

# WAYZATA PUBLIC SCHOOLS

Independent School District 284  
Wayzata, Minnesota

## **BOARD OF EDUCATION**

Regular Meeting - September 17, 2018 - 7:00 PM  
District Administration Building  
210 County Rd. 101, N, Plymouth, MN

### **AGENDA**

1.	<b>CALL TO ORDER/ROLL CALL</b>	<b>3</b>
2.	<b>APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS</b>	<b>4</b>
	A. Approval of Minutes	5
	B. Finance and Business Recommendations	
	1. Monthly Reports	10
	2. P-Card Approval	23
	3. Policy 715 - Purchasing	24
	C. Human Resource Recommendations	
	1. Monthly Recommendations	35
	2. Teacher's Retirement Association (TRA) Part-Time Teacher Program	42
3.	<b>REPORTS FROM ORGANIZATIONS</b>	
	A. Wayzata High School Student Council Representative	
4.	<b>RECOGNITIONS</b>	
	A. Retirees	43
	B. July Employee of the Month - Ron Rogers; Custodial	44
	C. September Employees of the Month - Polly Davidson and Kate Bennett; WHS	45
5.	<b>STUDENT CURRICULUM PRESENTATION</b>	
6.	<b>SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS</b>	
	A. Superintendent	
	1. Back to School Update	47
	B. Teaching and Learning	
	1. Policies for Approval	70
	i. 602 - Acceleration of Students	72
	ii. 603 - Instructional Goals	76
	iii. 606 - Class Size	77
	iv. 611 - Home Base	78
	v. 613 - Curriculum Adoption	79
	vi. 623 - School District System Accountability	80
	vii. 631 - Technology	86
	C. Finance and Business Services	
	1. Monthly Financial Reports	100
	2. Pay 2019 Preliminary Levy	110
	D. Human Resource Services	
7.	<b>OTHER BOARD ACTION</b>	
8.	<b>BOARD REPORTS</b>	<b>119</b>
	A. Superintendent's Review Committee	
9.	<b>AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD</b>	<b>120</b>
10.	<b>ADJOURN</b>	<b>121</b>

# 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 – September 17, 2018

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

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

**COMMENTS BY:** Sarah Johansen, Board Chair

School Board Chair, Sarah Johansen, will call the meeting to order. School Board Clerk Cheryl Polzin will call the roll.

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

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

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

**ITEM:**   Approval of Agenda and Consent Agenda Items  

**COMMENTS BY:**   Sarah Johansen, Board Chair  

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

- A. Approval of Minutes**
- B. Finance and Business Recommendations**
  - 1. Monthly Reports
  - 2. P-Card Approval
  - 3. Policy 715 - Purchasing
- C. Human Resource Recommendations**
  - 1. Monthly Recommendations
  - 2. Teacher's Retirement Association (TRA) Part-Time Teacher Program
- D. Teaching and Learning Recommendations**

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

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

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

Abstentions: \_\_\_\_\_ 4 \_\_\_\_\_

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

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

**ITEM:** A. Approval of Minutes

**COMMENTS BY:** Sarah Johansen, Board Chair

Approve the minutes of the following meetings:

- August 13, 2018 Regular Board Meeting Minutes
- August 27, 2018 Special Meeting Minutes
- August 27, 2018 Closed 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, August 13, 2018, beginning at 7:00 PM in the Wayzata City Hall, 600 Rice Street, Wayzata.

### 1. CALL TO ORDER/ROLL CALL

*Board Chair Sarah Johansen called the meeting to order, and Board Clerk Cheryl Polzin called the roll. The following School Board members were in attendance: Bonita Lucky, Erik Brown, Cheryl Polzin, Sarah Johansen, Andrea Cuene, Linda Cohen, Chris McCullough, and ex-officio member Superintendent Chace B. Anderson. No members were absent.*

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

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

A. Approval of Minutes

B. Finance and Business Recommendations

1. Monthly Reports

*General Checking Account for July 2018*

*\$8,237,736*

*Wire Transfer for June 2018*

*\$23,715,741*

C. Human Resource Recommendations

1. Monthly Recommendations

### 3. REPORTS FROM ORGANIZATIONS

### 4. RECOGNITIONS

*Superintendent Chace B. Anderson recognized the following groups for their achievements:*

A. Retirees

B. Minnesota High School Cross Country Coaches' Association Hall of Fame - Dave Emmans

### 5. STUDENT CURRICULUM PRESENTATION

A. National Student Council Conference

*Sue Iverson, Vision 21 teacher at Wayzata High School (WHS), updated the School Board on the National Student Council Conference which was held at WHS this year.*

### 6. SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS

A. Superintendent

B. Teaching and Learning

C. Finance and Business Services

1. Monthly Financial Reports

D. Human Resource Services

**7. OTHER BOARD ACTION**

**8. BOARD REPORTS**

*Cheryl Polzin updated Board members on the Meadow Ridge expansion and building of the ninth elementary school, which are progressing on time. All long-term facilities maintenance is also on schedule. Ms. Polzin also encouraged fellow Board Members to attend the MSBA summer seminar if able to do so.*

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

*Several district residents requested to speak to the Board: Michelle Pribula of Plymouth, Sandy Maclean of Wayzata, and Bob Maclean of Wayzata addressed the Board about their concerns surrounding the Grading for Learning program implemented in district middle schools. Their concerns relate to disconnect between parents and students and the grading system, a perceived lack of encouragement to meet high achievement standards or an inability to reach a “4” in the grading system, and concerns that students will not be adequately ready to enter a traditional grading system in high school, let alone for college.*

*The School Board and administration will be discussing the Grading for Learning program in the August 27<sup>th</sup> work session.*

**10. ADJOURN**

*Bonita Lucky moved to adjourn the meeting, and Andrea Cuene seconded the motion. The motion carried and the meeting adjourned at 7:46 pm.*

# Minutes of Special Meeting

## The Board of Education Wayzata Public Schools

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A Special Meeting of the Board of Education of Wayzata Public Schools was held Monday, August 27, 2018, beginning at 4:00 PM in the District Administration Building.

### 1. ROLL CALL

*The meeting was called to order by Board Chair Sarah Johansen and the roll call taken by Board Clerk Cheryl Polzin. The following School Board members were present: Cheryl Polzin, Andrea Cuene, Erik Brown, Sarah Johansen, Linda Cohen Bonita Lucky, and ex-officio member Superintendent Chace B. Anderson. Absent from the meeting was Board Director Chris McCullough.*

### 2. FINANCE AND BUSINESS

#### A. PCard Approval

*Andrea Cuene motioned to approve the issuance of pcards, Erik Brown seconded the motion. It carried unanimously.*

### 3. HUMAN RESOURCE SERVICES

#### A. HR Recommendations

*Cheryl Polzin motioned to approve the human resource personnel actions, Linda Cohen seconded the motion. It carried unanimously.*

#### B. Approval of the Culinary Express Contract

*Cheryl Polzin motioned to approve the Culinary contract for fiscal years 2018-2021. Andrea Cuene seconded the motion and it carried unanimously.*

### 4. ADJOURN

*Linda Cohen moved to adjourn the meeting, and Bonita Lucky seconded the motion. The motion carried and the meeting adjourned at 4:07 pm.*

# Minutes of Closed Meeting

## The Board of Education Wayzata Public Schools

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A Closed Meeting of the Board of Education of Wayzata Public Schools was held Monday, August 27, 2018, beginning at 6:52 PM in the District Administration Building.

**1. Call to Order/Roll Call**

*The meeting was called to order by Board Chair Sarah Johansen and the roll call taken by Board Clerk Cheryl Polzin. The following School Board members were present: Cheryl Polzin, Andrea Cuene, Erik Brown, Sarah Johansen, Linda Cohen Bonita Lucky, and ex-officio member Superintendent Chace B. Anderson. Absent from the meeting was Board Director Chris McCullough.*

**2. Finance and Business**

**A. Lease Discussion**

*Jim Westrum, Executive Director of Finance and Business, opened the discussion on property leasing.*

**3. Adjourn**

*Board Chair Sarah Johansen adjourned the meeting at 7:25 pm.*

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

**BOARD OF EDUCATION**  
Regular Meeting –September 17, 2018

**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 August 2018	\$5,983,557
Wire Transfer for July 2018	\$12,074,216

**Acknowledgement Of Contributions**

Minn. Stat. 465.03 - GIFTS TO MUNICIPALITIES

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

**Monthly Donations**

The Board of Education is requested to accept the attached lists donations received in August 2018.

Cash Donations	\$5,578.46
In-Kind Donations	\$634.56

**Monthly Donations**

Cash Donations:

AMOUNT	DONATED BY	PURPOSE
\$1,857.52	Birchview PTA	BV - Student Support
\$1,137.56	Sunset Hill PTSA	SH - Field Trip Buses
\$500.00	Plymouth Lions Club	Destination Imagination Program
\$415.00	Wells Fargo Education Matching Gifts Program	SH - Student Activities
\$415.00	Wells Fargo Community Support Campaign	SH - Student Activities
\$280.00	Wells Fargo Your Cause	GL - Student Supplies
\$280.00	Wells Fargo Your Cause- Emanuel Wilson	CMS - Student Scholarships & Supplies
\$280.00	Wells Fargo Your Cause - Bryan Lupine	CMS - Student Scholarships & Supplies
\$249.76	Ordway Center For Performing Arts	SH - 4th Grade Field Trip Buses
\$143.62	Wells Fargo Education Matching Gifts Program	SH - Student Activities
\$20.00	Target Cybergrants - anonymous	CMS - Student Scholarships & Supplies

In-Kind Donations:

\$634.56	Tonkadale Greenhouse	CMS - Plants for Greenhouse
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**RECOMMENDED ACTION:** That the School Board approves the following checking account and wire transfer payments and accepts with appreciation the following gifts, which are in compliance with current District policy and guidelines:

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

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

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

**WAYZATA PUBLIC SCHOOLS**  
**MONTHLY CHECK SUMMARY**  
**AUGUST 2018**

CHECK	VENDOR	DESCRIPTION	DATE	AMOUNT
419469	FEHN COMPANIES INC	9th - 31A Site Clearing, Earthwork, and Site Utilities	8/28/2018	450,773.87
419384	GENERAL SHEET METAL	GW - 23A Mechanical	8/21/2018	379,771.05
419465	EBERT CONSTRUCTION	9th - 03A Concrete	8/28/2018	324,532.25
419283	ARCHITECT MECHANICAL	BV - Mechanical Improvements	8/14/2018	292,505.00
419390	INTERMEDIATE DIST 287	JULY RENT	8/21/2018	229,398.00
419385	GRAZZINI BROTHERS & CO	WHS - 2018 Flooring Replacement	8/21/2018	228,296.40
419244	NOW MICRO	Laptops for new teachers	8/8/2018	183,853.50
419359	WOLD ARCHITECTS AND ENGINEERS	GW SIGNAGE	8/14/2018	182,888.94
419377	CONSTRUCTION RESULTS CORP	GL - Mechanical updates	8/21/2018	174,488.40
419199	CDW GOVERNMENT, INC	ERATE CAT2 2018	8/8/2018	172,990.47
419499	KRAUS-ANDERSON CONSTRUCTION CO	GW Construction Management Services	8/28/2018	163,019.23
419165	GRAZZINI BROTHERS & CO	WHS - 2018 Flooring Replacement	8/7/2018	146,678.10
419258	SKYWARD INC	ANNUAL LICENSING FEES	8/8/2018	122,755.00
419271	XCEL ENERGY	6/15/18-7/16/18	8/8/2018	122,551.09
419266	TRUST POINT	Health Reimbursement -Payroll Accrual	8/8/2018	114,455.00
706380	PEARSON EDUCATION	INTERACTIVE SCIENCE CMS	8/17/2018	107,518.46
419152	ABSOLUTE COMMERCIAL FLOORING	Multi - Site Flooring replacement	8/7/2018	101,218.27
419387	HOLLENBACK & NELSON INC	GW - 03-A CONCRETE & MASONRY	8/21/2018	76,475.00
419530	NORTHLAND CONCRETE & MASONRY LLP	9th - 04A Masonry	8/28/2018	69,901.00
419576	THE MATH LEARNING CTR	BRIDGES 18-19 INITIAL ORDER	8/28/2018	69,400.20
419487	IDENTITY AUTOMATION LP	Renewal of Automation Software	8/28/2018	59,061.00
419404	NAC (NORTHERN AIR CORP)	WMS - Make up Air Unit Replacemant	8/21/2018	56,572.50
419342	SHI INTERNATIONAL CORP	Renewal of Microsoft Licenses 7/23/18 - 7/31/19	8/14/2018	56,276.18
419256	SFM MUTUAL INSURANCE CO	WORK COMP/MN SPEC COMP 4TH QTR INSTALL	8/8/2018	53,795.00
419419	TITANIUM PARTNERS LLC	rent for WELS	8/21/2018	52,584.33
419222	INSTRUCTURE INC	ANNUAL RENEWAL CANVAS 8/1/18-7/31/19	8/8/2018	52,500.00
419399	MINNETONKA PLUMBING INC	MR 22-A Plumbing	8/21/2018	47,364.95
419507	MAIN LINE TRANSPORTATION INC (MTI)	SPED TRANSP.	8/28/2018	46,467.10
419472	GEORGE COOK CONSTRUCTION CO	MR 06-A Carpentry	8/28/2018	43,763.69
419157	FINISHING TOUCH PLUS	WHS - Painting	8/7/2018	42,985.00
419259	SOUTHERN MN INSPECTION CO LLC	WHS - Theatre Project	8/8/2018	42,514.99
419160	FISCHER & SONS INC	WHS - Sidewalk replacement	8/7/2018	40,300.00
419423	VINCO INC	GW - 26A Electrical	8/21/2018	37,791.95
419198	CDW	UPS & DATA RACK	8/8/2018	37,030.02
419173	MINNETONKA PLUMBING INC	MR 22-A Plumbing	8/7/2018	33,937.19
419317	MCKINSTRY ESSENTION LLC	Energy Management YR 4 Q1 8/1/18 - 10/31/18	8/14/2018	33,750.00
419163	GEORGE COOK CONSTRUCTION CO	MR 06-A Carpentry	8/7/2018	29,207.63
419592	TRUST POINT INC.	Payroll accrual	8/31/2018	27,555.00
419520	MN ROADWAYS COMPANY	CMS - Curb replacement, asphalt patching	8/28/2018	24,888.23
419169	ISD #283-ST LOUIS PARK SCHOOLS	BALANCE: OVER SPENT OFF \$1,517.50	8/7/2018	24,542.78
419381	EMC INSURANCE (EMPLOYERS MUTUAL CASUALTY)	INSURANCE 8/20/18	8/21/2018	24,350.18
419319	MN ROADWAYS COMPANY	CMS - Crack fill and paint	8/14/2018	23,235.85
419372	ACOUSTICS ASSOCIATES	MR 09 C Acoustical Ceiling and Wall Panels	8/21/2018	22,553.00
419388	INNOVATIVE BUILDING CONCEPTS LLC	MR - Work Scope 07-A Metal Panels	8/21/2018	20,852.50
419185	LIFE INSURANCE CO OF NORTH AMERICA	Ins. Tracking Billing	8/8/2018	20,138.92
419492	K12 TRANSPORTATION MANAGEMENT SVCS INC	REG ED/SPED TRANS.	8/28/2018	19,247.40
419412	RTL CONSTRUCTION INC	GW - 09A Drywall	8/21/2018	19,091.56
419587	WENZEL-PLYMOUTH PLUMBING LLC	9th - 22A Plumbing	8/28/2018	19,000.00
419328	NOW MICRO	Laptops for ECFE	8/14/2018	18,467.12
419175	MULCAHY NICKOLAUS INC	MR - Framing and Drywall	8/7/2018	18,429.62
419365	ISD#286 BROOKLYN CENTER SCHOOLS	FY 17-18 PERKINS	8/21/2018	18,138.74
419478	HANUS ENTERPRISES,LLP	bus garage rent AUGUST RENT	8/28/2018	17,924.10
419288	CENTER FOR THE COLLABORATIVE CLASSROOM	BEING A READER PILOT FOR ELEM LANG ARTS	8/14/2018	17,260.88
419164	GLYNLYON INC	SITE LICENSE 6/1/18-5/31/20	8/7/2018	16,875.00
419211	GLYNLYON INC	SITE LICENSE YR3 OF 3 6/1/19-5/31/20	8/8/2018	16,875.00
706436	STAPLES BUSINESS ADVANTAGE	SCHOOLS SUPPLIES DISTRICT WIDE	8/24/2018	16,633.93
419270	WORKS COMPUTING/PARAGON DEVEL SYSTEMS	NetApp Renewal	8/8/2018	15,750.00

419418	THE MATH LEARNING CTR	BRIDGES MATH ORDER	8/21/2018	15,160.83
419429	A J MOORE ELECTRIC INC	9th - 26A Electrical	8/28/2018	15,081.25
706311	ALLEGRA PRINT & IMAGING	GW CUSTOM PRINTING LETTERHEAD & ENVELOPES	8/10/2018	14,930.24
419155	CTB, INC	GL - Cabinets	8/7/2018	14,831.00
419263	THE MATH LEARNING CTR	BRIDGES SUMMER ORDER 2018 - INITIAL ORDER	8/8/2018	14,756.37
419425	ZOLTAR INVESTMENT GROUP LLC	16th ave rent ESC SEPT 2018	8/21/2018	14,343.85
419459	CUSTOM DRYWALL, INC	9th - 09A Framing and Drywall	8/28/2018	14,250.00
419480	HENKEMEYER COATINGS INC	9th - 07A Waterproofing & Weather Barrier	8/28/2018	14,250.00
419376	CONSTRUCTION SYSTEMS INC	MR - 05A Structural Steel	8/21/2018	14,010.60
419183	TMI CORPORATION	MR - Addition Plastic Laminate Casework	8/7/2018	13,575.50
419178	SCHILLER SQUARED ENTERPRISES INC	MR 26-A Electrical	8/7/2018	13,347.50
419161	FORD METRO INC	MR 08-B Curtain wall, Storefront, & Window System	8/7/2018	13,299.22
419337	REFLECTION SCIENCES, INC.	PILOT MN EXECUTIVE FUNCTION SCALE/PILOT MEFS LICENSES	8/14/2018	12,950.00
419292	CITY OF PLYMOUTH	UTILITIES 6/16/18-7/15/18	8/14/2018	12,719.00
706449	MEI - MINNESOTA ELEVATOR INC	WHS-COMPLIANCE REPAIRS	8/31/2018	12,677.00
419182	TIES	Jun-18	8/7/2018	12,654.92
419563	SOUTH CENTRAL SERVICE COOPERATIVE	WHITE COPY PAPER FOR INVENTORY	8/28/2018	12,558.54
419352	UPPER LAKE FOODS	HB - Kimberly Lane	8/14/2018	12,513.02
706356	TURNING TECHNOLOGIES LLC	ANNUAL LICENSE RENEWAL	8/10/2018	12,500.00
419280	ALPHA VIDEO & AUDIO, INC	Support Contract for Triple Play	8/14/2018	12,455.57
419275	RDO EQUIPMENT CO	CSF - Equipment	8/13/2018	12,128.46
419485	HOUSE OF PRINT	COMM ED PRINTING	8/28/2018	12,023.40
419555	SCHILLER SQUARED ENTERPRISES INC	MR 26-A Electrical	8/28/2018	11,822.05
419489	IOCP	comm ed rent SEPT.	8/28/2018	11,168.89
419518	MINT ROOFING INC	WHS SERVICES	8/28/2018	11,142.65
706354	TRIO SUPPLY CO	CSF - PAPER SUPPLIES	8/10/2018	10,686.47
419420	VEIT & COMPANY INC	MR 31-A Earthwork	8/21/2018	10,659.29
419195	BRAUN INTEREC CORP	EMS - NDE & Coring Services	8/8/2018	10,487.75
419201	COMMERCIAL DOOR SYSTEMS, INC	WMS DOOR REPAIRS	8/8/2018	10,196.68
419403	MULCAHY NICKOLAUS INC	MR - Framing and Drywall	8/21/2018	10,125.81
419312	LARSON CO, J. H.	KL - Parking lot lights	8/14/2018	9,987.00
419162	FRSECURE LLC	Security Management	8/7/2018	9,975.00
419192	ART SPARK LLC	CLASSES	8/8/2018	9,819.60
419245	NUTRISLICE INC	DIGITAL SIGNAGE - PC KL GW	8/8/2018	9,771.48
706351	TEAM SPORTING GOODS, INC	FOOTBALL EQUIP	8/10/2018	9,700.69
419168	INTERMEDIATE DIST 287	PERKINS 1/1/18-6/30/18	8/7/2018	9,231.12
706438	TIERNEY BROTHERS, INC.	EMS Projectors	8/24/2018	9,067.22
419355	WALLACE CARLSON PRINTING	Wayzata Public Schools Calendars	8/14/2018	8,875.05
419151	VOIGT SMITH INNOVATIONS LLC	HYDROSEEDER	8/7/2018	8,845.00
419154	BUILDING RESTORATION CORP	SH - Sealant Replacement	8/7/2018	8,835.00
419171	KENDELL DOORS & HARDWARE INC	MR 08 A Doors, Frames and Hardware	8/7/2018	8,708.23
419517	MILLER 32ND AVE, LLC	AUGUST RENT	8/28/2018	8,448.02
419511	MCDOWALL COMPANY	9th - 23A HVAC	8/28/2018	8,075.00
706400	DELTA EDUCATION	SCIENCE NOTEBOOKS BULK KINDERGARTEN	8/24/2018	8,047.84
706437	TEAM SPORTING GOODS, INC	BASEBALL EQUIP	8/24/2018	7,900.71
419272	YOUTH ENRICHMENT LEAGUE	JULY CLASSES	8/8/2018	7,545.00
419566	STAINLESS KITCHEN INNOVATIONS INC	WHS LINE RETROFIT DOWN PYMNT	8/28/2018	7,543.50
419550	RUPP, ANDERSON, SQUIRES & WALDSPURGER PA	MAY ACTIVITY	8/28/2018	7,411.16
419493	KAMIDA	REMOVE/REPLACE SIDEWALK	8/28/2018	7,191.00
419324	NHA HEATING & AIR CONDITIONING INC	OVERLOAD	8/14/2018	7,056.00
419572	SUPERIOR PAINTING & DECORATING INC	MR 09-E Painting	8/28/2018	6,842.85
419344	SKYWARD INC	Student Mgmt Suite Software ANNUAL LIC FEE 7/1/18-6/30/19	8/14/2018	6,727.00
419184	LIFE INSURANCE CO OF NORTH AMERICA	Ins. Tracking Billing	8/8/2018	6,670.03
419407	PERFORMANCE TOURS	PERFORMING TOUR 1	8/21/2018	6,600.00
419209	FRIEDGES DRYWALL INC	KL & CMS	8/8/2018	6,489.00
419333	PINKY SWEAR FOUNDATION	5K FUNDRAISER	8/14/2018	6,293.75
419260	SUMMER MATH BY MAIL LLC	REG FOR 89 STUDENTS	8/8/2018	6,141.00
706404	HOUGHTON MIFFLIN CO LLC	Renewal of Math 180 subscription	8/24/2018	6,096.10
419386	HEN CTY HUMAN SVCS & PUBLIC HEALTH DEPT	REFUND FOR OVERPYMNT TRANSP.	8/21/2018	6,081.58
419311	LAKE CONFERENCE	MMBRSHIP DUES	8/14/2018	6,000.00
706362	ANCHOR PAPER COMPANY	INVENTORY PAPER	8/17/2018	5,879.80
706461	WRIGHT-HENNEPIN COOPERATIVE ELECTRIC ASSN	MR 7/1/18-8/1/18	8/31/2018	5,861.54
706410	PREMIER AGENDAS INC	STUDENT PLANNERS	8/24/2018	5,640.00

