central Middle
<b>Aaron Monson</b> New Position	1.0 3 <sup>rd</sup> Grade Teacher	Oakwood
<b>Janel Nilson</b> Retirement – Tom Kilkelly	1.0 Mathematics Teacher	High School
<b>Denise Nohlquist</b> Transfer – Jana Sykora	1.0 Counselor	West Middle
<b>Tim Noonan</b> Transfer – Paula Henn	1.0 Communications Teacher	East Middle
<b>D. Patrick Peralez</b> Retirement – Pat Tietema	1.0 4 <sup>th</sup> Grade Teacher	Sunset Hill
<b>Michael Perszyk</b>	1.0 Special Education Teacher	West Middle

Non-renew		
<b>Natalie Petersen</b>	1.0 1 <sup>st</sup> Grade Teacher	Greenwood
New Position		
<b>Lauren Pettersen</b>	0.5 Art Teacher	High School
Retirement – Amy Lidsky		
<b>Anne Phaneu</b>	1.0 Communications Teacher	High School
Non-renew		
<b>Madeline Ray</b>	1.0 5 <sup>th</sup> Grade Teacher	Greenwood
New Position		
<b>Jacy Sehm</b>	1.0 Communications Teacher	East Middle
Resignation – Corey Hickner-Johnson		
<b>Kristy Shannon</b>	1.0 5 <sup>th</sup> Grade Teacher	Gleason Lake
New Position		
<b>Keith Spurgeon</b>	.667 Social Studies Teacher	High School
Non-renew		
<b>Jenifer Teachey</b>	4.25 Hour Culinary Express	East Middle
Transfer – Lisa McNaughton		
<b>Bruce Tomlinson</b>	0.5 Related Service Provider	Central Middle
Leave of Absence – Michael Sala		
<b>Alyssa Warne</b>	1.0 Spanish Teacher	High School
Non-renew		
<b>Kathleen Wessel</b>	1.0 Social Worker	Kimberly Lane
Retirement – Dianne Vogen, Transfer – Heidi Sandmeier		
<b>James Wiencke</b>	7.5 Hour Home Base Instructor	Gleason Lake
New Position	Summer Only	
<b>Eleanor Zeman</b>	1.0 5 <sup>th</sup> Grade Teacher	Greenwood
Transfer – Sean Peterson		

Contract Modification

<b>Ann Beaulieu</b>	Paraprofessional, Greenwood	Contract Ended	Contract Modification
June 5, 2013			
<b>Daniel Bobek</b>	Science, Central Middle	from .69 to .834	
<b>Sarah Bocaner</b>	Paraprofessional, Sunset Hill	Contract Ended	
June 5, 2013			
<b>Regina Boston</b>	Paraprofessional, PC @ CMS	Contract Ended	
May 10, 2013			
<b>Barbara Cartford</b>	Spanish, Greenwood & Kimberly Lane	From .8 to .9	
<b>Jennifer Clark</b>	Paraprofessional, Sunset Hill	Contract Ended	
June 5, 2013			
<b>Deborah Flannery</b>	Paraprofessional, Plymouth Creek	Contract Ended	
June 5, 2013			
<b>Elizabeth Hanlin</b>	Paraprofessional, Plymouth Creek	Contract Ended	
June 5, 2013			
<b>Natalie Johnson</b>	Physical Education, Greenwood	From .4 to .5	
<b>Amanda Lyons</b>	Paraprofessional, Oakwood	Contract Ended	
June 5, 2013			
<b>Michelle Majzner</b>	Paraprofessional, Birchview	Contract Ended	
June 5, 2013			
<b>Catherine Michaelson</b>	Paraprofessional, Sunset Hill	Contract Ended	
June 5, 2013			
<b>Barb Palmer</b>	Paraprofessional, Oakwood	Contract Ended	

June 5, 2013	<b>Nyoka Peniata</b>	Paraprofessional, Plymouth Creek	Contract Ended
June 5, 2013	<b>Lori Rankila</b>	Paraprofessional, Plymouth Creek	Contract Ended
June 5, 2013	<b>Teresa Reding</b>	Paraprofessional, Plymouth Creek	Contract Ended
June 5, 2013	<b>Allison Scally</b>	Vocal Music, Central Middle	From .75 to .833
June 5, 2013	<b>Zachary Smerick</b>	Paraprofessional, Sunset Hill	Contract Ended
June 5, 2013	<b>Garshena Stewart</b>	Paraprofessional, Oakwood	Contract Ended
June 5, 2013	<b>Julie Strauss</b>	Paraprofessional, Plymouth Creek	Contract Ended
June 5, 2013	<b>Shannon Vekich</b>	Paraprofessional, Plymouth Creek	Contract Ended

Leave of Absence

Leave of  
Absence

**Korena Bradford**, Gleason Lake Kindergarten Teacher, has requested a leave of absence for the 2013-2014 school year.

**Dan Goodrich**, High School Social Studies Teacher, has requested a leave of absence from August 26, 2013 through January 24, 2014.

**Crystal Polski**, High School Social Studies Teacher, has requested a leave of absence from January 27 through June 9, 2014.

Retirement

Retirement

**Deb Donahue**, Kimberly Lane 2<sup>nd</sup> Grade Teacher, has submitted her retirement effective June 7, 2013. Ms. Donahue has been employed by the district since 2001.

Resignation

Resignation

**Pam Bazzachini**, High School 12-Month Secretary, has submitted her resignation effective May 31, 2013.

**Rebecca Bender**, Birchview Paraprofessional, has submitted her resignation effective June 5, 2013.

**Norma Bourland**, Kimberly Lane Home Base Assistant, has submitted her resignation effective June 6, 2013.

**Kelly Burnett**, High School Paraprofessional, has submitted her resignation effective June 5, 2013.

**Gina Colich**, Plymouth Creek Home Base Assistant, has submitted her resignation effective May 24, 2013.

**Elizabeth Denn**, Sunset Hill 3<sup>rd</sup> Grade Teacher, has submitted her resignation effective June 7, 2013.

**James Ewer**, Gleason Lake Paraprofessional & Home Base Instructor, has submitted his resignation effective June 5, 2013 for his Paraprofessional position and effective August 14, 2013 for his Home Base position.

**Jim Hebeisen**, Elementary Peer Coach, has submitted his resignation effective June 7, 2013.

**Victoria Horberg**, Oakwood Special Education Teacher, has submitted her resignation effective June 7, 2013.

**Jane Hwang**, Oakwood Paraprofessional, has submitted her resignation effective June 5, 2013.

**Lacey Labarge**, ECSE Speech Pathologist, has submitted her resignation effective June 7, 2013.

**Connie Leuer**, Superintendent's Office Confidential Secretary, has submitted her resignation effective June 7, 2013.

**Rosie Nguyen**, Plymouth Creek Culinary Express, has submitted her resignation effective June 4,

2013.

**Karen Solstad**, Gleason Lake Home Base Instructor, has submitted her resignation effective June 5, 2013.

**Sherri Westra**, High School Chinese Teacher, has submitted her resignation effective June 7, 2013.

G. Supplemental Salaries for 2013 – 2014

Supplemental Salaries

*Approved the 2013-2014 Supplemental Salaries as recommended.*

**Supplemental Salaries for 2013-2014**

It is recommended that the Board approve the pay rates for 2013-2014 as follows:

**Reserve Teachers:** No change for the 2013-2014 school year.

**Technology Department – Casual Employees:** No change for the 2013-2014 school year.

**Classified Staff - Substitute Pay Guidelines:** No change for the 2013-2014 school year.

**Activity Fund:** No change for the 2013-2014 school year.

**Community Education**

**Family Learning Center:** Represents a 1% pay increase.

**Community Education Services Hourly Rates:** No change for the 2013-2014 school year.

**3. STUDENT CURRICULUM PRESENTATION**

Student Curriculum Presentation

There was no student presentation.

**4. RECOGNITIONS**

Recognitions

- A. June Employee of the Month - Mike Monson - Kimberly Lane Elementary  
**Kimberly Lane Elementary School** proudly honored **Mike Monson** as **June's** employee of the month.

