ISD 110 School Board Regular Meeting

Monday, July 27, 2026 7:00 PM
Waconia City Hall, 201 S Vine Street, Waconia, MN 55387

1.	**CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE, and PLEDGE OF ALLEGIANCE**	**Presenter:** Chair Amott
2.	**ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE**	**Presenter:** Chair Amott
2.A.	Upcoming Meetings:	
3.	**PUBLIC COMMENT**	
4.	**MINUTES OF PREVIOUS MEETING**	

ISD 110 School Board Regular Meeting
Monday, June 22, 2026 7:00 PM Central

Waconia City Hall
201 S Vine Street
Waconia, MN 55387

1. **CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE, and PLEDGE OF ALLEGIANCE**

Members present: Amott, Bergstrom, Wilson, Rosin, Arnita, Kelzer-Breeden
Members absent: Hagen
Call to order by Chair Amott at 7:00 PM

Motion by Kelzer-Breeden to adopt agenda
Rosin second
All in favor
Motion carried

2. **ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE**

2.A. Upcoming Meetings:

3. **PUBLIC COMMENT** none

4. **MINUTES OF PREVIOUS MEETING**
Motion by Wilson to approve the minutes of the June 8 work session
Kelzer-Breeden second
All in favor
Motion carried

5. **CONSENT AGENDA**
Motion by Bergstrom to approve consent agenda
Kelzer-Breeden second
All in favor
Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

<u>Employment</u>

Anderson, Emily	Custodial Cleaner	WHS
Replacement	8 hours/day; 261 days	
Babbs, Deborah	Social Studies Teacher	WMS
Replacement	1.0 FTE; 184 Days	
Baumann, Benjamin	Custodial Cleaner	ESC

Replacement	8 hours/day; 261 days	
Bell, Matthew	Special Education Teacher	WMS
Replacement	1.0 FTE; 184 Days	
Cooney, Shea	Teacher Assistant	ECFE
Replacement	6 hours/day; 175 days	
Danaher, Morgan	Special Education Teacher	SV
Replacement	1.0 FTE; 184 Days	
Eiling, Ariel	Early Childhood Special Education Teacher	WEC
Replacement	1.0 FTE; 184 Days	
Philip, Jincy	KidSpace Lead	Comm Ed
Replacement	8 hours/day; 257 days	
Rannow, Scott	Groundskeeper	ESC
Replacement	8 hours/day; 261 days	
Stienessen, Amy	Elementary Instructional Coach (TOSA)	BV, LT, SV
Replacement	1.0 FTE; 184 Days	
Stier, Griffie	School Social Worker	WMS
Replacement	1.0 FTE; 184 Days	

<u>Employee Status Changes</u>

Hoxie, Gretchen, from Educational Assistant at BV to Student Success Coordinator at Comm Ed

Johnson, Julie, from Assistant Head Cook to Head Cook at BV

Extended Contracts

Alger, Lynette, Guidance Counselor, Extended Contract- 8 Summer Days

DeYoung, Stephanie, Special Education Teacher, Extended Contract- 6 Summer Days

Henn, Dana, Guidance Counselor, Extended Contract- 8 Summer Days

Raether, Kelly Jo, Special Education Teacher, Extended Contract- 7 Summer Days

Serum, Tammy, Guidance Counselor, Extended Contract- 8 Summer Days

Leaves of Absence

Benz, Kiley, Administrative Assistant III, WMS

DeLaney, Dave, Technology Specialist, WHS

Fuller, Hannah, Teacher, WHS

Schwartz, Alycia, Night Lead Custodian, WMS

Retirements/Resignations/Terminations

Aguilar, Krystal, KidSpace Lead at Comm Ed

Culver, Amy, Social Studies Teacher at WMS

Eischens, Sara, Health Services Manager at ESC

Gabrelcik, Angela, School Social Worker at WMS

Hintz, Rebecca, Special Education Teacher at BV

King, Heather, ECSE Teacher at WEC

Lemke, Amber, Preschool Teacher at Comm Ed

Martodam, Dana, Special Education Teacher at WMS

Schuette, Jean, Head Cook at BV

Shirley, Johnioy, Custodial Cleaner at WMS

Sorensen, Jacqueline, Health Associate at WHS

Vanderlinde, Lee, Groundskeeper/Snow Removal at ESC

Young, Samuel, Custodial Cleaner at WHS

5.C. MSHSL Renewal Resolution

5.D. Approval of Milk and Bread Vendor Agreement Renewals for 2026-2027

5.E. CESO Organizational Review and Operational Assessment Proposal

5.F. Approval of AHU #26

5.G. ISD 110 Identified Official with Authority (IOwA) Designation for SY26-27

5.H. CIS Agreement with University of Minnesota

5.I. Workers' Compensation Insurance Renewal

5.J. Receipts of Donation

6. **REPORTS**

6.A. Transportation Report - Koch Bus Co.

6.B. Administrative Presentation: Comprehensive Arts Planning Program (CAPP)

6.C. Finance Report

6.C.1. April Finance Report

6.C.2. 2026-27 Budget Book Presentation

6.D. Participation Notification: Member Bergstrom Participation in "Author in Residence" Program at Southview Elementary

7. **ACTION ITEMS**

7.A. Adoption of the 2026-27 Budget

Motion by Rosin to adopt the 2026-27 Budget
Kelzer-Breeden second
All in favor
Motion carried

7.B. Request for Approval - Second Pasta Machine

Motion by Arnita to approve purchase of second pasta machine
Wilson second
All in favor
Motion carried

7.C. Pay 27 SouthWest Metro Intermediate #288 LTFM Levy Resolution (Roll Call Vote)

Motion by Bergstrom to approve Pay 27 SouthWest Metro Intermediate #288 LTFM Levy Resolution
Kelzer-Breeden second
All in favor
Motion carried

7.D. Pay 27 SouthWest Metro Intermediate #288 Safe Schools Levy Resolution (Roll Call Vote)

Motion by Wilson to approve Pay 27 SouthWest Metro Intermediate #288 Safe Schools Levy Resolution
Rosin second
All in favor
Motion carried

7.E. Resolution Certifying the Population Estimate for the 2026 Payable 2027 Levy of Independent School District 110 Waconia Public Schools (Roll Call Vote)

Motion by Kelzer-Breeden to approve Resolution Certifying the Population Estimate for the 2026 Payable 2027 Levy of Independent School District 110 Waconia Public Schools
Wilson second
All in favor
Motion carried

7.F. Second Read Board Policies

Motion by Wilson to approve second read board policies
Rosin second
All in favor
Motion carried

7.F.1. 518 DNR DNI Orders

7.F.2. 599 Accommodation of Students with Life Threatening Allergies

7.F.3. 530 Immunization Requirements

7.F.4. 401 Equal Employment Opportunity

7.F.5. 404 Employment Background Checks

7.F.6. 405 Veteran's Preference

7.F.7. 406 Public and Private Personnel Data

7.F.8. 410 Family and Medical Leave Policy

7.F.9. 418 Drug-Free Workplace / Drug-Free School

7.F.10. 420 Students and Employees with Sexually Transmitted Diseases and Certain Other Communicable Diseases and Infectious Conditions

7.F.11. 427 Workload Limits for Certain Special Education Teachers

7.F.12. 211 Criminal or Civil Action Against School Board

7.F.13. 515 Protection and Privacy of Pupil Records

7.F.14. 520 Student Surveys

7.F.15. 604 Instructional Curriculum

7.F.16. 613 Graduation Requirements

7.F.17. 615 Basic Standards Testing Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodations, and LEP Students

7.F.18. 616 School District System Accountability

7.F.19. 618 Assessment of Student Achievement

7.F.20. 619 Staff Development Standards

7.F.21. 620 Credit for Learning

8. **DISCUSSION ITEMS**

8.A. First Read Board Policies

8.A.1. **MSBA Model Policy Redlines (February 2026)**

8.A.1.a. 701 Establishment and Adoption of School District Budget

8.A.1.b. 709 Student Transportation Safety

8.A.1.c. 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources

8.A.1.d. 807 Health and Safety Policy

8.A.2. **3 Year Review**

8.A.2.a. 701.1 Modification of School District Budget

8.A.2.b. 702 Accounting

8.A.2.c. 703 Annual Audit

8.A.2.d. 705 Investments

8.A.2.e. 706 Acceptance of Gifts

8.A.2.f. 711 Videotaping on School Buses

8.A.2.g. 713 Student Activity Accounting

8.A.2.h. 714 Fund Balances

8.A.2.i. 724 Purchasing Policy

8.A.2.j. 801 Equal Access to Facilities

8.A.2.k. 805 Waste Reduction and Recycling

8.A.2.l. 809 Naming Rights Policy

8.A.2.m. 901 Community Education

8.A.2.n. 902 Facility Use Policy

8.A.2.o. Facility Use Rates

8.A.2.p. 903 Visitors & Volunteers to School Buildings and Sites

8.A.2.q. 903.1 AR School District Visitor/Volunteer Regulations

8.A.2.r. 904 Distribution of Materials on School District Property by Nonschool Persons

8.A.2.s. 905 Advertising

8.A.2.t. 907 Rewards

8.A.2.u. 998 Memorials of Deceased Students and Staff

8.A.3. **MDE Audit Recommendations**

8.A.3.a. 533 Wellness Policy

8.A.3.b. 534 School Meals Policy

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations Committee

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

9.D. Schools Advocating for Fair Funding (SAFF) Representative

9.E. Southwest Metro Intermediate District 288 Representative

Amott reports the board has accepted the resignation of the current superintendent. A superintendent search will begin soon.