419303	FRIEDGES DRYWALL INC	WHS - Fire repair	8/14/2018	5,621.00
419513	MERIDIAN CONSULTING GROUP LLC	CHEM INVENT/TESTING/INV & PROCEDURES	8/28/2018	5,616.00
706348	STAPLES BUSINESS ADVANTAGE	SUPPLIES	8/10/2018	5,615.02
419361	SCHOOL SERVICE EMPLOYEES	Payroll accrual	8/15/2018	5,440.48
706403	HEINEMANN	ONE - RED KIT LLI SYSTEM LITERACY	8/24/2018	5,395.50
419153	ACOUSTICS ASSOCIATES	MR 09 C Acoustical Ceiling and Wall Panels	8/7/2018	5,199.35
419591	SCHOOL SERVICE EMPLOYEES	Payroll accrual	8/31/2018	5,196.67
706364	COMMERCIAL KITCHEN SERVICES	SH EQUIP REPAIR	8/17/2018	5,042.16
419417	SYNERGIZE SPORTS MARKETING	PE TSHIRTS CMS	8/21/2018	5,040.00
419172	MASTERS PLUMBING HEATING & COOLING LLC	PC - Plumbing	8/7/2018	5,000.00
419231	LIFETIME FITNESS, INC.	Lifetime fitness locker room rental SEPTEMBER 2018	8/8/2018	4,919.30
419427	ISD #270-HOPKINS SCHOOLS	FY 18 PERKINS 2ND INVOICE	8/23/2018	4,808.49
419582	US FOODS CULINARY E & S	OW - SERVING SUPPLIES	8/28/2018	4,777.67
419179	SUNDE LAND SURVEYING, LLC	Multi - Site land survey	8/7/2018	4,700.00
706302	JOSTENS, INC	YEARBOOKS	8/1/2018	4,618.04
419338	REPUBLIC SERVICES #894	DIST REFUSE	8/14/2018	4,607.50
419534	ONE DIGITAL	Payroll accrual	8/28/2018	4,552.20
419249	PLANSOURCE BENEFITS ADMINISTRATION INC	REISSUE / SEPARATING OUT CHECKS	8/8/2018	4,544.10
419247	PLANSOURCE BENEFITS ADMINISTRATION INC	REISSUE / SEPARATING OUT CHECKS	8/8/2018	4,536.00
419248	PLANSOURCE BENEFITS ADMINISTRATION INC	REISSUE / SEPARATING OUT CHECKS	8/8/2018	4,531.95
419235	MAYER ARTS INC	CLASSES	8/8/2018	4,422.00
419524	MN STATE HIGH SCHOOL LEAGUE	SUPPLIES	8/28/2018	4,407.00
419224	KAMIDA	CONCRETE STEP REPAIR WHS	8/8/2018	4,173.00
706375	LEGO EDUCATION	LEGO MINDSTORMS CORE SETS-EAST MS	8/17/2018	4,119.50
706370	INNOVATIVE OFFICE SOLUTIONS	ECFE STUDENT TABLES	8/17/2018	4,088.00
706392	XEROX CORPORATION	BV XEROX D110 COPIER BLANKET	8/17/2018	4,071.63
419180	SUPERIOR PAINTING & DECORATING INC	MR 09-E Painting	8/7/2018	4,058.40
706361	AMERICAN ENGINEERING TESTING INC	9th - Geotechnical testing	8/17/2018	3,980.30
706314	BOILER SERVICES, INC	DISTRICT WIDE RPZ TESTING JULY 2018	8/10/2018	3,750.00
706393	PROJECT LEAD THE WAY, INC	PLTW ENGINEERING/COMPUTER SCIENCE 18'-19'	8/23/2018	3,750.00
419559	SCHOOLMATE	STUDENT PLANNERS	8/28/2018	3,690.75
419497	KINECT ENERGY INC	JULY	8/28/2018	3,626.60
419577	TITANIUM PARTNERS LLC	UTILITIES XCEL/CP JUNE-JULY CITY PLYM MAY-JUNE	8/28/2018	3,624.49
706301	INTERSTATE POWER SYSTEMS	REPLACE WATER PUMP	8/1/2018	3,579.41
419586	WASTE MANAGEMENT	WHS TRASH	8/28/2018	3,559.45
419451	CANON FINANCIAL SERVICES INC	WHS COPY CENTER COPIERS LEASE	8/28/2018	3,452.20
419159	FIRST STUDENT, INC	PC TO BIG STONE MINI GOLF	8/7/2018	3,443.59
419316	MCCORMICK'S GROUP LLC	ELMHIRST MARCHING BAND	8/14/2018	3,324.39
419166	GROUP HEALTH INC-WORKSITE	WORKERS COMP	8/7/2018	3,317.60
419368	RIPPE & ASSOCIATES, ROBERT	CONSULTING FEE: RETROFIT @ HS	8/21/2018	3,303.02
419267	VISION SERVICE PLAN INS CO	VISION PLAN AUGUST 2018	8/8/2018	3,301.28
419584	VISION SERVICE PLAN INS CO	VISION SEPT.	8/28/2018	3,278.64
419569	STEM BUILDERS INC	CAMPS	8/28/2018	3,230.20
419170	KAMIDA	BV - Remove/Replace concrete walk	8/7/2018	3,200.00
419265	TOP 20 TRAINING, LLC	TRNG ON 8/28/18	8/8/2018	3,200.00
419250	PLANSOURCE BENEFITS ADMINISTRATION INC	COBRA & REIMBURSEMENT	8/8/2018	3,128.96
706443	CUSTOM WATER WORKS	ALL - (EXCEPT HS) - ALA CARTE	8/31/2018	3,116.25
706450	MP NEXLEVEL LLC	LOCATES JULY	8/31/2018	3,062.74
419217	HAHN, R.N.,PHN, MICHELLE	NURSE CONSULT FEE MAY THROUGH AUGUST	8/8/2018	2,996.00
419187	ALL STRINGS ATTACHED	ORCH INSTRUMENT	8/8/2018	2,950.00
419150	POSTMASTER	CENSUS MAILING	8/7/2018	2,924.60
419503	LARSON CO, J. H.	GL LIGHT BULBS	8/28/2018	2,892.47
419574	TEACHERS' CURRICULUM INSTITUTE	Software	8/28/2018	2,880.00
419426	ALLEGRA PRINT & IMAGING	POSTAGE	8/23/2018	2,876.36
419306	HOUSE OF NOTE	ORCHESTRA REPAIRS	8/14/2018	2,840.00
706359	XEROX CORPORATION	WHS ADMIN OFFICE COPIER LEASE & MAINTENANCE JULY	8/10/2018	2,826.37
419431	ACOUSTICS ASSOCIATES	WHS - Fire repair	8/28/2018	2,825.00
419313	LEVEL8CREATIVE LLC	COLLEGE VISIT APP	8/14/2018	2,800.00
419393	LAGUNA TOOLS INC.	SWENSON CNC INSTALLATION/TRAINING	8/21/2018	2,750.00
419314	LVC (LOW VOLTAGE CONTRACTORS)	CMS MATERIALS & LABOR	8/14/2018	2,700.00
419332	PHASOR ELECTRIC CO	WHS AIR CLEANERS	8/14/2018	2,693.00
419560	SCREENFLEX PORTABLE PARTITIONS	SH PARTITIONS	8/28/2018	2,664.00
419391	INTEREUM	MR ADD FURNITURE	8/21/2018	2,610.22

419568	ST. CLOUD STATE UNIVERSITY	PLTW	8/28/2018	2,570.00
419383	GENERAL SPRINKLER CORP	MR - 21A Fire Suppression	8/21/2018	2,565.00
706321	INNOVATIVE OFFICE SOLUTIONS	WHS REPLACEMENT CAFE STOOLS	8/10/2018	2,560.76
419397	MALLOY MONTAGUE KARNOWSKI & CO PA	FY 18 AUDIT SERVICES	8/21/2018	2,450.00
706396	ALLEGRA PRINT & IMAGING	WELCOME BACK LETTER/ENVEL.	8/24/2018	2,288.74
706411	REALLY GOOD STUFF	FIFTH GRADE BTS ORDER	8/24/2018	2,230.53
419293	CITY OF WAYZATA	WATER/SEWER JULY	8/14/2018	2,209.36
419232	LORENZ BUS CO	DANCE TEAM TRANS.	8/8/2018	2,200.00
706405	INNOVATIVE OFFICE SOLUTIONS	GW TORSION BARS	8/24/2018	2,186.04
419396	MAD SCIENCE OF MN	GL FIELD TRIP ONSITE 2018-08-09	8/21/2018	2,154.00
706414	SCHMITT MUSIC CO	INSTR. REPAIR	8/24/2018	2,141.00
419523	MN SCHOOL BOARDS ASSN	BOARDBOOK SUBSCR. RENWL 8/31/18-8/31/19	8/28/2018	2,100.00
706441	AMERICAN TIME	DIST. CLOCKS	8/31/2018	2,099.40
419276	SUMMIT INTEGRATED SYSTEMS	SCHOOL STAGE CONTROL PROJECT	8/13/2018	2,060.90
419226	KIDCREATE STUDIO	CLASSES	8/8/2018	2,007.00
419331	PARTNERS IN LEARNING PROGRAMS, INC	PBIS POSTERS	8/14/2018	1,941.00
419194	BLB CONSULTING LLC	PRJCT MGMNT/DATA ENTRY	8/8/2018	1,940.00
419277	ABSOLUTE COMMERCIAL FLOORING	MATERIALS & LABOR FOR WALL BASE	8/14/2018	1,936.00
419237	MN ASSN OF SECONDARY SCHOOL PRINCIPALS	MMBRSH 2018-2019	8/8/2018	1,928.00
419286	BRAUN INTEREC CORP	GW Special Inspection and Testing Services	8/14/2018	1,873.00
419462	DR DOROTHY WELCH	CONTRACTED SERVICES AUG 1-15 JUMP START SESS.	8/28/2018	1,837.50
419225	KARGES-FAULCONBRIDGE, INC	GW - 3RD PARTY COMMISSIONING	8/8/2018	1,825.00
419238	MN ASSN OF SPECIAL EDUCATORS (MASE)	Dues 7/1/18-6/30/19	8/8/2018	1,820.00
419553	SAMBATEK, INC.	9th Wetland permitting	8/28/2018	1,813.60
706367	FOLLETT SCHOOL SOLUTIONS INC	READER'S NOTEBOOKS FOURTH GRADE	8/17/2018	1,806.60
419305	HOME DEPOT/GEFC	TAR & FEATHER TOOL	8/14/2018	1,722.02
419495	KD & COMPANY RECYCLING INC	DIST USE	8/28/2018	1,698.50
419549	ROY C., INC	EMS DOOR REPAIR	8/28/2018	1,680.00
419542	PROMOWEAR	LINK CREW SHIRTS	8/28/2018	1,676.00
419246	PHASOR ELECTRIC CO	PC REPAIR	8/8/2018	1,671.00
419261	TC RUNNING CO	BCC APPAREL	8/8/2018	1,650.00
419455	COMMERCIAL DOOR SYSTEMS, INC	GW PLAYGROUND DOOR	8/28/2018	1,646.97
419444	BAGY JO INC	SUPER FAN TSHIRTS/PRINTING	8/28/2018	1,630.75
706353	TRI-DIM FILTER CORP	PC FILTERS	8/10/2018	1,611.47
706360	ALLEGRA PRINT & IMAGING	WHS CUSTOM PRINT ORDER	8/17/2018	1,608.59
419230	LEONARDO'S BASEMENT	GL FIELD TRIP OFF SITE 2018-08-09	8/8/2018	1,600.00
419531	NOW MICRO	Laptops for Business Office	8/28/2018	1,581.00
706377	MEI - MINNESOTA ELEVATOR INC	DIST SERVICE	8/17/2018	1,565.00
419255	SCIENCE EXPLORERS	CLASSES	8/8/2018	1,530.00
706385	SCHMITT MUSIC CO	BAND INSTRUMENT REPAIR	8/17/2018	1,525.00
419428	ISD #283-ST LOUIS PARK SCHOOLS	OVERSPEND BALANCE	8/23/2018	1,517.50
419346	TEAMWORKS INTERNATIONAL, INC	MEAL PROGRAM RESEARCH	8/14/2018	1,500.00
419528	NEW ENGLAND SECURITY LOCK CO	HALLWAY LOCKER LOCKS	8/28/2018	1,485.12
419494	KARGES-FAULCONBRIDGE, INC	GL - Boiler Replacement	8/28/2018	1,447.50
419214	GREENE, PATRICIA	ELEM LANG ARTS PD	8/8/2018	1,431.90
419210	FUN ENGINEERZ LLC	STEM CAMPS	8/8/2018	1,400.00
419243	NORTHERN LIGHTS	DJ 2ND PYMNT EVENT ON 9/29/18	8/8/2018	1,370.00
181900095	GAMMACK, SARA	REIMBURSE	8/8/2018	1,353.36
419191	ARCADE WORLD	KL RENTAL	8/8/2018	1,335.00
419557	SCHOOL DATEBOOKS, INC	DATEBOOKS MR	8/28/2018	1,308.82
419438	AMAZON CAPITAL SERVICES, INC.	SPED Orders	8/28/2018	1,296.85
419505	LETTERMEN SPORTS	STATE PATCHES BTR	8/28/2018	1,270.73
706372	INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	GW - Asbestos abatement	8/17/2018	1,260.00
419370	UPPER LAKE FOODS	PRIME VENDOR-HB SNACKS-SHIPING INTO OW	8/21/2018	1,249.23
706357	ULINE SHIPPING SUPPLY	WHS PAES TABLES	8/10/2018	1,248.45
419379	EBERT CONSTRUCTION	MR - Elem Add	8/21/2018	1,242.97
419552	RYDIN	ZONE 2 PERMITS	8/28/2018	1,238.00
419375	CHRIS CAKES	DISTRICT EMPLOYEE BRKFST 8/28/18	8/21/2018	1,226.80
419176	NORTHEY, MICHELE	OFFICIAL	8/7/2018	1,218.24
419196	BRILLIANT MINDFULNESS LLC	MINDFULNESS TRAINING 9/7/18	8/8/2018	1,200.00
419251	POSITIVE PROOF INC	RAPTOR LABELS	8/8/2018	1,200.00
419373	AIR SYSTEMS ENGINEERING INC	TEST & BALANCE CMS CAFE	8/21/2018	1,200.00
419174	MN IT SERVICES	MONTHLY VOICE SERVICES JUNE 2018	8/7/2018	1,196.86

419273	FIRST STUDENT, INC	GL - HYLAND PARK	8/13/2018	1,194.79
419279	AGROPUR INC DIVISION OF NATREL USA	HB - MILK PRODUCTS	8/14/2018	1,184.78
706439	TIME FOR KIDS	TFK magazines for 1st gr classrooms	8/24/2018	1,183.05
419460	DAIKIN APPLIED	CHILLER REPAIR	8/28/2018	1,179.30
706415	SCHOLASTIC INC	SCHOLASTIC NEWS / GRADES 2 & 3	8/24/2018	1,166.78
706326	MCGRAW HILL SCHOOL EDUCATION HOLDINGS LLC	2018-2019 HEALTH & WELLNESS TE NEW SECTIONS	8/10/2018	1,164.20
419510	MAXWELL MEDALS & AWARDS	6TH GR TRACK MEET RIBBONS	8/28/2018	1,159.40
419269	WOLD ARCHITECTS AND ENGINEERS	ELEMENTARY FURNITURE PROJECT	8/8/2018	1,153.13
706442	ANCOM COMMUNICATIONS	RADIO LIC FOR COM ED	8/31/2018	1,142.00
419481	HILL CO, ROBERT B.	GL REPAIRS	8/28/2018	1,141.69
419327	NORTHERN STAR COUNCIL/BSA	KL FIELD TRIP OFF SITE 2018-08-02	8/14/2018	1,128.00
419590	PLANSOURCE BENEFITS ADMINISTRATION INC	Payroll accrual	8/31/2018	1,105.65
419556	SCHMITTY & SONS / GRAY LINE MPLS	GTE TRANSPORT.	8/28/2018	1,090.00
419405	NEAL SLATE CO, W E	SH TACK-WHITE BOARDS	8/21/2018	1,050.00
419583	VIKING ELECTRIC SUPPLY, INC	TR #10 STOCK	8/28/2018	1,039.11
419416	STAR TRIBUNE	ANNUAL HS NEWSPAPERS	8/21/2018	1,032.00
706408	MOTG (MN OFFICE TECHNOLOGY GRP)	PRINTER QTRLY MAINT. 7/18/18-8/17/18	8/24/2018	1,020.08
419544	R J MECHANICAL INC	SINK/DSHWSHR/WATER FILT SYSTEM	8/28/2018	1,007.64
419284	BENTLEY UNIVERSITY	AVA MARKO ID #04014874	8/14/2018	1,000.00
706371	INSPEC, INC.	District Professional Services	8/17/2018	1,000.00
706390	STAPLES BUSINESS ADVANTAGE	Art room supplies	8/17/2018	984.68
706320	HEINEMANN	ELEM. LANG ARTS PILOT MATERIALS	8/10/2018	978.39
706440	ALLEGRA PRINT & IMAGING	CMS BUSINESS CARDS	8/31/2018	958.35
419400	MN ASSN OF SECONDARY SCHOOL PRINCIPALS	MASSP REG 18-19	8/21/2018	952.00
706300	ECM PUBLISHERS, INC	CULINARY WANT AD EMPLOYMENT	8/1/2018	950.00
706460	TRI-DIM FILTER CORP	EMS BELTS	8/31/2018	930.52
419239	MN ELEM SCH PRINCIPAL'S ASSN	MMBRSH	8/8/2018	927.00
419521	MN ELEM SCH PRINCIPAL'S ASSN	DUES	8/28/2018	917.00
706459	STAPLES BUSINESS ADVANTAGE	GL BK SUPPLIES	8/31/2018	906.18
706304	MOTG (MN OFFICE TECHNOLOGY GRP)	LASER PRINTER QTRLY MAINT	8/1/2018	901.63
419554	SATHRE-BERGQUIST INC	DRAFT LOT DIVISION/SURVEY	8/28/2018	900.00
419457	CPD CENTRAL POWER DISTRIBUTORS	CSF SNOWBLOWER PARTS	8/28/2018	893.95
419223	ISD #742-ST CLOUD AREA SCHOOLS	M180 HALF PRICE - 184 SETS	8/8/2018	885.54
419274	GOPHER STATE ONE-CALL	LOCATES FOR MAY	8/13/2018	881.55
181900097	GIBBONS, LINDA	REIMBURSE	8/8/2018	872.49
419562	SMITH, JAMIE	FALL '18 CES CATALOG	8/28/2018	850.00
419336	PROMOWEAR	STELLAR STYLUS PENS	8/14/2018	837.00
419287	BROGAARD, RON	FY19 PERKINS FED GRANT	8/14/2018	825.00
419484	HOLTER, ALEXANDRA	FY19 PERKINS	8/28/2018	825.00
419496	KEMIINK, ANDREA	FY19 PERKINS	8/28/2018	825.00
419498	KITZMANN, DAVID	FY19 PERKINS	8/28/2018	825.00
419504	LEAFBLAD, GARY	FY19 PERKINS	8/28/2018	825.00
419532	OLSON, AIMEE	FY19 PERKINS	8/28/2018	825.00
419546	ROMANO, BETH	FY 19 PERKINS	8/28/2018	825.00
419573	TALDONE JOHNSON, KELSEY	FY 19 PERKINS	8/28/2018	825.00
419340	SCHOOL DATEBOOKS, INC	2ND GR PLANNERS	8/14/2018	808.68
706327	MOORE MEDICAL LLC	CPR MANIKINS FOR MIDDLE SCHOOLS	8/10/2018	754.32
419190	ANIMALS OF WALTON'S HOLLOW	OW SUM FIELD TRIP ONSITE 2018-08-14	8/8/2018	745.00
419227	KINECT ENERGY INC	MONTHLY MGMNT FEE AUGUST 2018	8/8/2018	743.00
419564	SOUTHERN MN INSPECTION CO LLC	GW - Roof Guardrail install	8/28/2018	742.42
706451	REALLY GOOD STUFF	THIRD GRADE BTS ORDER	8/31/2018	738.92
706315	CAROLINA BIOLOGICAL SUPPLY CO	Kit Items	8/10/2018	727.48
419309	JIMMY'S JOHNNYS INC	BV 6/22/18-7/19/18	8/14/2018	715.00
419410	REGENTS OF THE UNIV OF MN	HSK EXAMS	8/21/2018	712.50
419326	NOKOMIS SHOE SHOP INC	SHOES FOR EMPLOY.	8/14/2018	704.90
419218	HILL CO, ROBERT B.	SALT	8/8/2018	700.16
419356	WOEHL, KIMBERLY	HB SOCIAL SUCCESS 8/20/18	8/14/2018	700.00
706328	PEPPER & SON INC., J. W.	SUNRISE MASS	8/10/2018	687.00
706376	MAKEMUSIC INC	Smart Music	8/17/2018	680.00
706325	LOFFLER COMPANIES, INC.	WHS COPY CENTER IONS SOFTWARE MAINTENANCE	8/10/2018	670.00
419422	VERTICAL ENDEAVORS, INC.	OW FIELD TRIP OFF SITE 2018-08-09	8/21/2018	666.00
419527	NAPA AUTO PARTS OF CORCORAN	SUPPLIES	8/28/2018	661.59
419329	ON SITE SANITATION	WHS BB FIELD SERVICE	8/14/2018	657.00

706406	LAKESHORE LEARNING MATERIALS	KINDERGARTEN BTS ORDER	8/24/2018	652.82
419529	NOKOMIS SHOE SHOP INC	SHOES	8/28/2018	649.80
706297	HI-TECH REFRIGERATION	EQUIP/REPAIR EMS	8/1/2018	641.79
419468	ERGO DESKTOP LLC	CES STAND-UP WORKSTATION	8/28/2018	629.10
419514	MIDWEST BLINDS	OW BLINDS	8/28/2018	614.00
419558	SCHOOLKIDZ USA	STUDENT SCHOOL SUPPLY KITS	8/28/2018	612.16
706455	SHRED-N-GO	DIST YEARLY SHREDDING	8/31/2018	608.01
419240	MN HISTORICAL SOCIETY	OW FIELD TRIP OFF SITE 2018-07-18	8/8/2018	606.00
419456	COUNTRYSIDE CATERING	BACK TO BUSINESS DINNER 8/13/18	8/28/2018	602.03
419543	RIPPE & ASSOCIATES, ROBERT	ARCHITECTURE FEES	8/28/2018	600.00
419570	ST. MICHAEL-ALBERTVILLE HIGH SCHOOL	VOLLEYBALL 9/22/18 9A	8/28/2018	600.00
706394	STAPLES BUSINESS ADVANTAGE	HB INCLUSION SUPPLIES SUMMER	8/23/2018	599.90
706365	DISCOUNT SCHOOL SUPPLY	Discount School Supply-Cots	8/17/2018	594.14
181900128	DUENAS, DOMINIC	REIMBURSE	8/29/2018	587.24
419229	LAMB, LAURA	HB SELF AWARE & EMPATHY 8/21/18	8/8/2018	577.00
706462	XEROX CORPORATION	ELS-OFFICE COPIER LEASE	8/31/2018	572.37
419522	MN LANDSCAPE ARBORETUM	1ST GR TO ARBORETUM 2/20/19	8/28/2018	563.50
419354	VILLAGE MEATS	WHS BACK TO BUSINESS	8/14/2018	561.15
419186	A-1 OUTDOOR POWER, INC	WHS MOWER REPAIR	8/8/2018	559.54
419203	CULLIGAN - METRO	WELS WATER	8/8/2018	556.80
181900107	WESTRUM, JAMES	REIMBURSE	8/8/2018	555.51
419398	METRO INFLATABLES	GL FIELD TRIP ONSITE 2018-08-14	8/21/2018	549.99
419207	FINISHING TOUCH PLUS	PC PAINTING	8/8/2018	545.00
706324	LAKESHORE LEARNING MATERIALS	1-CONTAINERS & BINS	8/10/2018	544.94
419307	IRON MOUNTAIN	DIST STORAGE	8/14/2018	536.64
419257	SHAMROCK GROUP	ICE MACHINE REPAIR	8/8/2018	535.41
419508	MARS CO, W. P. & R.S.	SUPPLIES	8/28/2018	531.58
419439	ANTHOLOGIE, LLC	PHOTOS FOR COMM ED	8/28/2018	525.00
706322	INSPEC, INC.	SITE UTILITY DRAWINGS OF KL	8/10/2018	525.00
706333	SITE ONE LANDSCAPE SUPPLY LLC	DIST USE	8/10/2018	514.52
419374	ASSN FOR SUPERVISION & CURR. DEV.(ASCD)	18-19 MMBRSHIP RENWAL S.GENGLER	8/21/2018	507.00
419193	ART START	OW ONSITE 2018-07-23	8/8/2018	500.00
419234	MARSHALL MEMO LLC	MARSHALL MEMO RENEWAL 18-19	8/8/2018	500.00
181900104	STUTZMAN, BELINDA	REIMBURSE	8/8/2018	495.26
706386	SCHOLASTIC INC	FIFTH GRADE STORYWORKS SUBSCRIPTION	8/17/2018	490.05
419318	MN DEPT OF LABOR AND INDUSTRY	UME RELICENSURE	8/14/2018	489.00
419452	CDW GOVERNMENT, INC	Monitor	8/28/2018	486.38
419304	GARVEY COMMUNICATIONS	DAB COMM CONSULTANT SERVICES	8/14/2018	484.02
706298	INTERSTATE POWER SYSTEMS	RADIATOR LEAK	8/1/2018	482.00
706299	SCHMITT MUSIC CO	BAND INSTR REPAIR	8/1/2018	480.00
419221	INSIGHTS NORTH AMERICA INC	UK EVENT IDA RENEWALS	8/8/2018	475.00
419389	INSIGHTS NORTH AMERICA INC	UK EVENT IDA RENWL	8/21/2018	475.00
706452	RELATE COUNSELING CTR	COUNSELING JULY	8/31/2018	475.00
419446	BLAINE HIGH SCHOOL	VOLLEYBALL 9/8/18 10TH	8/28/2018	470.00
419458	CULLIGAN - METRO	CMS REPAIR	8/28/2018	469.64
419322	NASCO-FORT ATKINSON	EMS FCS	8/14/2018	459.62
706397	ANCOM COMMUNICATIONS	HB WALKIES BATTERIES	8/24/2018	458.00
419281	AMAZON CAPITAL SERVICES, INC.	KINDERGARTEN BUS EVENT	8/14/2018	455.06
419406	NUTRITIONAL WEIGHT & WELLNESS	HB BETTER MEMORY CLASS 8/22/18	8/21/2018	450.00
419441	ART PARTNERS GROUP LLC	RECORD PANELS	8/28/2018	438.00
706313	BLICK ART MATERIALS	EMS ART SUPPLIES	8/10/2018	437.29
419409	PUBLIC STORAGE 08316	OFFSITE STORAGE CLIMATE CONTROLLED UNIT 1524	8/21/2018	435.00
419580	UPPER LAKE FOODS	HS - PRIME VENDOR	8/28/2018	434.53
419434	ALLINA HEALTH SYSTEM	PRE EMPLOY SCREEN	8/28/2018	425.00
419296	COUNTRYSIDE CATERING	KINDERGARTEN NIGHT EVENT #E03123	8/14/2018	423.03
419301	EBC (EDUCATORS BENEFIT CONSULTANTS)	admin and compliance service	8/14/2018	421.98
419545	ROBERTS BUSINESS FORMS	OPEN HOUSE HANDOUTS	8/28/2018	420.00
419402	MN SCHOOL BOARDS ASSN	SUM SEM EB 1 A.CUENE & YOUTH & MNLT HLTH	8/21/2018	410.00
419315	MARS CO, W. P. & R.S.	GL AED WALL CABINET	8/14/2018	406.95
706368	GOPHER SPORT	1 - RAINBOW MAT	8/17/2018	404.10
419394	LDA OF MINNESOTA	HB EXECUTIVE FUNCTION 8/21/18	8/21/2018	400.00
419571	ST. OLAF COLLEGE	B & G CC 8/20/18	8/28/2018	400.00
419297	CPD CENTRAL POWER DISTRIBUTORS	CSF SHOP STOCK	8/14/2018	398.01