Employee of the Month

Mike has been Kimberly Lane's physical education teacher since the first day Kimberly Lane opened its doors. For the past twenty-two years Mike has taught thousands of children the value of fitness and the importance of sportsmanship and teamwork.

His colleagues stated, "Mike's consistent demeanor and his clear explanations are his hallmark. He is creative, often finding ways to change things up to make class exciting. Mike takes a keen interest in the students he serves and has served. He keeps a bulletin board for the accomplishments of past Kimberly Lane students; press releases of athletic, academic and fine arts are included.

Mike truly believes in Kimberly Lane's motto of work, respect and belong. We salute Mike for a job well done! Congratulations Mike!"

- B. Adapted Bowling State Tournament

Adapted Bowling State

Students on the Wayzata High School Adapted Bowling Team placed well at the 2013 <sup>Tournament</sup> Minnesota State High School League State Tournament held at Brunswick Bowling in Brooklyn Center this May.

In PI Doubles, senior Drew Balls-Barker took second place with his teammate Ben Carlson from Minnetonka High School.

The team was coached by Lisa Noor, Jim Williams and James Kessler.

C. Synchronized Swimming State Champions

Synchronized  
Swimming  
State  
Champions

The Wayzata High School synchronized swim team won its seventh consecutive state championship on May 24 at the University of Minnesota Aquatic Center.

The team placed first in 10 of the 15 events and scored 143 points. The team took 22 routines to the state meet this year. This is the first team in Wayzata High School's history to win seven consecutive state championship titles.

In addition to the team victory, several individual awards were earned by WHS swimmers including:

- Avery Pierce – second place in solo short
- Leah Novik and Brittney Torguson –second place in duet short
- Haley Ruegemer – first place in solo long
- Lydia Boike and Grace Spencer –second place in duet long
- Amanda Urke – first place in solo extended
- Hannah Ogren – second place in solo extended
- Haley Ruegemer and Amanda Urke – first place in duet extended
- Colleen Donlin and Hannah Ogren – third place in duet extended
- Lydia Boike, Mara Halvorson and Gillian Mangan – first place in trio long
- Haley Ruegemer – first place in figures long
- Colleen Donlin, Lucy Liu and Ruth Schaefer – first place in trio extended
- Amanda Urke – first place in figures extended
- Haley Ruegemer – second place in figures extended
- Colleen Donlin – third place in figures extended
- Brooke Alexander, Kylie Crystal, Magdalena Leali, Karin Leland, Leah Novik, Avery Pierce, Caitlin Plate and Brittney Torguson – first place in team short
- Madalynn Ebert, Brianna Herbert, Meta Nagel, Elizabeth Pate, Breanna Johnson, Claire Poppendeck, Miranda Roberts and Grace Spencer – first place in team long
- Colleen Donlin, Lucy Liu, Hannah Ogren, Katrin Ree, Haley Ruegemer, Ruth Schaefer and Amanda Urke – first place in team extended

**Four students were also named All-State athletes and include:** Amanda Urke, Haley Ruegemer, Colleen Donlin and Hannah Ogren.

**Team members of the WHS synchronized swim team include the following:**  
**Seniors** Morgan Foote, Mara Halvorson, Gillian Mangan, Paige Muncy and Ruth Schaefer; **Juniors** Lydia Boike, Kaitlyn Haller, Breanna Johnson, Trisha Morrison and

Emily Turnquist; **Sophomores** Rachel Gessner, Meta Nagel, Sonia Neculescu, Leah Novik, Elizabeth Pate, Caitlin Plate, Claire Poppendeck, Katrin Ree, Haley Ruegemer, Katie Stover, Amanda Urke and Elliot Yngve; **Freshmen** Sydney Arseth, Kylie Crystal, Colleen Donlin, Madalynn Ebert, Brianna Herbert, Karin Leland, Lucy Liu, Hannah Ogren, Avery Pierce, Miranda Roberts and Marisa Skajewski; **eighth grade students** Magdalena Leali, Daria Snidarich, Grace Spencer and Brittney Torguson; and seventh grade students Brooke Alexander and Jenna Hahn.

**The team was coached by:** head coach Signe Hensel and assistant coaches Connie Alvarez, Natalie Bodin, Rachel Hoffart, Ali Palm and Ann Rushfeldt.

D. Destination Imagination National Contest

Destination  
Imagination  
Nat'l Contest

The Wayzata High School Psychedelic Hippie Kaleidoscopes, a Destination ImagiNation team of 9th and 10th grade students, took 2nd place in Challenge D - Change in RealiTee at the Global Finals in Knoxville in May.

The team competed against 72 teams that qualified for Global Finals from 45 states and 14 countries. The PHKs finished second overall in the improvisational challenge at the secondary level, earning a trip across the podium at the Closing Ceremonies in front of 15,000 people at the University of Tennessee's basketball arena.

**Team members are:** Justin Greenberg, Maia Miller, David Mo, Arman Shah, Abby Trough and Leighton Zhao. The team is managed by Robb Greenberg and Diane Miller.

Congratulations to this team and their coaches on a job well done!!

E. League of Women Voters - "Making Democracy Work Award" - Peter Schmit

Making  
Democracy  
Work Award

Dr. Anderson introduced Ms. Deborah Price, League of Women Voters Wayzata/Plymouth Area President. Ms. Price gave a little history on The League of Women Voters, which is a non-partisan political organization that encourages informed and active participation in government and influences public policy through education and advocacy. LWVUS was organized almost 100 years along with the state organization. The local league, LWV Wayzata/Plymouth will be 60 years old this fall and was responsible in keeping the Wayzata School District history which was used in the recent 100 year anniversary for the district.

The "Making Democracy Work Award" has been promoted by the national league for about 10 years and this year the state LWV has asked Minnesota local leagues to recognize an outstanding non-member who, through their public involvement, demonstrates a commitment to "Making Democracy Work". The LWV celebrates community leaders, individuals who have envisioned a way to improve the community and have mobilized others to work with them to effect a change that has benefited the broader community.

Peter M. Schmit, Social Studies Teacher at Wayzata High School, has allowed the LWV's mission to be known to high school youth by engaging the LWV's resources to promote non-partisan civic participation. Mr. Schmit was nominated for this award by Lilian Andrade, former student, Deborah Price, LWV Wayzata, Plymouth Area President and Grace McGarvie, Mentor and Colleague. Dr. Anderson congratulated Peter on receiving this award.

- F. 2013 Minnesota Business Official of the Year - Jim Westrum Business  
Official of the  
Year  
 Jim Westrum, Executive Director of Finance and Business Services for Wayzata Public Schools, was named the 2013 Minnesota School Business Official of the Year by the Minnesota Association of School Business Officials (MASBO). Jim received the award in front of his peers at MASBO’s annual spring conference this spring.

As part of the award, a Wayzata High School senior will receive a \$2,000 scholarship from MASBO. Dr. Anderson congratulated Jim and stated, “This is an award well deserved!”

- G. Minnesota Association of Secondary School Principals - Star of Innovative Award MASSP  
Recognition  
 A program for ninth grade students struggling with math and developed by Wayzata High School teachers Kristen Addonizio and Nicole Jockisch, won the Star of Innovation Award from the Minnesota Association of Secondary School Principals.

The program, which started four years ago, takes selected ninth-grade students into a special math class that has the same curriculum as their peers, but extends the material throughout the entire school year and has two teachers in the classroom instead of just one. Students’ scores in eighth grade on the Northwest Evaluation Association (NWEA) MAP test determine admittance into the class.

The success of the new program has lowered the failure rate in math of incoming ninth grade students from 10 percent down to just over three percent. This year’s seniors are the first students to take the class as ninth graders and represent the largest graduating senior class in Wayzata High School’s history. According to WHS Senior Class Principal Jeff Ridlehoover, “This current year of seniors were not our largest class we’ve ever had as ninth graders, but they are the largest class we’ve ever had as graduating seniors.” He added that the school has retained students better than ever before and fewer students have left potentially because they’re finding a lot of success early in their high school career and particularly in math.