9.F. MSHSL Representative

Rosin reports Jaime Sherwood has been voted to continue role as secretary for Region 2AA

9.G. Special Education Advisory Council

9.H. Community Education Advisory Council Representative

9.I. Teaching & Learning Advisory Council Representative

9.J. City of Waconia Liaison

10. **ENTER CLOSED MEETING RE:** Superintendent's Evaluation

Motion by Wilson to enter into closed meeting for the superintendent's evaluation (8:22 PM)
Kelzer-Breeden second
All in favor
Motion carried

11. **ADJOURNMENT**

Motion by Rosin to adjourn
Wilson second
All in favor
Motion carried

Meeting adjourned at 8:57 PM

5. **CONSENT AGENDA** **Presenter:** Chair Amott

5.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
618799	21ST CENTURY SPORTS LLC	05/08/2026	R	2,384.50	May
618800	ADAMS PEST CONTROL CO INC	05/08/2026	R	818.60	May
618801	AFFINETY SOLUTIONS, INC	05/08/2026	R	275.00	May
618802	ALPHA WIRELESS COMMUNICATIONS	05/08/2026	R	378.00	May
618803	AMMERICAN ASSOC OF SCHOOL ADMI	05/08/2026	R	485.00	May
618804	ANDRASCHKO, NEIL	05/08/2026	R	186.00	May
618805	ANNANDALE HIGH SCHOOL	05/08/2026	R	150.00	May
618806	AVIBEN	05/08/2026	R	269.75	May
618807	BACH, MATTHEW	05/08/2026	R	192.00	May
618808	BATTERIES R US	05/08/2026	R	1,559.97	May
618809	BECKER HIGH SCHOOL	05/08/2026	R	420.00	May
618810	BEHRENS, CHARLES	05/08/2026	R	258.00	May
618811	BELL, ANTHONY	05/08/2026	R	300.00	May
618812	BENNETT, GRANT	05/08/2026	R	186.00	May
618813	BIFFS, INC	05/08/2026	R	2,521.83	May
618814	BJORKLUND COMPENSATION LLC	05/08/2026	R	150.00	May
618815	BLICK ART MATERIALS	05/08/2026	R	508.36	May
618816	BLOOMINGTON JEFFERSON HS	05/08/2026	R	200.00	May
618817	BORG, DWAYNE	05/08/2026	R	240.00	May
618818	BRAINERD HIGH SCHOOL	05/08/2026	R	350.00	May
618819	BRIGHTWORKS	05/08/2026	R	330.00	May
618820	BROWER, ROSS	05/08/2026	R	166.00	May
618821	BSN SPORTS LLC	05/08/2026	R	889.62	May
618822	CARLSON, JACK	05/08/2026	R	86.00	May
618823	CHASKA HIGH SCHOOL ATHLETICS	05/08/2026	R	885.00	May
618824	COMM ED - EASTERN CARVER COUNT	05/08/2026	R	1,395.00	May
618825	COON RAPIDS HIGH SCHOOL	05/08/2026	R	300.00	May
618826	CREATIVE COMPASS CONSULTING	05/08/2026	R	1,500.00	May
618827	CURFMAN TRUCKING & REPAIR, INC	05/08/2026	R	2,925.00	May
618828	DASSEL-COKATO HS ISD# 466	05/08/2026	R	150.00	May
618829	DEMCO, INC	05/08/2026	R	206.98	May
618830	DIVERSIFIED PLUMBING & HEATING	05/08/2026	R	19,829.40	May
618831	EDEN PRAIRIE HIGH SCHOOL	05/08/2026	R	275.00	May
618832	ELITE BRANDING SOLUTIONS	05/08/2026	R	251.78	May
618833	FRANK, ANTHONY	05/08/2026	R	120.00	May
618834	FRED J MILLER INC.	05/08/2026	R	1,755.75	May
618835	GAGNON, DANNY	05/08/2026	R	98.00	May
618836	GARAGE LANES LLC	05/08/2026	R	336.00	May
618837	GEMINI ATHLETIC WEAR, INC.	05/08/2026	R	15,138.00	May
618838	GRAINGER	05/08/2026	R	170.02	May
618839	HAMMER SPORTS LLC	05/08/2026	R	572.00	May
618840	HENNEPIN COUNTY ACCOUNTS REC	05/08/2026	R	5,784.63	May
618841	HENTGES, HENRY	05/08/2026	R	120.00	May
618842	HERD, KEITH	05/08/2026	R	240.00	May
618843	HEUSINKVELD, JESSIE	05/08/2026	R	124.00	May
618844	HILLYARD/HUTCHINSON	05/08/2026	R	6,179.68	May
618845	HOFFMAN, MICHAEL	05/08/2026	R	200.00	May
618846	HOLY FAMILY CATHOLIC HIGH SCHO	05/08/2026	R	400.00	May
618847	HUSTLE & HEART SPORTS	05/08/2026	R	3,007.50	May
618848	HUTCHINSON HIGH SCHOOL	05/08/2026	R	200.00	May
618849	IEA, INC	05/08/2026	R	2,613.81	May
618850	INDIANHEAD FS DISTRIBUTOR, INC	05/08/2026	R	14,742.52	May
618851	ISENSEE, SAMANTHA	05/08/2026	R	600.00	May
618852	KAHMEYER, TROY	05/08/2026	R	186.00	May
618853	KEEGAN, KEVIN	05/08/2026	R	400.00	May
618855	KLEVE, EMMA	05/08/2026	R	150.00	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
618856	KNUTSON, GREG	05/08/2026	R	194.00	May
618857	KOESTER, TROY	05/08/2026	R	120.00	May
618858	KOOSMANN, JACK	05/08/2026	R	300.00	May
618859	KROMER COMPANY	05/08/2026	R	299.95	May
618860	KUPHAL, BRENT	05/08/2026	R	120.00	May
618861	LAKESHORE LEARNING MATERIALS L	05/08/2026	R	75.98	May
618862	LANGE, JEFF	05/08/2026	R	360.00	May
618863	LAULAINEN, JOHN	05/08/2026	R	85.00	May
618864	LHOTKA, MICHAEL	05/08/2026	R	180.00	May
618865	LINDSTROM, CHRIS	05/08/2026	R	120.00	May
618866	LOFFLER COMPANIES	05/08/2026	R	3,291.66	May
618867	LUDOWESE, DAVID	05/08/2026	R	186.00	May
618868	MERRITT, GEDRIC	05/08/2026	R	120.00	May
618870	MINNETONKA HIGH SCHOOL ATHLETI	05/08/2026	R	300.00	May
618871	MUSIC MART	05/08/2026	R	1,179.23	May
618872	NEW PRAGUE HIGH SCHOOL	05/08/2026	R	400.00	May
618873	O'BRIAN, TOM	05/08/2026	R	166.00	May
618874	PDQ INTERMEDIATE, INC.	05/08/2026	R	6,356.00	May
618875	PEREZ, JOSEPH	05/08/2026	R	600.00	May
618876	PERFORMANCE FOODSERVICE	05/08/2026	R	584.00	May
618877	PETERSON, SEANNA	05/08/2026	R	150.00	May
618878	PICK A TIME	05/08/2026	R	120.00	May
618879	PLONSKI, ALEXANDRA	05/08/2026	R	97.00	May
618880	POZEGA, JUSTIN	05/08/2026	R	600.00	May
618881	POZEGA, ROCCO	05/08/2026	R	300.00	May
618882	PRIOR LAKE HIGH SCHOOL	05/08/2026	R	270.00	May
618883	PROCARE THERAPY	05/08/2026	R	3,528.00	May
618884	RIDDELL ALL AMERICAN SPORTS CO	05/08/2026	R	309.55	May
618885	ROBERTS, JOSEPH	05/08/2026	R	128.00	May
618886	ROISUM, DENNIS	05/08/2026	R	240.00	May
618887	ROSEMOUNT HS	05/08/2026	R	450.00	May
618888	RUNING, KELLY	05/08/2026	R	97.00	May
618889	SARTELL HIGH SCHOOL	05/08/2026	R	300.00	May
618890	SCHOMMER, JAMES	05/08/2026	R	200.00	May
618891	SHRED-N-GO - 446138	05/08/2026	R	173.06	May
618892	SOUERS, RANDY	05/08/2026	R	120.00	May
618893	SOUTHWEST METRO INTERMEDIATE D	05/08/2026	R	1,621.48	May
618894	SPERR, MICHAEL	05/08/2026	R	97.00	May
618895	SPRING LAKE PARK HS	05/08/2026	R	300.00	May
618896	SQUIRES,WALDSPURGER & MACE PA	05/08/2026	R	383.00	May
618897	SZOT SR, JOHN	05/08/2026	R	98.00	May
618898	T-MOBILE	05/08/2026	R	380.00	May
618899	TAYLOR HUBBARD PHOTOGRAPHY LLC	05/08/2026	R	700.00	May
618900	TEXTBOOK WAREHOUSE	05/08/2026	R	746.39	May
618901	TRAEN, TODD	05/08/2026	R	240.00	May
618902	TRIO SUPPLY COMPANY	05/08/2026	R	1,342.70	May
618903	TRUE MECHANICAL LLC	05/08/2026	R	29,684.51	May
618904	ULINE	05/08/2026	R	1,503.95	May
618905	WAWRZYNIAK, SCOTT	05/08/2026	R	240.00	May
618906	WESTONKA HS ATHLETICS	05/08/2026	R	225.00	May
618907	WHITNEY, WILLIAM	05/08/2026	R	264.00	May
618908	WIEN, MEGHAN	05/08/2026	R	281.88	May
618909	WOYNO & ASSOCIATES LLC	05/08/2026	R	1,500.00	May
618910	ZASTROW, JOHN	05/08/2026	R	120.00	May
618911	WACONIA EDUCATION ASSOCIATION	05/15/2026	R	13,226.59	May
618912	AMPION PBC	05/14/2026	R	14,548.32	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
618913	APPLE INC	05/14/2026	R	1,316.00	May
618914	AVIBEN	05/14/2026	R	583.87	May
618915	BEST VERSION MEDIA	05/14/2026	R	751.80	May
618916	BIG STONE MINI GOLF	05/14/2026	R	1,224.00	May
618917	BISCHOFF, KOLETON	05/14/2026	R	100.00	May
618918	BLILIE, ALEC	05/14/2026	R	100.00	May
618919	BOB'S REPAIR OF MAYER INC.	05/14/2026	R	576.97	May
618920	BOOTLACE CONSTRUCTION	05/14/2026	R	5,800.00	May
618921	CDW GOVERNMENT LLC	05/14/2026	R	30,316.67	May
618922	CRANE, JADEN	05/14/2026	R	150.00	May
618923	ERKKILA, PARKER	05/14/2026	R	50.00	May
618924	FRATTALLONES	05/14/2026	R	467.88	May
618925	GAME ONE	05/14/2026	R	911.54	May
618926	GELSCHUS, BEAU	05/14/2026	R	50.00	May
618927	GRAFTON SCHOOL INC.	05/14/2026	R	344.82	May
618928	GRAINGER	05/14/2026	R	4,571.98	May
618929	GROGAN, MICHAEL	05/14/2026	R	280.00	May
618930	GUNDERSON, JACOB	05/14/2026	R	100.00	May
618931	HANSON SPORTS LLC	05/14/2026	R	2,686.00	May
618932	HEGER'S DAIRY LLC	05/14/2026	R	14,224.23	May
618933	HELEN SOLAR LLC	05/14/2026	R	5,412.23	May
618934	HILLYARD/HUTCHINSON	05/14/2026	R	5,227.64	May
618935	HUSTLE & HEART SPORTS	05/14/2026	R	399.50	May
618936	INDIANHEAD FS DISTRIBUTOR, INC	05/14/2026	R	19,092.47	May
618937	INNOVATIVE OFFICE SOLUTIONS LL	05/14/2026	R	338.00	May
618938	IND SCHOOL DISTRICT #112	05/14/2026	R	8,020.94	May
618939	JOHNSON, CHASE	05/14/2026	R	100.00	May
618940	JOHNSON, CLAYTON	05/14/2026	R	50.00	May
618941	JOSTENS INC	05/14/2026	R	470.80	May
618942	KIRKPATRICK, GEHRIG	05/14/2026	R	50.00	May
618943	KULLY SUPPLY COMPANY	05/14/2026	R	344.93	May
618944	LOFFLER COMPANIES	05/14/2026	R	416.90	May
618945	MRI SOFTWARE LLC	05/14/2026	R	526.45	May
618946	NAHAN, SHELLY	05/14/2026	R	1,500.00	May
618947	NAUGHTON, WILLIAM	05/14/2026	R	50.00	May
618948	NORTHERN LIGHTS	05/14/2026	R	2,395.00	May
618949	NYSTROM, JACKSON	05/14/2026	R	45.00	May
618950	PAN-O-GOLD BAKING CO	05/14/2026	R	4,166.14	May
618951	PERFORMANCE FOODSERVICE	05/14/2026	R	1,213.63	May
618952	PERNSTEINER CREATIVE GROUP, IN	05/14/2026	R	312.77	May
618953	PICK A TIME	05/14/2026	R	13.80	May
618954	PIERSON, COLTON	05/14/2026	R	100.00	May
618955	RENNEBERG HARDWOODS INC.	05/14/2026	R	1,108.31	May
618956	SCHOOL SPECIALTY, LLC	05/14/2026	R	224.41	May
618957	SONOVA USA INC	05/14/2026	R	673.73	May
618958	TEACHER'S DISCOVERY	05/14/2026	R	465.30	May
618959	TERRAFORM PHOENIX II ARCADIA	05/14/2026	R	328.55	May
618960	TEXTBOOK WAREHOUSE	05/14/2026	R	3,158.24	May
618961	TINTES, MATTHEW	05/14/2026	R	1,054.00	May
618962	TRIO SUPPLY COMPANY	05/14/2026	R	175.67	May