419252	PROFESSIONAL LEARNING ALTERNATIVES, INC.	ACTIVE SUPERVISION 8/21/18	8/8/2018	397.36
419450	CAMP FIRE MN	5TH GR TO TANADOONA	8/28/2018	392.00
706312	AUTOMATED LOGIC CORP	WHS CHILLER REPAIR	8/10/2018	390.00
706317	ECOLAB PEST ELIMINATION DIV	OW PEST CONTROL	8/10/2018	388.29
706444	ECOLAB PEST ELIMINATION DIV	CSF PEST CONTROL	8/31/2018	384.66
419435	ALLINA HEALTH	PHYS.	8/28/2018	380.00
419264	THE REPTILE EXPERIENCE	PC 6 PROGRAMS	8/8/2018	375.00
419395	LEONARDO'S BASEMENT	OW FIELD TRIP OFF SITE 2018-08-13	8/21/2018	375.00
419156	CUSTOM EDUCATION SOLUTIONS	SUPPLIES	8/7/2018	374.90
419233	MAHASTI GRAPHICS	KL FIELD TRIP ONSITE 2018-07-05	8/8/2018	374.25
706331	SCHMITT MUSIC CO	INSTRUMENT REPAIRS	8/10/2018	373.48
419366	METRO ECSU-REGION 11 IDS #920	4/11 & 6/11/18 REG FEE	8/21/2018	370.00
181900117	ZHANG, SHEEN	REIMBURSE	8/15/2018	369.00
419547	ROSEMOUNT SAW & TOOL	DISTRICT PAPER CUTTER SHARPENING	8/28/2018	364.00
419367	NOW MICRO	Laptops for tech and custodial	8/21/2018	363.00
419491	JOHNSTONE SUPPLY	EMS POOL REPAIR / KL ACU #3 CONNECTORS	8/28/2018	357.24
419501	LAKEVILLE NORTH HIGH SCHOOL	VOLLEYBALL 9/8/18 9A	8/28/2018	350.00
419536	ORDWAY CTR FOR THE PERFORMING ARTS	5TH GR TO ORDWAY	8/28/2018	340.00
419330	PARALLEL TECHNOLOGIES INC	EMS Data Jack Foyer	8/14/2018	337.88
419363	COLLEGE TOWN PIZZA INC #1966	PIZZA - ALA CARTE - HIGH SCHOOL	8/21/2018	336.00
706349	STENHOUSE PUBLISHERS	OW - CAFE & DAILY FIVE BOOKS	8/10/2018	336.00
419369	TORAH ACADEMY	NON-PUB TRANSPORT	8/21/2018	335.23
706319	GOPHER SPORT	1-CONES AND CART CUSTODIANS	8/10/2018	326.90
419241	MN JUNIOR HIGH SCHOOL MATH LEAGUE	MATH LEAGUE	8/8/2018	325.00
706454	SCHOLASTIC INC	SCIENCE CLASS SUPPLIES	8/31/2018	323.61
181900091	ANDERSON, MARY	REIMBURSE	8/8/2018	322.46
419502	LAKEVILLE SOUTH HIGH SCHOOL	VOLLEYBALL 9/8/18 9B	8/28/2018	320.00
706453	RETROFIT COMPANIES INC	RECYCLING	8/31/2018	316.05
419506	LVC (LOW VOLTAGE CONTRACTORS)	CMS SERVICE	8/28/2018	315.00
419208	FIRST	LEGO LEAGUE TEAM #9260	8/8/2018	311.95
419541	PROFESSIONAL INTERPRETING	INTERPRETER 8/15/18	8/28/2018	310.40
419448	BOOTH LAW GROUP LLC	LEGAL SERVICES	8/28/2018	310.00
706402	ECM PUBLISHERS, INC	SS WAYZATA	8/24/2018	309.40
419216	GROWING GREEN HEARTS LLC	HB STEM TASTIC 8/21/18	8/8/2018	300.00
419440	ARMSTRONG BOYS CROSS COUNTRY BOOSTERS INC	B & G CC INVITATIONAL 10/22/18	8/28/2018	300.00
419463	EAST RIDGE HIGH SCHOOL	VOLLEYBALL 10/6/18 B	8/28/2018	300.00
419479	HEAL FAMILY SERVICES	HB TRAUMA TRNG 8/20/18	8/28/2018	300.00
419490	ISD #347 - WILLMAR SCHOOL	B & G CC 9/29/18	8/28/2018	300.00
419539	POSTMASTER	BR 118-001 DEPOSIT REFILL	8/28/2018	300.00
419579	UNIVERSITY OF MN	ROY GRIAK CC INVITATIONAL B & G	8/28/2018	300.00
419213	GRAINGER INC., W. W.	Supplies - Casters - High School Carts	8/8/2018	298.64
181900098	KIMBLER, RODNEY	REIMBURSE	8/8/2018	287.58
181900100	MILBERT, ANNE-MARIE	REIMBURSE	8/8/2018	286.63
181900133	LELAND, TONI	REIMBURSE	8/29/2018	285.18
419188	ALPHA VIDEO & AUDIO, INC	EMS AV Project	8/8/2018	283.25
419310	KEHNLE, CARRIE	YOGA CLASSES	8/14/2018	283.20
419325	NIMERFROH, JOAN	PILATES CLASSES	8/14/2018	283.20
181900106	WEGNER, MARC	REIMBURSE	8/8/2018	271.85
419321	MN SCHOOL PUBLIC RELATIONS ASSN	membership renewals for Amy	8/14/2018	270.00
706305	STAPLES BUSINESS ADVANTAGE	SUPPLIES	8/1/2018	269.55
706323	KARLSBURGER FOODS, INC	CSF - GROCERIES	8/10/2018	268.20
419512	MEDICAL DISPOSAL SYSTEMS	SERVICE CHARGE	8/28/2018	267.00
419220	INDELCO PLASTICS CORP	PUMP HOSE REPLACEMENT	8/8/2018	261.08
706395	ACCO BRANDS CORPORATION	LAMINATING FILM	8/24/2018	257.50
706352	TREETOP PUBLISHING	Kindergarten Classroom supplies.	8/10/2018	257.40
419177	SAMBATEK, INC.	9th Wetland permitting	8/7/2018	257.25
419299	DRIVER & VEHICLE SERVICES RENEWAL	RENEWAL '17 CHEV ARL686	8/14/2018	254.00
419477	HAMEL BUILDING CTR	SUPPLIES	8/28/2018	252.78
419414	SITSPOTS	KINDERGARTEN BTS ORDER - SITSPOTS	8/21/2018	250.75
419212	GM FINANCIAL LEASING	WHS Parking Lot Car Lease	8/8/2018	250.34
419473	GM FINANCIAL LEASING	WHS Parking Lot Car Lease	8/28/2018	250.34
419466	EDEN PRAIRIE HIGH SCHOOL	BOYS CC INVITATIONAL 9/15/18 9A	8/28/2018	250.00
419516	MILLER, FRED	TV PRODUCTION AUG BRD MTG	8/28/2018	250.00

419206	FASTBRIDGE LEARNING LLC	ANNUAL USER GRP CONF REG FEE	8/8/2018	249.00
181900101	MOFFETT, LAURA	REIMBURSE	8/8/2018	243.18
706447	HI-TECH REFRIGERATION	BPA REFRIGERANT	8/31/2018	242.00
419334	POPP COMMUNICATIONS	Blanket PO for long distance calls 7/6/18-8/5/18	8/14/2018	241.98
419219	HIRSHFIELD'S PAINT	CMS OFFICE	8/8/2018	238.76
419262	TERRELL DANIELS INC	ART DIRECTION/PRODUCTION	8/8/2018	235.00
419537	PARALLEL TECHNOLOGIES INC	GL RERUN NETWORK CABLES	8/28/2018	233.06
419378	CREATURE ENCOUNTERS, INC	GL FIELD TRIP ONSITE 2018-08-09	8/21/2018	225.00
706316	DISCOUNT SCHOOL SUPPLY	Discount School Supply	8/10/2018	223.25
706329	REINDERS	DIST USE	8/10/2018	219.42
181900110	FARMER, KATHLEEN	REIMBURSE	8/15/2018	217.50
419295	CONTEMPORARY IMAGES	STUDENT POSTCARDS	8/14/2018	213.02
419181	THOUR, JULIE	2 YOGA CLASSES 5/15/18	8/7/2018	200.00
419483	HOFFMAN, CAREN	HB BE KIND KIDS 8/23/18	8/28/2018	200.00
181900121	HAYES, CURT	REIMBURSE	8/22/2018	200.00
706401	DISCOUNT SCHOOL SUPPLY	Discount School Supply-Cube chairs	8/24/2018	191.67
419345	SOCIETY FOR HUMAN RESOURSE MGMT	Membership Renewal 18-19	8/14/2018	189.00
419415	SOCIETY FOR HUMAN RESOURSE MGMT	Membership Renewal 18-19	8/21/2018	189.00
419204	DELOVE, LISA	REFUND	8/8/2018	187.15
181900129	FARRINGTON, ASHLEY	REIMBURSE	8/29/2018	183.99
419525	MINNETONKA HIGH SCHOOL	GIRLS SWIM & DIVE 9/8/18 VARS	8/28/2018	175.00
419567	ST. CLOUD APOLLO HIGH SCHOOL	BOYS CC MEET 8/25/18 VARS	8/28/2018	175.00
181900115	LAROCHE, COURTNEY	REIMBURSE	8/15/2018	174.11
419254	SCHOOL NUTRITION ASSOCIATION	SNA DUES	8/8/2018	172.00
419445	BERRY COFFEE CO	DAB COFFEE SERVICE	8/28/2018	168.53
419360	FLORIDA STATE DISBURSEMENT UNIT	Payroll accrual	8/15/2018	165.30
419589	FLORIDA STATE DISBURSEMENT UNIT	Payroll accrual	8/31/2018	165.30
419593	US DEPT OF EDUCATION	Payroll accrual	8/31/2018	164.81
181900124	NELSEN, CHRISTINA	REIMBURSE	8/22/2018	164.73
419253	ROY C., INC	EMS REPAIR	8/8/2018	160.00
419526	MUCHA, KANDI	REFUND	8/28/2018	160.00
419453	CITY OF PLYMOUTH	POLICE SERVICES ADMIN FEE/CONTRACT SERVICE	8/28/2018	158.31
419189	AMAZON CAPITAL SERVICES, INC.	180 DAYS BOOK-QTY 5	8/8/2018	151.45
419447	BLOOMINGTON JEFFERSON HIGH SCHOOL	VOLLEYBALL 9/22/18 9B	8/28/2018	150.00
419519	MN BOARD OF SCHOOL ADMINISTRATORS	BOSA FY19	8/28/2018	150.00
419335	PREMIUM WATERS, INC	WATER MACHINE SH	8/14/2018	146.10
419482	HIRSHFIELD'S PAINT	GL PAINTING SUPPLIES	8/28/2018	145.61
181900112	GASCH, DIANNE	REIMBURSE	8/15/2018	145.16
706382	RETROFIT COMPANIES INC	ELC RECYCLING	8/17/2018	139.82
419202	CONNECTIONS UNLIMITED INC	EMS CHOIR SUPPLIES	8/8/2018	139.75
706448	KARLSBURGER FOODS, INC	HS - GROCERIES	8/31/2018	138.05
419200	CENTERPOINT ENERGY	MR & 16TH AVE ELECTRIC	8/8/2018	137.32
419302	ESSENTA SPECIALITY TAPES INC	Teacherstape	8/14/2018	135.28
706366	FLINN SCIENTIFIC, INC.	Science classroom supplies	8/17/2018	134.02
419561	SHERWIN-WILLIAMS	GL PAINT	8/28/2018	132.02
419408	PROFESSIONAL INTERPRETING	INTERPRETER 8/8/18	8/21/2018	132.00
419464	EAU CLAIRE MEMORIAL HIGH SCHOOL	GIRLS SWIM & DIVE 8/25/18 VARS	8/28/2018	130.00
419565	SPRING LAKE PARK SCHOOLS	GIRLS SWIM & DIVE 10/6/18 VARS	8/28/2018	125.00
419167	INGRAM LIBRARY SERVICES	MEDIA CENTER BOOKS	8/7/2018	123.74
706369	HOUGHTON MIFFLIN CO LLC	CogAT Form 7 Screener FY18 Add'l Tests	8/17/2018	122.50
706456	SITE ONE LANDSCAPE SUPPLY LLC	DIST USE	8/31/2018	122.14
419364	COLLEGE TOWN PIZZA INC #1937	PIZZA - ALA CARTE - EAST MIDDLE SCHOOL	8/21/2018	120.00
181900102	SCHEUNEMANN, KENT	REIMBURSE	8/8/2018	115.54
706409	PEPPER & SON INC., J. W.	WARM UP	8/24/2018	112.95
419470	FLYING START BOOKS	Books for Sp Ed	8/28/2018	112.00
706334	SOCIAL THINKING	1 - K SOCIAL THINKING SET	8/10/2018	111.41
419454	COLUMBUS (MARSHFIELD) HIGH SCHOOL	CC INVITATIONAL 9/1/18 VARS	8/28/2018	110.00
181900116	RAVNHOLDT, TANYA	REIMBURSE	8/15/2018	109.50
419197	CAPONI ART PARK	OW FIELD TRIP OFF SITE 2018-07-26	8/8/2018	108.00
419236	METRO ECSU-REGION 11 IDS #920	PRINCIPALS WRKSHR REG	8/8/2018	105.00
419343	SITSPOTS	Sit Spots for Kindergarten	8/14/2018	102.47
706355	TRUSTED EMPLOYEES	EMPLOY SCREEN	8/10/2018	102.00
181900120	FARMER, KATHLEEN	REIMBURSE	8/22/2018	101.17

419500	KULDA, MARK	OFFICIAL	8/28/2018	100.00
419538	PASHINA, BRANDON	OFFICIAL	8/28/2018	100.00
419551	RUTH MOVERS INC.	PIANO MOVERS DEPOSIT	8/28/2018	100.00
419509	MAUEL, LAUREN	APP FOR SWIM TEAM ANALYTICS	8/28/2018	99.99
181900134	MIRERI, JIMMY	REIMBURSE	8/29/2018	99.44
706387	SCHOOL SPECIALTY	FIFTH GRADE BTS ORDER	8/17/2018	96.62
706446	GOODIN CO	BV -REPAIR	8/31/2018	96.29
706374	LAKESHORE LEARNING MATERIALS	FIRST GRADE BTS ORDER	8/17/2018	93.06
419475	GROVE NURSERY	DISTRICT USE	8/28/2018	92.70
181900131	LABOWITCH, KATHRYN	REIMBURSE	8/29/2018	92.65
419432	AGROPUR INC DIVISION OF NATREL USA	GL HB - MILK PRODUCTS	8/28/2018	90.70
706332	SHRED-N-GO	DAB SHREDDING SERVICE	8/10/2018	90.00
706416	SCHOOL SPECIALTY	FIRST GRADE BTS ORDER	8/24/2018	89.21
419442	ASSN FOR SUPERVISION & CURR. DEV.(ASCD)	NEW ELEM.	8/28/2018	89.00
419433	ALL SAFE	FIRE EXTING SERVICE CHARGE	8/28/2018	87.95
419215	GROVE NURSERY	BV REPLACEMENT	8/8/2018	87.30
181900099	MARTIN, ALLISON	REIMBURSE	8/8/2018	87.14
419289	CITI-CARGO & STORAGE	STORAGE	8/14/2018	87.00
706330	RETROFIT COMPANIES INC	GW SUPPLIES	8/10/2018	85.97
419347	THREE RIVERS PARK DISTRICT	DEPOSIT FOR 5TH GR FIELD TRIP	8/14/2018	85.00
706398	COLLEGE BOARD AP EXAMS	LATE TEST EXAM SURCHARGE	8/24/2018	85.00
419268	WASTE MANAGEMENT	WHS ORGANICS	8/8/2018	84.29
419242	NATIONAL GEOGRAPHIC SOCIETY	REG FOR 2019 NAT'L BEE	8/8/2018	84.00
181900119	CHRISTOPHERSON, BETTINA	REIMBURSE	8/22/2018	83.83
419411	RESOURCES FOR READING	RR MATERIALS-SENTENCE STRIPS	8/21/2018	81.60
419380	EDUCATION WEEK	SUBSCRIPT	8/21/2018	79.00
419467	EDUCATION WEEK	ED.WEEK SUBSCRIPTION	8/28/2018	79.00
706445	FUN EXPRESS LLC	DJ STATION DECOR	8/31/2018	77.91
706399	CONSOLIDATED PLASTICS CO	CES ANTI-FATIGUE MAT	8/24/2018	75.60
419515	MILACA HIGH SCHOOL	GIRLS GOLF STONES THROW GOLF COURSE	8/28/2018	75.00
419474	GRAINGER INC., W. W.	EMS AIR COMPRESSOR	8/28/2018	72.28
419548	ROSS, TRISHA	REFUND	8/28/2018	72.15
181900111	GAMMACK, SARA	REIMBURSE	8/15/2018	72.00
181900136	WINTER, ASHLEY	REIMBURSE	8/29/2018	71.71
419294	CONJUGUEMOS	Renewal of licenses	8/14/2018	70.00
419424	XEROX FINANCIAL SERVICES	WHS HEALTH OFFICE COPIER LEASE	8/21/2018	68.98
706306	ACCO BRANDS CORPORATION	MEDIA CENTER SUPPLIES	8/10/2018	68.53
419341	SHERWIN-WILLIAMS	MATERIALS FOR SPEC ED ROOMS	8/14/2018	68.22
419392	KAMOVA, OLGA	REFUND	8/21/2018	67.40
181900103	SOLHEID, CAROL	REIMBURSE	8/8/2018	66.27
419320	MN COMMUNITY ED ASSN	CE FINANCE MANUAL	8/14/2018	65.00
181900127	CHRISTOPHERSON, JESSICA	REIMBURSE	8/29/2018	63.50
419449	BOSCH, KELLY	REFUND	8/28/2018	62.50
419533	OLSON, DEBORAH	REFUND	8/28/2018	60.25
419588	YIN, FANG	REFUND	8/28/2018	59.15
419348	TOLL GAS & WELDING SUPPLY	DIST USE	8/14/2018	55.19
419540	PREMIUM WATERS, INC	CSF WATER	8/28/2018	52.74
419371	WALBRAN, SHARON	PHOTOSHOP CLASS 2/20/18	8/21/2018	52.50
419461	DOYLE SECURITY PRODUCTS	CSF SUPPLIES	8/28/2018	52.26
419353	USA INFLATABLES	PC ONSITE 2018-08-03 SLIP & SLIDE	8/14/2018	52.19
181900132	LAHR, MELISSA	REIMBURSE	8/29/2018	50.96
419401	MN ASSN OF SCHOOL BUSINESS OFFICIALS	LEVY WRKSHP 8/13/18	8/21/2018	50.00
419578	TUCKER, JAMES	OFFICIAL	8/28/2018	50.00
181900123	MENZEL, MICHELE	REIMBURSE	8/22/2018	50.00
181900094	DISCH, HILARY	REIMBURSE	8/8/2018	45.92
419535	ON SITE SANITATION	WHS VISTR GATE	8/28/2018	42.79
419339	RESOURCES FOR READING	Supplies	8/14/2018	42.72
419471	FREEBERG, SUSAN	REFUND	8/28/2018	39.00
706318	FUN EXPRESS LLC	SUPPLIES	8/10/2018	36.11
181900096	GASCH, DIANNE	REIMBURSE	8/8/2018	36.11
419421	VERIZON WIRELESS	Verizon monthly Data Plan - Welcome Center	8/21/2018	35.08
419228	LAKER OUTFITTERS	DESIGN CREATION FOR CMS	8/8/2018	35.00
419413	SHEEHY, JULIE	REFUND	8/21/2018	33.90



**WAYZATA PUBLIC SCHOOLS**  
**WIRE TRANSFER, EFT AND ACH ACTIVITY**  
**July 2018**

<u>FROM</u>	<u>TO</u>	<u>DATE</u>	<u>AMOUNT</u>
Wells Fargo-Checking	Wells Fargo-Payroll	Multiple	\$1,542,202
Wells Fargo-Checking	IRS		
	- Federal P/R Taxes	7/2/2018	\$502,587
	- Federal P/R Taxes	7/16/2018	\$276,765
Wells Fargo-Checking	MN Department of Revenue		
	- State P/R Taxes etc. (MN)	7/2/2018	\$50,329
	- State P/R Taxes etc. (MN)	7/16/2018	\$47,835
Wells Fargo-Checking	Delta Dental		
	- Dental Claims	Multiple	\$119,790
Wells Fargo-Checking	Preferred One		
	- Health Claims	Multiple	\$1,658,184
Wells Fargo-Checking	Wells Fargo Commercial Card		
	- Purchase Card Program	7/5/2018	\$100,968
Wells Fargo-Checking	PlanSource (Corporate Health Systems)		
	- Flex Benefits	Multiple	\$144,268
Wells Fargo-Checking	Preferred One		
	- Broker/Reinsurance Fees	7/12/2018	\$90,258
Wells Fargo-Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)		
	- Electronic Payments	Multiple	\$2,338,596
Wells Fargo-Checking	District Employees		
	- Expense Reimbursement	Multiple	\$17,471
Wells Fargo-Checking	Commerce Bank/Control Pay		
	- Electronic A/P	Multiple	\$540,902
Wells Fargo-Checking	MN Department of Revenue		
	- Sales & Use Tax Payment	7/23/2018	\$1,445
Wells Fargo-Checking	First American Trust		
	-Medina land escrow	7/10/2018	\$400,000
Wells Fargo-Checking	Neopost Advance		
	- Replenish Postage Meter	7/5/2018	\$10,000
Wells Fargo-Checking	U.S. BankTrust / Bond Trust Svcs Corp.	7/27/2018	\$4,232,614
<b>TOTAL ACTIVITY</b>			<b>\$12,074,216</b>

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

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

**ITEM: Finance & Business Recommendations  
Authorization of Issuance of Individual Procurement Card  
(P-Card)**

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

**Authorization of Issuance of Individual Procurement Card (P-Card)**

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

Lisa Scott, Media Center West Middle School

Sarah Bates, Family Consumer Science West Middle School

Jennifer Welk, Special Services ESC

Christopher Pashina, Technology Dept. Central Middle School

Nancy Barrett, Secretary Meadow Ridge Elementary School

Wade Radde, Buildings & Grounds Central Service Facility

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

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

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

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

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

**AGENDA SECTION: CONSENT AGENDA**

**ITEM: POLICY 715**

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

Attached please find the memo from the Office of Federal Financial Management.

