WAYZATA PUBLIC SCHOOLS

Excellence. For each and every student.

BOARD OF EDUCATION

Special Meeting - June 22, 2026 - 4:00 PM
Creekside
16000 41st Ave N.
Plymouth, MN 55446

AGENDA

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**
   - A. Approval of Minutes
   - B. Finance and Operations
     - 1. Monthly Reports
       - i. Gifts and Bequests- May 2026 — 2
       - ii. Check Report- May 2026 — 3
       - iii. Wire, EFT & ACH Report- April 2026 — 18
   - C. Human Resource Services
     - 1. Monthly Recommendations — 19
   - D. Superintendent
     - 1. Minnesota State High School League Membership Renewal — 23
4. **RECOGNITIONS**
   - A. Retiree Recognition
5. **AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD**
6. **ADMINISTRATIVE REPORTS AND RECOMMENDATIONS**
   - A. Teaching and Learning
     - 1. Peer Coach Q Comp Report — 25
   - B. Superintendent
     - 1. Policy Approvals — 42
       - i. Policy 201- School Board Legal Status — 44
       - ii. Policy 202- School Board Officers — 50
       - iii. Policy 205- School Board Meetings- Open and Closed — 58
       - iv. Policy 210- Conflict of Interest- School Board Members — 74
       - v. Sunset Policies
         - 1. 201- School Board Powers and Duties — 82
         - 2. 206- Board Organizational Meeting — 83
   - C. Finance and Operations
     - 1. Financial Reports — 84
     - 2. Preliminary FY26-27 Budget — 89
     - 3. Series 2026B Authorizing and Reimbursement Resolution — 115
     - 4. Certification of Population Levy Resolution — 127
   - D. Human Resource Services
     - 1. Unaffiliated Handbooks — 130
     - 2. Principals Contract — 136
     - 3. 2027-28 Calendar Approval — 206
7. **OTHER BOARD ACTION**
   - A. Board Handbook Update — 214
8. **BOARD REPORTS**
9. **ADJOURN**

In case of inclement weather, the meeting will be held on the next business day at the same time and same place, unless a quorum of the board is not available.

In accordance with MN Statute 13D.01, some members may be attending via interactive technology.

2025-26 School Year Gifts & Bequests

For the Month Ended May 31, 2026

WAYZATA PUBLIC SCHOOLS

Excellence. For each and every student.

Acknowledgment of Contributions:

Per Minnesota Statues § 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."

A schedule of such gifts received in May of 2026 can be found below:

Donated By	Purpose	Amount
Oakwood Elementary PTA	Field Trip Scholarship	$ 24.00
Oakwood Elementary PTA	Classroom Supplies	$ 98.00
Oakwood Elementary PTA	1st Grade Field Trip	$ 308.04
Sunset Hill PTSA	Crew Mentoring Program	$ 130.23
Gleason Lake PTO	SDC Budget	$ 500.10
Gleason Lake PTO	Enrichment Supply Budget	$ 190.05
Sunset Hill PTSA	Reimbursement for 3rd Grade Stages	$ 1,906.71
Gleason Lake PTO	Media Center Books	$ 1,032.20
Gleason Lake PTO	Literacy Specialists Books	$ 169.98
Gleason Lake PTO	Kindergarten Specialist Supplies	$ 139.13

Total Cash Donations	**$ 4,498.44**
Total In-Kind Donations	**$ -**
Total 2025-26 School Year Gifts and Donations*	**$ 4,498.44**

**Total amount for the 2025-26 school year reflects cash gifts and in-kind donations submitted for School Board approval in 2025-26.*

2025-26 School Year Check Listing

For the Month Ended May 31, 2026

WAYZATA PUBLIC SCHOOLS

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Check No.	Vendor	Date	Amount
21749	DEPARTMENT OF THE TREASURY-EFTPS	5/7/2026	$ 1,339,321.32
21750	EBC (EDUCATORS BENEFIT CONSULTANTS), AVIBEN	5/7/2026	$ 446,397.34
21751	MISSISSIPPI DEPT OF HUMAN SERVICES, ST DISBMT UNIT	5/7/2026	$ 339.00
21752	MN CHILD SUPPORT - PAYMENT CTR	5/7/2026	$ 1,892.90
21753	MN DEPARTMENT OF REVENUE (E-SERVICES)	5/7/2026	$ 227,769.46
21754	MN DEPT OF REVENUE	5/7/2026	$ 1,034.88
21755	MN TEACHERS RETIREMENT ASSN	5/7/2026	$ 762,768.06
21756	ONEBRIDGE BENEFITS INC.	5/7/2026	$ 145,140.00
21757	PUBLIC EMPLOYEES RETIREMENT ASSN	5/7/2026	$ 240,813.77
21759	DEPARTMENT OF THE TREASURY-EFTPS	5/15/2026	$ 1,324,864.01
21760	EBC (EDUCATORS BENEFIT CONSULTANTS), AVIBEN	5/15/2026	$ 450,710.89
21761	MN CHILD SUPPORT - PAYMENT CTR	5/15/2026	$ 1,892.90
21762	MN DEPARTMENT OF REVENUE (E-SERVICES)	5/15/2026	$ 222,251.81
21763	MN DEPT OF REVENUE	5/15/2026	$ 879.02
21764	MN TEACHERS RETIREMENT ASSN	5/15/2026	$ 764,907.11
21765	PUBLIC EMPLOYEES RETIREMENT ASSN	5/15/2026	$ 210,858.40
50876	HI-TECH REFRIGERATION	5/21/2026	$ (741.47)
54820	A+ DRIVING SCHOOL NORTH, INC,	5/5/2026	$ 1,800.00
54821	ALL STRINGS ATTACHED	5/5/2026	$ 451.00
54822	ALLEGRA PRINT & IMAGING	5/5/2026	$ 1,579.61
54823	ALLINA HEALTH SYSTEM	5/5/2026	$ 285.00
54824	AMAZON CAPITAL SERVICES INC	5/5/2026	$ 17,020.46
54825	AQUA NORTH SOLUTIONS LLP	5/5/2026	$ 1,360.00
54826	ARVIG	5/5/2026	$ 5,803.95
54827	ATMOSPHERE COMMERCIAL INTERIORS LLC	5/5/2026	$ 952.88
54828	AUTOMATED LOGIC CORP	5/5/2026	$ 9,594.70
54829	BUFFALO GUN CLUB INC	5/5/2026	$ 570.00
54830	BUTLER, BETHANY	5/5/2026	$ 990.00
54831	CAPTIVATE MEDIA + CONSULTING, CAPTURE VIDEO	5/5/2026	$ 7,200.00
54832	CDW GOVERNMENT LLC	5/5/2026	$ 108,606.05
54833	CENTERPOINT ENERGY	5/5/2026	$ 418.58
54834	CHIDOZIE, UCHENNA	5/5/2026	$ 1,083.00
54835	CITY OF PLYMOUTH	5/5/2026	$ 23,696.06
54836	COMCAST HOLDINGS CORPORATION	5/5/2026	$ 101.74
54837	COMMERCIAL DOOR SYSTEMS LLC	5/5/2026	$ 309.25
54838	CONTEMPORARY IMAGES INC	5/5/2026	$ 594.00
54839	CONTINUA INTERIORS OF MINNESOTA, LLC	5/5/2026	$ 1,181.28
54840	COUGHLAN COMPANIES LLC	5/5/2026	$ 1,699.15
54841	CRAWFORD, KERRY KAYE	5/5/2026	$ 1,000.00
54842	CUB FOODS	5/5/2026	$ 190.77
54843	CYBER ADVISORS	5/5/2026	$ 4,617.50
54844	DISCOUNT SCHOOL SUPPLY	5/5/2026	$ 399.06
54845	EBC (EDUCATORS BENEFIT CONSULTANTS), AVIBEN	5/5/2026	$ 555.29
54846	ECM PUBLISHERS, INC	5/5/2026	$ 77.37

54847	ENABLING DEVICES	5/5/2026	$	153.90
54848	FERGUSON ENTERPRISES, INC	5/5/2026	$	270.00
54849	FIRST STUDENT INC	5/5/2026	$	771,112.02
54850	FIRST STUDENT INC	5/5/2026	$	8,014.13
54851	FOUR SEASONS OUTDOOR SOLUTIONS	5/5/2026	$	5,325.00
54852	GEARED UP APPAREL, LLC	5/5/2026	$	1,170.00
54853	GOPHER SPORT	5/5/2026	$	155.00
54854	GRAINGER INC., W. W.	5/5/2026	$	957.62
54855	H & B SPECIALIZED PRODUCTS	5/5/2026	$	2,445.00
54856	HANSON SPORTS LLC, SKYHAWKS MN	5/5/2026	$	790.00
54857	HEALTH RISK STRATEGIES, LLC	5/5/2026	$	500.00
54858	HENNEPIN COUNTY	5/5/2026	$	301.00
54859	HENNEPIN COUNTY	5/5/2026	$	8,091.97
54860	HILL CO, ROBERT B.	5/5/2026	$	405.33
54861	HORIZON COMMERCIAL POOL SUPPLY	5/5/2026	$	710.52
54862	HOUSE OF NOTE	5/5/2026	$	230.00
54863	HUNTER QUINN PRODUCTIONS LLC	5/5/2026	$	400.00
54864	INNOVATIVE OFFICE SOLUTIONS	5/5/2026	$	10,196.40
54865	INTERMEDIATE DIST 287	5/5/2026	$	144,006.40
54866	JOHNSON FITNESS & WELLNESS	5/5/2026	$	9,573.24
54867	JOHNSON, RICHARD W	5/5/2026	$	112.50
54868	KERN, JAMES ROBERT	5/5/2026	$	520.00
54869	KEYSTONE INTERPRETING SOLUTIONS	5/5/2026	$	3,709.75
54870	KIYOKO MOTOAYAMA SIMS	5/5/2026	$	1,083.00
54871	LAKESHORE LEARNING MATERIALS	5/5/2026	$	1,291.82
54872	LVC (LOW VOLTAGE CONTRACTORS)	5/5/2026	$	549.18
54873	MAIN LINE TRANSPORTATION INC (MTI)	5/5/2026	$	764,576.23
54874	MARGIE SCHERSCHLIGT SERVICES LLC	5/5/2026	$	150.00
54875	MARS SUPPLY	5/5/2026	$	2,423.00
54876	MERZER M.A., L.P., SHEILA	5/5/2026	$	393.75
54877	METRO VOLLEYBALL OFFICIAL ASSOCIATION, LLC	5/5/2026	$	270.00
54878	MIDWEST EDUCATIONAL CONSULTANTS, INC	5/5/2026	$	1,750.00
54879	MILLER 32ND AVE, LLC	5/5/2026	$	6,819.43
54880	MINNESOTA HOSA	5/5/2026	$	8,365.00
54881	MINT ROOFING INC	5/5/2026	$	698.06
54882	MN CLAY CO. USA	5/5/2026	$	648.34
54883	MN COMMUNITY ED ASSN	5/5/2026	$	569.00
54884	MN TROPHIES & GIFTS	5/5/2026	$	594.00
54885	NAC MECHANICAL AND ELECTRICAL, API HAVAC SERVICE	5/5/2026	$	624.00
54886	NASCO EDUCATION LLC/SCHOOL SPECIALTY LLC	5/5/2026	$	355.28
54887	NERD IN LAW LLC	5/5/2026	$	200.00
54888	NOKOMIS SHOE SHOP INC	5/5/2026	$	149.90
54889	NORTH HENNEPIN COMMUNITY COLLEGE	5/5/2026	$	18,000.00
54890	OPEN TEXT INC	5/5/2026	$	293.92
54891	OSTLUND, AKIKO	5/5/2026	$	1,128.00
54892	PAYDHEALTH	5/5/2026	$	4,540.27
54893	PEDIATRIC HOME SERVICE	5/5/2026	$	1,950.00
54894	PHASOR ELECTRIC CO	5/5/2026	$	17,514.00
54895	PILATES MN	5/5/2026	$	1,482.00
54896	PLYMOUTH COMMUNITY CENTER	5/5/2026	$	928.00
54897	POLISHED AND BEYOND LLC	5/5/2026	$	504.00
54898	PREMIUM WATERS INC	5/5/2026	$	113.44
54899	PROFESSIONAL INTERPRETING	5/5/2026	$	754.57
54900	R J MECHANICAL INC	5/5/2026	$	1,432.73

54901	RAPTOR TECHNOLOGIES LLC	5/5/2026	$	13,466.25
54902	RDO EQUIPMENT CO	5/5/2026	$	9,993.00
54903	REINDERS	5/5/2026	$	168.00
54904	SALITA, WENDY	5/5/2026	$	336.00
54905	SALTCO LLC	5/5/2026	$	1,374.84
54906	SCHOOL HEALTH CORP	5/5/2026	$	177.92
54907	SCHOOL SPECIALTY**DO NOT USE**	5/5/2026	$	122.26
54907	SCHOOL SPECIALTY**DO NOT USE**	5/21/2026	$	(122.26)
54908	SCHROEPFER, NATHAN	5/5/2026	$	107.00
54909	SITE ONE LANDSCAPE SUPPLY LLC	5/5/2026	$	1,740.07
54910	SODERBERG, JAY P	5/5/2026	$	1,900.00
54911	SOLIANT HEALTH	5/5/2026	$	922.60
54912	SVANOE, ERIKA	5/5/2026	$	2,000.00
54913	TECH ACADEMY, THOMSEN SYSTEM	5/5/2026	$	60.00
54914	THREE RIVERS PARK DISTRICT	5/5/2026	$	960.00
54915	TIMELY SCHOOLS, LLC	5/5/2026	$	41,400.00
54916	T-MOBILE USA, INC	5/5/2026	$	1,085.00
54917	ULINE SHIPPING SUPPLY	5/5/2026	$	2,184.59
54918	URBAN AIR PLYMOUTH	5/5/2026	$	2,497.87
54919	WAYZATA EDUCATION FUND	5/5/2026	$	5,105.00
54920	WEST MUSIC CO	5/5/2026	$	432.28
54921	WOLD ARCHITECTS AND ENGINEERS	5/5/2026	$	59,506.19
54922	XCEL ENERGY	5/5/2026	$	1,036.71
54923	XCEL ENERGY	5/5/2026	$	130,999.84
54924	XEROX CORPORATION	5/5/2026	$	12,168.54
54925	YORKS FAMILY SERVICE	5/5/2026	$	943.39
54926	SCHOOL SERVICE EMPLOYEES	5/6/2026	$	13,447.79
54927	WAYZATA EDUCATION FUND	5/6/2026	$	158.55
54928	A+ DRIVING SCHOOL NORTH, INC,	5/13/2026	$	3,105.00
54929	A-1 OUTDOOR POWER INC	5/13/2026	$	97.96
54930	ABAMATH LLC	5/13/2026	$	59.00
54931	ACME TOOLS - PLYMOUTH	5/13/2026	$	179.00
54932	ADVANCED COMMERCIAL KITCHENS	5/13/2026	$	4,610.49
54933	ALLINA HEALTH SYSTEM	5/13/2026	$	190.00
54934	AMAZON CAPITAL SERVICES INC	5/13/2026	$	13,432.14
54935	AMERICAN BOTTLING CO	5/13/2026	$	4,626.13
54936	ANDRASCHKO, NEIL	5/13/2026	$	94.00
54937	APPLE FINANCIAL SERVICES	5/13/2026	$	676,857.99
54938	APRES EVENT DECOR AND TENT RENTAL	5/13/2026	$	6,206.08
54939	ARTIS, ROGER	5/13/2026	$	330.00
54940	BARTELS, ELLA M	5/13/2026	$	288.04
54941	BAYADA HOME HEALTH CARE INC	5/13/2026	$	2,080.00
54942	BAYFIELD FRUIT CO LLC	5/13/2026	$	1,435.50
54943	BEAN, WILLIAM	5/13/2026	$	166.00
54944	BECKMAN, ANNE ELIZABETH	5/13/2026	$	80.00
54945	BELLEFY, RYAN	5/13/2026	$	107.00
54946	BENJAMIN BUS, INC.	5/13/2026	$	468.75
54947	BENNETT, JEFF	5/13/2026	$	373.50
54948	BERRY COFFEE COMPANY	5/13/2026	$	160.41
54949	BETHEL UNIVERSITY	5/13/2026	$	525.00
54950	BLICK ART MATERIALS	5/13/2026	$	271.20
54951	BOULDERING COMPANY INC	5/13/2026	$	350.00
54952	BREADSMITH	5/13/2026	$	234.00
54953	BRIGHTLY SOFTWARE, INC	5/13/2026	$	16,262.17

54954	BROWN'S ICE CREAM CO	5/13/2026	$	426.96
54955	BSN SPORTS	5/13/2026	$	1,566.21
54956	BUBOLZ-MILLER, JENNIFER	5/13/2026	$	80.00
54957	BUFFALO GUN CLUB INC	5/13/2026	$	1,513.00
54958	CANON FINANCIAL SERVICES INC	5/13/2026	$	1,580.66
54959	CAPITOL BEVERAGE SALES LP	5/13/2026	$	1,009.44
54960	CAPTIVATE MEDIA + CONSULTING, CAPTURE VIDEO	5/13/2026	$	350.00
54961	CENTERPOINT ENERGY	5/13/2026	$	388.12
54962	CESO HR / THE CENTER FOR EFFECTIVE SCHOOL OPERATIONS, LLC	5/13/2026	$	195.00
54963	CESO TRANSPORTATION, LLC	5/13/2026	$	22,109.21
54964	CHRISTIANSON, KARI	5/13/2026	$	80.00
54965	CITI-CARGO & STORAGE	5/13/2026	$	87.00
54966	CITY OF MEDINA	5/13/2026	$	132.87
54967	CITY OF WAYZATA	5/13/2026	$	1,937.58
54968	COLLABORATIVE CLASSROOM	5/13/2026	$	7,273.80
54969	CUB FOODS	5/13/2026	$	64.09
54970	DASH SPORTS LLC	5/13/2026	$	1,684.00
54971	DAY, EMMANUEL	5/13/2026	$	294.91
54972	DELANEY, MICHAEL	5/13/2026	$	156.00
54973	DISCOUNT SCHOOL SUPPLY	5/13/2026	$	279.83
54974	DISCOVER YOURSELF INC	5/13/2026	$	4,910.00
54975	DOUGHERTY-HEIM, CARMEN C	5/13/2026	$	672.00
54976	DOYLE SECURITY PRODUCTS	5/13/2026	$	880.67
54977	EDINA HIGH SCHOOL	5/13/2026	$	200.00
54978	EGAN COMPANY	5/13/2026	$	29,361.73
54979	ELLETSON TREE CARE LLC	5/13/2026	$	4,625.00
54980	EMC INSURANCE COMPANIES	5/13/2026	$	20,622.09
54981	FIRST STUDENT INC	5/13/2026	$	808,293.15
54982	FISCHER, PHYLLIS	5/13/2026	$	695.15
54983	FLAGSHIP RECREATION	5/13/2026	$	50.18
54984	FLINN SCIENTIFIC	5/13/2026	$	683.60
54985	FRICK, SUSAN	5/13/2026	$	72.28
54986	FUN ENGINEERZ LLC	5/13/2026	$	1,120.00
54987	GELMO, IBSAA	5/13/2026	$	218.00
54988	GERBER, STEVEN R	5/13/2026	$	761.74
54989	GEURINK, AREND	5/13/2026	$	92.00
54990	GJERSVIG, MICHAEL	5/13/2026	$	166.00
54991	GOPHER SPORT	5/13/2026	$	190.15
54992	GOPHER STAGE LIGHTING	5/13/2026	$	201.20
54993	GRAINGER INC., W. W.	5/13/2026	$	4,879.02
54994	GRAY, EMILY	5/13/2026	$	62.00
54995	GRAYBAR ELECTRIC CO	5/13/2026	$	261.78
54996	HAMMANN, DENNIS	5/13/2026	$	337.04
54997	HANSON, SOPHIE	5/13/2026	$	59.76
54998	HAYES, DAYTON	5/13/2026	$	107.00
54999	HILL CO, ROBERT B.	5/13/2026	$	396.80
55000	HILLYARD INC MINNEAPOLIS	5/13/2026	$	21,274.62
55001	HINAMAN, PETER	5/13/2026	$	107.00
55002	HOLLENBACK, CHARLES E	5/13/2026	$	107.00
55003	HORIZON COMMERCIAL POOL SUPPLY	5/13/2026	$	436.24
55004	INGRAM LIBRARY SERVICES	5/13/2026	$	1,819.97
55005	INNOVATIVE OFFICE SOLUTIONS	5/13/2026	$	1,930.45
55006	INSTITUTE FOR MULTI-SENSORY EDUCATION LLC	5/13/2026	$	722.73
55007	JENNIERUTH, LLC	5/13/2026	$	189.00

55008	JOHNSON, LAURA	5/13/2026	$	80.00
55009	KARLSBURGER FOODS, INC	5/13/2026	$	423.72
55010	KD & COMPANY RECYCLING INC	5/13/2026	$	160.13
55011	KEYSTONE INTERPRETING SOLUTIONS	5/13/2026	$	1,132.45
55012	KINECT ENERGY INC	5/13/2026	$	914.00
55013	KONE INC	5/13/2026	$	4,732.10
55014	KUPHAL, BRENT M	5/13/2026	$	107.00
55015	KURPIERS, REYNE	5/13/2026	$	80.00
55016	LADEN, GREGORY	5/13/2026	$	1,050.00
55017	LAKESHORE LEARNING MATERIALS	5/13/2026	$	416.93
55018	LAND TITLE, INC	5/13/2026	$	325,699.70
55019	LANGUAGE LINE SERVICES	5/13/2026	$	648.67
55020	LARSON CO, J. H.	5/13/2026	$	911.71
55021	LARSON, JOAN	5/13/2026	$	59.76
55022	LAURSEN PIANO SERVICES	5/13/2026	$	155.00
55023	LEHNER, KENNETH	5/13/2026	$	107.00
55024	LESHOVSKY, MATT	5/13/2026	$	95.00
55025	LORENZ BUS CO	5/13/2026	$	6,415.00
55026	LVC (LOW VOLTAGE CONTRACTORS)	5/13/2026	$	975.56
55027	MAIN LINE TRANSPORTATION INC (MTI)	5/13/2026	$	2,058.85
55028	MARS SUPPLY	5/13/2026	$	531.88
55029	MEI - MINNESOTA ELEVATOR INC	5/13/2026	$	3,881.25
55030	METRO HARDWOODS	5/13/2026	$	927.70
55031	MIDWEST MUSICAL IMPORTS	5/13/2026	$	1,959.50
55032	MILLER, TODD	5/13/2026	$	95.00
55033	MINT ROOFING INC	5/13/2026	$	412.50
55034	MN ASSN OF SCHOOL ADMINISTRATORS	5/13/2026	$	649.00
55035	MN CLAY CO. USA	5/13/2026	$	61.32
55036	MN POLLUTION CONTROL AGENCY	5/13/2026	$	821.70
55037	MN SYMPHONIC WINDS INC	5/13/2026	$	200.00
55038	NAC MECHANICAL AND ELECTRICAL, API HAVAC SERVICE	5/13/2026	$	2,248.50
55039	NATIONAL ASSOC. OF SECONDARY SCHOOL PRINCIPAL, NASSP	5/13/2026	$	480.00
55040	NAWROCKI, MCKAYLA	5/13/2026	$	36.14
55041	NELSON CHEESE AND DELI COMO	5/13/2026	$	3,867.60
55042	NORCOSTCO INC	5/13/2026	$	382.25
55043	O'NEILL, STEVEN	5/13/2026	$	901.44
55044	PALM, ALEXANDRA	5/13/2026	$	80.00
55045	PAN-O-GOLD BAKING CO	5/13/2026	$	1,853.66
55046	PAULSON, MICHAEL	5/13/2026	$	166.00
55047	PEARSON EDUCATION	5/13/2026	$	89.70
55048	PEDIATRIC HOME SERVICE	5/13/2026	$	731.25
55049	PEPPER & SON INC., J. W.	5/13/2026	$	40.87
55050	PERFORMANCE FOOD GROUP INC	5/13/2026	$	1,271.50
55051	PETERSON, DONNA	5/13/2026	$	331.10
55051	PETERSON, DONNA	5/21/2026	$	(331.10)
55052	PIONEER ATHLETICS	5/13/2026	$	24,739.95
55053	PREMIUM WATERS INC	5/13/2026	$	80.99
55054	PROFESSIONAL INTERPRETING	5/13/2026	$	2,090.23
55055	PUGH, SETH	5/13/2026	$	107.00
55056	RDO EQUIPMENT CO	5/13/2026	$	3,549.50
55057	REGENTS OF THE UNIV OF MN	5/13/2026	$	1,255.00
55058	REINDERS	5/13/2026	$	2,023.93
55059	RICHFIELD PRINTING, INC	5/13/2026	$	1,852.25
55060	ROBLEY, CRAIG	5/13/2026	$	72.28

55061	ROOT, STEPHEN	5/13/2026	$	568.76
55062	RUSH CREEK GOLF CLUB	5/13/2026	$	5,033.17
55063	SAFELITE FULFILLMENT INC.	5/13/2026	$	1,191.32
55064	SALTCO LLC	5/13/2026	$	1,140.00
55065	SCHIMETZ, SCOTT	5/13/2026	$	95.00
55066	SCHMITT MUSIC CO	5/13/2026	$	181.22
55067	SCHOOL SPECIALTY**DO NOT USE**	5/13/2026	$	493.92
55067	SCHOOL SPECIALTY**DO NOT USE**	5/19/2026	$	(493.92)
55068	SCHOOL SPECIALTY, LLC/NASCO EDUCATION	5/13/2026	$	122.26
55069	SCHREPFER, ANTHONY	5/13/2026	$	107.00
55070	SCHULER, SCOTT R	5/13/2026	$	107.00
55071	SCHUTT SPORTS LLC	5/13/2026	$	13,803.92
55072	SCOTT, CHRIS	5/13/2026	$	175.26
55073	SELLARS, CAROL	5/13/2026	$	95.00
55074	SEVEREID, NANCY M	5/13/2026	$	322.00
55075	SHRED-N-GO - 446138	5/13/2026	$	1,174.00
55076	SITE ONE LANDSCAPE SUPPLY LLC	5/13/2026	$	81.86
55077	SKYWARD INC	5/13/2026	$	52,310.00
55078	SOCIAL CLUB SIMPLE LLC	5/13/2026	$	120.00
55079	STARR, DWAYNE	5/13/2026	$	124.00
55080	STEINER, JACOB	5/13/2026	$	59.76
55081	STEVE WEISS MUSIC INC	5/13/2026	$	68.85
55082	STEWART, PETER	5/13/2026	$	748.78
55083	STMA TRAP TEAM BOOSTER CLUB	5/13/2026	$	740.00
55084	SULLWOLD, RYAN	5/13/2026	$	288.04
55085	TEAMWORKS INTERNATIONAL, INC	5/13/2026	$	1,050.00
55086	TEKVISIONS INC	5/13/2026	$	480.00
55087	TENGWALL, CHRIS	5/13/2026	$	218.00
55088	THE HARRIS-BILLINGS CO, INC	5/13/2026	$	263.69
55089	THE MATH LEARNING CTR	5/13/2026	$	50.00
55090	THE WORKS	5/13/2026	$	1,200.00
55091	THOMAS, JACK	5/13/2026	$	166.00
55092	THORSTENSON, ROBIN	5/13/2026	$	50.60
55093	TIMBRE BRASS & WOODWINDS	5/13/2026	$	6,400.00
55094	TRAFERA, LLC, TRAFERA HOLDINGS	5/13/2026	$	300.00
55095	TRANSPORTATION PLUS INC	5/13/2026	$	2,574.00
55096	TRIO SUPPLY CO	5/13/2026	$	13,329.27
55097	TYLER TECHNOLOGIES INC	5/13/2026	$	6,725.63
55098	ULINE SHIPPING SUPPLY	5/13/2026	$	239.53
55099	UNLIMITED SUPPLIES	5/13/2026	$	1,096.30
55100	VANG, MATTHEW	5/13/2026	$	253.00
55101	VISTAR	5/13/2026	$	700.48
55102	WALTEMATH, DAWN	5/13/2026	$	72.28
55103	WAYZATA RESULTS, INC	5/13/2026	$	2,700.00
55104	WEIS, SCOTT	5/13/2026	$	95.00
55105	WEST MUSIC CO	5/13/2026	$	722.35
55106	WINELAND, SAMANTHA	5/13/2026	$	72.28
55107	XEROX CORPORATION	5/13/2026	$	1,439.52
55108	XEROX FINANCIAL SERVICES	5/13/2026	$	144.00
55109	ZAYO NETWORK SERVICES, LLC	5/13/2026	$	3,419.40
55110	ZEIDLER, ROBERT	5/13/2026	$	337.04
55111	4IMPRINT INC	5/19/2026	$	787.35
55112	ADA SPORTS	5/19/2026	$	69.00
55113	ADVANTAGEHEALTH CORPORATION	5/19/2026	$	1,683.50

55114	AIM ELECTRONICS INC	5/19/2026	$	328,318.20
55115	ALLEGRA PRINT & IMAGING	5/19/2026	$	1,351.68
55116	AMAZON CAPITAL SERVICES INC	5/19/2026	$	6,824.01
55117	APEX WATER AND PROCESS, INC.	5/19/2026	$	3,052.50
55118	ARAMARK US BANK STADIUM	5/19/2026	$	3,654.38
55119	ARTIS, ROGER	5/19/2026	$	150.00
55120	BERRY COFFEE COMPANY	5/19/2026	$	347.64
55121	BIO CORPORATION	5/19/2026	$	476.32
55122	BIX PRODUCE COMPANY LLC	5/19/2026	$	26,985.67
55123	BLICK ART MATERIALS	5/19/2026	$	348.40
55124	BRANDED CUSTOM SPORTSWEAR INC	5/19/2026	$	2,072.59
55125	BREADSMITH	5/19/2026	$	1,188.00
55126	BRUEGGER'S ENTERPRISES INC	5/19/2026	$	1,615.71
55127	BRYAND, MONICA	5/19/2026	$	250.00
55128	BUBOLZ-MILLER, JENNIFER	5/19/2026	$	80.00
55129	CENTERPOINT ENERGY	5/19/2026	$	1,380.62
55130	CESO TECHNOLOGY LLC	5/19/2026	$	6,000.00
55131	CHATWIN, GRACE	5/19/2026	$	80.00
55132	CITY OF PLYMOUTH	5/19/2026	$	13,896.07
55133	CITY OF PLYMOUTH	5/19/2026	$	7,395.36
55134	CONTEMPORARY IMAGES INC	5/19/2026	$	946.55
55135	CONTINUA INTERIORS OF MINNESOTA, LLC	5/19/2026	$	40,346.21
55136	CUB FOODS	5/19/2026	$	39.14
55137	DAKOTA TRUCK UNDERWRITERS (RAS)	5/19/2026	$	29,385.79
55138	DESHAW, NICHOLAS	5/19/2026	$	350.00
55139	EBERT CONSTRUCTION	5/19/2026	$	1,625.97
55140	EGAN COMPANY	5/19/2026	$	2,205.00
55141	EMI AUDIO	5/19/2026	$	938.00
55142	EROSION PRODUCTS LLC	5/19/2026	$	716.55
55143	FIRST STUDENT INC	5/19/2026	$	15,739.63
55144	FLINN SCIENTIFIC	5/19/2026	$	63.94
55145	FLUTTERBEE EDUCATION GROUP, BELLWETHER MEDIA	5/19/2026	$	134.22
55146	FOBBE ELECTRIC INC	5/19/2026	$	41,847.49
55147	FUN ENGINEERZ LLC	5/19/2026	$	1,120.00
55148	GEHRZ, MICHELLE	5/19/2026	$	217.75
55149	GEORGAKOPOULOS, TESS	5/19/2026	$	110.00
55150	GOPHER SPORT	5/19/2026	$	807.51
55151	GRAYBAR ELECTRIC CO	5/19/2026	$	430.69
55152	GROTH MUSIC CO	5/19/2026	$	83.30
55153	HEGER'S DAIRY, LLC	5/19/2026	$	1,060.50
55154	HOME DEPOT/GECF	5/19/2026	$	2,288.40
55155	IMAGINE LEARNING LLC	5/19/2026	$	781.21
55156	INDIANHEAD FOODSERVICE DISTR. INC	5/19/2026	$	283,416.82
55157	INGCO INTERNATIONAL	5/19/2026	$	441.85
55158	INNOVATIVE OFFICE SOLUTIONS	5/19/2026	$	10,193.62
55159	INSPEC, INC.	5/19/2026	$	4,300.00
55160	IRON MOUNTAIN	5/19/2026	$	1,778.47
55161	ISCORP (INTEGRATED OFFICE SYSTEMS CORP)	5/19/2026	$	13,419.58
55162	JILLIAN RD LLC	5/19/2026	$	200.00
55163	JOHNSON CONTROLS BUILDING SOLUTIONS LLC	5/19/2026	$	2,793.71
55164	KINECT ENERGY INC	5/19/2026	$	46,745.46
55165	KRAUS-ANDERSON CONSTRUCTION CO	5/19/2026	$	185,912.96
55166	L2 BRANDS LLC	5/19/2026	$	465.87
55167	LAKE COUNTRY INDUSTRIES LLC, LAKE COUNTRY TRAN	5/19/2026	$	5,792.90

55168	LANO EQUIPMENT INC	5/19/2026	$	651.35
55169	LERNER PUBLISHING GROUP INC	5/19/2026	$	491.80
55170	LET IT SPEAK PIANO TUNING AND REPAIR	5/19/2026	$	375.00
55171	LORENZ BUS CO	5/19/2026	$	10,815.00
55172	LRS PORTABLES, LLC	5/19/2026	$	1,567.09
55173	MAPLE GROVE HIGH SCHOOL	5/19/2026	$	300.00
55174	MECA SPORTSWEAR	5/19/2026	$	1,809.18
55175	MEDINA ENTERTAINMENT CTR	5/19/2026	$	27,039.84
55176	MERRY, VANESSA	5/19/2026	$	180.00
55177	MERZER M.A., L.P., SHEILA	5/19/2026	$	1,597.50
55178	METRO HARDWOODS	5/19/2026	$	148.90
55179	MINNESOTA MASSAGE OUTREACH LLC, JOY ANDERSON	5/19/2026	$	485.00
55180	MN BPA	5/19/2026	$	135.00
55181	NAPA AUTO PARTS OF CORCORAN	5/19/2026	$	289.61
55182	NELSON, AMY	5/19/2026	$	500.00
55183	ON SITE SANITATION	5/19/2026	$	2,587.00
55184	PAN-O-GOLD BAKING CO	5/19/2026	$	5,035.15
55185	PARK SPORTSMAN'S CLUB	5/19/2026	$	1,404.00
55186	PASCO SCIENTIFIC	5/19/2026	$	837.90
55187	PEBBLE CREEK PAINTING	5/19/2026	$	1,225.00
55188	PEDIATRIC HOME SERVICE	5/19/2026	$	281.25
55189	PEPSI BEVERAGES COMPANY	5/19/2026	$	10,627.31
55190	PERFORMANCE EXCELLENCE NETWORK	5/19/2026	$	800.00
55191	PLYMOUTH ICE CTR	5/19/2026	$	46,501.25
55192	PREMIUM WATERS INC	5/19/2026	$	96.66
55193	PROMOWEAR	5/19/2026	$	1,784.86
55194	R J MECHANICAL INC	5/19/2026	$	16,316.96
55195	RTL CONSTRUCTION INC	5/19/2026	$	37,506.00
55196	SALIBENNE	5/19/2026	$	245.00
55197	SCHMITT MUSIC CO	5/19/2026	$	300.30
55198	SEVERSON, LAUREL	5/19/2026	$	300.00
55199	SMSC, HOCOKATA TI	5/19/2026	$	168.00
55200	SOLIANT HEALTH	5/19/2026	$	700.00
55201	ST CLOUD REFRIGERATION INC	5/19/2026	$	45,709.25
55202	ST PAUL BEVERAGE SOLUTIONS, LLC	5/19/2026	$	13,555.57
55203	STEVE WEISS MUSIC INC	5/19/2026	$	26.85
55204	SVANOE, ERIKA	5/19/2026	$	250.00
55205	TEAM SPORTING GOODS, INC	5/19/2026	$	4,450.80
55206	THE MPX GROUP	5/19/2026	$	1,368.68
55207	TOLL GAS & WELDING SUPPLY	5/19/2026	$	132.94
55208	TRANSPORTATION PLUS INC	5/19/2026	$	156.00
55209	TRICKSTER TACOS LLC	5/19/2026	$	600.00
55210	TRIO SUPPLY CO	5/19/2026	$	5,270.23
55211	TURMAN, MAE	5/19/2026	$	80.00
55212	TWIN CITY HARDWARE	5/19/2026	$	2,145.10
55213	USI INSURANCE SERVICES LLC	5/19/2026	$	3,000.00
55214	VELSOR, AMY	5/19/2026	$	80.00
55215	WALSH ASSOCIATES LLC	5/19/2026	$	1,850.00
55216	WASTE MANAGEMENT OF WI	5/19/2026	$	44,359.80
55217	XCEL ENERGY	5/19/2026	$	7,297.32
55218	ZMD ENGINEERED SOLUTIONS LLC	5/19/2026	$	54,000.00
55219	CIGNA HEALTH & LIFE INSURANCE COMPANY	5/20/2026	$	11,560.98
55220	LIFE INSURANCE CO OF NORTH AMERICA	5/20/2026	$	24,831.56
55221	SCHOOL SERVICE EMPLOYEES	5/20/2026	$	13,477.64

55222	WOLFE PUPS ACADEMY	5/21/2026	$	398.94
55223	A+ DRIVING SCHOOL NORTH, INC,	5/27/2026	$	1,350.00
55224	A-1 OUTDOOR POWER INC	5/27/2026	$	359.99
55225	ACCO BRANDS CORPORATION	5/27/2026	$	611.67
55226	ACME TOOLS - PLYMOUTH	5/27/2026	$	2,830.87
55227	ADVANCED COMMERCIAL KITCHENS	5/27/2026	$	1,789.92
55228	ALLEGRA PRINT & IMAGING - EDEN PAIRIE	5/27/2026	$	234.00
55229	ALLINA HEALTH SYSTEM	5/27/2026	$	95.00
55230	AMAZING ATHLETES OF CENTRAL MN	5/27/2026	$	280.00
55231	AMAZON CAPITAL SERVICES INC	5/27/2026	$	9,243.61
55232	ANCOM COMMUNICATIONS	5/27/2026	$	75.00
55233	APRES EVENT DECOR AND TENT RENTAL	5/27/2026	$	7,148.33
55234	ARCHKEY SOLUTIONS, PEC SOLUTIONS	5/27/2026	$	106,894.12
55235	BACKER, LINDSAY	5/27/2026	$	159.10
55236	BAYADA HOME HEALTH CARE INC	5/27/2026	$	2,080.00
55237	BAYFIELD FRUIT CO LLC	5/27/2026	$	1,435.50
55238	BIX PRODUCE COMPANY LLC	5/27/2026	$	8,899.23
55239	BLICK ART MATERIALS	5/27/2026	$	700.99
55240	BREADSMITH	5/27/2026	$	1,800.00
55241	BRIGHAM YOUNG UNIVERSITY	5/27/2026	$	500.00
55242	BRIN GLASS SERVICE	5/27/2026	$	1,147.00
55243	BROWN'S ICE CREAM CO	5/27/2026	$	136.80
55244	BUSCKO COUNSELING LLC	5/27/2026	$	7,725.00
55245	CANNONBELLES CHEESE INC	5/27/2026	$	5,986.00
55246	CANON FINANCIAL SERVICES INC	5/27/2026	$	3,737.59
55247	CAPITOL BEVERAGE SALES LP	5/27/2026	$	785.76
55248	CARLETON COLLEGE	5/27/2026	$	2,000.00
55249	CDW GOVERNMENT LLC	5/27/2026	$	50,500.00
55250	CINTAS CORPORATION	5/27/2026	$	2,885.28
55251	CITI-CARGO & STORAGE	5/27/2026	$	261.00
55252	CITY OF WAYZATA	5/27/2026	$	42,025.00
55253	COMMERCIAL KITCHEN SERVICES	5/27/2026	$	1,156.99
55254	CONTEMPORARY IMAGES INC	5/27/2026	$	895.70
55255	CUB FOODS	5/27/2026	$	105.98
55256	DAKOTA TRUCK UNDERWRITERS (RAS)	5/27/2026	$	18,624.00
55257	DASH SPORTS LLC	5/27/2026	$	2,229.00
55258	DOYLE SECURITY PRODUCTS	5/27/2026	$	1,397.96
55259	ECOELSA LLC	5/27/2026	$	584.00
55260	ECOLAB PEST ELIMINATION DIV	5/27/2026	$	1,147.62
55261	FORD & HARRISON LLP	5/27/2026	$	190.00
55262	FUN ENGINEERZ LLC	5/27/2026	$	3,136.00
55263	GOPHER SPORT	5/27/2026	$	590.97
55264	GRAINGER INC., W. W.	5/27/2026	$	1,744.60
55265	HANSON, CHRISTOPHER S	5/27/2026	$	45.05
55266	HEGER'S DAIRY, LLC	5/27/2026	$	519.45
55267	HENNEPIN COUNTY	5/27/2026	$	329.78
55268	HILL CO, ROBERT B.	5/27/2026	$	150.58
55269	HILLYARD INC MINNEAPOLIS	5/27/2026	$	71,434.94
55270	HI-TECH REFRIGERATION	5/27/2026	$	741.47
55271	INDIANHEAD FOODSERVICE DISTR. INC	5/27/2026	$	71,232.13
55272	INNOVATIVE OFFICE SOLUTIONS	5/27/2026	$	3,180.55
55273	INSTITUTE FOR MULTI-SENSORY EDUCATION LLC	5/27/2026	$	1,398.57
55274	INTERSTATE POWER SYSTEMS	5/27/2026	$	605.72
55275	ISD #281-ROBBINSDALE SCHOOLS	5/27/2026	$	459.31

55276	JOHNSON CONTROLS	5/27/2026	$	13,782.74
55277	JOHNSTONE SUPPLY	5/27/2026	$	91.66
55278	KATHLEEN SCHULTZ LLC	5/27/2026	$	7,825.00
55279	KD & COMPANY RECYCLING INC	5/27/2026	$	381.85
55280	KEMMETMUELLER PHOTOGRAPHY	5/27/2026	$	140.00
55281	KONE INC	5/27/2026	$	1,342.67
55282	KRAUS-ANDERSON CONSTRUCTION CO	5/27/2026	$	21,814.97
55283	LAKESHORE LEARNING MATERIALS	5/27/2026	$	550.05
55284	LARSON CO, J. H.	5/27/2026	$	6,605.43
55285	LET IT SPEAK PIANO TUNING AND REPAIR	5/27/2026	$	155.00
55286	LIFE REMEMBERED	5/27/2026	$	105.00
55287	LOCOROBO INNOVATIONS INC.	5/27/2026	$	295.00
55288	LOFFLER COMPANIES INC	5/27/2026	$	1,997.61
55289	LVC (LOW VOLTAGE CONTRACTORS)	5/27/2026	$	7,162.05
55290	MARS SUPPLY	5/27/2026	$	1,013.82
55291	MCELFRESH, HEIDI	5/27/2026	$	190.00
55292	MCMASTER-CARR	5/27/2026	$	67.61
55293	MINNESOTA EQUIPMENT	5/27/2026	$	53.92
55294	MISSION FILTRATION	5/27/2026	$	7,562.28
55295	MN ASSN OF SCHOOL BUSINESS OFFICIALS	5/27/2026	$	119.00
55296	MN ASSN OF SCHOOL BUSINESS OFFICIALS	5/27/2026	$	119.00
55297	MN CLAY CO. USA	5/27/2026	$	304.52
55298	MN IT SERVICES	5/27/2026	$	6,890.75
55299	MN SCHOOL NUTRITION ASSOCIATION	5/27/2026	$	84.50
55300	MN STATE UNIVERSITY MANKATO	5/27/2026	$	1,000.00
55301	NOKOMIS SHOE SHOP INC	5/27/2026	$	150.00
55302	NORTE CAFE ROASTERS	5/27/2026	$	300.00
55303	NORTH DAKOTA STATE UNIVERSITY	5/27/2026	$	1,000.00
55304	OPEN TEXT INC	5/27/2026	$	281.04
55305	PAN-O-GOLD BAKING CO	5/27/2026	$	1,599.28
55306	PEBBLE CREEK PAINTING	5/27/2026	$	655.00
55307	PEDIATRIC HOME SERVICE	5/27/2026	$	1,012.50
55308	PEPPER & SON INC., J. W.	5/27/2026	$	60.84
55309	PEPSI BEVERAGES COMPANY	5/27/2026	$	3,551.32
55310	PETERSON, DONNA	5/27/2026	$	224.10
55311	PETTERSEN, ALEXIA	5/27/2026	$	162.16
55312	PIONEER ATHLETICS	5/27/2026	$	1,625.89
55313	PROFESSIONAL INTERPRETING	5/27/2026	$	1,087.59
55314	PROMOWEAR	5/27/2026	$	1,358.50
55315	RADAR TALENT SOLUTIONS	5/27/2026	$	5,550.00
55316	RAPTOR TECHNOLOGIES LLC	5/27/2026	$	2,305.00
55317	RICHARDSON, RONALD P	5/27/2026	$	483.88
55318	ROOT-O-MATIC	5/27/2026	$	625.00
55319	ROTARY CLUB OF WAYZATA	5/27/2026	$	800.00
55320	RUSH CREEK GOLF CLUB	5/27/2026	$	1,000.00
55321	SALTCO LLC	5/27/2026	$	49.00
55322	SCHMITT MUSIC CO	5/27/2026	$	80.50
55323	SCHOOL SPECIALTY, LLC/NASCO EDUCATION	5/27/2026	$	552.65
55324	SITE ONE LANDSCAPE SUPPLY LLC	5/27/2026	$	479.22
55325	SOLIANT HEALTH	5/27/2026	$	1,142.40
55326	SONOVA USA INC	5/27/2026	$	507.98
55327	ST PAUL BEVERAGE SOLUTIONS, LLC	5/27/2026	$	5,483.84
55328	STATE OF FUN LLC	5/27/2026	$	3,000.00
55329	SUCCESSFUL CONNECTIONS, LLC, NEDA KELLOGG	5/27/2026	$	5,000.00

55330	THE MATH LEARNING CTR	5/27/2026	$	2,860.00
55331	TOLL GAS & WELDING SUPPLY	5/27/2026	$	13.20
55332	TRAFERA, LLC, TRAFERA HOLDINGS	5/27/2026	$	5,265.00
55333	TRANSPORTATION PLUS INC	5/27/2026	$	4,092.00
55334	TRIO SUPPLY CO	5/27/2026	$	4,217.81
55335	ULINE SHIPPING SUPPLY	5/27/2026	$	300.98
55336	UNIVERSITY OF MN TWIN CITIES, STUDENT FINANCE	5/27/2026	$	3,500.00
55337	VISION SERVICE PLAN INS CO	5/27/2026	$	6,059.51
55338	VOIGT'S BUS CO	5/27/2026	$	2,739.26
55339	WARD'S SCIENCE	5/27/2026	$	270.36
55339	WARD'S SCIENCE	5/27/2026	$	(270.36)
55340	WESTSIDE WHOLESALE TIRE, INC	5/27/2026	$	623.56
55341	WESTWOOD HILLS NATURE CTR	5/27/2026	$	412.00
55341	WESTWOOD HILLS NATURE CTR	5/27/2026	$	(412.00)
55342	WRIGHT-HENNEPIN COOPERATIVE ELECTRIC ASSN	5/27/2026	$	12,578.02
55343	XCEL ENERGY	5/27/2026	$	9,405.56
55344	YEADON FABRIC DOMES LLC	5/27/2026	$	8,100.00
55345	SPRING LAKE PARK SCHOOLS	5/29/2026	$	500.00
55346	SUNRISE SPECIALTY CONTRACTING, INC	5/29/2026	$	39,450.00
55347	WALLS-PICKETT, ARNITA	5/29/2026	$	100.00
55348	WARD'S SCIENCE	5/29/2026	$	176.08
55349	WESTWOOD HILLS NATURE CTR	5/29/2026	$	400.00
9252605614	AFANASENKA, VOLHA	5/6/2026	$	147.00
9252605615	ANDERSON, JAMIE L	5/6/2026	$	51.04
9252605616	BADGER, BRENDA MAILE	5/6/2026	$	8.99
9252605617	BANGASSER, MOLLY S	5/6/2026	$	65.76
9252605618	BARTELL, KIM M	5/6/2026	$	46.53
9252605619	BELLINO, ANGELLA K	5/6/2026	$	53.65
9252605620	BERG, CARRIE A	5/6/2026	$	65.73
9252605621	BINOY, CHITHRA	5/6/2026	$	47.85
9252605622	BRANNICK, KELLIE MARIE	5/6/2026	$	647.34
9252605623	BRAR, ABHI S	5/6/2026	$	240.70
9252605624	CAMPBELL, OLGA A	5/6/2026	$	19.21
9252605625	CHUBB	5/6/2026	$	50,336.97
9252605626	COLDWELL, JOSEPH	5/6/2026	$	111.94
9252605627	CRITZER, SCOTT J	5/6/2026	$	336.75
9252605628	DEB GARVEY COMMUNICATIONS, LLC	5/6/2026	$	24,600.00
9252605629	ERICKSON, KRISTIN LOUISE	5/6/2026	$	39.66
9252605630	FANI, SIMIN	5/6/2026	$	190.40
9252605631	FARISS, JACK TYLER	5/6/2026	$	23.97
9252605632	FARRINGTON, ASHLEY L	5/6/2026	$	35.53
9252605633	GAPPA, AMY L	5/6/2026	$	70.00
9252605634	GHENT, MARSHA L	5/6/2026	$	157.50
9252605635	GULBRANSON, PER A	5/6/2026	$	165.88
9252605636	HANUS ENTERPRISES,LLP	5/6/2026	$	10,053.55
9252605637	HARRIDAY, SOLVEIG M	5/6/2026	$	118.76
9252605638	HAUGH, EMILY GREELEY	5/6/2026	$	101.68
9252605639	HAWKINS, MOLLY J	5/6/2026	$	46.76
9252605640	HIREQUEST	5/6/2026	$	1,152.00
9252605641	HODENA, MELISSA M	5/6/2026	$	18.71
9252605642	HOLZ, JILL RENEE	5/6/2026	$	43.88
9252605643	HUYNH, MAI P	5/6/2026	$	75.98
9252605644	ICE, KRISTA A	5/6/2026	$	26.37
9252605645	JACKLITCH, MICHELLE J	5/6/2026	$	104.40

9252605646	JOHNSON, ANN MARIE	5/6/2026	$	86.50
9252605647	KAIDEN, SARA M	5/6/2026	$	161.95
9252605648	KOVBAS, NATALIIA A	5/6/2026	$	133.97
9252605649	KOZLOVSKI, KIM A	5/6/2026	$	65.05
9252605650	KUKLOK, KATHRYN J	5/6/2026	$	35.00
9252605651	KVAM, JESSICA L	5/6/2026	$	73.73
9252605652	LEGEROS, BARBARA A	5/6/2026	$	41.65
9252605653	MALONEY, EMILY S	5/6/2026	$	88.00
9252605654	MARTINSON, KAJA M	5/6/2026	$	155.80
9252605655	MATSON, CHERYL L	5/6/2026	$	126.16
9252605656	MISKA, KRISTINE M	5/6/2026	$	45.39
9252605657	MOTG (MN OFFICE TECHNOLOGY GRP)	5/6/2026	$	5,330.02
9252605658	NELSEN, CHRISTINA L	5/6/2026	$	26.68
9252605659	NORMAN, COURTNEY DANIELLE	5/6/2026	$	87.22
9252605660	OLSON, REBECCA B	5/6/2026	$	164.87
9252605661	ORE, JESSICA L	5/6/2026	$	27.00
9252605662	PIERSKALLA, ALICIA M	5/6/2026	$	126.59
9252605663	RATHE, SARAH S	5/6/2026	$	39.01
9252605664	RICE, MICHAEL JAMES	5/6/2026	$	37.70
9252605665	ROBINSON, CYNTHIA M	5/6/2026	$	252.01
9252605666	ROJAS RODRIGUEZ, EVELINA A	5/6/2026	$	200.00
9252605667	ROSS, SHIRLEY M	5/6/2026	$	32.05
9252605668	RUCHTI, JULIE KAY	5/6/2026	$	185.97
9252605669	RUCHTI, STEVEN J	5/6/2026	$	5.75
9252605670	SAGEDAHL, MICHELLE M	5/6/2026	$	20.00
9252605671	SCHLACHTENHAUFEN, TRENT A	5/6/2026	$	29.72
9252605672	SCHNEIDER, JULIE M	5/6/2026	$	48.29
9252605673	SCOTT, CATHERINE R	5/6/2026	$	45.68
9252605674	SHANNON-ANDERSON, KARI A	5/6/2026	$	58.87
9252605675	SONSTEGARD, LAURIE L	5/6/2026	$	87.58
9252605676	SORENSON, JESSICA L	5/6/2026	$	40.02
9252605677	STAHL, MARLA D	5/6/2026	$	18.46
9252605678	SWENSON, KYLE L	5/6/2026	$	598.80
9252605679	TALAMINE, PATRICIA A	5/6/2026	$	169.95
9252605680	VETHE, ROBYN K	5/6/2026	$	40.60
9252605681	VIKING ELECTRIC SUPPLY, INC	5/6/2026	$	808.32
9252605682	WALSH, ALLANA H	5/6/2026	$	1,541.88
9252605683	WASYLIK, TOMMY	5/6/2026	$	106.79
9252605684	WEHRMANN, KARI SUE	5/6/2026	$	140.00
9252605685	WHITLOCK, REBECCA MARIE	5/6/2026	$	18.85
9252605686	WINANS, SARAH L	5/6/2026	$	240.70
9252605687	YAHNA, HEATHER JANE	5/6/2026	$	240.70
9252605688	ZAMAN, KIRAN	5/6/2026	$	122.52
9252605689	ZETAH, JON H	5/6/2026	$	37.34
9252605690	ZUKOR, IAN R	5/6/2026	$	79.17
9252605691	ALLEN, STEPHANIE L	5/13/2026	$	151.96
9252605692	BAUMANN, ANDREW A	5/13/2026	$	239.25
9252605693	BELLINO, ANGELLA K	5/13/2026	$	94.25
9252605694	ERICKSON, KRISTIN LOUISE	5/13/2026	$	56.19
9252605695	HALLAHAN, HANNAH R	5/13/2026	$	78.74
9252605696	HALLERMANN, SARA J	5/13/2026	$	190.46
9252605697	HARRIS, AMANDA J	5/13/2026	$	267.38
9252605698	HIREQUEST	5/13/2026	$	8,366.40
9252605699	JORENBY, CLARICE A	5/13/2026	$	89.98

9252605700	KIRKEIDE, SETH R	5/13/2026	$	36.18
9252605701	KLEIN, JERI KAY	5/13/2026	$	159.50
9252605702	KOEHN, KELLY GALLAGHER	5/13/2026	$	2,097.00
9252605703	KOTZMACHER, AMY L	5/13/2026	$	63.50
9252605704	LAGERQUIST, SARAH JAN	5/13/2026	$	60.84
9252605705	LYNCH, KARI MARIE	5/13/2026	$	795.55
9252605706	MARQUETTE, ANGELA D	5/13/2026	$	53.22
9252605707	MENK, JULIE	5/13/2026	$	72.03
9252605708	NELSON, KRISTOPHER J	5/13/2026	$	10.50
9252605709	NELSON, ZACHARY D	5/13/2026	$	87.44
9252605710	PAUL, IAN K	5/13/2026	$	382.81
9252605711	PENNINGTON, MEGAN E	5/13/2026	$	109.04
9252605712	PRONDZINSKI, JEFF M	5/13/2026	$	9.99
9252605713	RESTREPO, ANGY Y	5/13/2026	$	379.18
9252605714	RODEKUHR, JOSEPH M	5/13/2026	$	226.42
9252605715	RUCHTI, JULIE KAY	5/13/2026	$	62.06
9252605716	SCHWENDEMAN, KAREN LYNN	5/13/2026	$	146.78
9252605717	SHEPARD, TYLER JAE	5/13/2026	$	274.07
9252605718	SIRNA, ROJA	5/13/2026	$	56.84
9252605719	SOMUTHEVAN, ANU	5/13/2026	$	26.10
9252605720	STEARNS, JACK	5/13/2026	$	239.25
9252605721	TISDELL, MENG W	5/13/2026	$	114.52
9252605722	VIKING ELECTRIC SUPPLY, INC	5/13/2026	$	906.45
9252605723	WEHRMANN, KARI SUE	5/13/2026	$	358.00
9252605724	WELK, JENNIFER JOLYN	5/13/2026	$	363.39
9252605725	WORTMAN, ELIZABETH M	5/13/2026	$	118.39
9252605726	WROGE, JEANINE M	5/13/2026	$	49.66
9252605727	ZYLLA, CASEY ADAM	5/13/2026	$	33.22
9252607884	ANDREWS, STEPHANIE J	5/20/2026	$	221.24
9252607885	BEJARIN, KRISTIAN A	5/20/2026	$	240.70
9252607886	BERG, JENNIFER A	5/20/2026	$	88.74
9252607887	BOBEK, DANIEL W	5/20/2026	$	26.94
9252607888	BYRLEV, KRISTIN ALICE	5/20/2026	$	373.52
9252607889	FIELDSETH, JOANNE M	5/20/2026	$	548.81
9252607890	GEARY, KATE	5/20/2026	$	240.70
9252607891	GILKAY, MICHELLE L	5/20/2026	$	126.00
9252607892	GROSS, KALIE DANELLE	5/20/2026	$	92.37
9252607893	GUISE, AMY E	5/20/2026	$	43.21
9252607894	GUSTAFSON, BRAD ROGER	5/20/2026	$	61.70
9252607895	HALSTENSGARD, DANIEL J	5/20/2026	$	274.99
9252607896	HARRIS, AMANDA J	5/20/2026	$	20.00
9252607897	HERR, CHAD R	5/20/2026	$	431.96
9252607898	HIREQUEST	5/20/2026	$	8,510.40
9252607899	HOOVER, JUDITH A	5/20/2026	$	61.02
9252607900	HUYNH, MAI P	5/20/2026	$	70.11
9252607901	JIRELE, JESSICA ANN	5/20/2026	$	25.74
9252607902	KEMNA, LAURA L	5/20/2026	$	163.41
9252607903	KOEHN, KELLY GALLAGHER	5/20/2026	$	2,548.36
9252607904	LANGE, DEBRA L	5/20/2026	$	108.92
9252607905	LANKFORD, LYNDA K	5/20/2026	$	62.93
9252607906	LANTZ, GABRIELLE D	5/20/2026	$	239.25
9252607907	LAROCHE, COURTNEY MARIE	5/20/2026	$	240.70
9252607908	LARSON, PAIGE E	5/20/2026	$	37.77
9252607909	LEWIS, MARLA J	5/20/2026	$	759.57

9252607910	LINDQUIST, LAURIE ANN WESTON	5/20/2026	$	29.00
9252607911	MCDANIELS, ANNE-MARIE	5/20/2026	$	67.92
9252607912	MURPHY, LEVI A	5/20/2026	$	90.00
9252607913	NOELTING, MELANIE M	5/20/2026	$	358.51
9252607914	O'BRIEN, KARLA LEANN	5/20/2026	$	94.84
9252607915	OLSON, REBECCA B	5/20/2026	$	831.88
9252607916	OLSTAD, HANNA C	5/20/2026	$	65.54
9252607917	ONUFER, DANIEL P	5/20/2026	$	48.58
9252607918	OSTBY, REBECCA L	5/20/2026	$	296.53
9252607919	PACHICO, NATACIA J	5/20/2026	$	157.48
9252607920	PARSONS, JEAN MARIE	5/20/2026	$	174.51
9252607921	PASHINA, KEN	5/20/2026	$	230.49
9252607922	PERRIZO, STEPHANIE N	5/20/2026	$	63.66
9252607923	PERSZYK, MICHAEL	5/20/2026	$	23.26
9252607924	PETERSON, CHELSEA L	5/20/2026	$	99.62
9252607925	PETERSON, JULIE E	5/20/2026	$	121.15
9252607926	PETERSON, TREVOR L	5/20/2026	$	1,064.88
9252607927	POTTER, MEGHAN E	5/20/2026	$	37.57
9252607928	RAJAN, NIRANJALA	5/20/2026	$	916.72
9252607929	RUCHTI, STEVEN J	5/20/2026	$	3.70
9252607930	RYYNANEN, MICHELLE J	5/20/2026	$	109.19
9252607931	SAMARASINGHE, DEEPANI K	5/20/2026	$	148.44
9252607932	SCHUMAKER-SANDERS, JEANETT R	5/20/2026	$	236.20
9252607933	SHAVER, AMY M	5/20/2026	$	242.15
9252607934	SOMERS, CATHY A	5/20/2026	$	89.96
9252607935	SONSTEGARD, LAURIE L	5/20/2026	$	121.76
9252607936	SWENSON, KYLE L	5/20/2026	$	279.93
9252607937	THAO, JONPA N	5/20/2026	$	73.95
9252607938	TOLLERSON, AUSTIN D	5/20/2026	$	210.25
9252607939	VANKOEVERDEN, CASSANDRA A	5/20/2026	$	17.40
9252607940	VIKING ELECTRIC SUPPLY, INC	5/20/2026	$	4,556.41
9252607941	VLACH, MONICA A	5/20/2026	$	494.32
9252607942	WHITE, KRISTINA KAY	5/20/2026	$	240.70
9252607943	WILLIAMS, ROSS D	5/20/2026	$	25.00
9252607944	ZETAH, JON H	5/20/2026	$	240.70
9252607945	ZYLLA, CASEY ADAM	5/20/2026	$	97.19
9252607946	ANDERSEN-LAWRANCE, CAROL L	5/27/2026	$	220.00
9252607947	CROSS, CHELSEA L	5/27/2026	$	60.00
9252607948	FLETCHER, CONNOR P	5/27/2026	$	323.79
9252607949	GRISMER, SYLVIA H	5/27/2026	$	97.59
9252607950	HALSTENSGARD, DANIEL J	5/27/2026	$	129.59
9252607951	HAMAD, ANDREA E	5/27/2026	$	185.60
9252607952	HIREQUEST	5/27/2026	$	5,256.00
9252607953	HUSO, NAOMI	5/27/2026	$	23.64
9252607954	JACOBS, DONNA M	5/27/2026	$	114.97
9252607955	KIANZAHRSHIRI, LADAN	5/27/2026	$	211.86
9252607956	KOVBAS, NATALIIA A	5/27/2026	$	99.99
9252607957	LAKANEN, MADISON D	5/27/2026	$	55.05
9252607958	LINE, CHRISTINE J	5/27/2026	$	40.00
9252607959	LUTZ, DAVID P	5/27/2026	$	369.88
9252607960	MAMOIKINA, IULIIA	5/27/2026	$	219.94
9252607961	OLSON, ANNA CORRINE	5/27/2026	$	60.00
9252607962	PASHINA, KEN	5/27/2026	$	227.07
9252607963	PENNINGTON, MEGAN E	5/27/2026	$	117.52

9252607964	PRICKETT, JEREMY D	5/27/2026	$	239.28
9252607965	PRONDZINSKI, JEFF M	5/27/2026	$	758.65
9252607966	PRZYBILLA, MAILE	5/27/2026	$	20.30
9252607967	RAJAN, NIRANJALA	5/27/2026	$	163.04
9252607968	RIDLEY, SARA LYNN	5/27/2026	$	167.84
9252607969	ROGERS, RONALD G	5/27/2026	$	40.00
9252607970	ROMERO HERNANDEZ, MARIA A	5/27/2026	$	204.98
9252607971	SALMAN, AYSHA	5/27/2026	$	158.04
9252607972	SCHUMACHER, MICHAEL P	5/27/2026	$	137.70
9252607973	TKACHENKO, MYROSLAVA R	5/27/2026	$	230.00
9252607974	VIKING ELECTRIC SUPPLY, INC	5/27/2026	$	369.58
9252607975	WONG, DIANA	5/27/2026	$	25.05
			$	**12,987,558.29**

2025-26 School Year Wire, EFT & ACH Activity

For the Month Ended April 30, 2026

WAYZATA PUBLIC SCHOOLS

Excellence. For each and every student.