618963	TRUE MECHANICAL LLC	05/14/2026	R	36,458.16	May
618965	VENTRIS LEARNING LLC	05/14/2026	R	90.00	May
618966	VOYAGER SOPRIS LEARNING	05/14/2026	R	2,875.40	May
618967	WAYZATA RESULTS, INC	05/14/2026	R	1,000.00	May
618969	WM CORPORATE SERVICES INC	05/14/2026	R	5,350.29	May
618970	AMAZON CAPITAL SERVICES	05/18/2026	R	10,817.24	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
618971	CITY OF WACONIA	05/21/2026	R	13,381.31	May
618972	21ST CENTURY SPORTS LLC	05/21/2026	R	8,723.00	May
618973	ADAMS PEST CONTROL CO INC	05/21/2026	R	135.00	May
618974	BATTERIES R US	05/21/2026	R	2,549.97	May
618975	CDW GOVERNMENT LLC	05/21/2026	R	40,799.00	May
618976	CENTERPOINT ENERGY	05/21/2026	R	29,836.75	May
618977	CENTRAL UNITED COOPERATIVE	05/21/2026	R	76,824.61	May
618978	CM2 SUPPLY	05/21/2026	R	446.47	May
618979	CMS COMMUNICATIONS INC	05/21/2026	R	732.00	May
618980	COLONY PLAZA LLC	05/21/2026	R	138.51	May
618981	COMMERCIAL KITCHEN SERVICES	05/21/2026	R	1,874.50	May
618982	DATA RECOGNITION CORP	05/21/2026	R	1,342.00	May
618983	DIVERSIFIED PLUMBING & HEATING	05/21/2026	R	252.35	May
618984	EDER, NOLAN	05/21/2026	R	110.00	May
618985	FASTSIGNS	05/21/2026	R	10,480.00	May
618986	GAME ONE	05/21/2026	R	3,518.67	May
618987	GELSCHUS, BEAU	05/21/2026	R	50.00	May
618988	GRAINGER	05/21/2026	R	64.10	May
618989	GROGAN, MICHAEL	05/21/2026	R	60.00	May
618990	GUNDERSON, JACOB	05/21/2026	R	50.00	May
618991	HILLYARD/HUTCHINSON	05/21/2026	R	116.95	May
618992	HOCKINSON, GAVIN	05/21/2026	R	50.00	May
618993	INDIANHEAD FS DISTRIBUTOR, INC	05/21/2026	R	22,640.03	May
618994	INNOVATIONAL WATER SOLUTIONS I	05/21/2026	R	573.00	May
618995	INSIGHT PUBLIC SECTOR INC	05/21/2026	R	8,433.19	May
618996	JOHNSON, CHASE	05/21/2026	R	50.00	May
618997	KINGSTON, SAM	05/21/2026	R	50.00	May
618998	KIRKPATRICK, GEHRIG	05/21/2026	R	110.00	May
618999	KKC TAE KWON DO	05/21/2026	R	714.00	May
619000	LAKETOWN GYMNASTICS	05/21/2026	R	693.00	May
619001	LOFFLER COMPANIES	05/21/2026	R	144.82	May
619002	LVC COMPANIES INC	05/21/2026	R	1,817.50	May
619003	MACKENTHUN'S FINE FOODS	05/21/2026	R	2,224.78	May
619004	MAYER LUMBER CO, INC	05/21/2026	R	4,925.13	May
619005	MCCORMICKS GROUP LLC	05/21/2026	R	1,331.93	May
619006	MEI TOTAL ELEVATOR SOLUTIONS	05/21/2026	R	830.54	May
619007	MINI BIFF LLC	05/21/2026	R	99.96	May
619008	MN COMMUNITY ED ASSOC	05/21/2026	R	100.00	May
619009	MUSIC MART	05/21/2026	R	227.90	May
619010	OLSON, THEODORE	05/21/2026	R	50.00	May
619011	PERFORMANCE FOODSERVICE	05/21/2026	R	998.73	May
619012	PIERSON, COLTON	05/21/2026	R	50.00	May
619013	PLANSOURCE BENEFITS ADMIN INC	05/21/2026	R	3,381.41	May
619014	SALDEN, KYLEIGH	05/21/2026	R	50.00	May
619015	SCHUFMAN, THOMAS	05/21/2026	R	24.94	May
619016	SECURITY BANK & TRUST CO	05/21/2026	R	2,864.00	May
619017	STAPLES ADVANTAGE	05/21/2026	R	401.67	May
619018	STV CNC	05/21/2026	R	616.25	May
619019	THREE RIVERS PARK DISTRICT	05/21/2026	R	727.50	May
619020	TRIO SUPPLY COMPANY	05/21/2026	R	779.22	May
619021	WABBE, LUKE	05/21/2026	R	45.00	May
619022	WEX BANK	05/21/2026	R	542.14	May
619023	EDUCATIONAL SUPPORT PARA UNION	05/29/2026	R	3,298.52	May
619024	EYE MED-FIDELITY SECURITY LIFE	05/29/2026	R	2,098.36	May
619025	MN SCHOOL EMPLOYEES ASSOCIATIO	05/29/2026	R	311.14	May
619026	NCPERS GROUP LIFE INS	05/29/2026	R	80.00	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
619027	RODENBURG LAW FIRM	05/29/2026	R	570.34	May
619028	SCHOOL SERVICE EMPLOYEES	05/29/2026	R	700.92	May
619029	WACONIA EDUCATION ASSOCIATION	05/29/2026	R	13,226.50	May
619030	ADAMS PEST CONTROL CO INC	05/28/2026	R	733.22	May
619031	ALEXANDRIA TECH & COM COLLEGE	05/28/2026	R	596.00	May
619032	ALPHA WIRELESS COMMUNICATIONS	05/28/2026	R	2,531.19	May
619033	ANDERSON, BRIAN	05/28/2026	R	240.00	May
619034	BACH, MATTHEW	05/28/2026	R	168.00	May
619035	BAENA, LUIS	05/28/2026	R	539.86	May
619036	BECK, MICHAEL	05/28/2026	R	180.00	May
619037	BISCHOFF, KOLETON	05/28/2026	R	50.00	May
619038	BLILIE, ALEC	05/28/2026	R	50.00	May
619039	BOELTER COMPANIES INC.	05/28/2026	R	3,453.45	May
619040	BUSBY, TREVOR	05/28/2026	R	166.00	May
619041	Caricatures by Casey	05/28/2026	R	300.00	May
619042	CARVER COUNTY PARKS & RECREATI	05/28/2026	R	490.40	May
619043	CHONG, KRISTIN	05/28/2026	R	186.00	May
619044	ECM PUBLISHERS, INC	05/28/2026	R	236.50	May
619045	ELDRED, JONAH	05/28/2026	R	50.00	May
619046	ELYEA-WHEELER, KURT	05/28/2026	R	120.00	May
619047	ERKKILA, PARKER	05/28/2026	R	50.00	May
619048	FRANK, ANTHONY	05/28/2026	R	120.00	May
619049	FRITZ, KATHLEEN	05/28/2026	R	97.00	May
619050	GAGNON, JUSTIN	05/28/2026	R	166.00	May
619051	GELSCHUS, BEAU	05/28/2026	R	50.00	May
619052	GRAINGER	05/28/2026	R	115.08	May
619053	GROGAN, MICHAEL	05/28/2026	R	220.00	May
619054	GUNDERSON, JACOB	05/28/2026	R	120.00	May
619055	HENTGES, HENRY	05/28/2026	R	240.00	May
619056	HERD, KEITH	05/28/2026	R	120.00	May
619057	HLS GROUP	05/28/2026	R	1,467.35	May
619058	INDIANHEAD FS DISTRIBUTOR, INC	05/28/2026	R	21,491.58	May
619059	INFINITE HEALTH COLLABORATIVE	05/28/2026	R	1,187.50	May
619060	JOHNSON, CLAYTON	05/28/2026	R	50.00	May
619061	KIM, IN-JAE	05/28/2026	R	186.00	May
619062	KINGSTON, SAM	05/28/2026	R	50.00	May
619063	KIRKPATRICK, GEHRIG	05/28/2026	R	60.00	May
619064	KOCH SCHOOL BUS SERVICE, INC	05/28/2026	R	563,374.41	May
619065	KOESTER, TROY	05/28/2026	R	120.00	May
619066	KOHLS, JEFFREY	05/28/2026	R	240.00	May
619067	KOPPI, WILLIAM	05/28/2026	R	120.00	May
619068	LAMINATING & BINDING SOLUTIONS	05/28/2026	R	652.30	May
619069	LAVONE, PAT	05/28/2026	R	1,074.40	May
619070	LOFFLER COMPANIES	05/28/2026	R	800.28	May
619071	MACKIN LIBRARY SERVICE	05/28/2026	R	2,956.07	May
619072	MASBERG, JOHN	05/28/2026	R	120.00	May
619073	MEYER, WALTER	05/28/2026	R	100.00	May
619074	MINNESOTA HOSA - FHP	05/28/2026	R	125.00	May
619075	MINNESOTA JR B.A.S.S. NATION	05/28/2026	R	1,860.00	May
619076	MN SAFETY COUNCIL	05/28/2026	R	782.00	May
619077	NAHAN, SHELLY	05/28/2026	R	810.00	May
619078	NAUGHTON, WILLIAM	05/28/2026	R	50.00	May
619079	NOVAK, JANICE	05/28/2026	R	80.00	May
619080	O'NEILL, SEAN	05/28/2026	R	240.00	May
619081	PACYNA, EVERETT	05/28/2026	R	50.00	May
619082	PALO, JASON	05/28/2026	R	95.00	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
619083	PEKARNA, MARTIN	05/28/2026	R	95.00	May
619084	PERFORMANCE FOODSERVICE	05/28/2026	R	725.27	May
619085	PIERSON, COLTON	05/28/2026	R	50.00	May
619086	PLANSOURCE BENEFITS ADMIN INC	05/28/2026	R	3,379.67	May
619087	PROCARE THERAPY	05/28/2026	R	3,430.00	May
619088	RABE, CARSON	05/28/2026	R	60.00	May
619089	RACH, PATRICK	05/28/2026	R	240.00	May
619090	RENNEBERG HARDWOODS INC.	05/28/2026	R	2,045.00	May
619091	RIES, ROB	05/28/2026	R	166.00	May
619092	ROBERTS, JOSEPH	05/28/2026	R	320.00	May
619093	RUNING, KELLY	05/28/2026	R	97.00	May
619094	RUX, KELLY	05/28/2026	R	86.00	May
619095	SASC LLC	05/28/2026	R	129.00	May
619096	SHED & FENCE COMPANY	05/28/2026	R	7,246.74	May
619097	SOCIAL CLUB SIMPLE	05/28/2026	R	60.00	May
619098	SOUTHSIDE REFEREES LLC	05/28/2026	R	1,760.00	May
619099	SPERR, MICHAEL	05/28/2026	R	95.00	May
619100	STAPLES ADVANTAGE	05/28/2026	R	83.26	May
619101	STARR, CHRISTINE	05/28/2026	R	4,148.00	May
619102	STEP SAVER, INC	05/28/2026	R	290.70	May
619103	STRAWBRIDGE STUDIOS INC	05/28/2026	R	487.14	May
619104	WABBE, LUKE	05/28/2026	R	50.00	May
619105	WAYZATA RESULTS, INC	05/28/2026	R	1,000.00	May
619106	WELCOME NEIGHBOR, INC	05/28/2026	R	349.00	May
619107	WHITNEY, WILLIAM	05/28/2026	R	98.00	May
619108	WINSTED SOLAR LLC	05/28/2026	R	6,859.54	May
619109	WORM, MARK	05/28/2026	R	120.00	May
619110	CHOICE ELECTRIC	05/29/2026	R	3,372.50	May
619111	TRUE MECHANICAL LLC	05/29/2026	R	9,850.00	May
202500921	INTERNAL REVENUE SERVICE	05/15/2026	W	303,616.48	May
202500922	LIFE INS CO OF NORTH AMERICA	05/15/2026	W	4,578.45	May
202500923	MN DEPT OF REVENUE	05/15/2026	W	48,290.72	May
202500924	MN TEACHERS RETIREMENT ASSN	05/15/2026	W	181,486.04	May
202500925	PERA	05/15/2026	W	51,902.51	May
202500926	AVIBEN	05/15/2026	W	62,009.34	May
202500927	ONEBRIDGE BENEFITS,INC.	05/15/2026	W	4,451.47	May
202500939	ALDI	05/10/2026	W	218.18	May
202500940	DOMINO'S PIZZA	05/10/2026	W	81.94	May
202500942	MENARDS	05/10/2026	W	407.28	May
202500943	DOLLAR TREE	05/10/2026	W	156.25	May
202500944	TARGET BANK	05/10/2026	W	644.09	May
202500947	NATURE'S NECTAR ONLINE	05/10/2026	W	369.00	May
202500953	PARTSTOWN	05/10/2026	W	163.48	May
202500954	MASTER TEACHER	05/10/2026	W	900.45	May
202500955	HAMPTON INN CHIPPEWA FALLS	05/10/2026	W	1,612.00	May
202500956	SPORTS ENDEAVORS, LLC	05/10/2026	W	69.96	May
202500957	US POSTAL SERVICE	05/10/2026	W	21.28	May
202500958	SCIENCE MUSEUM OF MINNESOTA	05/10/2026	W	2,652.00	May
202500959	MN ZOO	05/10/2026	W	648.00	May
202500960	FULL COMPASS	05/10/2026	W	724.37	May
202500961	US CLUB SOCCER	05/10/2026	W	370.00	May
202500962	HOME DEPOT	05/10/2026	W	262.91	May
202500963	WAYSIDE PUBLISHING	05/10/2026	W	352.01	May
202500965	CATALYST SOURCING SOLUTIONS	05/10/2026	W	359.99	May
202500966	TEACHERS SYNERGY, LLC	05/10/2026	W	84.70	May
202500967	AT&T MOBILITY	05/10/2026	W	199.65	May