Jeff, Kristen and Nicole spoke last summer at the NWEA conference in Portland, Oregon about the math program because of its success. Jeff is also meeting with other schools to replicate this program elsewhere.

**5. REPORTS FROM ORGANIZATIONS**

Reports from  
Organizations

This section of the agenda provides the opportunity for parent, teacher, and/or student associations/organizations to provide the School Board with reports/updates.

- A. Student Council Student  
Council  
 No one was present to report on high school activities in May.

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

- A. Superintendent Superintendent  
**1. Minor or No Changes to Policy** Minor Changes  
to Policy

*A motion was made by Mr. Hesby and seconded by Ms. Cohen to waive the 2<sup>nd</sup> reading and approve board policies 200, 201, 214,*

**215, 216, 218, 221, 222, 223, 224, 225, and 807, and also to move board policy 212 to the June 24 board work session for discussion. The motion passed unanimously.**

- a. Board Policy 200 - "School Board Legal Status" - First Reading
- b. Board Policy 201 - "School Board Powers and Duties" - First Reading
- c. Board Policy and Regulations 212 and 212-R - "Public Participation in School Board Meetings" - First Reading
- d. Board Policy 214 - "Policy Dissemination" - First Reading
- e. Board Policy 215 - "Administrative Action in Absence of Policy" - First Reading
- f. Board Policy 216 - "Suspension of Policies" - First Reading
- g. Board Policy 218 - "Board Review of Regulations" - First Reading
- h. Board Policy 221 - "School Board Memberships" - First Reading
- i. Board Policy 222 - "Board Vacancies" - First Reading
- j. Board Policy and Regulations 223 and 223-R - "Public Hearings" - First Reading
- k. Board Policy 224 - "Emergency Policy" - First Reading
- l. Board Policy and Regulations 225 and 225-R - "Criminal or Civil Action Against School District, School Board Member, Employee or Student" - First Reading
- m. Board Policy 807 - "Health and Safety" - First Reading

**B. Teaching and Learning**

Teaching and Learning

**1. Approval of Revised School Calendar 2012 – 2013**

Dr. Jill Johnson, Executive Director of Teaching and Learning presented to the board the 2012-2013 revised calendar, which reflects the cancellation of the school day on March 5<sup>th</sup> due to snow and the two hour late start on April 19<sup>th</sup>. The Minnesota Department of Education recommends school boards adopt a final calendar that reflects the actual days school was in session.

Approval of Revised School Calendar

***Ms. Cohen made a motion to approve the revised 2012-2013 school calendar as presented and Mr. Hesby seconded the motion. The motion passed unanimously.***

**C. Finance and Business Services**

F & B Business Services

**1. Monthly Financial Reports**

Monthly

The School Board received the following monthly financial reports for review and information: Financial Reports

- Student Activity Fund Report of April, 2013.
- Monthly Financial Reports, which details fund and budget status data as of April 30, 2013.

*No Board action was required.*

**2. RESOLUTION CERTIFYING THE POPULATION ESTIMATE 2013 LEVY OF WAYZATA ISD #284**

Resolution  
Certifying  
Population  
Estimate

Mr. Jim Westrum, Executive Director of Finance and Business, informed the board that pursuant to M.S. 275.14, a school district may submit an update of its resident population estimate to the State Demographer for approval. The population estimate update must be adopted by a board resolution by July 1, and submitted to the State Demographer by no later than July 15, 2013. If approved by the State Demographer, the district's population estimate will be used in calculating its community education revenue.

*A motion was made by Mr. Moroz and seconded by Mr. Hesby to approve the population estimate of the Wayzata School District to be 60,517 as of June 2013. The motion passed unanimously.*

**3. Master Lease Purchase Agreement - Apple, Inc.**

Master Lease  
Purchase  
Agreement –  
Apple, Inc.

The Wayzata Public Schools will be entering into a Master Lease Purchase Agreement with Apple Inc. for the purpose of acquiring and financing iPads for the District's MyWay initiative.

The terms and conditions were attached to the Master Lease Purchase Agreement. Highlights included the term to begin June 14, 2013, with 3 annual payments, ending July 5, 2015. Apple Inc. has a state contract in effect placing the District in compliance with state bid laws.

Several advantages of utilizing this lease purchase agreement for the acquisition and financing of iPads were pointed out by Mr. Westrum. He stated, "In addition to these advantages, the annual payments will match the expenditures with the annual technology levy revenue, which is the primary funding source."

*A motion to approve the Master Lease Purchase Agreement with Apple Inc. and authorize the Superintendent to execute and deliver the agreement was made by Ms. Peterson and Ms. Cohen seconded the motion. The motion passed unanimously.*

**4. RESOLUTION COMMITTING FUND BALANCE ON LAND SALE PER GASB 54**

Resolution –  
Fund Balance  
on Land Sale

Mr. Westrum explained that the Governmental Accounting Standards Board (GASB) 54 committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority; and the District has entered into a purchase agreement for the sale of District owned land located at 16440 County Road 47, Plymouth, Minnesota 55446.

He explained that a resolution is required to commit the land sale proceeds to be used for future purchase of 38.54 gross land acres (+/-) of the Elm Creek Golf Course located at 18940 State Highway 55, Plymouth, Minnesota 55446.

It was recommended by the administration that the board of Independent School District 284 commit the land sale proceeds under GASB 54 for fund balance reporting purposes.

*Mr. Hesby made a motion to approve and waive the reading of the RESOLUTION FOR COMMITTING THE LAND SALE PROCEEDS OF THE PROPERTY LOCATED AT 16440 COUNTY TOAD 47 FOR GASB 54 FUND BALANCE REPORTING PURPOSES, Ms. Cohen seconded the motion. The motion passed unanimously.*

**5. RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR OF FINANCE AND BUSINESS TO EXECUTE CLOSING DOCUMENTS FOR PURCHASE AND SALE OF LAND**

Resolution –  
Executing  
Closing  
Documents for  
Purchase and  
Sale of Land

Mr. Westrum confirmed that the District has approved a purchase agreement by and between Independent School District 284 and GWS Land Development of Plymouth, LLC for the sale of District owned property at 16440 County Road 47, Plymouth Minnesota.

The District has also approved a purchase agreement by and between Independent School District 284 and GWS Land Development of Plymouth, LLC for the purchase of a portion of the Elm Creek Golf Course at 18940 State Highway 55, Plymouth Minnesota.

Both parties have satisfied pre-requisite terms and conditions required prior to the actual closing.

The Administration recommends that the School Board appoint James R. Westrum, Executive Director of Finance and Business Services, as the authorized signer for all closing documents and other related documents related to closing of the sale and directs him to execute the sale and purchase of the properties.

*A motion was made by Ms. Peterson to waive the reading of the Resolution and Approve and authorize the Executive Director of*

*Finance and Business Services to Execute Closing Documents for Purchase and Sale of Land. The motion was seconded by Ms. Polzin and passed unanimously.*

D. Human Resource Services

Human  
Resource  
Services

There were no items for this section of the agenda.

7. **OTHER BOARD ACTION**

Other Board  
Action

A. Board Legislative Action Committee Appointment - July 2013 - June 2014

Board LAC  
Committee  
Appt.

Unlike the rest of the Board committee assignments and appointments that are determined in December at a Special Work Session, the Legislative Action Committee appointment begins in July instead of January each year, so that the Board committee member appointed would be on the same schedule as the legislature. Board member Polzin indicated her interest in staying on as the Legislative Action Committee representative beginning in July 2013. Board member Droegemueller will serve as alternate.

Ms. Polzin has served as the LAC Board representative for the last year and we would like to take this opportunity to thank her for all of her hard work and the many hours that he has put into serving on this committee. Ms. Polzin will give a presentation to the Board and community for this last session later in the summer.