From	To	Description	Date	Amount
US Bank - Checking	US Bank - Payroll	District Payroll	Multiple	$ 7,375,844.46
US Bank - Checking	Internal Revenue Service	Federal Payroll Taxes	4/16/2026	1,259,046.19
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	4/1/2026	217,227.46
US Bank - Checking	Minnesota Department of Revenue	State Payroll Taxes	4/16/2026	212,735.00
US Bank - Checking	Delta Dental	Dental Claims	Multiple	131,549.09
US Bank - Checking	Wells Fargo Commercial Card	Purchase Card Program	4/6/2026	248,027.69
US Bank - Checking	Further	Flex Benefits	Multiple	80,047.87
US Bank - Checking	Payroll Vendors (TRA, EBC, MSRS, etc.)	Electronic Payments	Multiple	1,071,730.45
US Bank - Checking	District Employees	Expense Reimbursements	Multiple	76,591.15
US Bank - Checking	Minnesota Department of Revenue	Sales & Use Tax Payment	4/21/2026	765.00
US Bank - Checking	Edutrack, Alerus, Eleyo, RevTrack	Electronic Payment Fees	Multiple	55,392.59
US Bank - Checking	United Healthcare	Health Claims	Multiple	1,720,426.40
US Bank - Checking	Med Impact	Health Claims	Multiple	742,267.17
US Bank - Checking	Minnesota School District Liquid Asset Fund	Service Fee	4/6/2026	555.74
			Total Wires, EFTs, and ACHs	**$ 13,192,206.26**

HUMAN RESOURCES RECOMMENDATIONS - Consent Agenda - June 22, 2026				
EMPLOYMENT				
Name	**Position**	**Location**	**Start Date**	
Sydney Gervais	Wayzata Kids Summer	Gleason Lake		6/8/26 - 8/14/26
Benjamin Kietzman	Wayzata Kids Summer	Gleason Lake		6/8/26 - 8/14/26
Hannah Troyer	Wayzata Kids Summer	Gleason Lake		6/8/26 - 8/14/26
Molly Robinson	Wayzata Kids Summer	North Woods		6/8/26 - 8/14/26
Cecily Jorgensen	Wayzata Kids Summer	North Woods		6/8/26 - 8/14/26
Kiera Cox	Wayzata Kids Summer	North Woods		6/8/26 - 8/14/26
Katelyn Kasper	Wayzata Kids Summer	Gleason Lake		6/8/26 - 8/14/26
Nicholas Flynn	Wayzata Kids Summer	Sunset Hill		6/8/26 - 8/14/26
Sydney McDaniels	Wayzata Kids Summer	North Woods		6/8/26 - 8/14/26
Fayrouz Sonbol	Wayzata Kids Summer	Gleason Lake		6/8/26 - 8/14/26
Katelyn Lanoux	Wayzata Kids Summer	Sunset Hill		6/8/26 - 8/14/26
Angelo Davis	Wayzata Kids Summer	Sunset Hill		6/8/26 - 8/14/26
Danielle Pazurek	Wayzata Kids Summer	Sunset Hill		6/8/26 - 8/14/26
Ashly Crittenden	Wayzata Kids Summer	Gleason Lake		6/8/26 - 8/14/26
Mae Concannon	Wayzata Kids Summer	Sunset Hill		6/8/26 - 8/14/26
Ian Zukor	Wayzata Kids Summer	North Woods		6/8/26 - 8/14/26
Troi St James	Wayzata Kids Summer	North Woods		6/8/26 - 8/14/26
Sam Benz	Wayzata Kids Summer	Sunset Hill		6/8/26 - 8/14/26
Sadie Meisenheimer	Preschool Summer	Early Learning		6/9/26 - 8/14/26
Alyssa Gerulis	Preschool Summer	Early Learning		6/9/26 - 8/14/26
Arti Gupta	Preschool Summer	Early Learning		6/9/26 - 8/14/26
Arielle Woodgate	Preschool Summer	Early Learning		6/9/26 - 8/14/26
Souri Ahmed	Preschool Summer	Early Learning		6/9/26 - 8/14/26
Megan Fritz	Preschool Summer	Early Learning		6/9/26 - 8/14/26
Christopher Neubauer	Custodian	High School		6/23/2026
Hans Johnson	Custodian (Seasonal)	Central Services		6/10/2026
Gabrielle Vincent	Unaffiliated	District Service Center		6/23/2026
Emily Magner	Teacher	Meadow Ridge		8/24/2026
Emily Anderson	Teacher	Sunset Hill		8/24/2026
Tyler Vandermyde	Teacher	Greenwood		8/24/2026
Morgan Madsen	Teacher	High School		8/24/2026
Tracey Eskew	Teacher	Central Middle		8/24/2026
Sophie Dattalo	Teacher	East Middle		8/24/2026
Denise Perkins	Teacher	High School		8/24/2026
Robin Zgutowicz	Teacher	Transition		8/24/2026
Katie Timm	Teacher	West Middle		8/24/2026

Logan Vermeer	Teacher	Greenwood		8/24/2026
Helena Huotari	Teacher	Meadow Ridge		8/24/2026
Abby Stoesz	Teacher	West Middle		8/24/2026
Madison Sauer	Teacher	Central Middle		8/24/2026
Alexander Morgan	Teacher	Central Middle		8/24/2026
Allen Spencer	Teacher	Central Middle		8/24/2026
Lauren Nash	Teacher	West Middle		8/24/2026
Casey Althauser	Teacher	West Middle		8/24/2026
Luke Rimington	Teacher	West Middle		8/24/2026
Amelia Laurita	Teacher	Central Middle		8/24/2026
Stephanie Diamond	Teacher	High School		8/24/2026
Kristin, Quandt	Teacher	Early Learning		8/24/2026
Patricia Lang	Teacher	East Middle		8/24/2026
Christopher Hanson	Teacher	High School		8/24/2026
Mindy Reid	Teacher	High School		8/24/2026
Tikka Remetic	Unaffiliated	District Service Center		6/4/2026
Anthony Heurta-Apanco	Unaffiliated	District Service Center		7/6/2026
Billie Davis-Fehr	Teacher	Sunset Hill		8/24/2026
Leigh Hendrickson	Teacher	West Middle		8/24/2026
Alicia Essen	Teacher	West Middle		8/24/2026
Megan Kennett	Teacher	East Middle		8/24/2026
Josiah Schiller	Teacher	High School		8/24/2026
Emma Strait	Teacher	Central Middle		8/24/2026
Laura Pietila	Teacher	Plymouth Creek		8/24/2026
Ryan, Kouri	Teacher	High School		8/24/2026

CONTRACT MODIFICATION

Name	**Position**	**Location**	**Modification**	**Date**
Cynthia Brittain	Teacher	North Woods	FTE decrease 1.0 to 0.5	8/24/2026
Steffani Weekly	Unaffiliated	District Service Center	Teacher to Unaffliated	7/1/2026
Laurie Camilli	Teacher	Central Middle	FTE Increase 0.5 to 1.0	8/24/2026

DeWees, Jennifer	Teacher	Early Learning	FTE Increase 0.75 to 1.0	8/24/2026
Kaitlyn Balfour	Teacher	Oakwood	Regular to One Year Only	8/24/2026
Roja Sirna	Unaffiliated	District Service Center	Paraprofessional to Unaffilia	7/1/2026
Lorna Anderson	Paraprofessional	Sunset Hill	Contract Ended	6/3/2026
Andrew Johnson	Paraprofessional	Central Middle	Contract Ended	6/5/2026
Chandrika Nadella	Paraprofessional	North Woods	Contract Ended	6/5/2026
Julie Peterson	Unaffiliated	District Service Center	Contract Ended	6/30/2026

LEAVE OF ABSENCE

Name	Position	Location	Leave Date
Kristy Alstad	Teacher	Central Middle	5/13/26 - 5/22/26
Stephanie Rasmussen	Teacher	High School	5/18/26 - 6/8/26
Kyle Rasmussen	Teacher	High School	5/18/26 - 6/8/26
Madison Cox	Teacher	North Woods	5/18/26 - 6/8/26
Katherine Wood	Teacher	Plymouth Creek	5/19/26 - 6/8/26
Danielle Vanderline	Teacher	West Middle	8/31/26 - 10/2/26
Sarah Case	Speech Language Pathologist	Birchview	8/31/26 - 12/22/26
Slade Simpson	Teacher	High School	8/31/26 - 10/14/26
Samantha Lee	Teacher	Central Middle	8/24/26 - 1/22/27
Madison Cox	Teacher	North Woods	9/1/26 - 11/25/26
Meredith Rhodes	Teacher	Meadow Ridge	8/24/26 - 1/21/27
Lindsay Tsakistos	Teacher	District	5/27/26 - 6/8/26
Julie Menk	Community Engagement Specialist	District	10/21/26 - 6/30/26

RESIGNATION

Name	Position	Location	Resign Date
Julie Anne Kazmark	Administrative Professional	Oakwood	5/22/2026
Quamariye Sanders	Preschool	Early Learning School	5/4/2026
Nandhini Sanjeev Anand	Preschool	Gleason Lake	6/5/2026
Annabell Grzeskowiak	Teacher	Plymouth Creek	6/9/2026
Robyn Vethe	Teacher	Greenwood & Gleason Lake	6/9/2026
Cate Brogren	Wayzata Kids	Greenwood	4/30/2026
Ava Stendal	Wayzata Kids	Meadow Ridge	5/21/2026
Moriah Coyle	Wayzata Kids	Kimberly Lane	5/22/2026
Cooper Schultz	Wayzata Kids	Sunset Hill	5/28/2026
Abrie Klein	Wayzata Kids	Plymouth Creek	5/28/2026
Sage Koskela	Wayzata Kids	Gleason Lake	6/4/2026
Samantha Porisch	Wayzata Kids	Gleason Lake	6/5/2026
Abigail Kopesky	Preschool	Early Learning	6/8/2026

Amy Belikoff	Teacher	Plymouth Creek		6/9/2026
Nino Aslanishvili	Paraprofessional	Oakwood		5/29/2026
Eglen Rosa Ibanez	Wayzata Cafe	Kimberly Lane		6/5/2026
Daniel Onufer	Paraprofessional	East Middle/District Service Center		5/29/2026
Pam Nymo	Paraprofessional	High School		6/5/2026
Carmella Woods	Preschool	Early Learning		6/8/2026
Linda Brown	Wayzata Cafe	Birchview		6/5/2026
Brenda Gilson	Paraprofessional	Community Ed		5/21/2026
Anna Lee	Paraprofessional	West Middle		6/5/2026
Milton Jackson	Paraprofessional	Early Learning		6/5/2026
Perry Hvistendahl	Paraprofessional	Gleason Lake		6/5/2026
Hannah Thiemann	Paraprofessional	Oakwood		6/5/2026
Sierra Sherry	Wayzata Kids Summer	Sunset Hill		6/12/2026
Jessica Bedard	Paraprofessional	Meadow Ridge		6/5/2026
Sarah Mitchell	Paraprofessional	Gleason Lake		6/5/2026
Tobias Gjevre	Paraprofessional	East Middle		6/5/2026

RETIREMENT

Name	**Position**	**Location**	**Retirement Date**	
Ginger Symington	Wayzata Kids/Preschool	Gleason Lake/Early Learning		7/1/2026

EXTRA ASSIGNMENTS

Name	**Position**	**Location**	**Assignment**	**Date**

2026-2027 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of_____ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives
At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee
Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

_____

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

_____ _____

(Designated School Board Member – please print) (Designated School Representative – please print)

_____ _____

Email Address Email Address

208.02 ACTIVITY REPRESENTATIVES

_____ _____

(Boys Sports – please print) (Girls Sports – please print)

_____ _____

(Speech – please print) (Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

_____ _____

(Board Member—please print) (Student—please print)

_____ _____

(Parent—please print) (Faculty Member—please print)

_____

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____ Print Name: _____

(Clerk/Secretary - Local Governing Board) (Superintendent or Head of School)

Signed: *Signature required* Signed: *Signature required*

(Clerk/Secretary - Local Governing Board) (Superintendent or Head of School)

electronically through DocuSign *electronically through DocuSign*

Date: _____ Date: _____

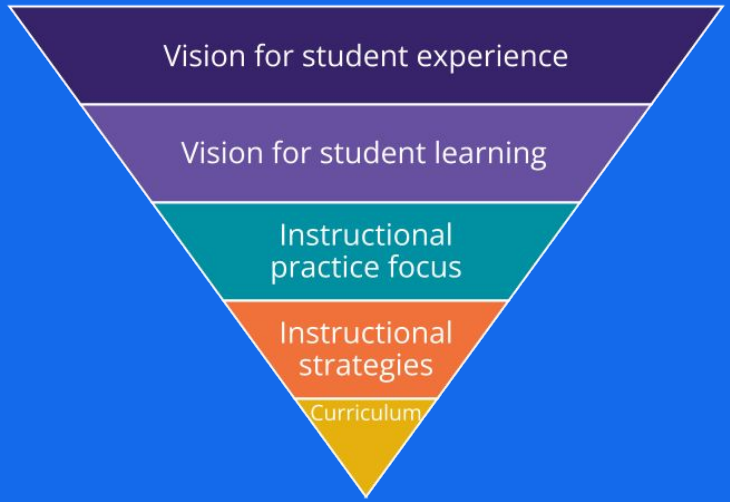


2025-2026 QComp School Board Presentation

Peer Coaching

Agenda

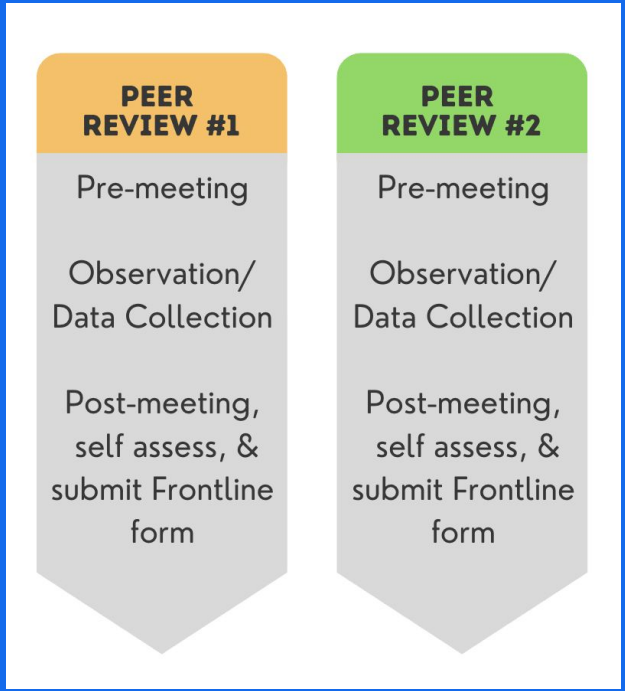
1. Living Our Mission
2. Peer Coach Data
3. Program Shifts



Peer Coaching Mission Statement

To cultivate a culture of continuous **self-directed learning** and **growth** among our staff through a **coaching partnership** that focuses on **reflective conversations** rooted in collected **data**, with the ultimate goal of **positively impacting student achievement and experience**.

Self Directed Learning and Growth



- **Professional Learning**
- **Culturally Responsive Protocols, Portrait of a Wayzata Graduate, Basic Needs**
- **Learning Walks**
- **5D+ Rubric Reflective practice**

Teacher Quotes from Feedback Survey

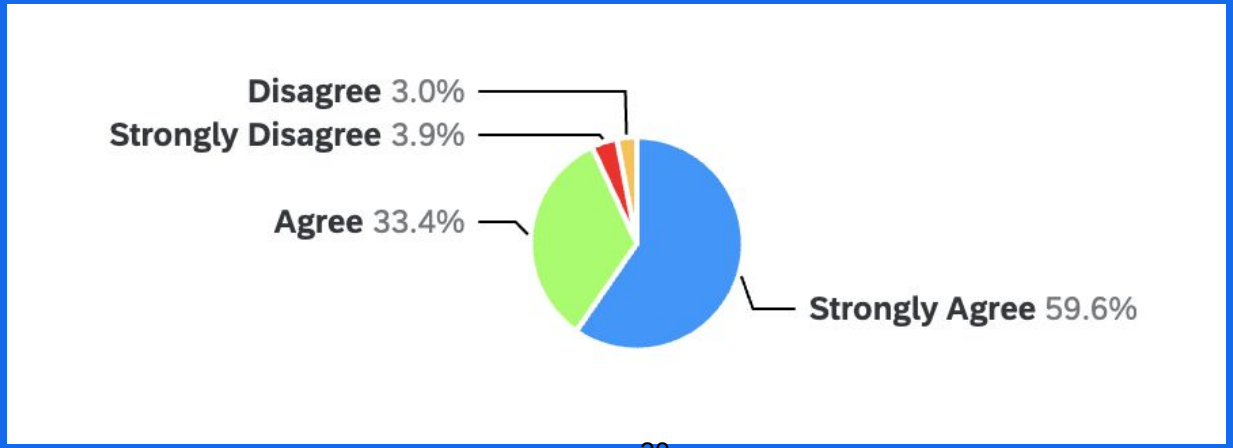
“I value the **choices** I have in the peer coaching program to direct my own **professional growth**.”

“Be **vulnerable** and reflect in ways that help me **identify strengths**, **opportunities for growth**, and **actionable steps**.”

“Reflect on my practice, determine next steps, build my **confidence**, and focus on areas of growth that **genuinely interest** me.”

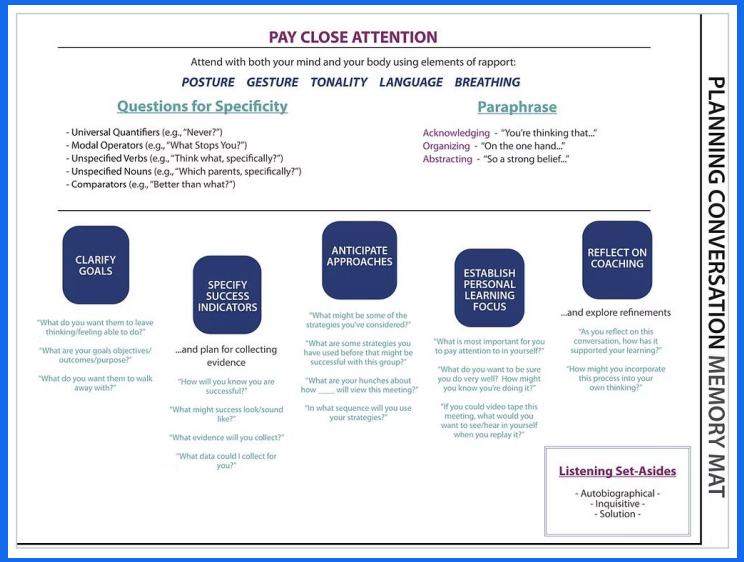
“**Honestly** discuss **areas of growth** and **student experience** information.”

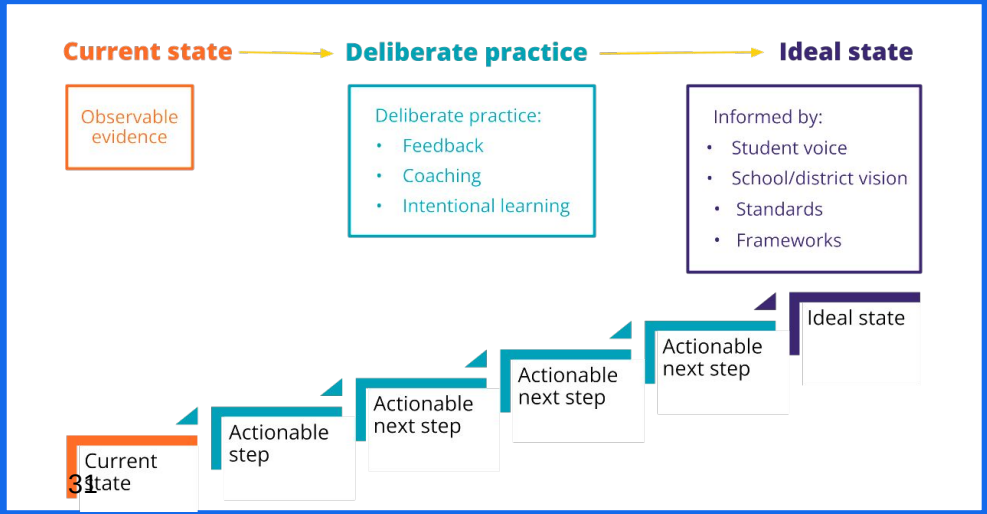
I value the choices I have in the peer coaching program to direct my own professional growth.



332 respondents

Reflective Conversations Rooted in Data





Teacher Quotes from Feedback Survey

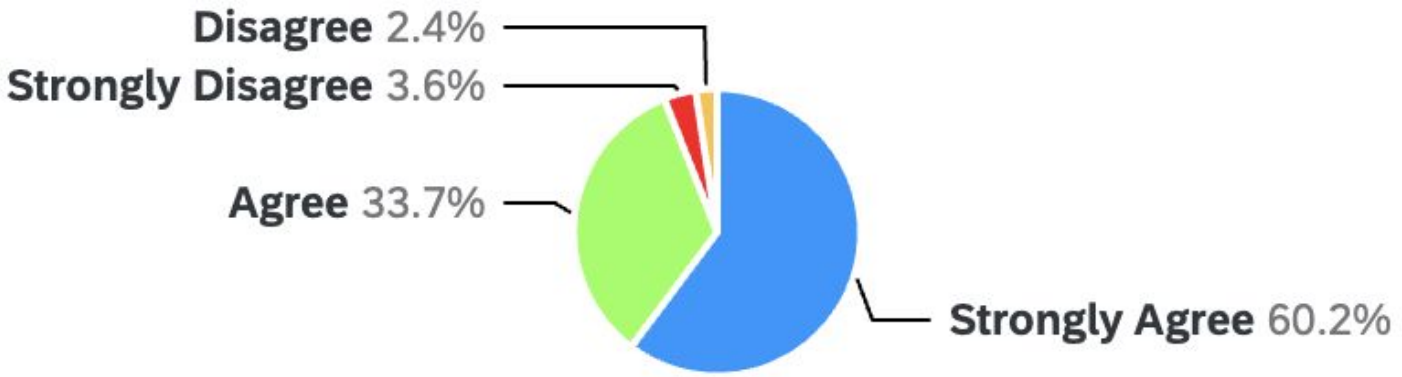
"**Reflect** on my **teaching practices** and how they **impact the students** so that I can find new ways to **improve**."

"My peer coach provides **data/feedback** that helps me **reflect** on my professional practices."

"Gain honest insight from a **fellow professional and trusted peer**. I value this so much because it is **lower stakes** than conversations with administrators, but equally impactful."

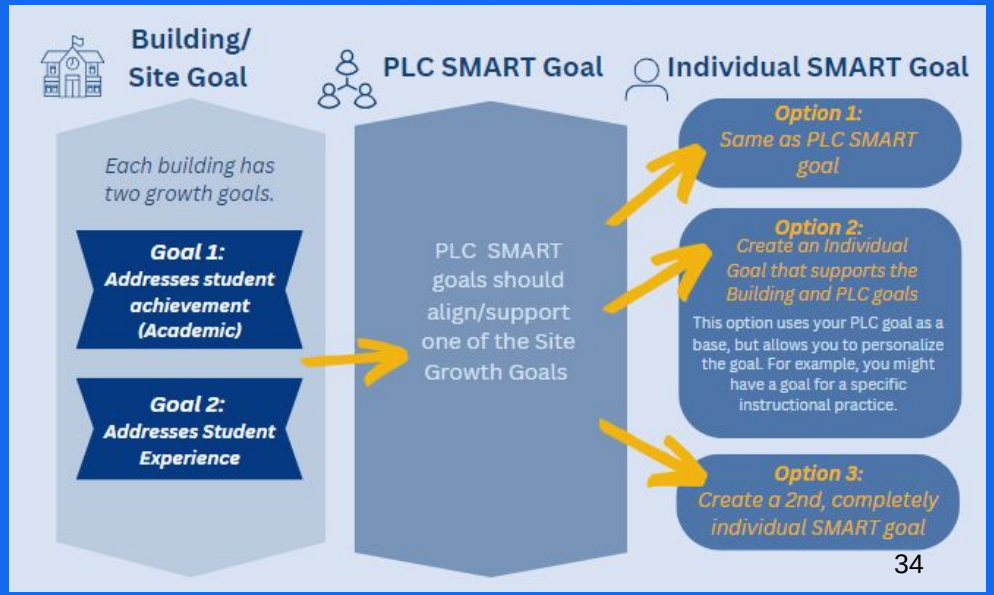
"**Think, reflect and change** my practice for the better. My coach is highly effective at being able to ask questions that allow me to reflect on my practice. "

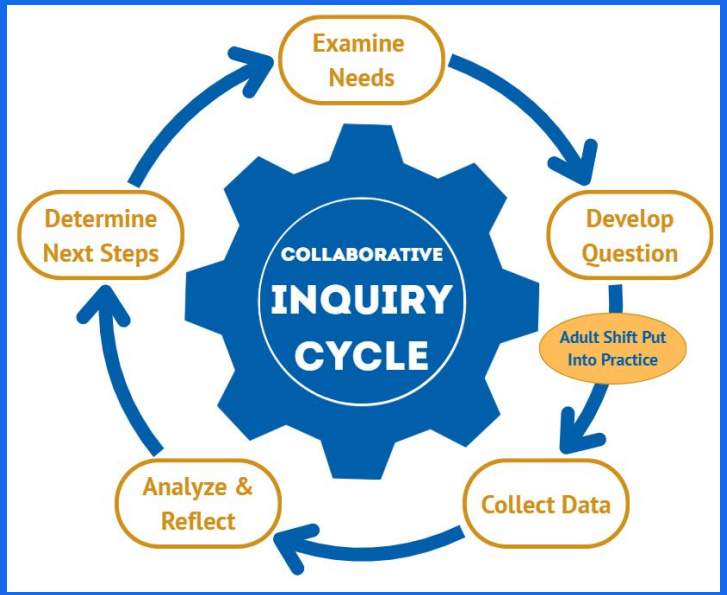
My peer coach provides data/feedback that helps me reflect on my professional practices.



332 respondents

Positive Impact on Student Achievement and Experience





7th Grade ELA at West Middle School

CI Question

How does using a culturally responsive protocol during the chunk or chew part of a lesson help students engage in deep learning and engagement?

Connections to Coaching

- Teachers connected BOTH peer review cycles to this goal
- Cycle 1: Interview students to gather their perspective on the protocols: which are working best for learning and why
- Cycle 2: Observational data on a lesson completely redesigned with use of two protocols

PLC's End of Year Reflection

"Through observations with my peer coach and street level data from student interviews, [we] learned about both student preferences and the impact of the protocols my PLC has utilized. **Students were more actively engaged and reflective when we used the protocols."**

"Not only do culturally responsive protocols increase engagement, they also provide more **in-the-moment formative feedback** for me. [we] also learned that using multiple protocols (during the ignite, then during the main chunk of the lesson) allows for ALL students to find access points for the learning by highlighting different cultural behaviors."

"[We] intend to keep growing in this work, **allowing ourselves to be uncomfortable** in **order to improve outcomes for our students.** Looking for more ways to embed protocols into the main chunks of the lesson and using the structure of protocols to facilitate differentiation are some next steps."

Social Structure

Cooperative / Hierarchical

Relativity

Subjective / Objective



JUST THE HEADLINE



On your own, list everything you know about a topic.



When you are ready, compare your list with a partner. Choose the top 2-3 ideas.



With your partner, combine your ideas into a headline.

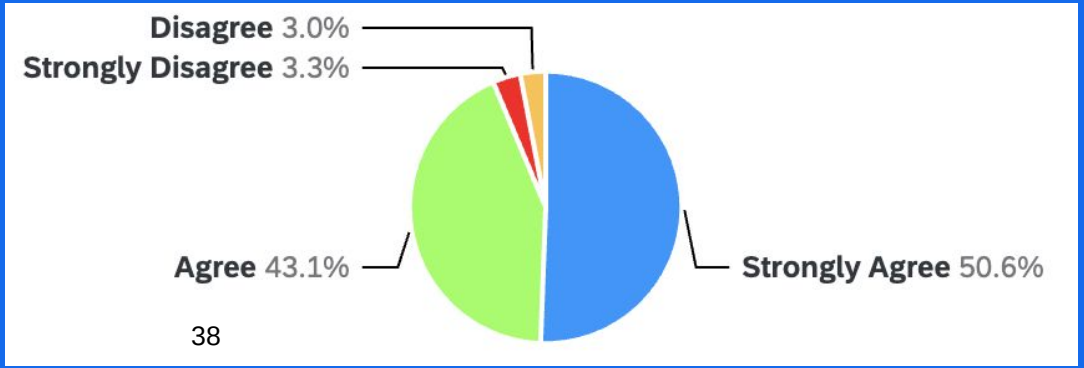


Share why this is the key thing to know about a topic.



Peer Coach Collaborative Inquiry Question

How does a peer coach's focused use of **probing questions** during post-observation debriefs influence a teacher's identification of a high-leverage **next actionable step** for student learning?



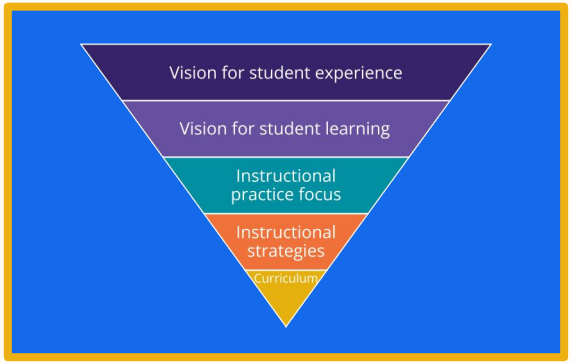
332 respondents

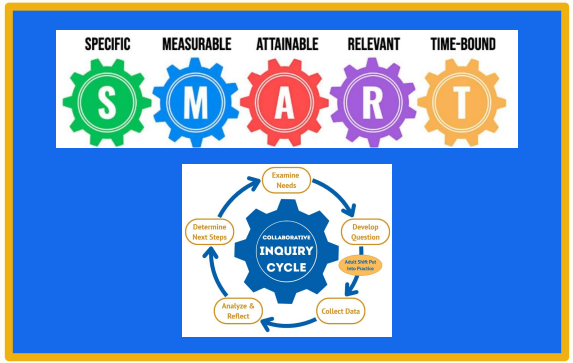
Peer Coach Survey Data Summary

	2024	2025	**2026**
I value the **choices** I have in the peer coaching program to **direct my own professional growth**.	94%	95%	**93%**
My peer coach provides (**data/feedback**) that helps me **reflect** on my professional practices.	93%	95%	**94%**
As a result of the peer coach process, I have **tried new teaching practices**.	85%	90%	**94%**
Working with my peer coach has **positively impacted student learning and experience.**	87%	92%	**92%**

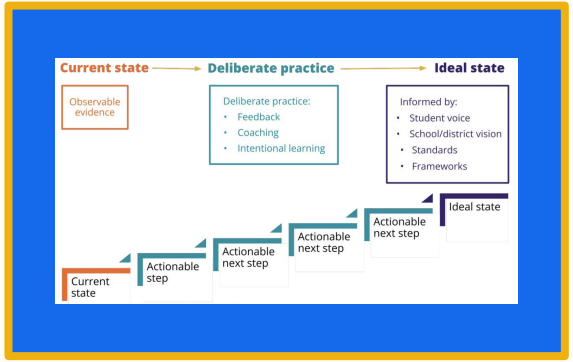
*Percentages indicate staff that agree or strongly agree

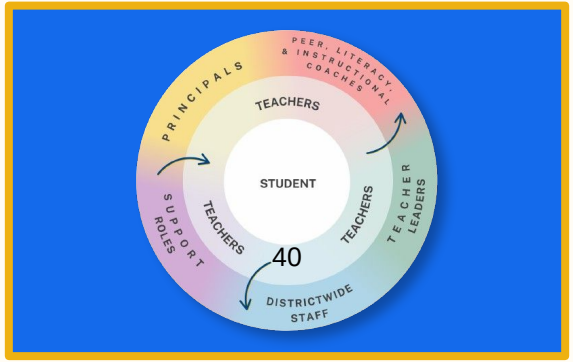
Program Shift Highlights













Thank you!

Thoughts or questions?



WAYZATA PUBLIC SCHOOLS

Agenda Item: 6.B.1

Board of Education

Regular Meeting- June 22, 2026

AGENDA SECTION: Superintendent's Reports and Recommendations

ITEM: Policy Approvals

COMMENTS BY: Chace B. Anderson, Superintendent

Attached for review are the following policies for your consideration.

The policies and regulations were reviewed as part of the regular review cycle and using the Minnesota School Board Association Model Policy (where available), by District Administration and other district stakeholders, where necessary. A final review was completed by the Policy Committee of the School Board.

Policy Approvals:

201- Legal Status of the School Board

202- School Board Officers

205- School Board Meetings- Open and Closed

210- Conflicts of Interest- School Board Members

Policy Sunsetting:

201- School Board Powers and Duties

206- Board Organizational Meeting

RECOMMENDED ACTION: Approve the above policies as presented in the attachments and sunset the recommended policies.

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions:

_____

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission, pursuant to statutory and constitutional authority.

II. GENERAL STATEMENT OF POLICY

A. The school board has responsibility for the governance, management, and control over public schools in the school district. Consistent with this authority, the school board governs through policy and oversight, and delegates management and administration of the district to the Superintendent.

B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

"School board" means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

A. The membership of the school board consists of seven (7) elected directors. The term of office is four (4) years.

B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.

C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.

B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.

C. The school board shall govern the schools of the school district; adopt policies for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.

D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.

E. The school board, among other duties, shall perform the following in accordance with applicable law:

1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;

2. conduct the business of the schools and pay indebtedness and proper expenses;

3. employ and contract with necessary qualified teachers and discharge the same for cause;

4. provide services to promote the health of its pupils;

5. provide school buildings and erect needed buildings;

6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;

7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;

8. employ and discharge necessary employees and contract for other services;

9. provide for transportation of pupils to and from school, as governed by statute; and

10. procure insurance against liability of the school district, its officers, and employees.

F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;

2. furnish school lunches for pupils and teachers on such terms as the school board determines;

3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;

4. lease rooms or buildings for school purposes;

5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;

6. authorize cocurricular and extracurricular activities;

7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and

8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers for Vocational Education)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.23 (Liability Insurance; Officers and Employees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)
Minn. Stat. § 123B.85 (Definitions)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233 (1924)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board -Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

ADOPTED: November 13, 1978
AMENDED: September 9, 1985
AMENDED: November 8, 2004
AMENDED: May 8, 2017
AMENDED: June 22, 2026
LAST REVIEWED: June 22, 2026

~~200~~ 201 LEGAL STATUS OF THE SCHOOL BOARD

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5. provide school buildings and erect needed buildings;

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7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;

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Minn. Stat. § 123B.85 (Definitions)
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ADOPTED: November 13, 1978
AMENDED: September 9, 1985
AMENDED: November 8, 2004
AMENDED: May 8, 2017
AMENDED: June 22, 2026
LAST REVIEWED: June 22, 2026

202 SCHOOL BOARD OFFICERS

I. PURPOSE

The purpose of this policy is to delineate the responsibilities entrusted to the School Board officers for the governance, management, and control of the public schools of the school district.

II. GENERAL STATEMENT OF POLICY

A. At the organizational meeting in January, the Board shall elect a chair, a clerk, and a treasurer, who shall hold their offices for one year and until their successors have been elected and qualified. The School Board may choose to elect a vice chair to act in the absence of the chair.

B. The persons who perform the duties of the offices of the clerk and the treasurer need not be members of the School Board. Those duties may be delegated to appropriate district personnel.

C. The Superintendent, who is appointed by the School Board, shall be an ex officio nonvoting member of the School Board.

III. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair, when present, shall preside at all meetings of the School Board, countersign all orders upon the treasurer for claims allowed by the School Board, represent the School District in all actions and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the School Board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

C. Treasurer

1. The treasurer shall deposit the funds of the School District in the official depository.

2. The treasurer shall make all reports which may be called for by the School Board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statute.

D. **Clerk**

1. The clerk shall keep a record of all meetings.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before August 15 of each year, the clerk shall:
    a. file with the School Board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
    b. make and transmit to the Commissioner certified reports, showing:
        i. condition and value of school property;
        ii. revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
        iii. length of school term and enrollment and attendance by grades; and
        iv. other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the School District.
5. The clerk shall furnish to the county auditor, on or before October 10, an attested copy of the clerk's record, showing the amount of money voted by the School District or the School Board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the School Board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

E. Superintendent

1. The Superintendent shall be an ex officio, nonvoting member of the School Board.
2. The Superintendent shall perform the following:

a. visit and supervise the schools in the School District, report and make recommendations about their condition when advisable or on request by the School Board;
b. recommend to the School Board employment and dismissal of teachers;
c. superintend school grading practices and examinations for promotions;
d. make reports required by the Commissioner; and
e. perform other duties prescribed by the School Board.

ADOPTED: August 13, 1968
AMENDED: September 9, 1985
AMENDED: August 9, 1993
AMENDED: December 13, 2004
AMENDED: February 11, 2008
AMENDED: May 8, 2017
AMENDED: June 22, 2026
LAST REVIEWED: June 22, 2026

~~207~~ 202 SCHOOL BOARD OFFICERS

I. PURPOSE

The purpose of this policy is to delineate the responsibilities entrusted to the School Board officers for the ~~care~~ governance, management, and control of the public schools of the school district.

II. GENERAL STATEMENT OF POLICY

A. At the organizational meeting in January, the Board shall elect a chair, a clerk, and a treasurer, who shall hold their offices for one year and until their successors have been elected and qualified. The School Board may choose to elect a vice chair to act in the absence of the chair.

B. The persons who perform the duties of the offices of the clerk and the treasurer need not be members of the School Board. Those duties may be delegated to appropriate district personnel.

C. The Superintendent, who is appointed by the School Board, shall be an ex officio nonvoting member of the School Board.

III. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair, when present, shall preside at all meetings of the School Board, countersign all orders upon the treasurer for claims allowed by the School Board, represent the School District in all actions and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the School Board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

C. Treasurer

1. The treasurer shall deposit the funds of the School District in the official depository.

2. The treasurer shall make all reports which may be called for by the School Board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statute.

D. Clerk

1. The clerk shall keep a record of all meetings.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before August 15 of each year, the clerk shall:
    a. file with the School Board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
    b. make and transmit to the Commissioner certified reports, showing:
        i. condition and value of school property;
        ii. revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
        iii. length of school term and enrollment and attendance by grades; and
        iv. other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the School District.
5. The clerk shall furnish to the county auditor, on or before October 10, an attested copy of the clerk's record, showing the amount of money voted by the School District or the School Board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the School Board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

E. Superintendent

1. The Superintendent shall be an ex officio, nonvoting member of the School Board.
2. The Superintendent shall perform the following:

a. visit and supervise the schools in the School District, report and make recommendations about their condition when advisable or on request by the School Board;
b. recommend to the School Board employment and dismissal of teachers;
c. superintend school grading practices and examinations for promotions;
d. make reports required by the Commissioner; and
e. perform other duties prescribed by the School Board.

ADOPTED: August 13, 1968
AMENDED: September 9, 1985
AMENDED: August 9, 1993
AMENDED: December 13, 2004
AMENDED: February 11, 2008
AMENDED: May 8, 2017
LAST REVIEWED: May 8, 2017

207-R SCHOOL BOARD OFFICERS REGULATIONS

I. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair, when present, shall preside at all meetings of the School Board, countersign all orders upon the treasurer for claims allowed by the School Board, represent the School District in all actions and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the School Board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

C. Treasurer

1. The treasurer shall deposit the funds of the School District in the official depository.
2. The treasurer shall make all reports which may be called for by the School Board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statute.

D. Clerk

1. The clerk shall keep a record of all meetings.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before August 15 of each year, the clerk shall:
    a. file with the School Board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
    b. make and transmit to the Commissioner certified reports, showing:
        i. condition and value of school property;

ii. revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;

iii. length of school term and enrollment and attendance by grades; and

iv. other items of information as called for by the commissioner.

4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the School District.

5. The clerk shall furnish to the county auditor, on or before October 10, an attested copy of the clerk's record, showing the amount of money voted by the School District or the School Board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the School Board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.

7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

E. Superintendent

1. The Superintendent shall be an ex officio, nonvoting member of the School Board.

2. The Superintendent shall perform the following:

a. visit and supervise the schools in the School District, report and make recommendations about their condition when advisable or on request by the School Board;

b. recommend to the School Board employment and dismissal of teachers;

c. superintend school grading practices and examinations for promotions;

d. make reports required by the Commissioner; and

e. perform other duties prescribed by the School Board.

ADOPTED: August 13, 1968
AMENDED: September 9, 1985
AMENDED: August 9, 1993
AMENDED: December 13, 2004
AMENDED: February 11, 2008
AMENDED: May 8, 2017
AMENDED: February 14, 2022
LAST REVIEWED: February 14, 2022

205 SCHOOL BOARD MEETINGS – OPEN AND CLOSED

I. PURPOSE

A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.

II. GENERAL STATEMENT OF POLICY

A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.

B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings
   A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings
   a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district

or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be emailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to emailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings
    a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
    b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
    c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
    d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
    e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
    f. Notice shall include the subject of the meeting.
    g. Posted or published notice of an emergency meeting shall not be required.
    h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

    If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice
   If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency
   In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes
   The votes of school board members shall be recorded in meeting minutes, and the minutes shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials
   1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
   2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data
   1. Meetings may not be closed merely because the data to be discussed are not public data.
   2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
   3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings
   1. Labor Negotiations Strategy
      a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

      b. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services
   All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges
   The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations
   The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting
   A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing
   a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.

b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.

c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.

b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.

c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.

d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

b. active investigative data collected or created by a law enforcement agency;

c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or

d. an individual's personal medical records.

e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

a. The school board may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the school district;

(2) to review confidential or nonpublic appraisal data; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.

c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

V. RECORDS AND MINUTES

A. The Board Clerk is legally responsible for the official Board records; however, the Board delegates to the Superintendent the responsibility for providing the personnel and equipment for Board meeting record keeping.
B. Published minutes will list a summary of Board Action and other business items. Individual gifts will not be published, but the official packets available in the District Administration Building will be retained with complete information.
C. Minutes of all Regular, Special and Closed Board Meetings will be kept on file in the Administration Building. Official minutes will be bound in some manner, and/or digitally filed on the district network, and maintained as a permanent record in the Administration Building.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)

Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

ADOPTED: May 12, 1986
AMENDED: December 13, 2004
AMENDED: February 11, 2008
AMENDED: November 13, 2017
AMENDED: June 22, 2026
LAST REVIEWED: June 22, 2026

~~210~~ 205 SCHOOL BOARD MEETINGS – OPEN AND CLOSED

I. PURPOSE

A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.

II. GENERAL STATEMENT OF POLICY

A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.

B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

"Meeting" means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings
   A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings
   a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district

or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be emailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to emailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings
   a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
   b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
   c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
   d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
   e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
   f. Notice shall include the subject of the meeting.
   g. Posted or published notice of an emergency meeting shall not be required.
   h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

   If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice
   If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency
   In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes
   The votes of school board members shall be recorded in meeting minutes, and the minutes shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials
   1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
   2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data
   1. Meetings may not be closed merely because the data to be discussed are not public data.
   2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
   3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings
   1. Labor Negotiations Strategy
      a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

      b. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services
   All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges
   The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations
   The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting
   A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing
   a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.

b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.

c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.

b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.

c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.

d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

b. active investigative data collected or created by a law enforcement agency;

c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or

d. an individual's personal medical records.

e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

a. The school board may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the school district;

(2) to review confidential or nonpublic appraisal data; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.

c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

V. RECORDS AND MINUTES

A. The Board Clerk is legally responsible for the official Board records; however, the Board delegates to the Superintendent the responsibility for providing the personnel and equipment for Board meeting record keeping.
B. Published minutes will list a summary of Board Action and other business items. Individual gifts will not be published, but the official packets available in the District Administration Building will be retained with complete information.
C. Minutes of all Regular, Special and Closed Board Meetings will be kept on file in the Administration Building. Official minutes will be bound in some manner, and/or digitally filed on the district network, and maintained as a permanent record in the Administration Building.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied*. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)

Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

ADOPTED: May 12, 1986
AMENDED: December 13, 2004
AMENDED: February 11, 2008
AMENDED: November 13, 2017
LAST REVIEWED: November 13, 2017

210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

A. A School Board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

B. In the following circumstances, however, the School Board may as an exception, by unanimous vote, contract for goods or services with a School Board member of the school district:

1. In the designation of a bank or savings association, in which a School Board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any School Board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the School Board. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such School Board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the School Board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the School Board member is a shareholder or stockholder but not an officer or manager;

4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:

   a. The School Board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

   b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.

   c. Before a claim is paid, the interested School Board member must file with the clerk of the School Board an affidavit stating:

      (1) The name of the School Board member and the office held;

      (2) An itemization of the goods or services furnished;

      (3) The contract price;

      (4) The reasonable value;

      (5) The interest of the School Board member in the contract; and

      (6) That to the best of the School Board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A School Board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the School Board for consideration, the interested School Board member may not vote on the contract. (*Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census*.)

6. A School Board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

C. In the following circumstances, the School Board may as an exception, by majority vote at a meeting where all School Board members are present, contract for services with a School Board member of the school district: A School Board member may be newly employed or may

continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that School Board member under that contract or employment relationship, will not exceed $20,000 in that fiscal year. If the School Board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all School Board members are present, that employment must be immediately terminated and that School Board member will have no further rights to employment while serving as a School Board member in the school district.

D. The School Board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a School Board member is a member of the class of employees contracting with the School Board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the School Board to invoke this exception, it must have a majority of disinterested School Board members vote to approve the contract, direct the School Board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

A. The School Board must hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full School Board.

B. The School Board may not employ any teacher related by blood or marriage to a School Board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full School Board.

V. CONFLICTS PRIOR TO TAKING OFFICE

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

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

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

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

ADOPTED: May 11, 1964
AMENDED: May 15, 1973
AMENDED: October 14, 1985
AMENDED: December 13, 2004
AMENDED: November 13, 2017
AMENDED: February 14, 2022
AMENDED: June 22, 2026
LAST REVIEWED: June 22, 2026

~~205~~ 210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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2. The designation of an official newspaper, or publication of official matters therein, in which the School Board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the School Board member is a shareholder or stockholder but not an officer or manager;

4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:

   a. The School Board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

   b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.

   c. Before a claim is paid, the interested School Board member must file with the clerk of the School Board an affidavit stating:

      (1) The name of the School Board member and the office held;

      (2) An itemization of the goods or services furnished;

      (3) The contract price;

      (4) The reasonable value;

      (5) The interest of the School Board member in the contract; and

      (6) That to the best of the School Board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.

5. A School Board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the School Board for consideration, the interested School Board member may not vote on the contract. (*Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census*.)

6. A School Board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

C. In the following circumstances, the School Board may as an exception, by majority vote at a meeting where all School Board members are present, contract for services with a School Board member of the school district: A School Board member may be newly employed or may

continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that School Board member under that contract or employment relationship, will not exceed ~~$8,000~~ $20,000 in that fiscal year. If the School Board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all School Board members are present, that employment must be immediately terminated and that School Board member will have no further rights to employment while serving as a School Board member in the school district.

D. The School Board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a School Board member is a member of the class of employees contracting with the School Board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the School Board to invoke this exception, it must have a majority of disinterested School Board members vote to approve the contract, direct the School Board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

A. The School Board can must hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full School Board.

B. The School Board may not employ any teacher related by blood or marriage to a School Board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full School Board.

V. CONFLICTS PRIOR TO TAKING OFFICE

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

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

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

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

ADOPTED: May 11, 1964
AMENDED: May 15, 1973
AMENDED: October 14, 1985
AMENDED: December 13, 2004
AMENDED: November 13, 2017
AMENDED: February 14, 2022
LAST REVIEWED: February 14, 2022

201 SCHOOL BOARD POWERS AND DUTIES

I. PURPOSE

The purpose of this policy is to set forth the expected responsibilities of the School Board.

II. GENERAL STATEMENT OF POLICY

The School Board is a representative body elected by the citizens of the district to provide for and oversee the operation of the public schools as mandated by Minnesota state law. It intends to exercise this authority in a manner responsive to the best interest of the community in general and the district students in particular.

In carrying out this function, the School Board recognizes the following general responsibilities as paramount:

1. Employing, working with and evaluating a Superintendent of Schools;
2. Formulating and interpreting policies;
3. Delegating administrative responsibilities;
4. Making decisions on educational and fiscal matters; and
5. Making appraisals of the educational and administrative processes.

ADOPTED: September 9, 1985
AMENDED: November 8, 2004
AMENDED: January 14, 2008
AMENDED: May 8, 2017
AMENDED: February 14, 2022
LAST REVIEWED: February 14, 2022

206 SCHOOL BOARD ORGANIZATIONAL MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the business conducted at organizational school board meetings.

II. GENERAL STATEMENT OF POLICY

The School Board will organize annually as required by law at a meeting held on or after the first day of January but not later than the second Monday of January. At this meeting the School Board will:

1. Elect School Board officers
2. Designate or reaffirm Board committee structure/assignments
3. Appoint or reaffirm Board representatives to other bodies
4. Conduct such other business as may be deemed appropriate

The meeting shall be called to order by the acting Board Chair, or another delegated member of the School Board, who shall preside until the new Board Chair is elected. At that time, the elected Chair will preside.

ADOPTED: September 9, 1985
AMENDED: August 9, 1993
AMENDED: November 8, 2004
AMENDED: May 8, 2017
AMENDED: February 14, 2022
LAST REVIEWED: February 14, 2022

2025-26 School Year Financial Report Analysis

For the Month Ended April 30, 2026

WAYZATA PUBLIC SCHOOLS

Excellence. For each and every student.

Statement of Revenues Analysis

This analysis reflects revenue received by the month end noted above. These numbers are only representative of ten fiscal months of the FY 2025-26. State Aid revenues are right in line with prior years. Property Taxes are also in line with expectations for this time of year. Deviations in revenue from prior years include Federal Aids and Miscellaneous Local Revenue which can vary year to year and are also impacted by FY25 accrued revenues as draws are completed. As a reminder, Federal funds are drawn after the expenditures take place which can happen after the fiscal year closes. The district still had a very small portion of CARES Act dollars to spend down by 9/30/2024 and draw by December 2024. The Food Service and Community Education revenue is also in line with expectations for this time of year.

Statement of Expenditures Analysis

This analysis reflects actual expenditures and does not include outstanding encumbrances along with representing of ten fiscal month of the FY 2025-26. Overall expenditures are relatively similar to prior years. Salaries are right in line with prior years shown and benefits are slightly up from prior years percentages but still in line with expectations and budget planning. As is usually always the case , variations compared to prior years are primarily driven by the timing of payments, timing of projects, timing of purchases of supplies, materials, and capital expenditures along with the timing of payments for purchased services. The Food Service fund expenditures are down slightly due to larger projects at the High School being budgeted for but not completed at this time. Community Education is right in line with expectations. The district also revises the budget at least one more time, typically around February or March.