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
202500968	STAGES THEATRE COMPANY	05/10/2026	W	1,550.00	May
202500969	PRESTWICK HOUSE, INC	05/10/2026	W	1,232.00	May
202500970	MN CHILDREN'S MUSEUM	05/10/2026	W	530.00	May
202500971	AMERICAN SCHOOL COUNSELOR ASSN	05/10/2026	W	129.00	May
202500972	MN VALLEY ELECTRIC CORP	05/10/2026	W	26,944.10	May
202500973	AVANT ASSESSMENT, LLC	05/10/2026	W	498.00	May
202500974	BLINK TECH INC.	05/10/2026	W	899.98	May
202500976	MN ORCHESTRA	05/10/2026	W	1,116.00	May
202500978	MN LANDSCAPE ARBORETUM	05/10/2026	W	35.00	May
202500979	CLIFTONLARSONALLEN	05/10/2026	W	1,050.00	May
202500980	BROWN INDUSTRIES, INC	05/10/2026	W	405.75	May
202500981	MSHSCA	05/10/2026	W	53.50	May
202500982	INSPIRED DESIGN, LLC	05/10/2026	W	606.82	May
202500983	NIELSEN-KELLERMAN CO	05/10/2026	W	519.00	May
202500984	DICK'S SPORTING GOODS	05/10/2026	W	509.49	May
202500990	COMPTIA, INC.	05/10/2026	W	620.00	May
202500991	MINNSPRA	05/10/2026	W	219.00	May
202500992	ROCKET SCIENCE GROUP, LLC	05/10/2026	W	300.00	May
202500993	WACONIA CHAMBER OF COMMERCE	05/10/2026	W	80.00	May
202500994	MUSIC THEATRE INTERNATIONAL	05/10/2026	W	3,995.00	May
202500995	PJF PERFORMANCE INC.	05/10/2026	W	546.30	May
202500997	MNAFEE	05/10/2026	W	930.00	May
202500998	FRATTALLONES	05/10/2026	W	36.56	May
202500999	MINNEAPOLIS ATHENA AWARDS	05/10/2026	W	465.87	May
202501005	LAKEVIEW AUTOMOTIVE	05/10/2026	W	745.65	May
202501007	INTERNAL REVENUE SERVICE	05/29/2026	W	306,684.34	May
202501008	LIFE INS CO OF NORTH AMERICA	05/29/2026	W	6,101.94	May
202501009	MN DEPT OF REVENUE	05/29/2026	W	48,914.52	May
202501010	MN TEACHERS RETIREMENT ASSN	05/29/2026	W	182,123.80	May
202501011	PERA	05/29/2026	W	53,015.05	May
202501012	AVIBEN	05/29/2026	W	61,913.04	May
202501013	ONEBRIDGE BENEFITS,INC.	05/29/2026	W	4,409.80	May
202501016	QUADIENT FINANCE USA, INC	05/25/2026	W	1,000.00	May
202501112	ONEBRIDGE BENEFITS,INC.	05/18/2026	W	991.50	May
202501113	MEDICA INSURANCE CO	05/01/2026	W	734,213.24	May
202501115	BRI PARENT, INC	05/29/2026	W	440.75	May
202501116	PMA SECURITIES LLC	05/04/2026	W	282.12	May
202501117	MN DEPT OF REVENUE	05/15/2026	W	85.00	May
202501118	MN UNEMPLOY INS	05/15/2026	W	12,004.00	May
202501119	CARDCONNECT LLC	05/30/2026	W	9,773.28	May
202501120	SECURITY BANK & TRUST CO	05/30/2026	W	71.95	May
202501121	HOMETOWN BANK	05/01/2026	W	20.00	May
202501122	EDUTRAK LLC	05/10/2026	W	9,468.99	May
202501123	AUTHORIZE.NET	05/31/2026	W	50.00	May
252600141	DAVISON, AMY	05/14/2026	A	328.34	May
252600142	HALL, ISABELL	05/14/2026	A	44.95	May
252600143	OVERBY, MARY	05/14/2026	A	47.40	May
252600144	PAULY, MARNIE	05/14/2026	A	297.85	May
252600145	SHOOK, CINDY	05/14/2026	A	262.45	May
252600146	THOMAS, MATTHEW	05/14/2026	A	210.00	May
252600147	VOLKMANN, CAITLIN	05/14/2026	A	72.92	May
252600148	WOYNO, IVAN	05/14/2026	A	304.78	May