*A motion was made by Ms. Cohen to approve the appointment of board member Cheryl Polzin as the Legislative Action Committee Board Representative for July 2013 through June 2014, with Board member Droegemueller as the alternate. The motion was seconded by Mr. Hesby and passed unanimously.*

B. Approval of the School Board Meeting Schedule for the 2014 - 2015 School Year

School Board  
Mtg. Schedule

It has been the practice of the Wayzata School Board to designate the second Monday of the month as the Regular School Board meeting day, with meetings convening at 7:00 p.m. at Wayzata City Hall, 600 Rice Street, Wayzata, unless otherwise noted. It is recommended that the Board again schedule the fourth Monday of the month for work sessions, to begin at 4:00 p.m., unless otherwise noted, in the Board Room at the District Administration Building, 210 County Rd. 101 N., Plymouth.

All Regular Board meetings will be broadcast over cable television - City of Plymouth Channel 22 (Comcast), City of Wayzata Channel 19 (Mediacom), and delayed broadcast on City of Minnetonka Channel 17 (Comcast); all work sessions are recorded.

The BOARD OF EDUCATION – 2014–2015 SCHOOL YEAR MEETING SCHEDULE was reviewed by the Board and is being submitted for Board approval.

*A motion was made by Ms. Cohen and seconded by Mr. Moroz to approve the Board of Education – 2014-2015 School Year Meeting Schedule as presented. The motion passed unanimously.*

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

Audience  
Opportunity

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

No one came forward to address the board.

**9. BOARD REPORTS**

Board Reports

There were no board reports.

**10. ADJOURN**

Adjourn

*There being no additional business before the School Board, a motion was made by Mr. Hesby and seconded by Ms. Polzin to adjourn the meeting. The motion passed unanimously. Ms. Droegemueller, Board Chair, adjourned the meeting at 7:57 p.m.*

Upon approval by the School Board, complete minutes will be available at the District Administration Building, 210 County Road 101 North, Plymouth, on the District website, at all School Media Centers, and at the Public Libraries in Plymouth, Wayzata, and Ridgedale.

INDEPENDENT SCHOOL DISTRICT 284  
JOHN A. MOROZ, SCHOOL BOARD CLERK

\_\_\_\_\_  
Susan H. Droegemueller  
School Board Chair

\_\_\_\_\_  
John A. Moroz  
School Board Clerk

**Attachments:**

- Minutes: Regular Meeting – May 13, 2013
- Minutes: Special Meeting – May 20, 2013
- Early Childhood Special Education Contract with Wayzata Community Church
- RESOLUTION Certifying The Population Estimate...
- Master Lease Purchase Agreement – Apple, Inc.
- RESOLUTION Committing Fund Balance on Land Sale...
- RESOLUTION Authorizing the Executive Director...

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

**BOARD OF EDUCATION**

**Special Meeting – September 23, 2013**

**AGENDA SECTION: 2. APPROVAL OF MINUTES**

**ITEM: B. Special Meeting – June 24, 2013**

**COMMENTS BY: Board Clerk Moroz**

Enclosed for Board review and approval are the minutes of the Special Board Meeting of June 24, 2013.

**RECOMMENDED ACTION:** Approve the minutes of the Special Board Meeting of June 24, 2013 as presented.

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

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

Abstentions \_\_\_\_\_

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

**Official Minutes of Special Meeting**  
**June 24, 2013**

**The Board of Education**  
**Wayzata Public Schools**

A Special Meeting of the Board of Education of Wayzata Public Schools was held June 24, 2013, beginning at 4:00 PM at the District Administration Building, 210 County Rd. 101 N., Plymouth, MN 55447.

**1. CALL TO ORDER AND ROLL CALL** - Board Chair Droegemueller

Call to Order

A Special Meeting of the Board of Education of Independent School District 284 was convened on Monday, June 24, 2013 at 4:00 p.m., in the Board Room of the District Administration Building, 210 County Road 101 North, Plymouth, Minnesota, pursuant to due notice.

The meeting was called to order by Board Chair, Ms. Susan Droegemueller, and Mr. John Moroz, Board Clerk, called the roll. The following School Board members were present: Ms. Linda Cohen, Ms. Susan H. Droegemueller, Ms. Susan Gaither, Mr. Jay Hesby, Mr. John Moroz, Ms. Carter G. Peterson, Ms. Cheryl Polzin, and Dr. Chace B. Anderson, Superintendent of Schools and Ex Officio member of the School Board. School Board members absent: No one.

Others Present: Jim Westrum, Annie Doughty, Jill Johnson, Joanne Fieldseth, Amy Parnell, Jodi Olson, Lynae Schoen, Jon Deutsch, Barb Nicol, and Bob Wittman,

**2. RESOLUTION RELATING TO CONDUCTING A REFERENDUM REVENUE AUTHORIZING ELECTION IN 2013**

Resolution –  
Referendum  
Revenue  
Authorizing  
Election in 2013

The Administration recommended to the School Board to conduct a Referendum Revenue Authorization election in 2013, pursuant to Minnesota Statutes, Section 126C.17.

*A motion was made by Mr. Hesby to waive the reading and approve the RESOLUTION RELATING TO CONDUCTING A REFERENDUM REVENUE AUTHORIZING ELECTION IN 2013. Ms. Cohen seconded the motion. A roll call vote was taken and the following voted in favor thereof: Ms. Linda Cohen, Ms. Susan H. Droegemueller, Ms. Susan Gaither, Mr. John Moroz, Ms. Carter Peterson, Ms. Cheryl Polzin, and Mr. Jay Hesby; and the following voted against the same: No one. The motion passed on a 7-0 vote.*

**3. RESOLUTION AUTHORIZING SUPERINTENDENT TO EXECUTE CLOSING DOCUMENTS FOR PURCHASE AND SALE OF LAND**

The District approved a purchase agreement by and between Independent School District 284 and GWS Land Development of Plymouth, LLC for the sale of District owned property at 16440 County Road 47, Plymouth, Minnesota.

The District also approved a purchase agreement by and between Independent School District 284 and GWS Land Development of Plymouth, LLC for the purchase of a portion of the Elm Creek Golf Course at 18940 State Highway 55, Plymouth, Minnesota.

Both parties have satisfied pre-requisite terms and conditions required prior to the actual closing.

The administration recommended that the School Board appoint Chace B. Anderson, Superintendent, as the authorized signer for all closing documents and other documents related to closing of the sale and direct him to execute the sale and purchase of the properties.

*A motion was made by Mr. Moroz to waive the reading of the Resolution and approve the appointment of Chace B. Anderson, Superintendent, as the authorized signer for all closing documents and other documents related to closing of the sale and direct him to execute the sale and purchase of the properties. Ms. Peterson seconded the motion. A roll call vote was taken and the following voted in favor thereof: Ms. Susan H. Droegemueller, Ms. Susan Gaither, Mr. John Moroz, Ms. Carter Peterson, Ms. Cheryl Polzin, Mr. Jay Hesby, and Ms. Linda Cohen; and the following voted against the same: No one. The motion passed on a 7-0 vote.*

**APPROVAL OF THE PROPOSED BUDGET FOR 2013 – 2014**

The Proposed Budget for 2013-2014 was presented for approval as follows:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General Fund	122,802,421	\$123,740,926
Food Service Fund	5,288,266	5,551,447
Community Service Fund	8,534,970	8,786,835
Construction Fund	7,244,991	16,131,372
Debt Service Fund	<u>11,240,078</u>	<u>10,972,051</u>
<b>Total</b>	<b>\$155,110,726</b>	<b>\$165,182,631</b>

*A motion was made by Ms. Peterson to approve the proposed budget for 2013-2014 as presented. The motion was seconded by Ms. Cohen and the motion passed unanimously.*

**5. APPROVAL OF THE REVISED 2012 - 2013 BUDGET**

Approval of the Revised 2012-2013 Budget

Mr. Westrum explained that the adjustments presented were primarily due to minor grants received, alternative facility, deferred revenue, and carryover from 2011-12.