**RECOMMENDED ACTION:** Affirm the dollar amount changes in 715-R Purchasing Regulations as advised by the State of Minnesota.

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

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

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



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL  
FINANCIAL MANAGEMENT

June 20, 2018

M-18-18

MEMORANDUM FOR CHIEF FINANCIAL OFFICERS AND HEADS OF SMALL EXECUTIVE AGENCIES

FROM:

Tim Soltis

Deputy Controller, Office of Federal Financial Management

SUBJECT:

Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance

In accordance with recent statutory changes set forth in the National Defense Authorization Acts (NDAA) for Fiscal Years 2017 and 2018, this memorandum raises the threshold for micro-purchases under Federal financial assistance awards to \$10,000, and raises the threshold for simplified acquisitions to \$250,000 for all recipients. Further, it implements an approval process for certain institutions that want to request micro-purchase thresholds higher than \$10,000. Agencies are required to implement these changes in the terms and conditions of their awards, and recipients of existing Federal financial assistance awards may implement them in their internal controls.

**Background**

This memorandum applies to all Federal agencies, as defined at 5 U.S.C. § 551(1), that award grants or cooperative agreements. It implements changes to the micro-purchase and simplified acquisition thresholds for financial assistance under the NDAA for Fiscal Year (FY) 2017 and FY2018. The micro-purchase threshold refers to purchases of supplies or services using simplified acquisition procedures, not to exceed an established amount pursuant to the Office of Management and Budget (OMB) Governmentwide Guidance for Grants and Agreements ("Uniform Guidance") at 2 C.F.R. § 200.67 (Micro-purchase). The simplified acquisition threshold refers to purchases of property or services using small purchase methods not to exceed an established amount pursuant to 2 C.F.R. § 200.88 (Simplified acquisition threshold). For Federal financial assistance awards, these purchases are acquired for use by a Federal program. The NDAA for FY2017 increased the micro-purchase threshold from \$3,500 to \$10,000 for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes (41 U.S.C. § 1908). The NDAA for FY2018 increases the micro-purchase threshold to \$10,000 for all recipients and also increases the simplified acquisition threshold from \$100,000 to \$250,000 for all recipients.

**Implementing the NDAA for FY2017**

Section 217(b) of the NDAA for FY2017 raises the micro-purchase threshold to \$10,000 for procurements under grants and cooperative agreements for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes.<sup>1</sup>

<sup>1</sup> Pub. L. No. 114-328 (codified at 41 U.S.C. § 1902(a)(2)).

The NDAA for FY2017 also establishes an interim uniform process by which these recipients can request and Federal agencies can approve requests to apply a higher micro-purchase threshold. Specifically, the 2017 NDAA allows a threshold above \$10,000 if approved by the head of the relevant executive agency. For purposes of this approval, the institution's cognizant Federal agency for indirect cost rates will be the relevant executive agency as defined in 2 C.F.R. § 200.19 (Cognizant agency for indirect costs). To receive a higher threshold, the institution must either have "clean single audit findings" (i.e., in accordance with 2 C.F.R. § 200.520 - Criteria for a low-risk auditee), have an acceptable internal institutional risk assessment, or the higher threshold must be consistent with State law for public institutions.

Agencies should reflect this change through policy or terms and conditions in awards for those institutions. The effective date for this change was when the NDAA for FY2017 was signed into law on December 23, 2016. OMB intends to revise the Uniform Guidance to conform with the law.<sup>2</sup>

### **Process for Requesting a Higher Threshold Under the NDAA for FY2017**

Requests for approval should be submitted to the institution's cognizant Federal agency for indirect cost rates; however, institutions should contact the agency before sending the request to determine the correct point of contact. The cognizant Federal agency will assign review of the request to the appropriate office within the agency to determine whether to approve, and will maintain records and justification of all approvals. The request should include the threshold level being requested and the justification(s) for it based on the criteria above per Section 217(b) of the NDAA for FY2017.

### **Implementing the NDAA for FY2018**

This memorandum also implements provisions of the NDAA for FY 2018, Pub. L. No. 115-91, which became law on December 12, 2017. Specifically, section 806 raised the micro-purchase threshold from \$3,500 to \$10,000, and section 805 raised the simplified acquisition threshold from \$100,000 to \$250,000. Pursuant to 2 C.F.R. § 200.67 (Micro-purchase) and 2 C.F.R. § 200.88 (Simplified acquisition threshold), these higher thresholds are not effective until implemented in the Federal Acquisition Regulation (FAR) at 48 C.F.R. Subpart 2.1 (Definitions).<sup>3</sup>

In order to allow maximum flexibility for grant recipients in light of the changes to the NDAA for FY2018, OMB is granting an exception allowing recipients to use the higher threshold of \$10,000 for micro-purchases and \$250,000 for simplified acquisitions in advance of revisions to the FAR at 48 C.F.R. Subpart 2.1 and the Uniform Guidance. Pursuant to 2 C.F.R. § 200.102 (Exceptions), OMB may allow exceptions to the Uniform Guidance when exceptions are not prohibited by statute. The exception takes effect upon the date of issuance of this memo. Agencies should apply this exception to all recipients. Recipients should document any change based on this exception in accordance with 2 C.F.R. § 200.318 (General procurement standards).

If you have any questions regarding this memorandum, please contact Mary Tutman at [Mary.E.Tutman@omb.eop.gov](mailto:Mary.E.Tutman@omb.eop.gov) or Gil Tran at [Hai\\_M.\\_Tran@omb.eop.gov](mailto:Hai_M._Tran@omb.eop.gov).

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<sup>2</sup> The American Innovation and Competitiveness Act, Pub. L. No. 114-329, § 207(b) (2017) states that the Uniform Guidance shall be revised to conform with the requirements concerning the micro-purchase threshold.

<sup>3</sup> Codified at 41 U.S.C. § 1902(f).

**CHAPTER 107--H.F.No. 3841**

*An act relating to local government; increasing the contract ranges in the Uniform Municipal Contracting Law; amending Minnesota Statutes 2016, section 471.345, subdivisions 3, 4.*

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 2016, section 471.345, subdivision 3, is amended to read:

Subd. 3. **Contracts over ~~\$100,000~~ \$175,000.** If the amount of the contract is estimated to exceed ~~\$100,000~~ \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof. With regard to repairs and maintenance of ditches, the provisions of section 103E.705, subdivisions 5, 6, and 7, apply.

Sec. 2. Minnesota Statutes 2016, section 471.345, subdivision 4, is amended to read:

Subd. 4. **Contracts exceeding \$25,000 but not ~~\$100,000~~ \$175,000.** If the amount of the contract is estimated to exceed \$25,000 but not to exceed ~~\$100,000~~ \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

Sec. 3. **EFFECTIVE DATE.**



Sections 1 and 2 are effective August 1, 2018, and apply to contracts entered into on or after that date.

Presented to the governor April 26, 2018

Signed by the governor April 26, 2018, 11:13 a.m.



## 715 PURCHASING

### I. PURPOSE

The purpose of purchasing is to support the education program of the district by providing necessary supplies, equipment and services. District purchases must be made in accordance with state and federal laws for public purpose that benefits the public and is directly related to the school district's mission to education students.

### II. PURCHASING

The School Board directs the Superintendent, or designee, to develop and maintain an efficient purchasing system for all supplies, equipment and materials in accordance with state law and federal laws and accepted purchasing practices. Purchasing transactions will be authorized on properly approved invoices, signed purchase orders or administrated by procurement cards (P-Card) through the Finance and Business Services Department. Purchasing or the incurrence of obligations on behalf of the School District may only be made within the framework of the School Board adopted budgets.

The School Board believes in the philosophy of community partnerships which includes establishing effective working relationships with businesses located within the School District. The District will first consider, local partnerships if quality, cost, and service are comparable.

The Superintendent and/or the Executive Director of Business and Finance are authorized to approve and sign contracts.

### III. CONFLICT OF INTEREST

Employees, including School Board members, who are in a position to make or influence purchasing decisions, shall actively avoid the appearance of or the fact of conflicting interest:

- They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.
- They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official duties.
- They shall not use public property or resources for personal or political gain.

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**Legal References:** Minn. Stat. § 15.435 (Airline Travel Credit)  
Minn. Stat. § 10A.071, Certain gifts by lobbyists and principals prohibited  
Minn. Stat. § 123B.52, Contracts  
Minn. Stat. § 331A.03, subd.3, Alternative dissemination of bids and request  
Minn. Stat. § 471.345, Uniform Municipal Contracting Law  
Minn. Stat. § 471.895, Certain gifts by interested persons prohibited  
Uniform Grant Guidance 2 CFR Part 200

**ADOPTED:** September 9, 1985  
**AMENDED:** August 13, 2001  
**AMENDED:** February 14, 2005  
**REVIEWED:** March 10, 2008  
**AMENDED:** May 9, 2016  
**LAST REVIEWED:** May 9, 2016

## 715-R PURCHASING REGULATIONS

### I. PREFERRED VENDORS

- A. Office and Classroom Supplies – Office and classroom supplies should be ordered from the District approved supplier.
- B. Inventoried Supplies – Paper, copier staples, and miscellaneous supplies should be ordered from Central Services.
- C. Furniture – Furniture purchases should be ordered through the Purchasing Department in accordance with District standards utilizing District approved joint purchasing contracts as applicable.
- D. All Other Purchases – All other purchase should be made with a purchase order, properly approved invoice or district-issued procurement card (according to the *Procurement Card Procedures Manual*). These purchases must be approved by the appropriate individual.

### II. SALES TAX

- A. The District is tax-exempt therefore all eligible purchases using district funds shall be made using the district's tax identification number or tax exempt status. The District will not approve or reimburse the payment of Minnesota sales tax.
- B. Exceptions (Taxable Items) including but not limited to:
  - Lodging, parking, transportation, airfare, prepared food not served on a school campus.
  - Purchases made for and with student activity funds are taxable.
- C. Purchases for resale and fundraising are non-taxable.

### III. APPROVAL PROCESS

The superintendent delegates purchase authority to building principals and program directors. These individuals are budget holders and are ultimately responsible for ensuring purchases made are allowable and appropriate.

### IV. DISTRICT STANDARDS

Purchases, including but not limited to, furniture, technological equipment, and fixtures should meet District approved standards.

**V. CONFLICT OF INTEREST**

- A. Employees, including School Board members, who are in a position to make direct purchases, recommend purchases, services and sources or supply and/or negotiate with suppliers and contractors may not do the following:
- Receive or solicit from such suppliers, sources and/or contractors, directly or indirectly, for him or herself or anyone with whom he or she has family, business or financial ties, anything of economic value as a gift, gratuity, loan, entertainment or favor, including gift certificates, credits or bonus points which can be exchanged for merchandise, frequent flyer miles, etc. This prohibition shall not apply to the gift exceptions specifically enumerated in Minnesota Statute 471.895, subd. 3.
  - Use their position to influence district decisions for personal gain;
  - Perform any work or service for remuneration for a supplier or contractor except as disclosures of conflict of interest are properly made
  - Give preferential treatment to friends, relatives, or current or former district employees, or
  - Disclose information about bids or other confidential matters which would compromise the district's ability to obtain the best price.
- B. Any district employee, including any School Board member, who knows, or may reasonably be expected to know, that he or she, or his or her spouse, has a material financial interest in any transaction in which the district is or may be concerned, shall disclose such interest to the superintendent and disqualify himself or herself from participating in or influencing that transaction.
- C. Code of Conduct
- As representatives of the School District, all employees are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgment.
  - Employees are expected to be principles in their business interactions and act in good faith with individuals both inside and outside the School District community.
  - The Code of Conduct shall govern the performance, behavior and actions of the agency, including Board members, employees, directors, volunteers, or agents who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts.
- D. No employee, officer, director, or volunteer of the School District shall participate in the selection, award or administration of a bid or contract supported by Federal funds if a conflict of interest is real or apparent to a reasonable person.
- E. Violations of the policy will be deferred to the Human Resources Department and appropriate disciplinary action will be determined by the Human Resources Department.

- F. The District's employees, officers, directors, or volunteers shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of that which is stated in Minnesota Statute 471.895, from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.

## VI. PROCUREMENT

- A. The function of purchasing is to serve the educational program of the district by providing the necessary supplies, equipment and services. All purchases shall be made competitively, without prejudice and with the intent of seeking the maximum educational value for every dollar expended.

- B. Competitive Contracting

The total expense of a purchase or contract must be accurately estimated to determine the correct procurement method. The total expense of a lease contract is the sum of all payments required to satisfy the contract in full.

- a. Competitive contracting practices must be used for all district expenditures or contracts with an estimated value greater \$15,000. Expenditures or contracts estimated to exceed \$15,000 but not to exceed \$100,000 require two or more written quotations. Expenditures or contracts estimated to exceed \$100,000 require sealed bids, School Board approval, and a formal written contract signed by the Superintendent or designee.

- b. A state contract (Cooperative Purchasing Venture) or other joint powers contract MAY be used in place of bids or quotes for expenditures of any value. If a contract is estimated to exceed \$15,000, options available through the state's cooperative purchasing venture MUST be considered before purchasing through another source. Other exceptions to the bid and quotation requirements of this regulation may be made if authorized by law (e.g., certain professional services, real estate and commercial insurance).

- c. Federal Funds – purchases made using federal resources between \$3,000 to \$14,999, (i.e. "small purchases") price or rate quotations must be obtained from at least two qualified sources and can be obtained in writing, orally, vendor price list on website, or online search engine (documentation of price must be retained by purchaser).

- C. Non-Competitive Contracting

Non-competitive contracting is allowed under the following circumstances:

- An item is available only from a single source.
- An emergency does not allow a delay.
- Competition is determined inadequate after solicitation.
- Authorized by a federal agency.

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- In all instances noted, the School Board will approve all contracts through its normal course of business and in the case of an emergency, at the next regularly scheduled meeting.

**D. Federal Awards Procurement**

In accordance with the Uniform Guidance for Federal Awards, the District has elected to implement the new procedures standards starting July 1st, 2016.

**ADOPTED:** May 9, 2016  
**LAST REVIEWED:** May 9, 2016

**WAYZATA PUBLIC SCHOOLS**  
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Wayzata, Minnesota

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

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

**ITEM:** C1. Human Resource Recommendations

**COMMENTS BY:** Stacie Vos, Exec. Director of Human Resource Services

Attached is the recommendation regarding personnel actions, including: employment, separations and leaves of absence.

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

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

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

Abstentions \_\_\_\_\_ 35 \_\_\_\_\_

**HUMAN RESOURCES RECOMMENDATIONS - Consent Agenda - September 17, 2018**

**EMPLOYMENT**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Reason</b>	<b>Start Date</b>
Wendy Fischer	Paraprofessional	Birchview	Resignation	9/4/2018
Naima Johnson	Teacher - Health	Central Middle	New Position	8/27/2018
Allison Hart	Teacher - Music	Central Middle	Transfer	8/27/2018
Dominique Guzman	Teacher - 6th Grade	Central Middle	Resignation	8/27/2018
DeShane Nauheimer	Custodian	Central Services	Transfer	9/10/2018
Alexa Sinnwell	Peppermint Fence Instructor	Early Learning School	New Position	8/30/2018
Alexa Sinnwell	Home Base Instructor	Gleason Lake	New Position	9/10/2018
Surekha Kabra	Paraprofessional	Gleason Lake	Resignation	9/10/2018
Thor Hansen	Teacher - Art	Gleason Lake	Transfer	9/12/2018
Kiersten Henderson	Home Base Assistant	Gleason Lake	New Position	9/17/2018
Alexandra Barber	Home Base Assistant	Greenwood	New Position	9/10/2018
Pamela Cwach	Paraprofessional	Greenwood	New Position	9/12/2018
Mali Henschel	Paraprofessional	High School	Resignation	9/4/2018
Jeannie Gosney	Paraprofessional	High School	Resignation	9/4/2018
Peter Young	Paraprofessional	High School	Transfer	9/7/2018
Shabniz Nurani	Culinary Express	Kimberly Lane	Transfer	9/4/2018
Eva Crawford	Home Base Assistant	Meadow Ridge	New Position	8/27/2018
Gracie Lewis	Home Base Assistant	Meadow Ridge	New Position	9/18/2018
Carrie Freeman	Paraprofessional	Meadow Ridge	Transfer	9/13/2018
Lisa Bianchi	Paraprofessional	Oakwood	Transfer	9/4/2018
Shanthini Mohan	Paraprofessional	Oakwood	Resignation	9/10/2018
Shaunna Lavery	Teacher - Intervention	Oakwood	New Position	9/14/2018
Deepthi Ajoy	Paraprofessional	Sunset Hill	Transfer	9/4/2018
Ryan McCauley	Teacher - Physical Education	West Middle	Transfer	8/27/2018

**CONTRACT MODIFICATION**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Modification</b>	<b>Date</b>
Heather Zenzen	Teacher - Intervention	Birchview	From 0.6 FTE to 0.7 FTE	8/27/2018
Madelie Amon	Teacher - Physical Education/Health	Central Middle	From 0.83 FTE to 0.917 FTE	8/27/2018
Mary Krausert	Culinary Express	Gleason Lake	Contract Ended	8/24/2018
Rich Kimpel	Custodian	High School	Contract Ended	8/27/2018
Ericka Bachmeier	Teacher - Art	High School	Returning from Mobility Leave	8/28/2018
Julie Hansen	Teacher - Intervention	Oakwood	From 0.7 FTE to 1.0 FTE	8/27/2018
Joelle Peterson	Teacher - Special Services	District 36	Transfer from Para to Teacher	8/27/2018

**LEAVE OF ABSENCE**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Leave Date</b>
Christa May	Teacher - 2nd Grade	Meadow Ridge	1/3/2019 - 6/10/2019
Sam Blank	Teacher - Student Support Specialist	Meadow Ridge	11/12/18-11/19/18, 2/4/19-2/25/19
Kari Wall	Teacher - 3rd Grade	Gleason Lake	8/27/2018 - 9/20/2018
Candis Furst	Teacher - Orchestra	High School	8/27/2018 - 10/26/2018
Brenna Backstrand	Teacher - Literacy Specialist	Birchview	9/18/2018 - 10/29/2018
Tia McAuliff	Teacher - 1st Grade	Plymouth Creek	10/29/2018 - 1/25/2019
Joseph McAuliff	Teacher - 4th Grade	Greenwood	1/28/2019 - 2/22/2019
Lisa Geinert	Teacher - 5th Grade	Kimberly Lane	2/5/2019 - 3/12/2019
Brad Schaffer	Teacher - 4th Grade	Kimberly Lane	9/10/2019 - TBD
Olivia Martinetti	Teacher - Special Services	District	9/24/2018 - 10/2/2018

**RESIGNATION**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Resign Date</b>
Morgan Astle	Paraprofessional	Early Learning School	9/7/2018
Paula Henn	Teacher - Vision 21	East Middle	8/27/2018
Jordan Harris	Home Base Instructor	Gleason Lake	8/24/2018
Karen Peters	Paraprofessional	Gleason Lake	8/27/2018
James Gostomski	Teacher - Physical Education	Greenwood	8/16/2018
Alexandra Wenburg	Teacher - Art	High School	8/13/2018
Vera Ausk	Paraprofessional	High School	9/14/2018
Susan Fousek	Paraprofessional	Meadow Ridge	8/24/2018
Colton Johnson	Home Base Assistant	Meadow Ridge	9/10/2018
Susan Segal	Paraprofessional	Oakwood	9/7/2018

**RETIREMENT**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Retirement Date</b>
Patricia McAninch	Home Base Assistant	Plymouth Creek	11/30/2018

**EXTRA ASSIGNMENTS**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Assignment</b>	<b>Date</b>
Ken Pashina	Teacher	Central Middle, High School	ETD	8/27/2018
Amanda Laden	Teacher	High School	Science	8/27/2018
Scott Tordeur	Teacher	High School	ETD	8/27/2018
David L Elmhirst	Teacher	High School	Music Coordinator	8/27/2018
Brandon M Robinson	Coach	High School	Girls Volleyball, Varsity Asst	8/13/2018

Matthew H Vanbenschoten	Coach	High School	Boys Soccer, 9Th Gr	8/13/2018
Adam Marquart	Coach	High School	Debate	9/5/2018
Keith Cyril Bistodeau	Coach	High School	Debate	9/5/2018
Liam J Heigis	Coach	High School	Debate	9/5/2018
Jacob B Shelton	Coach	High School	Debate	9/5/2018
Richard J Alexander	Coach	High School	Summer Drum Line	6/1/2018
Richard J Alexander	Coach	High School	Summer Drum Line	8/1/2018
Richard J Alexander	Coach	High School	Summer Drum Line	9/1/2018
David L Elmhirst	Teacher	High School	Instrumental Music Director	8/1/2018
Alan Seth Frechtman	Coach	High School	Fall Play Lighting/Sound	8/1/2018
Donald B Krubsack	Teacher	High School	Instrumental Music Director	8/1/2018
Donald B Krubsack	Teacher	High School	Spirit Band	8/1/2018
Brandi L Mans	Coach	High School	Fall Play Costumes	8/1/2018
Alex Karl Olsen	Coach	High School	Fall Play Technical Director	8/1/2018
Michael Gregory Peterson	Teacher	High School	Summer Drum Line	9/12/2018
Michael Gregory Peterson	Teacher	High School	Summer Drum Line	9/12/2018
Sandra Struthers	Coach	High School	Fall Play Artistic Director	8/1/2018
Daniel W Tewalt	Teacher	High School	Instrumental Music Director	8/1/2018
Amy M.G. Mayer	Coach	High School	Adapted Soccer, Coordinator	8/28/2018
Chad A Bartels	Teacher	High School	Boys Cc Run, Varsity Asst	8/13/2018
Andrew Walker Hansen	Teacher	High School	Boys Cc Run, Varsity Asst	8/13/2018
Brandon S Heebink	Teacher	High School	Boys Cc Run, Varsity Asst	8/13/2018
Ross A Nelson	Teacher	High School	Boys Cc Run, Varsity Asst	8/13/2018
Kyle J Rasmussen	Teacher	High School	Boys Cc Run, Varsity Asst	8/13/2018
Mark Joseph Popp	Teacher	High School	Boys Cc Run, Varsity Head	8/13/2018
Cody R Deboer	Teacher	High School	Boys Football, 9Th Gr	8/13/2018
Steven Goodhue Porter	Teacher	High School	Boys Football, 9Th Gr	8/13/2018
David L Traurig	Teacher	High School	Boys Football, 9Th Gr	8/13/2018
Tyler N Trimberger	Teacher	High School	Boys Football, 9Th Gr	8/13/2018
Ryan K Ward	Teacher	High School	Boys Football, 9Th Gr	8/13/2018
Eric Bruce Wilson	Teacher	High School	Boys Football, 9Th Gr	8/13/2018
Benjamin M Froehling	Teacher	High School	Boys Football, Varsity Asst	8/13/2018
Daniel J Halstensgard	Teacher	High School	Boys Football, Varsity Asst	8/13/2018
Jordan Daniel Halverson	Teacher	High School	Boys Football, Varsity Asst	8/13/2018
Zachary A Kuseske	Teacher	High School	Boys Football, Varsity Asst	8/13/2018
Christopher R Lindahl	Teacher	High School	Boys Football, Varsity Asst	8/13/2018
Mark T Ludvigson	Coach	High School	Boys Football, Varsity Asst	8/13/2018
Jimmy M Mireri	Teacher	High School	Boys Football, Varsity Asst	8/13/2018
Ian P Murray	Para	High School	Boys Football, Varsity Asst	8/13/2018
Sean T Peterson	Teacher	High School	Boys Football, Varsity Asst	8/13/2018
Tommie L Powell	Para	High School	Boys Football, Varsity Asst	8/13/2018
Jeremy D Prickett	Teacher	High School	Boys Football, Varsity Asst	8/13/2018