Totals for checks 3,429,737.81

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
01	General	1,928,417.80	0.00	1,057,450.30	2,985,868.10
02	Food Service	71,388.26	0.00	138,358.79	209,747.05
04	Community Service	131,091.73	0.00	89,526.31	220,618.04
06	Building Construction	0.00	0.00	13,222.50	13,222.50
45	OPEB Irrevocable Trust Fund	0.00	0.00	282.12	282.12
*** Fund Summary Totals ***		2,130,897.79	0.00	1,298,840.02	3,429,737.81

********** End of report **********

5.B. Human Resource Items

Presenter: Jeni Super, Director of Human Resources

Waconia Public Schools
Independent School District No. 110
Waconia, Minnesota

BOARD OF EDUCATION
Regular Meeting – July 27, 2026

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

AGENDA ITEM: Human Resources Recommendations
ITEM ADDED BY: Jeni Super, Director of Human Resources

Employment

Ballard, Brianna Replacement	Title I ESP 5.5 hours/day; 175 days	BV
Ess, Elizabeth Replacement	Vocal and Classroom Music Teacher 4 hours/day; 183 days Attach K	LT
Flores, Paige Replacement	Educational Assistant (SPED) 6.5 hours/day; 175 days	SV
Forsman, Michele Replacement	Educational Assistant (SPED) 6.5 hours/day; 175 days	BV
Hall, Mitchell Replacement	Day Lead Custodian/Maintenance 8 hours/day; 261 days	ESC
Jackson, Shelia Replacement	Administrative Assistant II 8 hours/day; 261 days	ECFE
Nolan, Kiersten Replacement	Health Services Manager 8 hours/day; 261 days	ESC
Notermann, Mark Replacement	Groundskeeper 8 hours/day; 261 days	ESC

Saffert, Andrea	Preschool Teacher	ECFE/BV
Replacement	8 hours/day; 183 days Attach K	
Thomas, Carolyn	Educational Assistant	SV
New	6.5 hours/day; 175 days	

Employee Status Changes

Lofgren, Toni, from Nutritional Assistant 5 hours/day to Assistant Head Cook 6.5 hours/day at BV

Retirements/Resignations/Terminations

Bower, Donovann, Educational Assistant (SPED) at WMS

Lund, Julie, Educational Assistant (SPED) at WMS

It is recommended that the ISD 110 Board of Education approve the above human resource actions as proposed.

5.C. PSEO Agreement Renewals

5.C.1. 26-27 Joint Powers Agreement with Crown College

ISD #110 Waconia Public Schools
Waconia, MN

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between **Independent School District #110**, Waconia, 512 Industrial Blvd, Waconia MN 55387 (hereinafter "SCHOOL DISTRICT"), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10; and **Crown College**, acting through its Board of Trustees (hereinafter "COLLEGE"), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and
WHEREAS, Minnesota Statutes Chapter 123.3514, the Post-Secondary Enrollment Options act, provides that school district may enter into agreements between a school board and public post-secondary faculty member, and

WHEREAS, SCHOOL DISTRICT wishes to enter into such an agreement, and

WHEREAS, COLLEGE represents that it is duly qualified and willing to perform the services set forth herein

NOW, THEREFORE, it is agreed:

I. SCHOOL DISTRICT'S DUTIES. The SCHOOL DISTRICT shall:

A. Provide a roster to the Finance Office of high school students to be enrolled under the terms of this agreement before the commencement of each term for which the students wish to enroll.

B. Provide special education or support services for physically challenged students admitted under the terms of this agreement.

C. Provide general information, by March 1 of each year of this agreement, about the program to all students in grades 10, 11, 12. To the extent possible, SCHOOL DISTRICT shall provide counseling services as stipulated in MN Statutes 123.3514 Subd. 4(a) to students and their parents before students enroll for courses at the COLLEGE.

D. Inform students enrolling under the terms of this agreement that they must meet all requirements and standards for admission, including, but not limited to those indicated and immunization laws.

E. Grant academic credit to a student enrolled in a course if the student successfully completes the course. The SCHOOL DISTRICT shall also grant academic credit to student enrolled in a course for post-secondary credit if secondary credit is requested by the student.

F. Counsel students enrolled under this program to ensure that the students meet requirements for high school graduation.

II. COLLEGE DUTIES. The COLLEGE shall:

A. Provide all books and materials that are required for participation in instructional courses. The books and materials shall become the property of the COLLEGE.

B. Enroll qualified students on a space available basis in courses selected by the students after COLLEGE'S regular students have registered. Once the student has been enrolled in a course under this agreement, the student may not be displaced by another student. High school students are only permitted to enroll in selected courses as prescribed by the PSEO requirements.

C. Provide advising for high school students registering under the terms of this agreement. Students shall have their course schedules reviewed for proper registration by the COLLEGE'S authorized agent.