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>
General Fund	\$120,040,071	\$123,513,768
Food Service	\$5,174,123	\$5,279,185
Community Service	\$7,657,510	\$7,731,202
Building Construction	\$7,648,940	\$14,131,950
Debt Service	<u>\$11,043,265</u>	<u>\$11,220,661</u>
Total	\$151,563,909	\$161,876,766

*A motion was made by Ms. Polzin and seconded by Mr. Hesby to approve the revised budget for 2012-2013 as presented. The motion passed unanimously.*

**6. APPROVAL OF OFFERING STATE FUNDED ALL DAY KINDERGARTEN 2014-2015**

Approval of Offering State Funded All Day Kindergarten Beginning in 2014-2015

It was noted that at the school board work session on Monday June 17, 2012, the Board of Education discussed the fact that the Minnesota Legislature authorized full funding of All Day Kindergarten effective with the 2014-2015 school year. The School Board expressed its intent to offer state funded All Day Kindergarten effective with the 2014-2015 school year and in subsequent years.

The administration provided the educational, financial and facility related implications.

*A motion was made by Ms. Cohen and seconded by Mr. Hesby to direct the Superintendent to begin planning to offer state funded All Day Kindergarten effective with the 2014-2015 school year. The motion passed unanimously.*

**7. RESOLUTION DIRECTING SUPERINTENDENT TO PETITION TO THE COMMISSIONER - LEASE LEVY LIMIT EXCEPTION TO OFFER ALL DAY KINDERGARTEN 2014 - 2015**

Resolution Directing Supt. To Petition to the Commissioner - Lease Levy Limit Exception To Offer All Day Kindergarten 2014 - 2015

At the school board special work session on Monday June 17, 2013, the Board of Education discussed the decision of the Minnesota Legislature to authorize full funding of All Day Kindergarten effective with the 2014-2015 school year. The School Board expressed its intent to offer state funded All Day Kindergarten effective with the 2014-2015 school year and in subsequent years.

The administration provided the educational, financial and facility related implications. The school board directed the superintendent to begin planning to offer state funded All Day Kindergarten effective with the 2014-2015 school year.

The administration has determined that additional space will be required to offer state funded All Day Kindergarten effective with the 2014-2015 school year and in subsequent years. A discussion on how to best provide for the need of this additional space was had. With the high likelihood that certain spaces may be repurposed and an alternative space will be needed, the administration will begin looking for additional space. In addition, a plan to finance the costs of acquiring or leasing additional space was also discussed.

Minnesota Statutes 126C.40 Capital Levies provides authority for an independent school district to apply to the commissioner to rent or lease a building or land for any instructional purposes if it is found to be economically advantageous and it determines that the operating capital revenue authorized under M.S. 126C.10, subdivision 13 is insufficient for this purpose. The District currently is utilizing this authority to finance the elementary building additions at three of the District's elementary schools.

As the District is currently near the cap for this lease levy authority, the District must work closely with the Minnesota Department of Education. The commissioner of education may authorize a school district to exceed the limit in M.S. 126C .40 paragraph (e) if the school district petitions the commissioner for approval. The commissioner shall grant approval to a school district to exceed the limit in paragraph (e) for not more than five years if the district meets the following criteria:

- (1) the school district has been experiencing pupil enrollment growth in the preceding five years;
- (2) the purpose of the increased levy is in the long-term public interest;
- (3) the purpose of the increased levy promotes colocation of government services;
- (4) the purpose of the increased levy is in the long-term interest of the district by avoiding over construction of school facilities.

*A motion was made by Ms. Cohen and seconded by Ms. Polzin to waive the reading and approve the RESOLUTION DIRECTING THE SUPERINTENDENT TO PETITION TO THE COMMISSIONER FOR A LEASE LEVY LIMIT EXCEPTION TO OFFER ALL DAY KINDERGARTEN 2014-15 AND IN SUBSEQUENT YEARS. A roll call vote was taken and following voted in favor thereof: Ms. Cheryl Polzin, Ms. Linda Cohen, Ms. Susan H. Droegemueller, Ms. Susan Gaither, Mr. John Moroz, Ms. Carter Peterson and Mr. Jay Hesby; the following voted against the same: No one. The motion passed on a 7-0 vote.*

## **8. AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD**

Audience  
Opportunity  
To Address  
The Board

This section of the agenda provides an opportunity for members of the audience to address the School Board.

*No one came forward to address the board.*

Adjourn

## **9. ADJOURN**

*There being no additional business before the School Board, a motion was made by Ms. Peterson and seconded by Mr. Hesby to adjourn the meeting. The motion passed unanimously. Ms. Droegemueller, Board Chair, adjourned the meeting at 4:30 p.m.*

Upon approval by the School Board, complete minutes will be available at the District Administration Building, 210 County Road 101 North, Plymouth, on the District website, at all School Media Centers, and at the Public Libraries in Plymouth, Wayzata, and Ridgedale.

INDEPENDENT SCHOOL DISTRICT 284  
JOHN A. MOROZ, SCHOOL BOARD CLERK

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Susan H. Droegemueller  
School Board Chair

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John A. Moroz  
School Board Clerk

Attachments: RESOLUTION DIRECTING SUPERINTENDENT TO PETITION TO THE COMMISSIONER  
- LEASE LEVY LIMIT EXCEPTION TO OFFER ALL DAY KINDERGARTEN 2014 – 2015

RESOLUTION AUTHORIZING SUPERINTENDENT TO EXECUTE CLOSING  
DOCUMENTS FOR PURCHASE AND SALE OF LAND

RESOLUTION RELATING TO CONDUCTING A REFERENDUM REVENUE  
AUTHORIZING ELECTION IN 2013



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

**BOARD OF EDUCATION**

**Special Meeting – September 23, 2013**

**AGENDA SECTION: 2. APPROVAL OF MINUTES**

**ITEM: C. Regular Meeting – July 8, 2013**

**COMMENTS BY: Board Clerk Moroz**

Enclosed for Board review and approval are the minutes of the Regular Board Meeting of July 8, 2013.

**RECOMMENDED ACTION:** Approve the minutes of the Regular Board Meeting of July 9, 2013 as presented.

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

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

Abstentions \_\_\_\_\_

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

## **Official Minutes of Regular Meeting**

**July 8, 2013**

### **The Board of Education Wayzata Public Schools**

A Regular Meeting of the Board of Education of Wayzata Public Schools was held Monday, July 8, 2013, beginning at 6:00 PM in the District Administration Building, 210 County Rd. 101 N., Plymouth, MN. pursuant to due notice. The meeting was delayed broadcast on cable television Plymouth Channel 22 (Comcast) and Wayzata Channel 19 (Mediacom), and on Minnetonka Channel 17 (Comcast).

#### **1. CALL TO ORDER/ROLL CALL**

**CALL TO ORDER**

The meeting was called to order by Susan H. Droegemueller, Board Chair and John Moroz, Board Clerk, called the roll. The following School Board members were present: Ms. Linda Cohen, Ms. Susan H. Droegemueller, Mr. Jay Hesby, Mr. John Moroz, Ms. Carter Peterson, Ms. Cheryl Polzin and Dr. Chace B. Anderson, Superintendent of Schools and Ex Officio member of the School Board. School Board members absent: Ms. Susan Gaither.