Benjamin Paul Rossini	Coach	High School	Boys Football, Varsity Asst	8/13/2018
Daniel J Zalewski	Coach	High School	Boys Football, Varsity Asst	8/13/2018
Casey Adam Zylla	Teacher	High School	Boys Football, Varsity Asst	8/13/2018
Roger Dale Brown	Teacher	High School	Boys Football, Varsity Head	8/13/2018
Andre D Junker	Teacher	High School	Boys Soccer, Varsity Asst	8/13/2018
Jeffrey W Kertson	Coach	High School	Boys Soccer, Varsity Asst	8/13/2018
Reuben A Mjaanes	Coach	High School	Boys Soccer, Varsity Asst	8/13/2018
Ilan Sinelnikov	Coach	High School	Boys Soccer, Varsity Asst	8/13/2018
Ross A Smith	Coach	High School	Boys Soccer, Varsity Asst	8/13/2018
Dominic J Duenas	Coach	High School	Boys Soccer, Varsity Head	8/13/2018
Holly A Johnson	Coach	High School	Cheerleading F/W, Varsity Asst	8/13/2018
Michelle M Chase	Coach	High School	Cheerleading F/W, Varsity Head	8/13/2018
William G Waite	Teacher	High School	Equipment Room F-W-S, Supv	8/1/2018
Adeline W Hallen	Teacher	High School	Girls Cc Run, Varsity Asst	8/13/2018
Michele Lee Hull	Teacher	High School	Girls Cc Run, Varsity Asst	8/13/2018
Christopher J Schiemann	Teacher	High School	Girls Cc Run, Varsity Asst	8/13/2018
Breanna Sieracki	Coach	High School	Girls Cc Run, Varsity Asst	8/13/2018
James D Emmans	Teacher	High School	Girls Cc Run, Varsity Head	8/13/2018
Kalena Litch	Coach	High School	Girls Soccer, 9Th Gr	8/13/2018
Mike W Dzubay	Coach	High School	Girls Soccer, Varsity Asst	8/13/2018
Stewart Paul Jump	Coach	High School	Girls Soccer, Varsity Asst	8/13/2018
Kenneth Charles Mccarthy	Teacher	High School	Girls Soccer, Varsity Asst	8/13/2018
Kaitlin M Wagner	Coach	High School	Girls Soccer, Varsity Asst	8/13/2018
Adam Michael Woods	Teacher	High School	Girls Soccer, Varsity Asst	8/13/2018
Tony J Peszneker	Coach	High School	Girls Soccer, Varsity Head	8/13/2018
Elizabeth Miles Hansen	Teacher	High School	Girls Swim/Dive, Varsity Asst	8/13/2018
Candice L Ledman	Teacher	High School	Girls Swim/Dive, Varsity Asst	8/13/2018
Kyle J Mckim	Teacher	High School	Girls Swim/Dive, Varsity Asst	8/13/2018
Sara Lynn Ridley	Teacher	High School	Girls Swim/Dive, Varsity Asst	8/13/2018
Michael P Yasis	Coach	High School	Girls Swim/Dive, Varsity Asst	8/13/2018
Lauren E Mauel	Teacher	High School	Girls Swim/Dive, Varsity Head	8/13/2018
Michelle Winthrop Swiller	Coach	High School	Girls Tennis, 9Th Gr	8/13/2018
Eric L Herrscher	Teacher	High School	Girls Tennis, Varsity Asst	8/13/2018
Kathleen Farmer	Coach	High School	Girls Tennis, Varsity Head	8/13/2018
Miranda K Bowman	Coach	High School	Girls Volleyball, 9Th Grade	8/13/2018
Brian Lee Revell	Coach	High School	Girls Volleyball, 9Th Grade	8/13/2018
Ellen Marie Dirnberger	Coach	High School	Girls Volleyball, Jr Varsity	8/13/2018
Jessica Paige Zimmerman	Coach	High School	Girls Volleyball, Sophomore	8/13/2018
Katherine R Frick	Teacher	High School	Girls Volleyball, Varsity Asst	8/13/2018
Scott M Jackson	Coach	High School	Girls Volleyball, Varsity Head	8/13/2018
Richard Ryan Johnson	Teacher	High School	Weightroom	9/5/2018
Sonia E Gerber	Teacher	High School	Drama Coordinator	9/4/2018

Sonia E Gerber	Teacher	High School	Fall Musical Artistic Director	9/4/2018
Catherine A Wind	Coach	High School	Fall Musical Choreographer	9/4/2018
Brandi L Mans	Coach	High School	Fall Musical Costumes	9/4/2018
Alan Seth Frechtman	Coach	High School	Fall Musical Lighting/Sound	9/4/2018
Mark D Gitch	Teacher	High School	Fall Musical Orchestra Director	9/4/2018
Martha Elizabeth Mathewson	Coach	High School	Fall Musical Pianist	9/4/2018
Alex Karl Olsen	Coach	High School	Fall Musical Technical Director	9/4/2018
Melissa E O'Neill	Teacher	High School	Fall Musical Vocal Director	9/4/2018
Sonia E Gerber	Teacher	High School	Mainstage Play Artistic Director	3/4/2019
Catherine A Wind	Coach	High School	Mainstage Play Choreographer	3/4/2019
Brandi L Mans	Coach	High School	Mainstage Play Costumes	3/4/2019
Alan Seth Frechtman	Coach	High School	Mainstage Play Lighting/Sound	3/4/2019
Alex Karl Olsen	Coach	High School	Mainstage Play Technical Director	3/4/2019
Sandra Struthers	Coach	High School	One Act Play Contest Dir, Asst	11/26/2019
Sandra Struthers	Coach	High School	One Act Play Contest Director	11/26/2019
Sonia E Gerber	Teacher	High School	One Act Student Directed Play	4/29/2019
Mark D Gitch	Teacher	High School	Orchestra Music Director	9/6/2018
Richard J Alexander	Coach	High School	Percussion Ensemble Director	11/17/2018
Jeffrey B Dahl	Teacher	High School	Vocal Music Director	9/6/2018
Melissa E O'Neill	Teacher	High School	Vocal Music Director	9/6/2018
Rebecca H Wyffels	Teacher	High School	Vocal Music Director	9/6/2018
Grant Sorenson	Coach	High School	Winter Musical Artistic Director	12/3/2018
Catherine A Wind	Coach	High School	Winter Musical Choreographer	12/3/2018
Brandi L Mans	Coach	High School	Winter Musical Costumes	12/3/2018
Alan Seth Frechtman	Coach	High School	Winter Musical Lighting/Sound	12/3/2018
Martha Elizabeth Mathewson	Coach	High School	Winter Musical Orchestra Director	12/3/2018
Martha Elizabeth Mathewson	Coach	High School	Winter Musical Pianist	12/3/2018
Alex Karl Olsen	Coach	High School	Winter Musical Technical Director	12/3/2018
Melissa E O'Neill	Teacher	High School	Winter Musical Vocal Director	12/3/2018
Rebecca A Chabot	Coach	High School	Debate Coach, Head	7/2/2018
Rebecca A Chabot	Coach	High School	Debate Coach, Head	8/13/2018
Allan G Christopherson	Teacher	High School	Test Out Coordinator (School)	1/2/2019
Allan G Christopherson	Teacher	High School	Test Out Coordinator (Summer)	7/3/2018
Susan N Bradsher	Teacher	Kimberly Lane	Math Masters	3/5/2019
Susan N Bradsher	Teacher	Kimberly Lane	Rubik'S Cube Competition	5/12/2019
Edward P Clifton	Teacher	Kimberly Lane	Bus Supervision	9/4/2018
Debra L Engebretson	Teacher	Kimberly Lane	Bus Supervision	9/4/2018
Michael C Gadiant	Teacher	Kimberly Lane	Bus Supervision	9/4/2018
Lisa Ann Geinert	Teacher	Kimberly Lane	Video News	9/4/2018
Katelyn E Hammero	Teacher	Kimberly Lane	Film Festival	3/1/2019
Katelyn E Hammero	Teacher	Kimberly Lane	Bus Supervision	9/4/2018
Quinn M Hobbs	Teacher	Kimberly Lane	Film Festival	3/1/2019

David R Jackson	Teacher	Kimberly Lane	Video News	9/4/2018
Nicole Andrea Ringate	Teacher	Kimberly Lane	Video News	9/4/2018
Nicole Andrea Ringate	Teacher	Kimberly Lane	Geography Bee	12/11/2018
Christopher J Schiemann	Teacher	Kimberly Lane	Book Club	10/23/2018
Robert E Schultz	Teacher	Kimberly Lane	Video News	9/4/2018
Judith A Selinger	Teacher	Kimberly Lane	Accompanist	3/1/2019
Patty J Zabinski	Teacher	Kimberly Lane	Choir Director + 1 Concert	10/9/2018
Jessica Rose Williams	Teacher	Sunset Hill	Art Club	2/6/2019
Melinda M Crow	Teacher	Sunset Hill	Book Room Coordinator	6/4/2018
Janelle L Barr	Teacher	Sunset Hill	Building Mentor	8/15/2018
Michele Lee Hull	Teacher	Sunset Hill	Bus Supervision	9/4/2019
James Randall	Teacher	Sunset Hill	Bus Supervision	9/4/2019
Jessica Rose Williams	Teacher	Sunset Hill	Bus Supervision	9/4/2019
Samuel P Eaton	Teacher	Sunset Hill	Choir Director + 2 Concerts	10/15/2018
Megan Craig Henry	Teacher	Sunset Hill	Lego League	9/18/2018
Jennifer A Seeley	Teacher	Sunset Hill	Lego League	9/18/2018
Michele Lee Hull	Teacher	Sunset Hill	School Patrol	9/4/2019
Eileen W Baker	Teacher	Sunset Hill	Student Council Advisor	10/18/2018
Michele Lee Hull	Teacher	Sunset Hill	Student Council Advisor	10/18/2018
Eileen W Baker	Teacher	Sunset Hill	Video News	10/1/2018
Sean T Peterson	Teacher	Sunset Hill	Video News	10/1/2018

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

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

**ITEM: C2. Teachers' Retirement Association Part-time Teacher Program**

**COMMENTS BY: Stacie Vos, Exec. Director of Human Resource Services**

Part-time licensed staff who have taught a minimum of three (3) full years are eligible to participate for up to ten (10) years in the Teachers' Retirement Association's (TRA) Part-Time Teacher Program.

TRA retirement benefits are based on the years of service credit earned by the member and the individual's high-five average salary. In the teacher plans covering K-12 teachers, the high-five average salary is the average salary for pension purposes for the five successive years that produce the highest average. Generally, the high-five average salary occurs during the last five years prior to termination of service and retirement. An individual who worked part-time as a teacher late in his or her career could harm the high-five average if the individual were not in the qualified part-time teacher program. Participants must pay both the employee and employer share of the TRA.

Annually, the School Board must approve the District's participation in this program.

**RECOMMENDED ACTION:** Approve participation in the Teachers' Retirement Association (TRA) Part-Time Teacher Program.

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

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

Abstentions \_\_\_\_\_

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

**AGENDA SECTION:** 1. HUMAN RESOURCE RECOMMENDATIONS

**ITEM:** B. Wayzata Public Schools 2018-2019 Retirees

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

Tonight we would like to recognize the following employees who announced their retirement in 2018. 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>
Patricia McAninch	Home Base Assistant, Plymouth Creek	11 Years

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

**AGENDA SECTION:** 4. RECOGNITIONS

**ITEM:** Employee of the Month

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

The Buildings & Grounds Department is pleased to recommend Ron Rogers as the July Employee of the Month.

The Employee of the Month should be someone who stands out amongst their peers and makes a difference. Ron Rogers has been that person. Ron is currently the head custodian at Central Middle School. Prior to this role, he was the night lead at the same building. His unsurpassed commitment to excellence has earned the respect and gratitude of his colleagues, staff and district administration.

Over the past few years, Ron has stepped up to make sure that from the start of the school day to the last event at night, building users and occupants have what they need. This summer when it came down to “crunch time” in August, Ron was willing, able and the first one to help out at the Education Service Center, Gleason Lake and the Early Learning School to name a few. He has a great “can do” attitude that is contagious for anyone who has worked with him, and has a great understanding of what it takes to do a good job. That understanding coupled with his attitude is why Ron is being honored as Wayzata Public Schools’ July Employee of the Month.

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

**AGENDA SECTION:** 4. RECOGNITIONS

**ITEM:** Employee of the Month

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

Wayzata High School is pleased to recommend Kathryn Bennett, Dean of Students, and Polly Davidson, Receptionist, as the August Employees of the Month.

**Kathryn Bennett**

Kate is in her third year as Dean of Students at Wayzata High School. Over the last two years, Kate has taken the lead at developing the Wayzata Intervention Network (WIN), an instructional support system that promotes a climate of positive actions, enjoyable experiences, and diverse perspectives through academic support; social emotional, behavioral support; and continued opportunities for growth and re-learning to help teachers achieve our mission of post-secondary success for each and every student. In addition, Kate has:

- lead an Academy of Wayzata Educators (AWE) class surrounding academic dishonesty and student behaviors;
- been involved in our “Grading Think Tank” to review our grading practices in an effort to align our expectations building-wide;
- developed a “partnership” committee to find ways to connect with families in our community; and,
- taken the lead on coordinating our Academic Resource Center (ARC).

**Polly Davidson**

Polly is our all-star receptionist who is the welcoming face of Wayzata High School. Polly helps all staff and students tremendously, whether it be helping a new student find their way through the building, assisting a parent volunteer with sign-up logistics, assigning classroom and cabinet keys for new teachers, or greeting our incoming freshmen on orientation day. Polly has made a positive, long-lasting impact on the culture at WHS by being that positive, happy and welcoming face that fields questions from countless visitors (and phone calls) each day. Additionally, Polly has become the go-to person for all things for our staff. When in doubt, Polly can be counted on to help assist any staff in successfully resolving issues, problems or concerns. She does so in a positive manner that is contagious to those around her.

# Back to School!

**September 17, 2018**

**School Board Regular Meeting**



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

# Excellence. For each and every student.



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

# Great summer work!

1. Principals and their summer clerical and support staff.
2. Human Resources for diligent hiring efforts.
3. Community Education and Special Services Staff---Summer Programming.
4. Buildings and Grounds and Maintenance Staff---Navigating around construction, etc.
5. Culinary Express for their summer prep work.
6. District Administrative Staff for Ordering/Receiving Supplies, etc.
7. Others....



Excellence. For each and every student.

## During the past school year...

1. Passed three referendum questions at nearly an 80% “yes vote.”
2. Three school board members were reelected last November.
3. Constructed ten new classrooms at Meadow Ridge Elementary.
4. Broke ground on Elementary School #9.
5. Purchased land for future facility use.
6. Infrastructure improvements in all facilities.



Excellence. For each and every student.

## During the past school year...

7. Attendance area changes to prepare for the new elementary school.
8. Reviewed Community Education program and hired a new Director.
9. Wayzata High School hosted the National Student Council Conference.
10. For a second year in a row, WPS ranked #1 in Minnesota by Niche and 26<sup>th</sup>/27<sup>th</sup> in the Nation.



Excellence. For each and every student.

## On the radar for 2018-2019...

1. Continued excellence in student learning.
2. Continued work on our strategic directions and review/possible update of the strategic directions.
3. November Election----No school board or referendum questions on the ballot.
4. Build an elementary school.
5. Educate nearly 12,000 students.



Excellence. For each and every student.

# Elementary School #9 Scheduled to Open in September of 2019



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

# Starting Off Right...

- August 16 – Fourth annual all-district Paraprofessional Workshop
- August 22 – New Teacher/Staff Breakfast to welcome 90 new teachers
- August 28– All-staff breakfast and recognition of 48 staff members for 1,000+ years of service
- August 29 – Community Education staff training and focus groups for 200+ staff
- Human Resources orientation meetings for all staff
- Many training opportunities for teachers and other staff
- Many school building orientation events/activities



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

# Welcoming our students...

## Total Enrollment-September 1, 2018

	<u>2018</u>	<u>Avg.</u>	<u>2017</u>	<u>Avg.</u>	<u>+/-</u>
Elementary	5,469	912	5,360	893	+109
Middle School	2,830	943	2,772	924	+ 58
High School	3,562	891	3,453	863	+109
<b>Total</b>	<b>11,861</b>	<b>912</b>	<b>11,585</b>	<b>891</b>	<b>+276</b>



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

# Business and Finance

- Maintenance
- Food Service
- Transportation
- Construction

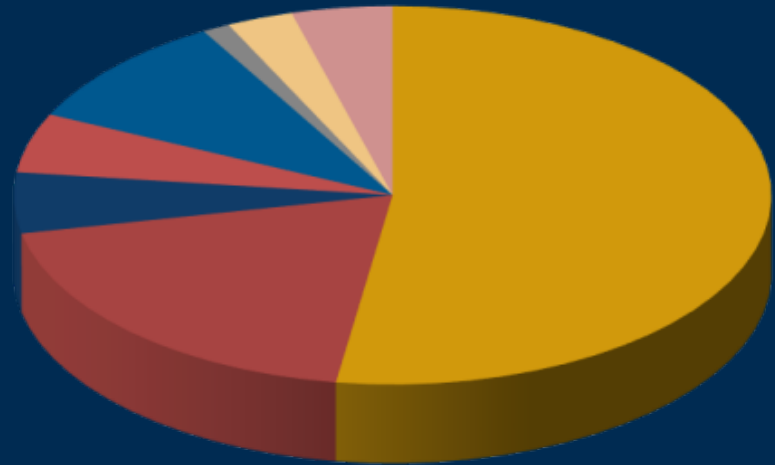


**Excellence. For each and every student.**

# Making a Difference...

## 1,695 Talented Staff

- Teachers 52.5%
- Secretaries - 3%
- Paraprofessionals - 19%
- Culinary Express - 5%
- Custodians - 5%
- Home Base - 10%
- Unaffiliated - 4.5%
- Principals - 1%



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

# Making a Difference ...

## Welcoming 170 New Staff Members

Teachers	97 (3 openings)
Paraprofessionals	24 (8 Openings)
Principals	1
Directors	1
Culinary Express	7 (10 Openings)
Unaffiliated	7
Custodians	4
Secretaries	0
Home Base	29 (18 Openings)



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

# Making a Difference ...

## 883 Talented Educators

### Experience

Year 1	Year 2-10	Year 11-20	Year 20+
4%	38%	39%	19%



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

# Making a Difference ...

## 883 Talented Educators

### Education

BA	Masters	Doctorate
19%	80%	1%



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

# School Opening Highlights

## Elementary Schools

- Teachers Met Students at the Buses with Open Arms
- School Assemblies to Have Fun, Share Expectations, To Build Community
- Tours of the School to Find Rooms and Meet Important People
- Using Technology to Communicate with Families
- Focus on Learning



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

# School Opening Highlights

## Middle Schools

- Welcoming of Students to School
- Classroom Activities Filled with Community Builders
- Focus on Mind Set for Success
- Getting to Know Our New Reality
- Focus on Learning



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

# School Opening Highlights

## High School

- Freshman Link Retreat (Thursday) 150+ Link Leaders welcomed freshman students to WHS
- Navigating the High School
- Class Expectations
- Focus on Academics



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

# School Opening Highlights

## Early Childhood Education

- Staff trained in a new assessment tool, TS Gold
- Added new Enrichment Classes:
  - STEM – 3 & 4 year olds
  - Literacy Classes – 4 year olds
  - Music & Art Classes – 3 & 4 year olds
- Ten Bright Start preschool classrooms
- Preschool Screening transitioned to ECFE
- Planning for outreach programs has begun

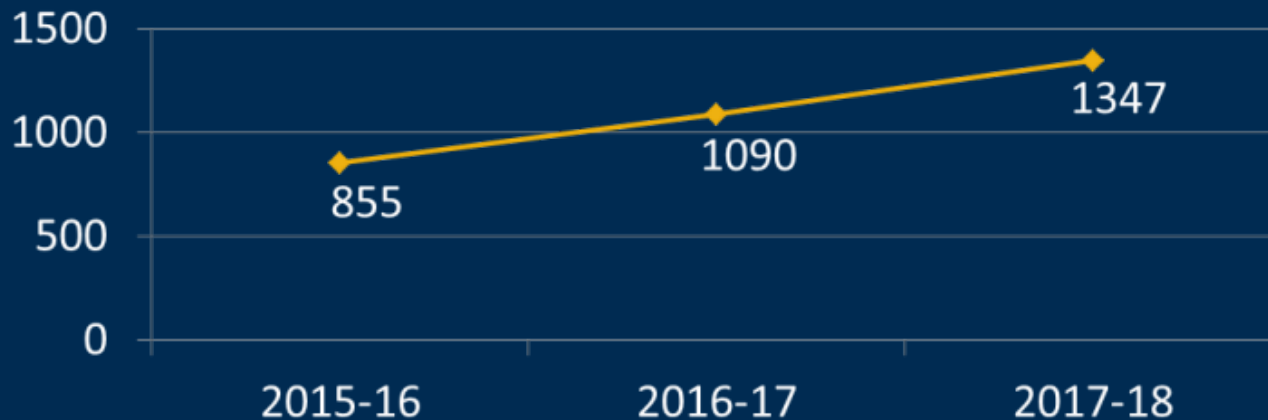


**Excellence. For each and every student.**

# School Opening Highlights

## Community Education

### Home Base – After School Enrollment Growth

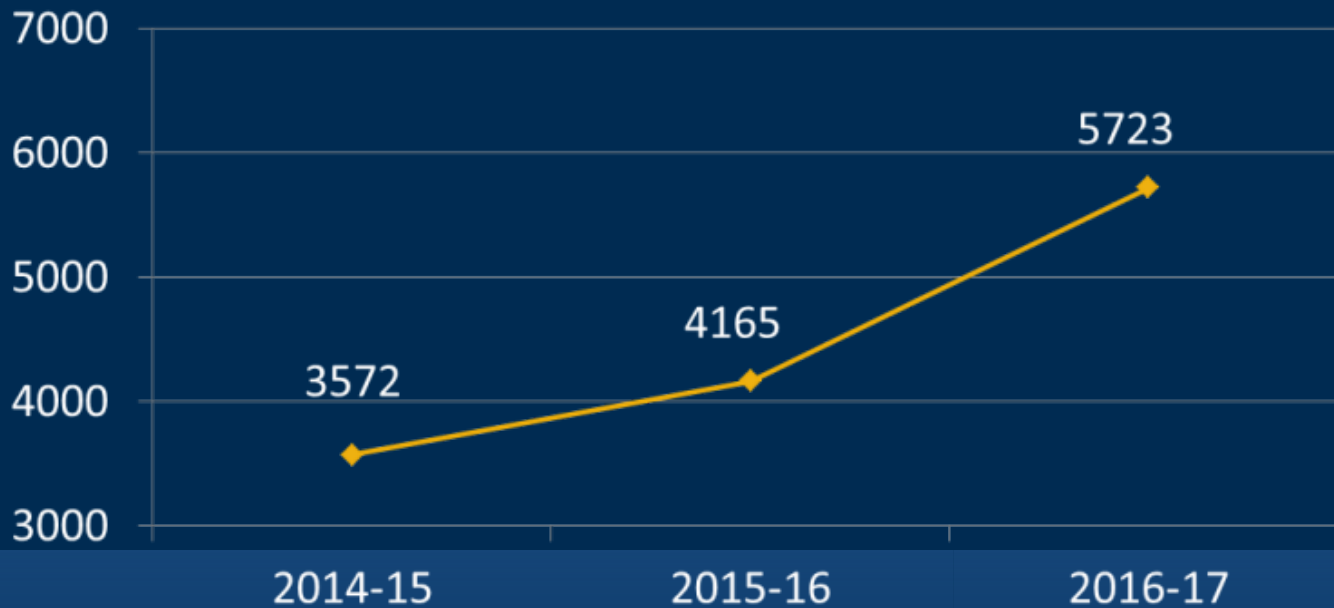


**Excellence. For each and every student.**

# School Opening Highlights

## Community Education

### Youth Enrichment - WISHES

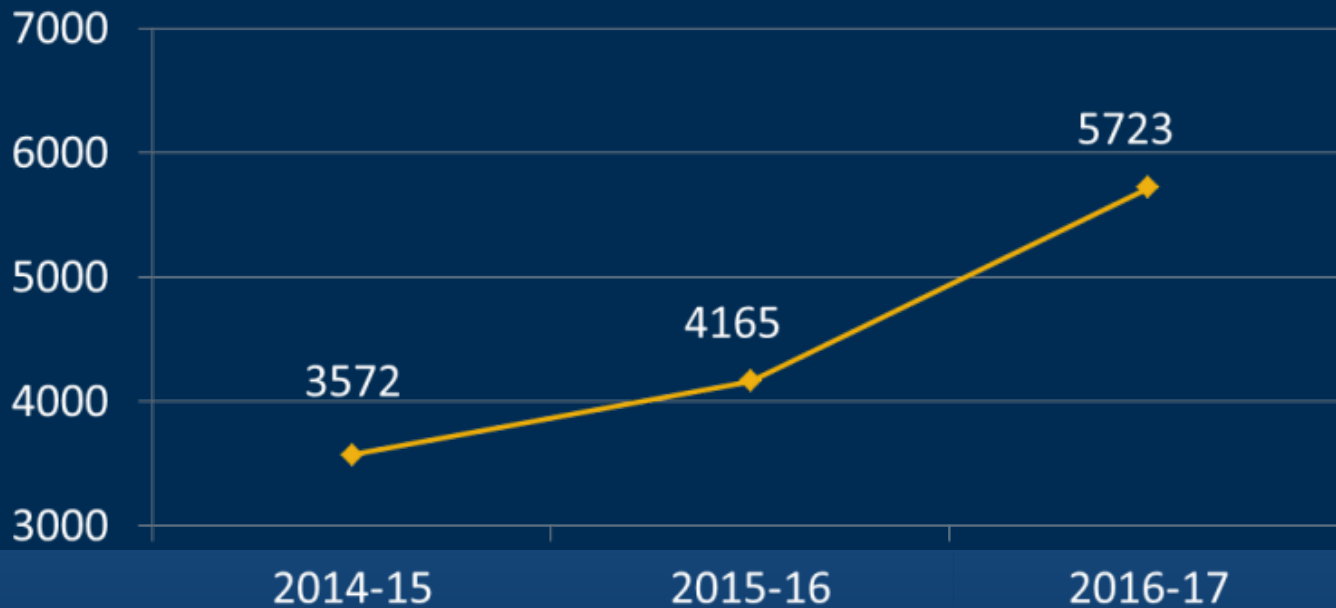


**Excellence. For each and every student.**

# School Opening Highlights

## Community Education

### Youth Enrichment - WISHES



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

# Thank You Team!

- Principals and teachers for ensuring that the classrooms were ready for students
- Jon Deutsch and the entire maintenance crew for ensuring the buildings were clean, safe and ready to open
- Mary Anderson and her team for getting all of the food service details in place. Feeding 11,800 people every day is no easy task!
- Rich Enga, district transportation staff, First Student and the MTI teams for tending to student transportation needs
- Clerical and paraprofessional staff for their efforts to welcome parents and students to the school district
- The Strategy Leadership Team and the Leadership Council for tending to the details in their departments
- It was a great team effort! Thank you parents and guardians for sending your kids to us!