D. Provide services to students enrolled under the post-secondary program on the same basis as they are provided to other students.

III. CONSIDERATION AND TERMS OF PAYMENT

A. Consideration for all services performed by the COLLEGE pursuant to this contract shall be paid by SCHOOL DISTRICT as follows:

In consideration for all services performed and benefits derived pursuant to this agreement, SCHOOL DISTRICT agrees to pay COLLEGE at the rate established by the Minnesota Department of Education, which will be **$256.26** semester credit hour for which students enrolled under this agreement have registered. Such credit hour fee includes the admission to the COLLEGE fee, resident undergraduate tuition, student fees, books and course fees, if any.

B. Terms of payment. Payments shall be made by SCHOOL DISTRICT promptly after the COLLEGE'S presentation of invoices for services performed and acceptance of such services by SCHOOL DISTRICT authorized representative pursuant to Clause VII. Invoices shall be submitted according to the following schedule:

COLLEGE shall invoice SCHOOL DISTRICT by the sixth week of each academic term. SCHOOL DISTRICT agrees to make payment within 45 days of the receipt of the invoice. If a student drops a course or withdraws by the 10th day of the semester, the COLLEGE will give SCHOOL DISTRICT full credit for the courses.

IV. CONDITIONS OF PAYMENT. All services provided by the COLLEGE pursuant to this contract shall be performed to the satisfaction of SCHOOL DISTRICT, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. The COLLEGE shall not receive

payment for work found by SCHOOL DISTRICT to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

V. TERM OF CONTRACT. This contract shall be effective as of **August 1, 2026** or upon the date that the final required signature is obtained by the COLLEGE, whichever occurs later, and shall remain in effect until **June 30, 2027** or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first.

VI. COLLEGE'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purpose of administration of this contract is **Dr. Chris Mathews**. SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is **Superintendent Brian Gersich**. SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE'S services and if such services are accepted as satisfactory, shall so certify on each invoice submitted.

VII. ASSIGNMENT. Neither party shall assign or transfer any rights or obligations under this contract without the prior written consent of the other party. Such consent shall not be unreasonably withheld.

VIII. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

IX. LIABILITY. SCHOOL DISTRICT shall indemnify, save, and hold the COLLEGE, its representatives and employees harmless from any and all claims or causes of action, including all attorney fees incurred by the COLLEGE, arising from the performance of this contract by SCHOOL DISTRICT OR SCHOOL DISTRICT'S agents or employees. This clause shall not be construed to bar any legal remedies the SCHOOL DISTRICT may have for the COLLEGE'S failure to fulfill its obligations pursuant to this contract.

X. COLLEGE AUDITS. The books, records, documents, and accounting procedures and practices of SCHOOL DISTRICT relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor.

XI. DATA PRACTICES ACT. SCHOOL DISTRICT shall comply with the Minnesota Data Practices Act as it applies to all data provided by the COLLEGE in accordance with this contract and as it applies to all data created, gathered, generated or acquired in accordance with this contract.

XII. OTHER PROVISIONS.

A. Academic Requirements: Students in the 11th grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student must have taken either the ACT and received a composite score of 24 or above, or the SAT and received a combined score of at least 1090 (critical reading and math). Students in the 12th grade must have a minimum cumulative high school GPA of 3.25 (on campus PSEO) or 3.0 (online PSEO). If no GPA is available, the student

must have taken either the ACT and received a composite score of 22 or above, or the SAT and received a combined score of at least 1020 (critical reading and math).

B. Transportation costs shall be the responsibility of the student.

C. Any needed or required equipment shall be the responsibility of the student. Such equipment shall become the property of the student. Equipment is defined as a tangible unit of the non-expandable character, is not consumed in use, and has an extended useful life.

D. Students may also be charged for fees, textbooks, and supplies that are in excess of the minimum requirements and are at the student's option. Such materials then become the personal property of the students.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. WACONIA PUBLIC SCHOOLS
Waconia, MN

2. CROWN COLLEGE
St. Bonifacius, MN

Contractor certifies that the appropriate person(s) have executed the contract on behalf of the contractor as required by applicable articles, by-laws, resolutions, or ordinances.

School Board Chair
Date:

Title: Vice President Academic Affairs
Date:

Superintendent
Date:

5.D.	Receipts of Donation	
6.	**REPORTS**	
6.A.	Administrative Presentation: ISD 110 Summer School	**Presenter:** Erika Nesvig, Director of Education Services

Waconia Summer School

July 27, 2026
Erika Nesvig, Director of Educational Services
Jamie Hise, WMS Assistant Principal

Minnesota Department of Ed

State Approved Alternative Program (SAAP)

Alternative Learning Center

- Extended Time = Credit Recovery and Target Services
  - Before or After School
  - Summer Programming

Target Services for grades K-8.

Credit Recovery for grades 9-12.

Summer Programming Requirements

- Required to use licensed teachers
- Programs are for students who are struggling
- Students cannot be required to be placed in the program
- Each student has a continual learning plan that is tied to grade level progression and/or graduation
- Must have year-round services
- Programing must be academic focused

Funding

Summer is a required component for State-Approved Alternative Programs (SAAP) and generates time Average Daily Membership (ADM)

- Enrollments generate up to 0.2 ADM
  - Example: K-6 = 187 hours or $5.47 per student per hour of membership

Elementary

Summer Academy

- Meets for 5 weeks from 8:45 am to 11:15 am
  - 15 minutes of Social Emotional Learning
  - 75 minutes of Literacy Instruction
  - 60 minutes of Math Instruction
- Locally developed curriculum that focuses specifically on needs of our students.
- Thursday - Enrichment Activity
  - Art project
  - STEM project
  - Science project

Elementary

Summer Academy

2025-2026 Numbers

- 70 students
- 5 teachers and 1 Summer Academy Lead
- Class sizes 12 to 15 students

Middle School

Summer Targeted Services

- Meets for 5 weeks from 8:45 am to 11:15 am
  - 30 minutes of Social Emotional Learning
  - 60 minutes of Literacy Instruction
  - 60 minutes of Math Instruction
- Combination of locally developed curriculum that focuses on the needs of our students with REWARDS Plus reading, and IXL Math.
- Monday and Thursday - Community Service and Team building
  - Support work in the Edible Classroom

Middle School

Summer Targeted Services

2025-2026 Numbers

- 15 students
- 2 teachers
- Class sizes 7 - 9

High School

Summer School - Credit Recovery

- Meets Monday-Thursday for 3 weeks
  - Morning session from 9:00 to 11:00 am
  - Afternoon session from 11:30 am to 1:30pm
  - Students choose which week(s) they attend
  - Available to students in grades 9-12
- Students are making up a course that is required for graduation (English, Math, Science and Social Studies)
- Combination of locally developed curriculum and Edmentum courses that are delivered with both in person and online instruction that focuses on the needs of our students

High School

Summer School - Credit Recovery

2026 Numbers

- 55 students completed at least 1 course
- 4 teachers
- Class sizes 10-15

Questions?

7. **ACTION ITEMS**

7.A. 26-27 Student Handbooks	**Presenter:** Matt Thomas, Director of Communications

Summary of Handbook Changes

Elementary

Minimal changes were made to the elementary handbook. Dates were updated to the 2026-27 school year, and additions were made highlighting expectations regarding E-bikes and scooter use on school grounds to align with minimum age requirements.

Middle School

- Updated student pictures, calendar links, testing dates, and new director names.
- Language Access Plan link added (required update from E. Nesvig).
- Behavior Decision Flowchart link added. This is a PBIS document to provide an overview of responses to behaviors.
- Updated language to define how Character Counts Awards for students are earned.

High School

Athletic Eligibility: Cleaned up language to align with Minnesota State High School League policies. No changes to policy.

High School Credits: Updated to align with current Minnesota graduation standards, including the addition of Personal Finance.

Course Withdrawal: Updated language for clarity; no changes were made to policy or procedures.

Schedule Change Requests: Incorporated existing registration handbook language into the student handbook to improve clarity and accessibility for students and parents.

WHS Academic Integrity Procedures: Added newly structured procedures developed with the WHS Grading Committee over the past year. This provides greater clarity, structure, and transparency without changing current practices.

Attendance Policy: Cleaned up language to align with district policy.

Student Visitors: Streamlined language for clarity and conciseness; no changes were made to policy or procedures.

WACONIA
PUBLIC SCHOOLS ISD 110

2026-27 ECFE Family Handbook

Explore Your Passions. Create Your Success.

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WELCOME

Waconia Community Education is excited to welcome you and your child to Waconia Early Childhood Family Education. We are dedicated to offering quality learning experiences for you and your child.

This handbook is intended to be a resource for you throughout the 2026–27 school year. We have included important contact information as well as descriptions of services and policies that apply to families in the ECFE program.

Early Childhood Family Education is a District 110 program of Waconia Public Schools Community Education. All families with children ages birth to kindergarten are welcome. ECFE classes offer:

- A terrific place for you and your child to play and learn together
- Education, support and friendships with other parents and caregivers
- Weekly parent/child classes, field trips, special events for parents and children led by licensed teachers and qualified teaching assistants
- Parent coaching sessions and home visits
- Affordable with a sliding fee scale – no one denied participation for inability to pay

Waconia School Community Education
(952) 442–0610
www.waconiacommunityed.org
516 Industrial Blvd.
Office Hours: 7:30 am– 4:00 pm

Early Childhood Office
(952) 442–0613
520 Industrial Blvd.
Office Hours: 8:00 am– 4:00 pm

Mission Statement

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Vision Statement

ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

Core Values

Respect
We honor and listen to all voices to ensure everyone feels valued.