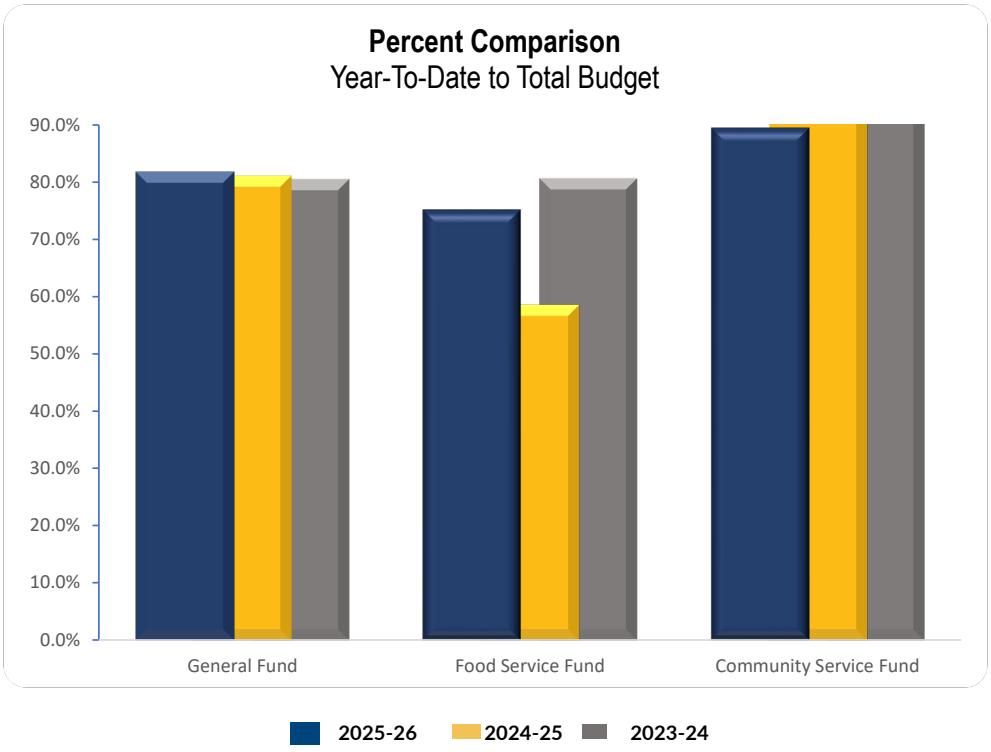
2025-26 School Year Statement of Revenues

For the Month Ended April 30, 2026

WAYZATA PUBLIC SCHOOLS

Excellence. For each and every student.

Fund	2025-26 Budget	2025-26 Actuals	Year-to-Date % of Budget 2025-26	2024-25	2023-24
General Fund					
Property Taxes	$ 76,686,067	$ 74,730,679	97.5%	100.4%	99.4%
State Aids	149,078,153	108,437,901	72.7%	72.8%	73.8%
Federal Aids	4,154,907	986,170	23.7%	12.5%	2.0%
Miscellaneous Local Revenue	7,533,040	6,940,015	92.1%	108.9%	93.5%
Other Financing Sources	-	-	-	-	-
Total General Fund Revenue	$ 237,452,167	$ 191,094,764	80.5%	81.8%	81.0%
Food Service Fund	10,510,235	7,847,632	74.7%	75.2%	58.5%
Community Service Fund	16,704,356	15,228,544	91.2%	89.5%	92.5%
Debt Service Fund	18,726,620	18,388,804	98.2%	99.1%	98.7%
Construction Fund	6,276,000	6,119,723	-	-	-
Total Revenue All Funds	**$ 289,669,378**	**$ 238,679,468**	**82.4%**	**83.1%**	**83.3%**



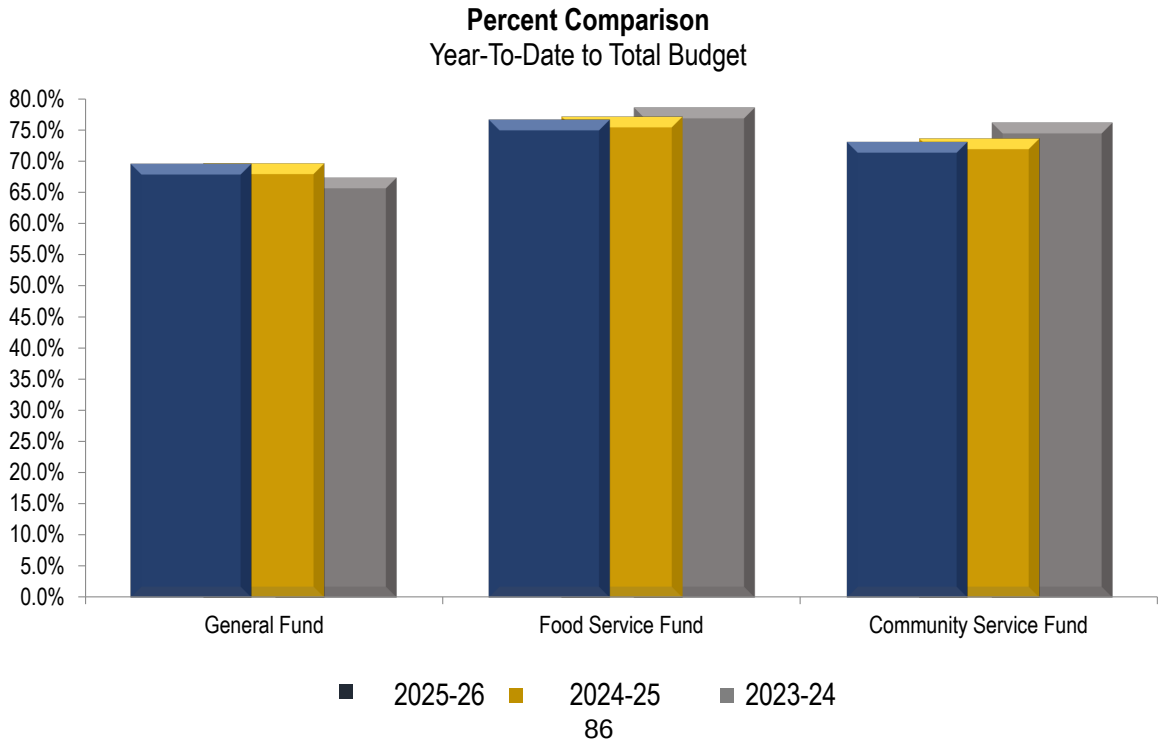
2025-26 School Year Statement of Expenditures

For the Month Ended April 30, 2026

WAYZATA PUBLIC SCHOOLS

Excellence. For each and every student.

Fund	2025-26 Budget	2025-26 Actuals	Year-to-Date % of Budget 2025-26	2024-25	2023-24
General Fund					
Salaries	$ 128,414,733	87,405,333	68.1%	69.8%	69.8%
Benefits	$ 45,525,471	33,272,924	73.1%	74.7%	72.3%
Purchased Services	$ 36,892,234	23,889,818	64.8%	76.3%	81.7%
Supplies & Materials	$ 8,879,867	6,131,273	69.0%	77.7%	70.7%
Capital Expenditures	$ 21,187,487	13,046,068	61.6%	46.6%	43.0%
Other Expenditures	$ 1,166,491	299,662	25.7%	16.1%	25.5%
Total General Fund Expenditures	$ 242,066,283	164,045,080	67.8%	69.6%	69.6%
Food Service Fund	$ 11,212,414	9,046,906	80.7%	76.7%	77.1%
Community Service Fund	$ 16,546,951	13,802,854	83.4%	73.1%	73.6%
Debt Service Fund	$ 18,544,992	18,544,467	100.0%	100.0%	100.0%
Construction Fund	$ 7,906,000	5,508,356	-	-	-
Total Expenditures All Funds	**$ 296,276,640**	**$ 210,947,663**	**71.2%**	**71.6%**	**73.7%**



2025-26 School Year General Fund Revenue & Expenditures

For the Month Ended April 30, 2026

WAYZATA PUBLIC SCHOOLS

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General Fund	2025-26 Budget	2025-26 Actuals	Year-to-Date % of Budget 2025-26	2024-25	2023-24
Revenue - Unrestricted					
Property Taxes	$ 55,419,055	$ 53,463,667	96.5%	100.4%	99.4%
State Aids	148,449,455	108,437,901	73.0%	72.0%	71.5%
Federal Aids	4,154,907	986,170	23.7%	12.5%	2.0%
Miscellaneous Local Revenue	7,533,040	6,940,015	92.1%	108.9%	93.5%
Total Unrestricted Revenue	**$ 215,556,457**	**$ 169,827,752**	**78.8%**	**79.9%**	**79.8%**
Revenue - Restricted					
Technology Levy	$ 12,105,615	$ 12,105,615	100.0%	100.0%	100.0%
Long Term Facility Maintenance	6,580,474	$ 6,580,474	100.0%	100.0%	100.0%
Operating Capital	3,209,621	2,580,923	80.4%	80.0%	79.0%
Total Restricted Revenue	**$ 21,895,710**	**$ 21,267,012**	**97.1%**	**97.0%**	**96.8%**
Total General Fund Revenues	**$ 237,452,167**	**$ 191,094,764**	**80.5%**	**81.8%**	**81.0%**
Expenditures - Unrestricted					
Salaries	$ 125,838,202	85,392,165	67.9%	67.8%	67.5%
Benefits	$ 44,628,660	33,711,797	75.5%	76.7%	74.8%
Purchased Services	$ 30,853,332	21,113,512	68.4%	69.5%	70.2%
Supplies & Materials	$ 5,332,185	4,080,527	76.5%	80.6%	74.6%
Capital Expenditures	$ 3,444,887	3,227,435	93.7%	92.5%	90.2%
Other Expenditures	$ 951,481	299,037	31.4%	25.3%	27.8%
Total Unrestricted Expenditures	**$ 211,048,747**	**147,824,473**	**70.0%**	**72.2%**	**71.9%**
Expenditures - Restricted					
Technology Levy	$ 12,107,936	7,638,056	63.1%	64.1%	65.2%
Long Term Facility Maintenance	$ 15,135,874	7,487,691	49.5%	63.1%	54.9%
Operating Capital	$ 3,773,716	1,094,860	29.0%	29.7%	29.2%
Total Restricted Expenditures	**$ 31,017,526** $ -	**$ 16,220,606** $ -	**52.3%**	**56.3%**	**59.2%**
Total General Fund Expenditures	**$ 242,066,273**	**$ 164,045,080**	**67.8%**	**69.6%**	**69.6%**

Fund Balance	Actual 6/30/2025	Budget Revenue	Budget Expense	Projected 6/30/2026
Unassigned / Assigned	**$ 41,107,259**	**$ 215,556,457**	**$ 211,048,747**	**$ 45,614,969**
Restricted				
Technology Levy	$ 6,056,415	12,105,615	12,107,936	$ 6,054,094
Long Term Facility Maintenance	$ 11,913,160	6,580,474	15,135,874	$ 3,357,760
Operating Capital	$ 4,490,011	3,209,621	3,773,716	$ 3,925,916
Total Restricted	**$ 22,459,585**	**$ 21,895,710**	**$ 31,017,526**	**$ 13,337,769**
Total Fund Balance	**$ 63,566,844**	**$ 237,452,167**	**$ 242,066,273**	**$ 58,952,738**

2025-26 School Year Financial Report Analysis

For the Month Ended April 30, 2026

WAYZATA PUBLIC SCHOOLS

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General Fund:

Investment Held At	Type of Investment	Purchase Date	Maturity Date	Investment Cost	Maturity Amount	Interest Earned	Yield
PMA/MN Trust	Money Market	N/A	NOW	N/A	121,780	N/A	3.57%
MSDLAF+ Liquid	Money Market	N/A	NOW	N/A	5,493,652	N/A	3.51%
MSDLAF+ Max	Money Market	N/A	NOW	N/A	60,483,027	N/A	3.60%
			Total General Fund	-	**$ 66,098,459**	$ -	

Alternative Facilities Bonds:

Investment Held At	Type of Investment	Purchase Date	Maturity Date	Investment Cost	Maturity Amount	Interest Earned	Yield
MSDLAF+ Liquid	Money Market	N/A	NOW	N/A	$ 0	N/A	3.51%
MSDLAF+ Max	Money Market	N/A	NOW	N/A	556,884	N/A	3.60%
			Total Alternative Facilities Bonds	$ -	**$ 556,885**	$ -	

Capital Facilities Bonds:

Investment Held At	Type of Investment	Purchase Date	Maturity Date	Investment Cost	Maturity Amount	Interest Earned	Yield
Ehlers Investment Partners	Money Market	N/A	NOW	N/A	$ 2,834,017	N/A	3.60%
Ehlers Investment Partners	Treasury Bond	N/A	NOW	N/A	$ 2,491,252	N/A	N/A
			Total Alternative Facilities Bonds	$ -	**$ 5,325,269**	$ -	

WAYZATA PUBLIC SCHOOLS

Agenda Item: 1

BOARD OF EDUCATION

Special Meeting – June 22, 2026

AGENDA SECTION: Finance and Operations Recommendations

ITEM: Fiscal Year 2026-27 Preliminary Budget – All Funds

COMMENTS BY: Trevor Peterson, Executive Director of Finance & Operations

Fiscal Year 2026-2027 Preliminary Budget

The District administration recommends the following revenue and expenditure budget, by fund, for the 2026-2027 fiscal year:

2026-27 Preliminary Budgets (All Funds)			
	2025-26 Revised Budget	**Change**	**2026-27 Preliminary Budget**
Revenue			
General Fund (Fund 01)	$237,452,167	$4,427,566	$250,342,929
Wayzata Cafes (Fund 02)	$10,510,235	$414,539	$10,924,774
Community Ed (Fund 04)	$16,124,343	$1,164,494	$17,288,838
Construction (Fund 06)	$6,276,000	-$6,276,000	$0
Debt Service (Fund 07)	$18,726,620	$1,340,442	$20,067,062
Total Revenues	**$289,089,365**	**$9,534,238**	**$298,623,603**
Expenditures			
General Fund (Fund 01)	$242,066,283	$9,818,886	$251,885,169
Wayzata Cafes (Fund 02)	$11,179,623	-$310,606	$10,869,017
Community Ed (Fund 04)	$15,981,489	$790,787	$16,772,276
Construction (Fund 06)	$7,656,000	-$6,373,700	$1,532,300
Debt Service (Fund 07)	$18,544,992	$660,232	$19,205,132
Total Expenditures	**$295,428,387**	**$4,835,507**	**$300,263,894**

Recommended Action: Approve the preliminary budget for the 2026-2027 fiscal year.

Motion by: _____ **ROLL CALL** **Passed:**

_____

Second by: _____ **Failed:**

FY2026-27 Preliminary Budget Presentation

June 22, 2026
School Board Meeting

Agenda

WAYZATA PUBLIC SCHOOLS

- Background information along with Assumptions & Components that go into the creation of the budgets
- Overview information of the Preliminary FY2026-27 Budgets
- Review of the following budgets:
  - Fund 01 (General Fund)
  - Fund 02 (Food Service)
  - Fund 04 (Community Ed)
  - Fund 06 (Construction Fund)
  - Fund 07 (Debt Service)
- Questions

FY2026-27 Preliminary Wayzata Public Schools Budget

OVERVIEW & BACKGROUND INFORMATION

Government Fund Structure

General Fund

Used to account for the general operations of the school district. This fund includes salaries and benefits for teachers, principals, custodians, secretaries, paraprofessionals, and administrators; cost of supplies, textbooks, transportation contracts, utilities, repairs, and equipment. This fund is also used for long-term facility maintenance projects of less than $2,000,000 and for the capital projects (technology) levy.

Food Service Fund

Used for all expenditures related to operating Wayzata Cafés, including food, salaries, benefits, supplies, and equipment. Food Service revenues typically come primarily from the sale of meals to students and adults. This year, the Minnesota Legislature enacted free meals for all students. State aid now provides a greater portion of revenue.

Community Services Fund

Used for expenditures related to community education programs such as Early Childhood Family Education, Adult Basic Education, Wayzata Kids (afterschool and summer childcare programs), youth classes and Community Ed programs.

Community Services revenue primarily comes from fees charged for the programs and property tax revenue dedicated to community services.

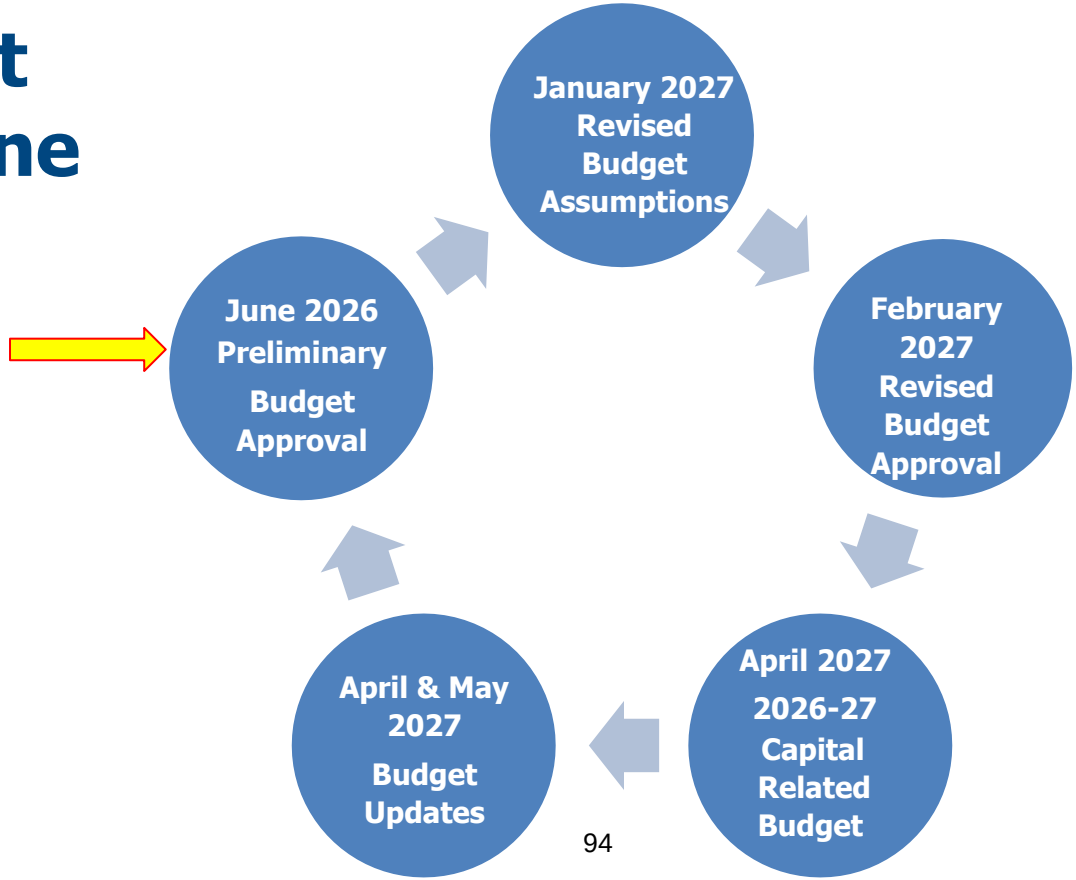
Building Construction Fund

Used for expenditures of major building projects. Proceeds from the sale of bonds authorized in an election are placed in this fund. This fund is also used for long-term facility maintenance projects exceeding $2,000,000.

Debt Service Fund

Used to accumulate and account for resources that fund principal and interest payments on bonds sold to finance construction. These are akin to a homeowner's payments on a mortgage.

Budget Timeline



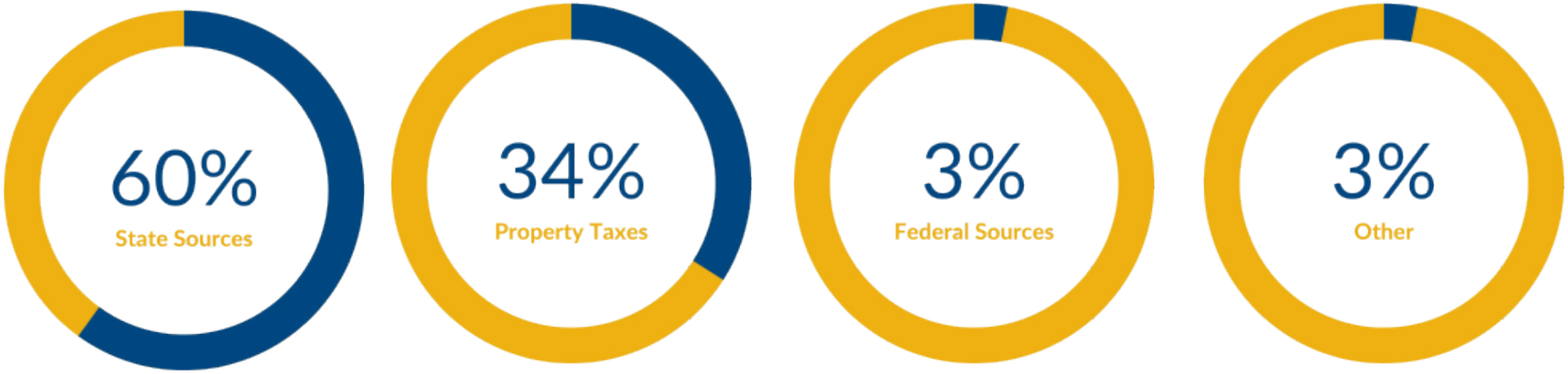
WAYZATA PUBLIC SCHOOLS

FY2026-27 Preliminary General Fund Budget

Key Budget Assumption(s)

General Fund – Source of Revenue 2026-27

(estimated)



Key Budget Assumption Formula Allowance

Fiscal Year	Formula Increase	Formula Amount	Formula Increase Amount
FY24	4.0%	$7,138	$275
FY25	2.0%	$7,281	$143
FY26	2.74%	$7,481	$200
FY27	2.69%	$7,683	$202

Formula Allowance for FY2026-27:

- The dollar amount per pupil unit used to calculate each district's basic general education revenue.
- The district received 2.74% on the formula in FY 2025-26 but ***will now see that adjusted to 2.69% for FY2026-27.***

FY28 and FY29, and beyond: actual increase equal to Consumer Price Index Urban (CPI-U) with a floor of 2.00% and cap of 3.00%. CPI-U determined based upon prior two fourth quarter totals. Language including inflationary increases does not prevent future legislatures from additional increases in the formula.

Key Budget Assumption
FY 2026-27 Enrollment Projection

- Enrollment is one of the key driver for projecting revenue (Pupil driven revenue system)
- Projections were based on a combination of internal trend data and demographic studies data from the Fall of 2024.
  - Original Assumptions: High Migration / Low Kindergarten
  - Updated Assumptions based on enrollment we are experiencing along with the considerations for new developments actively building in our community.
  - For the FY 26-27 Preliminary Budget, the district is using an estimate of 13,349
    - This is a 285 increase over PY revised estimate
- Growing enrollment is a key factor that generates additional revenue that can create a cushion against the General Education Formula Allowance not keeping pace with inflation & expenditures. It can also allow districts to avoid cuts and offer such things as smaller class sizes and new programs that without the growth would not be possible or very challenging.

FY2026-27 Actual GenEd Formula Allowance:	$7,683
Increased student projection for FY2026-27 Prelim Budget:	285
Estimated Revenue from increased projected enrollment:	**$2,189,655**

FY2026-27 Revenue Projection information

Enrollment Increases for FY2026-27

- Using enrollment of 13,349 for FY2026-27 which is up from 13,064 used for the FY2025-26 Revised Budget
- This is an increase of 285 students

Formula Allowance (roughly 60% of Revenue Budget)

- 2.69% in FY2026-27 which is down slightly from 2.74% in FY2025-26
- $7,481 PPU to $7,683 PPU for FY2026-27 ($202 increase)

Levy Dollars (roughly 30% of Revenue Budget)

- Roughly 5% increase with adjustments for FY2026-27

Federal allocations

- Forecasting similar revenues to current year

FY2026-27 Expenditure Projection Information

Salaries & Benefits:

- Salaries: Per Settled Contract or Board Parameters
  - Currently negotiating with multiple groups that will impact the FY2026-27 Budget
    - Budget built within board parameters
- 7% increase in Health Insurance Costs
- No increase in Dental Insurance Costs

Transportation:

- Budgeted an increase of roughly 5% from FY2026-27

Utilities:

- Budgeted an overall increase of roughly 3% from FY2026-27

LTFM:

- Projecting similar expenditures as current year (planning for roughly $15M)

Special Education:

- Budgeted an increase of more than 7% due to higher projected needs and increases expected into the future along with shifting $1.5M of costs from Federal to State Special Education
  - These costs are mainly captured inside the Salaries & Benefits portion of the budget.

Technology:

- Increase in Expenditures but offset with increased Revenues

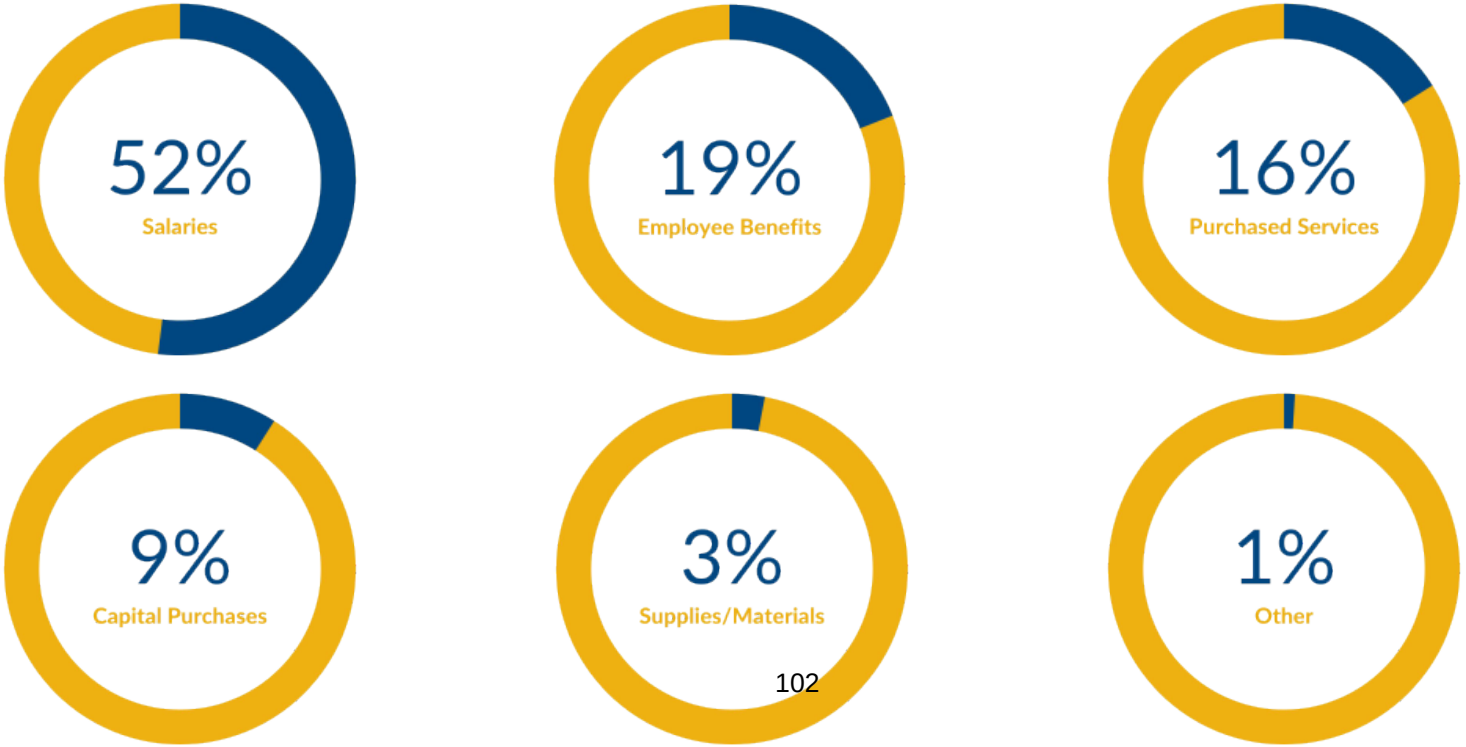
Quick Recap: Budget Assumptions - Expenditures

Category	FY 2025-26	FY 2026-27
Salaries	Per Contract or Board Parameters	Per Contract or Board Parameters
Health Insurance	7.00%	7.00%
Dental Insurance	2.00%	0.00%
TRA Rate (July 1)	9.81%	9.81%
PERA Rate (July 1)	7.50%	7.50%
Supplies	2.00%	2.00%
Fuel/Utilities	2.00%	3.00%
Transportation	6.00%	5.00%

WAYZATA PUBLIC SCHOOLS

General Fund – Expenditures 2026-27

(estimated)



Preliminary FY2026-27 General Fund Budget



FY2026-27
General Fund Budget (Fund 01)

All areas included (*LTFM Adjustment*)

General Fund Information:
The General Fund contains all revenue and expenses for the general, day-to-day operations of the school district. This includes salaries and benefits for teachers, administrators, custodians, administrative professionals, and para-professionals; instructional supplies, technology, transportation, textbooks, and money spent to operate and repair district buildings. In some ways, it is clearer to express the General Fund in terms of what it does not cover. The General Fund does not cover Wayzata Cafés; Community Services; debt service payments on bonds issued by the District; and the cost of major construction projects financed through the issuance of bonds.

The General Fund includes expenses associated with the capital projects (technology) levy. The focus of this program is curriculum and classroom technology, particularly expansion of classroom tools: projection and sound systems, smartboards, and software. The General Fund also includes expenses funded with the Long-Term Facility Maintenance (LTFM) levy for projects less than $2.0 million. Projects over $2 million are recorded in the Building Construction Funds. It is important to note that LTFM expenditures can fluctuate considerably from year to year and can impact the overall view of the District's funding picture.
The level of spending is set with a number of considerations in mind, but one of the primary considerations is to maintain an adequate level of reserves for unanticipated events. The District has a formal policy calling for an unassigned fund balance in the General Fund equal to at least 5% to 7% of one year's expenditures. This balance could be considered to be the District's "savings account."

2026-27 Preliminary Budget (LFTM included)			
	2025-26 Revised Budget	Change ($)	2026-27 Preliminary Budget
Revenue			
Local Property Taxes	$76,686,067	$4,427,566	$81,113,633
State Aid	$149,078,153	$9,845,290	$158,923,443
Federal Aid	$4,154,907	-$609,146	$3,545,761
Other Local Revenues	$7,533,040	-$772,948	$6,760,092
Total Revenues	**$237,452,167**	**$12,890,762**	**$250,342,929**
Expenditures			
Salaries and Benefits	$173,940,204	$10,157,674	$184,097,878
Purchased Services	$36,892,234	-$572,887	$36,319,347
Supplies and Materials	$8,879,867	$759,258	$9,639,125
Capital	$21,187,487	-$490,304	$20,697,183
Misc./Other	$1,166,491	-$34,855	$1,131,636
Transfers to Other Funds	$0	$0	$0
Total Expenditures	**$242,066,283**	**$9,818,886**	**$251,885,169**
Revenue over Expenditures:	**-$4,614,116**	**$3,071,876**	**-$1,542,240**

FY2026-27 General Fund Budget

2026-27 Preliminary Budget (Excluding LTFM)		
	2025-26 Revised Budget	2026-27 Preliminary Budget
Revenue		
Local Property Taxes	$70,105,593	$69,955,130
State Aid	$149,078,153	$158,923,443
Federal Aid	$4,154,907	$3,545,761
Other Local Revenues	$7,533,040	$6,760,092
Total Revenues	**$230,871,693**	**$239,184,426**
Expenditures		
Salaries and Benefits	$173,784,270	$183,937,117
Purchased Services	$31,782,360	$33,087,679
Supplies and Materials	$8,847,401	$9,601,426
Capital	$11,349,887	$9,000,183
Misc./Other	$1,166,491	$1,131,636
Transfers to Other Funds	$0	$0
Total Expenditures	**$226,930,409**	**$236,758,041**
Revenue over Expenditures:	**$3,941,284**	**$2,426,385**

*** This excludes LTFM (PayGo levy) and LTFM levy adjustment to show a more realistic view of the FY2026-27 Preliminary Budget*

Preliminary FY2026-27 Wayzata Cafés (Fund 02) & Community Ed (Fund 04) Budgets

FY2026-27 Wayzata Cafés Budget (Fund 02)

The Food Service Fund is used to record financial activities of a school district's food service program. Food service includes activities for the purpose of preparation and service of milk, meals, and snacks in connection with school and community service activities.
All expenditures relating to meal preparation must be recorded in the Food Service Fund. Eligible expenditures include application processing, meal accountability, food preparation, meal service, and kitchen custodial service (Minn. Stat. 124D.111, subd. 3 [2023]).

2026-27 Preliminary Budget (Wayzata Cafés Fund 02)			
	2025-26 Revised Budget	Change	2026-27 Preliminary Budget
Revenue			
Meal Sales	$1,442,395	-$27,610	$1,414,785
Federal Aid	$2,722,840	$184,074	$2,906,914
State Aid	$6,345,000	$258,075	$6,603,075
Total Revenues	**$10,510,235**	**$414,539**	**$10,924,774**
Expenditures			
Salaries and Benefits	$4,370,433	$309,265	$4,679,698
Food	$4,795,840	$314,854	$5,110,694
Misc./Other	$2,013,350	-$934,725	$1,078,625
Total Expenditures	**$11,179,623**	**-$310,606**	**$10,869,017**
Revenue over Expenditures:	**-$669,388**	**$725,145**	**$55,757**

WAYZATA PUBLIC SCHOOLS

FY2026-27 Community Ed Budget (Fund 04)

The Community Service Fund is used to record all financial activities of the Community Service program. The Community Service Fund is comprised of five components, each with its own fund balance:

–Community Education, Restricted/Reserved Fund Balance 431
–Community Education, Restricted Fund Balance 464
–Early Childhood Family Education (ECFE), Restricted/Reserved Fund Balance 432
–School Readiness, Restricted/Reserved Fund Balance 444
–Adult Basic Education (ABE), Restricted/Reserved Fund Balance 447

Community Education includes only those activities authorized in Minnesota Statutes 2023, section 124D.19.
The focus of these activities is enrichment programs for any age level that are not part of the K-12 education program. This section may also be used for K-12 summer school enrichment activities which, although educational in nature, are not for credit and are not required for graduation.
A district may spend up to 10% of its community education revenue (levy, aids, and fees) to purchase or lease computers and related items, equipment for instructional programs, and library books used exclusively for community education (Minn. Stat. 124D.20, subd. 8 [2023]).

2026-27 Preliminary Budget (Community Ed Fund 04)

	2025-26 Revised Budget	Change	2026-27 Preliminary Budget
Revenue			
Local Property Taxes	$2,094,232	$146,901	$2,241,134
State Aids	$1,337,017	$53,292	$1,390,309
Fee Based Revenues	$12,693,094	$964,301	$13,657,395
Total Revenues	**$16,124,343**	**$1,164,494**	**$17,288,838**
Expenditures			
Salaries and Benefits	$13,083,306	$1,234,101	$14,317,407
Purchase Services, Supplies, Education Materials	$2,804,433	-$424,414	$2,380,019
Capital & Technology	87,100	-$17,600	69,500
Dues & Memberships	$6,650	-$1,300	$5,350
Total Expenditures	**$15,981,489**	**$790,787**	**$16,772,276**
Revenue over Expenditures:	**$142,854**	**$373,708**	**$516,562**

Preliminary FY2026-27 Debt Service (Fund 07) & Construction (Fund 06) Budgets

FY2026-27 Construction Budget (Fund 06)

The Building Construction Fund is used to record all operations of a district's building construction program that are funded by the sale of bonds, capital loans, or major capital projects costing $2,000,000 or more.
Construction for buildings and additions may be comprised of the following: expenditures for general construction; advertisement for contracts; payments on contracts of construction; installations of plumbing, heating, lighting, ventilating and electrical systems; expenditures for lockers, elevators, and other equipment; architectural and engineering services; travel expenses; paint and decorating expenses, technology and technology upgrades; and any other related costs. Include the costs of floating the bond issue in this fund by reclassification from the General Fund. Note: This is a partial list of items.

As a reminder, the General Fund includes expenses funded with the Long-Term Facility Maintenance (LTFM) levy for projects less than $2.0 million.
However, projects over $2 million are recorded in the Building Construction Fund (Fund 06). As noted earlier, it is important to note that LTFM expenditures can fluctuate considerably from year to year and can impact the overall view of the District's funding picture.

2026-27 Preliminary Budget (Construction Fund 06)			
	2025-26 Revised Budget	Change	2026-27 Preliminary Budget
Revenue			
Local Property Taxes	$0	$0	$0
Sale of Bonds	$6,076,000	-$6,076,000	$0
State Aids	$0	$0	$0
Other Local Revenues	$200,000	-$200,000	$0
Total Revenues	**$6,276,000**	**-$6,276,000**	**$0**
Expenditures			
Salaries and Benefits	$0	$0	$0
Purchased Services	$1,326,000	-$1,188,930	$137,070
Supplies and Materials	$0	$0	$0
Capital	$6,580,000	-$5,184,770	$1,395,230
Misc./Other	$0	$0	$0
Transfers to Other Funds	$0	$0	$0
Total Expenditures	**$7,656,000**	**-$6,373,700**	**$1,532,300**
Revenue over Expenditures:	**-$1,630,000**	**$97,700**	**-$1,532,300**

WAYZATA PUBLIC SCHOOLS

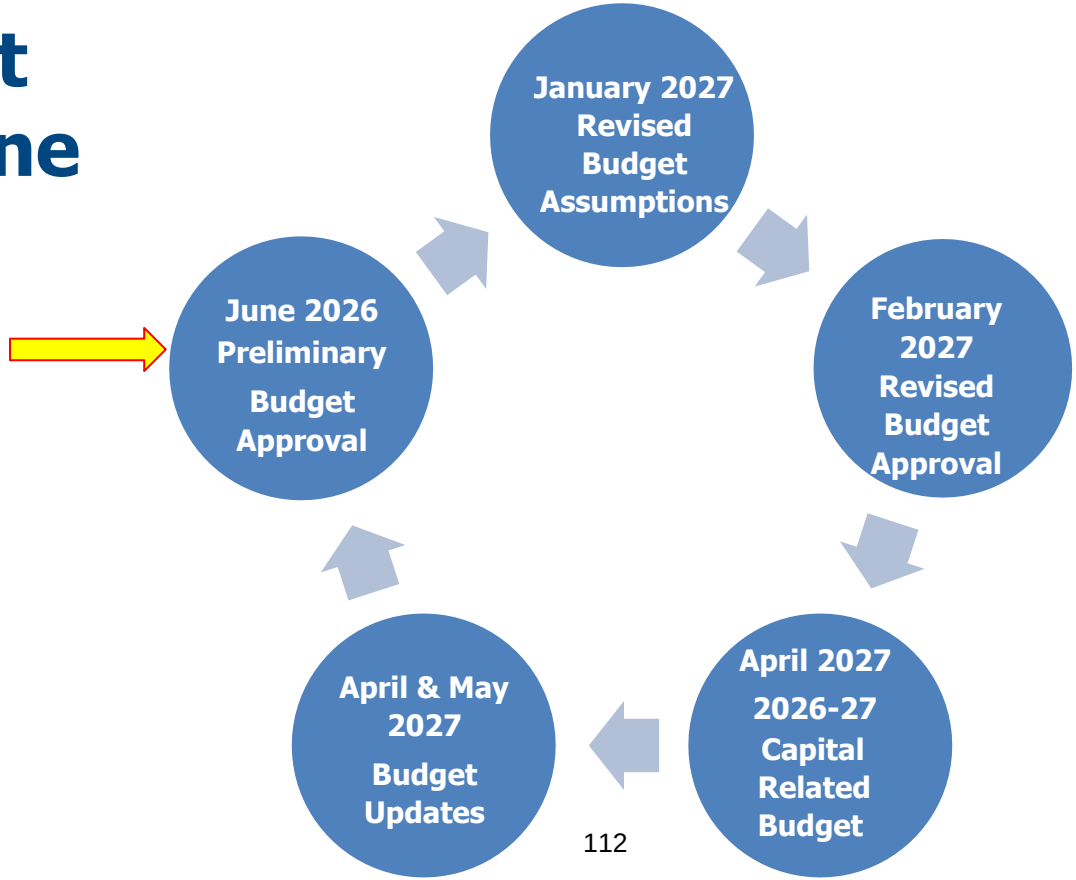
FY2026-27 Debt Service Budget (Fund 07)

The Debt Service Fund is used to record revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds.

2026-27 Preliminary Budget (Debt Service Fund 07)			
	2025-26 Revised Budget	Change	2026-27 Preliminary Budget
Revenue			
Local Property Taxes	$18,717,215	$1,349,847	$20,067,062
Sale of Bonds	$0	$0	$0
State Aids	$9,405	-$9,405	$0
Other Local Revenues	$0	$0	$0
Total Revenues	**$18,726,620**	**$1,340,442**	**$20,067,062**
Expenditures			
Bond Principal	$13,620,000	$580,000	$14,200,000
Bond Interest	$4,922,000	$80,232	$5,002,232
Bond Refunding Payments	$0	$0	$0
Bank Fees	$2,900	$0	$2,900
Misc./Other	$0	$0	$0
Transfers to Other Funds	$0	$0	$0
Total Expenditures	**$18,544,992**	**$660,232**	**$19,205,132**
Revenue over Expenditures:	**$181,628**	**$680,210**	**$861,930**

WAYZATA PUBLIC SCHOOLS

Budget Timeline



WAYZATA PUBLIC SCHOOLS

WAYZATA PUBLIC SCHOOLS

Questions?

THANK YOU

Jack Stearns, Director of Finance
Jennifer Welk, Student Accounting & Finance Manager
Trevor Peterson, Executive Director of Finance & Operations

WAYZATA PUBLIC SCHOOLS

Agenda Item: _____

BOARD OF EDUCATION
Work Session – June 22, 2026

AGENDA SECTION: Administrative Reports and Recommendations – Finance/Operations

ITEM: Resolution Relating to GO School Building Bonds, Series 2026B

COMMENTS BY: Trevor Peterson, Executive Director of Finance & Operations

Resolution Relating to General Obligation School Building Bonds, Series 2026B

The School Board is authorizing the issuance and providing for sale General Obligation School Building Bonds, Series 2026B. Proceeds from the bonds will be for the acquisition and betterment of school sites and facilities in the amount of $100,000,000.

The preliminary timeline anticipates:

- June 22, 2026: Pre-Sale Report is provided to School Board & School Board approve resolution authorizing sale of the bonds.
- Week of July 20, 2026: Due diligence call to review Official Statement and conference call with Rating Agency.
- Week of July 27, 2026: Distribution of Official Statement/Offering document
- August 10, 2026: Receive and evaluate proposals for purchase of bonds and School Board awards sale of bonds.
- September 3, 2026: Closing date of bonds.

The District has retained Ehlers & Associates, Inc., Minneapolis, Minnesota, as its independent municipal advisor for the sale of the Bonds. The District will also engage Dorsey & Whitney LLP to serve as bond counsel and disclosure counsel.

Recommended Action: **Approve the Resolution Relating to General Obligation School Building Bonds, Series 2026B; Authorizing Issuance, Providing for Sale, and Covenanting and Obligating the District to be Bound by and Use the State Credit Enhancement Program, and Establishing Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code.**

Motion by: _____ **ROLL CALL** **Passed: _____**

Second by: _____ **Failed: _____**

Abstentions: _____

CERTIFICATION OF MINUTES RELATING TO
GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2026B

Issuer: Independent School District No. 284 (Wayzata Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on June 22, 2026 at 4:00 p.m. at 16000 41st Avenue North, Plymouth, Minnesota.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2026B; AUTHORIZING ISSUANCE, PROVIDING FOR SALE, AND COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND USE THE STATE CREDIT ENHANCEMENT PROGRAM, AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 22nd day of June, 2026.

_____
School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO GENERAL OBLIGATION SCHOOL BUILDING BONDS, SERIES 2026B; AUTHORIZING ISSUANCE, PROVIDING FOR SALE, AND COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND USE THE STATE CREDIT ENHANCEMENT PROGRAM, AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 284 (Wayzata Public Schools), Minnesota (the District), as follows:

SECTION 1. AUTHORIZATION AND ELECTION. This Board hereby determines it is in the best interests of the District to authorize the issuance and sale of its General Obligation School Building Bonds, Series 2026B in the approximate principal amount of $100,000,000 (the Bonds), the proceeds to be used to finance the acquisition and betterment of school sites and facilities, as approved by the electors at a special election held on April 14, 2026 (collectively, the Project), pursuant to Minnesota Statutes, Chapter 475.

SECTION 2. SALE. The District has retained Ehlers & Associates, Inc., in Minneapolis, Minnesota (Ehlers), as its independent municipal advisor in connection with the sale of the Bonds. Ehlers is authorized to solicit proposals for the purchase of the Bonds in accordance with Minnesota Statutes, Section 475.60, subdivision 2, paragraph (9). The Board shall meet at the time and place specified in the Official Statement for the Bonds to receive and consider such proposals for the purchase of the Bonds.

SECTION 3. OFFICIAL STATEMENT; PROPOSALS. Ehlers is authorized to prepare and distribute an Official Statement for the Bonds and to open, read, and tabulate the proposals for presentation to the Board.

SECTION 4. STATE CREDIT ENHANCEMENT PROGRAM. (a) The District hereby covenants and obligates itself to notify the Commissioner of the Department of Education of the State of Minnesota (the Commissioner of Education) of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

SECTION 5. REIMBURSEMENT. (a) (i) The Internal Revenue Service has issued Section 1.150-2 of the Income Tax Regulations (the Regulations) dealing with the issuance of tax-exempt obligations all or a portion of the proceeds of which are to be used to reimburse the District for Project expenditures made by the District prior to the date of issuance (the Reimbursement Obligations).

(ii) The Regulations generally require that the District make a declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently issued series of tax-exempt obligations within 60 days after payment of the expenditures, that such obligations be issued and the reimbursement allocation be made from the proceeds of such obligations within the reimbursement period (as defined in the Regulations), and that the expenditures reimbursed be capital expenditures or costs of issuance of the obligations.

(iii) The District desires to comply with requirements of the Regulations with respect to the Project.

(b) (i) The District proposes to undertake Project and to make original expenditures with respect thereto prior to the issuance of Reimbursement Obligations, and reasonably expects to issue Reimbursement Obligations for such project in the maximum principal amounts shown below:

Project	Maximum Amount of Obligations Expected to be Issued for Project
Acquisition and betterment of school sites and facilities.	$100,000,000

(ii) Other than (i) de minimis amounts permitted to be reimbursed pursuant to Section 1.150-2(f)(1) of the Regulations or (ii) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, the District will not seek reimbursement for any original expenditures with respect to the foregoing Project paid more than 60 days prior to the date of adoption of this resolution. All original expenditures for which reimbursement is sought will be capital expenditures or costs of issuance of the Reimbursement Obligations.

(c) As of the date hereof, there are no District funds reserved, pledged, allocated on a long term basis or otherwise set aside (or reasonably expected to be reserved, pledged, allocated on a long term basis or otherwise set aside) to provide permanent financing for the original expenditures

related to the Project other than pursuant to the issuance of the Reimbursement Obligations. Consequently, it is not expected that the issuance of the Reimbursement Obligations will result in the creation of any replacement proceeds.

(d) The District's business manager shall be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the Reimbursement Obligations to reimburse the source of temporary financing used by the District to make payment of the original expenditures relating to the Project. Each reimbursement allocation shall be made not later than (i) eighteen (18) months after the date of the original expenditure or (ii) eighteen (18) months after the date the Project is placed in service or abandoned (but in no event later than three (3) years after the original expenditure is paid) and shall be evidenced by an entry on the official books and records of the District maintained for the Reimbursement Obligations and shall specifically identify the original expenditures being reimbursed.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

June 22, 2026

PRE-SALE REPORT FOR

Independent School District No. 284 (Wayzata Public Schools), Minnesota

$100,000,000 General Obligation School Building Bonds, Series 2026B

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
3001 Broadway Street, Suite 320
Minneapolis, MN 55413

Advisors:

Matthew Hammer, Senior Municipal Advisor
Beth Downes, Municipal Advisor
Jeff Seeley, Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

$100,000,000 General Obligation School Building Bonds, Series 2026B

District voters authorized the issuance of up to $496,000,000 in bonds in a bond referendum election held on April 14, 2026. $100,000,000 is our current estimate of the bond amount for the first bond issuance.

Purposes:

The proposed issue includes financing for the acquisition and betterment of school sites and facilities authorized by voters on April 14, 2026.

Authority:

The Bonds are being issued pursuant to Minnesota Statutes, Chapter 475. The Bonds will be general obligations of the District for which its full faith, credit and taxing powers are pledged. Debt service for the bonds will be paid from the District's annual debt service property tax levy.

Term/Call Feature:

The Bonds are being issued for a term of 22 years, 6 months. Principal on the Bonds will be due on February 1 in the years 2028 through 2049. Interest will be due every six months beginning August 1, 2027.

The Bonds will be subject to prepayment at the discretion of the District on February 1, 2034 or any date thereafter.

State Credit Enhancement:

By resolution the District will covenant and obligate itself to be bound by the provisions of Minnesota Statutes, Section 126C.55, which provides for payment by the State of Minnesota in the event of a potential default of a school district obligation.

To qualify for the credit enhancement, the District must submit an application to the State. Ehlers will coordinate the application process to the State on your behalf.

Rating:

Under current bond ratings, the state credit enhancement would bring a Moody's "Aa1" rating. The District's most recent bond issues were rated by Moody's Investors Service. The current rating on those bonds is "Aaa". The District will request a new rating for the Bonds.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Bonds and long-term financial capacity, as well as the tax status considerations related to the Bonds and the structure, timing and other similar matters related to the Bonds, we are recommending the issuance of Bonds as a suitable option.

Method of Sale/Placement:

We are recommending the Bonds be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Bonds from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." Any net premium received may be used to reduce the principal amount of the Bonds, increase the net proceeds for the project, or to fund a portion of the interest on the Bonds.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the District and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the District's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

The District will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The District is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The District must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Bonds. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The District's specific arbitrage responsibilities will be detailed in the Signature, No-Litigation, Arbitrage Certificate and Purchase Price Receipt (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Bonds may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

An Ehlers arbitrage expert will contact the District within 30 days after the sale date to review the District's specific responsibilities for the Bonds. The District is currently receiving arbitrage services from Ehlers in relation to the Bonds.

Investment of Bond Proceeds:

Ehlers will assist the District in developing a strategy to invest your Bond proceeds until funds are needed to pay project costs.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Dorsey & Whitney LLP

Paying Agent: Bond Trust Services Corporation

Rating Agency: Moody's Investors Service, Inc.

PROPOSED DEBT ISSUANCE SCHEDULE

Ehlers Provides Pre-Sale Report to School Board, School Board Approves Resolution Authorizing Sale of the Bonds:	June 22, 2026
Due Diligence Call to Review Official Statement:	Week of July 20, 2026
Conference Call with Rating Agency:	Week of July 20, 2026
Distribute Official Statement/Offering Document:	Week of July 27, 2026
Receive and Evaluate Proposals for Purchase of Bonds:	August 10, 2026
School Board Meeting to Award Sale of Bonds:	August 10, 2026
Estimated Closing Date:	August 6, 2026

Attachments

Estimated Sources and Uses of Funds

Estimated Debt Service Schedule

Resolution Authorizing Ehlers to Proceed with Bond Sale/Credit Enhancement Resolution (provided separately)

EHLERS' CONTACTS

Matthew Hammer, Senior Municipal Advisor	(651) 697-8592
Beth Downes, Municipal Advisor	(651) 697-8514
Jeff Seeley, Senior Municipal Advisor	(651) 697-8585
Silvia Johnson, Lead Public Finance Analyst	(651) 697-8580
Brian Shannon, Senior Finance Manager	(651) 697-8515

Wayzata School District No. 284

$100,000,000 G.O. School Building Bonds, Series 2026

Dated: September 3, 2026

Sources & Uses

Dated 09/03/2026 | Delivered 09/03/2026

Sources Of Funds

Par Amount of Bonds	$100,000,000.00
Reoffering Premium	1,620,262.70
Total Sources	**$101,620,262.70**

Uses Of Funds

Total Underwriter's Discount (0.600%)	600,000.00
Costs of Issuance	367,000.00
Deposit to Project Construction Fund	100,653,262.70
Total Uses	**$101,620,262.70**

Wayzata School District No. 284

$100,000,000 G.O. School Building Bonds, Series 2026

Dated: September 3, 2026

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/03/2026	-	-	-	-	-
08/01/2027	-	-	4,143,289.17	4,143,289.17	-
02/01/2028	5,175,000.00	5.000%	2,273,756.25	7,448,756.25	11,592,045.42
08/01/2028	-	-	2,144,381.25	2,144,381.25	-
02/01/2029	185,000.00	5.000%	2,144,381.25	2,329,381.25	4,473,762.50
08/01/2029	-	-	2,139,756.25	2,139,756.25	-
02/01/2030	1,000,000.00	5.000%	2,139,756.25	3,139,756.25	5,279,512.50
08/01/2030	-	-	2,114,756.25	2,114,756.25	-
02/01/2031	500,000.00	5.000%	2,114,756.25	2,614,756.25	4,729,512.50
08/01/2031	-	-	2,102,256.25	2,102,256.25	-
02/01/2032	1,000,000.00	5.000%	2,102,256.25	3,102,256.25	5,204,512.50
08/01/2032	-	-	2,077,256.25	2,077,256.25	-
02/01/2033	1,050,000.00	5.000%	2,077,256.25	3,127,256.25	5,204,512.50
08/01/2033	-	-	2,051,006.25	2,051,006.25	-
02/01/2034	1,365,000.00	5.000%	2,051,006.25	3,416,006.25	5,467,012.50
08/01/2034	-	-	2,016,881.25	2,016,881.25	-
02/01/2035	2,775,000.00	5.000%	2,016,881.25	4,791,881.25	6,808,762.50
08/01/2035	-	-	1,947,506.25	1,947,506.25	-
02/01/2036	3,320,000.00	5.000%	1,947,506.25	5,267,506.25	7,215,012.50
08/01/2036	-	-	1,864,506.25	1,864,506.25	-
02/01/2037	3,315,000.00	5.000%	1,864,506.25	5,179,506.25	7,044,012.50
08/01/2037	-	-	1,781,631.25	1,781,631.25	-
02/01/2038	3,590,000.00	5.000%	1,781,631.25	5,371,631.25	7,153,262.50
08/01/2038	-	-	1,691,881.25	1,691,881.25	-
02/01/2039	6,200,000.00	4.000%	1,691,881.25	7,891,881.25	9,583,762.50
08/01/2039	-	-	1,567,881.25	1,567,881.25	-
02/01/2040	6,470,000.00	4.000%	1,567,881.25	8,037,881.25	9,605,762.50
08/01/2040	-	-	1,438,481.25	1,438,481.25	-
02/01/2041	6,130,000.00	4.000%	1,438,481.25	7,568,481.25	9,006,962.50
08/01/2041	-	-	1,315,881.25	1,315,881.25	-
02/01/2042	6,375,000.00	4.250%	1,315,881.25	7,690,881.25	9,006,762.50
08/01/2042	-	-	1,180,412.50	1,180,412.50	-
02/01/2043	6,655,000.00	4.250%	1,180,412.50	7,835,412.50	9,015,825.00
08/01/2043	-	-	1,038,993.75	1,038,993.75	-
02/01/2044	6,955,000.00	4.500%	1,038,993.75	7,993,993.75	9,032,987.50
08/01/2044	-	-	882,506.25	882,506.25	-
02/01/2045	7,265,000.00	4.500%	882,506.25	8,147,506.25	9,030,012.50
08/01/2045	-	-	719,043.75	719,043.75	-
02/01/2046	7,590,000.00	4.500%	719,043.75	8,309,043.75	9,028,087.50
08/01/2046	-	-	548,268.75	548,268.75	-
02/01/2047	7,750,000.00	4.750%	548,268.75	8,298,268.75	8,846,537.50
08/01/2047	-	-	364,206.25	364,206.25	-
02/01/2048	7,950,000.00	4.750%	364,206.25	8,314,206.25	8,678,412.50
08/01/2048	-	-	175,393.75	175,393.75	-
02/01/2049	7,385,000.00	4.750%	175,393.75	7,560,393.75	7,735,787.50
Total	**$100,000,000.00**	**-**	**$68,742,820.42**	**$168,742,820.42**	**-**

Yield Statistics

Bond Year Dollars	$1,521,301.11
Average Life	15.213 Years
Average Coupon	4.5186860%
Net Interest Cost (NIC)	4.4516209%
True Interest Cost (TIC)	4.4155615%
Bond Yield for Arbitrage Purposes	4.3460552%
All Inclusive Cost (AIC)	4.4498980%

IRS Form 8038

Net Interest Cost	4.3807147%
Weighted Average Maturity	15.078 Years

Agenda Item: ____

BOARD OF EDUCATION

Regular Meeting – June 22, 2026

AGENDA SECTION: Administrative Reports and Recommendations

ITEM: Finance and Operations Services

COMMENTS BY: Trevor Peterson, Executive Director, Finance and Operations

Certifying the 2024 Population Estimate

Pursuant to Minnesota Statutes § 275.14, a school district may submit an update of its resident population estimate to the State Demographer for approval. The population estimate update must be adopted by board resolution by July 1 and submitted to the State Demographer no later than July 15. If approved by the State Demographer, the District's population estimate will be used to calculate its community education revenue.

Recommended Action: Approve the population estimate of 74,762 as of June 2026.

Motion by: _____ ROLL CALL Passed: _____

Second by: _____ Failed: _____

Abstentions:_____

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Regular Meeting – June 22, 2026

RESOLUTION

CERTIFICATION OF THE POPULATION ESTIMATE FOR THE 2026 PAYABLE 2027 LEVY OF WAYZATA ISD#284

WHEREAS, the Wayzata School District has experienced an increase in population from the 2024 census figure of 74,015 to the current census figure of 74,762 as determined by the State Demographer.

NOW BE IT RESOLVED, that the current population of 74,762 for Independent School District 284, located in Hennepin County of the State of Minnesota, be certified to the State Demographer for approval of use in revenue calculation.