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

**It will be a great  
school year!**



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

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

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

**ITEM: POLICIES**

**COMMENTS BY: Jill Johnson, Executive Director of Teaching and Learning**

**School Board Policies**

Attached are policies and regulations for your review. The polices and regulations have been reviewed by appropriate district staff and compared to and aligned with model policies prepared by Minnesota School Boards Association (MSBA). The policies and regulations have also been reviewed by the Policy Committee of the School Board.

Policies and Regulations

- 602 – Policy and Regulations: Acceleration of Students
- 603 – Policy: Instructional Goals
- 606 – Policy: Class Size
- 611 – Policy: Home Base
- 613 – Policy and Regulations: Curriculum Adoption
- 623 – Policy and Regulations: School District System Accountability
- 631 – Policy and Regulations: Technology

**RECOMMENDED ACTION:** Approve School Board Policies 602, 603, 606, 611, 613, 623, and 631 as presented.

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

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

Abstentions: \_\_\_\_\_ 70 \_\_\_\_\_

Attached are policies and regulations for your review. The policies and regulations have been reviewed by appropriate district staff and compared to and aligned with model policies prepared by Minnesota School Boards Association (MSBA).

The policies and regulations have also been reviewed by the Policy Committee of the School Board.

## **Policies and Regulations**

- 602 – Policy and Regulations: Acceleration of Students
- 603 – Policy: Instructional Goals
- 606 – Policy: Class Size
- 611 – Policy: Home Base
- 613 – Policy and Regulations: Curriculum Adoption
- 623 – Policy and Regulations: Instructional Program
- 631 – Policy and Regulations: Technology

### **602 – Policy and Regulations: Acceleration of Students**

**Changes:** Included Retention practices to the policy and procedures to the regulations.

**Rationale:** Even though we do not retain many students, we do periodically get requests from staff and parents regarding retention. To appropriately address questions regarding retention and to standardize our process across the school district, it is recommended that we add retention to the policy and regulations.

### **603 – Policy: Instructional Goals**

Changes include the addition of language regarding the current state and federal education law. These changes are in alignment with the model policy from MSBA.

### **606 – Instructional Arrangements – Class Size**

No changes

### **611 – Home Base (Child Care) Program**

Minor changes in language

### **613 – Policy and Regulations – Curriculum Adoption**

Policy – Minor Changes to the actual policy

Regulations – No regulations so new regulations were created as recommended by MSBA model policy

### **623 – Policy and Regulations – Instructional Goals**

Policy – Changed policy language

Regulations – Created new regulations, aligned to MSBA.

### **631 – Policy and Regulations – Technology**

Policy – Minor Changes

Regulation – Minor Changes

**602 ACCELERATION AND RETENTION OF STUDENTS**

I. PURPOSE

The purpose of this policy is to provide guidance to employees, families and students regarding student acceleration and retention.

II: GENERAL STATEMENT OF POLICY

The School Board recognizes that in certain situations it may be desirable to accelerate or retain the placement of a student in an instructional programs appropriate to the student's academic, social, and personal development levels. ~~The Superintendent is directed to develop and maintain a procedure which allows students to be accelerated or retained.~~

A request for acceleration or retention should be directed to the building principal.

Legal References:

**STATUS**

DRAFT August 30, 2018

## WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

### 603 - R ACCELERATION AND RETENTION OF STUDENTS

#### I. Acceleration

Acceleration is the placement of a student in an instructional program that is more age and/or academically appropriate.

##### A. Criteria for Acceleration

A student may be considered for acceleration only if all of the following can be demonstrated clearly:

- A high level of academic achievement in all areas of the curriculum with special emphasis on reading, writing, and mathematics.
- Intellectual ability two (2) standard deviations above the norm on an individually administered IQ test approved by the school district.
- A high level of social and emotional maturity.
- A high degree of persistence.

##### B. Process for Acceleration

Acceleration Request - A request for acceleration should be directed to the principal ~~or VISION teacher~~. Persons interested in requesting acceleration must complete the Request for Acceleration or Retention Application which can be obtained from the building principal. Once the building principal has a completed application, he/she will convene the building acceleration team.

##### C. Building Acceleration Team

The building acceleration team members include the principal, school psychologist, teacher and district gifted and talented coordinator and other members as appropriate. ~~present grade-level teacher, previous year teacher, VISION 21 teacher and supervisor, and District psychologist.~~ The principal will convene the team to review the request and to make a recommendation.

The building principal makes the final decision on all accelerations requests. If the parent/guardian do not agree with the principal's decision, they may appeal in writing to the executive director of teaching and learning.

##### D. Timeline

- By March 15 – The application for Acceleration or Retention must be submitted to the building principal by March 15 of the preceding school year.
- By November 1 – For secondary students, the application for second semester courses must be made by November 1 of the school year.

## II. Retention

Retention is the process of having a student repeat a grade.

### A. Process for Retention

Retention Request - A request for retention should be directed to the principal. Persons interested in requesting retention must complete the Request for Acceleration or Retention Application which can be obtained from the building principal. Once the building principal has a completed application, he/she will convene the building retention team.

### B. Building Retention Team

The building retention team members include the principal, district representative appointed by the executive director of teaching and learning, school psychologist, teacher and other members as appropriate. The principal will convene the team to review the request and to make a recommendation.

The building principal will make the final decision on all retention requests. If the parent(s)/guardian do not agree with the decision, they may appeal in writing to the executive director of teaching and learning.

If the team decides to retain the student, an intensive individualized intervention plan which includes frequent progress monitoring must be implemented to ensure maximum benefit to the student.

### C. Building Retention Review Process must include the following

- Attendance Records
- Academic Records
- Intervention Records (academic and social emotional)
- Discipline Records (If applicable)
- EL and SPED as appropriate

### D. Timeline

- By March 15 – The application for Acceleration or Retention must be submitted to the building principal by March 15 of the preceding school year.

**APPLICATION FOR ACCELERATION OR RETENTION**

Parents/Guardians who are requesting or are involved with the possible acceleration or retention of a student should complete this form and give it to the student's building principal.

Parent/Guardian name(s) \_\_\_\_\_

Student name \_\_\_\_\_ Date \_\_\_\_\_

Who is filling out the form? (select one): Parent/Guardian \_\_\_\_\_ Teacher \_\_\_\_\_

Request for (select one): \_\_\_\_\_ Retention \_\_\_\_\_ Course/credit acceleration \_\_\_\_\_ Full grade acceleration

1. For what reasons would retention or acceleration be a good fit for your student?

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By signing this for you are giving permission for the building acceleration/retention team as listed in the regulations to access and review your child's educational records.....

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact Information: Email \_\_\_\_\_ Phone \_\_\_\_\_

Received by the Principal - Signature: \_\_\_\_\_ 75 \_\_\_\_\_ Date \_\_\_\_\_

**603 INSTRUCTIONAL GOALS**

I. PURPOSE

The purpose of this policy is to establish broad parameters for the curriculum and instructional goals of the school district school district that incorporate Minnesota and federal law.

II: GENERAL STATEMENT OF POLICY

The School Board believes that the basic responsibility of our schools is to prepare students for the future by providing an environment which promotes the achievement of excellence.

For schools to provide effective education it is recognized they must:

- Challenge students to reach their highest intellectual and creative level;
- Assure the development of basic learning skills;
- Encourage the development of higher level thinking skills;
- Strengthen student self-esteem;
- Promote the appreciation of the uniqueness of others;
- Promote civic responsibility; and
- Develop the ability and skills to live in a global, multicultural community.

The policy of the school district is to establish a long term strategic plan to provide direction and outcomes in which all learning in the school district should be directed and for which all school district learners should be held accountable.

The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning.

ADOPTED: June 11, 1973  
AMENDED: November 10, 1986  
AMENDED: June 14, 2004  
**DRAFT: August 30, 2018**

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284

Wayzata, Minnesota

**606 INSTRUCTIONAL ARRANGEMENTS - CLASS SIZE - POLICY**

**I. PURPOSE**

The purpose of this policy is to provide guidance regarding instructional arrangement and class size.

**II. GENERAL STATEMENT OF POLICY**

Within the limits of available resources the School Board is committed to maintaining professional staffing levels which provide for reasonable class sizes throughout the District. The Board expects that the Administration will undertake staffing decisions with sufficient flexibility to permit a range of staff assignments dependent upon circumstances. The goal includes both sound education and cost effective instruction.

Legal References:

ADOPTED: December 11, 1972  
AMENDED: November 11, 1985  
AMENDED: July 12, 2004  
REVIEWED: December 9, 2013  
**DRAFT: September 17, 2018**

## WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

### 611 HOME BASE (Child Care) PROGRAM - POLICY

#### I. PURPOSE

The purpose of this policy is to provide guidance for Home Base (Child Care) Program.

#### II. GENERAL STATEMENT OF POLICY

The School Board is ~~strongly~~ supportive of the Home Base Program (school age child care) in the District's elementary schools. It intends that the program be accommodated within these schools before and after normal school hours, providing these arrangements do not interfere with regular instructional offerings of the District. When enrollment pressures inhibit or preclude building accommodation of Home Base, the Administration is directed to seek alternative sites which will assure pupil safety and wellbeing, operational economy, and convenience for parents.

#### Legal References:

ADOPTED: December 10, 1990  
AMENDED: July 12, 2004  
AMENDED: March 12, 2007  
REVIEWED: December 9, 2013  
**DRAFT: September 17, 2018**

## WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

### 613 INSTRUCTIONAL CURRICULUM - DEVELOPMENT AND CURRICULUM ADOPTION

#### I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

#### II: GENERAL STATEMENT OF POLICY

The School Board recognizes that a well-articulated, excellent, and challenging curriculum is a cornerstone to the maximization of learning. The development, maintenance, and improvement of an effective and demanding instructional program involves the contributions of professional staff, parents and other community members.

The Superintendent is directed to facilitate the development of an articulated preK-12+ curriculum which is consistent with School Board policy in general and the intent of current District objectives in particular. The curriculum will specify in reasonable detail the instructional content appropriate to given grades and subjects. Plans for dissemination of and compliance with said curriculum will also be developed and maintained.

Curriculum developed in the Wayzata School District should provide student learning experiences designed to reduce and/or eliminate stereotyping, prejudice, and discrimination in group activities. Such experiences ought to encourage appreciation of cultural heritages, human dignity, cultural pluralism, and continued growth of individual self-worth for students. The curriculum should also promote multicultural and gender-fair activities which will prepare students to live in a pluralistic society.

While ultimate responsibility for determination of instructional programs, compliant with state law and regulation, rests with the School Board, related authority is delegated to the Superintendent or Superintendent's designee. The School Board shall regularly look to the Superintendent for an accounting of the application of that authority.

ADOPTED: August 9, 1971  
AMENDED: March 10, 1975  
AMENDED: June 9, 1986  
AMENDED: August 16, 2004  
DRAFT: SEPTEMBER 17, 2018

**623 ~~INSTRUCTIONAL PROGRAM PLANNING, EVALUATION, AND REPORTING POLICY~~**  
SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

**I. PURPOSE**

~~The purpose of this policy is to establish a systematic process for instructional program assessment, development, and implementation.~~

The purpose of this policy is to establish a system of accountability which reports on the implementation of the Minnesota and Federal Education law and the academic achievement for all students.

**II. GENERAL STATEMENT OF POLICY**

The school district will establish a long-term strategic plan system to meet the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

~~A. INSTRUCTIONAL GOALS~~

~~By no later than November 15, of each school year, the Superintendent shall recommend to the Board of Education for action a set of instructional goals or priorities.~~

~~B. INSTRUCTIONAL PLAN~~

~~The Administration is to be assisted by licensed personnel in the development of an instructional plan that is designed to implement the instructional goals. Insofar as possible, the instructional plan shall include the District's efforts in instructional effectiveness processes as well as the efforts toward integration of curriculum and technology. Within the established curriculum review and development cycle, academic standards for targeted instructional areas for each subject area at each grade shall be developed and/or reviewed each year.~~

~~C. EVALUATION~~

~~An ongoing evaluation shall be made of the progress in meeting the established instructional goals. The evaluation shall include achievement results, faculty interpretations and judgments and periodic and targeted surveys of adult residents and students in the School District.~~

~~D. IMPROVEMENT PLANS~~

**WAYZATA PUBLIC SCHOOLS**  
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~~The Board of Education shall annually review the results of the evaluation and instruct the Superintendent to recommend plans and programs designed to provide improvements where established goals have not been reached.~~

~~E. REPORTING~~

~~The District's annual instructional goals, evaluations, and improvement plans shall be printed as a report and made available to the citizens of the School District each year. The title of the report will contain the name and number of school district and read "Annual Report on Curriculum and Student Performance." Distribution of the report shall be made no later than October 15 for the preceding year.~~

~~F. ADVISORY COMMITTEE~~

~~A district advisory committee shall provide assistance for continuous review and improvement of the school curriculum. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall include parent, teacher, support staff, student and community residents.~~

~~The district shall make every reasonable effort to maintain a district advisory committee pursuant to MS 120B.11 subdivision 3.~~

~~G. RESOURCE PLAN~~

~~The Superintendent or designee is directed to develop and maintain a plan for the allocation of fiscal and human resources (staff time) for the overall process in the District. This plan will be reviewed annually and will include adequate resources to support the curriculum review process.~~

~~H. ROLES AND RESPONSIBILITIES~~

~~The Superintendent or designee is directed to develop and maintain written role and responsibility descriptions for all participants in the curriculum review process including the advisory committee, staff, and administration.~~

**ADOPTED:** January 14, 1985

**AMENDED:** January 11, 1988

**AMENDED:** November 9, 1992

**REAFFIRMED:** November 8, 1993

**AMENDED:** August 16, 2004

**AMENDED:** May 14, 2007

**AMENDED:** August 11, 2014

**DRAFT:** September 17, 2018



## WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

### 623-R SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

#### I. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Benchmark” means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. “Curriculum” means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. “Performance measures” are measures to determine school district and school site progress in striving to create the world’s best workforce and must include at least the following:
1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
  2. student performance on the Minnesota Comprehensive Assessments;
  3. high school graduation rates; and
  4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

## II. LONG-TERM STRATEGIC PLAN

A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce and includes the following:

1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all nine student categories identified under the federal law.
2. a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;
3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices and student outcomes.
4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

## III. Advisory Committee

A. District Advisory Committee: The school board shall establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards, consistent with subdivision

B. Site Team: A school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site, consistent with subdivision the site team must include equal number of teachers and administrators and at least one parent.

### III. Reporting

Consistent with requirements for school performance reports the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the district Web site. The school board shall hold an annual public meeting to review, and revise where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the commissioner in the form and manner the commissioner determines.

Each school district shall periodically survey affected constituencies, in their native languages where appropriate and practicable, about their connection to and level of satisfaction with school. The district shall include the results of this evaluation in the summary report.

DRAFT: September 17, 2018

## WAYZATA PUBLIC SCHOOLS

Independent School District 284

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### **631 TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY**

#### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district's technologies, use of personal and district-owned devices within the district, use of the district's network and the acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student, employee, parent and community access to the school district technology system, resources and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district technology system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that staff will blend thoughtful use of the school district technology system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

#### **III. LIMITED TO AN EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district technology system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district technology system is limited to an educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use the technology system and the Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

The school district technology system is the property of the Wayzata School District. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access.

Employees may use the district technology system for reasonable personal use, except for activities denied or prohibited in these regulations. Reasonable use is defined as use that does not interfere with your professional responsibilities. If there is a question regarding reasonable personal use, please contact your supervisor or principal.

#### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district technology system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

**ADOPTED:** May 11, 1998

**AMENDED:** July 12, 2004

**AMENDED:** March 13, 2006

**AMENDED:** May 14, 2007

**AMENDED:** October 12, 2009

**AMENDED:** August 11, 2014

**AMENDED:** Reviewed..., 2018

## **631 - R            TECHNOLOGY ACCEPTABLE USE AND SAFETY REGULATION**

### **I. DEFINITIONS**

The following definitions shall be used in implementing the Technology Use Regulations.

#### **A. District System**

The District's technology systems and networks are any configuration of hardware and software. The system includes, but is not limited, to the following: telephones, cell phones, and voicemail technologies; email accounts; servers; computer hardware, mobile devices and peripherals; software including operating system software and application software; digitized information including stored text, data files, email, digital images, and video/audio files; internally or externally accessed databases, applications, or tools (Internet or District-server based); District provided Internet access including guest Wi-Fi; and new technologies as they become available.

### **II. RESPONSIBILITIES**

#### **A. Superintendent**

The superintendent or designee shall serve as the coordinator to oversee the District System and to work with state, regional, or federal organizations as necessary to continue to provide or improve the District System. In addition, the superintendent may appoint a Director of Technology or other staff members, who shall:

1. Provide students and staff access to the District System as appropriate;
2. Protect the District System and data stored on the District System from unauthorized access, distribution, or manipulation;
3. To the extent practicable, filter, block, or otherwise prevent the use of the District System for the transmission of any comment, request, suggestion, proposal, image, or other communication which:
  - a. Is obscene, indecent, or sexually explicit; or
  - b. Is intended to promote or incite violence towards persons or property; or
  - c. Violates the District's policies or regulations or state or federal law regarding harassment or discrimination.
4. Prevent the unauthorized disclosure of data stored on the District System.
5. Establish procedures to audit the District System for compliance with District policies and regulations, state and federal law, and vendor contracts;
6. Establish routine procedures to make backup copies of data stored on file servers on the District System;
7. Establish procedures and policies governing access to the District System;
8. Establish procedures and policies for student, staff, and classroom Web pages and

- other web-based tools; and
9. Provide information for parent(s)/guardian(s) and students regarding District Technology Use Policy and Regulations

### **B. Building Principals**

School building principals or their designees shall serve as the building-level coordinators for the District System in conjunction with the Director of Technology. They shall have the authority to approve building-level activities using the District System, subject to review by the Superintendent and the Board of Education. Principals or their designees will also oversee training of students and staff regarding the use of the District System.

### **C. District's Educational Staff**

The District's educational staff shall:

1. Educate themselves about technology and how it may be used in the classroom setting to support the education of students;
2. Use the District System appropriately in the classroom, including previewing resources that will be used as part of classroom instruction;
3. Supervise students use of technology resources in the classroom to help them learn, identify information appropriate to their age and educational levels, and evaluate and use information to meet their educational goals;
4. Shall use only district sanctioned tools;
5. Monitor, model and teach students acceptable use when accessing the District System to ensure they are abiding by the District's policies and regulations; and staff are responsible for copyright responsibilities – teaching and monitoring copyright ethics.
6. Prevent the unauthorized disclosure of personally identifiable data or confidential data stored on the District System.

### **D. Staff**

Staff members, including all employees, independent contractors and volunteers, may be provided access to the District System. If such access is obtained, staff members must abide by all district policies and regulations, state and federal law, and vendor contracts. If staff members obtain access to the District System from their homes or other remote locations, such use shall also be controlled by these regulations. Any data or other information downloaded or copied to a staff member's home computer or portable storage device from the District System shall remain the property of the district. Staff members obtaining such access shall also take the required steps to prevent the unauthorized disclosure of confidential data stored on the District System.

### **E. Employee Personal Use**

Employees may use the district technology system for reasonable personal use, except for activities denied or prohibited in these regulations. Reasonable use is defined as use that does not interfere with your professional responsibilities. If there is a question regarding reasonable personal use, please contact your supervisor or principal.

#### **F. Students**

Students using the District System shall read (or have read and explained to them) and abide by the district's Technology Use Policy and Regulations.

#### **G. Parents/Guardians**

There is a wide range of material available on the internet, some of which may not comport with the moral standards or values of the families of students. It is not economically nor technologically feasible for the district to prevent students from encountering certain information when they use the internet. It also is not possible to prevent students from disclosing information about themselves to others via the internet.

The District permits students to use the internet at school as part of classroom activities. Parent(s)/guardian(s) must notify the Director of Technology in writing if permission is not granted. (Notification form is available through school principal or Technology Department.) Parents or guardians who permit a student to use the internet at school: (a) recognize the risks of allowing students to access the internet; (b) are responsible for reviewing the Technology Use Policy and Regulations with the student; and (c) are responsible for teaching the student how to make wise choices regarding the use of the internet, including understanding what material is acceptable for them to review on the internet.

### **III. UNACCEPTABLE USES**

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
  - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

- d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade, disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate or circumvent the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
  5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
  6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
    - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
    - b. Employees creating or posting school-related web pages may include personal contact information about themselves on a

webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 511; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 511.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Twitter” and “Facebook.”
7. Users must keep all account information on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users

will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the district technology system for political lobbying, unless the lobbying effort directly supports the School Board's legislative platform. The District System may not be used to endorse political candidates.
11. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy 528. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
12. Users will not use E-communication or a technology device to:
  - a. take and/or post, share, distribute pictures, video, or audio recording of other students or school staff during school hours or at school sponsored events without the permission of the student, staff or administrator;
  - b. threaten or intimidate others or disrupts the educational process.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

#### **IV. FILTER**

- A. With respect to any of its computers, mobile devices and technology with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such technology by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are:
1. Obscene;
  2. Pornographic; and/or
  3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

#### **V. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

#### **VI. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their technology, files and e-mail. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## **VII. INTELLECTUAL PROPERTY RIGHTS**

Users will respect the rights of others and their intellectual property, including copyrights and trademarks.

- A. Users shall not make unauthorized copies of nor plagiarize the works of others.
- B. Users shall not copy nor post on the Internet or the works of others without the owner's written permission.
- C. If a user desires to make copies of material found on the Internet, such copies shall be made only in accordance with the principles of "fair use" as that term is defined in the federal Copyright Act.
- D. Works created by students are the property of the student. Works created by staff members in the course of their duties and using the District System are the property of the District as works made for hire.

## **VIII. TECHNOLOGY USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the District Technology or the Internet.
- C. The Technology Use Agreement form for students must be read and signed by the user, the parent or guardian. The Technology Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.
- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of their logon credentials.