Collaboration
We achieve our common goals through trust, teamwork, and partnership.

Inclusiveness
We welcome all and seek multiple perspectives to create one connected community.

Empathy
We listen and act with genuine care.

Resilience
We empower one another and persevere with courage, determination, and optimism.

Strategic Directions

Student Outcomes
Delivering high-quality instruction that advances academic excellence.

Student and Staff Experience
Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.

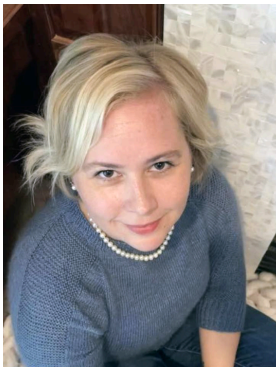
Systems and Structures
Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of the District's vision.

CONTACT INFORMATION

Early Childhood Key Contacts

Director of Community Ed.
Steven Jensen
sjensen@isd110.org

Early Childhood Manager
Renee Sorgenfrie
rsorgenfrie@isd110.org



Administrative Assistant
Sheila Jackson
sjackson@isd110.org

District Contacts

Superintendent Brian Gersich | 952.856.4515 | bgersich@isd110.org
Director of Finance and Operations Pam Carman | 952.442.0602 | pcarman@isd110.org
Director of Human Resources Jeni Super | 952.442.0645 | jsuper@isd110.org
Director of Special Education Paul Tordoff | 952.442.0628 | ptordoff@isd110.org
Director of Communications Matt Thomas | 952.856.4531 | mthomas@isd110.org
Director of Community Education Steven Jensen | 952.442.0615 | sjensen@isd110.org
Director of Educational Services Erika Nesvig | 952.856.4610 | enesvig@isd110.org
Director of Buildings and Grounds Tim Bisek | 952.442.9657 | tbisek@isd110.org
Director of Nutritional Services Barb Schank | 952.856.4512 | bschank@isd110.org
Director of Technology Tim Koschinska | 952.442.0606 | tkoschinska@isd110.org
Transportation Provider | Koch Bus Company | 952.442.3370

School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to schoollboardmembers@isd110.org.

CONTACT INFORMATION

ECFE Teachers

District 110 ECFE teachers and classroom assistants are highly trained in best practices and assessments. Teaching staff are licensed by the MN Dept. of Education. Continuing education and staff in-services are available throughout the school year.

Parent/Child Class Structure

You and your child will spend time together in the classroom, which is set up with age-appropriate learning activities for families to enjoy together. Follow your child's lead and have fun!

Parent-Child Time

Each class begins with parent and child interaction time. Please arrive promptly so you can participate in the activities for the day. During interaction time we suggest:

- Follow your child's lead. Let them choose the activities and the pace.
- Observe and focus on your child. Get down on their level, make eye contact and communicate with words, smiles, and loving touch.
- Talk with your child while working and playing together. Offer positive encouragement and support for their efforts.
- Listen carefully to your child's words and to the feeling they express.
- Encourage creativity and imagination. Focus on the process of exploring rather than the product. The sensation of spreading paint is usually more valuable than the final picture. Let your child create and don't worry if it's not "perfect".
- Encourage your child to clean up what they were working on before moving to the next activity.

Circle Time

The early childhood staff will let you know when circle time begins. During circle time, the whole group participates in songs, finger-plays, rhythms, and movement activities. We expect that some children will get up and wander; that is okay. We ask that the parent/guardian stay in the circle. Early childhood staff will encourage children back to the circle as needed. Children learn by repetition, so we will repeat songs, finger-plays and activities. During this time children are learning:

- to increase their attention span, to listen and follow directions
- to develop an understanding of the rhythms of speech, music, and life's activities to build vocabulary and encourage speech development
- concepts that appeal to a child's interest and self-expression
- beginning math concepts of size, shape, place, direction and sequence
- to move and wiggle in their own space, increase finger dexterity
- experience with social skills with other children and adults
- a closeness between parent and child

Children's Classroom

Licensed teachers and assistants will guide play with children. Children learn the following through their play:

Social and Emotional Skills: playing with children their own age, learning from adults, and using adults as resources helps children develop their uniqueness, competence and social skills. It involves children's feelings about themselves as well as their interactions with others.

Dramatic Play: dress-up clothes, playhouses, dolls, blocks, transportation toys, and animals are used for role-playing activities. Dramatic play activities allow children to role-play members of the family and community, which can help them better understand the world around them.

Expressive Activities: these encourage children to express their creativity through the use of play materials, art, puppets, creative dramatics, and body movements.

Small Muscle Activities: cutting, pasting, printing, painting, coloring, lacing, buttoning, zipping, playdough, and fitting puzzles provide practice in developing eye-hand coordination, spatial relationships, and small muscle development.

Large Muscle Activities: running, jumping, hopping, sliding, catching and throwing help in the development of large muscle coordination. This allows children to gain control over their bodies and become more confident in themselves.

Cognitive Activities: the focus is on children's curiosity in the people and world around them. Children learn to think, remember, imagine, gather and organize information which they use to problem solve and develop judgment.

During separation time, keep in mind…
Sometimes separation may be difficult for you and your child. You may want to show your child the classroom where you will be during parent discussion. When it's time to separate, all staff will work with the parents and children to make this a positive experience.

Parent Education Time

Discussion time is planned to be relevant and tailored to participant needs and children's ages. ECFE provides a confidential environment where parents can make connections, share concerns, and gain knowledge about the five domains of parent education identified by the Minnesota Department of Education. The Parent Education Core Curriculum Framework is used as a topic guide and content is structured around five main areas:

- Early Childhood Development
- Family Development
- Culture and Community
- Parent Development
- Parent–Child Relationships

A licensed parent educator guides and facilitates group discussion, providing information and resources. Sharing in learning and experiences decreases feelings of isolation and helps parents feel supported while they build and strengthen their relationships with their children, thereby increasing their joy and satisfaction in their role. During discussion time, keep in mind:

- Everyone participates at their own comfort level yet understands that the richness of group conversation is enhanced when all participate.
- Personal information shared in the group is confidential.
- It's okay to pass.
- Avoid side conversations to give full attention to those speaking.
- We all have different ways of parenting. It's okay to disagree and still support each other.
- The discussion time allows parents to learn from the entire group and to find support for their critical role as parents.
- After parent discussion time, please be prompt to pick up your children. They are eagerly awaiting your return.

Returning to the room

- Parents/guardians return to the room together and greet the children.

GENERAL INFORMATION

Sibling Care

Care for siblings is available, if needed, during most classes. Siblings from three months through kindergarten are eligible. Babies who are not yet crawling are welcome to come to class with their parents. Registration is required as space is limited.

Sibling Care Expectations:

- Children may be dropped off 10 minutes before scheduled class time
- Please pick up your child promptly when class is done
- Snack donations are welcome and appreciated

Cell Phones

Out of respect to all participants, avoid using your cell phone or texting during class. If you need to make an emergency call, please let staff know and step out into the hallway. If you need to have your phone on in case of an emergency, please put it on silent or vibrate and alert the teacher.

Attendance Expectations

Please notify the office (952) 442-0613 or email your teacher to let them know that you will not be attending class and include siblings registered for sibling care.

Arrival Time / Departure Time

- Staff are preparing the classroom, please arrive no earlier than five minutes before class time.
- To keep everyone safe families should go straight to their designated classroom.
- Please avoid loitering in the lobby. If you would like to chat after class, please do so outside the building.
- Hang coats and personal belongings in designated areas.
- Put a name tag on yourself and your child every week.
- Wash hands with soap and water before starting class.
- Children must exit and enter the building with their adult. Please be cautious when teaching children usage of the Handicapped entry/exit buttons as these can allow freedom to enter vehicle areas without adult guidance.
- Our parking lot is used by many district programs and we want to ensure children's safety. Please hold child hands in these areas to ensure safety. If you need assistance we are happy to help, just ask our friendly faculty.

GENERAL INFORMATION

Dressing for School

We ask that you dress your child comfortably for play. It is our desire that children participate fully in large muscle opportunities, art, sensory play, science experiences and nature play, which can be messy. Please make sure your child wears sturdy shoes to school for safety.

Snack Time

Some of our classes include a child snack time as an important part of the children's classroom routine. It provides a time when all the children can gather around and begin to socialize with other children and develop self-help skills.

Minnesota Department of Health regulations require that all food brought to school for children be commercially prepared or it can be fresh produce. We encourage you to bring nutritious options. Celebration foods like birthday treats, may be brought to be shared with the class. Please let staff know in advance. Individual teachers may have special guidelines due to allergies and you will be notified in that case.

Parents with children who have food allergies, please help us keep your child safe by checking snack labels before they are served at each class time.

Allergies

In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although we can store emergency medications and treatments with your help in the event of a severe allergic reaction, the best treatment is prevention since measures may not be adequate to counteract the swift severe reactions that may occur. Ideally our environment would be free of all allergens, including those related to foods, but this is not always possible. With peanuts it can be especially difficult since they can be a hidden ingredient in foods. In an effort to keep children and adults safe we ask that you frequently remind your child never to share any part of their lunch or snack.