**Others Present:** Jim Westrum, Annie Doughty and Colleen Erickson

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

**SUPERINTENDENT'S  
REPORTS AND  
RECOMMENDATIONS**

##### **A. FINANCE AND BUSINESS SERVICES**

**FINANCE AND  
BUSINESS SERVICES**

1. These items are presented for Board of Education review and approval.

##### **Monthly Bills**

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

**MONTHLY BILLS**

General Checking Account for June 2013	\$ 4,411,686.75
Wire Transfer for May 2013	\$32,084,387.00

*A motion was made by Mr. Hesby and seconded by Ms. Cohen to approve the gifts as presented to be used as designated. The motion passed on a 6 – 0 vote with Ms. Gaither being absent. The School Board accepted with appreciation these gifts which are in Compliance with current District policy and guidelines:*

**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.”

**THEREFORE;** the Executive Director of Finance and Business Services recommends the following RESOLUTION:

**BE IT RESOLVED** by the School Board of Independent School District No. 284 that the School Board accepts with appreciation the following gifts, which are in compliance with current District policy and guidelines:

<b>Amount</b>	<b>Donated By</b>	<b>Purpose</b>
\$23.50	Tonya Scriver	Destination Imagination
50.00	Food Perspectives	Kimberly Lane Elementary Student Activities
50.00	Piper Jaffrey Employee Giving	Kimberly Lane Elementary Student Activities
50.00	Piper Jaffrey Employee Giving	Kimberly Lane Elementary Student Activities
100.00	Alerus Financial	Refer a Friend Program supporting East Middle School
100.00	Alerus Financial	Refer a Friend Program supporting Kimberly Lane Elementary
100.00	Alerus Financial	Refer a Friend Program supporting Birchview Elementary
100.00	Alerus Financial	Refer a Friend Program supporting Greenwood Elementary
159.60	Kimberly Lane Elementary PTA	Treats for Awards Day
199.50	Kimberly Lane Elementary PTA	Publishing Student’s Work
200.00	Alerus Financial	Refer a Friend Program supporting Greenwood Elementary
225.00	Greenwood Elementary PTA	Destination Imagination
252.96	University of Minnesota	4 <sup>th</sup> Grade Field Trip Transportation at Kimberly Lane Elementary

300.00	Alerus Financial	Refer a Friend Program supporting Kimberly Lane Elementary
325.94	Central Middle School PTA	Staff Room Supplies
500.00	Waytonka Club, Inc.	Resources for Social Workers
500.00	Sunset Hill Elementary PTSA	Trojan News Network (TNN)
628.26	Central Middle School PTA	Transportation for Field Trips for Community Service
813.00	Kimberly Lane Elementary PTA	Die Cuts and Machine
870.39	Birchview Elementary PTA	Art Grant
1,414.89	Central Middle School PTA	6 <sup>th</sup> Grade Field Trips and Picnic
1,986.01	Gary Kirchner / Honeywell International Charity Matching	Greenwood Support
2,000.00	L. Millis	Young Scientist Roundtable Program
5,220.00	Sunset Hill Elementary PTSA	Gym Floor Logo
6,090.93	Greenwood Elementary PTA	3 <sup>rd</sup> Grade Level Grants
22,188.00	Wayzata Athletic Boosters	Various Athletic Programs
91,253.00	Wayzata Athletic Boosters	Various Athletic Programs
<b>Total: \$135,700.98</b>		

**2. MONTHLY FINANCIAL REPORTS**

**MONTHLY  
FINANCIAL REPORTS**

Enclosed for School Board review and information are the following financial reports:

- Monthly Financial Report, which details fund and budget status data as of May, 2013.
- Student Activity Fund Report of May 2013.

No School Board action was necessary.

**3. RESOLUTION TO CONVERT REFERENDUM AUTHORITY**

**RESOLUTION TO  
CONVERT  
REFERENDUM**

Article 3 of the omnibus tax bill, (*Laws of Minnesota for 2013*, Chapter 143), establishes

location equity revenue as a new component of general education revenue beginning in FY 2015 and allows a school district to convert up to \$300 per adjusted pupil unit of referendum authority from voter approved to board approved by a board vote.

**AUTHORITY**

For a school district with any of its area located within the seven-county metropolitan area, location equity revenue equals \$424 times the adjusted pupil units of the district for that school year. For districts receiving location equity revenue, the location equity allowance is subtracted off of the referendum allowance otherwise authorized for the district. A district's referendum allowance equals the greater of zero or the sum of:

- (1) the district's initial referendum allowance for fiscal year 2015 as adjusted for 2013 legislation, including the change from resident marginal cost pupil units to adjusted pupil units, pupil unit weighting changes, and the roll-in of alternative attendance adjustments into the referendum allowance; plus
- (2) any additional referendum allowance per adjusted pupil unit authorized by referendum election or board vote after June 30, 2013, minus the location equity revenue subtraction, minus any allowances expiring in fiscal year 2016 or later.

The results of these actions place the District at an estimated voter approved referendum allowance of \$1338.76 per adjusted pupil, which is \$506.24 below the state cap of \$1,854 in Fiscal Year 2015.

*A motion was made was made by Ms. Peterson and seconded by Mr. Moroz to waive the reading and approve the RESOLUTION TO CONVERT REFERENDUM AUTHORITY to \$300 per adjusted pupil unit of referendum revenue from voter-approved to board approved and approve the RESOLUTION to participate in the location equity revenue program for fiscal years 2015 and later. A roll call vote was taken and the following members voted in favor thereof: Ms. Cheryl Polzin, Ms. Carter Peterson, Mr. John Moroz, Mr. Jay Hesby, Ms. Linda Cohen and Ms. Susan H. Droegemueller; and the motion passed on a 6 – 0 vote with Ms. Gaither being absent.*

**B. HUMAN RESOURCE SERVICES**

**HUMAN RESOURCE SERVICES**

**1. Human Resource Recommendations**

Employment

<b>Judy Abler</b> Resignation – Victoria Horberg	1.0 Special Education Teacher	Oakwood
<b>Amy Bellowe</b> Non-renew	0.4 ALC Communications Teacher	High School
<b>Kristine Branyon</b> Resignation – Charisse Litteken	1.0 Spanish Teacher	East Middle
<b>Moriah Gilbertson</b> Transfer – Jill Lynch	12-Month ALC Secretary	High School

<b>Adam Hegg</b> Resignation – David Doering	1.0 Communications Teacher	High School
<b>Jeff Pawlicki</b> Resignation – Jeff Ridlehoover	1.0 Associate Principal	High School
<b>Angela Quinn</b> Resignation – William Keundig	1.0 ALC Social Studies Teacher	High School
<b>Amanda Randall</b> New Position	1.0 Counselor	High School
<b>Maggie Rassier</b> Leave of Absence – Korena Bradford	1.0 Kindergarten (LTR)	Gleason Lake
<b>Kelly Ripley</b> New Position	10-Month Special Services Secretary	High School
<b>Karla Taylor</b> Transfer – Solveig Harriday	1.0 Math Teacher	High School
<b>Teresa Thour</b> Transfer – Kristine Miska	0.6 Physical Education	Birchview & Gleason Lake
<u>Contract Modification</u> <b>Brooke Gibbs</b> from .8 to 1.0	3 <sup>rd</sup> Grade & Intervention Specialist,	Birchview

Leave of Absence

**Jamie Tewksbury**, Greenwood 3<sup>rd</sup> Grade Teacher, has requested a leave of absence from February 18-21, 2014 using two personal days and two days without pay.

Resignation

**William Keundig**, Middle School Achievement Specialist, has resigned his position effective June 30, 2013.

**Heather McGinnis**, Greenwood Paraprofessional, has resigned her position effective June 21, 2013.

**Bridget Powell**, Greenwood Kindergarten Teacher, has resigned her position effective June 19, 2013.

**Jeff Ridlehoover**, High School Associate Principal, has resigned his position effective June 30, 2013.

**2. Unaffiliated Salary Schedule for 2013 – 2014**

**UNAFFILIATED  
SALARY  
SCHEDULE FOR  
2013 - 2014**

Ms. Doughty presented the 2013-14 costing model for the Unaffiliated staff, Levels 1-9. This recommendation included a salary schedule improvement of 2.0% for 2013-14. This recommendation is within the District’s budget parameters.

The Human Resources’ Board Subcommittee reviewed the recommended changes at their July 2, 2013 Subcommittee meeting.

*A motion was made by Ms. Cohen and seconded by Ms. Polzin to approve the 2013-14 Salary Schedule for Unaffiliated Positions as recommended. The motion passed unanimously.*

**3. OTHER BOARD ACTION**

**OTHER BOARD  
ACTION**

There was no further action.