## **IX. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **X. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that technology and Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.

- b. Information retrieved through school district computers, networks, or online resources.
  - c. Personal property used to access school district computers, networks, or online resources.
  - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 418, Public and Private Personnel Data, and Policy 511, Protection and Privacy of Pupil Records.
  7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

**XI. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of technology and Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide

parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Technology Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

## **XII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration will develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Technology Use policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)  
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
~~Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)~~  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733,

21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 656 (4<sup>th</sup> Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)  
*J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
[MSBA/MASA Model Policy 514 \(Bullying Prohibition Policy\)](#)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

**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 July 2018:

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

No School Board action is required.



## ANALYSIS OF FINANCIAL REPORTS For the month ended July 31, 2018

The Business Office is preparing for the annual audit scheduled for the end of September. As that process progresses, accounts are reconciled, recorded, and reversal entries are made. Prepaids, deferred revenues, and payables are examples of items reflected in one fiscal year that will be adjusted to the proper year during the audit reconciliation process. Some entries have been completed while others will be completed in anticipation of the audit.

### **LTFM and Tech Fund:**

General fund revenues and expenditures also includes the technology levy and a significant portion of the long-term facilities maintenance (LTGM) program. In prior years, the revenue and expenditures were recorded in the LTFM and Tech Fund. This change, required by the Minnesota Department of Education, took effect during Fiscal 2018 for the technology levy and during Fiscal 2017 for long-term facilities maintenance program. Beginning in Fiscal 2019, both are reported in the Capital Expenditures Fund with the exception of long-term facilities maintenance projects greater than \$2.0 million which are still reported in the LTFM and Tech Fund.

### **Statement of Revenues:**

This report reflects revenue received by the month end noted above. Overall revenues are consistent with prior years with the exception of the following item:

- The Community Service Fund was higher in fiscal 2017 due to a change in Home Base billing during 2016-2017 which went from pre-billing families to post-billing families.
- LTFM and Tech Fund in fiscal 2017 reflects one-time revenue received from a Bond Surety related to the completion of a construction project.

### **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 higher in fiscal 2019 than prior years due to a lump sum onetime irrevocable election as the result of the sunseting of retirement insurance benefits in the Unaffiliated and Principal contracts beginning July 1<sup>st</sup>, 2018. Supplies and materials are higher in fiscal 2019 due to technology levy expenditures being recorded in the General Fund. Conversely, the LTFM and Tech Fund is lower in fiscal 2019 (see note above). Capital expenditures fluctuate from year to year based on a project's timing of work completion and the District's capital equipment needs.
- Debt Service Fund reflects interest payments on debt that are due the first of August. The payment in August is for interest only and principal and interest payments are due the first of February each year.
- The Building Construction Fund accounts for all activity related to the \$109.6 million bond issuance in May 2014 and the \$66.9 million bond issuance in February 2018. Current expenses are mainly construction costs for the new elementary school. Since construction projects span over multiple fiscal years a multi-year comparison is not presented.

**WAYZATA PUBLIC SCHOOLS  
INVESTMENT SUMMARY  
As of July 31, 2018**

**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	\$7,810,167	N/A	1.93%
PMA/MN Trust Series	see Note (1) below	7/25/2018	8/24/2018	\$3,000,000	\$3,005,055	\$5,055	2.05%
MSDLAF+	Money Market	N/A	NOW	N/A	\$718,195	N/A	1.95%
MSDMAX	Money Market	N/A	NOW	N/A	\$618,645	N/A	2.04%
MSDLAF+ Series	see Note (1) below	7/16/2018	10/12/2018	\$5,000,000	\$5,025,677	\$25,677	2.13%
Morgan Stanley	Money Market	N/A	NOW	N/A	\$3,577,225	N/A	1.76%
<b>Total General Fund</b>				<b>\$8,000,000</b>	<b>\$20,754,964</b>	<b>\$0</b>	

**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	\$2	N/A	1.95%
<b>Total Alt. Facilities Bonds Fund</b>				<b>\$0</b>	<b>\$2</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	\$9,995,205	N/A	1.95%
<b>Total Building Bonds Fund</b>				<b>\$0</b>	<b>\$9,995,205</b>	<b>\$0</b>	

**FUND 86 (2018 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	\$6,848,251	N/A	1.95%
MSDLAF+ TERM	see Note (1) below	2/28/2018	8/31/2018	\$2,300,000	\$2,324,348	\$24,348	2.10%
MSDLAF+ TERM	see Note (1) below	2/28/2018	9/26/2018	\$4,400,000	\$4,453,415	\$53,415	2.11%
MSDLAF+ TERM	see Note (1) below	2/28/2018	10/31/2018	\$2,800,000	\$2,840,220	\$40,220	2.14%
MSDLAF+ TERM	see Note (1) below	2/28/2018	11/15/2018	\$4,100,000	\$4,164,252	\$64,252	2.20%
MSDLAF+ TERM	see Note (1) below	2/28/2018	12/26/2018	\$4,100,000	\$4,174,384	\$74,384	2.20%
MSDLAF+ TERM	see Note (1) below	2/28/2018	1/24/2019	\$4,100,000	\$4,182,292	\$82,292	2.22%
MSDLAF+ TERM	see Note (1) below	2/28/2018	2/28/2019	\$10,000,000	\$10,223,000	\$223,000	2.23%
Total MSDLAF+ TERM				\$31,800,000	\$32,361,912	\$561,912	
Canadian Imperial Holding	Commercial Paper	3/1/2018	11/15/2018	\$2,065,704	\$2,100,000	\$34,296	2.31%
JP Morgan Securities LLC	Commercial Paper	3/1/2018	11/21/2018	\$2,063,673	\$2,100,000	\$36,327	2.39%
Bank of Tokyo Mitsu UFJ Ltd	Commercial Paper	3/1/2018	11/23/2018	\$2,063,243	\$2,100,000	\$36,757	2.40%
BNP Paribas NY Branch	Commercial Paper	3/1/2018	11/23/2018	\$2,064,489	\$2,100,000	\$35,511	2.32%
Cooperatieve Rabobank U.A.	Commercial Paper	3/1/2018	11/23/2018	\$2,065,735	\$2,100,000	\$34,265	2.24%
Total Commercial Paper				\$10,322,844	\$10,500,000	\$177,156	
Federal Home Loan Bank	Bank Note	3/1/2018	1/15/2020	\$1,481,625	\$1,500,000	\$18,375	2.27%
Federal Home Loan Bank	Bank Note	3/1/2018	2/11/2020	\$1,991,960	\$2,000,000	\$8,040	2.34%
Total Federal Agency Bond/Note				\$3,473,585	\$3,500,000	\$26,415	
U.S. Treasury Notes	912828V31	3/1/2018	1/15/2020	\$1,967,578	\$2,000,000	\$32,422	2.26%
U.S. Treasury Notes	912828W63	3/1/2018	3/15/2020	\$1,973,047	\$2,000,000	\$26,953	2.31%
U.S. Treasury Notes	912828X21	3/1/2018	4/15/2020	\$1,966,563	\$2,000,000	\$33,438	2.31%
U.S. Treasury Notes	912828X96	3/1/2018	5/15/2020	\$1,964,531	\$2,000,000	\$35,469	2.33%
U.S. Treasury Notes	912828XU9	3/1/2018	6/15/2020	\$1,177,453	\$1,200,000	\$22,547	2.35%
Total U.S. Treasury Notes				\$9,049,172	\$9,200,000	\$150,828	
<b>Total Building Bonds Fund</b>				<b>\$61,493,852</b>	<b>\$62,410,163</b>	<b>\$916,311</b>	

Note (1): Term Series investment consists of investments in certificates of deposit, obligations of the U.S. Government, it's agencies and instrumentalities, municipal obligations, commercial paper, or any other instruments permitted under Minnesota law.

**Wayzata Public Schools**  
**Student Activity Fund Summary**  
**July 2018**

**PROGRAM/LOCATION : MISCELLANEOUS**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	018	000	000	000	899/XXX AD BUILDING	2,117.86	-	42.46	2,075.40
<b>TOTAL MISCELLANEOUS</b>							<b>2,117.86</b>	<b>-</b>	<b>42.46</b>	<b>2,075.40</b>

**PROGRAM/LOCATION : WAZATA HIGH SCHOOL**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	251	280	001	000	899/099 WAYZATA PLAYERS	44,888.29	-	10,745.35	34,142.94
21	E/R	251	280	003	000	899/099 YEARBOOK (WAYAKO)	41,699.40	(842.57)	-	40,856.83
21	E/R	251	280	005	000	899/099 CERAMICS	447.21	-	-	447.21
21	E/R	251	280	007	000	899/099 CHEERLEADERS	843.69	-	348.57	495.12
21	E/R	251	280	008	000	899/099 CHOIR	2,666.47	(13.47)	142.35	2,510.65
21	E/R	251	280	009	000	899/099 DANCE TEAM	14,686.43	-	5,331.00	9,355.43
21	E/R	251	280	016	000	899/099 ACTIVITY SUPPORT	114,941.32	5,265.97	(7,227.70)	127,434.99
21	E/R	251	280	017	000	899/099 DECA	9,618.41	-	20.00	9,598.41
21	E/R	251	280	019	000	899/099 FRENCH	444.12	-	-	444.12
21	E/R	251	280	020	000	899/099 GERMAN	19,626.24	-	-	19,626.24
21	E/R	251	280	021	000	899/099 LETTERMAN	76,295.71	1,914.19	4,682.95	73,526.95
21	E/R	251	280	022	000	899/099 FINE ARTS	4,872.57	-	171.62	4,700.95
21	E/R	251	280	024	000	899/099 BAND	2,048.63	(12.12)	1,781.49	255.02
21	E/R	251	280	026	000	899/099 NATIONAL HONOR	10,981.62	-	7,700.00	3,281.62
21	E/R	251	280	027	000	899/099 STUDENT SERVICES	-	-	73.92	(73.92)
21	E/R	251	280	028	000	899/099 ORCHESTRA	11,996.59	5,063.27	3,092.35	13,967.51
21	E/R	251	280	030	000	899/099 STUDENT COUNCIL	22,794.30	2,212.00	6,911.96	18,094.34
21	E/R	251	280	031	000	899/099 SPANISH	622.69	-	-	622.69
21	E/R	251	280	039	000	899/099 DRAMA CLUB(THEATRE ARTS)	1,253.95	1,395.92	-	2,649.87
21	E/R	251	280	040	000	899/099 BUSINESS PROFESS(BPA)	6,083.05	-	164.75	5,918.30
21	E/R	251	280	042	000	899/099 SKILLS USA	173.41	-	-	173.41
21	E/R	251	280	044	000	899/099 LINK	10,639.46	(272.90)	-	10,366.56
21	E/R	251	280	047	000	899/099 SUPER MILEAGE TEAM	2,012.76	-	-	2,012.76
21	E/R	251	280	048	000	899/099 Y.E.S.	2,190.90	-	-	2,190.90
21	E/R	251	280	049	000	899/099 CREATIVE WRITING	1,741.52	-	-	1,741.52
21	E/R	251	280	050	000	899/099 TROJAN LOCK ROOM (DECA - S	15,583.00	539.76	4,138.27	11,984.49
21	E/R	251	280	051	000	899/099 V21 - ACTIVITY SUPPORT	-	-	265.30	(265.30)
21	E/R	251	280	052	000	899/099 ROBOTICS TEAM	6,277.53	-	-	6,277.53
21	E/R	251	280	053	000	899/099 SHOW STOPPERS	7,648.76	-	185.62	7,463.14
21	E/R	251	280	055	000	899/099 CHINESE CLUB	765.02	-	-	765.02
21	E/R	251	280	056	000	899/099 LAKER'S BKST NOOK	15,094.50	-	72.52	15,021.98
21	E/R	251	280	057	000	899/099 WHS INTERNATIONAL FESTIVAL	-	-	207.78	(207.78)
21	E/R	251	280	058	000	899/099 FRESHMAN RETREAT	8,001.31	20.00	-	8,021.31
21	E/R	251	280	059	000	899/099 TRAP & SKEET	6,740.98	-	4,190.26	2,550.72
21	E/R	251	280	060	000	899/099 JR STATESMAN	228.77	-	-	228.77
21	E/R	251	280	061	000	899/099 QUIZ BOWL	-	-	618.49	(618.49)
<b>TOTAL WAZATA HIGH SCHOOL</b>							<b>463,908.61</b>	<b>15,270.05</b>	<b>43,616.85</b>	<b>435,561.81</b>

**Wayzata Public Schools  
Student Activity Fund Summary  
July 2018**

**PROGRAM/LOCATION : WAZATA HIGH SCHOOL ATHLETICS**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>	
21	E/R	251	280	070	000	899/099	BASEBALL	14,207.49	-	-	14,207.49
21	E/R	251	280	071	000	899/099	BASKETBALL - BOYS	-	-	2,103.48	(2,103.48)
21	E/R	251	280	072	000	899/099	BASKETBALL - GIRLS	20,108.53	-	-	20,108.53
21	E/R	251	280	073	000	899/099	CROSS COUNTRY - BOYS	11,142.79	-	-	11,142.79
21	E/R	251	280	074	000	899/099	CROSS COUNTRY - GIRLS	7,744.95	-	-	7,744.95
21	E/R	251	280	075	000	899/099	FOOTBALL	13,655.17	-	11,642.54	2,012.63
21	E/R	251	280	076	000	899/099	GYMNASTICS	4,495.39	-	-	4,495.39
21	E/R	251	280	077	000	899/099	GOLF - BOYS	901.68	1,429.00	100.00	2,230.68
21	E/R	251	280	078	000	899/099	GOLF - GIRLS	3,764.05	-	1,974.46	1,789.59
21	E/R	251	280	079	000	899/099	HOCKEY - BOYS	-	4,259.25	3,924.60	334.65
21	E/R	251	280	080	000	899/099	HOCKEY - GIRLS	-	1,483.31	1,208.82	274.49
21	E/R	251	280	081	000	899/099	SKIING - ALPINE	7,020.87	-	-	7,020.87
21	E/R	251	280	082	000	899/099	SKIING - NORDIC	-	-	2,473.06	(2,473.06)
21	E/R	251	280	083	000	899/099	SOFTBALL	8,211.94	-	118.35	8,093.59
21	E/R	251	280	084	000	899/099	SWIMMING/DIVING - BOYS	5,265.81	-	-	5,265.81
21	E/R	251	280	085	000	899/099	SWIMMING/DIVING - GIRLS	13,091.14	-	350.00	12,741.14
21	E/R	251	280	086	000	899/099	SOCCER - BOYS	5,876.51	-	-	5,876.51
21	E/R	251	280	087	000	899/099	SOCCER - GIRLS	8,086.87	-	-	8,086.87
21	E/R	251	280	088	000	899/099	SYNCHRONIZED SWIMMING	11,593.82	-	274.45	11,319.37
21	E/R	251	280	089	000	899/099	TENNIS - BOYS	9,391.53	-	-	9,391.53
21	E/R	251	280	090	000	899/099	TENNIS - GIRLS	2,392.62	-	2,450.00	(57.38)
21	E/R	251	280	091	000	899/099	TRACK/FIELD - BOYS	1,328.07	-	80.64	1,247.43
21	E/R	251	280	092	000	899/099	TRACK/FIELD - GIRLS	7,994.54	-	474.72	7,519.82
21	E/R	251	280	093	000	899/099	VOLLEYBALL	11,609.56	-	1,200.00	10,409.56
21	E/R	251	280	094	000	899/099	WRESTLING	3,206.42	-	-	3,206.42
21	E/R	251	280	095	000	899/099	ADAPTIVE ATHLETICS	3,981.12	-	-	3,981.12
21	E/R	251	280	096	000	899/099	BOYS LACROSSE	8,216.65	4,710.00	1,360.16	11,566.49
21	E/R	251	280	097	000	899/099	GIRLS LACROSSE	6,229.87	-	279.72	5,950.15
<b>TOTAL HIGH SCHOOL ATHLETICS</b>							<b>189,517.39</b>	<b>11,881.56</b>	<b>30,015.00</b>	<b>171,383.95</b>	

**PROGRAM/LOCATION : CENTRAL MIDDLE SCHOOL**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>	
21	E/R	253	280	152	000	899/099	MUSICAL	6,981.33	-	-	6,981.33
21	E/R	253	280	156	000	899/099	STUDENT COUNCIL	1,833.72	-	-	1,833.72
21	E/R	253	280	157	000	899/099	BAND	1,468.87	-	-	1,468.87
21	E/R	253	280	161	000	899/099	YEARBOOKS	4,176.67	-	-	4,176.67
21	E/R	253	280	165	000	899/099	STUDENT SERVICES	2,739.15	17.27	684.75	2,071.67
<b>TOTAL CENTRAL MIDDLE SCHOOL</b>							<b>17,199.74</b>	<b>17.27</b>	<b>684.75</b>	<b>16,532.26</b>	

**Wayzata Public Schools  
Student Activity Fund Summary  
July 2018**

**PROGRAM/LOCATION : WEST MIDDLE SCHOOL**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	351	280	202	000	899/099 CHOIR	230.89	-	-	230.89
21	E/R	351	280	203	000	899/099 STUDENT SERVICES	642.61	-	-	642.61
21	E/R	351	280	209	000	899/099 STUDENT COUNCIL	1,512.96	-	-	1,512.96
21	E/R	351	280	212	000	899/099 YEARBOOK	12,776.28	-	5,548.47	7,227.81
21	E/R	351	280	213	000	899/099 THEATER	15,852.86	-	-	15,852.86
21	E/R	351	280	215	000	899/099 DAY ONE	200.00	-	-	200.00
<b>TOTAL WEST MIDDLE SCHOOL</b>							<b>31,215.60</b>	<b>-</b>	<b>5,548.47</b>	<b>25,667.13</b>

**PROGRAM/LOCATION : EAST MIDDLE SCHOOL**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	352	280	100	000	899/099 STUDENT SERVICES	19,780.79	-	2,340.00	17,440.79
21	E/R	352	280	104	000	899/099 BAND	968.65	80.00	-	1,048.65
21	E/R	352	280	105	000	899/099 STUDENT COUNCIL	22,185.26	-	-	22,185.26
21	E/R	352	280	107	000	899/099 VARIETY FUND	17,033.82	-	-	17,033.82
<b>TOTAL EAST MIDDLE SCHOOL</b>							<b>59,968.52</b>	<b>80.00</b>	<b>2,340.00</b>	<b>57,708.52</b>

**PROGRAM/LOCATION : MEADOW RIDGE**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	403	280	572	000	899/099 STUDENT SERVICES	2,840.47	1,020.00	-	3,860.47
<b>TOTAL MEADOW RIDGE</b>							<b>2,840.47</b>	<b>1,020.00</b>	<b>-</b>	<b>3,860.47</b>

**PROGRAM/LOCATION : BIRCHVIEW**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	404	280	259	000	899/099 STUDENT COUNCIL	697.67	-	-	697.67
21	E/R	404	280	260	000	899/099 STUDENT SERV - GENERAL	973.78	-	958.00	15.78
21	E/R	404	280	261	000	899/099 MEDIA	202.07	-	-	202.07
<b>TOTAL BIRCHVIEW</b>							<b>1,873.52</b>	<b>-</b>	<b>958.00</b>	<b>915.52</b>

Wayzata Public Schools  
Student Activity Fund Summary  
July 2018

**PROGRAM/LOCATION : GREENWOOD**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	406	280	307	000	899/099 KINDERGARTEN	207.80	-	-	207.80
21	E/R	406	280	312	000	899/099 STUDENT SERVICES	64.33	-	-	64.33
<b>TOTAL GREENWOOD</b>							<b>272.13</b>	<b>-</b>	<b>-</b>	<b>272.13</b>

**PROGRAM/LOCATION : OAKWOOD**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	407	280	469	000	899/099 STUDENT COUNCIL	1,880.82	-	-	1,880.82
21	E/R	407	280	474	000	899/099 STUDENT SERV - GENERAL	7,138.12	-	-	7,138.12
21	E/R	407	280	476	000	899/099 CHESS CLUB	314.00	-	-	314.00
<b>TOTAL OAKWOOD</b>							<b>9,332.94</b>	<b>-</b>	<b>-</b>	<b>9,332.94</b>

**PROGRAM/LOCATION : SUNSET HILL**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	408	280	572	000	899/099 STUDENT SERVICES	4,068.56	-	-	4,068.56
21	E/R	408	280	574	000	899/099 PENCIL MACHINE/STORE	1,820.54	-	-	1,820.54
<b>TOTAL SUNSET HILL</b>							<b>5,889.10</b>	<b>-</b>	<b>-</b>	<b>5,889.10</b>

**PROGRAM/LOCATION : PLYMOUTH CREEK**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	410	280	533	000	899/099 STUDENT SERVICES	929.51	-	-	929.51
<b>TOTAL PLYMOUTH CREEK</b>							<b>929.51</b>	<b>-</b>	<b>-</b>	<b>929.51</b>

Wayzata Public Schools  
 Student Activity Fund Summary  
 July 2018

**PROGRAM/LOCATION : GLEASON LAKE**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	411	280	352	000	899/099 STUDENT SERVICES	22,816.32	-	250.32	22,566.00
<b>TOTAL GLEASON LAKE</b>							<b>22,816.32</b>	<b>-</b>	<b>250.32</b>	<b>22,566.00</b>

**PROGRAM/LOCATION : KIMBERLY LANE**

<i>Fund Type</i>	<i>Org</i>	<i>Prg</i>	<i>Crs</i>	<i>Fin</i>	<i>Obj/Src</i>	<i>Account Name</i>	<b>Balance as Of 06/30/18</b>	<b>FY'2018/19 Revenue</b>	<b>FY'2018/19 Expend</b>	<b>Balance as Of 06/30/19</b>
21	E/R	412	280	401	000	899/099 STUDENT COUNCIL	-	-	-	-
21	E/R	412	280	403	000	899/099 KINDERGARTEN ACTIVITY	3,060.00	-	-	3,060.00
21	E/R	412	280	430	000	899/099 MEDIA	345.91	-	-	345.91
21	E/R	412	280	431	000	899/099 STUDENT SERVICES	59,164.01	-	-	59,164.01
<b>TOTAL KIMBERLY LANE</b>							<b>62,569.92</b>	<b>-</b>	<b>-</b>	<b>62,569.92</b>

**GRAND TOTAL**

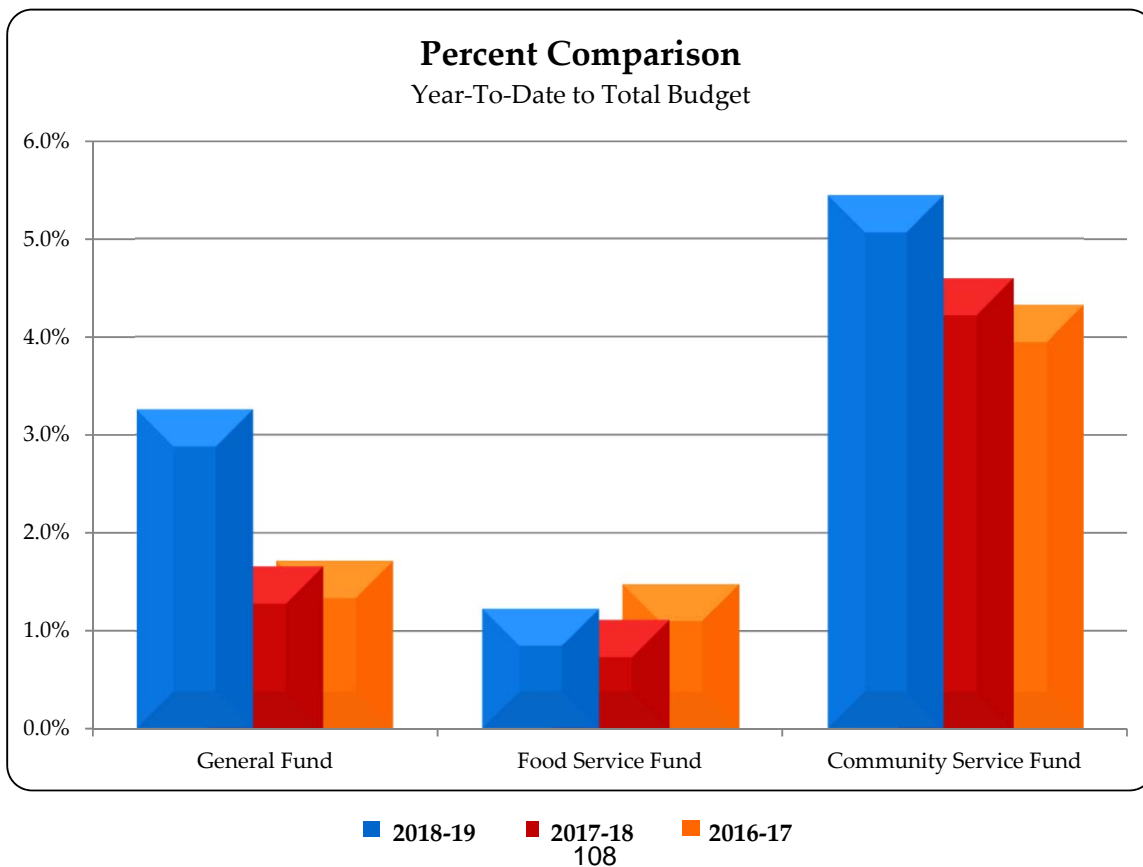
<b>870,451.63</b>	<b>28,268.88</b>	<b>83,455.85</b>	<b>815,264.66</b>
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## STATEMENT OF EXPENDITURES