This is to certify that, at a meeting of the Board of Education of Independent School District 284 duly called and held on June 22, 2026, the above Resolution was adopted.

_____ _____

Milind Sohoni, Chair Dan Ginestra, Clerk

Agenda Item: _____

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Special Regular Meeting – June 22, 2026

AGENDA SECTION:

ITEM: 2026-27 Unaffiliated Handbooks

COMMENTS BY: Laura Hoffman Hordyk, Director of Human Resources

Unaffiliated Salary Schedule and Handbook Changes

A summary of the language changes for the Wayzata Unaffiliated Staff Handbooks (Levels 2-9) for the 2026-27 fiscal year was shared with each Board member this week.

Included in the summary for the School Board is information about increases to the Salary Schedule and the District contribution to Health insurance. These are typically the two largest costs associated with contract settlements.

Salary Schedule:

- 3.4% across all 3 Handbook salary schedules.

Health Insurance:

- Increase in the District contribution of 12.75%.
    - For reference, 12.75% known premium increase for the 2026-27 fiscal year.

Total Package One-Year Cost:

- 5.61%

Leading up to this recommendation, the following steps were taken to ensure a sound proposal to the School Board:

- A study of comparable positions in similar Districts demonstrated relatively competitive pay across levels, assuming a solid settlement for 2026-27.
- A review of recent settlement levels from the last 10 years reflect a lower salary increase average than other groups, with a notable difference in the last 3 fiscal years. From 2023-2026, Principals and Teachers averaged a 2.68% salary increase, while Unaffiliated averaged a 1.75% increase across those three years.
- A survey was sent out to all Unaffiliated staff, and follow-up meetings were held by level to discuss priorities for the 2026-27 Handbooks. Across all levels, while there were various ideas proposed in regards to specific contract language, the common sentiment around the last three settlement salary levels was notable.
- The one-year total package cost of 5.61% is still below the year 1 settlement cost of the 2025-2027 WEA contract (5.69%).
- This recommendation was reviewed and is supported by the Executive Director of Finance, Trevor Peterson, Superintendent Chace Anderson and incoming Superintendent, Robb Virgin. It was also reviewed by the HR Committee of the Board.

Recommended Action: Approve the 2026-27 Unaffiliated Handbook changes as recommended.

Motion by:_____ ROLL CALL Passed _____

Second by:_____ Failed _____

Abstentions: _____

Dave Lutz, Executive Director of Human Resources
13305 12th Ave N | Plymouth, MN 55441
763-745-5014 | Fax: 763-745-5015 | Dave.Lutz@wayzataschools.org

June 22, 2026

To: WPS School Board Members
From: Dave Lutz, Executive Director of Human Resources
RE: 2026-27 Unaffiliated Handbook Change Summary - Pending School Board Approval

School Board Members,
The following summary represents recommended changes to the Unaffiliated Handbooks (Level 2-3, 4-8 and 9). This summary is being proposed for final School Board approval on Monday, June 22.

General Comments:
Leading up to this recommendation, the following steps were taken to ensure a sound proposal to the school board:

- A study of comparable positions in similar Districts demonstrated relatively competitive pay across levels, assuming a solid settlement for 2026-27.
- A review of recent settlement levels from the last 10 years reflect a lower salary increase average than other groups, with a notable difference in the last 3 fiscal years. From 2023-2026, Principals and Teachers averaged a 2.68% salary increase, while Unaffiliated averaged a 1.75% increase across those three years.
- A survey was sent out to all Unaffiliated staff, and follow-up meetings were held by level to discuss priorities for the 2026-27 Handbooks. Across all levels, while there were various ideas proposed in regards to specific contract language, the common sentiment around the last three settlement salary levels was notable.
- The one-year total package cost of 5.61% is still below the year 1 settlement cost of the 2025-2027 WEA contract (5.69%).
- This recommendation was reviewed and is supported by the Executive Director of Finance, Trevor Peterson, Superintendent Chace Anderson and incoming Superintendent, Robb Virgin. It was also reviewed by the HR Committee the Board on June 15, 2026.
- Very few changes are being recommended other than the salary schedule increase and the District contributions to Health Insurance.

Salary and District Contribution to Insurance:
Salary Schedule:

- 3.4% across all 3 Handbook salary schedules.

Health Insurance:

- Increase in the District contribution of 12.75%.
    - For reference, 12.75% known premium increase for the 2026-27 fiscal year.

Dental Insurance:

- 0% increase to District contribution, which matches the premium increase

Total Package One-Year Cost:

- 5.61%

Wayzata Public Schools - ISD #284		
Costing Model - Unaffiliated - 2026-2027		
	Base	**Year 1**
	2025-2026	**2026-2027**
SALARIES		
Base Salaries	10,046,158.71	10,542,777.20
Career Increment Salaries	37,500.00	42,250.00
EIPA Certification	4,000.00	4,000.00
Sub-Total - Salaries	**10,087,658.71**	**10,589,027.20**
TAXES & BENEFITS		
Employer TRA Contributions	756,574.46	794,177.27
Employer FICA Contributions	771,705.95	810,060.55
Employer 403b Match Contributions	470,660.46	499,497.25
Employer Health Insurance Contributions	1,209,171.00	1,363,337.88
Employer Dental Insurance Contributions	105,525.60	105,525.60
Employer Life Insurance Contributions	16,180.00	16,981.60
Employer LTD Insurance Contributions	17,149.02	18,001.35
Employer VEBA Contributions	108,000.00	108,000.00
Workers Compensation Insurance	59,517.19	62,475.26
MN Family Paid Leave Contributions	44,385.70	46,591.72
Sick Leave Conversion ($160/day to $165)	56,960.00	58,740.00
Sub-Total - Taxes & Benefits	**3,615,829.37**	**3,883,388.48**
TOTALS	**13,703,488.08**	**14,472,415.68**
	$ Increase	768,927.60
	% Increase	5.61%

Language Changes:

Section 3 - Childcare Leave (all Handbooks)

- Update all handbooks to reflect the same number of days of accumulated leave to be utilized for adoption leave as is currently articulated for childcare leave. This aligns with the treatment of "bonding leave" under the Minnesota Paid Leave law.

Section 4: Benefits, Hospitalization and Medical Coverage (all handbooks)

- Update the District Contribution levels articulated in this section to reflect at 12.75% increase from 2025-26

- *Each spring, prior to the beginning of a new benefits plan year, eligible employees will be provided with a benefit summary sheet defining the premium cost. The District's contribution towards hospitalization/medical coverage will be as follows per month and per plan for the ~~2025-26~~ 2026-27 fiscal year:*

High Deductible Health Plan + VEBA Contribution

Single Plan *~~$785.60~~ $885.75 and* *$60 VEBA Contribution*	*Plan 1+1 Plan* *~~$1461.35~~ $1,647.65 and* *$120 VEBA Contribution*	*Family Plan* *~~$1741.65~~ $1,963.70* *and* *$180 VEBA Contribution*

Low Deductible Health Plan (No VEBA Contribution)

Single Plan *~~$785.60~~ $885.75*	*Plan 1+1 Plan* *~~$1461.35~~ $1,647.65*	*Family Plan* *~~$1741.65~~ $1,963.70*

In the event of the death of an active employee, the Employer will continue to pay the appropriate premium for continued hospital/medical coverage for the surviving spouse/eligible dependent child for a period of twelve (12) months.

Section 5: Tax-Sheltered Program - 403(b) Plan (levels 4-9)

- Language update changes nothing with the match, but articulated that if the MN match-cap is reached, the following HCSP contribution is not matched (as MSRS does not allow matching contributions).
- *For each employee the Employer will match the contributions of such employees to a 403(b) Plan or a Minnesota deferred compensation plan, subject to maximum contribution by the Employer of six (6%) percent of such employee's basic salary. Any dollar amount that exceeds the amount allowed by the State of Minnesota or IRS regulations will be deposited into the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP). The HCSP contribution in this instance will be a District contribution only, and will not include an employee contribution.*

MOU - Appendix B - Sick Leave Accumulation (all handbooks)

- Updated conversion rate from $160 to $165, consistent with the WPA Proposal. This rate tends to mirror the reserve teacher starting rate, which is $165 in the current school year.

Section 2 - Work from Home

- Shifted to this language last cycle. This is currently managed well across the Unaffiliated group by supervisors, and there is no need to have the "specific task or project" language in the Handbook.
- *While in-person presence remains the standard expectation for all Unaffiliated employees, the District recognizes that certain circumstances may warrant a remote workday. Employees may request their supervisor to approve an occasional day for remote work ~~when it is tied to a specific task or project~~. Employees must receive prior approval from their direct supervisor, and all district expectations related to confidentiality, productivity, and availability during working hours continue to apply.*

Section 2: Vacation Conversion (Level 9 only)

- Moving the "Vacation Conversion" language up into the "Vacation Days" section and updating to mirror Superintendent contract language, which is necessary as an MSRS "group of one" employee is not allowable for MSRS language. This benefit already existed at the same level for Executive Directors, so there is no change to the practice or benefit. The language change is only to establish mirrored language for the purposes of MSRS.
- ***Vacation Days***

  Vacation is earned on an annual basis beginning July 1. Unaffiliated Level 9 earn twenty-five (25) days of vacation at the time of hire.

  All vacation days scheduled must be approved by the immediate supervisor.

  Vacation day account balances will be listed on the employee online system. Employees may carry over a maximum of 10 days of their annual accrual. If an exception is needed, please see Human Resources.

  In addition, to the extent permitted by law, employees may elect for up to five (5) days of unused vacation annually to be paid to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement Systems (MSRS).

  The District will verify the unused days and determine the number eligible for conversion. Verification of these unused days will be determined by the absence reports submitted through Skyward to Payroll.

  At the time of leave of absence, resignation, termination or discharge of an employee their annual vacation days will be prorated in proportion to the time worked. If an excess amount has been used, the employee is required to refund the excess amount utilized. The final paycheck will be adjusted accordingly.

  Upon retirement, resignation, termination, or dismissal employees will be paid for earned, unused vacation/non-work days to a maximum of 35 days.

  ~~***Vacation Conversion***~~

  ~~*Each year, up to five (5) remaining unused vacation days that exceed the ten (10) days allowed to be carried forward will be converted at fiscal year-end to a daily rate of pay and credited to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement Systems. The District will verify the unused days and determine the number eligible for conversion. Verification of these unused days will be determined by the absence reports submitted through Skyward to Payroll.*~~

Agenda Item: _____

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Special Regular Meeting – June 22, 2026

AGENDA SECTION:

ITEM: 2026-2028 Wayzata Principals' Association Contract

COMMENTS BY: Laura Hoffman Hordyk, Director of Human Resources

Board Action on the 2026-2028 Wayzata Principals' Association Contract

A summary of the language changes for the Wayzata Principals' Association 2026-2028 contract was shared with each Board member this week. The WPA membership voted unanimously to approve this tentative agreement. Included in the summary for the School Board is information about increases to the Salary Schedule and the District contribution to Health insurance. These are typically the two largest costs associated with contract settlements.

Salary Schedule:

- A 3% year 1 increase applied to Step 5 of the salary schedule, with Step 1 removed and replaced with current values for Step 2. The new Step 2-4 values represent an evenly distributed scale between the new step 1 and the new step 5.
    - This change is due to our step 1 principal salary falling significantly below our comparable districts. This compression will allow the District to utilize more steps of the salary schedule when making competitive offers to new principal candidates, which lowers costs overtime. Due to over 90% of current WPA members occupying step 5, the total package cost of the salary compression in steps 1-4 is relatively low.
- 2.9% applied to all steps Year 2.

Health Insurance:

- Increase in the District contribution of 12.75% in Year 1 and 5% in Year 2
    - For reference, 12.75% known premium increase in year 1, and an average premium increase of approximately 6% in last 25 years.

Total Package Cost:

- 4.56% in Year 1 and 3.45% in Year 2. 8.01% total package, local model (year 1 + year 2)
- 6.37% MSBA two year cost
    - For reference, 2024-2026 settlement was 7.99% two year cost MSBA

The Human Resources' Board Committee has reviewed the recommended changes.

Recommended Action: Approve the contract with the Wayzata Principals' Association for the period of July 1, 2026 through June 20, 2028 as agreed upon by the bargaining teams and ratified by the WPA membership.

Motion by:_____ ROLL CALL Passed _____

Second by:_____ Failed _____

Abstentions: _____

Dave Lutz, Executive Director of Human Resources
13305 12th Ave N | Plymouth, MN 55441
763-745-5014 | Fax: 763-745-5015 | Dave.Lutz@wayzataschools.org

June 22, 2026

To: WPS School Board Members
From: Dave Lutz, Executive Director of Human Resources
RE: 2026-2028 WPA Settlement Summary - Pending School Board Approval

School Board Members,

The following summary represents changes to the WPA contract, tentatively agreed upon by the WPA Negotiations team and the District negotiations team. This summary has been unanimously ratified by the WPA and is being proposed for final School Board approval on Monday, June 22.

WPA Negotiations Team Members:
Scott Gengler, WHS Principal, Lead Negotiator
Tyler Shepard, WHS Associate Principal, WPA President
Marian Boyd, CMS Principal, WPA Negotiator
Sarabeth deNeui, Oakwood Principal, WPA Negotiator
Ashley Farrington, Birchview Principal, WPA Negotiator

District Negotiations Team:
Dave Lutz, Executive Director of HR
Heidi Kader, School Board Member
Laura Hoffman Hordyk, Director of HR

General Comments:
A tentative agreement was reached between the WPA and the District negotiations teams following two meetings (5/12/26 and 5/20/26). The agreement represents what I believe to be a fair settlement, and is within the School Board's established budget parameters. This settlement also maintains the position of the District's WPA salary schedule with comparable Districts for the top end of the salary schedule, while addressing the low comparable pay at the start of salary schedule. To do this, the first step of the salary schedule was removed from Year 1, replacing it with the existing values for Step 2, and new steps for 2-4 were created. By increasing the initial steps on the salary schedule, they will be more competitive with comparable Districts and will be more commonly used for placement of candidates, representing a "win-win" outcome for the WPA and District. The low percentage of staff on steps 1-4 make this change affordable and timely.

Throughout the negotiation, both the WPA and District teams engaged in healthy discussion on various topics of interest. The following settlement summary is being brought forward for School Board approval.

Settlement Costing Model Summary:

Wayzata Public Schools - ISD #284

Wayzata Principal Association Negotiations - 2026-2028

	Base 2025-2026	Year 1 2026-2027	Year 2 2027-2028		Base Year 2025-2026	INPUTS Year 1 2026-2027	INPUTS Year 2 2027-2028	Notes
SALARIES								
Base Salaries	3,882,256.00	4,027,880.00	4,159,706.00			3.00%	2.90%	% Change from Prior Year **(Step 5 Only for 2026-2027)**
PhD Salaries	2,000.00	2,000.00	2,000.00		$1,000.00	$1,000.00	$1,000.00	Fixed Amount
Step 5 Career Increment Salaries	76,000.00	80,000.00	80,000.00		$4,000.00	$4,000.00	$4,000.00	Fixed Amount
10+ Years of Service Longevity Salaries	44,000.00	48,000.00	56,000.00		$4,000.00	$4,000.00	$4,000.00	Fixed Amount
Sub-Total - Salaries	**4,004,256.00**	**4,157,880.00**	**4,297,706.00**					
TAXES & BENEFITS								
Sick Leave Conversion	34,100.00	36,300.00	36,300.00			see cells O27:T29		
Employer TRA Contributions	392,817.50	407,888.05	421,604.89		9.81%	9.81%	9.81%	Fixed Percentage
Employer FICA Contributions	306,325.55	318,077.79	328,774.51		7.65%	7.65%	7.65%	Fixed Percentage
Employer 403b Match Contributions	240,255.36	249,472.80	257,862.36		6.00%	6.00%	6.00%	Fixed Percentage
Employer Health Insurance Contributions	476,359.20	537,094.80	563,949.84			see cells O12:T16		% or $ Change from Prior Year
Employer Dental Insurance Contributions	33,127.20	33,127.20	33,127.20			see cells O18:T20		% or $ Change from Prior Year
Employer Life Insurance Contributions	6,418.40	6,660.00	6,884.80		0.08%	0.08%	0.08%	Fixed Percentage
Employer LTD Insurance Contributions	6,807.24	7,068.40	7,306.10		0.17%	0.17%	0.17%	Fixed Percentage
Employer VEBA Contributions	40,320.00	40,320.00	40,320.00			see cells O22:T25		Fixed Amount
Workers Compensation Insurance	23,625.11	24,531.49	25,356.47		0.59%	0.59%	0.59%	Fixed Percentage
MN Family Paid Leave Contributions	17,618.73	18,294.67	18,909.91		0.44%	0.44%	0.44%	Fixed Percentage
Sub-Total - Taxes & Benefits	**1,577,774.28**	**1,678,835.20**	**1,740,396.07**					
TOTALS	**5,582,030.28**	**5,836,715.20**	**6,038,102.07**					
	$ Increase	254,684.92	201,386.87	**456,071.79**	(Y1 + Y2)			
		254,684.92	456,071.79	**710,756.71**	Y1 + (Y1 + Y2)			
	% Increase	4.56%	3.45%	**8.01%**	(Y1 + Y2)			
		4.56%	7.81%	**12.38%**	Y1 + (Y1 + Y2)			
	MSBA Total Package Settlement Calculation			**6.37%**	((Y1$ + Y2$) - (2 * Base$)) / (2 * Base$)			
	$ Increase per Principal	11,576.59	9,153.95	**20,730.54**	(Y1 + Y2)			
		11,576.59	20,730.54	**32,307.13**	Y1 + (Y1 + Y2)			

		INPUTS Year 1 2026-2027	INPUTS Year 2 2027-2028	Notes
HEALTH INSURANCE		***Employer contribution increase to all plans:***		
	%	12.75%	5.00%	Enter % or $ increase - not both
	or $	$0.00	$0.00	
			5%	Estimated premium increase to all plans
DENTAL INSURANCE		***Employer contribution increase to all plans:***		
	%	0.00%	1.00%	Enter % or $ increase - not both
	or $	$0.00	$0.00	
VEBA CONTRIBUTIONS				
HD Single		$60.00	$60.00	Enter fixed $ amount
HD 1 + 1		$120.00	$120.00	
HD Family		$180.00	$180.00	
SICK LEAVE CONVERSION				
Number of Days		10	10	Enter fixed number of days
Rate per Day		$165.00	$165.00	Enter fixed $ amount per day

Salary Schedule:

- 3% Year 1 increase applied to Step 5 of the salary schedule, Step 1 removed and replaced with current values for Step 2. Step 2-4 represents an evenly distributed scale between the new step 1 and the new step 5.
    - This change is due to our step 1 salary falling significantly below comparable Districts. This compression will allow the District to utilize more steps of the salary schedule when making competitive offers to new principal candidates, which lowers costs overtime. Due to over 90% of current WPA members occupying step 5, the total package cost of the salary compression in steps 1-4 is relatively low.

- 2.9% applied to all steps Year 2.

Health Insurance:

- Increase in the District contribution of 12.75% in Year 1 and 5% in Year 2
    - For reference, 12.75% known premium increase in year 1, and an average premium increase of approximately 6% in last 25 years.

Dental Insurance:

- 0% increase to District contribution in Year 1 and 1% increase in year 2
    - For reference, 0% known premium increase in year 1.

Total Package Cost:

- 4.56% in Year 1 and 3.45% in Year 2. 8.01% total package, local model (year 1 + year 2)
- 6.37% MSBA two year cost
    - For reference, 2024-2026 settlement was 7.99% two year cost MSBA

Language Changes:

Section 4.2 "Basic School Year"

- *Upon retirement, resignation, termination or dismissal, 52 week employees will be paid for earned, unused vacation days to a maximum of ~~twenty-five (25) days~~ thirty-five (35) days. Employees working 45 weeks will be paid for earned, unused vacation days to a maximum of ~~twenty-two (22) days~~ thirty-two (32) days.*

    - This is consistent with the allocation max plus the roll max. A similar update was also made to the Unaffiliated Handbooks in FY26.

Section 6.3: Hospital and Medical Insurance

- Language change represents 12.75% increase in District contribution to premiums in year 1 and a 5% increase in year 2.

Section 6.3 Hospitalization and Medical Insurance

The District's contribution towards medical/hospitalization insurance will be as follows per month and per plan for the ~~2024-2025~~ 2026-27 fiscal year:

High Deductible Insurance Plan + VEBA Contribution

Single Plan	*Employee Plus One Plan*	*Family Plan*
Full Single Premium of ~~$734.20~~ $885.75 *+ $60 VEBA Contribution*	*Full 1+1 Premium of ~~$1,463.55~~ $1,765.65 + $120 VEBA Contribution*	*~~Full~~ District Contribution to Family Premium of ~~$2,052.10~~ $2,313.75* *+ $180 VEBA Contribution*

Low Deductible Insurance Plan (No VEBA Contribution)

Single Plan	*Employee Plus One Plan*	*Family Plan*
~~$734.20~~$885.75	*~~$1,463.55~~ $1,765.65*	*~~$2,052.10~~ $2,313.75*

~~*For the 2024-2025 fiscal year, the Employer will contribute an amount equal to the premium for the lowest cost medical/hospitalization insurance for each full-time principal enrolled in the district medical and hospitalization insurance plan under either individual or family coverage.*~~

As of the ~~2025-2026~~ 2027-28 contract, the district contribution shall not exceed ~~$2,052.10.~~ $2,429.45 for High Deductible plans. If the High Deductible insurance plan exceeds this amount, the principal shall contribute the difference. The 2027-28 district contribution for the Low Deductible plans will continue to match the corresponding High Deductible plan's district contribution (the low deductible plan is not eligible for the VEBA contributions).

Participation in the insurance program selected will be voluntary. Coverage shall be available from the first day of employment but shall be effective only upon enrollment of the individual principal and the principal's family. Each principal enrolled under the plan shall contribute, through payroll deduction, any excess of the monthly premium under the plan over the maximum employer contribution toward the type of coverage for which such principal is enrolled.

In the event of the death of an active principal, the employer will pay the total premium or continued hospital/medical insurance for the surviving spouse for a period of twelve (12) months.

Section 6.5 - Deferred Comp

- Language update changes nothing with the match, but articulated that if the MN match-cap is reached, the following HCSP contribution is not matched (as MSRS does not allow matching contributions).
- *For each full-time principal the Employer will match the contributions of such principal to a Deferred Compensation Agreement or 403(b) plan, subject to a maximum contribution by the Employer of six percent (6%) of such principal's basic salary. Any dollar amount that exceeds the amount allowed by the State of Minnesota or IRS regulations will be deposited into the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP). The HCSP contribution in this instance will be a District contribution only, and will not include an employee contribution.*

Section 7.1 - Update to ESST Law reference

- The current reasons for sick leave use and family member definition articulated in section 7.1 will be replaced by:
  The District will comply with all applicable state and federal laws regarding earned sick and safe time (ESST), including the provisions outlined in Minnesota Statutes § 181.9445–181.9448. Employees may use sick leave for reasons and individuals as permitted under these laws.
  The District will provide annual communication to employees outlining who qualifies as an eligible family member under ESST.

Section 7.2 Bereavement Leave

- Current language doesn't define "family member". The text below represents a common "immediate family member" definition with the Unaffiliated and Teacher groups. Also adding language to support attending services for the death of students or to support staff members.
- *A principal shall be granted up to five (5) days paid leave without a deduction from accumulated sick leave, per incident, during the scheduled work year due to death of an immediate family member or close personal friend. An employee's immediate family member is defined as parents, children, grandparents, grandchildren, siblings, sibling's spouse/partner, spouse/partner or spouse's/partner's parents, and spouse's/partner's siblings. This definition also includes a relative or close friend normally living in the employee's household. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.*

A principal shall be granted, per incident, up to one (1) day paid leave without a deduction from accumulated sick leave due to the death of a current or former student, a current or former student's parent, or to support a colleague.

A principal may apply accumulated sick leave benefits toward an absence during their basic work year due to the death of other relatives or ~~close~~ friends.

Section 7.14 Vacation

- Changing from a MSRS contribution to a 403(b) contribution is the same cost to the District. There are advantages and disadvantages to both options, so it is a preference item for the WPA.

To the extent permitted by law, each year, up to five (5) unused vacation days will be converted at fiscal year-end to a daily rate of pay and ~~credited to~~ to the Health Care Savings Plan (HCSP) ~~established by the Minnesota State Retirement Systems~~ contributed to the employee's 403 (b) plan. The District will verify the unused days and determine the number eligible for conversion. Verification of these unused days will be determined by the absence reports submitted through the on-line attendance system to Payroll.

MOU - Appendix F

- Updated conversion rate from $155 to $165, consistent with the Unaffiliated handbook. This rate tends to mirror the reserve teacher starting rate, which is $165 in the current school year.

MOU - Appendix G

Whereas, Independent School District 284, Wayzata Public Schools ("District") and Wayzata Principal Association ("WPA") have a common mission to provide excellent working conditions for our principals, while recognizing the challenges associated with the implementation of new labor laws in the state of Minnesota ~~and want to continue exploration of ways we can make our structures more accommodating and flexible~~:

Whereas, it is the District and WPA's objective to create a committee to review the benefits and challenges of implementing a PTO structure for time off.

Be it THEREFORE resolved that:

1. ~~The principals will work in collaboration with the WEA (Wayzata Teachers's Association) to create a structure for PTO.~~ The WPA will provide up to five (5) representatives to meet with a District team, which will include the Executive Director of HR and one school board member, to further study the benefits and challenges associated with the transition to a PTO model for the WPA. This committee will initially meet no later than Jan. 1, 2027, and will continue to meet until a decision is made.

2. ~~That a structure for PTO may be implemented in the 2025-2026 school year.~~ If there is mutual agreement to move forward with a PTO structure in place of the current Personal/Vacation/Sick leave structure articulated in the contract, it may be implemented for the 2027-28 contract year. If the District or WPA decides that they do not wish to move forward with a PTO model at any point following the initial meeting, the committee will cease to meet and the existing contract language specific to the current Personal/Vacation/Sick leave structure will continue to apply as written.



Independent School District 284

Wayzata, Minnesota

and the

Wayzata Principals' Association

MASTER CONTRACT

July 1, ~~2024~~2026 through June 30, ~~2026~~2028

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Master Contract

This Contract is made and entered into by and between INDEPENDENT SCHOOL DISTRICT 284, Hennepin County, Minnesota, hereinafter referred to as the "Employer," and the WAYZATA PRINCIPALS' ASSOCIATION, hereinafter referred to as the "Association."

Article I

Purpose

The purpose of this Contract is to encourage and increase orderly constructive and harmonious relationships between the Employer, its principals, and their duly authorized exclusive representative, the Association; to establish procedures for the resolution of differences over terms and conditions of employment; to preserve the paramount right of the citizens of this community to the operation of their schools without disruption due to strike; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the Employer and the Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended (hereinafter referred to as the "PELRA").

Article II

Recognition

The Employer hereby recognizes the Association as the exclusive representative for the purpose of negotiating terms and conditions of employment for all persons included in the appropriate unit of principals employed by the Employer, as established pursuant to the specific inclusions and exclusions provided in PELRA.

Whenever used in this Contract, the term "principal" shall mean any employee who is included in the foregoing unit. Principals placed on Special Assignment shall remain under the scope of this bargaining agreement.

The Employer agrees that it will not meet and negotiate or meet and confer with any other organization with respect to principals included in the appropriate unit, as long as the Association continues to be the duly authorized exclusive representative.

The Employer recognizes the right of the Association to meet and confer to discuss policies and those matters relating to their employment not included under the definition of "terms and conditions of employment" in PELRA.

Article III

Definitions

The following definitions shall be applicable to terms used in this Contract:

Section 3.1 Principal

A "principal" is any person employed by the Employer who is included in the appropriate unit for which the Association is recognized as exclusive representative under Article II.

Section 3.2 Classification of Positions

Any new position or existing position that has undergone significant job duty revisions will be reviewed for proper classification at time of annual evaluation. A copy of the procedure for such classification reviews will be established and maintained by the Human Resource Department. Union stewards will be notified of any changes in job classification that occur.

Section 3.3 Grievance

A "grievance" is any dispute or disagreement as to the interpretation or application of any term or terms of this Contract.

Section 3.4 Other Terms

Other terms not specifically defined herein shall have the meanings given to them under the PELRA.

Article IV

Principal Duties and Responsibilities

Section 4.1 Basic Duties

Each principal shall administer in such places as shall be designated by the Employer. Principals shall faithfully perform all administrative services as directed by the Employer, and observe all policies, rules and regulations established from time to time by the Employer.

Section 4.2 Basic School Year

The number of scheduled work weeks will be as follows: High School Principal, High School Associate Principals, Middle School Principals, Middle School Associate Principals, and Elementary Principals – 52 weeks with twenty-five (25) days of vacation. Ten Month Associate Principals (K-12) - 45 weeks with twenty two (22) days of vacation. There shall be no payment for work days in excess of contracted days unless approved by the Superintendent. Principals may schedule ten (10) vacation days during the teacher work year subject to supervisor approval. No more than five (5) consecutive vacation days may be scheduled at one time. Changes to these limits may be approved at the discretion of the Superintendent. Principals may carry over up to ten (10) vacation days per year. Deduction for each work day of absence without pay during the basic school year will be based upon the principal's annual salary divided by the annual number of days (260 or 225). If so requested by the Employer, an individual principal may continue their regular basic duties beyond the basic school year. The individual principal may request a one year modification to the number of work days in the basic school year. If approved, the salary for that year shall be prorated from the basic salary schedule.

At the time of leave of absence, resignation, termination or discharge, a principal's annual vacation days will be prorated in proportion to the time worked. If an excess amount has been used, the principal is required to refund the excess amount utilized. The final paycheck will be adjusted accordingly.

Upon retirement, resignation, termination or dismissal, 52 week employees will be paid for earned, unused vacation days to a maximum of ~~twenty-five (25) days~~ thirty-five (35) days. Employees working 45 weeks will be paid for earned, unused vacation days to a maximum of ~~twenty-two (22) days~~ thirty-two (32) days.

Section 4.3 Legal Holidays and Emergency Closings

Each principal shall perform services on those work days designated by the Employer, including those legal holidays on which the Employer is authorized to conduct school. Each principal shall also perform services on such work day or days as the Employer shall determine in lieu of any work day or days canceled due to any emergency; provided, however, that the Employer shall make every reasonable effort to ensure that any canceled workdays which are rescheduled occur prior to the last regularly scheduled workday for the school

year. The Employer recognizes the right of the Association to meet and confer regarding the rescheduling of work days and changes in the length of the work day.

Article V

Compensation

Section 5.1 Basic Salary Schedules

The Basic Salary Schedule set forth in Appendix A (which is attached hereto and made a part of this Contract) shall be effective as of July 1, ~~2024~~ 2026, and until June 30, ~~2025~~ 2027. The Basic Salary Schedule set forth in Appendix B (which is attached hereto and made a part of this Contract) shall be effective as of July 1, ~~2025~~ 2027, and until June 30, 2026 ~~2028~~. Such basic salary schedules shall apply to the performance of basic duties during the basic school year.

Section 5.2 Status of Basic Salary Schedule

The basic salary schedule set forth in this Contract is not, and shall not be construed to be a part of the individual contract of any individual principal.

Section 5.3 Initial Placement

Initial placement on the basic salary schedule shall be determined by mutual agreement between the individual principal and the Employer.

Section 5.4 Step Advancement

During the term of the Contract, the compensation specified in individual principal contracts for principals previously placed on the basic salary schedule will reflect step advancement as follows:

A principal shall advance one (1) step for each full basic school year of employment until the maximum step has been reached. No step advancement on the salary schedule shall be granted to principals performing basic duties for the Employer for fewer than sixteen (16) weeks during the basic school year. Principals performing basic duties for the Employer for sixteen (16) weeks or more but less than thirty-two (32) weeks during the basic school year will advance one-half (1/2) step on the salary schedule. Principals performing basic duties for the Employer for thirty-two (32) or more weeks during the basic school year will advance a full step on the salary schedule. The Employer reserves the right to withhold step advancement or any other salary increase for any principal for just cause.

Section 5.5 Payment for Earned Doctorate

A principal with an earned doctorate in educational administration or other approved major will be paid $1,000 annually above the basic salary schedule step for their experience level. Verification of the earned doctorate must be provided prior to July 1 to first establish the stipend as part of the annual contract.

Section 5.6 Career Increment

A principal on step 5 of the salary schedule will be paid $4,000 annually above the basic salary.

Section 5.7 Longevity Payment

A principal in their tenth (10) year of service in the Wayzata Principal Contract shall be entitled to a $4,000 annual longevity payment.

Article VI

Insurance

Section 6.1 Group Insurance Policies

During the term of this Contract, the Employer shall purchase the group insurance policies described in this Article VI. It is understood and agreed that the provisions of this Article are merely descriptive of the coverage provided, and that the eligibility of a principal for benefits shall be governed by the terms of the master insurance contracts in force between the Employer and the insurers providing such coverage. It is further agreed that the Employer's only obligation under the policies described in this Article VI is to make the premium payments as provided in this Contract, and no claims shall be made against the Employer in the event of a denial of insurance benefits by an insurance carrier.

Section 6.2 Life Insurance

Each full-time principal is eligible for group term life insurance coverage in an amount equal to two (2) times such principal's annual basic salary rounded to the next one thousand dollars ($1,000). The Employer pays the full premium for such coverage. The District life insurance policy shall provide an equal amount of accidental death and dismemberment provisions.

The District shall provide a program of voluntary supplemental term life insurance subject to Evidence of Insurability of the applicant. The availability of such coverage shall be subject to all terms and conditions imposed by the carrier. In no event shall such voluntary supplementary coverage increase the premium for the basic coverage provided by the Employer. Voluntary coverage requested by a principal shall be paid by the principal through payroll deduction.

Section 6.3 Hospitalization and Medical Insurance

The District's contribution towards medical/hospitalization insurance will be as follows per month and per plan for the ~~2024-2025~~ 2026-27 fiscal year:

High Deductible Insurance Plan + VEBA Contribution

Single Plan	Employee Plus One Plan	Family Plan
Full Single Premium of ~~$734.20~~ $885.75 + $60 VEBA Contribution	Full 1+1 Premium of ~~$1,463.55~~ $1,765.65 + $120 VEBA Contribution	~~Full~~ District Contribution to Family Premium of ~~$2,052.10~~ $2,313.75 + $180 VEBA Contribution

Low Deductible Insurance Plan (No VEBA Contribution)

Single Plan	Employee Plus One Plan	Family Plan
~~*$734.20*~~*$885.75*	~~*$1,463.55*~~ *$1,765.65*	~~*$2,052.10*~~ *$2,313.75*

~~For the 2024-2025 fiscal year, the Employer will contribute an amount equal to the premium for the lowest cost medical/hospitalization insurance for each full-time principal enrolled in the district medical and hospitalization insurance plan under either individual or family coverage.~~

As of the ~~2025-2026~~ 2027-28 contract, the district contribution shall not exceed ~~$2,052.10.~~ $2,429.45 for High Deductible plans. If the High Deductible insurance plan exceeds this amount, the principal shall contribute the difference. The 2027-28 district contribution for the Low Deductible plans will continue to match the

corresponding High Deductible plan's district contribution (the low deductible plan is not eligible for the VEBA contributions).

Participation in the insurance program selected will be voluntary. Coverage shall be available from the first day of employment but shall be effective only upon enrollment of the individual principal and the principal's family. Each principal enrolled under the plan shall contribute, through payroll deduction, any excess of the monthly premium under the plan over the maximum employer contribution toward the type of coverage for which such principal is enrolled.

In the event of the death of an active principal, the employer will pay the total premium or continued hospital/medical insurance for the surviving spouse for a period of twelve (12) months.

Section 6.4 Long Term Disability

The Employer will pay the total premium for each full-time principal in the long-term disability plan with no limit on the maximum salary covered.

Section 6.5 Deferred Compensation (Tax Sheltered Wages)

A Deferred Compensation Option or 403(b) plan, shall be available to all principals. Salary Reduction Agreements (SRA) may be submitted for approval at any time during the calendar year. Approved SRA's will be implemented not later than twenty-one (21) days following the submission of an accurate application.

For each full-time principal the Employer will match the contributions of such principal to a Deferred Compensation Agreement or 403(b) plan, subject to a maximum contribution by the Employer of six percent (6%) of such principal's basic salary. Any dollar amount that exceeds the amount allowed by the State of Minnesota or IRS regulations will be deposited into the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP). The HCSP contribution in this instance will be a District contribution only, and will not include an employee contribution.

All principal and employer contributions to deferred compensation or 403(b) plans must be within the limits specified by law.

Section 6.6 Dental Insurance

The Employer shall contribute the total monthly premium for each principal enrolled in individual employee or family coverage under the plan.

Participation in the insurance program selected shall be voluntary. Coverage shall be available from the first day of employment but shall be effective only upon the enrollment of the individual principal and their family.

Section 6.7 Reimbursement for Losses or Damages to Personal Property

The District shall reimburse administrators for losses or damages to personal property which are the result of student action or vandalism. Reimbursement shall be made only for losses which are not reimbursed by any other source and in no case shall reimbursement be less than $100 or exceed $250.00 per incident. The principal shall provide appropriate proof of loss.

Section 6.8 Benefits for Part-time Administrators

Part-time principals employed half-time (.5) or more are eligible for the same level of administrative fringe benefits as full-time principals. The Employer will pay a prorated amount for fringe benefits for principals working less than half-time (.5).

Article VII

Leaves and Absences

Section 7.1 Sick Leave

Employees shall receive a one-time leave allowance of thirty-five (35) days in addition to the amount granted below. Paid sick leave shall be earned each year according to the following schedule:

Weeks of Service	No. of Days Annually
52	16
45	14

Leave not used during any school year may accumulate up to a total of two-hundred sixty (260) days.

The Employer reserves the right to require substantiation of illness.

Principals who are entitled to severance pay pursuant to Article IX shall receive pay for each day of accrued, unused sick leave up to a maximum number of work days that equals one-half of the principal's annual work year pursuant to Article IV, Section 4.2.

~~An employee may use sick leave for the following reasons:~~

- ~~an employee's mental or physical illness, treatment or preventative care;~~
- ~~the mental or physical illness, treatment or preventative care of an employee's family member;~~
- ~~absence due to domestic abuse, sexual assault or stalking of an employee or their family member;~~
- ~~closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and~~
- ~~when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease~~

~~Sick leave covers the employee and the following people:~~

- ~~their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);~~
- ~~their spouse or registered domestic partner;~~
- ~~their sibling, stepsibling or foster sibling;~~
- ~~their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;~~
- ~~their grandchild, foster grandchild or step-grandchild;~~
- ~~their grandparent or step-grandparent;~~
- ~~a child of a sibling of the employee;~~
- ~~a sibling of the parents of the employee;~~
- ~~a child-in-law or sibling-in-law;~~
- ~~any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner;~~
- ~~any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and~~
- ~~up to one individual annually designated by the employee.~~

The District will comply with all applicable state and federal laws regarding earned sick and safe time (ESST), including the provisions outlined in Minnesota Statutes § 181.9445–181.9448. Employees may use sick leave for reasons and individuals as permitted under these laws.

The District will provide annual communication to employees outlining who qualifies as an eligible family member under ESST.

Section 7.2 Bereavement Leave

A principal shall be granted up to five (5) days paid leave without a deduction from accumulated sick leave, per incident, during the scheduled work year due to death of an immediate family member or close personal friend. An employee's immediate family member is defined as parents, children, grandparents, grandchildren, siblings, sibling's spouse/partner, spouse/partner or spouse's/partner's parents, and spouse's/partner's siblings. This definition also includes a relative or close friend normally living in the employee's household. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.

A principal shall be granted, per incident, up to one (1) day paid leave without a deduction from accumulated sick leave due to the death of a current or former student, a current or former student's parent, or to support a colleague.

A principal may apply accumulated sick leave benefits toward an absence during their basic work year due to the death of other relatives or ~~close~~ friends.

Section 7.3 Personal Leave

Each full-time principal is eligible for two (2) days of leave during each basic school year for absence required for the transaction of personal business which cannot be completed outside the normal school day. This leave may accrue to a maximum of three (3) days. Requests for such leave shall be submitted for approval through ERMA at least three (3) duty days in advance, except for emergency situations.

Section 7.4 Short-Term Professional Leave

Short-term professional leaves may be granted at the discretion of the Employer.

Section 7.5 Sabbatical Leave

Qualified full-time principals are eligible for sabbatical leave upon approval by the Employer. Sabbatical leaves may be approved for graduate study in an area related to the principal's assignment or for other non-paid activities which would advance the principal's skills in their assignment. To be eligible for sabbatical, the principal shall have completed at least six (6) years of employment in the district since the initial date of employment or the end of the last sabbatical leave. The number of leaves which can be granted in any year will not exceed one. Each leave will normally be for the full basic school year and with sixty-five percent (65%) salary, payable in 24 installments upon written agreement that the principal shall return for two years following the sabbatical leave. A principal may choose instead to take 82.5% of salary for the sabbatical leave year and 82.5% of salary for the succeeding school year. All applications will be reviewed by a committee, and the recommendations made by the Superintendent to the Board of Education, based on the premise that each leave will result in a distinct contribution to the school system which could not be accomplished without such leave.

Section 7.6 Military Leave

Leaves of absence for military service will be granted in accordance with all requirements of federal and state law.

Section 7.7 Child Care Leave

A full-time principal who has been continuously employed for a period of at least one (1) full year prior to the time that the leave of absence is to become effective may be granted a leave of absence without pay for a period of up to twelve (12) months for the purpose of providing full-time care for a newborn or newly adopted child or children. An employee may utilize accumulated sick and/or vacation leave up to a maximum of twelve (12) weeks, minus the disability period, for child care leave. Additional days may be granted based on individual circumstances. Written application for such leave shall be submitted to the Superintendent at least four (4) months prior to the effective date of such leave.

A child care leave shall be for the period approved by the Employer in consultation with the principal. The Employer may adjust the starting time for the leave for good cause shown.

Section 7.8 Special Leave Without Pay

Special leaves without pay may be granted at the discretion of the Employer.

Section 7.9 Applications for Leave

Applications for sabbatical leave and long-term leaves of absence must be submitted by February 1, preceding the basic school year for which such leave is requested.

Section 7.10 Fringe Benefits During Leave

A principal on non-paid leave of absence shall remain eligible for all employee benefit plans according to State and Federal guidelines except income protection insurance, but must pay the entire premium while on leave. A principal on paid leave of absence shall remain eligible for all employee benefit plans, and benefit coverage based upon income shall be based upon the salary such principal would ordinarily have received without the leave of absence.

If a principal on paid leave of absence resides outside the service area of any District sponsored hospital/medical insurance plan, the principal shall be eligible for the average employer contribution toward the premium actually charged by such principal's insurance carrier for hospital/medical insurance.

For a principal who qualifies under the Family or Medical Leave Act, the District will make its usual contributions toward health and dental insurance for up to a maximum of 12 work weeks commencing on day one of the approved leave, including leaves under any worker's compensation provision or law. The District may request reimbursement for such contributions if the principal does not return to work full-time within 12 calendar months of the first day of leave.

Section 7.11 Worker's Compensation

A principal receiving compensation under the Worker's Compensation Act may elect to apply accumulated sick leave credits in order to make up the difference between the worker's compensation payments and such principal's basic salary. Deductions from sick leave will be made on a prorated basis according to the additional payments to the principal. In no event shall the additional compensation paid to the principal result in the payment of total daily, weekly, or monthly compensation in excess of such principal's basic salary.

Section 7.12 Jury Duty

For any principal who is required to serve as a juror, the Employer shall make up the difference between such principal's basic salary and the fees received by the principal (less the mileage, parking, and meals). In order to be eligible for this supplement the principal must submit to the Payroll Office an itemized certification of fees and expenses for jury duty. Reasonable notice to the Superintendent is required for absence due to jury duty. A principal is also required to notify the Superintendent when being excused for jury duty.

Section 7.13 Professional Organizations and Professional Development

The district shall pay expenses incurred by attending local and state meetings, seminars, and conventions. The district will pay for expenses incurred by attending national conventions for Principals and Associate Principals annually. Attendance at national conventions or any other meetings and seminars shall be subject to the approval of the Superintendent and shall be within the budget established for such purpose. The District shall pay state and national principal association dues for Principals and Associate Principals. The District shall pay the annual Board of School Administrators fee.

Section 7.14 Vacation

To the extent permitted by law, each year, up to five (5) unused vacation days will be converted at fiscal year-end to a daily rate of pay and ~~credited to to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement Systems~~ contributed to the employee's 403 (b) plan. The District will verify the unused days and determine the number eligible for conversion. Verification of these unused days will be determined by the absence reports submitted through the on-line attendance system to Payroll.

Section 7.15 Holidays

Each year, the Employer will designate eleven (11) holidays to 52 week employees and these days are included in the salary. Typically, the holidays will be as follows, however, refer to the annual school calendar for final dates.

Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, New Year's Day, Martin Luther King Holiday, Presidents' Day, Memorial Day and Juneteenth.

Each year, the Employer will designate nine (9) holidays to 45 week employees and these days are included in the salary. Typically, the holidays will be as follows, however, refer to the annual school calendar for final dates.

Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, New Year's Day, Martin Luther King Holiday, Presidents' Day and Memorial Day.

Article VIII

Unrequested Leave of Absence

Section 8.1 Purpose

This Article has been agreed upon by the Employer and the Association pursuant to the provisions of M.S. 125.12, Subd. 6.a. Accordingly, the provisions of M.S. 125.12, Subd. 6.b shall not be applicable to any employee included in the appropriate unit.

Section 8.2 Seniority Date

Seniority shall be based upon continuous and unbroken employment with the Employer from most recent date of selection as an administrator, including periods of employment as an administrator outside the appropriate unit and periods on authorized leave of absence. Each employee employed under individual written contract pursuant to Minnesota Statutes in a position for which an administrative certificate is required by the State Board of Education will be assigned a seniority date based upon the first day of actual service for the Employer pursuant to such individual contract; provided, however, that such contract must be the equivalent of 80% of a full-time contract in order to qualify a principal for the establishment of a seniority date. The original seniority date shall be retained by any principal whose employment has been legally terminated by resignation or termination pursuant to Minnesota Statute, but whose employment was subsequently reinstated by the Employer without actual interruption of regular service. If an employee is transferred from the teacher employee group, they will also remain on the teacher seniority list for the

equivalent of one (1) school year. After the one (1) school year, they will only be included in the principal seniority list.

Section 8.3 Seniority List

For the purposes of this Article there shall be seven (7) Administrative Levels, as follows:

Secondary Principal
Middle School Principal
Elementary Principal
Associate Principal - High School
Associate Principal - Middle School
Associate Principal - Middle 10 months
Associate Principal - Elementary 10 months

The Employer shall prepare from its records a Principal seniority list, in order of seniority date, which shall contain the seniority date, name, administrative level(s) with district employment experience area(s) of certification, and district seniority date for each employee. The Employer will provide the list to the Association on or before November 15 of each year. Any principal may challenge the correctness of the information contained in the posted seniority list by filing a grievance. In the absence of a grievance filed within fifteen (15) duty days from the date of posting, the posted Principal seniority list will be conclusively deemed to be correct.

Section 8.4 Unrequested Leave of Absence

The Employer may place principals on unrequested leave of absence for the reasons authorized by Minnesota Statutes. In the reduction of staff at any Administrative Level principals currently employed at such Administrative Level will be placed on unrequested leave of absence in the following order.

a) Principals not on the seniority list

b) Principals employed on temporary approval by the State Department of Education

c) Principals with limited licenses

d) Principals during their probationary period

e) Principals who have completed their probationary period

Within each of the foregoing classes, the principal lowest on the applicable seniority list shall be the first principal placed on unrequested leave of absence. Among principals whose positions on the seniority list is tied, the Employer shall select the principal to be placed on unrequested leave of absence, based upon criteria including, but not limited to, performance, training, experience and skills in special assignments. If an unrequested leave of absence for any principal would result in any violation of the Employer's affirmative action program, the Employer may retain the principal with less seniority and the next senior principal in the field shall be placed on unrequested leave of absence. Any principal placed on unrequested leave of absence pursuant to this Section shall be notified, in writing, of such unrequested leave of absence by June 1, together with a statement of the reasons therefore.

Section 8.5 Bumping Rights

Any employee placed on unrequested leave of absence (whether or not a member of the appropriate unit) who has direct employment experience at a particular Administrative Level, and who has a currently valid certificate from the State Board of Education for such Administrative Level, may elect to displace any principal at such Administrative Level who is lower on the Administrative Seniority List. Any principal so displaced shall be placed on unrequested leave of absence and shall be so notified in writing. Bumping rights may only be exercised by written notice to the office of the Executive Director of Human Resource Services within seven (7) duty days from the date of receipt of notice of placement on unrequested leave of absence.

Section 8.6 Status While on Leave

Any principal placed on unrequested leave of absence shall remain eligible for all employee benefit plans except income protection insurance, but must pay the entire premium while on leave. A principal on such leave may engage in any occupation during the period of such leave, and may be eligible for unemployment compensation pursuant to the criteria for eligibility under the Unemployment Compensation Act.

Section 8.7 Recall

Except as otherwise provided in this Section, no new principal shall be employed at any Administrative Level by the Employer in a full-time position while there is available, on unrequested leave of absence a principal with direct employment experience at such Administrative Level who is properly certified to fill the vacant position. A principal placed on unrequested leave of absence shall be recalled, as full-time positions become available, to the full-time position at the Administrative Level from which such principal was placed on leave, or if not available, to any other full-time position for which such principal has direct employment experience at that particular Administrative Level. Reinstatement shall be in the inverse order of placement on leave; the last principal placed on unrequested leave of absence who is eligible for the position shall be the first recalled. Notice of recall by the Employer shall be complete upon mailing such notice by certified mail addressed to the last known address provided by the principal to the office of the Executive Director of Human Resource Services. If notice of recall is given to any principal on or after August 16 of any school year, such principal shall have the right to defer the effective date of return to actual service until the beginning of the next succeeding school year; provided, however, that any principal so deferring the date of return to actual service shall sign an individual contract for such next succeeding school year. Any principal accepting recall shall notify the Employer of such acceptance in writing, including notification of any election to defer the effective date of return to actual service, within fifteen (15) duty days after the date of mailing of the notice of recall. In the event a principal accepts recall but defers the effective date of return, the Employer shall be free to fill the vacant position on a temporary basis from any source, without regard to principals remaining on unrequested leave of absence. The Employer shall also be free to fill any position on a temporary basis pending completion of the recall procedure.

Section 8.8 Termination of Rights

A principal's seniority rights, unrequested leave of absence, and recall rights, if any, shall terminate upon the earliest of the following events:

a) resignation;

b) retirement;

c) discharge or termination of contracts;

d) failure to return at the expiration of a leave of absence or any authorized extension thereof;

e) failure to give written notification to the Employer accepting recall to an equivalent position as the principal's position at the time of placement on unrequested leave, including notification of any election to defer the effective date of return to actual service, within fifteen (15) calendar days after the date of mailing of the notice of recall; or

f) expiration of three (3) years from the effective date of an unrequested leave of absence without recall.

Article IX

Severance and Retirement Insurance Benefits

This entire section (9.1, 9.2, 9.3, 9.4, and 9.5) will apply only to employees whose service with the School District has been full-time and continuous as defined by this agreement and whose

service began prior to June 30, 2018. For employees whose employment with the School District began after this date, the provisions of this section will not be applicable.

Section 9.1 Statutory Authority

The parties have agreed upon the following standards and procedures for the implementation of a program of severance pay pursuant to M.S. 465.72 and 722.

Section 9.2 Principals Eligible

A principal will be eligible for severance pay upon meeting the following standards:

a) Employed in the Wayzata Public School District as a principal prior to June 30, 2015.

b) The principal must have completed a minimum of 20 years as a full-time principal in the Wayzata School District, or at least 10 years as a full-time principal in the Wayzata School District and 15 years of full-time teaching or principal experience in elementary or secondary schools for a total of 25 years of full-time experience.

c) The principal must have attained the age of 55 years as of June 30 of the school year in which application is made or as of the projected date of retirement if other than June 30.

d) The principal must submit a written application for severance pay to the Superintendent by February 1 or at least five (5) months prior to retirement if the effective date is other than June 30. The application must include a letter of resignation effective on June 30 or other requested retirement date if the application for severance pay is approved. Applications for retirement at dates other than June 30 must include the rationale for the requested date and must be approved by the Superintendent.

e) The School Board shall act on the application for severance pay at its first regular meeting occurring on or after February 10 for retirements the following June 30 or at the first regular meeting occurring ten (10) days or more after receipt of the application for retirements at other approved times.

f) No severance pay will be paid to any principal who has been discharged for cause by the Employer.

Section 9.3 Amount

A principal whose application for severance pay is approved by the Board will be paid an amount equal to one-half of the principal's annual salary in effect for retirement as of June 30 or one-half of the salary for the preceding twelve (12) months for retirement on other approved dates.

Section 9.4 Payment

For purposes of this section, Severance Pay is defined as Sick Leave conversion, and the Severance Pay Calculation. The employee will not receive direct payment from the District for severance pay.

Severance Pay will be distributed according to the following plan: 50% will be distributed to the Minnesota State Retirement System Health Care Savings Plan and the remainder will be distributed to a 403(b) account established by the employee exclusively for the purpose of receiving such payment ("the Severance 403(b)").

Upon request of the District, the employee shall provide information needed to determine the amount of the District contribution that may be deposited into the Severance 403(b) without exceeding the applicable IRS limits on annual additions to all tax-deferred accounts held by the employee. The information needed shall be provided regardless of whether the employee has retired or is still employed by the District. For purposes of calculating the deferment limit, the District will provide the employee with contribution information for the last 12 months.

The District contribution to the Severance 403(b) shall be made on the schedule currently used, except that, in the event any such deposit would violate the applicable IRS limits, the Board may adjust the payment schedule as needed.

The retiree will not make any other deposits to the Severance 403(b) until the District has paid out the entire amount of severance due.

In the event the full amount of severance cannot be deposited into the 403(b) due to the IRS limits, any amount remaining shall be deposited on the first January payroll in the year following the retirement date (e.g. June 30th retirement, the first payment would be July 31st of the same year and the final payment would be January 15th of the following year).

Section 9.5 Insurance Benefits

For eligible principals, the following retirement benefits apply. Any eligible principal who has completed ten (10) or more years of continuous service to the District and has attained the age of fifty-five (55) as of the effective date of retirement, shall be eligible for a District contribution of $1,000 per month into the Minnesota State Retirement System Health Care Savings Plan. The District will deposit into the Minnesota State Retirement System Health Care Savings Plan the equivalent of one thousand (1,000) dollars per month for the time between retirement and Medicare eligibility. The entire amount will be calculated and deposited within sixty (60) days of retirement. The contribution will not exceed a period of ten (10) years. The District will contribute up to $120.00 per month towards the full premium for dental insurance up to age-qualified Medicare eligibility, not to exceed ten (10) years. Such hospital/medical and dental insurance shall terminate at age-qualified Medicare eligibility.

Benefits available under the hospital/medical insurance plan shall be coordinated with any government-provided benefits (such as Medicare) when eligible to do so to provide the same total benefits available to similar employees actively at work.

The Employer contribution to hospital/medical insurance shall terminate at age-qualified Medicare eligibility. The Employer contribution towards dental insurance coverage shall terminate at age-qualified Medicare eligibility. By paying their own premiums, retired employees may continue to receive hospital/medical insurance and/or dental insurance even if the retiree is no longer eligible for District contributions.

Benefits under the life insurance plan shall be based on the last annual salary of the retired principal. Life insurance coverage shall terminate at the end of the month in which the retired principal attains the age of seventy (70), unless the retired employee is a participant in the administrative incentive life insurance plan.

Certain Employees with board approval shall be eligible for coverage under the school-owned split-dollar Life insurance policy ("SOLI"). If covered under the SOLI, an Employee who at the time of separation from service with the District (a) has completed 10 years or more of service with the District, and (b) is age 55 or more, shall designate the direct and contingent beneficiaries an amount of Net Death Proceeds not to exceed two times (2x) the Employee's compensation at the time of separation from service with the District rounded to the next higher $1,000 increment. The SOLI shall include a double indemnity for accidental death. This coverage shall be effective until the end of the calendar month in which former Employee reaches age seventy (70). Beginning with the month following the month in which the former Employee reaches seventy (70), the SOLI death benefit reduces to $25,000. An Employee covered under the SOLI cannot be covered under another school sponsored life insurance coverage.

In the event of the death of a retired employee, the Employer will continue its contribution for continued hospital/medical insurance for the surviving spouse/eligible dependent children for a period of twelve (12) months or until the date the retired employee would have reached the end of the Employer's contribution period, whichever occurs first. The surviving spouse may, at their own expense, continue participation in the hospital/medical insurance plan beyond the twelve (12) month period.

Article X

Pay Periods

A principal's annual basic salary will be paid in twenty-four (24) equal installments.

Article XI

Grievances and Arbitration

Section 11.1 Purpose

The purpose of this Article is to secure, at the lowest possible administrative level, an equitable resolution of any grievance which may arise during the term of this Contract.

Section 11.2 Representation

Any principal, administrator, the Association, or the Board of Education may be represented at any stage of the grievance procedure by any person or agent designated by such party to act on their behalf.

Section 11.3 First Stage

Any principal with a grievance shall first attempt to resolve such grievance through an informal conference with the Executive Director of Human Resource Services. Any principal who is not satisfied with the informal adjustment of their grievance must, within fifteen (15) duty days of the event giving rise to the grievance, file with the Executive Director of Human Resource Services a written statement of their grievance on the form set forth in Appendix C. The written statement must be dated and signed by the principal and shall set forth the facts and state the provisions of this Contract alleged to have been violated. A "class grievance" affecting a group of principals shall be signed by at least one of such principals and a representative of the Association, and may be appealed from one Stage to the next by the Association. The Executive Director of Human Resource Services may meet with the principal to discuss the grievance, and shall indicate their disposition of the grievance, in writing, with a copy to the principal and to the Association. If the parties fail to agree or the matter has not been satisfactorily adjusted within five (5) duty days after the written statement has been filed, the principal may appeal the grievance to the Second Stage.