**4. RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVIT OF CANDIDACY FOR SCHOOL BOARD ELECTION**

**RESOLUTION  
ESTABLISHING DATES  
FOR FILING AFFIDAVIT  
OF CANDIDACY FOR  
SCHOOL BOARD  
ELECTION**

As mandated by the Minnesota Legislature, School Board elections are held every two years and all terms are for four years, unless otherwise indicated. The District 284 School Board elections are held in odd-numbered years. The terms of Susan Droegemueller, Susan Gaither, and John Moroz will expire on December 31, 2013 therefore, there are three (3) four-year terms up for election on November 5, 2013. The dates to file Affidavits of Candidacy are set by State statute. The first day to file this year is Tuesday, July 30, and the last day to file is Tuesday, August 13, 2013.

Affidavits must be filed in the office of the School District Clerk at the Administration Building; the filing fee is \$2.00.

*A motion was made by Ms. Peterson and seconded by Mr. Hesby to waive the reading and adopt the RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY FOR NOVEMBER SCHOOL BOARD ELECTION as presented. The motion passed unanimously.*

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

**AUDIENCE  
OPPORTUNITY TO  
ADDRESS SCHOOL  
BOARD**

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

No one came forward to address the Board.

**6. ADJOURN**

**ADJOURN**

*There being no additional business before the School Board, a motion was made by Mr. Hesby and seconded by Ms. Cohen to adjourn the meeting. The motion passed unanimously. Ms. Droegemueller, Board Chair, adjourned the meeting at 6:40 p.m.*

Upon approval by the School Board, complete minutes will be available at the District Administration Building, 210 County Road 101 North, Plymouth, on the District website, at all School Media Centers, and at the Public Libraries in Plymouth, Wayzata, and Ridgedale.

INDEPENDENT SCHOOL DISTRICT 284  
JOHN A. MOROZ, SCHOOL BOARD CLERK

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Susan H. Droegemueller  
School Board Chair

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John A. Moroz  
School Board Clerk

**Attachments:** RESOLUTION TO CONVERT REFERENDUM AUTHORITY

RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVIT OF  
CANDIDACY FOR SCHOOL BOARD ELECTION

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

**BOARD OF EDUCATION**

**Special Meeting – September 23, 2013**

**AGENDA SECTION: 2. APPROVAL OF MINUTES**

**ITEM: D. Special Meeting – July 22, 2013**

**COMMENTS BY: Board Clerk Moroz**

Enclosed for Board review and approval are the minutes of the Special Board Meeting of July 22, 2013.

**RECOMMENDED ACTION:** Approve the minutes of the Special Board Meeting of July 22, 2013 as presented.

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

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

Abstentions \_\_\_\_\_

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

**BOARD OF EDUCATION**

**Special Meeting – September 23, 2013**

**AGENDA SECTION: 2. APPROVAL OF MINUTES**

**ITEM: E. Regular Meeting – August 12, 2013**

**COMMENTS BY: Board Clerk Moroz**

Enclosed for Board review and approval are the minutes of the Regular Board Meeting of August 12, 2013.

**RECOMMENDED ACTION:** Approve the minutes of the Regular Board Meeting of August 12, 2013 as presented.

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

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

Abstentions \_\_\_\_\_

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

**BOARD OF EDUCATION**

**Special Meeting – September 23, 2013**

**AGENDA ITEM: 3. BOARD POLICY AND REGULATIONS – 732 and 732-R –**  
**“Data Request for Subjects of Data” – First Reading**

**COMMENTS BY: Superintendent Anderson**

A recent March 19, 2013 Information Policy Analysis Division (IPAD) decision determined that a Minnesota school district did not comply with the Minnesota Government Data Practices Act because it did not have a “written data access policy” for members of the public and data subjects. Minn. Sta. 13025 Subd. 2 entitled “public data access policy,” requires a written data access policy. Subd. 3 also requires a “written policy on the rights of data subjects under section 13.04 and the specific procedures used by the government entity for access by the data subject to public or private data on individuals.” Under Subd. 4, copies of these policies are supposed to be easily available to the public. In the IPAD decision, the Commissioner noted that the school district’s assertion that it followed the statutory procedure to respond to data request was not sufficient as this procedure was not “easily available to the public.” The Commissioner also found that indicating that the “superintendent” was the responsible authority did not comply with the statute as the statute required that the District appoint a specific individual.

**Policy/Procedure 732/732-R** and **Policy/Procedure 733/733-R** are written in accordance with a legal recommendation for the two policies. Adoption of these two policies will ensure compliance with the policy requirements for “Data Request for Subjects of Data” and “Data Request for Public Data.”

**RECOMMENDED ACTION:** Approve and adopt the proposed Board Policy and Regulations **732 and 732-R – “Data Request for Subjects of Data”** for first reading as presented.

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

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

Abstention <sup>3</sup>/<sub>5</sub> \_\_\_\_\_

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

**DATA REQUEST FOR  
SUBJECTS OF DATA**

**POLICY: 732**

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

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

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

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

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

Consistent with the MGDPA, any person who believes that information contained in the school district's records regarding that individual, the individual's minor child, or person over whom the individual has been appointed legal guardian is inaccurate or

incomplete may request that the school district amend those records. To exercise this right, the individual must notify the responsible authority described in Attachment C in writing of the nature of the disagreement. Upon receiving such notification, the school district will take action as required by the MGDPA. Please note that the submission of a challenge to data does not guarantee that the school district will amend its records.

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

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

FIRST READING: September 23, 2013

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

**DATA REQUEST FOR  
SUBJECTS OF DATA**

**REGULATIONS: 732-R**

**A. PROCESSING A REQUEST**

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

The school district will respond to a written request submitted pursuant to this policy immediately, if possible, and within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible. In addition;

1. If it is unclear what data the individual is requesting, the school district will seek clarification.
2. If the school district does not have the requested data, it will notify the individual in writing as soon as reasonably possible.
3. If the school district has the requested data, and the data may lawfully be disclosed to the individual, the school district will respond to the request by doing one of the following:
  - Arrange a date, time, and place for the individual to inspect the data without cost to the individual, or;
  - Provide the individual with copies of the data. The individual may choose to pick up the copies, or the school district will mail or fax copies of the data to the individual. The school district will provide electronic copies (such as e-mail), only if the school district keeps the data in electronic format. Prepayment of copies is required unless other arrangements are approved by the responsible authority. Further information about copying charges is included below.
4. If the school district determines that the requested data is classified so as to deny the requesting person access, the school district shall inform the

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requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible. In addition;

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

**B. IDENTIFICATION**

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

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

**Attachment A**

**Copy Costs – Data on Individuals**

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

- For 100 or Fewer Paper Black and White Copies – \$.25 per Page  
The charge for 100 or fewer pages of black and white, letter or legal size paper copies, is \$.25 for a one-sided copy and \$.50 for a two-sided copy.
- More than 100 Paper Black and White Copies or Other Types of Copies/Actual Cost  
The charge for more than 100 pages of black and white paper copies, or any other types of copies, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data. In determining the actual cost, the school district includes the cost of the employee time, the cost of the materials (paper, DVD, etc.), and mailing costs (if any). If the request is for copies of data that the school district cannot reproduce itself, such as photographs, it will charge the actual cost it must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data and make copies is based upon the lowest hourly rate of the appropriate staff member. There is no charge for time spent separating public from non-public data.

Persons wishing to access data should call the school district main office at 763-745-5000. The receptionist will refer the party to the Director of Communications and Community Engagement who will seek to provide the requested information and/or refer the party to the appropriate office/position as noted below:

<u>Type of Data Requested</u>	<u>Office/Position</u>
General Public Data	Superintendent of Schools
Financial Data	Executive Director of Business and Finance
Personnel Data	Executive Director of Human Resources
Teaching and Learning Data	Executive Director of Teaching and Learning
Special Education	Director of Special Services
Health Services	Director of Special Services
*Pertaining to a School/Student	School Principal

\*Note: See also Policy 511 and Regulation 511-R.

**Attachment B**

**Data Request Form**

**Date of request:** \_\_\_\_\_

**Method of Access to Data:**

(Note: Inspection is free but there is a charge for copies.)