For the month ended July 31, 2018

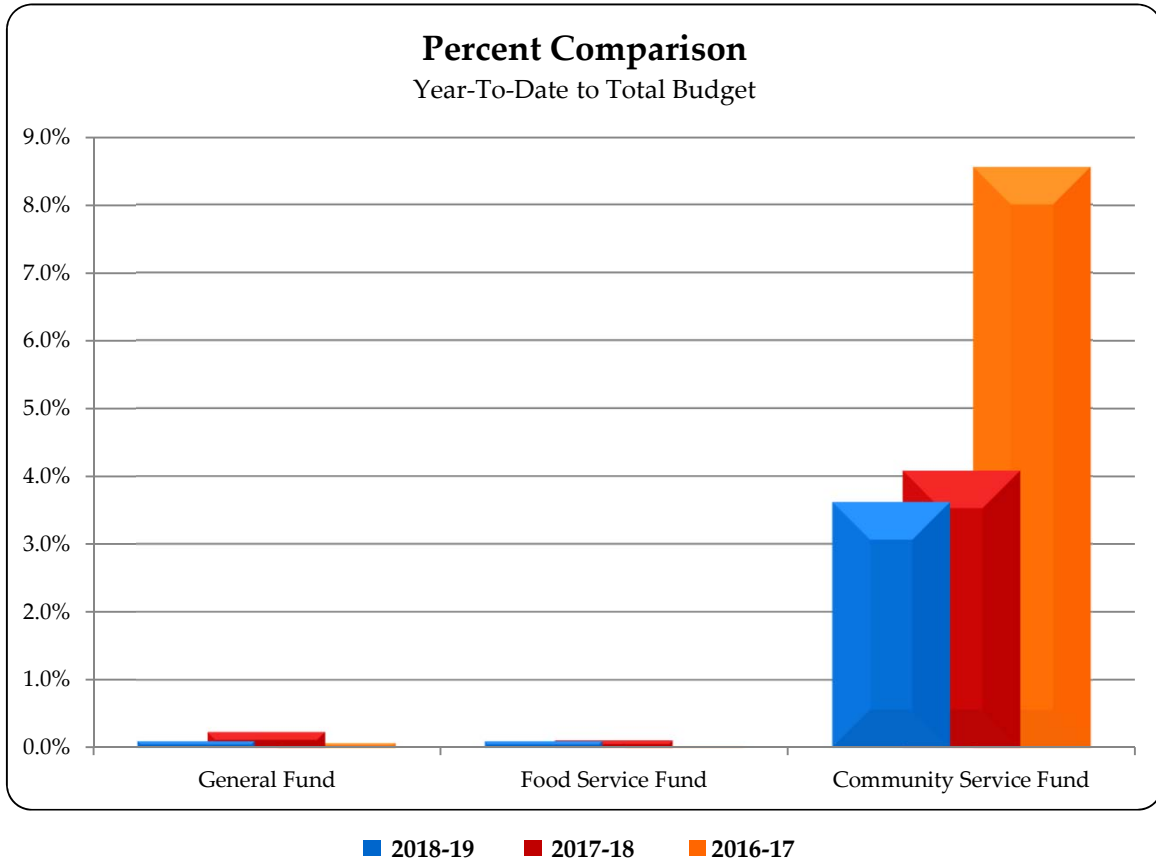
Fund	Year- To-Date	Budget	YTD as % of Budget		
			2018-19	2017-18	2016-17
<b>General Fund</b>					
Salaries	\$ 2,015,359	\$ 93,029,761	2.2%	1.8%	1.5%
Benefits	1,198,132	26,846,541	4.5%	1.9%	1.6%
Purchased Services	431,254	23,933,449	1.8%	0.5%	1.5%
Supplies & Materials	515,880	4,679,454	11.0%	4.6%	7.4%
Capital Expenditures	1,134,352	12,446,012	9.1%	3.0%	9.6%
Other Expenses	37,656	2,567,107	1.5%	0.4%	0.8%
<b>Total General Fund</b>	<b>\$ 5,332,633</b>	<b>\$ 163,502,324</b>	<b>3.3%</b>	<b>1.7%</b>	<b>1.7%</b>
Food Service Fund	\$ 80,961	\$ 6,577,726	1.2%	1.1%	1.5%
Community Service Fund	581,273	10,685,902	5.4%	4.6%	4.3%
LTFM and Tech Fund	25,716	2,042,900	1.3%	7.8%	7.8%
Debt Service Fund	3,749,261	11,878,716	31.6%	32.1%	19.6%
Building Construction Fund	540,710	28,330,000	-	-	-
<b>Total All Funds</b>	<b>\$ 10,310,554</b>	<b>\$ 223,017,568</b>	<b>4.6%</b>	<b>3.4%</b>	<b>3.8%</b>





**STATEMENT OF REVENUES**  
For the month ended July 31, 2018

Fund	Year-To-Date	Budget	YTD as % of Budget		
			2018-19	2017-18	2016-17
General Fund	\$ 151,231	\$ 144,799,583	0.1%	0.3%	0.1%
Capital Expenditures Fund	50	14,647,747	0.0%	0.0%	0.0%
Federal Programs Fund	-	3,510,726	0.0%	0.0%	0.0%
<b>Total</b>	<b>\$ 151,281</b>	<b>\$ 162,958,056</b>	<b>0.1%</b>	<b>0.2%</b>	<b>0.1%</b>
Food Service Fund	\$ 6,171	\$ 6,593,090	0.1%	0.1%	0.0%
Community Service Fund	382,569	10,574,565	3.6%	4.1%	8.6%
LTFM and Tech Fund	-	2,042,900	0.0%	0.0%	4.9%
Debt Service Fund	80	12,127,123	0.0%	0.0%	0.0%
Building Construction Fund	-	-	-	-	-
<b>Total All Funds</b>	<b>\$ 540,101</b>	<b>\$ 194,295,734</b>	<b>0.3%</b>	<b>0.4%</b>	<b>0.7%</b>



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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

**AGENDA SECTION: FINANCE AND BUSINESS**

**ITEM: Pay 2019 Preliminary Levy Limitation and Certification**

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

Preliminary Levy Limitation and Certification – 2018 Payable 2019

Minnesota law requires school districts to certify their proposed tax levy payable in 2019 to the county auditor on or before September 30, 2018. We have recently received the levy data from the Minnesota Department of Education and have analyzed the details. A summary written analysis of the proposed levy is included for your review.

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, 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 Citizens Financial Advisory Council will review the levy in detail and the Administration recommends that the Board adopt this preliminary levy.

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 2018 Payable 2019 at the “maximum” allowed by state statute.

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

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

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



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

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

FROM: Jim Westrum, Finance and Business

DATE: September 14, 2018

SUBJ: **Recommendation of the Payable 2019 Preliminary Tax Levy Certification to Finance a portion of the 2019-2020 School Year Operations**

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

The school district’s payable 2019 preliminary tax levy must be certified by our school board by September 30, 2018. Therefore, it is necessary that we certify a preliminary tax levy at the school board meeting scheduled for Monday, September 17, 2018. Typically once we have submitted our preliminary tax levy certification to the county auditor, it can be increased only with authorization from the Minnesota Department of Education. However, individual items may be decreased prior to final approval which is expected to occur in December 2018.

The district’s property tax levy is allocated to individual parcels of property in the district using formulas based upon Hennepin County’s assessed market value. Hennepin County’s preliminary estimate of the district’s total assessed market value has increased nearly another \$800 million from \$12.1 billion to almost \$12.9 billion. This represents almost a seven percent increase in market value and includes existing as well as new properties. It is important to note that there continues to be significant variations in changes associated with individual parcels of properties within the District’s eight cities. Thus, individual taxpayers will not see similar changes in their individual property’s market value and that directly translates into the variability of their school district property tax amounts. Preliminary review of a sample selection of properties has shown assessed valuations fluctuating from a minimal increase to double digit percent increases. We will have a sample of individual parcel estimates available prior to approval of the final levy scheduled in December.

As in prior years, the legislature often passes statutes that impact school districts and the formulas that drive a school district’s local property tax levy. These legislative changes combined with revenue formulas, student enrollment growth and individual taxpayer’s market value fluctuations add complexity to a school district’s local property tax levy. The purpose of this document will be to discuss the significant changes that have occurred in the Payable 2019 Preliminary Tax Levy and provide clarity to the school board and to the community.

## PROPOSED SCHOOL TAX LEVY

The total preliminary levy for taxes payable in 2019 is \$72.5 million. This total levy amount represents an overall increase of \$3.9 million or 5.74% from the previous year, and includes principal and interest payments on the \$70 million of building bonds approved by voters in November of 2018.

We are pleased to report that the tax impact of issuing the 2017 voter approved bonds are less than the impact communicated to our public due to the robust residential development in the footprint of the Wayzata Public schools. The additional tax base will continue to benefit existing taxpayers for years to come as the district's overall property tax is spread to all tax parcels in the district.

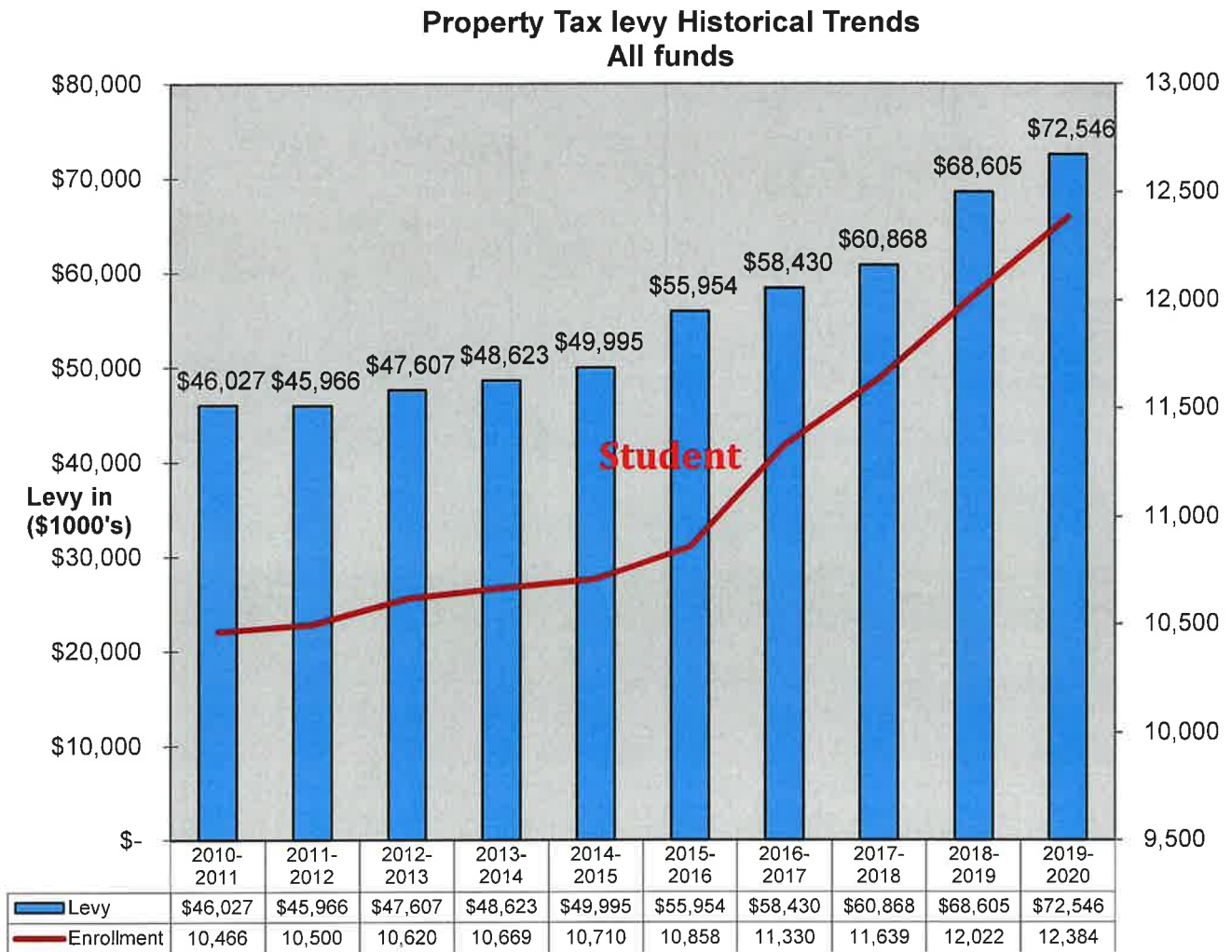
The table below shows a comparison of the administration's recommended preliminary levy payable in 2019 with the District's final levy payable in 2018. While the levy detail is presented by fund, it is important to focus on the district's **total** Payable 2019 levy when comparing to the **total** Payable 2018 levy.

<u>FUND</u>	<u>PRELIMINARY 2019 LEVY</u>	<u>PAYABLE 2018 LEVY</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
General	\$ 58,579,291	\$ 55,253,713	\$ 3,325,578	6.02%
Community Service	\$ 1,536,446	\$ 1,225,989	\$ 310,457	25.32%
Debt Service	\$ 12,430,758	\$ 12,125,522	\$ 305,236	2.52%
Total	<u>\$ 72,546,495</u>	<u>\$ 68,605,224</u>	<u>\$ 3,941,271</u>	<u>5.74%</u>

Much of the change in the District's **total** Payable 2019 levy when compared to the prior year is due to legislative changes and growth in the District's student enrollment. Voter approved operating referendum authority is calculated based upon the number of students times the per pupil authority. Resident student enrollment growth of 3.0% translates directly into an increase in the total operating referendum authority component of our property tax levy. As mentioned earlier in this document, the robust residential development occurring in the District helps to minimize the impact this increase may have on an individual taxpayer's proportionate share of this increase.

It is also important to note that the District's preliminary levy amount not only includes referendum authority for the 2019-2020 school year, but levy adjustments for changes in final 2016-2017 resident enrollment as well as changes in revised 2018-2019 resident student enrollment. Thus, it is helpful to look at each of the funds for a detailed analysis of the components that make up each of the totals for each of the funds presented above. Discussion of those components will occur within this document.

The following chart shows the district’s total levy and enrollment history over the last decade.



It is important to note that many of the formulas that drive the state’s levy revenue calculations are directly correlated to student enrollment, a district’s overall population, and a district’s total property market value. As you can see from the chart above, the District has seen recent robust student enrollment growth of 3.0% and the overall population of the District has grown as well. Over the last five years, the District’s total levy increase (excluding the voter approved bonds in 2014 and 2017) has averaged in the 4% growth rate...similar to the student enrollment growth rate. With the district’s robust residential construction growth in the northern part of the district, the corresponding tax capacity growth has served to minimize the individual taxpayer impact of most of the increases in levy components. While adding additional homes and properties within the district continue to reduce the tax burden of existing taxpayers, recent legislative changes on how local property taxes are allocated and variations in assessed valuations often make it difficult to quantify a direct correlation between the district’s property tax levy and the amount of taxes that an individual property owner will pay.

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

## GENERAL FUND

**Exhibit I** is a detailed analysis of the proposed levy recommendation for the General fund. Overall, the General fund levy increased by \$3.325 million or 6.02% and is largely attributed to an increase of 3.0% in student enrollment.

The largest component that increased in the District's general fund levy is the voter approved operating referendum revenue authority. \$1,519,721 of the increase is due to referendum authority attributed to growth in our student enrollment. In 2017, local voters approved an operating referendum that provides revenue to be used for class size reductions and other educational purposes. This voter approved operating referendum authority is calculated based upon the number of students and enrollment growth translates directly into an increase in the total operating referendum authority component of our property tax levy.

The District voters have also authorized an annual technology levy that has increased by \$458,292 to fund approximately \$7.4 million in annual technology expenses such as IPADS and technology access and support. This levy uses the tax capacity of the district to determine the annual levy amount.

The General fund levy also includes several other components that are primarily formula driven and have changed either due to changes in estimates, changes in enrollment or changes in the district's tax capacity.

For instance, voter approved operating referendum authority is calculated based upon the number of students times the per pupil authority. Projected student enrollment growth translates directly into an increase in the total operating referendum authority component of our property tax levy. It is also important to note that the district's preliminary levy amount not only includes referendum authority for the 2019-2020 school year, but levy adjustments for changes in final 2016-2017 resident enrollment as well as changes in revised 2018-2019 resident student enrollment. Thus, the negative \$500,578 in the General fund levy from the prior year increases this year's levy percent as the authority from prior years' was adjusted to actual due to changes between estimated and actual student enrollment. Similar adjustments occur with other levy components as can be seen with the prior year adjustments amounts included in this analysis.

The District's administration pays close attention to the adjustments as large swings can have a large impact on the District's total levy. For instance, the large change in other adjustments means that the Pay 2019 property taxes will decrease by \$704,579 without a corresponding change in the District's financial position. In addition, tax abatements will be recognized in the accounting records of the District when they are collected.

Overall, each individual component of the general fund levy has been reviewed for reasonableness and accuracy with the corresponding formula that drives its calculation. Nothing unusual was noted.

## COMMUNITY SERVICES FUND

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

These levies are based on statewide tax rates applied to all property in the State. Statewide revenue formulas continue to generate slight increases in revenue due to current and prior district population growth. While the addition of all-day kindergarten programming reduced the need and cost of providing school age care for students with disabilities in recent years, the District will be opening a 9<sup>th</sup> elementary school in the 2019-2020 school year. Thus, the school age care levy amount is estimated to be \$600,000 and accounts for the majority of the \$310,457 increase. The remaining levy increase can be attributed to a reduction in negative adjustments in the Pay 2019 levy compared to the prior year.

The school board passed a resolution at its June 2017 school board meeting that revised the District's total population estimate and the state demographer has recommended using that population estimate in the Pay 2019 levy. The Community Services fund levy includes the updated population in its calculations.

## DEBT SERVICE FUND

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

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

Overall, while the Debt Service fund increased by 2.52%, the District's tax capacity increased by nearly 7%. This should minimize any tax impact of existing debt on current and future taxpayers.

## SUMMARY

The proposed school tax levy represents the combined total impact, across all funds, of the legislated property tax program combined with the educational programming needs of the Wayzata Public Schools as they relate to our particular levy authority/capacity. As the state continues to refine the 40 pages of formulas that calculate this levy, it is important to note that minor changes may still occur. This year the state is allowing local school boards to simply approve a "MAXIMUM" preliminary levy certification to allow changes made until September 30th to be reflected in the parcel specific notices that will be mailed out this fall. We are recommending that the board approve the "Maximum" amount at this time. The board retains the option to reduce the amount subsequently adopted at the December 12, 2018 meeting.

## TRUTH IN TAXATION LAW

Legislative Session Laws 2009 repealed the requirement to hold a separate meeting for a district's truth in taxation hearing. The public will have the opportunity to speak to the board at the regular school board meeting December 12, 2018 at 7:00 p.m.

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

Wayzata Public Schools  
 Pay 2019 Analysis as 9-12-2018  
 General Fund Levy -Proposed

Exhibit I

		PRELIMINARY Payable 2019 Amount	Payable 2018 Amount	Dollar Change	Percent Change
Referendum Levy Authority	*	\$ 27,294,535	\$ 25,774,814	\$ 1,519,721	5.90%
--- Prior year adjustments		33,186	(500,578)	533,764	
Local Optional (Location Equity)		5,721,541	5,561,438	160,102	2.88%
--- Prior year adjustments		(35,425)	(105,966)	70,541	
Equity Revenue		911,196	655,830	255,366	38.94%
--- Prior year adjustments		(7,570)	75,934	(83,504)	
Transition Revenue		15,923	15,478	446	2.88%
--- Prior year adjustments		(99)	(295)	196	
Technology Levy	*	7,343,635	6,885,343	458,292	6.66%
		-	-	-	
Operating Capital		1,523,546	1,351,354	172,192	12.74%
Alt Teacher Compensation (Q-comp)		1,138,850	1,063,396	75,454	7.10%
Achievement & Integration (new formula)		594,238	484,828	109,411	22.57%
Reemployment (state unemployment)		25,000	25,000	-	0.00%
Safe Schools/Crime Levy		485,791	472,198	13,594	2.88%
-- Safe schools Intermediate 287		202,413	196,749	5,664	2.88%
Ice Arena		255,000	260,673	(5,673)	-2.18%
Career Technical		554,230	506,890	47,341	9.34%
Other Post-Employment Benefits(OPEB)		50,000	-	50,000	
Long Term Facility Maintenance		9,109,987	9,108,382	1,605	0.02%
Health and Safety		700,000	700,000	-	
Capital Facility Bonds	**	(600,233)	(601,493)	1,260	-0.21%
Lease Levy		3,525,337	3,404,810	120,527	3.54%
Abatements		442,787	424,423	18,364	4.33%
Other adjustments	***	(704,579)	(505,494)	(199,085)	39.38%
<b>GENERAL FUND TOTALS</b>		<b>\$ 58,579,291</b>	<b>\$ 55,253,713</b>	<b>\$ 3,325,578</b>	<b>6.02%</b>

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

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

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

Wayzata Public Schools  
 Pay 2019 Analysis as 9-12-2018  
 Community Service Fd - Proposed

Exhibit II

	PRELIMINARY			
	Payable 2019 Amount	Payable 2018 Amount	Dollar Change	Percent Change
Basic Levy	\$ 469,841	\$ 469,841	\$ -	0.0%
Early Childhood Levy	457,839	461,267	(3,429)	-0.7%
Home Visitation Levy	8,640	7,182	1,458	20.3%
Adults with Disabilities	7,500	7,500	-	0.0%
School Age Care (before and after school for students w/disabilities)	600,000	380,000	220,000	57.9%
Abatements and Prior year adjustments	(7,374)	(99,802)	92,428	
<b>COMMUNITY SERVICE FUND TOTALS</b>	<b>\$ 1,536,446</b>	<b>\$ 1,225,989</b>	<b>\$ 310,457</b>	<b>25.32%</b>

Wayzata Public Schools  
 Pay 2019 Analysis as 9-12-2018  
 Debt Service Fd Levy - Proposed

Exhibit III

	PRELIMINARY Payable 2019 Amount	Payable 2018 Amount	Dollar Change	Percent Change
Levy of 105% of Principal and Interest Debt Excess (Refund to taxpayers)	\$ 10,098,132 (924,906)	\$ 8,752,565 (212,439)	\$ 1,345,567 (712,467)	
Capital and Alternative Facilities Bonds Debt Excess (Refund to taxpayers)	3,425,200 (313,720)	3,562,959 (133,475)	(137,759) (180,245)	
Abatements and Prior year adjustments	146,052	155,912	(9,860)	
<b>DEBT SERVICE FUND TOTALS</b>	<b><u>12,430,758</u></b>	<b><u>12,125,522</u></b>	<b><u>305,236</u></b>	<b><u>2.52%</u></b>

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

**AGENDA SECTION:** 8. Board Reports

**ITEM:** Board Reports

**COMMENTS BY:** Sarah Johansen, 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 – September 17, 2018

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

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**ITEM: Audience Opportunity to Address the Board**

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**COMMENTS BY: Sarah Johansen, Board Chair**

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This section of the agenda provides an opportunity for members of the audience to address the School Board. Speakers will be allotted approximately three minutes. Please note that this time is provided for citizens to address the Board; this is not an appropriate venue for a discussion or debate. If the speaker would like follow-up contact from the Board of Education, they may leave their contact information with the administrative assistant.

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

**BOARD OF EDUCATION**  
Regular Meeting – September 17, 2018

**AGENDA SECTION: 10. Adjourn**

**ITEM: Adjourn**

**COMMENTS BY: Sarah Johansen, 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: \_\_\_\_\_

Time: \_\_\_\_\_