Section 11.4 Second Stage

A principal who is not satisfied with the disposition of their grievance at the First Stage shall file a copy of the written statement of their grievance with the Superintendent within ten (10) duty days after the grievance has reached the First Stage. The Superintendent may meet with the principal to discuss the grievance and shall indicate their disposition of the grievance, in writing, with a copy to the principal and the Association. If the parties fail to agree or the matter has not been satisfactorily adjusted within ten (10) duty days after the grievance has reached the Second Stage, the principal may appeal the grievance to the Third Stage.

Section 11.5 Third Stage

Within fifteen (15) duty days after the grievance has reached the Second Stage, a principal who is not satisfied with the disposition of their grievance at the Second Stage shall file with the Superintendent a written request for a conference with the Board of Education regarding the grievance. At its next meeting, the Board of Education shall set a time for a conference of the principal with the Board or with a committee or representative of the Board, which conference shall take place within fifteen (15) duty days of such meeting. If the grievance is not satisfactorily resolved as a result of such conference it shall be referred to arbitration within fifteen (15) duty days of such conference.

Section 11.6 Submission to Arbitration

The Association may submit to arbitration any grievance which has been properly processed through the Third Stage of the grievance procedure. The Association must file with the Superintendent a written notice of intention to arbitrate not more than fifteen (15) duty days after the Third Stage conference with the Board of Education. Arbitration proceedings shall be conducted according to the Voluntary Labor Arbitration Rules of the American Arbitration Association.

Section 11.7 Jurisdiction and Authority of Arbitrator

The arbitrator shall have jurisdiction only over those grievances which have been properly submitted to arbitration in accordance with the terms of this Contract. The arbitrator shall have no power to add or subtract from, or change, modify or amend in any way the terms and conditions of employment set forth in the Contract. The decision of the arbitrator shall be binding on both parties, subject to all the limitations of arbitration decisions set forth in the PELRA.

Section 11.8 Time Limitations

Since it is important that grievances be processed as rapidly as possible, the time limitations specified herein shall be considered as a maximum and every effort will be made to expedite the process. Such time limitations may be extended only by mutual consent. Failure of a principal or the Association to comply with the limitations specified shall constitute a waiver of the grievance. Failure of the Executive Director of Human Resource Services, the Superintendent or the Board of Education to act within the time limitations specified shall constitute a denial of the grievance and shall permit the principal or the Association to proceed to the next stage.

Article XII

Management Rights

Section 12.1 Authority and Power of the Employer

The laws of the State of Minnesota have vested in the Employer the full authority and power to manage, control and direct the operation of the School District, and to adopt, modify or repeal policies, rules, and regulations for the District. All such authority and power of the Employer shall continue unimpaired except as limited by a specific provision of this Contract.

Section 12.2 Provisions Contrary to Law

Any portion of this Contract which violates any provision of the laws of Minnesota or of the United States, or any rules or regulations promulgated thereunder, either now or thereafter, shall be null and void and without force and effect. The provisions of this Contract shall be severable, and if any provisions hereof or the application of any provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of such provision under other circumstances. The Employer and the Association shall meet to attempt to negotiate an amended clause to replace any invalid provision. However, the Employer reserves the final right to amend any provision of this Contract as necessary to comply with federal or state laws or rules and regulations promulgated thereunder.

Article XIII

Strikes and Work Stoppages

Section 13.1 Strikes and Work Stoppages

The School Board and the Association mutually recognize that their first obligation is to the public and that the right of students and residents of this district to the continuous and uninterrupted operation of their

schools is of paramount importance. During the term of this Agreement, neither the Association nor any individual principal shall engage in any strike, work stoppage or similar withholding of services. In the event of strikes or work stoppages by other employees, principals covered under this Agreement are to be considered on continuing employment for the purpose of carrying out School Board policy and for ensuring the protection of personnel and property. If a strike necessitates extending the school year and results in extending the principal's contract year, payment for each additional work day will be based upon each individual principal's annual salary divided by the annual number of work days under such principal's contract.

Article XIV

Duration and Renegotiation of Contract

Section 14.1 Term of Contract

This contract shall become effective as of July 1, ~~2024~~ 2026, and shall continue in full force and effect to and including June 30, ~~2026~~ 2028, and for annual periods thereafter, except as modified or terminated in accordance with the provisions of this Article XIII.

Section 14.2 Effect of Contract

Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this contract, are hereby superseded.

Section 14.3 Termination or Modification

Either party desiring to terminate or modify this Contract must notify the other party in writing at least thirty (30) but not more than one hundred fifty (150) days prior to June 30, ~~2024~~ 2026, or at least thirty (30) days but not more than one hundred fifty (150) days prior to June 30 of any year thereafter. A notice of desire to modify this Contract shall set forth specifically all proposed modifications sought by the party and all clauses of this Contract for which no modifications are sought shall be renewed automatically. Negotiations with respect to proposed modifications may commence at any time after notice of proposed modifications has been given.

Section 14.4 Negotiations During Term

The parties mutually acknowledge that during negotiations which resulted in this Contract each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment for principals. All understandings and agreements arrived at by the parties are set forth in this Contract.

For the duration of this Contract the Employer and the Association each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Contract, even though such matters may not have been within the knowledge or contemplation of either or both of the parties at the time this Contract was negotiated or executed; provided, however, that any provision of this contract may be amended in writing at any time, by mutual consent of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

INSERT SIGNATURE SECTION

Appendix A - Basic Principal Salary Schedule (Effective July 1, 2026)

Independent School District 284
Wayzata, Minnesota

Basic Principal Salary Schedule (Effective July 1, ~~2024~~ 2026)

	45 Weeks Associate Elementary Principal	45 Weeks Associate Middle School	52 Weeks Associate Middle School	52 Weeks Associate High School	52 Weeks Elementary Principal	52 Weeks Middle School Principal	52 Weeks High School Principal
Salary Matrix							
1	$117,729	$122,229	$141,331	$148,065	$156,015	$161,978	$179,202
PHD	$118,729	$123,229	$142,331	$149,065	$157,015	$162,978	$180,202
2	$123,803	$128,292	$148,630	$155,879	$165,204	$170,841	$189,346
PHD	$124,803	$129,292	$149,630	$156,879	$166,204	$171,841	$190,346
3	$129,878	$134,354	$155,930	$163,692	$174,393	$179,705	$199,491
PHD	$130,878	$135,354	$156,930	$164,692	$175,393	$180,705	$200,491
4	$135,952	$140,417	$163,229	$171,506	$183,582	$188,568	$209,635
PHD	$136,952	$141,417	$164,229	$172,506	$184,582	$189,568	$210,635
5	$142,026	$146,479	$170,528	$179,319	$192,771	$197,431	$219,779
PHD	$143,026	$147,479	$171,528	$180,319	$193,771	$198,431	$220,779

Appendix B - Basic Principal Salary Schedule (Effective July 1, 2027)

Independent School District 284
Wayzata, Minnesota

Basic Principal Salary Schedule (Effective July 1, ~~2025~~ 2027)

	45 Weeks Associate Elementary Principal	45 Weeks Associate Middle School	52 Weeks Associate Middle School	52 Weeks Associate High School	52 Weeks Elementary Principal	52 Weeks Middle School Principal	52 Weeks High School Principal
Salary Matrix							
1	$121,143	$125,774	$145,430	$152,359	$160,539	$166,675	$184,399
PHD	$122,143	$126,774	$146,430	$153,359	$161,539	$167,675	$185,399
2	$127,393	$132,012	$152,940	$160,399	$169,995	$175,795	$194,837
PHD	$128,393	$133,012	$153,940	$161,399	$170,995	$176,795	$195,837
3	$133,644	$138,250	$160,452	$168,439	$179,450	$184,916	$205,276
PHD	$134,644	$139,250	$161,452	$169,439	$180,450	$185,916	$206,276
4	$139,895	$144,489	$167,963	$176,480	$188,906	$194,036	$215,714
PHD	$140,895	$145,489	$168,963	$177,480	$189,906	$195,036	$216,714
5	$146,145	$150,727	$175,473	$184,519	$198,361	$203,156	$226,153
PHD	$147,145	$151,727	$176,473	$185,519	$199,361	$204,156	$227,153

Appendix C - Grievance Form

Independent School District 284
Wayzata, Minnesota
GRIEVANCE FORM

Grievance No. _____
(Assigned by Employer)

Principal Presenting Grievance: _____ _____
Name School

Date of Incident: _____

Description of Grievance:

Specific Provision(s) of Contract Allegedly Violated:

Date: _____ _____
Principal

_____
Association Representative
(For "Class Grievance")

Disposition of Grievance:

Date: _____ _____
Executive Director, Human Resource Services

Appeal to Second Stage: ☐ Yes ☐ No

Signature _____ Date _____

Second Stage Disposition:

Date: _____
Superintendent

Appeal to Third Stage: A conference with the Board of Education is hereby requested.

☐ Yes ☐ No

Signature: _____ Date: _____

Appendix D - Retirement Pay Window – Retirement Pay

MEMORANDUM OF UNDERSTANDING

Retirement Pay Window – Retirement Pay

For employees who will meet the eligibility requirements under Section 9.2 of Retirement Pay, the parties have agreed to the following:

Upon completion of three (3) years of service as a full-time principal in the Wayzata School District and effective ten (10) years prior to reaching eligibility for retirement pay benefit, the District agrees to deposit the dollar equivalent of 5% (five) percent of the employee's annual salary as of June 30th of each year within sixty (60) days for ten (10) years as follows:

- 100% will be distributed to the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP)

As soon as practical upon initial implementation, if the employee has less than ten (10) years remaining until retirement pay benefit eligibility, the District will distribute a lump sum equivalent to catch up the employee as if deposits began during the year that was ten (10) years prior to reaching eligibility for receiving retirement pay. This is intended to replace the former severance payment language at the time of retirement.

Example: Employee A will be eligible in four (4) years to receive retirement pay. The District will distribute 30% of Employee A's salary in the first year and 5% of Employee A's annual salary for each of the next four (4) years.

INSERT SIGNATURE SECTION

Appendix E - Sick Leave Conversion

MEMORANDUM OF UNDERSTANDING

Sick Leave Conversion

For employees who will meet the eligibility requirements under Section 9 of Severance and Retirement Pay and are scheduled to work 260 days the parties have agreed to the following:

Upon completion of three (3) years of service as a full-time principal in the Wayzata School District and effective ten (10) years prior to reaching eligibility for sick leave conversion, the District agrees to deposit, prior to June 30 of each calendar year, the dollar equivalent of 13 sick days at the employee's daily rate of pay as of June 30th of each year as follows:

- Sick days will be converted at the employee's daily rate of pay and distributed to a 403(b) account established by the employee exclusively for the purpose of receiving such deposits ("the Retirement 403(b)")

As soon as practical upon initial implementation, if the employee has less than ten (10) years remaining until retirement pay benefit eligibility, the District will distribute a lump sum equivalent to catch up the employee as if deposits began during the year that was ten (10) years prior to reaching eligibility for receiving retirement pay – sick leave conversion. This is intended to replace the former sick leave conversion payment language at the time of retirement.

Example: Employee A will be eligible in four (4) years to receive retirement pay- sick leave conversion. The District will convert and distribute 78 sick days (6 years times 13 sick days) at Employee A's daily rate in the first year and 13 days of Employee A's daily rate for each of the next four (4) years. For Employees who are not scheduled to work 260 days, the sick leave conversion in Section 9.2 will continue to apply.

In the event that an employee's sick leave balance would fall below 35 sick days, payment will be limited to the number of sick days without going below 35 sick days. At the discretion of the Executive Director of Human Resources, additional sick days may be granted for the critical illness of an employee if the sick leave conversion window leaves an employee without short term disability coverage to bridge long-term disability eligibility.

INSERT SIGNATURE SECTION

Appendix F - Sick Leave Accumulation

MEMORANDUM OF UNDERSTANDING

Staff having thirty (30) or more accumulated sick days may elect to convert sick leave days to cash at ~~$155~~$165/day and the following conditions. The District will use the sick leave balance as of the end of each school year and the new balance will reflect a reduction based on the number of sick days that have been converted to cash. This payment will be made to an eligible tax deferred plan within 60 days after the end of the fiscal year on the following basis:

For employees who have not participated in sick leave conversion,

Accumulated Sick Leave	Amount
30 – 60 days accumulated sick leave	1 day (~~$155~~$165)
60+ days accumulated sick leave	2 days (~~$310~~$330)
90+ days accumulated sick leave	3 days (~~$465~~$495)
120+ days accumulated sick leave	4 days (~~$620~~$660)
184+ days of accumulated sick leave	Number the employee would convert to a maximum of 10 days (~~$1,550~~$1,650)

For employees who have or are participating in the Sick Leave Conversion (Appendix E):

30 days accumulated sick leave	5 days (~~$775~~$825)

An employee who is at least age fifty-five (55) and has completed a minimum of ten (10) years of service in the capacity of a principal, at least eight (8) hours per day and 52 weeks per year, shall receive payments for ~~$155~~$165 per day for unused sick leave exceeding 35 days at the time of retirement; not to exceed one-half of annual work days. Pay will be distributed to the Minnesota State Retirement System Health Care Savings Plan within 60 days of retirement.

INSERT SIGNATURE SECTION

Appendix G - PTO Conversion

Memorandum of Understanding

Whereas, Independent School District 284, Wayzata Public Schools ("District") and Wayzata Principal Association ("WPA") have a common mission to provide excellent working conditions for our principals, while recognizing the challenges associated with the implementation of new labor laws in the state of Minnesota ~~and want to continue exploration of ways we can make our structures more accommodating and flexible~~:

Whereas, it is the District and WPA's objective to create a committee to review the benefits and challenges of implementing a PTO structure for time off.

Be it THEREFORE resolved that:

1. ~~The principals will work in collaboration with the WEA (Wayzata Teachers's Association) to create a structure for PTO.~~ The WPA will provide up to five (5) representatives to meet with a District team, which will include the Executive Director of HR and one school board member, to further study the benefits and challenges associated with the transition to a PTO model for the WPA. This committee will initially meet no later than Jan. 1, 2027, and will continue to meet until a decision is made.

2. ~~That a structure for PTO may be implemented in the 2025-2026 school year.~~ If there is mutual agreement to move forward with a PTO structure in place of the current Personal/Vacation/Sick leave structure articulated in the contract, it may be implemented for the 2027-28 contract year. If the District or WPA decides that they do not wish to move forward with a PTO model at any point following the initial meeting, the committee will cease to meet and the existing contract language specific to the current Personal/Vacation/Sick leave structure will continue to apply as written.

Memorandum established in the 2024-2026 contract.

INSERT SIGNATURE SECTION

Appendix H - Retirement Insurance Benefits

MEMORANDUM OF UNDERSTANDING

Retirement Insurance Benefits

(Article IX, Section 9.5, Hold Harmless Provision)

For employees who will meet the eligibility requirements under Article IX,Section 9.5 of Retirement Insurance Benefits and as of June 30, 2018 are within ten (10) years of reaching eligibility for the Retirement Insurance Benefits, the District agrees to make a one-time lump sum payment within 60 days of July 1, 2018 to the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP).

The District will distribute a lump sum deposit equivalent to catch up the employee as if the employee began receiving a three (3%) percent contribution into the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP) during each of the years prior to July 1, 2018 that the employee was within ten (10) years of reaching eligibility for receiving Retirement Insurance Benefits. The amount will be calculated by multiplying the employee's July 1, 2018 salary by three (3%) percent times the number of years prior to reaching eligibility for receiving Retirement Insurance Benefits, not to exceed ten (10) years.

The lump sum equivalent is intended to hold the employee harmless as the District sunsets retirement insurance benefits and migrates from a three-tier contribution based upon the corresponding plan's contribution premium amounts to one District contribution amount regardless of plan selection for all remaining eligible retirees. The lump sum equivalent is not intended to make the employee ineligible for benefits described in Article VI, Section 6.5 or Article IX, Section 9.5 if the employee meets eligibility requirements within each Section.

For employees who will meet the eligibility requirements under Section 9.5 of Retirement Insurance Benefits and as of June 30, 2018 are within ten (10) years of reaching eligibility for the Retirement Insurance Benefits, the employee may make a one-time irrevocable election to retain the current district contribution to the retiree health insurance in amounts and in the manner prescribed in the contract as of June 30, 2018. Thus, the retiree must participate in the District's health plan to receive a District contribution. If this election is selected by the employee, the one time-time lump sum payment described herein will be forfeited in addition to the one time deposit at retirement. District contribution rates will remain at the amounts stated in the contract as of June 30, 2018 as the employee will begin receiving a 6% 403(b) match that is deemed to provide a portion of the resources for the increased premium cost of the insurance selected.[1]

INSERT SIGNATURE SECTION

[1] June 30, 2018 Health Insurance Rates: Single coverage, not to exceed $960 per month, Employee plus One coverage, not to exceed $1,936.00 per month, and Family coverage, not to exceed $2,670.00 per month

Agenda Item: _____

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Special Regular Meeting – June 22, 2026

AGENDA SECTION:

ITEM: 2026-2028 Wayzata Principals' Association Contract

COMMENTS BY: Laura Hoffman Hordyk, Director of Human Resources

Board Action on the 2026-2028 Wayzata Principals' Association Contract

A summary of the language changes for the Wayzata Principals' Association 2026-2028 contract was shared with each Board member this week. The WPA membership voted unanimously to approve this tentative agreement. Included in the summary for the School Board is information about increases to the Salary Schedule and the District contribution to Health insurance. These are typically the two largest costs associated with contract settlements.

Salary Schedule:

- A 3% year 1 increase applied to Step 5 of the salary schedule, with Step 1 removed and replaced with current values for Step 2. The new Step 2-4 values represent an evenly distributed scale between the new step 1 and the new step 5.
    - This change is due to our step 1 principal salary falling significantly below our comparable districts. This compression will allow the District to utilize more steps of the salary schedule when making competitive offers to new principal candidates, which lowers costs overtime. Due to over 90% of current WPA members occupying step 5, the total package cost of the salary compression in steps 1-4 is relatively low.
- 2.9% applied to all steps Year 2.

Health Insurance:

- Increase in the District contribution of 12.75% in Year 1 and 5% in Year 2
    - For reference, 12.75% known premium increase in year 1, and an average premium increase of approximately 6% in last 25 years.

Total Package Cost:

- 4.56% in Year 1 and 3.45% in Year 2. 8.01% total package, local model (year 1 + year 2)
- 6.37% MSBA two year cost
    - For reference, 2024-2026 settlement was 7.99% two year cost MSBA

The Human Resources' Board Committee has reviewed the recommended changes.

Recommended Action: Approve the contract with the Wayzata Principals' Association for the period of July 1, 2026 through June 20, 2028 as agreed upon by the bargaining teams and ratified by the WPA membership.

Motion by:_____ ROLL CALL Passed _____

Second by:_____ Failed _____

Abstentions: _____

Dave Lutz, Executive Director of Human Resources
13305 12th Ave N | Plymouth, MN 55441
763-745-5014 | Fax: 763-745-5015 | Dave.Lutz@wayzataschools.org

June 22, 2026

To: WPS School Board Members
From: Dave Lutz, Executive Director of Human Resources
RE: 2026-2028 WPA Settlement Summary - Pending School Board Approval

School Board Members,

The following summary represents changes to the WPA contract, tentatively agreed upon by the WPA Negotiations team and the District negotiations team. This summary has been unanimously ratified by the WPA and is being proposed for final School Board approval on Monday, June 22.

WPA Negotiations Team Members:
Scott Gengler, WHS Principal, Lead Negotiator
Tyler Shepard, WHS Associate Principal, WPA President
Marian Boyd, CMS Principal, WPA Negotiator
Sarabeth deNeui, Oakwood Principal, WPA Negotiator
Ashley Farrington, Birchview Principal, WPA Negotiator

District Negotiations Team:
Dave Lutz, Executive Director of HR
Heidi Kader, School Board Member
Laura Hoffman Hordyk, Director of HR

General Comments:
A tentative agreement was reached between the WPA and the District negotiations teams following two meetings (5/12/26 and 5/20/26). The agreement represents what I believe to be a fair settlement, and is within the School Board's established budget parameters. This settlement also maintains the position of the District's WPA salary schedule with comparable Districts for the top end of the salary schedule, while addressing the low comparable pay at the start of salary schedule. To do this, the first step of the salary schedule was removed from Year 1, replacing it with the existing values for Step 2, and new steps for 2-4 were created. By increasing the initial steps on the salary schedule, they will be more competitive with comparable Districts and will be more commonly used for placement of candidates, representing a "win-win" outcome for the WPA and District. The low percentage of staff on steps 1-4 make this change affordable and timely.

Throughout the negotiation, both the WPA and District teams engaged in healthy discussion on various topics of interest. The following settlement summary is being brought forward for School Board approval.

Settlement Costing Model Summary:

Wayzata Public Schools - ISD #284

Wayzata Principal Association Negotiations - 2026-2028

	Base 2025-2026	Year 1 2026-2027	Year 2 2027-2028		Base Year 2025-2026	INPUTS Year 1 2026-2027	INPUTS Year 2 2027-2028	Notes
SALARIES								
Base Salaries	3,882,256.00	4,027,880.00	4,159,706.00			3.00%	2.90%	% Change from Prior Year **(Step 5 Only for 2026-2027)**
PhD Salaries	2,000.00	2,000.00	2,000.00		$1,000.00	$1,000.00	$1,000.00	Fixed Amount
Step 5 Career Increment Salaries	76,000.00	80,000.00	80,000.00		$4,000.00	$4,000.00	$4,000.00	Fixed Amount
10+ Years of Service Longevity Salaries	44,000.00	48,000.00	56,000.00		$4,000.00	$4,000.00	$4,000.00	Fixed Amount
Sub-Total - Salaries	**4,004,256.00**	**4,157,880.00**	**4,297,706.00**					
TAXES & BENEFITS								
Sick Leave Conversion	34,100.00	36,300.00	36,300.00			see cells O27:T29		
Employer TRA Contributions	392,817.50	407,888.05	421,604.89		9.81%	9.81%	9.81%	Fixed Percentage
Employer FICA Contributions	306,325.55	318,077.79	328,774.51		7.65%	7.65%	7.65%	Fixed Percentage
Employer 403b Match Contributions	240,255.36	249,472.80	257,862.36		6.00%	6.00%	6.00%	Fixed Percentage
Employer Health Insurance Contributions	476,359.20	537,094.80	563,949.84			see cells O12:T16		% or $ Change from Prior Year
Employer Dental Insurance Contributions	33,127.20	33,127.20	33,127.20			see cells O18:T20		% or $ Change from Prior Year
Employer Life Insurance Contributions	6,418.40	6,660.00	6,884.80		0.08%	0.08%	0.08%	Fixed Percentage
Employer LTD Insurance Contributions	6,807.24	7,068.40	7,306.10		0.17%	0.17%	0.17%	Fixed Percentage
Employer VEBA Contributions	40,320.00	40,320.00	40,320.00			see cells O22:T25		Fixed Amount
Workers Compensation Insurance	23,625.11	24,531.49	25,356.47		0.59%	0.59%	0.59%	Fixed Percentage
MN Family Paid Leave Contributions	17,618.73	18,294.67	18,909.91		0.44%	0.44%	0.44%	Fixed Percentage
Sub-Total - Taxes & Benefits	**1,577,774.28**	**1,678,835.20**	**1,740,396.07**					
TOTALS	**5,582,030.28**	**5,836,715.20**	**6,038,102.07**					
	$ Increase	254,684.92	201,386.87	**456,071.79**	(Y1 + Y2)			
		254,684.92	456,071.79	**710,756.71**	Y1 + (Y1 + Y2)			
	% Increase	4.56%	3.45%	**8.01%**	(Y1 + Y2)			
		4.56%	7.81%	**12.38%**	Y1 + (Y1 + Y2)			
	MSBA Total Package Settlement Calculation			**6.37%**	((Y1$ + Y2$) - (2 * Base$)) / (2 * Base$)			
	$ Increase per Principal	11,576.59	9,153.95	**20,730.54**	(Y1 + Y2)			
		11,576.59	20,730.54	**32,307.13**	Y1 + (Y1 + Y2)			

		INPUTS Year 1 2026-2027	INPUTS Year 2 2027-2028	Notes
HEALTH INSURANCE		***Employer contribution increase to all plans:***		
	%	12.75%	5.00%	Enter % or $ increase - not both
	or $	$0.00	$0.00	
			5%	Estimated premium increase to all plans
DENTAL INSURANCE		***Employer contribution increase to all plans:***		
	%	0.00%	1.00%	Enter % or $ increase - not both
	or $	$0.00	$0.00	
VEBA CONTRIBUTIONS				
HD Single		$60.00	$60.00	Enter fixed $ amount
HD 1 + 1		$120.00	$120.00	
HD Family		$180.00	$180.00	
SICK LEAVE CONVERSION				
Number of Days		10	10	Enter fixed number of days
Rate per Day		$165.00	$165.00	Enter fixed $ amount per day

Salary Schedule:

- 3% Year 1 increase applied to Step 5 of the salary schedule, Step 1 removed and replaced with current values for Step 2. Step 2-4 represents an evenly distributed scale between the new step 1 and the new step 5.
    - This change is due to our step 1 salary falling significantly below comparable Districts. This compression will allow the District to utilize more steps of the salary schedule when making competitive offers to new principal candidates, which lowers costs overtime. Due to over 90% of current WPA members occupying step 5, the total package cost of the salary compression in steps 1-4 is relatively low.

- 2.9% applied to all steps Year 2.

Health Insurance:

- Increase in the District contribution of 12.75% in Year 1 and 5% in Year 2
    - For reference, 12.75% known premium increase in year 1, and an average premium increase of approximately 6% in last 25 years.

Dental Insurance:

- 0% increase to District contribution in Year 1 and 1% increase in year 2
    - For reference, 0% known premium increase in year 1.

Total Package Cost:

- 4.56% in Year 1 and 3.45% in Year 2. 8.01% total package, local model (year 1 + year 2)
- 6.37% MSBA two year cost
    - For reference, 2024-2026 settlement was 7.99% two year cost MSBA

Language Changes:

Section 4.2 "Basic School Year"

- *Upon retirement, resignation, termination or dismissal, 52 week employees will be paid for earned, unused vacation days to a maximum of ~~twenty-five (25) days~~ thirty-five (35) days. Employees working 45 weeks will be paid for earned, unused vacation days to a maximum of ~~twenty-two (22) days~~ thirty-two (32) days.*

    - This is consistent with the allocation max plus the roll max. A similar update was also made to the Unaffiliated Handbooks in FY26.

Section 6.3: Hospital and Medical Insurance

- Language change represents 12.75% increase in District contribution to premiums in year 1 and a 5% increase in year 2.

Section 6.3 Hospitalization and Medical Insurance

The District's contribution towards medical/hospitalization insurance will be as follows per month and per plan for the ~~2024-2025~~ 2026-27 fiscal year:

High Deductible Insurance Plan + VEBA Contribution

Single Plan	*Employee Plus One Plan*	*Family Plan*
Full Single Premium of ~~$734.20~~ $885.75 *+ $60 VEBA Contribution*	*Full 1+1 Premium of ~~$1,463.55~~ $1,765.65 + $120 VEBA Contribution*	*~~Full~~ District Contribution to Family Premium of ~~$2,052.10~~ $2,313.75* *+ $180 VEBA Contribution*

Low Deductible Insurance Plan (No VEBA Contribution)

Single Plan	*Employee Plus One Plan*	*Family Plan*
~~$734.20~~$885.75	*~~$1,463.55~~ $1,765.65*	*~~$2,052.10~~ $2,313.75*

~~*For the 2024-2025 fiscal year, the Employer will contribute an amount equal to the premium for the lowest cost medical/hospitalization insurance for each full-time principal enrolled in the district medical and hospitalization insurance plan under either individual or family coverage.*~~

As of the ~~2025-2026~~ 2027-28 contract, the district contribution shall not exceed ~~$2,052.10.~~ $2,429.45 for High Deductible plans. If the High Deductible insurance plan exceeds this amount, the principal shall contribute the difference. The 2027-28 district contribution for the Low Deductible plans will continue to match the corresponding High Deductible plan's district contribution (the low deductible plan is not eligible for the VEBA contributions).

Participation in the insurance program selected will be voluntary. Coverage shall be available from the first day of employment but shall be effective only upon enrollment of the individual principal and the principal's family. Each principal enrolled under the plan shall contribute, through payroll deduction, any excess of the monthly premium under the plan over the maximum employer contribution toward the type of coverage for which such principal is enrolled.

In the event of the death of an active principal, the employer will pay the total premium or continued hospital/medical insurance for the surviving spouse for a period of twelve (12) months.

Section 6.5 - Deferred Comp

- Language update changes nothing with the match, but articulated that if the MN match-cap is reached, the following HCSP contribution is not matched (as MSRS does not allow matching contributions).
- *For each full-time principal the Employer will match the contributions of such principal to a Deferred Compensation Agreement or 403(b) plan, subject to a maximum contribution by the Employer of six percent (6%) of such principal's basic salary. Any dollar amount that exceeds the amount allowed by the State of Minnesota or IRS regulations will be deposited into the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP). The HCSP contribution in this instance will be a District contribution only, and will not include an employee contribution.*

Section 7.1 - Update to ESST Law reference

- The current reasons for sick leave use and family member definition articulated in section 7.1 will be replaced by:
  The District will comply with all applicable state and federal laws regarding earned sick and safe time (ESST), including the provisions outlined in Minnesota Statutes § 181.9445–181.9448. Employees may use sick leave for reasons and individuals as permitted under these laws.
  The District will provide annual communication to employees outlining who qualifies as an eligible family member under ESST.

Section 7.2 Bereavement Leave

- Current language doesn't define "family member". The text below represents a common "immediate family member" definition with the Unaffiliated and Teacher groups. Also adding language to support attending services for the death of students or to support staff members.
- *A principal shall be granted up to five (5) days paid leave without a deduction from accumulated sick leave, per incident, during the scheduled work year due to death of an immediate family member or close personal friend. An employee's immediate family member is defined as parents, children, grandparents, grandchildren, siblings, sibling's spouse/partner, spouse/partner or spouse's/partner's parents, and spouse's/partner's siblings. This definition also includes a relative or close friend normally living in the employee's household. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.*

A principal shall be granted, per incident, up to one (1) day paid leave without a deduction from accumulated sick leave due to the death of a current or former student, a current or former student's parent, or to support a colleague.

A principal may apply accumulated sick leave benefits toward an absence during their basic work year due to the death of other relatives or ~~close~~ friends.

Section 7.14 Vacation

- Changing from a MSRS contribution to a 403(b) contribution is the same cost to the District. There are advantages and disadvantages to both options, so it is a preference item for the WPA.

To the extent permitted by law, each year, up to five (5) unused vacation days will be converted at fiscal year-end to a daily rate of pay and ~~credited to to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement Systems~~ contributed to the employee's 403 (b) plan. The District will verify the unused days and determine the number eligible for conversion. Verification of these unused days will be determined by the absence reports submitted through the on-line attendance system to Payroll.

MOU - Appendix F

- Updated conversion rate from $155 to $165, consistent with the Unaffiliated handbook. This rate tends to mirror the reserve teacher starting rate, which is $165 in the current school year.

MOU - Appendix G

Whereas, Independent School District 284, Wayzata Public Schools ("District") and Wayzata Principal Association ("WPA") have a common mission to provide excellent working conditions for our principals, while recognizing the challenges associated with the implementation of new labor laws in the state of Minnesota ~~and want to continue exploration of ways we can make our structures more accommodating and flexible~~:

Whereas, it is the District and WPA's objective to create a committee to review the benefits and challenges of implementing a PTO structure for time off.

Be it THEREFORE resolved that:

1. ~~The principals will work in collaboration with the WEA (Wayzata Teachers's Association) to create a structure for PTO.~~ The WPA will provide up to five (5) representatives to meet with a District team, which will include the Executive Director of HR and one school board member, to further study the benefits and challenges associated with the transition to a PTO model for the WPA. This committee will initially meet no later than Jan. 1, 2027, and will continue to meet until a decision is made.

2. ~~That a structure for PTO may be implemented in the 2025-2026 school year.~~ If there is mutual agreement to move forward with a PTO structure in place of the current Personal/Vacation/Sick leave structure articulated in the contract, it may be implemented for the 2027-28 contract year. If the District or WPA decides that they do not wish to move forward with a PTO model at any point following the initial meeting, the committee will cease to meet and the existing contract language specific to the current Personal/Vacation/Sick leave structure will continue to apply as written.



Independent School District 284

Wayzata, Minnesota

and the

Wayzata Principals' Association

MASTER CONTRACT

July 1, ~~2024~~2026 through June 30, ~~2026~~2028

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Master Contract

This Contract is made and entered into by and between INDEPENDENT SCHOOL DISTRICT 284, Hennepin County, Minnesota, hereinafter referred to as the "Employer," and the WAYZATA PRINCIPALS' ASSOCIATION, hereinafter referred to as the "Association."

Article I

Purpose

The purpose of this Contract is to encourage and increase orderly constructive and harmonious relationships between the Employer, its principals, and their duly authorized exclusive representative, the Association; to establish procedures for the resolution of differences over terms and conditions of employment; to preserve the paramount right of the citizens of this community to the operation of their schools without disruption due to strike; and to establish an environment in which the children of this community may receive education of the highest quality. Accordingly, the parties have set forth herein all terms and conditions of employment which have been agreed upon by the Employer and the Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended (hereinafter referred to as the "PELRA").

Article II

Recognition

The Employer hereby recognizes the Association as the exclusive representative for the purpose of negotiating terms and conditions of employment for all persons included in the appropriate unit of principals employed by the Employer, as established pursuant to the specific inclusions and exclusions provided in PELRA.

Whenever used in this Contract, the term "principal" shall mean any employee who is included in the foregoing unit. Principals placed on Special Assignment shall remain under the scope of this bargaining agreement.

The Employer agrees that it will not meet and negotiate or meet and confer with any other organization with respect to principals included in the appropriate unit, as long as the Association continues to be the duly authorized exclusive representative.

The Employer recognizes the right of the Association to meet and confer to discuss policies and those matters relating to their employment not included under the definition of "terms and conditions of employment" in PELRA.

Article III

Definitions

The following definitions shall be applicable to terms used in this Contract:

Section 3.1 Principal

A "principal" is any person employed by the Employer who is included in the appropriate unit for which the Association is recognized as exclusive representative under Article II.

Section 3.2 Classification of Positions

Any new position or existing position that has undergone significant job duty revisions will be reviewed for proper classification at time of annual evaluation. A copy of the procedure for such classification reviews will be established and maintained by the Human Resource Department. Union stewards will be notified of any changes in job classification that occur.

Section 3.3 Grievance

A "grievance" is any dispute or disagreement as to the interpretation or application of any term or terms of this Contract.

Section 3.4 Other Terms

Other terms not specifically defined herein shall have the meanings given to them under the PELRA.

Article IV

Principal Duties and Responsibilities

Section 4.1 Basic Duties

Each principal shall administer in such places as shall be designated by the Employer. Principals shall faithfully perform all administrative services as directed by the Employer, and observe all policies, rules and regulations established from time to time by the Employer.

Section 4.2 Basic School Year

The number of scheduled work weeks will be as follows: High School Principal, High School Associate Principals, Middle School Principals, Middle School Associate Principals, and Elementary Principals – 52 weeks with twenty-five (25) days of vacation. Ten Month Associate Principals (K-12) - 45 weeks with twenty two (22) days of vacation. There shall be no payment for work days in excess of contracted days unless approved by the Superintendent. Principals may schedule ten (10) vacation days during the teacher work year subject to supervisor approval. No more than five (5) consecutive vacation days may be scheduled at one time. Changes to these limits may be approved at the discretion of the Superintendent. Principals may carry over up to ten (10) vacation days per year. Deduction for each work day of absence without pay during the basic school year will be based upon the principal's annual salary divided by the annual number of days (260 or 225). If so requested by the Employer, an individual principal may continue their regular basic duties beyond the basic school year. The individual principal may request a one year modification to the number of work days in the basic school year. If approved, the salary for that year shall be prorated from the basic salary schedule.

At the time of leave of absence, resignation, termination or discharge, a principal's annual vacation days will be prorated in proportion to the time worked. If an excess amount has been used, the principal is required to refund the excess amount utilized. The final paycheck will be adjusted accordingly.

Upon retirement, resignation, termination or dismissal, 52 week employees will be paid for earned, unused vacation days to a maximum of ~~twenty-five (25) days~~ thirty-five (35) days. Employees working 45 weeks will be paid for earned, unused vacation days to a maximum of ~~twenty-two (22) days~~ thirty-two (32) days.

Section 4.3 Legal Holidays and Emergency Closings

Each principal shall perform services on those work days designated by the Employer, including those legal holidays on which the Employer is authorized to conduct school. Each principal shall also perform services on such work day or days as the Employer shall determine in lieu of any work day or days canceled due to any emergency; provided, however, that the Employer shall make every reasonable effort to ensure that any canceled workdays which are rescheduled occur prior to the last regularly scheduled workday for the school

year. The Employer recognizes the right of the Association to meet and confer regarding the rescheduling of work days and changes in the length of the work day.

Article V

Compensation

Section 5.1 Basic Salary Schedules

The Basic Salary Schedule set forth in Appendix A (which is attached hereto and made a part of this Contract) shall be effective as of July 1, ~~2024~~ 2026, and until June 30, ~~2025~~ 2027. The Basic Salary Schedule set forth in Appendix B (which is attached hereto and made a part of this Contract) shall be effective as of July 1, ~~2025~~ 2027, and until June 30, 2026 ~~2028~~. Such basic salary schedules shall apply to the performance of basic duties during the basic school year.

Section 5.2 Status of Basic Salary Schedule

The basic salary schedule set forth in this Contract is not, and shall not be construed to be a part of the individual contract of any individual principal.

Section 5.3 Initial Placement

Initial placement on the basic salary schedule shall be determined by mutual agreement between the individual principal and the Employer.

Section 5.4 Step Advancement

During the term of the Contract, the compensation specified in individual principal contracts for principals previously placed on the basic salary schedule will reflect step advancement as follows:

A principal shall advance one (1) step for each full basic school year of employment until the maximum step has been reached. No step advancement on the salary schedule shall be granted to principals performing basic duties for the Employer for fewer than sixteen (16) weeks during the basic school year. Principals performing basic duties for the Employer for sixteen (16) weeks or more but less than thirty-two (32) weeks during the basic school year will advance one-half (1/2) step on the salary schedule. Principals performing basic duties for the Employer for thirty-two (32) or more weeks during the basic school year will advance a full step on the salary schedule. The Employer reserves the right to withhold step advancement or any other salary increase for any principal for just cause.

Section 5.5 Payment for Earned Doctorate

A principal with an earned doctorate in educational administration or other approved major will be paid $1,000 annually above the basic salary schedule step for their experience level. Verification of the earned doctorate must be provided prior to July 1 to first establish the stipend as part of the annual contract.

Section 5.6 Career Increment

A principal on step 5 of the salary schedule will be paid $4,000 annually above the basic salary.

Section 5.7 Longevity Payment

A principal in their tenth (10) year of service in the Wayzata Principal Contract shall be entitled to a $4,000 annual longevity payment.

Article VI

Insurance

Section 6.1 Group Insurance Policies

During the term of this Contract, the Employer shall purchase the group insurance policies described in this Article VI. It is understood and agreed that the provisions of this Article are merely descriptive of the coverage provided, and that the eligibility of a principal for benefits shall be governed by the terms of the master insurance contracts in force between the Employer and the insurers providing such coverage. It is further agreed that the Employer's only obligation under the policies described in this Article VI is to make the premium payments as provided in this Contract, and no claims shall be made against the Employer in the event of a denial of insurance benefits by an insurance carrier.

Section 6.2 Life Insurance

Each full-time principal is eligible for group term life insurance coverage in an amount equal to two (2) times such principal's annual basic salary rounded to the next one thousand dollars ($1,000). The Employer pays the full premium for such coverage. The District life insurance policy shall provide an equal amount of accidental death and dismemberment provisions.

The District shall provide a program of voluntary supplemental term life insurance subject to Evidence of Insurability of the applicant. The availability of such coverage shall be subject to all terms and conditions imposed by the carrier. In no event shall such voluntary supplementary coverage increase the premium for the basic coverage provided by the Employer. Voluntary coverage requested by a principal shall be paid by the principal through payroll deduction.

Section 6.3 Hospitalization and Medical Insurance

The District's contribution towards medical/hospitalization insurance will be as follows per month and per plan for the ~~2024-2025~~ 2026-27 fiscal year:

High Deductible Insurance Plan + VEBA Contribution

Single Plan	Employee Plus One Plan	Family Plan
Full Single Premium of ~~$734.20~~ $885.75 + $60 VEBA Contribution	Full 1+1 Premium of ~~$1,463.55~~ $1,765.65 + $120 VEBA Contribution	~~Full~~ District Contribution to Family Premium of ~~$2,052.10~~ $2,313.75 + $180 VEBA Contribution

Low Deductible Insurance Plan (No VEBA Contribution)

Single Plan	Employee Plus One Plan	Family Plan
~~*$734.20*~~*$885.75*	~~*$1,463.55*~~ *$1,765.65*	~~*$2,052.10*~~ *$2,313.75*

~~For the 2024-2025 fiscal year, the Employer will contribute an amount equal to the premium for the lowest cost medical/hospitalization insurance for each full-time principal enrolled in the district medical and hospitalization insurance plan under either individual or family coverage.~~

As of the ~~2025-2026~~ 2027-28 contract, the district contribution shall not exceed ~~$2,052.10.~~ $2,429.45 for High Deductible plans. If the High Deductible insurance plan exceeds this amount, the principal shall contribute the difference. The 2027-28 district contribution for the Low Deductible plans will continue to match the

corresponding High Deductible plan's district contribution (the low deductible plan is not eligible for the VEBA contributions).

Participation in the insurance program selected will be voluntary. Coverage shall be available from the first day of employment but shall be effective only upon enrollment of the individual principal and the principal's family. Each principal enrolled under the plan shall contribute, through payroll deduction, any excess of the monthly premium under the plan over the maximum employer contribution toward the type of coverage for which such principal is enrolled.

In the event of the death of an active principal, the employer will pay the total premium or continued hospital/medical insurance for the surviving spouse for a period of twelve (12) months.

Section 6.4 Long Term Disability

The Employer will pay the total premium for each full-time principal in the long-term disability plan with no limit on the maximum salary covered.

Section 6.5 Deferred Compensation (Tax Sheltered Wages)

A Deferred Compensation Option or 403(b) plan, shall be available to all principals. Salary Reduction Agreements (SRA) may be submitted for approval at any time during the calendar year. Approved SRA's will be implemented not later than twenty-one (21) days following the submission of an accurate application.

For each full-time principal the Employer will match the contributions of such principal to a Deferred Compensation Agreement or 403(b) plan, subject to a maximum contribution by the Employer of six percent (6%) of such principal's basic salary. Any dollar amount that exceeds the amount allowed by the State of Minnesota or IRS regulations will be deposited into the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP). The HCSP contribution in this instance will be a District contribution only, and will not include an employee contribution.

All principal and employer contributions to deferred compensation or 403(b) plans must be within the limits specified by law.

Section 6.6 Dental Insurance

The Employer shall contribute the total monthly premium for each principal enrolled in individual employee or family coverage under the plan.

Participation in the insurance program selected shall be voluntary. Coverage shall be available from the first day of employment but shall be effective only upon the enrollment of the individual principal and their family.

Section 6.7 Reimbursement for Losses or Damages to Personal Property

The District shall reimburse administrators for losses or damages to personal property which are the result of student action or vandalism. Reimbursement shall be made only for losses which are not reimbursed by any other source and in no case shall reimbursement be less than $100 or exceed $250.00 per incident. The principal shall provide appropriate proof of loss.

Section 6.8 Benefits for Part-time Administrators

Part-time principals employed half-time (.5) or more are eligible for the same level of administrative fringe benefits as full-time principals. The Employer will pay a prorated amount for fringe benefits for principals working less than half-time (.5).

Article VII

Leaves and Absences

Section 7.1 Sick Leave

Employees shall receive a one-time leave allowance of thirty-five (35) days in addition to the amount granted below. Paid sick leave shall be earned each year according to the following schedule:

Weeks of Service	No. of Days Annually
52	16
45	14

Leave not used during any school year may accumulate up to a total of two-hundred sixty (260) days.

The Employer reserves the right to require substantiation of illness.

Principals who are entitled to severance pay pursuant to Article IX shall receive pay for each day of accrued, unused sick leave up to a maximum number of work days that equals one-half of the principal's annual work year pursuant to Article IV, Section 4.2.

~~An employee may use sick leave for the following reasons:~~

- ~~an employee's mental or physical illness, treatment or preventative care;~~
- ~~the mental or physical illness, treatment or preventative care of an employee's family member;~~
- ~~absence due to domestic abuse, sexual assault or stalking of an employee or their family member;~~
- ~~closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and~~
- ~~when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease~~

~~Sick leave covers the employee and the following people:~~

- ~~their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);~~
- ~~their spouse or registered domestic partner;~~
- ~~their sibling, stepsibling or foster sibling;~~
- ~~their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;~~
- ~~their grandchild, foster grandchild or step-grandchild;~~
- ~~their grandparent or step-grandparent;~~
- ~~a child of a sibling of the employee;~~
- ~~a sibling of the parents of the employee;~~
- ~~a child-in-law or sibling-in-law;~~
- ~~any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner;~~
- ~~any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and~~
- ~~up to one individual annually designated by the employee.~~

The District will comply with all applicable state and federal laws regarding earned sick and safe time (ESST), including the provisions outlined in Minnesota Statutes § 181.9445–181.9448. Employees may use sick leave for reasons and individuals as permitted under these laws.

The District will provide annual communication to employees outlining who qualifies as an eligible family member under ESST.

Section 7.2 Bereavement Leave

A principal shall be granted up to five (5) days paid leave without a deduction from accumulated sick leave, per incident, during the scheduled work year due to death of an immediate family member or close personal friend. An employee's immediate family member is defined as parents, children, grandparents, grandchildren, siblings, sibling's spouse/partner, spouse/partner or spouse's/partner's parents, and spouse's/partner's siblings. This definition also includes a relative or close friend normally living in the employee's household. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.

A principal shall be granted, per incident, up to one (1) day paid leave without a deduction from accumulated sick leave due to the death of a current or former student, a current or former student's parent, or to support a colleague.

A principal may apply accumulated sick leave benefits toward an absence during their basic work year due to the death of other relatives or ~~close~~ friends.

Section 7.3 Personal Leave

Each full-time principal is eligible for two (2) days of leave during each basic school year for absence required for the transaction of personal business which cannot be completed outside the normal school day. This leave may accrue to a maximum of three (3) days. Requests for such leave shall be submitted for approval through ERMA at least three (3) duty days in advance, except for emergency situations.

Section 7.4 Short-Term Professional Leave

Short-term professional leaves may be granted at the discretion of the Employer.

Section 7.5 Sabbatical Leave

Qualified full-time principals are eligible for sabbatical leave upon approval by the Employer. Sabbatical leaves may be approved for graduate study in an area related to the principal's assignment or for other non-paid activities which would advance the principal's skills in their assignment. To be eligible for sabbatical, the principal shall have completed at least six (6) years of employment in the district since the initial date of employment or the end of the last sabbatical leave. The number of leaves which can be granted in any year will not exceed one. Each leave will normally be for the full basic school year and with sixty-five percent (65%) salary, payable in 24 installments upon written agreement that the principal shall return for two years following the sabbatical leave. A principal may choose instead to take 82.5% of salary for the sabbatical leave year and 82.5% of salary for the succeeding school year. All applications will be reviewed by a committee, and the recommendations made by the Superintendent to the Board of Education, based on the premise that each leave will result in a distinct contribution to the school system which could not be accomplished without such leave.

Section 7.6 Military Leave

Leaves of absence for military service will be granted in accordance with all requirements of federal and state law.

Section 7.7 Child Care Leave

A full-time principal who has been continuously employed for a period of at least one (1) full year prior to the time that the leave of absence is to become effective may be granted a leave of absence without pay for a period of up to twelve (12) months for the purpose of providing full-time care for a newborn or newly adopted child or children. An employee may utilize accumulated sick and/or vacation leave up to a maximum of twelve (12) weeks, minus the disability period, for child care leave. Additional days may be granted based on individual circumstances. Written application for such leave shall be submitted to the Superintendent at least four (4) months prior to the effective date of such leave.

A child care leave shall be for the period approved by the Employer in consultation with the principal. The Employer may adjust the starting time for the leave for good cause shown.

Section 7.8 Special Leave Without Pay

Special leaves without pay may be granted at the discretion of the Employer.

Section 7.9 Applications for Leave

Applications for sabbatical leave and long-term leaves of absence must be submitted by February 1, preceding the basic school year for which such leave is requested.

Section 7.10 Fringe Benefits During Leave

A principal on non-paid leave of absence shall remain eligible for all employee benefit plans according to State and Federal guidelines except income protection insurance, but must pay the entire premium while on leave. A principal on paid leave of absence shall remain eligible for all employee benefit plans, and benefit coverage based upon income shall be based upon the salary such principal would ordinarily have received without the leave of absence.

If a principal on paid leave of absence resides outside the service area of any District sponsored hospital/medical insurance plan, the principal shall be eligible for the average employer contribution toward the premium actually charged by such principal's insurance carrier for hospital/medical insurance.

For a principal who qualifies under the Family or Medical Leave Act, the District will make its usual contributions toward health and dental insurance for up to a maximum of 12 work weeks commencing on day one of the approved leave, including leaves under any worker's compensation provision or law. The District may request reimbursement for such contributions if the principal does not return to work full-time within 12 calendar months of the first day of leave.

Section 7.11 Worker's Compensation

A principal receiving compensation under the Worker's Compensation Act may elect to apply accumulated sick leave credits in order to make up the difference between the worker's compensation payments and such principal's basic salary. Deductions from sick leave will be made on a prorated basis according to the additional payments to the principal. In no event shall the additional compensation paid to the principal result in the payment of total daily, weekly, or monthly compensation in excess of such principal's basic salary.

Section 7.12 Jury Duty

For any principal who is required to serve as a juror, the Employer shall make up the difference between such principal's basic salary and the fees received by the principal (less the mileage, parking, and meals). In order to be eligible for this supplement the principal must submit to the Payroll Office an itemized certification of fees and expenses for jury duty. Reasonable notice to the Superintendent is required for absence due to jury duty. A principal is also required to notify the Superintendent when being excused for jury duty.

Section 7.13 Professional Organizations and Professional Development

The district shall pay expenses incurred by attending local and state meetings, seminars, and conventions. The district will pay for expenses incurred by attending national conventions for Principals and Associate Principals annually. Attendance at national conventions or any other meetings and seminars shall be subject to the approval of the Superintendent and shall be within the budget established for such purpose. The District shall pay state and national principal association dues for Principals and Associate Principals. The District shall pay the annual Board of School Administrators fee.

Section 7.14 Vacation

To the extent permitted by law, each year, up to five (5) unused vacation days will be converted at fiscal year-end to a daily rate of pay and ~~credited to to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement Systems~~ contributed to the employee's 403 (b) plan. The District will verify the unused days and determine the number eligible for conversion. Verification of these unused days will be determined by the absence reports submitted through the on-line attendance system to Payroll.

Section 7.15 Holidays

Each year, the Employer will designate eleven (11) holidays to 52 week employees and these days are included in the salary. Typically, the holidays will be as follows, however, refer to the annual school calendar for final dates.

Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, New Year's Day, Martin Luther King Holiday, Presidents' Day, Memorial Day and Juneteenth.

Each year, the Employer will designate nine (9) holidays to 45 week employees and these days are included in the salary. Typically, the holidays will be as follows, however, refer to the annual school calendar for final dates.

Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, New Year's Day, Martin Luther King Holiday, Presidents' Day and Memorial Day.

Article VIII

Unrequested Leave of Absence

Section 8.1 Purpose

This Article has been agreed upon by the Employer and the Association pursuant to the provisions of M.S. 125.12, Subd. 6.a. Accordingly, the provisions of M.S. 125.12, Subd. 6.b shall not be applicable to any employee included in the appropriate unit.

Section 8.2 Seniority Date

Seniority shall be based upon continuous and unbroken employment with the Employer from most recent date of selection as an administrator, including periods of employment as an administrator outside the appropriate unit and periods on authorized leave of absence. Each employee employed under individual written contract pursuant to Minnesota Statutes in a position for which an administrative certificate is required by the State Board of Education will be assigned a seniority date based upon the first day of actual service for the Employer pursuant to such individual contract; provided, however, that such contract must be the equivalent of 80% of a full-time contract in order to qualify a principal for the establishment of a seniority date. The original seniority date shall be retained by any principal whose employment has been legally terminated by resignation or termination pursuant to Minnesota Statute, but whose employment was subsequently reinstated by the Employer without actual interruption of regular service. If an employee is transferred from the teacher employee group, they will also remain on the teacher seniority list for the

equivalent of one (1) school year. After the one (1) school year, they will only be included in the principal seniority list.

Section 8.3 Seniority List

For the purposes of this Article there shall be seven (7) Administrative Levels, as follows:

Secondary Principal
Middle School Principal
Elementary Principal
Associate Principal - High School
Associate Principal - Middle School
Associate Principal - Middle 10 months
Associate Principal - Elementary 10 months

The Employer shall prepare from its records a Principal seniority list, in order of seniority date, which shall contain the seniority date, name, administrative level(s) with district employment experience area(s) of certification, and district seniority date for each employee. The Employer will provide the list to the Association on or before November 15 of each year. Any principal may challenge the correctness of the information contained in the posted seniority list by filing a grievance. In the absence of a grievance filed within fifteen (15) duty days from the date of posting, the posted Principal seniority list will be conclusively deemed to be correct.

Section 8.4 Unrequested Leave of Absence

The Employer may place principals on unrequested leave of absence for the reasons authorized by Minnesota Statutes. In the reduction of staff at any Administrative Level principals currently employed at such Administrative Level will be placed on unrequested leave of absence in the following order.

a) Principals not on the seniority list

b) Principals employed on temporary approval by the State Department of Education

c) Principals with limited licenses

d) Principals during their probationary period

e) Principals who have completed their probationary period

Within each of the foregoing classes, the principal lowest on the applicable seniority list shall be the first principal placed on unrequested leave of absence. Among principals whose positions on the seniority list is tied, the Employer shall select the principal to be placed on unrequested leave of absence, based upon criteria including, but not limited to, performance, training, experience and skills in special assignments. If an unrequested leave of absence for any principal would result in any violation of the Employer's affirmative action program, the Employer may retain the principal with less seniority and the next senior principal in the field shall be placed on unrequested leave of absence. Any principal placed on unrequested leave of absence pursuant to this Section shall be notified, in writing, of such unrequested leave of absence by June 1, together with a statement of the reasons therefore.

Section 8.5 Bumping Rights

Any employee placed on unrequested leave of absence (whether or not a member of the appropriate unit) who has direct employment experience at a particular Administrative Level, and who has a currently valid certificate from the State Board of Education for such Administrative Level, may elect to displace any principal at such Administrative Level who is lower on the Administrative Seniority List. Any principal so displaced shall be placed on unrequested leave of absence and shall be so notified in writing. Bumping rights may only be exercised by written notice to the office of the Executive Director of Human Resource Services within seven (7) duty days from the date of receipt of notice of placement on unrequested leave of absence.

Section 8.6 Status While on Leave

Any principal placed on unrequested leave of absence shall remain eligible for all employee benefit plans except income protection insurance, but must pay the entire premium while on leave. A principal on such leave may engage in any occupation during the period of such leave, and may be eligible for unemployment compensation pursuant to the criteria for eligibility under the Unemployment Compensation Act.

Section 8.7 Recall

Except as otherwise provided in this Section, no new principal shall be employed at any Administrative Level by the Employer in a full-time position while there is available, on unrequested leave of absence a principal with direct employment experience at such Administrative Level who is properly certified to fill the vacant position. A principal placed on unrequested leave of absence shall be recalled, as full-time positions become available, to the full-time position at the Administrative Level from which such principal was placed on leave, or if not available, to any other full-time position for which such principal has direct employment experience at that particular Administrative Level. Reinstatement shall be in the inverse order of placement on leave; the last principal placed on unrequested leave of absence who is eligible for the position shall be the first recalled. Notice of recall by the Employer shall be complete upon mailing such notice by certified mail addressed to the last known address provided by the principal to the office of the Executive Director of Human Resource Services. If notice of recall is given to any principal on or after August 16 of any school year, such principal shall have the right to defer the effective date of return to actual service until the beginning of the next succeeding school year; provided, however, that any principal so deferring the date of return to actual service shall sign an individual contract for such next succeeding school year. Any principal accepting recall shall notify the Employer of such acceptance in writing, including notification of any election to defer the effective date of return to actual service, within fifteen (15) duty days after the date of mailing of the notice of recall. In the event a principal accepts recall but defers the effective date of return, the Employer shall be free to fill the vacant position on a temporary basis from any source, without regard to principals remaining on unrequested leave of absence. The Employer shall also be free to fill any position on a temporary basis pending completion of the recall procedure.

Section 8.8 Termination of Rights

A principal's seniority rights, unrequested leave of absence, and recall rights, if any, shall terminate upon the earliest of the following events:

a) resignation;

b) retirement;

c) discharge or termination of contracts;

d) failure to return at the expiration of a leave of absence or any authorized extension thereof;

e) failure to give written notification to the Employer accepting recall to an equivalent position as the principal's position at the time of placement on unrequested leave, including notification of any election to defer the effective date of return to actual service, within fifteen (15) calendar days after the date of mailing of the notice of recall; or

f) expiration of three (3) years from the effective date of an unrequested leave of absence without recall.