Inspection       Copies       Both (Inspection and Copies)

**Description of Requested Information:**

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

**Contact Information:**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone number:

\_\_\_\_\_

Email address:

\_\_\_\_\_

You do not have to provide any of the above contact information. However, if you want the school district to mail or e-mail you copies of data, the school district will need some contact information. In addition, failure to provide contact information could delay the processing of your request. If the school district does not understand your request and needs to get clarification from you, without contact information, the school district may not be able to process all, or a portion of, your request until you contact the school district again.

**FIRST READING: September 23, 2013**

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

**BOARD OF EDUCATION**

**Special Meeting – September 23, 2013**

**AGENDA ITEM: 4. BOARD POLICY AND REGULATIONS – 733 and 733-R –**  
**“Data Request for Public Data” – First Reading**

**COMMENTS BY: Superintendent Anderson**

A recent March 19, 2013 Information Policy Analysis Division (IPAD) decision determined that a Minnesota school district did not comply with the Minnesota Government Data Practices Act because it did not have a “written data access policy” for members of the public and data subjects. Minn. Sta. 13025 Subd. 2 entitled “public data access policy,” requires a written data access policy. Subd. 3 also requires a “written policy on the rights of data subjects under section 13.04 and the specific procedures used by the government entity for access by the data subject to public or private data on individuals.” Under Subd. 4, copies of these policies are supposed to be easily available to the public. In the IPAD decision, the Commissioner noted that the school district’s assertion that it followed the statutory procedure to respond to data request was not sufficient as this procedure was not “easily available to the public.” The Commissioner also found that indicating that the “superintendent” was the responsible authority did not comply with the statute as the statute required that the District appoint a specific individual.

Policy/Procedure 732/732-R and **Policy/Procedure 733/733-R** are written in accordance with a legal recommendation for the two policies. Adoption of these two policies will ensure compliance with the policy requirements for “Data Request for Subjects of Data” and “Data Request for Public Data.”

**RECOMMENDED ACTION:** Approve and adopt the proposed **Board Policy and Regulations 733 and 733-R – “Data Request for Public Data”** for first reading as presented.

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

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

Abstentions \_\_\_\_\_ 45 \_\_\_\_\_

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

**DATA REQUEST FOR  
PUBLIC DATA**

**POLICY: 733**

The purpose of this policy is to set forth the procedure regarding a public request to inspect or obtain public data and to comply with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13.

This policy must be construed as consistent with the MGDPA and Minnesota Rules Chapter 1205. All terms used herein that are defined by the MGDPA must be given the same definition as listed in the MGDPA and Rules Chapter 1205. Nothing in this policy shall be interpreted to contradict any other school district policy.

All data collected, created, received, maintained or disseminated by the school district, which is classified by state statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district in this policy.

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

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

FIRST READING: September 23, 2013

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

**DATA REQUEST FOR  
PUBLIC DATA**

**REGULATIONS: 733-R**

- A. To inspect data or request copies of public data in the school district's possession, a person should make a written request using the form found in the attachment and submit this request to the appropriate data practices official or designee described below. The school district reserves the right to accept verbal requests for data or reduce verbal requests to writing, at its sole discretion.

Upon receipt of a written request, the school district will process it within a reasonable time, depending upon the nature and volume of the request. If the response to a request will take longer than fifteen (15) business days and the requester has provided contact information, the school district may notify the person of the approximate amount of time it will take to process the request.

1. If it is unclear what data the individual is requesting, the school district will seek clarification.
2. If the school district does not have the data, it will notify the person in writing as soon as reasonably possible.
3. If the school district has the data, and the data may lawfully be disclosed to the person, the school district will respond to the request by doing one of the following:
  - Arrange a date, time, and place for the person to inspect the data without cost to the person, or;
  - Provide the person with copies of the data. The person may choose to pick up the copies, or the school district will mail or fax copies of the data to the person. The school district will provide electronic copies (such as e-mail), only if the school district keeps the data in electronic format. Prepayment of copies is required unless other arrangements are approved by the responsible authority. Further information about copy charges is included below.
  - Upon request, the school district will inform the requester as to the meaning of any data disclosed pursuant to this policy.
4. If the school district determines that the requested data is classified so as to deny the requesting person access, the school district shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible.

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

B. The school district charges members of the public for copies of government data as authorized under Minnesota Statutes, section 13.03, subdivision 3(c). A member of the public must pay for the copies before the school district will provide the copies.

1. For 100 or Fewer Paper Black and White Copies – \$.25 per Page

The charge for 100 or fewer pages of black and white, letter or legal size copies, is \$.25 for a one-sided copy and \$.50 for a two-sided copy.

2. More than 100 Paper Black and White Copies or Other Types of Copies – Actual Cost

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

The school district charges the actual cost of preparing summary data. Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals.

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

The cost of employee time to search for data, retrieve data and make copies is based upon the lowest hourly rate of the appropriate staff member. There is no charge for time spent separating public from non-public data.

If the request involves copies of public data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the school district, the responsible authority may charge a reasonable fee for the information in addition to the costs of making and certifying the copies. Any fee charged must relate to the actual development costs of

the information. The responsible authority, upon the request, shall provide sufficient documentation to explain and justify the fee being charged.

Persons wishing to access data should call the school district main office at 763-745-5000. The receptionist will refer the party to the Director of Communications and Community Engagement who will seek to provide the requested information and/or refer the party to the appropriate office/position as noted below:

Type of Data Requested

General Public Data

Financial Data

Personnel Data

Teaching and Learning Data

Special Education

Health Services

\*Pertaining to a School/Student

Office/Position

Superintendent of Schools

Executive Director of Business and Finance

Executive Director of Human Resources

Executive Director of Teaching and Learning

Director of Special Services

Director of Special Services

School Principal

\*Note: See also Policy 511 and Regulation 511-R.

**Data Request Form**

**Date of request:** \_\_\_\_\_

**Method of Access to Data:**

(Note: Inspection is free but there is a charge for copies.)

Inspection       Copies       Both (Inspection and Copies)

**Description of Requested Information:**

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

**Contact Information:**

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone number:

\_\_\_\_\_

Email address:

\_\_\_\_\_

You do not have to provide any of the above contact information. However, if you want the school district to mail or e-mail you copies of data, the school district will need some contact information. In addition, failure to provide contact information could delay the processing of your request. If the school district does not understand your request and needs to get clarification from you, without contact information, the school district may not be able to process all, or a portion of, your request until you contact the school district again.

FIRST READING: September 23, 2013

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Special Meeting – September 23, 2013**

**AGENDA ITEM: 5. PRELIMINARY LEVY LIMITATION AND CERTIFICATION**

**2013 PAYABLE 2014**

**COMMENTS BY: Mr. Westrum**

Minnesota law requires school districts to certify their proposed property tax levy payable in 2013 to the county auditor on or before September 30, 2013. We have recently received the levy data from the Minnesota Department of Education and are analyzing the details. A summary spreadsheet and a written analysis of the proposed levy will be discussed at the Board Meeting. The Minnesota Department of Education is still in the process of making computer program changes and will be providing school districts with updated reports if any changes need to be made.

While most components of the levy are materially accurate and complete, the Administration will be recommending that the Board levy a preliminary amount in all funds. If the Board approves the maximum allowed, the county auditor will automatically include any positive adjustments in the levy. Otherwise, the final levy amount cannot exceed the preliminary levy amount, except for some very limited exceptions.

The School Board will set the final levy certification amounts at its Regular Board meeting in December.

**RECOMMENDED ACTION:** Approve the Preliminary Levy Limitation and Certification for 2013 Payable 2014 at the maximum allowed by State Statute.

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

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

Abstentions \_\_\_\_\_

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

**BOARD OF EDUCATION**

**Special Meeting – September 23, 2013**

**AGENDA ITEM: 6. ADJOURN**

**COMMENTS BY: Board Chair Droegemueller**

If there is no additional business before the School Board, the Chair will call for a motion to adjourn the meeting.

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

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

Abstentions \_\_\_\_\_