Article IX

Severance and Retirement Insurance Benefits

This entire section (9.1, 9.2, 9.3, 9.4, and 9.5) will apply only to employees whose service with the School District has been full-time and continuous as defined by this agreement and whose

service began prior to June 30, 2018. For employees whose employment with the School District began after this date, the provisions of this section will not be applicable.

Section 9.1 Statutory Authority

The parties have agreed upon the following standards and procedures for the implementation of a program of severance pay pursuant to M.S. 465.72 and 722.

Section 9.2 Principals Eligible

A principal will be eligible for severance pay upon meeting the following standards:

a) Employed in the Wayzata Public School District as a principal prior to June 30, 2015.

b) The principal must have completed a minimum of 20 years as a full-time principal in the Wayzata School District, or at least 10 years as a full-time principal in the Wayzata School District and 15 years of full-time teaching or principal experience in elementary or secondary schools for a total of 25 years of full-time experience.

c) The principal must have attained the age of 55 years as of June 30 of the school year in which application is made or as of the projected date of retirement if other than June 30.

d) The principal must submit a written application for severance pay to the Superintendent by February 1 or at least five (5) months prior to retirement if the effective date is other than June 30. The application must include a letter of resignation effective on June 30 or other requested retirement date if the application for severance pay is approved. Applications for retirement at dates other than June 30 must include the rationale for the requested date and must be approved by the Superintendent.

e) The School Board shall act on the application for severance pay at its first regular meeting occurring on or after February 10 for retirements the following June 30 or at the first regular meeting occurring ten (10) days or more after receipt of the application for retirements at other approved times.

f) No severance pay will be paid to any principal who has been discharged for cause by the Employer.

Section 9.3 Amount

A principal whose application for severance pay is approved by the Board will be paid an amount equal to one-half of the principal's annual salary in effect for retirement as of June 30 or one-half of the salary for the preceding twelve (12) months for retirement on other approved dates.

Section 9.4 Payment

For purposes of this section, Severance Pay is defined as Sick Leave conversion, and the Severance Pay Calculation. The employee will not receive direct payment from the District for severance pay.

Severance Pay will be distributed according to the following plan: 50% will be distributed to the Minnesota State Retirement System Health Care Savings Plan and the remainder will be distributed to a 403(b) account established by the employee exclusively for the purpose of receiving such payment ("the Severance 403(b)").

Upon request of the District, the employee shall provide information needed to determine the amount of the District contribution that may be deposited into the Severance 403(b) without exceeding the applicable IRS limits on annual additions to all tax-deferred accounts held by the employee. The information needed shall be provided regardless of whether the employee has retired or is still employed by the District. For purposes of calculating the deferment limit, the District will provide the employee with contribution information for the last 12 months.

The District contribution to the Severance 403(b) shall be made on the schedule currently used, except that, in the event any such deposit would violate the applicable IRS limits, the Board may adjust the payment schedule as needed.

The retiree will not make any other deposits to the Severance 403(b) until the District has paid out the entire amount of severance due.

In the event the full amount of severance cannot be deposited into the 403(b) due to the IRS limits, any amount remaining shall be deposited on the first January payroll in the year following the retirement date (e.g. June 30th retirement, the first payment would be July 31st of the same year and the final payment would be January 15th of the following year).

Section 9.5 Insurance Benefits

For eligible principals, the following retirement benefits apply. Any eligible principal who has completed ten (10) or more years of continuous service to the District and has attained the age of fifty-five (55) as of the effective date of retirement, shall be eligible for a District contribution of $1,000 per month into the Minnesota State Retirement System Health Care Savings Plan. The District will deposit into the Minnesota State Retirement System Health Care Savings Plan the equivalent of one thousand (1,000) dollars per month for the time between retirement and Medicare eligibility. The entire amount will be calculated and deposited within sixty (60) days of retirement. The contribution will not exceed a period of ten (10) years. The District will contribute up to $120.00 per month towards the full premium for dental insurance up to age-qualified Medicare eligibility, not to exceed ten (10) years. Such hospital/medical and dental insurance shall terminate at age-qualified Medicare eligibility.

Benefits available under the hospital/medical insurance plan shall be coordinated with any government-provided benefits (such as Medicare) when eligible to do so to provide the same total benefits available to similar employees actively at work.

The Employer contribution to hospital/medical insurance shall terminate at age-qualified Medicare eligibility. The Employer contribution towards dental insurance coverage shall terminate at age-qualified Medicare eligibility. By paying their own premiums, retired employees may continue to receive hospital/medical insurance and/or dental insurance even if the retiree is no longer eligible for District contributions.

Benefits under the life insurance plan shall be based on the last annual salary of the retired principal. Life insurance coverage shall terminate at the end of the month in which the retired principal attains the age of seventy (70), unless the retired employee is a participant in the administrative incentive life insurance plan.

Certain Employees with board approval shall be eligible for coverage under the school-owned split-dollar Life insurance policy ("SOLI"). If covered under the SOLI, an Employee who at the time of separation from service with the District (a) has completed 10 years or more of service with the District, and (b) is age 55 or more, shall designate the direct and contingent beneficiaries an amount of Net Death Proceeds not to exceed two times (2x) the Employee's compensation at the time of separation from service with the District rounded to the next higher $1,000 increment. The SOLI shall include a double indemnity for accidental death. This coverage shall be effective until the end of the calendar month in which former Employee reaches age seventy (70). Beginning with the month following the month in which the former Employee reaches seventy (70), the SOLI death benefit reduces to $25,000. An Employee covered under the SOLI cannot be covered under another school sponsored life insurance coverage.

In the event of the death of a retired employee, the Employer will continue its contribution for continued hospital/medical insurance for the surviving spouse/eligible dependent children for a period of twelve (12) months or until the date the retired employee would have reached the end of the Employer's contribution period, whichever occurs first. The surviving spouse may, at their own expense, continue participation in the hospital/medical insurance plan beyond the twelve (12) month period.

Article X

Pay Periods

A principal's annual basic salary will be paid in twenty-four (24) equal installments.

Article XI

Grievances and Arbitration

Section 11.1 Purpose

The purpose of this Article is to secure, at the lowest possible administrative level, an equitable resolution of any grievance which may arise during the term of this Contract.

Section 11.2 Representation

Any principal, administrator, the Association, or the Board of Education may be represented at any stage of the grievance procedure by any person or agent designated by such party to act on their behalf.

Section 11.3 First Stage

Any principal with a grievance shall first attempt to resolve such grievance through an informal conference with the Executive Director of Human Resource Services. Any principal who is not satisfied with the informal adjustment of their grievance must, within fifteen (15) duty days of the event giving rise to the grievance, file with the Executive Director of Human Resource Services a written statement of their grievance on the form set forth in Appendix C. The written statement must be dated and signed by the principal and shall set forth the facts and state the provisions of this Contract alleged to have been violated. A "class grievance" affecting a group of principals shall be signed by at least one of such principals and a representative of the Association, and may be appealed from one Stage to the next by the Association. The Executive Director of Human Resource Services may meet with the principal to discuss the grievance, and shall indicate their disposition of the grievance, in writing, with a copy to the principal and to the Association. If the parties fail to agree or the matter has not been satisfactorily adjusted within five (5) duty days after the written statement has been filed, the principal may appeal the grievance to the Second Stage.

Section 11.4 Second Stage

A principal who is not satisfied with the disposition of their grievance at the First Stage shall file a copy of the written statement of their grievance with the Superintendent within ten (10) duty days after the grievance has reached the First Stage. The Superintendent may meet with the principal to discuss the grievance and shall indicate their disposition of the grievance, in writing, with a copy to the principal and the Association. If the parties fail to agree or the matter has not been satisfactorily adjusted within ten (10) duty days after the grievance has reached the Second Stage, the principal may appeal the grievance to the Third Stage.

Section 11.5 Third Stage

Within fifteen (15) duty days after the grievance has reached the Second Stage, a principal who is not satisfied with the disposition of their grievance at the Second Stage shall file with the Superintendent a written request for a conference with the Board of Education regarding the grievance. At its next meeting, the Board of Education shall set a time for a conference of the principal with the Board or with a committee or representative of the Board, which conference shall take place within fifteen (15) duty days of such meeting. If the grievance is not satisfactorily resolved as a result of such conference it shall be referred to arbitration within fifteen (15) duty days of such conference.

Section 11.6 Submission to Arbitration

The Association may submit to arbitration any grievance which has been properly processed through the Third Stage of the grievance procedure. The Association must file with the Superintendent a written notice of intention to arbitrate not more than fifteen (15) duty days after the Third Stage conference with the Board of Education. Arbitration proceedings shall be conducted according to the Voluntary Labor Arbitration Rules of the American Arbitration Association.

Section 11.7 Jurisdiction and Authority of Arbitrator

The arbitrator shall have jurisdiction only over those grievances which have been properly submitted to arbitration in accordance with the terms of this Contract. The arbitrator shall have no power to add or subtract from, or change, modify or amend in any way the terms and conditions of employment set forth in the Contract. The decision of the arbitrator shall be binding on both parties, subject to all the limitations of arbitration decisions set forth in the PELRA.

Section 11.8 Time Limitations

Since it is important that grievances be processed as rapidly as possible, the time limitations specified herein shall be considered as a maximum and every effort will be made to expedite the process. Such time limitations may be extended only by mutual consent. Failure of a principal or the Association to comply with the limitations specified shall constitute a waiver of the grievance. Failure of the Executive Director of Human Resource Services, the Superintendent or the Board of Education to act within the time limitations specified shall constitute a denial of the grievance and shall permit the principal or the Association to proceed to the next stage.

Article XII

Management Rights

Section 12.1 Authority and Power of the Employer

The laws of the State of Minnesota have vested in the Employer the full authority and power to manage, control and direct the operation of the School District, and to adopt, modify or repeal policies, rules, and regulations for the District. All such authority and power of the Employer shall continue unimpaired except as limited by a specific provision of this Contract.

Section 12.2 Provisions Contrary to Law

Any portion of this Contract which violates any provision of the laws of Minnesota or of the United States, or any rules or regulations promulgated thereunder, either now or thereafter, shall be null and void and without force and effect. The provisions of this Contract shall be severable, and if any provisions hereof or the application of any provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of such provision under other circumstances. The Employer and the Association shall meet to attempt to negotiate an amended clause to replace any invalid provision. However, the Employer reserves the final right to amend any provision of this Contract as necessary to comply with federal or state laws or rules and regulations promulgated thereunder.

Article XIII

Strikes and Work Stoppages

Section 13.1 Strikes and Work Stoppages

The School Board and the Association mutually recognize that their first obligation is to the public and that the right of students and residents of this district to the continuous and uninterrupted operation of their

schools is of paramount importance. During the term of this Agreement, neither the Association nor any individual principal shall engage in any strike, work stoppage or similar withholding of services. In the event of strikes or work stoppages by other employees, principals covered under this Agreement are to be considered on continuing employment for the purpose of carrying out School Board policy and for ensuring the protection of personnel and property. If a strike necessitates extending the school year and results in extending the principal's contract year, payment for each additional work day will be based upon each individual principal's annual salary divided by the annual number of work days under such principal's contract.

Article XIV

Duration and Renegotiation of Contract

Section 14.1 Term of Contract

This contract shall become effective as of July 1, ~~2024~~ 2026, and shall continue in full force and effect to and including June 30, ~~2026~~ 2028, and for annual periods thereafter, except as modified or terminated in accordance with the provisions of this Article XIII.

Section 14.2 Effect of Contract

Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this contract, are hereby superseded.

Section 14.3 Termination or Modification

Either party desiring to terminate or modify this Contract must notify the other party in writing at least thirty (30) but not more than one hundred fifty (150) days prior to June 30, ~~2024~~ 2026, or at least thirty (30) days but not more than one hundred fifty (150) days prior to June 30 of any year thereafter. A notice of desire to modify this Contract shall set forth specifically all proposed modifications sought by the party and all clauses of this Contract for which no modifications are sought shall be renewed automatically. Negotiations with respect to proposed modifications may commence at any time after notice of proposed modifications has been given.

Section 14.4 Negotiations During Term

The parties mutually acknowledge that during negotiations which resulted in this Contract each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment for principals. All understandings and agreements arrived at by the parties are set forth in this Contract.

For the duration of this Contract the Employer and the Association each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Contract, even though such matters may not have been within the knowledge or contemplation of either or both of the parties at the time this Contract was negotiated or executed; provided, however, that any provision of this contract may be amended in writing at any time, by mutual consent of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

INSERT SIGNATURE SECTION

Appendix A - Basic Principal Salary Schedule (Effective July 1, 2026)

Independent School District 284
Wayzata, Minnesota

Basic Principal Salary Schedule (Effective July 1, ~~2024~~ 2026)

	45 Weeks Associate Elementary Principal	45 Weeks Associate Middle School	52 Weeks Associate Middle School	52 Weeks Associate High School	52 Weeks Elementary Principal	52 Weeks Middle School Principal	52 Weeks High School Principal
Salary Matrix							
1	$117,729	$122,229	$141,331	$148,065	$156,015	$161,978	$179,202
PHD	$118,729	$123,229	$142,331	$149,065	$157,015	$162,978	$180,202
2	$123,803	$128,292	$148,630	$155,879	$165,204	$170,841	$189,346
PHD	$124,803	$129,292	$149,630	$156,879	$166,204	$171,841	$190,346
3	$129,878	$134,354	$155,930	$163,692	$174,393	$179,705	$199,491
PHD	$130,878	$135,354	$156,930	$164,692	$175,393	$180,705	$200,491
4	$135,952	$140,417	$163,229	$171,506	$183,582	$188,568	$209,635
PHD	$136,952	$141,417	$164,229	$172,506	$184,582	$189,568	$210,635
5	$142,026	$146,479	$170,528	$179,319	$192,771	$197,431	$219,779
PHD	$143,026	$147,479	$171,528	$180,319	$193,771	$198,431	$220,779

Appendix B - Basic Principal Salary Schedule (Effective July 1, 2027)

Independent School District 284
Wayzata, Minnesota

Basic Principal Salary Schedule (Effective July 1, ~~2025~~ 2027)

	45 Weeks Associate Elementary Principal	45 Weeks Associate Middle School	52 Weeks Associate Middle School	52 Weeks Associate High School	52 Weeks Elementary Principal	52 Weeks Middle School Principal	52 Weeks High School Principal
Salary Matrix							
1	$121,143	$125,774	$145,430	$152,359	$160,539	$166,675	$184,399
PHD	$122,143	$126,774	$146,430	$153,359	$161,539	$167,675	$185,399
2	$127,393	$132,012	$152,940	$160,399	$169,995	$175,795	$194,837
PHD	$128,393	$133,012	$153,940	$161,399	$170,995	$176,795	$195,837
3	$133,644	$138,250	$160,452	$168,439	$179,450	$184,916	$205,276
PHD	$134,644	$139,250	$161,452	$169,439	$180,450	$185,916	$206,276
4	$139,895	$144,489	$167,963	$176,480	$188,906	$194,036	$215,714
PHD	$140,895	$145,489	$168,963	$177,480	$189,906	$195,036	$216,714
5	$146,145	$150,727	$175,473	$184,519	$198,361	$203,156	$226,153
PHD	$147,145	$151,727	$176,473	$185,519	$199,361	$204,156	$227,153

Appendix C - Grievance Form

Independent School District 284
Wayzata, Minnesota
GRIEVANCE FORM

Grievance No. _____
(Assigned by Employer)

Principal Presenting Grievance: _____ _____
Name School

Date of Incident: _____

Description of Grievance:

Specific Provision(s) of Contract Allegedly Violated:

Date: _____ _____
Principal

_____
Association Representative
(For "Class Grievance")

Disposition of Grievance:

Date: _____ _____
Executive Director, Human Resource Services

Appeal to Second Stage: ☐ Yes ☐ No

Signature _____ Date _____

Second Stage Disposition:

Date: _____
Superintendent

Appeal to Third Stage: A conference with the Board of Education is hereby requested.

☐ Yes ☐ No

Signature: _____ Date: _____

Appendix D - Retirement Pay Window – Retirement Pay

MEMORANDUM OF UNDERSTANDING

Retirement Pay Window – Retirement Pay

For employees who will meet the eligibility requirements under Section 9.2 of Retirement Pay, the parties have agreed to the following:

Upon completion of three (3) years of service as a full-time principal in the Wayzata School District and effective ten (10) years prior to reaching eligibility for retirement pay benefit, the District agrees to deposit the dollar equivalent of 5% (five) percent of the employee's annual salary as of June 30th of each year within sixty (60) days for ten (10) years as follows:

- 100% will be distributed to the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP)

As soon as practical upon initial implementation, if the employee has less than ten (10) years remaining until retirement pay benefit eligibility, the District will distribute a lump sum equivalent to catch up the employee as if deposits began during the year that was ten (10) years prior to reaching eligibility for receiving retirement pay. This is intended to replace the former severance payment language at the time of retirement.

Example: Employee A will be eligible in four (4) years to receive retirement pay. The District will distribute 30% of Employee A's salary in the first year and 5% of Employee A's annual salary for each of the next four (4) years.

INSERT SIGNATURE SECTION

Appendix E - Sick Leave Conversion

MEMORANDUM OF UNDERSTANDING

Sick Leave Conversion

For employees who will meet the eligibility requirements under Section 9 of Severance and Retirement Pay and are scheduled to work 260 days the parties have agreed to the following:

Upon completion of three (3) years of service as a full-time principal in the Wayzata School District and effective ten (10) years prior to reaching eligibility for sick leave conversion, the District agrees to deposit, prior to June 30 of each calendar year, the dollar equivalent of 13 sick days at the employee's daily rate of pay as of June 30th of each year as follows:

- Sick days will be converted at the employee's daily rate of pay and distributed to a 403(b) account established by the employee exclusively for the purpose of receiving such deposits ("the Retirement 403(b)")

As soon as practical upon initial implementation, if the employee has less than ten (10) years remaining until retirement pay benefit eligibility, the District will distribute a lump sum equivalent to catch up the employee as if deposits began during the year that was ten (10) years prior to reaching eligibility for receiving retirement pay – sick leave conversion. This is intended to replace the former sick leave conversion payment language at the time of retirement.

Example: Employee A will be eligible in four (4) years to receive retirement pay- sick leave conversion. The District will convert and distribute 78 sick days (6 years times 13 sick days) at Employee A's daily rate in the first year and 13 days of Employee A's daily rate for each of the next four (4) years. For Employees who are not scheduled to work 260 days, the sick leave conversion in Section 9.2 will continue to apply.

In the event that an employee's sick leave balance would fall below 35 sick days, payment will be limited to the number of sick days without going below 35 sick days. At the discretion of the Executive Director of Human Resources, additional sick days may be granted for the critical illness of an employee if the sick leave conversion window leaves an employee without short term disability coverage to bridge long-term disability eligibility.

INSERT SIGNATURE SECTION

Appendix F - Sick Leave Accumulation

MEMORANDUM OF UNDERSTANDING

Staff having thirty (30) or more accumulated sick days may elect to convert sick leave days to cash at ~~$155~~$165/day and the following conditions. The District will use the sick leave balance as of the end of each school year and the new balance will reflect a reduction based on the number of sick days that have been converted to cash. This payment will be made to an eligible tax deferred plan within 60 days after the end of the fiscal year on the following basis:

For employees who have not participated in sick leave conversion,

Accumulated Sick Leave	Amount
30 – 60 days accumulated sick leave	1 day (~~$155~~$165)
60+ days accumulated sick leave	2 days (~~$310~~$330)
90+ days accumulated sick leave	3 days (~~$465~~$495)
120+ days accumulated sick leave	4 days (~~$620~~$660)
184+ days of accumulated sick leave	Number the employee would convert to a maximum of 10 days (~~$1,550~~$1,650)

For employees who have or are participating in the Sick Leave Conversion (Appendix E):

30 days accumulated sick leave	5 days (~~$775~~$825)

An employee who is at least age fifty-five (55) and has completed a minimum of ten (10) years of service in the capacity of a principal, at least eight (8) hours per day and 52 weeks per year, shall receive payments for ~~$155~~$165 per day for unused sick leave exceeding 35 days at the time of retirement; not to exceed one-half of annual work days. Pay will be distributed to the Minnesota State Retirement System Health Care Savings Plan within 60 days of retirement.

INSERT SIGNATURE SECTION

Appendix G - PTO Conversion

Memorandum of Understanding

Whereas, Independent School District 284, Wayzata Public Schools ("District") and Wayzata Principal Association ("WPA") have a common mission to provide excellent working conditions for our principals, while recognizing the challenges associated with the implementation of new labor laws in the state of Minnesota ~~and want to continue exploration of ways we can make our structures more accommodating and flexible~~:

Whereas, it is the District and WPA's objective to create a committee to review the benefits and challenges of implementing a PTO structure for time off.

Be it THEREFORE resolved that:

1. ~~The principals will work in collaboration with the WEA (Wayzata Teachers's Association) to create a structure for PTO.~~ The WPA will provide up to five (5) representatives to meet with a District team, which will include the Executive Director of HR and one school board member, to further study the benefits and challenges associated with the transition to a PTO model for the WPA. This committee will initially meet no later than Jan. 1, 2027, and will continue to meet until a decision is made.

2. ~~That a structure for PTO may be implemented in the 2025-2026 school year.~~ If there is mutual agreement to move forward with a PTO structure in place of the current Personal/Vacation/Sick leave structure articulated in the contract, it may be implemented for the 2027-28 contract year. If the District or WPA decides that they do not wish to move forward with a PTO model at any point following the initial meeting, the committee will cease to meet and the existing contract language specific to the current Personal/Vacation/Sick leave structure will continue to apply as written.

Memorandum established in the 2024-2026 contract.

INSERT SIGNATURE SECTION

Appendix H - Retirement Insurance Benefits

MEMORANDUM OF UNDERSTANDING

Retirement Insurance Benefits

(Article IX, Section 9.5, Hold Harmless Provision)

For employees who will meet the eligibility requirements under Article IX,Section 9.5 of Retirement Insurance Benefits and as of June 30, 2018 are within ten (10) years of reaching eligibility for the Retirement Insurance Benefits, the District agrees to make a one-time lump sum payment within 60 days of July 1, 2018 to the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP).

The District will distribute a lump sum deposit equivalent to catch up the employee as if the employee began receiving a three (3%) percent contribution into the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP) during each of the years prior to July 1, 2018 that the employee was within ten (10) years of reaching eligibility for receiving Retirement Insurance Benefits. The amount will be calculated by multiplying the employee's July 1, 2018 salary by three (3%) percent times the number of years prior to reaching eligibility for receiving Retirement Insurance Benefits, not to exceed ten (10) years.

The lump sum equivalent is intended to hold the employee harmless as the District sunsets retirement insurance benefits and migrates from a three-tier contribution based upon the corresponding plan's contribution premium amounts to one District contribution amount regardless of plan selection for all remaining eligible retirees. The lump sum equivalent is not intended to make the employee ineligible for benefits described in Article VI, Section 6.5 or Article IX, Section 9.5 if the employee meets eligibility requirements within each Section.

For employees who will meet the eligibility requirements under Section 9.5 of Retirement Insurance Benefits and as of June 30, 2018 are within ten (10) years of reaching eligibility for the Retirement Insurance Benefits, the employee may make a one-time irrevocable election to retain the current district contribution to the retiree health insurance in amounts and in the manner prescribed in the contract as of June 30, 2018. Thus, the retiree must participate in the District's health plan to receive a District contribution. If this election is selected by the employee, the one time-time lump sum payment described herein will be forfeited in addition to the one time deposit at retirement. District contribution rates will remain at the amounts stated in the contract as of June 30, 2018 as the employee will begin receiving a 6% 403(b) match that is deemed to provide a portion of the resources for the increased premium cost of the insurance selected.[1]

INSERT SIGNATURE SECTION

[1] June 30, 2018 Health Insurance Rates: Single coverage, not to exceed $960 per month, Employee plus One coverage, not to exceed $1,936.00 per month, and Family coverage, not to exceed $2,670.00 per month

Agenda Item _____

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Special Regular Meeting – June 22, 2026

AGENDA SECTION: **Human Resources**

ITEM: **2027-28 Calendar Approval**

COMMENTS BY: **PRESENTER – Chace Anderson, Superintendent**

I am pleased to share with you the recommended calendar for the 2027-28 school year. The attached memo includes a summary of the process utilized to establish the calendar recommendation, including the utilization of the District Calendar Committee.

While the four calendar versions are included in the packet for context, the version being brought forward for school board approval is the "Revised Option #1."

Calendar highlights include:

- 184 Teacher Contract Days
- 170 Student Days K-5 (w/ 2 Elementary Planning Days)
- 172 Student Days for grades 6-11
- School Starts Monday, August 30, 2027 (Labor Day falls into the 2nd week of September, similar to 2026-27). Friday 9/3/28 is non-student/non-contract day (Friday before Labor Day).
- Student "Day 1" (Aug 30) is 7-8, 10-12 Flex Learning Day to allow for 6th and 9th grade orientation
- Two additional Flex Learning Days, consistent with previous calendars (Teacher PD, Asynchronous Student Learning from Home). One on October 11, 2027 and one on March 6, 2028.
- 11 District Closed "Holiday" dates, consistent with prior years
- Full 2 Week, 10 weekday, Winter Break (12/20/27-12/31/27)
- Last day of school for E/K-11/T on 6/6/28
- Last day of work for teachers on 6/7/28
- Seniors have 169 student days with last day on 6/1/28
- Semester Balance: S1 student days 6-11 = 85, S2 student days 6-11 = 87

RECOMMENDED ACTION: To approve the "Revised Option #1" proposed 2027-2028 school calendar.

Motion by:_____ ROLL CALL Passed _____

Second by:_____ Failed _____

Abstentions: _____

Dave Lutz, Executive Director of Human Resources
13305 12th Ave N | Plymouth, MN 55441
763-745-5014 | Fax: 763-745-5015 | Dave.Lutz@wayzataschools.org

June 22, 2026

To: WPS School Board Members
From: Dave Lutz, Executive Director of Human Resources
Chace Anderson, Superintendent
RE: 2027-28 Calendar Recommendation - Pending School Board Approval

School Board Members,

The following summary represents the Superintendent's recommendation for the 2027-28 school year calendar, pending school board approval on June 22, 2026. The recommendation is to adopt "Revised Option #1" from the calendar options that were sent to staff for their feedback this spring. This calendar option is being proposed in alignment with Board Policy 607 and 607-R.

Calendar Committee:
In alignment with board policy, a Calendar Committee was assembled in collaboration with the WEA. Committee members included:
Dave Lutz, Executive Director of HR
Dana Miller, Executive Director of Teaching & Learning
Rachel Falkowski, WEA President
5 Admin Reps: Sarabeth deNeui, Rob Rimmington, Tyler Shepard, Michele Bedor, Allana Walsh
11 Teacher Reps: Aaron Berndt, Andrew Kaus, Aron Kukowski, Ashli Anderson, Grace Lephart, Jenna Quick, Jennifer Landy, Joette Johnson, Kevin Pote, Mark Sullwold, Tami Arvig.

Thank you to the Calendar Committee reps for representing their buildings and levels and providing valuable feedback throughout the process.

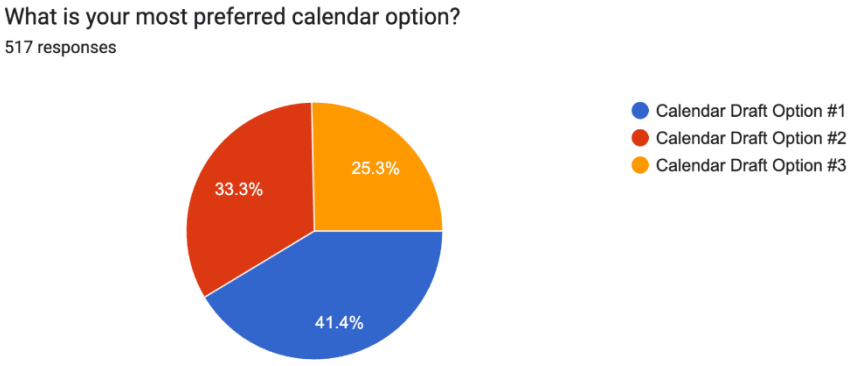
Process Outline:
Three calendar options were drafted by the Executive Directors of HR and T&L and sent to Calendar Committee members for their review prior to the first meeting on April 22, 2026. At the first committee meeting, feedback was provided in order to refine options and establish areas for further study.

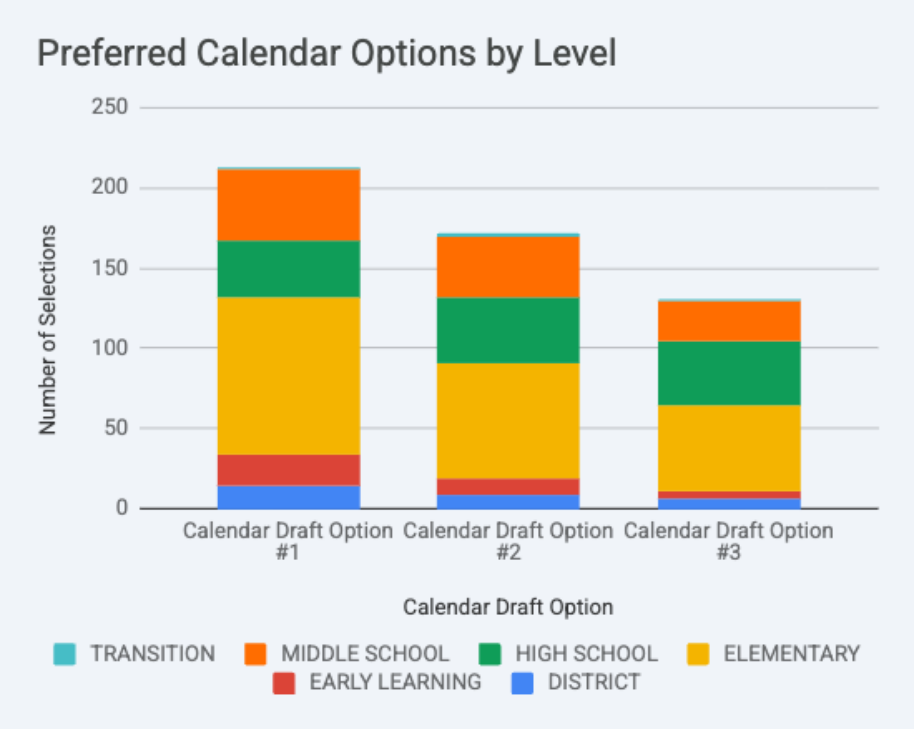
Three revised calendar options were sent to all WPS staff on May 6, 2026, with the opportunity to submit their feedback via a Google Form, articulating their most preferred option and what they felt was effective and ineffective about all three calendar options.

This feedback was then summarized and brought back to the Calendar Committee during a committee meeting on May 13, 2026. As expected, the feedback on the calendar options was split, with a variety of feedback provided on what was appreciated and what staff didn't like about each of the three options. That said, there was a notable approval level for Calendar Option #1, as demonstrated by the feedback summary tables below, which is representative of the 517 staff

responses to the Google Form. This option was changed slightly following feedback in the form responses and from the Calendar Committee about the placement of the end of quarter 3 PD/Grading day (moved from after spring break in Option #1 to prior to spring break in "Revised Option #1").

Feedback Summary of "Most Preferred Calendar Option":





2027-28 Draft Calendar Options Summary

Common Across all 3 Calendar Options

- 184 Teacher Contract Days
- 4 day Workshop Week, 8/23/27-8/26/27
- Friday 9/3/28 is non-contract day (Labor Day on following Monday)
- 170 Student Days K-5 (w/ 2 Elementary Planning Days)
- 172 Student Days for grades 6-11
- School Starts Monday, August 30, 2027 (Labor Day falls into 2nd week of September, similar to 2026-27)
- Student "Day 1" (Aug 30) is 7-8, 10-12 Flex Learning Day to allow for 6th and 9th grade orientation
- Two Flex Learning Days exist in all options (Teacher PD, Asynchronous Student Learning from Home)
- PD/Grading Days occur at end of each quarter
- Two E/K-12/T Conference Comp Days for Evening Conferences
    - One on 11/24/27 (Thanksgiving break)
    - One on day following last day for teachers in June
- Two Daytime Conference Days for K-8, occurring on the same day as Conference Comp Days for 9-12/T
    - One on 10/20/27 (day prior to MEA)
    - One on 2/18/28 (Friday before President's Day)
- 11 District Closed "Holiday" dates, consistent with prior years.
- A couple of religious holiday notes:
    - All calendars have a note about "No evening events or special daytime activities" on Rosh Hashanah, Yom Kippur, Diwali, Lunar New Year, Eid al-Fitr and Eid al-Adha. Minimal or no Homework/Testing. Students can make up any coursework missed without penalty.
    - Rosh Hashanah - Sundown on Friday, October 1, 2027 to Sundown of Sunday, October 3, 2027.
    - Yom Kippur - Sundown of Sunday, October 10, 2027 to Sundown of Monday, October 11, 2027.
        - Note: Flex Learning Day #1 - October 11, 2027 falls on Yom Kippur
    - Diwali - Friday, October 29, 2027
    - Lunar New Year - Wednesday, January 26, 2028
    - Eid al-Fitr - Sundown of Saturday, Feb 26, 2028 to Sundown of Sunday, Feb 27, 2028
    - Eid al-Adha - Sundown of Thursday, May 4 to Sundown of Friday May 5, 2028

Unique to Calendar "Revised Option #1" - Recommended Calendar

- Full 2 Week, 10 weekday, Winter Break (12/20/27-12/31/27)
- Last day of school for E/K-11/T on 6/6/28
- Last day of work for teachers on 6/7/28
- Second Flex Learning/PD Day on Monday, 3/6/28
- Seniors have 169 student days with last day on 6/1/28
- Semester Balance: S1 student days 6-11 = 85, S2 student days 6-11 = 87
- Same as "Calendar Option #1" below, with the End-of-Quarter 3 PD/Grading day moved from 4/3/28 to 3/24/28. This impacts the Q3 and Q4 student counts (pushes a day from Q3 to Q4).

STUDENT DAYS				
	E/K-5	**6-8**	**9-11/T**	**12**
Q1	43.0	44.0	44.0	44.0
Q2	41.0	41.0	41.0	41.0
Q3	41.0	41.0	41.0	41.0
Q4	45.0	46.0	46.0	43.0
	170.0	**172.0**	**172.0**	**169.0**

Unique to Calendar Option #1

- Full 2 Week, 10 weekday, Winter Break (12/20/27-12/31/27)
- Last day of school for E/K-11/T on 6/6/28
- Last day of work for teachers on 6/7/28
- Second Flex Learning/PD Day on Monday, 3/6/28
- Seniors have 169 student days with last day on 6/1/28
- Semester Balance: S1 student days 6-11 = 85, S2 student days 6-11 = 87

STUDENT DAYS				
	E/K-5	**6-8**	**9-11/T**	**12**
Q1	43.0	44.0	44.0	44.0
Q2	41.0	41.0	41.0	41.0
Q3	42.0	42.0	42.0	42.0
Q4	44.0	45.0	45.0	42.0
	170.0	**172.0**	**172.0**	**169.0**

Unique to Calendar Option #2

- 8 Weekday Winter Break (12/22/27-12/31/27)
- Last day of school for E/K-11/T on 6/2/28
- Last day of work for teachers on 6/5/28
- Second Flex Learning/PD Day on Thursday, 2/17/28 (same day as K-8 evening conferences)
- Seniors have 167 student days with last day on 5/25/26
- Semester Balance: S1 student days 6-11 = 86, S2 student days 6-11 = 86

STUDENT DAYS				
	E/K-5	**6-8**	**9-11/T**	**12**
Q1	43.0	44.0	44.0	44.0
Q2	42.0	42.0	42.0	42.0
Q3	42.0	42.0	42.0	42.0
Q4	43.0	44.0	44.0	39.0
	170.0	**172.0**	**172.0**	**167.0**

Unique to Calendar Option #3

- 7 Weekday Winter Break (12/23/27-12/31/27)
- Last day of school for E/K-11/T on 6/1/28
- Last day of work for teachers on 6/2/28
- Second Flex Learning/PD Day on Friday, 3/3/28
- Seniors have 168 student days with last day on 5/25/26
- Semester Balance: S1 student days 6-11 = 87, S2 student days 6-11 = 85

STUDENT DAYS				
	E/K-5	**6-8**	**9-11/T**	**12**
Q1	43.0	44.0	44.0	44.0
Q2	43.0	43.0	43.0	43.0
Q3	42.0	42.0	42.0	42.0
Q4	42.0	43.0	43.0	39.0
	170.0	**172.0**	**172.0**	**168.0**

Considerations Identified for future calendars (2028-29 and Beyond)

It is the recommendation that both staff and parent feedback should be collected for future calendar cycles, in addition to a study of other districts's calendars, to inform practice in the following areas:

- Further consider alternative options to Flex Learning Day Model.
- Questions were raised about middle school daytime conference attendance/preference, in consideration of an evening-only model.
- Gather data on "Day 1" model, now that it has been in place for multiple years.
- Consider early school year starts (construction waiver) even after Labor Day resets to first week in 2028-29.

2027-28 DISTRICT CALENDAR

WAYZATA PUBLIC SCHOOLS

AUGUST/SEPTEMBER 2027

M	T	W	Th	F
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER 2027

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER 2027

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

DECEMBER 2027

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JANUARY 2028

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY 2028

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

MARCH 2028

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL 2028

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY 2028

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE 2028

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

KEY

- No School for Students
- First Day/Last Day of School
- At-Home Learning Day

Date = No School for Specific Grades
E = Early Learning School
K-12 = Kindergarten-Grade 12
T = Wayzata Transition

District Offices Closed:

July 5	January 17
September 6	February 21
November 25, 26	May 29
December 24, 27, 31	June 19

Find full calendars at wayzataschools.org

AUGUST

- **30** E/K Hopes & Dreams Conferences
- **30** Grades 1-5: In-Person Learning
- **30** Grades 6 & 9 In-Person Orientation Day
- **30** Grades 7-8, 10-12: At-Home Learning Day
- **30** Transition: In-Person Learning
- **31** First Day of School for Kindergarten

SEPTEMBER

- **3** No School for E/K-12/T Students
- **6** Labor Day
  No School for E/K-12/T Students

OCTOBER

- **11** K-12/T At-Home Learning Day
- **11** No School for Early Learning Students
- **19** K-8 Parent-Teacher Evening Conferences
- **20** E-8 Parent-Teacher Day Conferences
- **20-22** No School for E/K-12/T Students

NOVEMBER

- **3** E/K-5 End of Quarter 1
- **4** 6-12/T End of Quarter 1
- **4** No School for E/K-5 Students
- **5** No School for E/K-12/T Students
- **8** E/K-12/T Start of Quarter 2
- **24-26** Thanksgiving Holiday
  No School for E/K-12/T Students

DECEMBER

- **20-31** Winter Break
  No School for E/K-12/T Students

JANUARY 2028

- **17** Martin Luther King Jr. Day
  No School for E/K-12/T Students
- **21** E/K-12/T End of Quarter 2
- **24** No School for E/K-12/T Students
- **25** E/K-12/T Start of Quarter 3

FEBRUARY

- **17** K-8 Parent-Teacher Evening Conferences
- **17** No School for Part-Day Preschool Students
- **18** E-8 Parent-Teacher Day Conferences
- **18** No School for E/K-12T Students
- **21** Presidents' Day
  No School for E/K-12/T Students

MARCH

- **6** K-12/T At-Home Learning Day
- **6** No School for Early Learning Students
- **23** E/K-12/T End of Quarter 3
- **24** No School E/K-12/T Students
- **27-31** Spring Break
  No School E/K-12/T Students

APRIL

- **3** 6-12/T Start of Quarter 4
- **3** No School for E/K-5 Students
- **4** E/K-5 Start of Quarter 4

MAY

- **29** Memorial Day
  No School for E/K-12/T Students

JUNE

- **1** Last Day for Seniors
- **2** Graduation Commencement Ceremony
- **6** Last Day of School for E/K-11/T Students

Draft 06/16/26

DRAFT CALENDAR OPTION #1 | 2027-28 WPS Teacher Calendar | * E = ECSE/ECFE, T = Transition

July 2027

			1	2
5 Holiday	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 2027

2	3	4	5	6
9	10 Leadership Institute	11 Leadership Institute	12	13
16 New Teachers	17 New Teachers	18 New Teachers	19	20
23 *E/K-12/T Non Student	24 *E/K-12/T Non Student	25 *E/K-12/T Non Student	26 *E/K-12/T Non Student	27 NonContract
7-8, 10-12 Flex 30 Start Q1 E/K-12/T	31		*2 Student Day*	*6 Contract Days*

• New Staff Orientation 8/16-8/18 • WPS Workshops, PD and Planning Days 8/23-26
• 7-8,10-12 Flex Learning Day 8/30 • Kindergarten Hopes and Dreams 8/30
• 6th and 9th Grade Orientation Day 8/30

September 2027

20 Student Days	*20 Contract Days*	1	2	3 NonContract
6 Holiday	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

• WHS S1 Evening Open House - TBD

October 2027

18 Student Days	*19 Contract Days*			1
4	5	6	7	8
11 E/K-12/T PD Learning	12	13	14	15
18	19	HS/T Comp 20 E/K-12/T Non Student	21 NonContract MEA	22 NonContract MEA
25	26	27	28	29

• HS Evening Conferences TBD • K-8 Evening Conferences 10/19
• ELS/K-5/6-8 Day Conferences 10/20 • HS/T Conference Comp Day 10/20

November 2027

1	2	3 End Q1 E/K-5	End Q1 6-12/T 4 E/K-5 Non Student	5 E/K-12/T Non Student
8 Start Q2 E/K-12/T	9	10	11	12
15	16	17	18	19
22	23	24 ECSE/K-12/T Comp	25 Holiday	26 Holiday
29	30		*17/18 Student Days*	*20 Contract Days*

• K-5 Planning Day 11/4 • K-12/T PD/Grading Day 11/5
• ECSE/K-12/T Conferencing Comp Day 11/24

December 2027

13 Student Days	*13 Contract Days*	1	2	3
6	7	8	9	10
13	14	15	16	17
20 NonContract Winter Break	21 NonContract Winter Break	22 NonContract Winter Break	23 NonContract Winter Break	24 Holiday
27 Holiday	28 NonContract Winter Break	29 NonContract Winter Break	30 NonContract Winter Break	31 Holiday

• HS Evening Conferences TBD

January 2028

3	4	5	6	7
10	11	12	13	14
17 Holiday	18	19	20	21 End Q2 E/K-12/T
24 E/K-12/T Non Student	25 Start Q3 E/K-12/T	26	27	28
31			*19 Student Days*	*20 Contract Days*

• K-12/T PD/Grading Day 1/24

February 2028

	1	2	3	4
7	8	9	10	11
14	15	16	17	HS/T Comp 18 E/K-12/T Non Student
21 Holiday	22	23	24	25
28	29		*19 Student Days*	*20 Contract Days*

• HS S2 Open House & Registration Night TBD • K-8 Evening Conferences 2/17
• ELS Day Conferences **TBD** • K-8 Day Conferences 2/18
• HS/T Conference Comp Day 2/18 • HS Evening Conferences TBD

March 2028

18 Student Days	*18 Contract Days*	1	2	3
6 E/K-12/T PD Learning	7	8	9	10
13	14	15	16	17
20	21	22	23	24 End Q3 E/K-12/T
27 NonContract Spring Break	28 NonContract Spring Break	29 NonContract Spring Break	30 NonContract Spring Break	31 NonContract Spring Break

April 2028

3 E/K-12/T Non Student	Start Q4 6-12/T 4 E/K-5 Non Student	5 Start Q4 E/K-5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
			18/19 Student Days	*20 Contract Days*

• K-12/T PD/Grading Day 4/3. • K-5 Planning Day 4/4

May 2028

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29 Holiday	30	31	*22 Student Days*	*22 Contract Days*

• HS Evening Conferences TBD

June 2028

4 Student Days	*6 Contract Days*		1 Last Day for Seniors	2
5	6 End Q4 E/K-12/T	7 E/K-12/T Non Student	8 ECSE/K-12/T Comp	9
12	13	14	15	16
19 Holiday	20	21	22	23
26	27	28	29	30

• Last Day for Seniors 6/1 • Graduation Ceremony (Seniors) 6/2
• Last Day for Teachers 6/7
• ECSE/K-12/T Conferencing Comp Day 6/8

STUDENT DAYS

	E/K-5	6-8	9-11/T	12
Q1	43.0	44.0	44.0	44.0
Q2	41.0	41.0	41.0	41.0
Q3	42.0	42.0	42.0	42.0
Q4	44.0	45.0	45.0	42.0
	170.0	**172.0**	**172.0**	**169.0**

CONTRACT DAYS

WKSHP	4.0
Q1	46.0
Q2	43.0
Q3	44.0
Q4	47.0
	184.0

*District closed on dates marked Holiday

***Rosh Hashanah, Yom Kippur, Diwali, Lunar New Year, Eid al-Fitr and Eid al-Adha -** No evening events or special daytime activities during the school day. Encourage minimal or no homework and testing. Students can makeup any coursework if they are absent without penalty.

WAYZATA PUBLIC SCHOOLS

Agenda Item: 7.A

Board of Education

Regular Session – June 22, 2026

AGENDA SECTION: Other Board Action

ITEM: School Board Handbook Update

COMMENTS BY: Milind Sohoni, Chair

At the January 12, 2026 Board meeting, the School Board reviewed its newly adopted WPS School Board Handbook, on the recommendation of the Superintendent Evaluation and School Board Development Committee. The handbook was approved for implementation at that time.

The Handbook will undergo a biannual review by the board. As part of this review, Superintendent Evaluation and School Board Development Committee is recommending updates to the Handbook. The redlined copy of the Handbook is attached for review.

Recommended Action: Approve the WPS School Board Handbook updates, as presented.

Motion by: _____ **ROLL CALL** **Passed:** _____

Second by: _____ **Failed:** _____

Abstentions: _____

WPS School Board Handbook

13305 12th Ave N
Plymouth, MN 55441

www.wayzataschools.org
(763)745-5000

Revised 6/22/2026

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Introduction

Navigating This Handbook

The purpose of this handbook is to outline the board's operating procedures and norms. It also includes important information on policies, meetings, committees, partnerships, and communication. Its ongoing guidance is meant to enable each board member to fulfill essential governance duties and to exercise their responsibilities as a board member, while also providing expectations and standards of behavior for the conduct of the board.

Handbook Maintenance and Review Procedure

- Bi-Annually, the handbook will undergo a review by the board. As part of this review, the board will:
    - Review mutual expectations of board norms;
    - Seek input and feedback regarding best practices, as needed;
    - Check the MSBA website for suggested handbook updates;
    - Adopt the updated handbook by a majority vote of the board.
- Board members may propose additions/revisions to the handbook by sending an email to the chair and superintendent requesting to add "handbook discussion" as a topic for an upcoming working session.
- The handbook may be updated to reflect adopted policy changes without further board action;
- Hyperlinks within the handbook may be updated without further board action;
- The date this handbook was last reviewed, updated, and/or revised, is included on the cover page of this handbook.

District Information

The effectiveness of your decisions as a board member hinges on your knowledge of the district's schools, staff, students, and the communities they inhabit. Recognizing the specific needs and aspirations of Wayzata Public Schools will empower you to advocate for policies and initiatives that truly enhance our educational outcomes. By engaging with this information, you will not only enhance your ability to make informed decisions but also build trust and credibility with fellow board members, the community, staff, and students alike. Let this knowledge serve as the foundation of your tenure, guiding your decisions and initiatives to foster an environment where every student can succeed.

District Identity

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.

Our Schools - Each school community is held to the highest academic standards and contributes to our celebrated culture of excellence. Our schools include:

- Early Learning School: Preschool (full and half-day options), Early Childhood Special Education, Early Childhood Family Education and Early Childhood Screening
- Nine Elementary Schools (K-5): Birchview, Gleason Lake, Greenwood, Kimberly Lane, Meadow Ridge, North Woods, Oakwood, Plymouth Creek and Sunset Hill
- Three Middle Schools (6-8): Central, East and West
- One High School (9-12): Wayzata High School
- One Transition School (ages 18-22): Wayzata Transition

Leadership Directory

Board Members

Name	Board Position	Email Address
Milind Sohoni	Chair	milind.sohoni@wayzataschools.org
Sheila Prior	Vice Chair	sheila.prior@wayzataschools.org
Heidi Kader	Treasurer	heidi.kader@wayzataschools.org
Dan Ginestra	Clerk	dan.ginestra@wayzataschools.org
Valentina Eyres	Director	valentina.eyres@wayzataschools.org
Paras Bhende	Director	paras.bhende@wayzataschools.org
Alicia Liddle	Director	alicia.liddle@wayzataschools.org

Superintendent's Office

Name	Position	Email Address
Chace B. Anderson	Superintendent	chace.anderson@wayzataschools.org
Amy Guise	District Administrative Asst.	amy.guise@wayzataschools.org

Strategy Leadership Team

Name	Position	Email Address
Dana Miller	Executive Director of Teaching and Learning	dana.miller@wayzataschools.org
Dave Lutz	Executive Director of Human Resources	dave.lutz@wayzataschools.org
Trevor Peterson	Executive Director of Finance and Operations	trevor.peterson@wayzataschools.org
Jenni Ebert	Director of Community Ed	jennifer.ebert@wayzataschools.org
Wade Phillips	Director of Technology	wade.phippips@wayzataschools.org
Amy Parnell	Director of Communications	amy.parnell@wayzataschools.org
Ginny Nyhus	Director of Student Support Services	ginny.nyhus@wayzataschools.org
Solveig Harriday	Director of Equity & Inclusion	solveig.harriday@wayzataschools.org
Rachel Falkowski	WEA President	rachel.falkowski@wayzataschools.org

District Facilities

Building	Address	Phone Number
Birchview Elementary	425 Ranchview Ln. N., Plymouth 55447	763-745-5300
Gleason Lake Elementary	310 County Rd 101 N., Plymouth 55447	763-745-5400
Greenwood Elementary	18005 Medina Rd., Plymouth 55446	763-745-5500
Kimberly Lane Elementary	17405 Old Rockford Rd., Plymouth 55446	763-745-5600
Meadow Ridge Elementary	17905 Chankahda Trail, Plymouth 55446	763-745-7100
North Woods Elementary	18995 54th Ave N., Plymouth 55446	763-745-4000
Oakwood Elementary	17340 County Rd. 6, Plymouth 55447	763-745-5700
Plymouth Creek Elementary	16005 41st Ave. N., Plymouth 55446	763-745-5800
Sunset Hill Elementary	13005 Sunset Trail, Plymouth 55441	763-745-5900
Central Middle School	305 Vicksburg Ln N., Plymouth 55447	769-745-6000
East Middle School	12000 Ridgemount Ave. W., Plymouth 55441	763-745-6200
West Middle School	149 Barry Ave N., Wayzata 55391	763-745-6400
Wayzata High School	4955 Peony Ln N., Plymouth 55446	763-745-6600
Early Learning School	17340 County Rd. 6, Plymouth 55447	763-745-5290
Transition School	210 County Rd 101 N., Plymouth 55447	763-745-4400
District Service Center	13305 12th Ave N., Plymouth 55441	763-745-5000
Creekside Building	16000 41st Ave. N., Plymouth 55446	763-745-5060
Central Services Facility	17305 19th Ave. N., Plymouth 55447	763-745-5151

https://www.wayzataschools.org/schools

School Board Visits

The School Board of Wayzata Public Schools plays a critical role in shaping the strategic direction of the district through policy development, supervision and oversight of the superintendent who is in charge of district operations, and general community representation. While Board members are not involved in the day-to-day management of

schools, there is value in maintaining awareness about the district's programs, school culture, and instructional practices. One way to support this general awareness is through intentional, structured, and well-organized visits to school buildings.

The following guidelines provide a framework for School Board member visits to schools and classrooms. These visits are intended to reflect the Board's commitment to transparency, relationships, and informed governance while respecting and preserving the integrity of instructional time, student and staff privacy, and building operations. The intent of these guidelines is to foster a shared understanding between Board members, administrators, teachers and other educators regarding the purpose, process, and boundaries of school visits.

The overarching purpose of these guidelines is to facilitate visits that:

- Allow Board members to observe the outcome of district and Board-adopted policies.
- Foster deeper understanding of school-level needs and opportunities.
- Support the Board's ability to make informed decisions through firsthand perspective.
- Build relationships between Board members and school leaders.
- Demonstrate visible commitment to public education.
- Celebrate positive accomplishments of students and staff.
- Reinforce a shared sense of pride and purpose across the district.

Guiding Principles for School Board Visits

To ensure Board visits are constructive, equitable, and aligned with district priorities, the following guiding principles will be followed:

1. Governance and Management: Board members are not administrators and should not engage in evaluative or supervisory behaviors during visits. Observations are made in service of the Board's governance role and strategic priorities—not for operational oversight or assessment of individual staff or of specific academic programs.
2. Non-Disruption: Instructional time is the core of a school's mission. Visits should be designed to minimize disruption to learning, avoid shifting classroom dynamics, and preserve instructional flow. Board members are encouraged to observe, not directly participate unless specifically asked by the teacher or their designee to do so, during classroom visits.
3. Confidentiality and Legal Compliance: Board members are bound by data privacy laws including FERPA and the Minnesota Government Data Practices Act. Visits should never result in the sharing of identifiable student or staff information, nor should observations be publicly discussed in ways that could compromise confidentiality.

4. Partnership and Respect: Board visits are an opportunity to reinforce the values of mutual respect, partnership, and shared commitment to student success. Board members should communicate openly, follow school-level expectations, and be respectful of the professional expertise of teachers, administrators and other educators.
5. Equity and Coordination: Visits should be coordinated and distributed equitably across schools, avoiding repetition at a few sites while others are overlooked. All visits must be scheduled in advance through appropriate administrative channels to ensure they align with the schedule and routines of each building.

Visit Scheduling and Process

All Board visits—whether to observe classrooms, participate in special events, or tour buildings—must be scheduled in advance and coordinated through the building administrative professional/building principal. This ensures that visits occur at appropriate times, minimize disruption, and align with school schedules. Board members' attendance at athletic contests, performing or visual arts events or other school activities generally open to the public do not require any special advance notice.

1. General Building Visits (non-classroom):
    a. Must be scheduled at least 2 school days in advance.
    b. Scheduled through the school principal's Building Administrative Professional with the Superintendent's Administrative Assistant copied.
    c. May include tours of common areas, hallways, cafeterias, media centers, or attendance at school-wide events.
    d. Principals and/or their designees will accompany the Board member during the visit.
2. Classroom Observations:
    a. Must be scheduled at least 5 school days in advance.
    b. Scheduled through the school principal's Building Administrative Professional, with the Superintendent's Administrative Assistant copied.
    c. Duration of the visit should generally be limited to no more than 30 minutes per elementary classroom or one full class period at the secondary level.
    d. When making a request, Board members should identify a general area of interest rather than specific staff (e.g., "I'd like to observe a 5th grade math class" or "a popular high school elective with high registration numbers").
    e. Principals and/or their designees, will make the final determination of the specific classroom(s) to be observed based on schedules and instructional considerations.
3. School Events or Celebrations:

a. Board members are always welcome and are encouraged to attend concerts, art shows, curriculum nights, and other school events that are generally open to the public.
b. Invitations may be extended by school leaders or district staff, and attendance at such events will be in alignment with and coordinated in the same way as other community members attending such events or celebrations.

In all cases, Board members must check in at the front office upon arrival, wear a district-issued visitor badge, and adhere to standard visitor protocols in each building. This is consistent with expectations of all visitors at schools.

Expectations During Visits

Board members are expected to adhere to the following expectations while in schools:

- Arrive on time and check in at the school's front office.
- Wear a visitor badge visibly at all times.
- Follow the school's expectations for visitor protocols and movement through the building.
- Observe respectfully - do not interrupt instruction, redirect students, engage in evaluative feedback with staff and students, nor demonstrate engagement that is not consistent with the school district's mission and vision.
- Do not take photographs, video, or audio recordings during the visit unless consent is obtained according to established district protocols.
- Avoid entering staff-only areas (e.g., lounges, offices, prep rooms) unless invited to do so by a staff member.

The principal or their designee may or may not be available to accompany the Board member visit. Some visits may be self-guided depending on the principal's availability and the nature of the visit.

Post-Visit Communication and Reflection

Following a classroom visit, Board members are welcome to send a personal thank you note or email to the teacher(s). Board members are further encouraged to share positive observations with the building principal. Celebrating what is working well supports educator morale and reinforces shared pride in the work of the district.

If a Board member has questions or concerns as a result of their visit, those should be directed to the Superintendent or Board Chair—not to principals, teachers, paraprofessionals, or other staff members. This honors the district's communication

protocols and prevents confusion about appropriate a school Board member's governance role, authority and intent.

Board members may be invited to share general reflections at future Board meetings, provided the discussion maintains confidentiality and focuses on systemic or policy-level themes. For example, a Board member might say:

> "During my recent visit to Meadow Ridge, I was reminded of the incredible energy and care our staff bring to learning. It was especially exciting to see how students are engaging with the new science units implemented last year."

Such reflections should not include classroom-specific observations, individual performance comments, or comparisons between buildings or staff.

Visit Frequency and Rotation

To support equitable access and manageable coordination, the district recommends the following frequency and structure:

- As a general guideline, each Board member is asked to limit their classroom visits to twice per school year for each level. Stated more specifically, no more than a total of two visits in a year per level (Early Learning School, elementary schools, middle schools and the high school), equating to no more than eight total visits in any given school year.
- The district may consider and establish a rotation system so that Board members are assigned to specific schools for a set period, helping to spread engagement evenly and build deeper relationships with a smaller number of sites.
- The Superintendent's Administrative Assistant will maintain a central log of school visits to help ensure an appropriate balance and coordination of the visit.

This structure ensures all schools receive comparable levels of demonstrated school Board interest, support, and visibility, while also maintaining and respecting daily routines at the school and ensuring that schools can effectively plan for and accommodate school Board member visits.

Legal, Ethical, and Policy Alignment

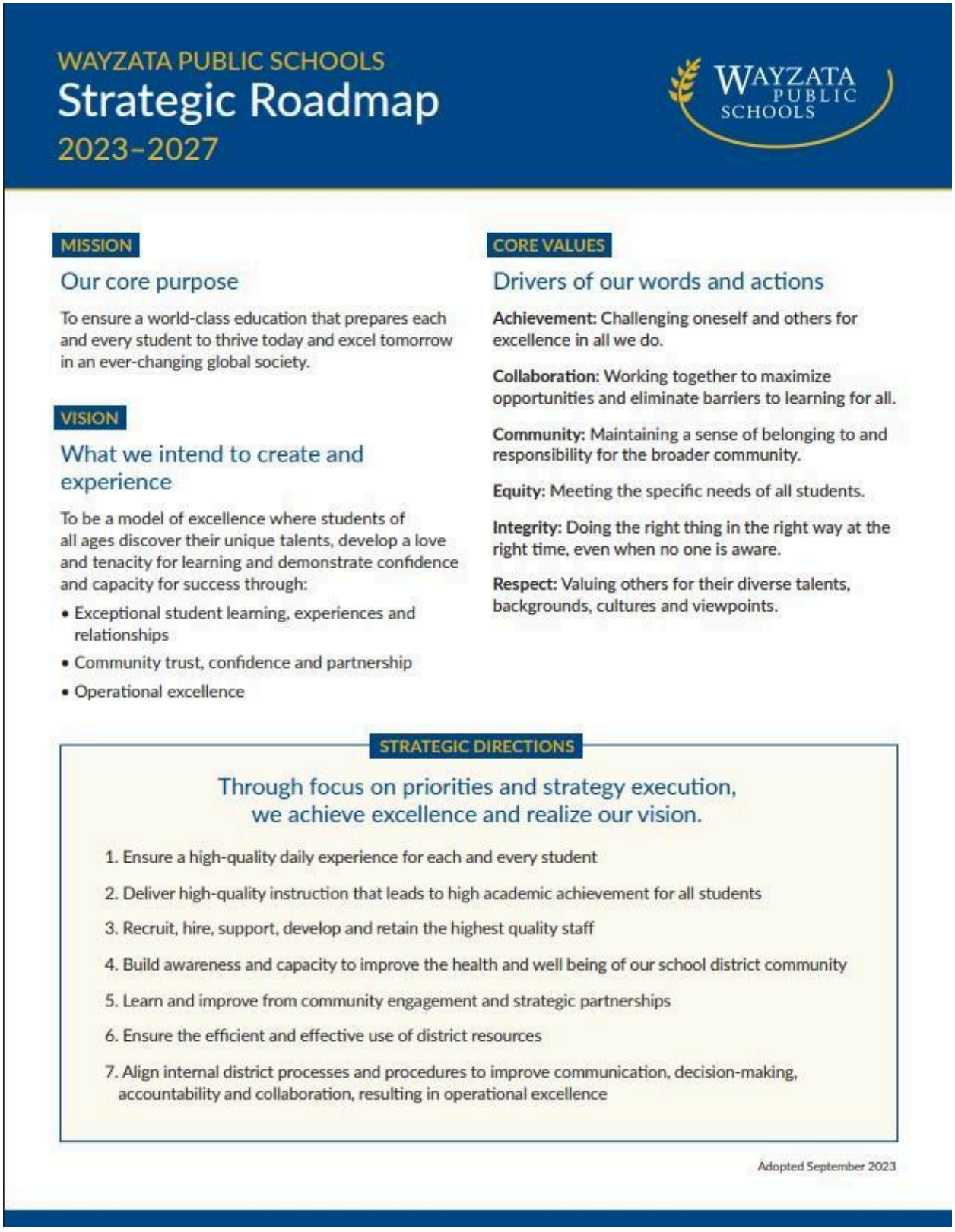
Board member visits must comply with the following local, state, and federal expectations:

- Policy 201: School Board Powers and Duties – affirms that Board members are responsible for setting policy and evaluating the Superintendent, not managing staff or daily school operations.
- Policy 204: School Board Member Code of Ethics – requires all Board members to protect confidential information and refrain from using their position for personal gain.

- FERPA (Family Educational Rights and Privacy Act) – prohibits the sharing of personally identifiable student data observed during visits.
- Minnesota Government Data Practices Act – protects both student and staff data from unauthorized disclosure.

As a member district of the Minnesota School Boards Association (MSBA), all Board members complete training and are aware of Board ethics, data privacy, and appropriate boundaries to reinforce these expectations.

Strategic Roadmap



Wayzata Public Schools Equity Commitment

Systemic racism and many inequities exist in our society. This is not a reflection of who we aspire to be in Wayzata Public Schools. It is essential that we address this to fulfill our mission for each and every member of our community.

We're All In

We commit to:

- Evaluating and expanding our mindsets
- Embracing productive discomfort
- Transforming our core values from words to policies and actions that improve equity

We will facilitate the efforts of staff, students and families to act on our six core values.

Achievement	Collaboration	Community
• Create a system for learning, teaching and measuring success that honors cultural differences. • Give each other space to understand our implicit biases as we seek to free ourselves of them.	• Share collective responsibility for empowering all learners to thrive and be their authentic selves. • Build on the strengths we each bring so that together we are more than the sum of our parts.	• Understand that we all belong here and are critical to each other's success and well-being. • Being accountable to each other in the pursuit of being our best selves.

Equity	Integrity	Respect
• Work to increase our awareness of inequities so we can grow our capacity to become who we aspire to be. • Study and practice anti-racist behavior so that we can continuously learn and improve.	• Continually live our shared values, especially when those values are challenged. • Infuse our daily work and planning with equity-thinking through self-reflection and data.	• Learn from and through our differences. • Acknowledge that the lives of Black, Indigenous and people of color matter and this is reflected in our actions.

We will find ways to create more equitable systems that honor each person's unique mix of overlapping identities, including but not limited to:

- age
- beliefs/religion
- class
- disability/special needs
- ethnicity
- family status
- gender
- gender expression/identity
- height/weight
- home language
- immigration status
- issues specific to women/girls
- mental health
- national origin
- poverty
- race
- sexual orientation

Our mission 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.

Approved by WPS School Board: April 12, 2021

Board Membership

When considering your governance role, embracing the procedural steps that underpin the integrity of the democratic process is paramount. From post-election procedures to the establishment of board offices, each action reflects your commitment to transparency and accountability. By being diligent in these duties, you acknowledge the trust placed in you by constituents. Prioritizing effective governance ensures you serve the community and prioritize the needs of students.



Milind Sohoni



Sheila Prior



Heidi Kader



Dan Ginestra



Alicia Liddle



Paras Bhende



Valentina Eyres

Post-Election Procedures

Canvass and Declaration of Results

Between the third and tenth days after a district election, the board must canvass the returns and declare the results of the election. Minn. Stat. 205A.10, Subd. 3.

Certification of Results

The district clerk shall certify the results of the district election to the county auditor. Minn. Stat. 205A.10, Subd. 3.

Issuance of Certificate of Election

After canvassing the election and the time for contesting an election has passed (seven days after the canvassing board has declared the result of the election), the board shall issue a certificate of election to the candidate for each office who received the largest number of votes cast for the office. If there is a contest, the certificate of election to that office must not be issued until the outcome of the contest has been determined by the proper count. Minn. Stat. 205A.10, Subd. 3; Minn. Stat. 204C.40, Subd. 2.

Campaign Financial Report Certification of Filing

The Certification of Filing is due no later than seven days after the general election. Minn. Stat. 211A.05.

Taking Office

Board members take office the first Monday in January (or as soon as practicable thereafter). Minn. Stat. 123B.14, Subd. 1.

Official Oath of Office

The official oath of office is administered once elections have been canvassed, the candidates have turned in their certificate of campaign filing report, and the seven-day contest period has ended. When the contest period ends, the school election officer should give each winning candidate the certificate of election. Each winning candidate then has thirty days to sign the official oath and acceptance of office form in front of a notary. By signing this document, the individual officially becomes a board member on the first Monday in January. Minn. Stat. 358.05.

Ceremonial Oath of Office

The ceremonial oath of office is usually administered at the organizational meeting on the first Monday in January (or as soon thereafter as practicable). While the official oath of office is required, the ceremonial oath of office is optional.

Organizational Meeting

On the first Monday in January (or as soon as practicable thereafter) each year, newly elected board members' terms of office begin, and boards must meet to organize for the year. Minn. Stat. 123B.14, Subd. 1. During this meeting, ceremonial oaths of office may be administered, officers are elected, committee assignments are established, and meeting schedules are adopted. This

process lays the groundwork for the board's operations, emphasizing collaboration and effective governance to serve the district and its stakeholders.

Board Organization

Eligibility Requirements

To run for a board seat, you must be (1) at least 21 years old, (2) an eligible voter, (3) a district resident for at least 30 days prior to election/appointment, and (4) not convicted of a felony. Minn. Stat. 123B.09; Minn. Stat. 204B.06, Subd. 1.

Term of Office

Board members are elected to three-year terms in 2025 and 2027 and four-year terms thereafter and take office on the first Monday in January. The term of a member who has been appointed to fill a vacancy will be for the remainder of the predecessor's term until the date of the district's next general election. There is no limit on the number of consecutive terms a board member can serve. Minn. Stat. 123B.09.

Filling Vacancies

A vacancy on the board can occur for a number of reasons including when a member dies, resigns, or ceases to be a resident of the district. All vacancies will be filled according to Minn. Stat. 123B.09.

For more information, regarding filling vacancies see: Steps to Fill a School Board Vacancy with Sample Application and Interview Questions.

Board Composition

School boards in Minnesota are made up of either six or seven members. Some exceptions have been created by special legislation, often for consolidated districts. The superintendent is an ex-officio (non-voting) member of the board. Minn. Stat. 123B.09. Wayzata Public Schools has a seven member board.

Board Officers

Officers of the board include chair, vice-chair, clerk, and treasurer. These positions are determined annually at the organizational meeting. All board members, regardless of office, maintain equal rights and equal voices. See the Election of Board Officers section on page 27 for information regarding nominating and voting procedures.

Role of the Chair

- The chair, when present, shall preside at all meetings of the board, countersign all orders upon the treasurer for claims allowed by the board, represent the district in all actions, and perform all duties a chair usually performs.
- In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

Role of the Vice-Chair

- The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

Role of the Clerk

- The clerk shall keep a record of all meetings in the books provided.
- Within three days after an election, the clerk shall notify all persons elected of their election.
- On or before September 15 of each year, the clerk shall:
    - file with the board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
    - make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
        - revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
        - length of school term and enrollment and attendance by grades; and
        - other items of information as called for by the Commissioner.
- The clerk shall enter into the clerk's record book copies of all reports, the teachers' term reports, the proceedings of any meeting, and keep an itemized account of all expenses of the district.
- The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax levy voted by the district or the board for school purposes.
- The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
- The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
- The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.
- By resolution, the board may combine the duties of clerk and treasure in a single person in the Office of Business Affairs. Typically, that single person almost always delegates at least some duties to others.

Role of the Treasurer

- The treasurer shall deposit the funds of the district in the official depository.
- The treasurer shall make all reports which may be called for by the board and perform all duties a treasurer usually performs.
- In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. 123B.12.
- By resolution, the board may combine the duties of clerk and treasure in a single person in the Office of Business Affairs. Typically, that single person almost always delegates at least some duties to others.

Associated Policy – Policy 207- School Board Officers, Policy 207-R- School Board Officers Regulations

Board Compensation

The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive such compensation as may be fixed by the board. All members of the board may receive reimbursement for transportation at the rate provided for in Minn. Stat. 471.665. No board member or district employee shall receive any compensation or benefits based on incentives or other money provided to the district by or from a source of group insurance coverage referenced in Minn. Stat. 471.6161, Subd. 1, except for a refund provided under Minn. Stat. 123B.75, Subd. 10, or a wellness plan that is mutually agreed upon by the district and the exclusive representatives of employees.

Board compensation shall be approved at the Board Organizational Meeting in January annually. Current Board compensation:

- Chair: $5,650
- Directors: $4,828

In addition, for special meetings and work sessions scheduled on days other than regular meeting and work session days, compensation will continue at $50 per meeting.

Expense Reimbursement

Policy 214- School Board Development Opportunities and Reimbursements

Associated Policy – Policy 717- Expense Reimbursement, Policy 717-R- Expense Reimbursement Regulations

Learning the Job

Learning from Board Colleagues

One of the most valuable resources at your disposal, outside of this handbook, is the wealth of experience and knowledge possessed by your fellow board members and district staff. Engaging with them can significantly enhance your understanding of board operations, policies, and educational best practices. Your colleagues on the board bring diverse backgrounds and perspectives that can provide invaluable insights. Here are a few ways to leverage their experience:

Workshops and Retreats – Participate actively in board workshops and retreats. These sessions are designed not only to address key issues but also to foster team building and collective learning.

Committee Participation – Join board committees that align with your interests and expertise. Working closely with other members on specific topics will deepen your understanding and contribute to your professional growth.

Informal Meetings – Work with the superintendent to schedule informal meetings with key staff members to discuss specific areas of interest. These one-on-one interactions can offer a more personalized learning experience and help you build strong working relationships.

Mentorship

The district recognizes the importance of supporting new board members as they transition into their roles. To facilitate this, the district has implemented a mentorship program designed to provide guidance, support, and valuable insights. Each new board member will be paired with an experienced mentor who will help them navigate their responsibilities and become effective contributors to the board. This mentor will be a seasoned board member with a deep understanding of the district's operations, policies, and culture. The assignment will be made by the board chair in consultation with the superintendent to ensure a good match based on experience and areas of expertise.

To support you in this transition, you and your mentor will use the MSBA New Board Member Orientation Year At-a-Glance to guide you through your first year. This program aims to provide you with the knowledge, tools, and support necessary to become an effective and confident board member. Mentor and mentee should schedule a time before each school board meeting to check-in regarding the upcoming agenda, policies, and procedures.

Our orientation program is structured to ensure you receive a balanced combination of printed materials, hands-on training, and personal mentorship. Throughout the year, you will engage in various learning sessions, attend MSBA training events, and participate in board meetings and district activities. These experiences are designed to deepen your understanding of board operations, district policies, and educational goals. By the end of your first year, you will have a solid foundation to effectively contribute to the board's mission of providing quality education for all students. Mentors are encouraged to attend the workshops and trainings with the mentees to make the information more relevant and specific to the district.

Ongoing Professional Development

Continuous learning is crucial for effective governance. Board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups. Each board member shall receive training in school finance and management developed in consultation with the Minnesota School Boards Association. Minn. Stat 123B.09, Subd. 2. Below is a full list of MSBA's Learning to Lead Phase Workshops.

- Learning to Lead – School Board Basics: Phase I Workshop
- Leadership Foundations – School Finance and Management: Phase II Workshop
- Building a High-Performance School Board Team: Phase III Workshop
- Representing Your Community Through Policy and Engagement: Phase IV Workshop

Other MSBA Professional Development Opportunities – To learn more about these opportunities, see the Workshops and Events section of the MSBA website.

In District Workshops	Events

Mutual Expectations Workshop School Board Self-Evaluation Workshop Superintendent Search Workshop Superintendent Evaluation Workshop	Leadership Conference Summer Seminar Delegate Assembly Day at the Capitol Advocacy Tour Coffee and Conversation Series Board Chair Chat Monthly Webinars
Regional Workshops	
Officers' Workshop Negotiations Seminars	

MSBA Series of Publications – New board members automatically receive the following publications to stay current on education related news.

- **eClippings** – Receive daily links to K-12 news from around the state.
- **Leader Newsletter** – Monthly updates regarding MSBA news and events, topical news items, administrative topics, and much more.
- **Journal Magazine** – Bimonthly magazine includes school features, exploration of leadership issues, in-depth stories on education trends, and a directory of vendors.

Individual Board Membership

Duties as an Individual Board Member

The position of board member carries with it a profound responsibility to uphold the highest ethical standards. A commitment to integrity, transparency, and accountability will not only enhance the effectiveness of educational policies but also strengthen the community's confidence in the board's decision-making. Remember that your actions and decisions will help shape the future of our students, schools, and community. Let the Code of Ethics in District Policy 204 guide you in navigating the complexities of governance with unwavering moral clarity and purposeful dedication.

Associated Policy – Policy 204- School Board Member Code of Ethics

Board Time Commitment

The time required to complete your board responsibilities will most vary by time of year. It will depend on how many meetings are scheduled, which committees you serve on, what issues are going on in the district at the time, and how much time you need to prepare for upcoming meetings. For example, if the district is going through a building project, hiring a superintendent, or developing the district budget, the time needed for board meetings may be more extensive. On average, however, you can anticipate spending about nine to twelve hours a month on board service.

Conflict of Interest

As a board member, you are expected to uphold the highest standards of integrity by actively avoiding any conflicts of interest in your official capacity. This means refraining from any personal

financial involvement in district transactions such as sales, leases, or contracts you oversee or participate in. If a potential conflict arises, you must fully disclose your interests and abstain from decision-making processes related to those interests. You will operate under stringent guidelines to ensure that any exceptions to this rule are handled transparently, with unanimous consent and clear documentation. This approach maintains the community's trust and ensures all decisions are made solely in the best interest of the district and its stakeholders.

Associated Policy – Policy 205- Conflict of Interest- School Board Members

Working as a Board Team

At the heart of educational excellence lies the steadfast commitment of the board, entrusted with duties that shape the very fabric of our district's future. Defined by statute, yet driven by a passion for progress, the board's responsibilities encompass a profound dedication to nurturing thriving learning environments and supporting the endeavors of our administration. Crucial to fulfilling these responsibilities is the collaborative spirit of board teamwork, where collective wisdom and shared vision pave the path toward transformative change. By fostering an environment of mutual respect and collaboration, the board can harness its collective strength to address challenges, capitalize on opportunities, and ultimately, advance the educational journey of every student in our district.

Duties of the Board

- The board has powers and duties specified by statute. The board's authority includes implied powers in addition to specific powers granted by the legislature.
- The board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- The board shall supervise and manage the schools of the district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- The board shall have the general charge of the business of the district, its facilities and property, and of the interest of the schools.
- The board, among other duties, shall perform the following in accordance with applicable law:
    - provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the district;
    - conduct the business of the schools and pay indebtedness and proper expenses;
    - employ and contract with necessary qualified teachers and discharge the same for cause;
    - provide services to promote the health of its pupils;

- provide school buildings and erect needed buildings;
- purchase, sell, and exchange district property and equipment as deemed necessary by the board for school purposes;
- provide for payment of claims against the district, and prosecute and defend actions by or against the district, in all proper cases;
- employ and discharge necessary employees and contract for other services;
- provide for transportation of pupils to and from school, as governed by statute; and
- procure insurance against liability of the district, its officers, and employees.

- The board, at its discretion, may perform the following:
  - provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
  - furnish school lunches for pupils and teachers on such terms as the board determines;
  - enter into agreements with one or more other independent districts to provide for agreed upon educational services;
  - lease rooms or buildings for school purposes;
  - authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
  - authorize cocurricular and extracurricular activities;
  - receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose; and
  - perform other acts as the board shall deem to be reasonably necessary or required for the governance of the schools.

Associated Policy –Policy 201- School Board Powers and Duties

Board Governance Model

The MSBA Board Governance Model delineates the distinct roles and responsibilities of the board and the superintendent, ensuring both governance and management functions are clearly articulated and understood. It outlines the board's role in setting expectations and parameters through policy adoption, budgeting, contracting, and focusing on student achievement for all. It also highlights the superintendent's responsibilities in providing leadership and supervision, thus ensuring policies and strategies set by the board are effectively implemented.

Standards for Board Leadership

The board is responsible to the community to govern efficiently and lead effectively to provide students an equitable education that results in high achievement. To assist in this journey, see the Standards for School Board Leadership developed by the MSBA. This document outlines best practices for board members and provides the standards we should strive to meet as part of a high-performing board team.

Attributes of High-Performing Board Teams

1. Everyone clearly understands the mission, goals, and role of the board; everyone knows who is, and who should be, doing what.
2. Board members are skilled in group leadership and/or membership functions.
3. Board members have a high degree of trust in one another.
4. Interaction occurs in a supportive atmosphere. Suggestions, comments, ideas, information, and criticism are all offered in a manner that is helpful. Respect is shown for varying team viewpoints.
5. Expectations for the group and its members are high. Goals are stretched.
6. The board is not dominated by an individual or sub-group; everyone participates and has the opportunity to influence the discussion.
7. The board has established procedures for operation including decision-making, conflict resolution, and meeting management.
8. The board is future focused. Decisions are made with long-term consequences and benefits in mind.
9. The board evaluates its performance periodically.

School Board Self-Evaluation

School Board self-evaluations can be an invaluable tool for assessing and enhancing the effectiveness of our governing body. This process allows us to reflect on our collective performance, identifying strengths, challenges, and opportunities for improvement. Engaging in a self-evaluation enables us to gain insights into individual contributions and understand the dynamics and overall functioning of the board. It also fosters open communication, promotes accountability, and strengthens teamwork among board members. By participating in the process, we can gain insights that will empower us to make informed decisions, enhance our effectiveness in serving the community, and contribute to the continuous improvement of the board's performance and impact.

Role of the Superintendent

The board employs a superintendent to lead and manage the district. The superintendent is an ex-officio, non-voting member of the board and the chief executive officer of the school system. The superintendent's duties and responsibilities are derived largely from three sources: statute,

the employment contract, and the job description. Superintendents are responsible for the management of the schools, the administration of all board policies, and are directly accountable to the board. The superintendent must annually evaluate each principal assigned responsibility for supervising a school building in the district. Also, the superintendent may delegate responsibilities to other district personnel but shall continue to be accountable for actions taken under such delegation. Minn. Stat. 123B.143.

Hiring a Superintendent

One of the most critical responsibilities of the board is the hiring of a superintendent. The selection of the superintendent is a decision that shapes the future of the district, influencing the quality of education, the effectiveness of school management, and the overall success of students. The importance of this decision cannot be overstated. The superintendent's vision and leadership directly impact educational outcomes and the district's ability to achieve its strategic goals. Therefore, it is imperative that the board conducts a thorough and meticulous search process, considering candidates' experience, leadership style, and alignment with the district's values and objectives. This decision requires careful deliberation and a commitment to finding a leader who will foster a positive educational environment, promote innovation, and address the diverse needs of the school community. In essence, the hiring of a superintendent is not just a routine administrative task but a defining moment that sets the course for the district's future.

Duties of the Superintendent

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent's supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules and procedures deemed necessary for the School District, and in general perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

Tenets of an Effective Board-Superintendent Relationship

Understanding and fostering a productive relationship between the board and the superintendent is critical for the success of our educational institution. The 17 Tenets of an Effective Board-Superintendent Relationship provides a comprehensive guide outlining key principles and best practices for maintaining a collaborative and effective partnership. This document highlights essential responsibilities and expectations for both the board members and the superintendent,

promoting a clear understanding of each party's role in governance and administration. By adhering to these tenets, our board can ensure decisions are made efficiently, communication remains open and transparent, and the strategic goals of our district are met.

Evaluating the Superintendent

Evaluation of a superintendent's performance is one of the board's most important responsibilities. The evaluation of the superintendent is an inherent managerial right of the board. Each board member should review the superintendent's employment contract to determine the evaluation-related provisions, if any, that may be included. Done correctly, an evaluation is a useful governance tool that helps drive school improvement. In fact, a high-quality evaluation process enhances positive school-superintendent relationships, improves communication, clarifies leadership roles, creates common understandings, and provides a mechanism for accountability and communication.

Board Communication Guide

Communication Between Board Members

Adhering to guidelines for effective and lawful communication with your fellow board members is crucial. While open and collaborative communication is vital for the board's success, remember that discussions outside of official board meetings must be handled carefully to avoid violating the

Minnesota Open Meeting Law (OML). This law requires any gathering of a quorum of board members, where official business is discussed, must be conducted in public and notice must be provided to ensure transparency. (See exceptions in the Closed Meeting Chart on pages 25.) Therefore, while informal discussions can be valuable for building relationships and exchanging ideas, avoid veering into areas of official board business unless they are part of a scheduled public meeting.

Building Collaborative Relationships – School governance is founded on the belief that a group of very different people representing various constituencies in their district can make better decisions than any one person alone. That diversity is the board's strength. It's best to be open-minded about the opinions of your fellow board members. Your goal should not be to change them to your point of view, but rather to determine the best solution to an issue by working together to try and accommodate all views. You want the students to be the "winners" — not one board member or another.

Addressing Team Dysfunction – Open communication is critical to the proper functioning of the board. If you feel the board is not functioning well, it may be appropriate to suggest a workshop where the board reviews its ground rules, board policies on board operations, and board/administrative relations that establish how the leadership team will function. If these ground rules and policies are not effective, then consider modifications to them. The board may want to hire a facilitator to assist with discussions to improve the board's working relations. MSBA can help with a custom board in-service tailored to the board's specific situation.

Guidelines for interacting outside a board meeting

- **Do Not Discuss Board Business.** Focus on topics such as general education trends, personal updates, or board training and development without steering into specifics of pending decisions or board business.
- **Be Cautious with Written Communication.** Exercise caution with emails, texts, and social media interactions among board members. Avoid group messages or email chains discussing board business that could be construed as a meeting.
- **Be Transparent with Your Intentions.** Always make the purpose of any gathering clear, ensuring it is social or educational in nature and not meant for making decisions or deliberations that should be reserved for official meetings.
- **Consider Public Perception.** When planning to meet outside of formal board meetings, consider how such gatherings might be perceived by the public. It's crucial to remember any appearance of conducting board business or decision-making outside of the designated public meetings could undermine community trust and confidence.

Associated Policy – Policy 210- School Board Meetings- Open and Closed, Policy 210-R- School Board Meetings- Open and Closed Regulation

Situation	District Protocol
I have general questions about board governance and/or operation.	*Contact the Chair and Vice-Chair*

I have a concern or questions regarding board governance.	*Contact the Chair and Vice-Chair*
I have a concern or questions regarding district operations.	*Contact the Superintendent or applicable Executive Director/ Director of the district*

Communication with the Superintendent

You need to establish a productive working relationship with the superintendent. To do this, you need to communicate with that individual. If you have questions, it is better to call the superintendent and discuss them before the board meeting rather than surprise the superintendent at a public meeting. If the questions are concerns or relate to negative feelings from the community, superintendents appreciate knowing about them in advance of the board meeting so they can come prepared to address them. It is appropriate to call the superintendent, set up a meeting to discuss questions, or send an email for simple questions or requests. When contacting the superintendent, it is important for you to keep the scope of such contacts within reason, to permit adequate time to receive a response, and to generally remain cognizant of the superintendent's other responsibilities and demands on their time.

Disagreements with the Superintendent – Always treat your fellow board members, the superintendent, and other administrators with respect. However, don't be afraid to disagree on an issue. In fact, a discussion about an issue that reflects two or more views usually results in a better decision than if everyone agrees with the first solution offered. Be certain to debate the issue, not the person, and maintain decorum in debate.

Situation	District Protocol
I have general questions about the district.	*Contact the Superintendent*
What if I disagree with a report or presentation to the board from the superintendent or other staff member?	*Contact the Chair and Vice-Chair*

Communication with District Administrators and Staff

You will likely come in contact with district employees, including administrators, teachers, and other staff members. While there's nothing wrong with talking to district staff, keep in mind that complaints should follow the chain of communication. Additionally, understand individual board members do not have authority to direct the work of district staff members. Directing requests through the superintendent can assist with appropriate prioritization, identifying information that may be readily available, and determining when it may be appropriate to have the full board weigh in regarding certain requests and project ideas.

Discussing Your Child with Staff – This can be a tricky area. No matter what you say about "speaking as a parent, not a board member," it may be difficult for some teachers to separate your role on the board from your role as a parent. Some board members have indicated their significant others frequently take the lead in speaking to their children's teachers. Make sure you're not using your position as a board member to secure special treatment for your child. If there are issues you wish to discuss with a teacher, you should follow the normal procedures for contacting your child's teacher to discuss them. Keep in mind that you do not relinquish your parental rights now that you're a board member.

Communication with Constituents Including Staff, Students, Parents, and Community

Identify the person contacting you and ensure you have their contact information. Seek to understand the situation or interest but, generally, do not agree or commit to resolve it personally as that is not the role of individual board members. Here are some general expectations:

- Do not agree to confidentiality or commit to limit your options of notification.
- Do not get involved in staff employment or contractual issues.
- Do not attempt to work with a parent who is working on behalf of an organized group rather than on behalf of their own student.
- When applicable, redirect the person to the appropriate staff person or administrator to address the concern.
- Be alert to patterns of like concerns and notify the superintendent's office of the possibility.
- If the concern raises governance or public relations questions, contact the board chair in addition to the superintendent.
- Avoid forming and communicating opinions about a board decision before the board has discussed it in a board meeting.

Situation	District Protocol
If I get a phone call, email, or stopped in public from a constituent with concerns regarding the district.	*Contact the Superintendent*
If I get a phone call, email, or stopped in public from a constituent regarding the board's decisions.	*Contact the Chair and Vice Chair*
If I get an email that is addressed to the entire board with concerns from a constituent.	*Allow the Chair to respond on behalf of the board*
There is a situation that requires the district's legal counsel to be contacted.	*Contact the Superintendent*

Engaging with the Community

Be proactive. The board can engage key stakeholders by inviting and appointing them to participate in standing and ad hoc committees, advisory panels, focus groups, forums, and surveys to describe a vision for the district, set its goals, plan strategically, align resources with goals, and other actions offering them an opportunity to learn about public education and to influence governance decisions. Encourage all members of the community to visit their schools. Invite them to extracurricular activities, schedule a grandparents' day, and offer tours. In public education, familiarity often breeds support.

Use a variety of means to engage community members, inform them about the district, and learn about their interests, priorities, and concerns. Print and electronic media, social media (be mindful of emerging trends for younger parents), the district's website, and face-to-face conversations all play important roles in a year-round district campaign to inform and to be informed.

While accentuating the positive — student successes and district progress — don't neglect the negative. Be the first to let the community know about clouds looming on the horizon, and what the board is doing to dispel them. The board should be ambassadors for the district by scheduling dialogues with a cross section of the community — preferably in their neighborhoods as well as in online forums. And be prepared to address negative comments and feedback in a positive, proactive manner.

In addition, consider the varying expectations of the district's constituents. The parents of seniors may have far different expectations than the parents of kindergartners, and elderly community members with no students in the district may want completely different types of communication.

Communication with the Media

It's important to handle media interactions with care to maintain the veracity and unified voice of the board. Maintaining a unified voice is crucial as it ensures all board communications are consistent, clear, and reflect the collective decisions and strategic direction of the board. This unified approach helps to build trust and credibility with the community, stakeholders, and the media.

Situation	District Protocol
If I am approached by the media regarding a concern or board decision.	*Contact the Superintendent and Director of Communications*

Communication on Social Media

Social media plays a significant role in board members' responsibilities. To use social media effectively while avoiding potential pitfalls, remember your posts should reflect well on your role and set a good example for students and the community. Be careful not to share personal, confidential, or legally protected information about students, employees, or board members. Opt for face-to-face or telephone conversations for private matters instead of using social media. Control your emotions and avoid posting in anger or frustration, as negative statements can have lasting consequences and may lead to legal issues. Always use polite language and refrain from abusive, profane, or offensive comments. Additionally, avoid posting on behalf of the district or sharing commercial messages linked to the district. Use social media primarily for listening, making announcements, and gathering feedback rather than conducting board business. Finally, ensure you comply with all relevant laws and district policies, including those related to acceptable use, harassment, discrimination, and privacy. Your online actions should always reflect the values and responsibilities of your position within the district.

Situation	District Protocol
I know about an upcoming district event that should be featured on social media.	*Contact the Superintendent and Director of Communications*
I saw a post containing false or misleading information regarding the board or district.	*Contact the Superintendent and Director of Communications*

Using a District Email

You should use a district email account for your board communications. While this creates another account to monitor, the extra effort is well worth it. As an elected official, your communications related to your office are presumed to be public data unless a provision of law makes part or all of the email private. Your emails may contain private personnel data (Minn. Stat. 13.43), private educational data (Minn. Stat. 13.32), correspondence with a private individual (Minn. Stat. 13.601), or protected medical information.

Members of the public may request access to public government data for any reason. Government entities must respond to these requests, and any work required to separate private data from public data, known as redaction, cannot be charged to the requester. The government entity must keep public data readily accessible, and redacting private data is its responsibility. Often, decisions about redaction need to be made by legal counsel, which adds to the expense.

If you use a personal or work email account, access to the public data may require you to turn over the personal or work device on which the emails are stored. If you use a district email address, the district's computer system can be searched to respond to public data requests. As a result, you do not have to worry about your personal or work devices being unavailable or about your personal or work information being shared with others.

Using a separate email account also separates your board work from personal or business correspondence. This reduces the number of emails that need to be searched in preparation for responding to a public data request, saving the district time and money.

Another reason this separation is helpful is in how you think about your emails related to board work. Remembering the presumed public status of what you write in emails to other board members, the superintendent, and other district personnel about board work can save you from explanations and embarrassment. Public data may end up on the local news or social media, so it is wise to keep this in mind as you compose emails related to board work.

A final consideration is the potential to violate the OML. If a two-way communication about board business occurs among a quorum of the board (or a quorum of a board committee), it results in an OML violation, and the emails create a record of the violation.

Communicating with Board Members Via Email – To ensure OML compliance, you are strongly discouraged from using email to communicate with other board members about issues within the board's realm of authority, except for procedural elements like establishing meeting dates and locations. Generally, you should use email only for one-way communications to and from the board chair or superintendent to distribute information.

Situation	District Protocol
I have questions regarding an email I received from the board chair or superintendent.	*Contact the Superintendent or District Administrative Assistant*
Another board member emailed me regarding board business.	*Contact the Chair and Vice Chair*

I have important information that everyone on the board needs to know before the next board meeting.	*Contact the Chair and Vice Chair or District Administrative Assistant*

Board Meetings and Governance

Board meetings are pivotal gatherings that dictate the course of educational policies and decisions within a district. Governed by a structured framework, these meetings encompass various types, from regular sessions to emergency convenings, each serving distinct purposes and following legal mandates outlined in Minnesota statutes. Moreover, the operational norms, roles of board officers, and adherence to parliamentary procedures shape the conduct of these meetings, ensuring efficiency, transparency, and accountability. In this comprehensive overview, we delve into the intricacies of board meetings, covering everything from meeting types and legal obligations to procedural guidelines and public participation protocols.



Meetings of the Board

Types of Meetings

Regular Board Meeting – Regular meetings of the board are held according to an established schedule. The schedule must be kept on file at the district office. No additional notice required unless the date, time, or place of the regular meeting is changed. Minn. Stat. 13D.04, Subd. 1. Regular WPS School Board meetings take place on the second Monday of the month unless otherwise noted.

Work Sessions - WPS School Board Work Sessions take place on the fourth Monday of the month unless otherwise scheduled. A work session is a meeting in which no board action is taken, but the administration or school board study and discuss in depth matters which potentially will come before the board.

Special Meeting – The board may hold a special meeting to conduct business as needed. A special meeting can provide extra time for presentations, such as review of building-level outcomes, or to deal with an issue that arises but is not likely to be ongoing. A special meeting requires three days' notice (posted on the district's main bulletin board and either published in the official newspaper or emailed to those persons requesting notice) of the date, time, place, and purpose of the meeting. Board discussion and action must fall within the posted purpose(s) of the meeting. Minn. Stat. 13D.04, Subd. 2.

Emergency Meeting – The board may hold an emergency meeting called to deal with a situation that requires immediate board consideration and possible action, such as a response to a school fire, a school safety issue, etc. The board determines when an emergency meeting is needed. Good faith effort must be made to notify the news media that have requested notice in the same manner as notice is given to board members. If the situation allows for a three-day notice, hold a special meeting. Minn. Stat. 13D.04, Subd. 3.

Organizational Meeting – The first meeting in January will be devoted to business required for the proper organization of the board. The agenda may include:

- Seating new members including administering the ceremonial oath of office
- Electing officers for chair, vice-chair, clerk, and treasurer
- Setting the dates, time, and location(s) for regular board meetings
- Setting board member compensation
- Establishing standing committees and committee members
- Determining time, place, and manner for public comments
- Designating district depositories
- Selecting the official newspaper and the district's legal counsel

Open Meeting Law (OML)

The Open Meeting Law (Minn. Stat. Ch. 13D.) is intended to preserve the rights of the public to observe actions and decisions of its representatives. To satisfy this, all meetings of the board will be open to the public for attendance, and a schedule of the board's regular meetings and working

sessions will include times and locations and shall be kept on file at the district office. (See the Closed Meeting Law Chart link below for exceptions). Additionally, the board will ensure a schedule of meetings is posted on the district's website. The OML applies to all meetings of the public body and, in general, meetings of its committees and subcommittees. For the law to apply, a quorum (a majority of the members of the board) must be present. Although the responsibility to ensure meetings are properly noticed lies with the board, this operational activity is typically carried out by the staff member who functions as the clerk to the board.

Closed Meetings

Minnesota's OML requires all board meetings to be open to the public with few exceptions. A public body must begin in an open meeting and state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. A majority vote is needed to close the meeting, with the time and place announced at the public meeting before going into closed session. Please review Minn. Stat. 13D.05 before proceeding to close a meeting. For specific questions, consult with legal counsel.

For more information regarding closed meetings, see MSBA's Closed Meeting Law Chart.

Meetings Conducted by Interactive Technology

In the ever-evolving landscape of governance, technology has become an indispensable tool for facilitating communication and collaboration. Section 13D.02 of the Minnesota Statutes acknowledges this reality by outlining the conditions under which meetings governed by section 13D.01 can be conducted using interactive technology. The reason for attending via interactive technology shall be noted in the minutes.

For more information regarding remote meetings, see Minn. Stat. 13D.02 Meetings Conducted by Interactive Technology.

Meeting Operations

Attendance of Meetings

All board members are expected to attend all meetings. However, it is recognized scheduling conflicts will occur. Should a member be unable to attend a meeting, they shall notify the Chair, Vice-Chair and District Administrative Assistant.

Location of Meetings

School Board meetings are held at **Wayzata Creekside Building**, 16000 41st Ave. N, Plymouth, MN 55446.

Voting

Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by any board member.

Quorum of the Board

In order for a board meeting to be official and before any action can be taken by the board, at least a quorum of board members must be present. In the absence of a quorum, the only official action that the board may take is to adjourn the meeting. The gathering of a quorum constitutes a meeting if "members discuss, decide, or receive information as a group on issues relating to the official business of the district."

Presiding Officer

The chair will preside over all board meetings. If the chair is unable to preside, the vice-chair (if one has been appointed), will perform the duties of the chair. Should both the chair and vice-chair be unable to preside, the clerk will perform the duties of the chair. In the unlikely event that the chair, vice-chair, and clerk are unable to preside, the treasurer will perform the duties of the chair.

Superintendent's Role in Board Meetings

The superintendent is a key person at all board meetings. The superintendent and chair commonly plan the meeting agenda together. The superintendent makes certain the meeting room is set up as required and all tools needed are available, such as audio or visual recording equipment, internet access, microphones, etc. Each item on the agenda is introduced by the chair; however, for discussion or action items, the superintendent or a designee is often asked to explain the issue. The superintendent's recommendation should be solicited before a vote is taken.

Board Committees

Committees may be established to address recurring needs of the board. Committees are in place to make the board's work more efficient and effective. They serve in advisory capacities and bring recommendations to the full board for decision making. Board committees should meet as often as necessary to accomplish their work and should meet only when there is substantive work to be done.

Human Resources Committee

Purpose: To offer support and guidance for the Executive Director of Human Resources

Potential Committee Activities:

- Review the HR consent agenda in advance of the school board meeting
- Support the HR department in routine work
- Stay informed re: emerging issues in the HR department
- Help guide the realization of the strategic directions & equity commitment through the district human resources work
- A Rep from HR may serve as a Rep to the Sup contract process

Finance Committee of the Board

Purpose: To provide guidance and support to the finance department. To review the CFAC agenda and serve as the Board representative at the meetings. To provide oversight through the District OPEB committee.

Potential Committee Activities:

- Review Finance items that will come to the regular meeting or work session
- Provide on-going support and guidance to the finance department
- Provide governance level input on issues related to district operations (such as transportation, food service, facilities, etc.)
- A Rep from Finance Committee may serve as a Rep to the Sup contract process

Facilities Committee of the Board

Purpose: To oversee bond referendum and other capital projects and to provide governance level input to long range facilities planning and development.

Potential Committee Activities:

- Explore teaching and learning impacts on middle school facilities planning with governance level input on the interconnectedness of facilities and our educational programs.
- Continue to monitor District growth in student enrollment and building growth
- Support the Administration in conversations and decision making surrounding Joint Powers agreements
- Provide governance level input and oversight on the realization of the District Roadmap and Strategic Directions through a facilities lens.

Policy Committee

Purpose: To review district policies and make recommendations for revision, addition, or deletion as needed; consider and provide guidance on questions on questions of policy or district regulation; maintain policy adherence to state and federal laws.

Committee Activities:

- Work with the administration to: (1) review / revise existing policies (per the 3 year review cycle) for consistency with the strategic roadmap and alignment with state statutes; and (2) consider new policies that are, again, consistent with the strategic roadmap.
- Provide guidance to the administration or full board about questions that arise about existing policies
- Provide feedback to the administration about questions the administration has regarding the regulations that accompany the policies (the board does not “own” or approve the regulations)

Procedurally:

- The administration brings existing policies and new prospective policies to the Policy Committee for consideration and discussion
- Once the consideration / discussion is complete, the administration makes a recommendation to the full board for approval of the applicable policy(ies)
- If any board member wants additional discussion, the policy / policies can be discussed at a board work session.

All policies are on a 3-year review cycle. The committee also works with other corresponding Board committees in the case of new policy development.

Community Relations Committee

Purpose: To support the communications and engagement team in connecting with the community through electronic and print publications, media relations, crisis communications and other district initiatives.

Committee Activities:

- Provide governance level oversight in District communications
- Plan and deliver community connection opportunities- such as Bagels with the Board at the High School
- Consider additional pathways to showcase the work of the District and the realization of our Strategic Directions
- Consider the pathways and inputs for Board level communication with the community.
- Explore governance level communications work across the District (such as supportive messages to staff, etc.)
- Offer support and guidance on referendum planning and implementation

Superintendent Evaluation and School Board Development

Purpose: To plan, facilitate, and document the annual Superintendent review process, including goal setting, check-in's, and the annual end of year review.

Committee Activities:

- Plan, facilitate, and document the mid and end of year review
- Support the Superintendent in providing quarterly updates regarding work toward the strategic directions
- Work in 2025 may include more coordination with the District goal setting process
- Continue to consider alignment of goals with the District scorecard
- A rep from the committee may assist with the contract development process.

Teaching and Learning Committee

Purpose: To review processes and long-range planning educational recommendations; review and recommend changes to policies pertaining to teaching and learning; meet and work with the

Executive Director of Teaching and Learning regarding educational issues; hear academic achievement reports, and closely monitor efforts to close the opportunity and achievement gap.

Committee Activities:

- Provide governance level guidance and oversight to the attainment of the strategic directions.
- Provide support and guidance for the District equity commitment, support the alignment efforts with facilities and the middle school model
- Continue to offer support and guidance through the pandemic response and recovery.
- Act as a sounding board for the Teaching and Learning administrative team.
- Receive updates and provide governance level oversight for the curricular review cycles.

Associated Policy – **Policy 208- School Board Committees and Appointments**

Election of Board Officers

Minnesota law is silent on the method of electing officers, except that the election must be by open vote and not by any form of secret ballot. Minn. Stat. 13D.01, Subd. 4. Subsequently, the board may establish its own procedures, including procedures for nominating officers and voting procedures. The board will establish procedures in advance of the meeting so that everyone will know what to expect from the outset. The board must follow the procedures, but the procedures can be changed if the majority of the board members agree.

For more information regarding officer elections, see MSBA's First Monday in January Handbook.

Guide to Board Meeting Roles and Responsibilities

Effective management and clear understanding of roles are essential for the smooth operation of board meetings. The Guide to Board Meeting Roles and Responsibilities provides a detailed outline of the duties and expectations for board members, the chair, the superintendent, and administrative staff before, during, and after meetings. This comprehensive guide helps ensure all participants are well-prepared, meetings are conducted efficiently, and follow-up actions are clearly defined. It covers everything from agenda preparation and legal advice to maintaining a positive meeting atmosphere and accurate record-keeping.

Data Privacy

It's essential to understand how data privacy relates to board meetings. When discussing district matters in board meetings, we encourage open dialogue. However, we need reasonable restrictions to ensure orderly proceedings and protect individuals' privacy and due process rights. These rights extend to both employees and students of the district. For employees, this includes the privacy of their personnel data. Similarly, students have privacy rights concerning their educational data. To uphold these privacy rights, we have procedures in place for handling agenda items and complaints.

Associated Policy – Policy 418- Public and Private Personnel Data, Policy 418-R- Public and Private Personnel Data Regulations

Public Comments to the Board

The board recognizes the value of participation by the public in deliberations and decisions on district matters. However, the board retains the right to determine whether and how public comment may occur. 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 School Board, they may leave their contact information with the administrative assistant.

Associated Policy – Policy 212- Public Participation in School Board Meetings, Policy 212-R-Public Participation in School Board Meetings Regulations

Agendas and Minutes

Agenda Procedures

The board will conduct business during meetings through an adopted agenda that advances board work and district goals. The agenda serves as a roadmap for the meeting, outlining topics such as reports, presentations, discussions, and decisions. It is expected all board members will read the agenda and any supporting documents prior to the meeting. Each board member has the right to request additions, amendments, or revisions to the agenda prior to its adoption, and the board will determine if those changes are to be made.

Consent Agenda

The superintendent, in consultation with the board chair, may place items on the consent agenda. A consent agenda is a part of the agenda that includes items typically approved together in one motion. These items may include meeting minutes, routine reports, personnel appointments, and other administrative matters. By grouping these items together, the board can streamline the meeting process and focus on more substantive discussions. If any board member wishes to discuss or vote separately on an item listed in the consent agenda, they can request to have it removed for individual consideration.

Meeting Minutes

Minutes will be carefully recorded to include all actions of the board and all votes taken at a board meeting by the board's clerk or designee. Minutes do not include discussion or editorial comments. School board meeting minutes shall be posted in the designated newspaper after approval by the school board.

Common Acronyms Used in Education

ACA – Affordable Care Act (PPACA)

ACT – American College Test

AD – Activities Director

ADA – Average Daily Attendance

ADA or ADAAA – Americans with Disabilities Act Amendments Act of 2008 ADD – Attention Deficit Disorder

ADHD – Attention Deficit Hyperactive Disorder

ADM – Average Daily Membership

ALC – Alternative Learning Center

ALP – Alternative Learning Program AMCPU – Adjusted Marginal Cost Pupil Unit

ANTC – Adjusted Net Tax Capacity

AP – Advanced Placement

APU – Adjusted Pupil Units

ATPPS – Alternative Teacher Professional Pay System (Q Comp)

AYP – Adequate Yearly Progress

BCA – Bureau of Criminal Apprehension BMS – Bureau of Mediation Services

CLP – Continual Learning Plan

CTE – Career and Technical Education DHS – Department of Human Services D/HH – Deaf/Hard of Hearing

EBD – Emotional Behavior Disorder ECFE – Early Childhood Family Education ECSE – Early Childhood Special Education EL – English Learner

EM or EdMN – Education Minnesota EDRS – Electronic Data Reporting System EEOC – Equal Employment Opportunity Commission

EIS – Early Intervention Services

E–RATE – Education Rate (federal discount on telecommunications and internet access)

ERISA – Employee Retirement Income Security Act

ESL – English as a Second Language

ESEA – Elementary and Secondary Education Act

ESSA - Every Student Succeeds Act FLSA – Fair Labor Standards Act

FMLA – Family and Medical Leave Act FTE – Full–Time Equivalent

FY – Fiscal Year

GED – General Education Diploma

GPA – Grade Point Average

HI – Hearing Impaired

HSGI – High School Graduation Initiative IB – International Baccalaureate

IDEA – Individuals with Disabilities Education Act

IEP – Individualized Education Program IFSP – Individual Family Service Plan IPAD – Information Policy Administration Division (of the MN Department of Administration)

ISD – Independent School District

IT – Information Technology

ITBS – Iowa Tests of Basic Skills

ITV – Interactive Television

K12 – Kindergarten through 12th Grade LD – Learning Disability

LEA – Local Education Agency

LEP – Limited English Proficiency

LLA – Last Location of Attendance

LRE – Least Restrictive Environment

LTD – Long–Term Disability

LYP – Learning Year Program

LYPS – Learning Year Program Site MAEOP – Minnesota Association of Educational Office Professionals

MARSS – Minnesota Automated Reporting Student System

MASA – Minnesota Association of School Administrators

MASBO – Minnesota Association of School Business Officials

MASSP – Minnesota Association of Secondary School Principals

MCA – Minnesota Comprehensive Assessments

MDE – Minnesota Department of Education

MEEP – Minnesota Education Effectiveness Plan

MESPA – Minnesota Elementary School Principals' Association

MinnSPRA – Minnesota School Public Relations Association

MLA – Minnesota Library Association MMMI – Mild to Moderate Mentally Impaired (EMH)

MnSCU – Minnesota State Colleges and Universities System

MNTAAB – Minnesota Tax and Aid Anticipation Borrowing Program

MnEEP – Minnesota Education Equity Partnership

MOE – Maintenance of Effort

MREA – Minnesota Rural Education Association

MS – Minnesota Statutes

MSBA – Minnesota School Boards Association

MSBAIT – Minnesota School Boards Association Insurance Trust

MSDLAF+ – Minnesota School District Liquid Asset Fund Plus

MSHSL – Minnesota State High School League

NCES – National Center for Education Statistics

NCLB – No Child Left Behind (see also ESEA)

NTC – Net Tax Capacity

OCR – Office for Civil Rights

OMB – Office of Management and Budget OML – Open Meeting Law

P-12 – Pre-Kindergarten through 12th Grade

P-20 – Pre-Kindergarten through Bachelor's

Degree (post-secondary)

PELRA – Public Employment Labor Relations Act

PERA – Public Employees Retirement Association

PFDA – Pupil Fair Dismissal Act

PPACA – Patient Protection and Affordable Care Act (also referred to as ACA)

Pre-K – Pre-Kindergarten

PSEO – Post–Secondary Enrollment Options

PU – Pupil Units

Q COMP – Quality Compensation (see also ATPPS)

RFP – Request for Proposal

RFQ – Request for Quote

RMCPU – Resident Marginal Cost Pupil Units

RMIC – Regional Management Information Centers

RMV – Referendum Market Value

RTI – Response to Intervention

SAT – Scholastic Aptitude Test or Student Assistance Team

SEE – Schools for Equity in Education SOD – Statutory Operating Debt

STARS – Staff Automated Reporting System

T & E – Training and Experience

T1 – Tee one large bandwidth copper phone line

TDE – Teacher Development and Evaluation

TIES – Technology and Information Educational

Services

TIF – Tax Increment Financing

TIP – Teacher Improvement Plan

TRA – Teachers Retirement Association TSA – Tax–Sheltered Annuity

UFARS – Uniform Financial Accounting and Reporting Standards

ULA – Unrequested Leave of Absence URL – Universal Resource Locator WADM – Weighted Average Daily Membership

https://www.google.com/url?q=https://search.mnmsba.org/api/download/file-1746209000633-download-Glossary%2520of%2520Education%2520Terms_Updated%2520May%25202,%25202025.pdf&sa=D&source=docs&ust=1781563765486438&usg=AOvVaw2CHGqi7IznsGH7JqcLeiyn

ADOPTED: January 12, 2026

AMENDED: June 22, 2026

LAST REVIEWED: June 22, 2026

WPS School Board Handbook

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www.wayzataschools.org
(763)745-5000

Revised 1/12/2026

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Introduction

Navigating This Handbook

The purpose of this handbook is to outline the board's operating procedures and norms. It also includes important information on policies, meetings, committees, partnerships, and communication. Its ongoing guidance is meant to enable each board member to fulfill essential governance duties and to exercise their responsibilities as a board member, while also providing expectations and standards of behavior for the conduct of the board.

Handbook Maintenance and Review Procedure

- Bi-Annually, the handbook will undergo a review by the board. As part of this review, the board will:
    - Review mutual expectations of board norms;
    - Seek input and feedback regarding best practices, as needed;
    - Check the MSBA website for suggested handbook updates;
    - Adopt the updated handbook by a majority vote of the board.
- Board members may propose additions/revisions to the handbook by sending an email to the chair and superintendent requesting to add "handbook discussion" as a topic for an upcoming working session.
- The handbook may be updated to reflect adopted policy changes without further board action;
- Hyperlinks within the handbook may be updated without further board action;
- The date this handbook was last reviewed, updated, and/or revised, is included on the cover page of this handbook.

District Information

The effectiveness of your decisions as a board member hinges on your knowledge of the district's schools, staff, students, and the communities they inhabit. Recognizing the specific needs and aspirations of Wayzata Public Schools will empower you to advocate for policies and initiatives that truly enhance our educational outcomes. By engaging with this information, you will not only enhance your ability to make informed decisions but also build trust and credibility with fellow board members, the community, staff, and students alike. Let this knowledge serve as the foundation of your tenure, guiding your decisions and initiatives to foster an environment where every student can succeed.

District Identity

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.

Our Schools - Each school community is held to the highest academic standards and contributes to our celebrated culture of excellence. Our schools include:

- Early Learning School: Preschool (full and half-day options), Early Childhood Special Education, Early Childhood Family Education and Early Childhood Screening
- Nine Elementary Schools (K-5): Birchview, Gleason Lake, Greenwood, Kimberly Lane, Meadow Ridge, North Woods, Oakwood, Plymouth Creek and Sunset Hill
- Three Middle Schools (6-8): Central, East and West
- One High School (9-12): Wayzata High School
- One Transition School (ages 18-22): Wayzata Transition

Leadership Directory

Board Members

Name	Board Position	Email Address
Milind Sohoni	Chair	milind.sohoni@wayzataschools.org
Heidi Kader	Treasurer	heidi.kader@wayzataschools.org
Sheila Prior	Vice Chair	sheila.prior@wayzataschools.org
Paras Bhende	Director	paras.bhende@wayzataschools.org
Valentina Eyres	Director	valentina.eyres@wayzataschools.org
Dan Ginestra	Clerk	dan.ginestra@wayzataschools.org
Alicia Liddle	Director	alicia.liddle@wayzataschools.org

Superintendent's Office

Name	Position	Email Address
Chace B. Anderson	Superintendent	chace.anderson@wayzataschools.org
Amy Guise	District Administrative Asst.	amy.guise@wayzataschools.org

Strategy Leadership Team

Name	Position	Email Address
Dana Miller	Executive Director of Teaching and Learning	dana.miller@wayzataschools.org
Dave Lutz	Executive Director of Human Resources	dave.lutz@wayzataschools.org
Trevor Peterson	Executive Director of Finance and Operations	trevor.peterson@wayzataschools.org
Jenni Ebert	Director of Community Ed	jennifer.ebert@wayzataschools.org
Wade Phillips	Director of Technology	wade.phippips@wayzataschools.org
Amy Parnell	Director of Communications	amy.parnell@wayzataschools.org
Ginny Nyhus	Director of Student Support Services	ginny.nyhus@wayzataschools.org
Solveig Harriday	Director of Equity & Inclusion	solveig.harriday@wayzataschools.org
Rachel Falkowski	WEA President	rachel.falkowski@wayzataschools.org

District Facilities

Building	Address	Phone Number
Birchview Elementary	425 Ranchview Ln. N., Plymouth 55447	763-745-5300
Gleason Lake Elementary	310 County Rd 101 N., Plymouth 55447	763-745-5400
Greenwood Elementary	18005 Medina Rd., Plymouth 55446	763-745-5500
Kimberly Lane Elementary	17405 Old Rockford Rd., Plymouth 55446	763-745-5600
Meadow Ridge Elementary	17905 Chankahda Trail, Plymouth 55446	763-745-7100
North Woods Elementary	18995 54th Ave N., Plymouth 55446	763-745-4000
Oakwood Elementary	17340 County Rd. 6, Plymouth 55447	763-745-5700
Plymouth Creek Elementary	16005 41st Ave. N., Plymouth 55446	763-745-5800
Sunset Hill Elementary	13005 Sunset Trail, Plymouth 55441	763-745-5900
Central Middle School	305 Vicksburg Ln N., Plymouth 55447	769-745-6000
East Middle School	12000 Ridgemount Ave. W., Plymouth 55441	763-745-6200
West Middle School	149 Barry Ave N., Wayzata 55391	763-745-6400
Wayzata High School	4955 Peony Ln N., Plymouth 55446	763-745-6600
Early Learning School	17340 County Rd. 6, Plymouth 55447	763-745-5290
Transition School	210 County Rd 101 N., Plymouth 55447	763-745-4400
District Service Center	13305 12th Ave N., Plymouth 55441	763-745-5000
Creekside Building	16000 41st Ave. N., Plymouth 55446	763-745-5060
Central Services Facility	17305 19th Ave. N., Plymouth 55447	763-745-5151

https://www.wayzataschools.org/schools

School Board Visits

The School Board of Wayzata Public Schools plays a critical role in shaping the strategic direction of the district through policy development, supervision and oversight of the superintendent who is in charge of district operations, and general community representation. While Board members are not involved in the day-to-day management of

schools, there is value in maintaining awareness about the district's programs, school culture, and instructional practices. One way to support this general awareness is through intentional, structured, and well-organized visits to school buildings.

The following guidelines provide a framework for School Board member visits to schools and classrooms. These visits are intended to reflect the Board's commitment to transparency, relationships, and informed governance while respecting and preserving the integrity of instructional time, student and staff privacy, and building operations. The intent of these guidelines is to foster a shared understanding between Board members, administrators, teachers and other educators regarding the purpose, process, and boundaries of school visits.

The overarching purpose of these guidelines is to facilitate visits that:

- Allow Board members to observe the outcome of district and Board-adopted policies.
- Foster deeper understanding of school-level needs and opportunities.
- Support the Board's ability to make informed decisions through firsthand perspective.
- Build relationships between Board members and school leaders.
- Demonstrate visible commitment to public education.
- Celebrate positive accomplishments of students and staff.
- Reinforce a shared sense of pride and purpose across the district.

Guiding Principles for School Board Visits

To ensure Board visits are constructive, equitable, and aligned with district priorities, the following guiding principles will be followed:

1. Governance and Management: Board members are not administrators and should not engage in evaluative or supervisory behaviors during visits. Observations are made in service of the Board's governance role and strategic priorities—not for operational oversight or assessment of individual staff or of specific academic programs.
2. Non-Disruption: Instructional time is the core of a school's mission. Visits should be designed to minimize disruption to learning, avoid shifting classroom dynamics, and preserve instructional flow. Board members are encouraged to observe, not directly participate unless specifically asked by the teacher or their designee to do so, during classroom visits.
3. Confidentiality and Legal Compliance: Board members are bound by data privacy laws including FERPA and the Minnesota Government Data Practices Act. Visits should never result in the sharing of identifiable student or staff information, nor should observations be publicly discussed in ways that could compromise confidentiality.

4. Partnership and Respect: Board visits are an opportunity to reinforce the values of mutual respect, partnership, and shared commitment to student success. Board members should communicate openly, follow school-level expectations, and be respectful of the professional expertise of teachers, administrators and other educators.
5. Equity and Coordination: Visits should be coordinated and distributed equitably across schools, avoiding repetition at a few sites while others are overlooked. All visits must be scheduled in advance through appropriate administrative channels to ensure they align with the schedule and routines of each building.

Visit Scheduling and Process

All Board visits—whether to observe classrooms, participate in special events, or tour buildings—must be scheduled in advance and coordinated through the building administrative professional/building principal. This ensures that visits occur at appropriate times, minimize disruption, and align with school schedules. Board members' attendance at athletic contests, performing or visual arts events or other school activities generally open to the public do not require any special advance notice.

1. General Building Visits (non-classroom):
    a. Must be scheduled at least 2 school days in advance.
    b. Scheduled through the school principal's Building Administrative Professional with the Superintendent's Administrative Assistant copied.
    c. May include tours of common areas, hallways, cafeterias, media centers, or attendance at school-wide events.
    d. Principals and/or their designees will accompany the Board member during the visit.
2. Classroom Observations:
    a. Must be scheduled at least 5 school days in advance.
    b. Scheduled through the school principal's Building Administrative Professional, with the Superintendent's Administrative Assistant copied.
    c. Duration of the visit should generally be limited to no more than 30 minutes per elementary classroom or one full class period at the secondary level.
    d. When making a request, Board members should identify a general area of interest rather than specific staff (e.g., "I'd like to observe a 5th grade math class" or "a popular high school elective with high registration numbers").
    e. Principals and/or their designees, will make the final determination of the specific classroom(s) to be observed based on schedules and instructional considerations.
3. School Events or Celebrations:

a. Board members are always welcome and are encouraged to attend concerts, art shows, curriculum nights, and other school events that are generally open to the public.
b. Invitations may be extended by school leaders or district staff, and attendance at such events will be in alignment with and coordinated in the same way as other community members attending such events or celebrations.

In all cases, Board members must check in at the front office upon arrival, wear a district-issued visitor badge, and adhere to standard visitor protocols in each building. This is consistent with expectations of all visitors at schools.

Expectations During Visits

Board members are expected to adhere to the following expectations while in schools:

- Arrive on time and check in at the school's front office.
- Wear a visitor badge visibly at all times.
- Follow the school's expectations for visitor protocols and movement through the building.
- Observe respectfully - do not interrupt instruction, redirect students, engage in evaluative feedback with staff and students, nor demonstrate engagement that is not consistent with the school district's mission and vision.
- Do not take photographs, video, or audio recordings during the visit unless consent is obtained according to established district protocols.
- Avoid entering staff-only areas (e.g., lounges, offices, prep rooms) unless invited to do so by a staff member.

The principal or their designee may or may not be available to accompany the Board member visit. Some visits may be self-guided depending on the principal's availability and the nature of the visit.

Post-Visit Communication and Reflection

Following a classroom visit, Board members are welcome to send a personal thank you note or email to the teacher(s). Board members are further encouraged to share positive observations with the building principal. Celebrating what is working well supports educator morale and reinforces shared pride in the work of the district.

If a Board member has questions or concerns as a result of their visit, those should be directed to the Superintendent or Board Chair—not to principals, teachers, paraprofessionals, or other staff members. This honors the district's communication

protocols and prevents confusion about appropriate a school Board member's governance role, authority and intent.

Board members may be invited to share general reflections at future Board meetings, provided the discussion maintains confidentiality and focuses on systemic or policy-level themes. For example, a Board member might say:

> "During my recent visit to Meadow Ridge, I was reminded of the incredible energy and care our staff bring to learning. It was especially exciting to see how students are engaging with the new science units implemented last year."

Such reflections should not include classroom-specific observations, individual performance comments, or comparisons between buildings or staff.

Visit Frequency and Rotation

To support equitable access and manageable coordination, the district recommends the following frequency and structure:

- As a general guideline, each Board member is asked to limit their classroom visits to twice per school year for each level. Stated more specifically, no more than a total of two visits in a year per level (Early Learning School, elementary schools, middle schools and the high school), equating to no more than eight total visits in any given school year.
- The district may consider and establish a rotation system so that Board members are assigned to specific schools for a set period, helping to spread engagement evenly and build deeper relationships with a smaller number of sites.
- The Superintendent's Administrative Assistant will maintain a central log of school visits to help ensure an appropriate balance and coordination of the visit.

This structure ensures all schools receive comparable levels of demonstrated school Board interest, support, and visibility, while also maintaining and respecting daily routines at the school and ensuring that schools can effectively plan for and accommodate school Board member visits.

Legal, Ethical, and Policy Alignment

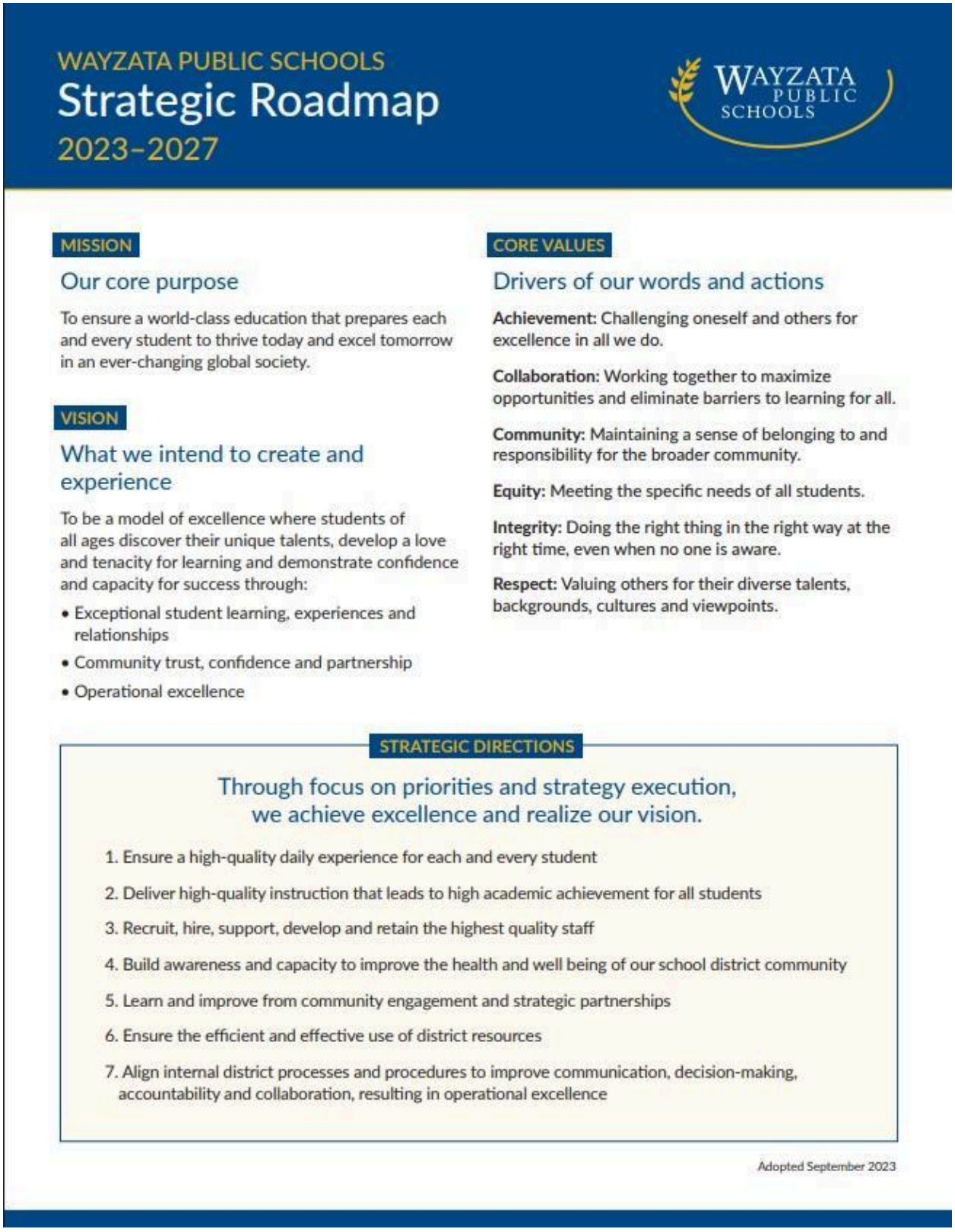
Board member visits must comply with the following local, state, and federal expectations:

- Policy 201: School Board Powers and Duties – affirms that Board members are responsible for setting policy and evaluating the Superintendent, not managing staff or daily school operations.
- Policy 204: School Board Member Code of Ethics – requires all Board members to protect confidential information and refrain from using their position for personal gain.

- FERPA (Family Educational Rights and Privacy Act) – prohibits the sharing of personally identifiable student data observed during visits.
- Minnesota Government Data Practices Act – protects both student and staff data from unauthorized disclosure.

As a member district of the Minnesota School Boards Association (MSBA), all Board members complete training and are aware of Board ethics, data privacy, and appropriate boundaries to reinforce these expectations.

Strategic Roadmap



Wayzata Public Schools Equity Commitment

Systemic racism and many inequities exist in our society. This is not a reflection of who we aspire to be in Wayzata Public Schools. It is essential that we address this to fulfill our mission for each and every member of our community.

We're All In

We commit to:

- Evaluating and expanding our mindsets
- Embracing productive discomfort
- Transforming our core values from words to policies and actions that improve equity

We will facilitate the efforts of staff, students and families to act on our six core values.

Achievement	Collaboration	Community
• Create a system for learning, teaching and measuring success that honors cultural differences. • Give each other space to understand our implicit biases as we seek to free ourselves of them.	• Share collective responsibility for empowering all learners to thrive and be their authentic selves. • Build on the strengths we each bring so that together we are more than the sum of our parts.	• Understand that we all belong here and are critical to each other's success and well-being. • Being accountable to each other in the pursuit of being our best selves.

Equity	Integrity	Respect
• Work to increase our awareness of inequities so we can grow our capacity to become who we aspire to be. • Study and practice anti-racist behavior so that we can continuously learn and improve.	• Continually live our shared values, especially when those values are challenged. • Infuse our daily work and planning with equity-thinking through self-reflection and data.	• Learn from and through our differences. • Acknowledge that the lives of Black, Indigenous and people of color matter and this is reflected in our actions.

We will find ways to create more equitable systems that honor each person's unique mix of overlapping identities, including but not limited to:

- age
- beliefs/religion
- class
- disability/special needs
- ethnicity
- family status
- gender
- gender expression/identity
- height/weight
- home language
- immigration status
- issues specific to women/girls
- mental health
- national origin
- poverty
- race
- sexual orientation

Our mission 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.

Approved by WPS School Board: April 12, 2021

Board Membership

When considering your governance role, embracing the procedural steps that underpin the integrity of the democratic process is paramount. From post-election procedures to the establishment of board offices, each action reflects your commitment to transparency and accountability. By being diligent in these duties, you acknowledge the trust placed in you by constituents. Prioritizing effective governance ensures you serve the community and prioritize the needs of students.



Milind Sohoni



Sheila Prior



Heidi Kader



Dan Ginestra



Alicia Liddle



Paras Bhende



Valentina Eyres

Post-Election Procedures

Canvass and Declaration of Results

Between the third and tenth days after a district election, the board must canvass the returns and declare the results of the election. Minn. Stat. 205A.10, Subd. 3.

Certification of Results

The district clerk shall certify the results of the district election to the county auditor. Minn. Stat. 205A.10, Subd. 3.

Issuance of Certificate of Election

After canvassing the election and the time for contesting an election has passed (seven days after the canvassing board has declared the result of the election), the board shall issue a certificate of election to the candidate for each office who received the largest number of votes cast for the office. If there is a contest, the certificate of election to that office must not be issued until the outcome of the contest has been determined by the proper count. Minn. Stat. 205A.10, Subd. 3; Minn. Stat. 204C.40, Subd. 2.

Campaign Financial Report Certification of Filing

The Certification of Filing is due no later than seven days after the general election. Minn. Stat. 211A.05.

Taking Office

Board members take office the first Monday in January (or as soon as practicable thereafter). Minn. Stat. 123B.14, Subd. 1.

Official Oath of Office

The official oath of office is administered once elections have been canvassed, the candidates have turned in their certificate of campaign filing report, and the seven-day contest period has ended. When the contest period ends, the school election officer should give each winning candidate the certificate of election. Each winning candidate then has thirty days to sign the official oath and acceptance of office form in front of a notary. By signing this document, the individual officially becomes a board member on the first Monday in January. Minn. Stat. 358.05.

Ceremonial Oath of Office

The ceremonial oath of office is usually administered at the organizational meeting on the first Monday in January (or as soon thereafter as practicable). While the official oath of office is required, the ceremonial oath of office is optional.

Organizational Meeting

On the first Monday in January (or as soon as practicable thereafter) each year, newly elected board members' terms of office begin, and boards must meet to organize for the year. Minn. Stat. 123B.14, Subd. 1. During this meeting, ceremonial oaths of office may be administered, officers are elected, committee assignments are established, and meeting schedules are adopted. This

process lays the groundwork for the board's operations, emphasizing collaboration and effective governance to serve the district and its stakeholders.

Board Organization

Eligibility Requirements

To run for a board seat, you must be (1) at least 21 years old, (2) an eligible voter, (3) a district resident for at least 30 days prior to election/appointment, and (4) not convicted of a felony. Minn. Stat. 123B.09; Minn. Stat. 204B.06, Subd. 1.

Term of Office

Board members are elected to three-year terms in 2025 and 2027 and four-year terms thereafter and take office on the first Monday in January. The term of a member who has been appointed to fill a vacancy will be for the remainder of the predecessor's term until the date of the district's next general election. There is no limit on the number of consecutive terms a board member can serve. Minn. Stat. 123B.09.

Filling Vacancies

A vacancy on the board can occur for a number of reasons including when a member dies, resigns, or ceases to be a resident of the district. All vacancies will be filled according to Minn. Stat. 123B.09.

For more information, regarding filling vacancies see: Steps to Fill a School Board Vacancy with Sample Application and Interview Questions.

Board Composition

School boards in Minnesota are made up of either six or seven members. Some exceptions have been created by special legislation, often for consolidated districts. The superintendent is an ex-officio (non-voting) member of the board. Minn. Stat. 123B.09. Wayzata Public Schools has a seven member board.

Board ~~Offices~~ Officers

Officers of the board include chair, vice-chair, clerk, and treasurer. These positions are determined annually at the organizational meeting. All board members, regardless of office, maintain equal rights and equal voices. See the Election of Board Officers section on page 27 for information regarding nominating and voting procedures.

Role of the Chair

- The chair, when present, shall preside at all meetings of the board, countersign all orders upon the treasurer for claims allowed by the board, represent the district in all actions, and perform all duties a chair usually performs.
- In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

Role of the Vice-Chair

- The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

Role of the Clerk

- The clerk shall keep a record of all meetings in the books provided.
- Within three days after an election, the clerk shall notify all persons elected of their election.
- On or before September 15 of each year, the clerk shall:
    - file with the board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
    - make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
        - revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
        - length of school term and enrollment and attendance by grades; and
        - other items of information as called for by the Commissioner.
- The clerk shall enter into the clerk's record book copies of all reports, the teachers' term reports, the proceedings of any meeting, and keep an itemized account of all expenses of the district.
- The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax levy voted by the district or the board for school purposes.
- The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
- The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
- The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.
- By resolution, the board may combine the duties of clerk and treasure in a single person in the Office of Business Affairs. Typically, that single person almost always delegates at least some duties to others.

Role of the Treasurer

- The treasurer shall deposit the funds of the district in the official depository.
- The treasurer shall make all reports which may be called for by the board and perform all duties a treasurer usually performs.
- In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. 123B.12.
- By resolution, the board may combine the duties of clerk and treasure in a single person in the Office of Business Affairs. Typically, that single person almost always delegates at least some duties to others.

Associated Policy – Policy 207- School Board Officers, Policy 207-R- School Board Officers Regulations

Board Compensation

The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive such compensation as may be fixed by the board. All members of the board may receive reimbursement for transportation at the rate provided for in Minn. Stat. 471.665. No board member or district employee shall receive any compensation or benefits based on incentives or other money provided to the district by or from a source of group insurance coverage referenced in Minn. Stat. 471.6161, Subd. 1, except for a refund provided under Minn. Stat. 123B.75, Subd. 10, or a wellness plan that is mutually agreed upon by the district and the exclusive representatives of employees.

Board compensation shall be approved at the Board Organizational Meeting in January annually. Current Board compensation:

- Chair: ~~$5,500~~ $5,650
- Directors: ~~$4,700~~ $4,828

~~School Board members shall receive extra compensation of $50 per meeting that takes place outside of the regularly scheduled monthly meeting and work session.~~ In addition, for special meetings and work sessions scheduled on days other than regular meeting and work session days, compensation will continue at $50 per meeting.

Expense Reimbursement

Policy 214- School Board Development Opportunities and Reimbursements

Associated Policy – Policy 717- Expense Reimbursement, Policy 717-R- Expense Reimbursement Regulations

Learning the Job

Learning from Board Colleagues

One of the most valuable resources at your disposal, outside of this handbook, is the wealth of experience and knowledge possessed by your fellow board members and district staff. Engaging with them can significantly enhance your understanding of board operations, policies, and educational best practices. Your colleagues on the board bring diverse backgrounds and perspectives that can provide invaluable insights. Here are a few ways to leverage their experience:

Workshops and Retreats – Participate actively in board workshops and retreats. These sessions are designed not only to address key issues but also to foster team building and collective learning.

Committee Participation – Join board committees that align with your interests and expertise. Working closely with other members on specific topics will deepen your understanding and contribute to your professional growth.

Informal Meetings – Work with the superintendent to schedule informal meetings with key staff members to discuss specific areas of interest. These one-on-one interactions can offer a more personalized learning experience and help you build strong working relationships.

Mentorship

The district recognizes the importance of supporting new board members as they transition into their roles. To facilitate this, the district has implemented a mentorship program designed to provide guidance, support, and valuable insights. Each new board member will be paired with an experienced mentor who will help them navigate their responsibilities and become effective contributors to the board. This mentor will be a seasoned board member with a deep understanding of the district's operations, policies, and culture. The assignment will be made by the board chair in consultation with the superintendent to ensure a good match based on experience and areas of expertise.

To support you in this transition, you and your mentor will use the MSBA New Board Member Orientation Year At-a-Glance to guide you through your first year. This program aims to provide you with the knowledge, tools, and support necessary to become an effective and confident board member. Mentor and mentee should schedule a time before each school board meeting to check-in regarding the upcoming agenda, policies, and procedures.

Our orientation program is structured to ensure you receive a balanced combination of printed materials, hands-on training, and personal mentorship. Throughout the year, you will engage in various learning sessions, attend MSBA training events, and participate in board meetings and district activities. These experiences are designed to deepen your understanding of board operations, district policies, and educational goals. By the end of your first year, you will have a solid foundation to effectively contribute to the board's mission of providing quality education for all students. Mentors are encouraged to attend the workshops and trainings with the mentees to make the information more relevant and specific to the district.

Ongoing Professional Development

Continuous learning is crucial for effective governance. Board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups. Each board member shall receive training in school finance and management developed in consultation with the Minnesota School Boards Association. Minn. Stat 123B.09, Subd. 2. Below is a full list of MSBA's Learning to Lead Phase Workshops.

- Learning to Lead – School Board Basics: Phase I Workshop
- Leadership Foundations – School Finance and Management: Phase II Workshop
- Building a High-Performance School Board Team: Phase III Workshop
- Representing Your Community Through Policy and Engagement: Phase IV Workshop

Other MSBA Professional Development Opportunities – To learn more about these opportunities, see the Workshops and Events section of the MSBA website.

In District Workshops
Mutual Expectations Workshop
School Board Self-Evaluation Workshop
Superintendent Search Workshop
Superintendent Evaluation Workshop
Regional Workshops
Officers' Workshop
Negotiations Seminars

Events
Leadership Conference
Summer Seminar
Delegate Assembly
Day at the Capitol
Advocacy Tour
Coffee and Conversation Series
Board Chair Chat
Monthly Webinars

MSBA Series of Publications – New board members automatically receive the following publications to stay current on education related news.

- **eClippings** – Receive daily links to K-12 news from around the state.
- **Leader Newsletter** – Monthly updates regarding MSBA news and events, topical news items, administrative topics, and much more.
- **Journal Magazine** – Bimonthly magazine includes school features, exploration of leadership issues, in-depth stories on education trends, and a directory of vendors.

Individual Board Membership

Duties as an Individual Board Member

The position of board member carries with it a profound responsibility to uphold the highest ethical standards. A commitment to integrity, transparency, and accountability will not only enhance the effectiveness of educational policies but also strengthen the community's confidence in the board's decision-making. Remember that your actions and decisions will help shape the future of our students, schools, and community. Let the Code of Ethics in District Policy 204 guide you in navigating the complexities of governance with unwavering moral clarity and purposeful dedication.

Associated Policy – Policy 204- School Board Member Code of Ethics

Board Time Commitment

The time required to complete your board responsibilities will most vary by time of year. It will depend on how many meetings are scheduled, which committees you serve on, what issues are going on in the district at the time, and how much time you need to prepare for upcoming meetings. For example, if the district is going through a building project, hiring a superintendent, or developing the district budget, the time needed for board meetings may be more extensive. On average, however, you can anticipate spending about nine to twelve hours a month on board service.

Conflict of Interest

As a board member, you are expected to uphold the highest standards of integrity by actively avoiding any conflicts of interest in your official capacity. This means refraining from any personal financial involvement in district transactions such as sales, leases, or contracts you oversee or participate in. If a potential conflict arises, you must fully disclose your interests and abstain from decision-making processes related to those interests. You will operate under stringent guidelines to ensure that any exceptions to this rule are handled transparently, with unanimous consent and clear documentation. This approach maintains the community's trust and ensures all decisions are made solely in the best interest of the district and its stakeholders.

Associated Policy – Policy 205- Conflict of Interest- School Board Members

Working as a Board Team

At the heart of educational excellence lies the steadfast commitment of the board, entrusted with duties that shape the very fabric of our district's future. Defined by statute, yet driven by a passion for progress, the board's responsibilities encompass a profound dedication to nurturing thriving learning environments and supporting the endeavors of our administration. Crucial to fulfilling these responsibilities is the collaborative spirit of board teamwork, where collective wisdom and shared vision pave the path toward transformative change. By fostering an environment of mutual respect and collaboration, the board can harness its collective strength to address challenges, capitalize on opportunities, and ultimately, advance the educational journey of every student in our district.

Duties of the Board

- The board has powers and duties specified by statute. The board's authority includes implied powers in addition to specific powers granted by the legislature.
- The board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- The board shall supervise and manage the schools of the district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- The board shall have the general charge of the business of the district, its facilities and property, and of the interest of the schools.
- The board, among other duties, shall perform the following in accordance with applicable law:
    - provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the district;
    - conduct the business of the schools and pay indebtedness and proper expenses;

    - employ and contract with necessary qualified teachers and discharge the same for cause;
    - provide services to promote the health of its pupils;
    - provide school buildings and erect needed buildings;
    - purchase, sell, and exchange district property and equipment as deemed necessary by the board for school purposes;
    - provide for payment of claims against the district, and prosecute and defend actions by or against the district, in all proper cases;
    - employ and discharge necessary employees and contract for other services;
    - provide for transportation of pupils to and from school, as governed by statute; and
    - procure insurance against liability of the district, its officers, and employees.
- The board, at its discretion, may perform the following:
    - provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
    - furnish school lunches for pupils and teachers on such terms as the board determines;
    - enter into agreements with one or more other independent districts to provide for agreed upon educational services;
    - lease rooms or buildings for school purposes;
    - authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
    - authorize cocurricular and extracurricular activities;
    - receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose; and
    - perform other acts as the board shall deem to be reasonably necessary or required for the governance of the schools.

Associated Policy –Policy 201- School Board Powers and Duties

Board Governance Model

The MSBA Board Governance Model delineates the distinct roles and responsibilities of the board and the superintendent, ensuring both governance and management functions are clearly articulated and understood. It outlines the board's role in setting expectations and parameters through policy adoption, budgeting, contracting, and focusing on student achievement for all. It also highlights the superintendent's responsibilities in providing leadership and supervision, thus ensuring policies and strategies set by the board are effectively implemented.

Standards for Board Leadership

The board is responsible to the community to govern efficiently and lead effectively to provide students an equitable education that results in high achievement. To assist in this journey, see the

Standards for School Board Leadership developed by the MSBA. This document outlines best practices for board members and provides the standards we should strive to meet as part of a high-performing board team.

Attributes of High-Performing Board Teams

1. Everyone clearly understands the mission, goals, and role of the board; everyone knows who is, and who should be, doing what.
2. Board members are skilled in group leadership and/or membership functions.
3. Board members have a high degree of trust in one another.
4. Interaction occurs in a supportive atmosphere. Suggestions, comments, ideas, information, and criticism are all offered in a manner that is helpful. Respect is shown for varying team viewpoints.
5. Expectations for the group and its members are high. Goals are stretched.
6. The board is not dominated by an individual or sub-group; everyone participates and has the opportunity to influence the discussion.
7. The board has established procedures for operation including decision-making, conflict resolution, and meeting management.
8. The board is future focused. Decisions are made with long-term consequences and benefits in mind.
9. The board evaluates its performance periodically.

School Board Self-Evaluation

School Board self-evaluations can be an invaluable tool for assessing and enhancing the effectiveness of our governing body. This process allows us to reflect on our collective performance, identifying strengths, challenges, and opportunities for improvement. Engaging in a self-evaluation enables us to gain insights into individual contributions and understand the dynamics and overall functioning of the board. It also fosters open communication, promotes accountability, and strengthens teamwork among board members. By participating in the process, we can gain insights that will empower us to make informed decisions, enhance our effectiveness in serving the community, and contribute to the continuous improvement of the board's performance and impact.

Role of the Superintendent

The board employs a superintendent to lead and manage the district. The superintendent is an ex-officio, non-voting member of the board and the chief executive officer of the school system. The superintendent's duties and responsibilities are derived largely from three sources: statute, the employment contract, and the job description. Superintendents are responsible for the management of the schools, the administration of all board policies, and are directly accountable to the board. The superintendent must annually evaluate each principal assigned responsibility for supervising a school building in the district. Also, the superintendent may delegate responsibilities to other district personnel but shall continue to be accountable for actions taken under such delegation. Minn. Stat. 123B.143.

Hiring a Superintendent

One of the most critical responsibilities of the board is the hiring of a superintendent. The selection of the superintendent is a decision that shapes the future of the district, influencing the quality of education, the effectiveness of school management, and the overall success of students. The importance of this decision cannot be overstated. The superintendent's vision and leadership directly impact educational outcomes and the district's ability to achieve its strategic goals. Therefore, it is imperative that the board conducts a thorough and meticulous search process, considering candidates' experience, leadership style, and alignment with the district's values and objectives. This decision requires careful deliberation and a commitment to finding a leader who will foster a positive educational environment, promote innovation, and address the diverse needs of the school community. In essence, the hiring of a superintendent is not just a routine administrative task but a defining moment that sets the course for the district's future.

Duties of the Superintendent

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent's supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules and procedures deemed necessary for the School District, and in general perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

Tenets of an Effective Board-Superintendent Relationship

Understanding and fostering a productive relationship between the board and the superintendent is critical for the success of our educational institution. The 17 Tenets of an Effective Board-Superintendent Relationship provides a comprehensive guide outlining key principles and best practices for maintaining a collaborative and effective partnership. This document highlights essential responsibilities and expectations for both the board members and the superintendent, promoting a clear understanding of each party's role in governance and administration. By adhering to these tenets, our board can ensure decisions are made efficiently, communication remains open and transparent, and the strategic goals of our district are met.

Evaluating the Superintendent

Evaluation of a superintendent's performance is one of the board's most important responsibilities. The evaluation of the superintendent is an inherent managerial right of the board. Each board member should review the superintendent's employment contract to determine the evaluation-related provisions, if any, that may be included. Done correctly, an evaluation is a useful governance tool that helps drive school improvement. In fact, a high-quality evaluation process enhances positive school-superintendent relationships, improves communication, clarifies leadership roles, creates common understandings, and provides a mechanism for accountability and communication.

Board Communication Guide

Communication Between Board Members

Adhering to guidelines for effective and lawful communication with your fellow board members is crucial. While open and collaborative communication is vital for the board's success, remember that discussions outside of official board meetings must be handled carefully to avoid violating the Minnesota Open Meeting Law (OML). This law requires any gathering of a quorum of board members, where official business is discussed, must be conducted in public and notice must be provided to ensure transparency. (See exceptions in the Closed Meeting Chart on pages 25.) Therefore, while informal discussions can be valuable for building relationships and exchanging ideas, avoid veering into areas of official board business unless they are part of a scheduled public meeting.

Building Collaborative Relationships – School governance is founded on the belief that a group of very different people representing various constituencies in their district can make better decisions than any one person alone. That diversity is the board's strength. It's best to be open-minded about the opinions of your fellow board members. Your goal should not be to change them to your point of view, but rather to determine the best solution to an issue by working together to try and accommodate all views. You want the students to be the "winners" — not one board member or another.

Addressing Team Dysfunction – Open communication is critical to the proper functioning of the board. If you feel the board is not functioning well, it may be appropriate to suggest a workshop where the board reviews its ground rules, board policies on board operations, and board/administrative relations that establish how the leadership team will function. If these ground rules and policies are not effective, then consider modifications to them. The board may want to hire a facilitator to assist with discussions to improve the board's working relations. MSBA can help with a custom board in-service tailored to the board's specific situation.

Guidelines for interacting outside a board meeting

- **Do Not Discuss Board Business.** Focus on topics such as general education trends, personal updates, or board training and development without steering into specifics of pending decisions or board business.
- **Be Cautious with Written Communication.** Exercise caution with emails, texts, and social media interactions among board members. Avoid group messages or email chains discussing board business that could be construed as a meeting.
- **Be Transparent with Your Intentions.** Always make the purpose of any gathering clear, ensuring it is social or educational in nature and not meant for making decisions or deliberations that should be reserved for official meetings.
- **Consider Public Perception.** When planning to meet outside of formal board meetings, consider how such gatherings might be perceived by the public. It's crucial to remember

any appearance of conducting board business or decision-making outside of the designated public meetings could undermine community trust and confidence.

Associated Policy – Policy 210- School Board Meetings- Open and Closed, Policy 210-R- School Board Meetings- Open and Closed Regulation

Situation	District Protocol
I have general questions about board governance and/or operation.	*Contact the Chair and Vice-Chair*
I have a concern or questions regarding board governance.	*Contact the Chair and Vice-Chair*
I have a concern or questions regarding district operations.	*Contact the Superintendent or applicable Executive Director/ Director of the district*

Communication with the Superintendent

You need to establish a productive working relationship with the superintendent. To do this, you need to communicate with that individual. If you have questions, it is better to call the superintendent and discuss them before the board meeting rather than surprise the superintendent at a public meeting. If the questions are concerns or relate to negative feelings from the community, superintendents appreciate knowing about them in advance of the board meeting so they can come prepared to address them. It is appropriate to call the superintendent, set up a meeting to discuss questions, or send an email for simple questions or requests. When contacting the superintendent, it is important for you to keep the scope of such contacts within reason, to permit adequate time to receive a response, and to generally remain cognizant of the superintendent's other responsibilities and demands on their time.

Disagreements with the Superintendent – Always treat your fellow board members, the superintendent, and other administrators with respect. However, don't be afraid to disagree on an issue. In fact, a discussion about an issue that reflects two or more views usually results in a better decision than if everyone agrees with the first solution offered. Be certain to debate the issue, not the person, and maintain decorum in debate.

Situation	District Protocol
I have general questions about the district.	*Contact the Superintendent*
What if I disagree with a report or presentation to the board from the superintendent or other staff member?	*Contact the Chair and Vice-Chair*

Communication with District Administrators and Staff

You will likely come in contact with district employees, including administrators, teachers, and other staff members. While there's nothing wrong with talking to district staff, keep in mind that complaints should follow the chain of communication. Additionally, understand individual board members do not have authority to direct the work of district staff members. Directing requests through the superintendent can assist with appropriate prioritization, identifying information that may be readily available, and determining when it may be appropriate to have the full board weigh in regarding certain requests and project ideas.

Discussing Your Child with Staff – This can be a tricky area. No matter what you say about "speaking as a parent, not a board member," it may be difficult for some teachers to separate your role on the board from your role as a parent. Some board members have indicated their significant others frequently take the lead in speaking to their children's teachers. Make sure you're not using your position as a board member to secure special treatment for your child. If there are issues you wish to discuss with a teacher, you should follow the normal procedures for contacting your child's teacher to discuss them. Keep in mind that you do not relinquish your parental rights now that you're a board member.

Communication with Constituents Including Staff, Students, Parents, and Community

Identify the person contacting you and ensure you have their contact information. Seek to understand the situation or interest but, generally, do not agree or commit to resolve it personally as that is not the role of individual board members. Here are some general expectations:

- Do not agree to confidentiality or commit to limit your options of notification.
- Do not get involved in staff employment or contractual issues.
- Do not attempt to work with a parent who is working on behalf of an organized group rather than on behalf of their own student.
- When applicable, redirect the person to the appropriate staff person or administrator to address the concern.
- Be alert to patterns of like concerns and notify the superintendent's office of the possibility.
- If the concern raises governance or public relations questions, contact the board chair in addition to the superintendent.
- Avoid forming and communicating opinions about a board decision before the board has discussed it in a board meeting.

Situation	District Protocol
If I get a phone call, email, or stopped in public from a constituent with concerns regarding the district.	*Contact the Superintendent*
If I get a phone call, email, or stopped in public from a constituent regarding the board's decisions.	*Contact the Chair and Vice Chair*
If I get an email that is addressed to the entire board with concerns from a constituent.	*Allow the Chair to respond on behalf of the board*
There is a situation that requires the district's legal counsel to be contacted.	*Contact the Superintendent*

Engaging with the Community

Be proactive. The board can engage key stakeholders by inviting and appointing them to participate in standing and ad hoc committees, advisory panels, focus groups, forums, and surveys to describe a vision for the district, set its goals, plan strategically, align resources with goals, and other actions offering them an opportunity to learn about public education and to influence

governance decisions. Encourage all members of the community to visit their schools. Invite them to extracurricular activities, schedule a grandparents' day, and offer tours. In public education, familiarity often breeds support.

Use a variety of means to engage community members, inform them about the district, and learn about their interests, priorities, and concerns. Print and electronic media, social media (be mindful of emerging trends for younger parents), the district's website, and face-to-face conversations all play important roles in a year-round district campaign to inform and to be informed.

While accentuating the positive — student successes and district progress — don't neglect the negative. Be the first to let the community know about clouds looming on the horizon, and what the board is doing to dispel them. The board should be ambassadors for the district by scheduling dialogues with a cross section of the community — preferably in their neighborhoods as well as in online forums. And be prepared to address negative comments and feedback in a positive, proactive manner.

In addition, consider the varying expectations of the district's constituents. The parents of seniors may have far different expectations than the parents of kindergartners, and elderly community members with no students in the district may want completely different types of communication.

Communication with the Media

It's important to handle media interactions with care to maintain the veracity and unified voice of the board. Maintaining a unified voice is crucial as it ensures all board communications are consistent, clear, and reflect the collective decisions and strategic direction of the board. This unified approach helps to build trust and credibility with the community, stakeholders, and the media.

Situation	District Protocol
If I am approached by the media regarding a concern or board decision.	*Contact the Superintendent and Director of Communications*

Communication on Social Media

Social media plays a significant role in board members' responsibilities. To use social media effectively while avoiding potential pitfalls, remember your posts should reflect well on your role and set a good example for students and the community. Be careful not to share personal, confidential, or legally protected information about students, employees, or board members. Opt for face-to-face or telephone conversations for private matters instead of using social media. Control your emotions and avoid posting in anger or frustration, as negative statements can have lasting consequences and may lead to legal issues. Always use polite language and refrain from abusive, profane, or offensive comments. Additionally, avoid posting on behalf of the district or sharing commercial messages linked to the district. Use social media primarily for listening, making announcements, and gathering feedback rather than conducting board business. Finally, ensure you comply with all relevant laws and district policies, including those related to acceptable use, harassment, discrimination, and privacy. Your online actions should always reflect the values and responsibilities of your position within the district.

Situation	District Protocol
I know about an upcoming district event that should be featured on social media.	*Contact the Superintendent and Director of Communications*
I saw a post containing false or misleading information regarding the board or district.	*Contact the Superintendent and Director of Communications*

Using a District Email

You should use a district email account for your board communications. While this creates another account to monitor, the extra effort is well worth it. As an elected official, your communications related to your office are presumed to be public data unless a provision of law makes part or all of the email private. Your emails may contain private personnel data (Minn. Stat. 13.43), private educational data (Minn. Stat. 13.32), correspondence with a private individual (Minn. Stat. 13.601), or protected medical information.

Members of the public may request access to public government data for any reason. Government entities must respond to these requests, and any work required to separate private data from public data, known as redaction, cannot be charged to the requester. The government entity must keep public data readily accessible, and redacting private data is its responsibility. Often, decisions about redaction need to be made by legal counsel, which adds to the expense.

If you use a personal or work email account, access to the public data may require you to turn over the personal or work device on which the emails are stored. If you use a district email address, the district's computer system can be searched to respond to public data requests. As a result, you do not have to worry about your personal or work devices being unavailable or about your personal or work information being shared with others.

Using a separate email account also separates your board work from personal or business correspondence. This reduces the number of emails that need to be searched in preparation for responding to a public data request, saving the district time and money.

Another reason this separation is helpful is in how you think about your emails related to board work. Remembering the presumed public status of what you write in emails to other board members, the superintendent, and other district personnel about board work can save you from explanations and embarrassment. Public data may end up on the local news or social media, so it is wise to keep this in mind as you compose emails related to board work.

A final consideration is the potential to violate the OML. If a two-way communication about board business occurs among a quorum of the board (or a quorum of a board committee), it results in an OML violation, and the emails create a record of the violation.

Communicating with Board Members Via Email – To ensure OML compliance, you are strongly discouraged from using email to communicate with other board members about issues within the board's realm of authority, except for procedural elements like establishing meeting dates and locations. Generally, you should use email only for one-way communications to and from the board chair or superintendent to distribute information.

Situation	District Protocol
I have questions regarding an email I received from the board chair or superintendent.	*Contact the Superintendent or District Administrative Assistant*
Another board member emailed me regarding board business.	*Contact the Chair and Vice Chair*
I have important information that everyone on the board needs to know before the next board meeting.	*Contact the Chair and Vice Chair or District Administrative Assistant*

Board Meetings and Governance

Board meetings are pivotal gatherings that dictate the course of educational policies and decisions within a district. Governed by a structured framework, these meetings encompass various types, from regular sessions to emergency convenings, each serving distinct purposes and following legal mandates outlined in Minnesota statutes. Moreover, the operational norms, roles of board officers, and adherence to parliamentary procedures shape the conduct of these meetings, ensuring efficiency, transparency, and accountability. In this comprehensive overview, we delve into the intricacies of board meetings, covering everything from meeting types and legal obligations to procedural guidelines and public participation protocols.



Meetings of the Board

Types of Meetings

Regular Board Meeting – Regular meetings of the board are held according to an established schedule. The schedule must be kept on file at the district office. No additional notice required unless the date, time, or place of the regular meeting is changed. Minn. Stat. 13D.04, Subd. 1. Regular WPS School Board meetings take place on the second Monday of the month unless otherwise noted.

Work Sessions - WPS School Board Work Sessions take place on the fourth Monday of the month unless otherwise scheduled. A work session is a meeting in which no board action is taken, but the administration or school board study and discuss in depth matters which potentially will come before the board.

Special Meeting – The board may hold a special meeting to conduct business as needed. A special meeting can provide extra time for presentations, such as review of building-level outcomes, or to deal with an issue that arises but is not likely to be ongoing. A special meeting requires three days' notice (posted on the district's main bulletin board and either published in the official newspaper or emailed to those persons requesting notice) of the date, time, place, and purpose of the meeting. Board discussion and action must fall within the posted purpose(s) of the meeting. Minn. Stat. 13D.04, Subd. 2.

Emergency Meeting – The board may hold an emergency meeting called to deal with a situation that requires immediate board consideration and possible action, such as a response to a school fire, a school safety issue, etc. The board determines when an emergency meeting is needed. Good faith effort must be made to notify the news media that have requested notice in the same manner as notice is given to board members. If the situation allows for a three-day notice, hold a special meeting. Minn. Stat. 13D.04, Subd. 3.

Organizational Meeting – The first meeting in January will be devoted to business required for the proper organization of the board. The agenda may include:

- Seating new members including administering the ceremonial oath of office
- Electing officers for chair, vice-chair, clerk, and treasurer
- Setting the dates, time, and location(s) for regular board meetings
- Setting board member compensation
- Establishing standing committees and committee members
- Determining time, place, and manner for public comments
- Designating district depositories
- Selecting the official newspaper and the district's legal counsel

Open Meeting Law (OML)

The Open Meeting Law (Minn. Stat. Ch. 13D.) is intended to preserve the rights of the public to observe actions and decisions of its representatives. To satisfy this, all meetings of the board will be open to the public for attendance, and a schedule of the board's regular meetings and working

sessions will include times and locations and shall be kept on file at the district office. (See the Closed Meeting Law Chart link below for exceptions). Additionally, the board will ensure a schedule of meetings is posted on the district's website. The OML applies to all meetings of the public body and, in general, meetings of its committees and subcommittees. For the law to apply, a quorum (a majority of the members of the board) must be present. Although the responsibility to ensure meetings are properly noticed lies with the board, this operational activity is typically carried out by the staff member who functions as the clerk to the board.

Closed Meetings

Minnesota's OML requires all board meetings to be open to the public with few exceptions. A public body must begin in an open meeting and state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. A majority vote is needed to close the meeting, with the time and place announced at the public meeting before going into closed session. Please review Minn. Stat. 13D.05 before proceeding to close a meeting. For specific questions, consult with legal counsel.

For more information regarding closed meetings, see MSBA's Closed Meeting Law Chart.

Meetings Conducted by Interactive Technology

In the ever-evolving landscape of governance, technology has become an indispensable tool for facilitating communication and collaboration. Section 13D.02 of the Minnesota Statutes acknowledges this reality by outlining the conditions under which meetings governed by section 13D.01 can be conducted using interactive technology. The reason for attending via interactive technology shall be noted in the minutes.

For more information regarding remote meetings, see Minn. Stat. 13D.02 Meetings Conducted by Interactive Technology.

Meeting Operations

Attendance of Meetings

All board members are expected to attend all meetings. However, it is recognized scheduling conflicts will occur. Should a member be unable to attend a meeting, they shall notify the Chair, Vice-Chair and District Administrative Assistant.

Location of Meetings

School Board meetings are held at **Wayzata Creekside Building**, 16000 41st Ave. N, Plymouth, MN 55446.

Voting

Each elected member of the board will have one vote. A roll call vote will be taken when required by law or when requested by any board member.

Quorum of the Board

In order for a board meeting to be official and before any action can be taken by the board, at least a quorum of board members must be present. In the absence of a quorum, the only official action that the board may take is to adjourn the meeting. The gathering of a quorum constitutes a meeting if "members discuss, decide, or receive information as a group on issues relating to the official business of the district."

Presiding Officer

The chair will preside over all board meetings. If the chair is unable to preside, the vice-chair (if one has been appointed), will perform the duties of the chair. Should both the chair and vice-chair be unable to preside, the clerk will perform the duties of the chair. In the unlikely event that the chair, vice-chair, and clerk are unable to preside, the treasurer will perform the duties of the chair.

Superintendent's Role in Board Meetings

The superintendent is a key person at all board meetings. The superintendent and chair commonly plan the meeting agenda together. The superintendent makes certain the meeting room is set up as required and all tools needed are available, such as audio or visual recording equipment, internet access, microphones, etc. Each item on the agenda is introduced by the chair; however, for discussion or action items, the superintendent or a designee is often asked to explain the issue. The superintendent's recommendation should be solicited before a vote is taken.

Board Committees

Committees may be established to address recurring needs of the board. Committees are in place to make the board's work more efficient and effective. They serve in advisory capacities and bring recommendations to the full board for decision making. Board committees should meet as often as necessary to accomplish their work and should meet only when there is substantive work to be done.

Human Resources Committee

Purpose: To offer support and guidance for the Executive Director of Human Resources

Potential Committee Activities:

- Review the HR consent agenda in advance of the school board meeting
- Support the HR department in routine work
- Stay informed re: emerging issues in the HR department
- Help guide the realization of the strategic directions & equity commitment through the district human resources work
- A Rep from HR may serve as a Rep to the Sup contract process

Finance Committee of the Board

Purpose: To provide guidance and support to the finance department. To review the CFAC agenda and serve as the Board representative at the meetings. To provide oversight through the District OPEB committee.

Potential Committee Activities:

- Review Finance items that will come to the regular meeting or work session
- Provide on-going support and guidance to the finance department
- Provide governance level input on issues related to district operations (such as transportation, food service, facilities, etc.)
- A Rep from Finance Committee may serve as a Rep to the Sup contract process

Facilities Committee of the Board

Purpose: To oversee bond referendum and other capital projects and to provide governance level input to long range facilities planning and development.

Potential Committee Activities:

- Explore teaching and learning impacts on middle school facilities planning with governance level input on the interconnectedness of facilities and our educational programs.
- Continue to monitor District growth in student enrollment and building growth
- Support the Administration in conversations and decision making surrounding Joint Powers agreements
- Provide governance level input and oversight on the realization of the District Roadmap and Strategic Directions through a facilities lens.

Policy Committee

Purpose: To review district policies and make recommendations for revision, addition, or deletion as needed; consider and provide guidance on questions on questions of policy or district regulation; maintain policy adherence to state and federal laws.

Committee Activities:

- Work with the administration to: (1) review / revise existing policies (per the 3 year review cycle) for consistency with the strategic roadmap and alignment with state statutes; and (2) consider new policies that are, again, consistent with the strategic roadmap.
- Provide guidance to the administration or full board about questions that arise about existing policies
- Provide feedback to the administration about questions the administration has regarding the regulations that accompany the policies (the board does not “own” or approve the regulations)

Procedurally:

- The administration brings existing policies and new prospective policies to the Policy Committee for consideration and discussion
- Once the consideration / discussion is complete, the administration makes a recommendation to the full board for approval of the applicable policy(ies)
- If any board member wants additional discussion, the policy / policies can be discussed at a board work session.

All policies are on a 3-year review cycle. The committee also works with other corresponding Board committees in the case of new policy development.

Community Relations Committee

Purpose: To support the communications and engagement team in connecting with the community through electronic and print publications, media relations, crisis communications and other district initiatives.

Committee Activities:

- Provide governance level oversight in District communications
- Plan and deliver community connection opportunities- such as Bagels with the Board at the High School
- Consider additional pathways to showcase the work of the District and the realization of our Strategic Directions
- Consider the pathways and inputs for Board level communication with the community.
- Explore governance level communications work across the District (such as supportive messages to staff, etc.)
- Offer support and guidance on referendum planning and implementation

Superintendent Evaluation and School Board Development

Purpose: To plan, facilitate, and document the annual Superintendent review process, including goal setting, check-in's, and the annual end of year review.

Committee Activities:

- Plan, facilitate, and document the mid and end of year review
- Support ~~Dr. Anderson~~ the Superintendent in providing quarterly updates regarding work toward the strategic directions
- Work in 2025 may include more coordination with the District goal setting process
- Continue to consider alignment of goals with the District scorecard
- A rep from the committee may assist with the contract development process.

Teaching and Learning Committee

Purpose: To review processes and long-range planning educational recommendations; review and recommend changes to policies pertaining to teaching and learning; meet and work with the

Executive Director of Teaching and Learning regarding educational issues; hear academic achievement reports, and closely monitor efforts to close the opportunity and achievement gap.

Committee Activities:

- Provide governance level guidance and oversight to the attainment of the strategic directions.
- Provide support and guidance for the District equity commitment, support the alignment efforts with facilities and the middle school model
- Continue to offer support and guidance through the pandemic response and recovery.
- Act as a sounding board for the Teaching and Learning administrative team.
- Receive updates and provide governance level oversight for the curricular review cycles.

Associated Policy – **Policy 208- School Board Committees and Appointments**

Election of Board Officers

Minnesota law is silent on the method of electing officers, except that the election must be by open vote and not by any form of secret ballot. Minn. Stat. 13D.01, Subd. 4. Subsequently, the board may establish its own procedures, including procedures for nominating officers and voting procedures. The board will establish procedures in advance of the meeting so that everyone will know what to expect from the outset. The board must follow the procedures, but the procedures can be changed if the majority of the board members agree.

For more information regarding officer elections, see MSBA's First Monday in January Handbook.

Guide to Board Meeting Roles and Responsibilities

Effective management and clear understanding of roles are essential for the smooth operation of board meetings. The Guide to Board Meeting Roles and Responsibilities provides a detailed outline of the duties and expectations for board members, the chair, the superintendent, and administrative staff before, during, and after meetings. This comprehensive guide helps ensure all participants are well-prepared, meetings are conducted efficiently, and follow-up actions are clearly defined. It covers everything from agenda preparation and legal advice to maintaining a positive meeting atmosphere and accurate record-keeping.

Data Privacy

It's essential to understand how data privacy relates to board meetings. When discussing district matters in board meetings, we encourage open dialogue. However, we need reasonable restrictions to ensure orderly proceedings and protect individuals' privacy and due process rights. These rights extend to both employees and students of the district. For employees, this includes the privacy of their personnel data. Similarly, students have privacy rights concerning their educational data. To uphold these privacy rights, we have procedures in place for handling agenda items and complaints.

Associated Policy – Policy 418- Public and Private Personnel Data, Policy 418-R- Public and Private Personnel Data Regulations

Public Comments to the Board

The board recognizes the value of participation by the public in deliberations and decisions on district matters. However, the board retains the right to determine whether and how public comment may occur. 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 School Board, they may leave their contact information with the administrative assistant.

Associated Policy – Policy 212- Public Participation in School Board Meetings, Policy 212-R- Public Participation in School Board Meetings Regulations

Agendas and Minutes

Agenda Procedures

The board will conduct business during meetings through an adopted agenda that advances board work and district goals. The agenda serves as a roadmap for the meeting, outlining topics such as reports, presentations, discussions, and decisions. It is expected all board members will read the agenda and any supporting documents prior to the meeting. Each board member has the right to request additions, amendments, or revisions to the agenda prior to its adoption, and the board will determine if those changes are to be made.

Consent Agenda

The superintendent, in consultation with the board chair, may place items on the consent agenda. A consent agenda is a part of the agenda that includes items typically approved together in one motion. These items may include meeting minutes, routine reports, personnel appointments, and other administrative matters. By grouping these items together, the board can streamline the meeting process and focus on more substantive discussions. If any board member wishes to discuss or vote separately on an item listed in the consent agenda, they can request to have it removed for individual consideration.

Meeting Minutes

Minutes will be carefully recorded to include all actions of the board and all votes taken at a board meeting by the board's clerk or designee. Minutes do not include discussion or editorial comments. School board meeting minutes shall be posted in the designated newspaper after approval by the school board.

Common Acronyms Used in Education

ACA – Affordable Care Act (PPACA)

ACT – American College Test

AD – Activities Director

ADA – Average Daily Attendance

ADA or ADAAA – Americans with Disabilities Act Amendments Act of 2008 ADD – Attention Deficit Disorder

ADHD – Attention Deficit Hyperactive Disorder

ADM – Average Daily Membership

ALC – Alternative Learning Center

ALP – Alternative Learning Program AMCPU – Adjusted Marginal Cost Pupil Unit

ANTC – Adjusted Net Tax Capacity

AP – Advanced Placement

APU – Adjusted Pupil Units

ATPPS – Alternative Teacher Professional Pay System (Q Comp)

AYP – Adequate Yearly Progress

BCA – Bureau of Criminal Apprehension BMS – Bureau of Mediation Services

CLP – Continual Learning Plan

CTE – Career and Technical Education DHS – Department of Human Services D/HH – Deaf/Hard of Hearing

EBD – Emotional Behavior Disorder ECFE – Early Childhood Family Education ECSE – Early Childhood Special Education EL – English Learner

EM or EdMN – Education Minnesota EDRS – Electronic Data Reporting System EEOC – Equal Employment Opportunity Commission

EIS – Early Intervention Services

E–RATE – Education Rate (federal discount on telecommunications and internet access)

ERISA – Employee Retirement Income Security Act

ESL – English as a Second Language

ESEA – Elementary and Secondary Education Act

ESSA - Every Student Succeeds Act FLSA – Fair Labor Standards Act

FMLA – Family and Medical Leave Act FTE – Full–Time Equivalent

FY – Fiscal Year

GED – General Education Diploma

GPA – Grade Point Average

HI – Hearing Impaired

HSGI – High School Graduation Initiative IB – International Baccalaureate

IDEA – Individuals with Disabilities Education Act

IEP – Individualized Education Program IFSP – Individual Family Service Plan IPAD – Information Policy Administration Division (of the MN Department of Administration)

ISD – Independent School District

IT – Information Technology

ITBS – Iowa Tests of Basic Skills

ITV – Interactive Television

K12 – Kindergarten through 12th Grade LD – Learning Disability

LEA – Local Education Agency

LEP – Limited English Proficiency

LLA – Last Location of Attendance

LRE – Least Restrictive Environment

LTD – Long–Term Disability

LYP – Learning Year Program

LYPS – Learning Year Program Site MAEOP – Minnesota Association of Educational Office Professionals

MARSS – Minnesota Automated Reporting Student System

MASA – Minnesota Association of School Administrators

MASBO – Minnesota Association of School Business Officials

MASSP – Minnesota Association of Secondary School Principals

MCA – Minnesota Comprehensive Assessments

MDE – Minnesota Department of Education

MEEP – Minnesota Education Effectiveness Plan

MESPA – Minnesota Elementary School Principals' Association

MinnSPRA – Minnesota School Public Relations Association

MLA – Minnesota Library Association MMMI – Mild to Moderate Mentally Impaired (EMH)

MnSCU – Minnesota State Colleges and Universities System

MNTAAB – Minnesota Tax and Aid Anticipation Borrowing Program

MnEEP – Minnesota Education Equity Partnership

MOE – Maintenance of Effort

MREA – Minnesota Rural Education Association

MS – Minnesota Statutes

MSBA – Minnesota School Boards Association

MSBAIT – Minnesota School Boards Association Insurance Trust

MSDLAF+ – Minnesota School District Liquid Asset Fund Plus

MSHSL – Minnesota State High School League

NCES – National Center for Education Statistics

NCLB – No Child Left Behind (see also ESEA)

NTC – Net Tax Capacity

OCR – Office for Civil Rights

OMB – Office of Management and Budget OML – Open Meeting Law

P-12 – Pre-Kindergarten through 12th Grade

P-20 – Pre-Kindergarten through Bachelor's

Degree (post-secondary)

PELRA – Public Employment Labor Relations Act

PERA – Public Employees Retirement Association

PFDA – Pupil Fair Dismissal Act

PPACA – Patient Protection and Affordable Care Act (also referred to as ACA)

Pre-K – Pre-Kindergarten

PSEO – Post–Secondary Enrollment Options

PU – Pupil Units

Q COMP – Quality Compensation (see also ATPPS)

RFP – Request for Proposal

RFQ – Request for Quote

RMCPU – Resident Marginal Cost Pupil Units

RMIC – Regional Management Information Centers

RMV – Referendum Market Value

RTI – Response to Intervention

SAT – Scholastic Aptitude Test or Student Assistance Team

SEE – Schools for Equity in Education SOD – Statutory Operating Debt

STARS – Staff Automated Reporting System

T & E – Training and Experience

T1 – Tee one large bandwidth copper phone line

TDE – Teacher Development and Evaluation

TIES – Technology and Information Educational

Services

TIF – Tax Increment Financing

TIP – Teacher Improvement Plan

TRA – Teachers Retirement Association TSA – Tax–Sheltered Annuity

UFARS – Uniform Financial Accounting and Reporting Standards

ULA – Unrequested Leave of Absence URL – Universal Resource Locator WADM – Weighted Average Daily Membership

https://www.google.com/url?q=https://search.mnmsba.org/api/download/file-1746209000633-download-Glossary%2520of%2520Education%2520Terms_Updated%2520May%25202,%25202025.pdf&sa=D&source=docs&ust=1781563765486438&usg=AOvVaw2CHGqi7IznsGH7JqcLeiyn

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