Birth Date Guidelines

For ECFE classes, please select your fall class based on your child's age by Sept. 1, 2026. Please select your winter/spring class based on your child's age on January 1, 2027.

Language Access Plan

Waconia Public Schools is committed to equitable access to information for all families. In alignment with Minnesota Statute § 123B.32 and Title VI of the Civil Rights Act of 1964, our Language Access Plan outlines the tools, resources, and procedures in place to support students, families, and staff who prefer to communicate in a language other than English—removing barriers and promoting meaningful engagement in education, school communications, and decision making processes. View the Waconia Public Schools Language Access Plan.

GENERAL INFORMATION

Registration / Tuition

Register online or stop into the Early Childhood office during business hours. Tuition will be collected during the first week of class. Tuition reimbursements will not be given in the event of illness or vacation.

A sliding fee scale is offered based on income. The fee scale is listed on the ECFE website. Pick a category based on your household income, unless otherwise noted. All families are welcome at ECFE. No one is denied access to class due to an inability to pay. Special Event Fees do not qualify for sliding fees.

Refund Policy

A full refund is issued for cancellations before the session begins, minus a $10.00 processing fee. After the first week, refunds are prorated. There are no refunds midway through a session or for missed days. Weather related refunds will not be issued for weekly ECFE classes. Special Events refunds will only be given with 5-day advance notice. Credit vouchers may be given for special events that are canceled due to weather in the event that they can't be rescheduled.

Safety Guidelines

As part of our ongoing commitment to student safety, we practice fire drills, tornado drills, and lockdown drills throughout the year. When we conduct safety drills, visitors, parents/guardians and anyone else in the building are expected to participate. If you are in a building during a drill, follow the instructions of the early childhood or building staff.

Parking Safety

There is designated parking in the lot next to the playground at the District Education Center. Overflow parking is available next door in the Laketown Gymnastics lot or along the street on the school side curb. Our parking lots are very busy places.

- Drive slowly through the parking lot.
- Please hold your child's hand to and from the car.
- If you need assistance please ask your teacher. We will be glad to help.
- Remember to never leave your child unattended in the car while you come in to drop off/pick up another child.

Cleaning Procedures

We disinfect tables, toys and equipment after each class. If you notice your child mouthing a toy, please put it in a designated bin when they are done playing with it so it can be sanitized.

GENERAL INFORMATION

Health Policy

Please keep your child home if he/she has had any of the following symptoms within the last 24 hours:

- a fever
- vomiting or diarrhea
- any undiagnosed rash
- red, crusty, weepy eyes until antibiotics have been started
- yellow or greenish discharge from the nose
- harsh cough, sore throat, a contagious stage of any communicable disease
- when your child is not feeling well enough to function and learn at school

In order to provide a healthy environment for everyone, teaching staff will consult with you if your child appears too ill to be at school. Notify the early childhood staff if your child has a communicable disease and has exposed other children. Staff will notify the parents/guardians of the children who were exposed using confidentiality policies.

Immunizations

State law mandates that an immunization record be kept on file for each child in our program. The immunization form is due before the start of the school year. If you are a conscientious objector, a notarized immunization form must be on file with the school district. We have two certified notaries employed in the district who can help with this requirement. Free or reduced cost immunizations for children are available through Carver Co. Public Health at 952-361-1329.

Diapering

Parents/guardians are responsible for changing their own child's diaper or for taking them to the bathroom. A good time to do this is before leaving for discussion time. When children are in the process of toilet training parents will assist while they are in the classroom and teachers will connect with parents if assistance is needed. Parents will be called to change diapers for children using them. All diapering needs to take place on a changing table or pad, which is provided in the restrooms.

Mandated Reporting

Staff are mandated by state law to report any instance of observed or suspected neglect and physical or sexual abuse of children in the home, school, or community setting.

Evaluations

At least once a year, parents will be asked to fill out an evaluation form to provide feedback on their experience. Please know that we welcome your feedback and comments throughout the year. You do not need to wait for a formal evaluation to let us know how we can better meet the needs of your family.

GENERAL INFORMATION

Home Visit / One-to-One Parenting Session

We have access to many resources and information to support families with a wide variety of needs and would be happy to connect you. ISD 110 employs parent educators who can lend support to parents. Home and center-based visits, email, Q&A and phone conversations are available to families. To schedule an appointment please fill out this form and a staff person will be in contact with you.

Parent Coaching Request Form
Parent Resource Page

Early Childhood Advisory Council

All parents are invited to become active members of the Early Childhood Advisory Council, both Early Childhood Family Education (ECFE) and Preschool alike. This council supports the early childhood programs in many ways including; fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families. The Early Childhood Advisory Council meets Monthly and hosts events that build community within our programs.

Early Childhood Screening

Early Childhood Screening is a free, developmental check required by the State of Minnesota for kindergarten entrance.

Screening appointments:

- Last approximately 60 minutes with parent observation during the entire appointment
- Are best when complete at the age of 3-4 years
- Check your child's height, weight, hearing, vision, immunization record, coordination, large muscle and small motor skills, speech, learning development, and social/emotional skills
- Involves playful activities that make it an enjoyable experience for your child, while providing valuable information to ensure development is on track
- Are not tests. Screening simply helps identify any needs that may require additional support before your child enters kindergarten.
- Your screener will discuss the results of the screening with you immediately and answer any questions you may have

To schedule an appointment, use this link. If you need assistance, call (952) 442-0613.

GENERAL INFORMATION

Holidays

We approach holidays with cultural sensitivity. Please be open with concerns you have about what might be included in these days and potential conflict to your personal beliefs. With open communication we have found culturally appropriate ways to celebrate a variety of holidays within our classroom. If you have information about celebrations that you would like to share with the class, please let your child's teacher know to see how we might share those ideas.

Photos and Video

We take many photos in class. A portion of these photos are used as part of our curriculum and classroom management. Other photos are used in promotional literature or on our programs Facebook page. If for any reason you are not comfortable having your child's photo taken in class for these purposes, please let a staff member know so that we can offer you an opt out form.

The staff recognizes the occasional request from parents to videotape and/or film an activity or programs in which their child is participating. The videotaping and/or filming of special programs is permissible. The videotaping and/or filming of routine daily instructional programming and/or practices requires teacher notification and permission and is not to include videotaping and/or filming of other students, adults, and/or staff without permission being granted by the parent/guardian and/or respective adult/staff member.

Lost and Found

There's a good bet we know where the missing gym shoe, mitten or hat is! Each year many items find their way to our Lost and Found, and you can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps and boots with their full name.
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.
- Using caution in allowing articles of sentimental or monetary value to be brought to school.

Unclaimed lost and found items are donated to a local agency on a regular basis

WACONIA
PUBLIC SCHOOLS ISD 110

2026-27 Wildcat Preschool Family Handbook

Explore Your Passions. Create Your Success.

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WELCOME!

Dear Wildcat Families,

ISD 110 is excited to welcome you and your family as Waconia Wildcats! Our professional early childhood educators and team will be working hard to instill a love for learning in each child throughout your early childhood experience.

Waconia Wildcats Early Childhood Programs are excited to serve your families in these earliest years of your child's life. With our Early Childhood Family Education (ECFE) classes, Early Childhood Screening services, family events tailored to this specific time, and Wildcat Preschool offerings, we hope to connect with you and your child in a helpful partnership.

This handbook is a resource for you to use throughout your preschool partnership with us. Included are important contact information, descriptions of services, policies and other useful information. If you have further questions, we welcome you to contact the Early Childhood Programs Office at 952-442-0613.

Thank you for choosing Waconia Wildcat Preschool!

Renee Sorgenfrie
Waconia ISD 110
Early Childhood Manager
rsorgenfrie@isd110.org

Mission Statement

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Vision Statement

ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

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We honor and listen to all voices to ensure everyone feels valued.

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We achieve our common goals through trust, teamwork, and partnership.

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We welcome all and seek multiple perspectives to create one connected community.

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We empower one another and persevere with courage, determination, and optimism.

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Student and Staff Experience
Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.

Systems and Structures
Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of the District's vision.

CONTACT INFORMATION

Early Childhood Key Contacts

Director of Community Ed.
Steven Jensen
sjensen@isd110.org

Early Childhood Manager
Renee Sorgenfrie
rsorgenfrie@isd110.org

Administrative Assistant
Sheila Jackson
sjackson@isd110.org

Early Childhood Office: 952-442-0613
520 Industrial Blvd.
Waconia, MN 55387

District Contacts

Superintendent Brian Gersich | 952.856.4515 | bgersich@isd110.org
Director of Finance and Operations Pam Carman | 952.442.0602 | pcarman@isd110.org
Director of Human Resources Jeni Super | 952.442.0645 | jsuper@isd110.org
Director of Special Education Paul Tordoff | 952.442.0628 | ptordoff@isd110.org
Director of Communications Matt Thomas | 952.856.4531 | mthomas@isd110.org
Director of Community Education Steven Jensen | 952.442.0615 | sjensen@isd110.org
Director of Educational Services Erika Nesvig | 952.856.4610 | enesvig@isd110.org
Director of Buildings and Grounds Tim Bisek | 952.442.9657 | tbisek@isd110.org
Director of Nutritional Services Barb Schank | 952.856.4512 | bschank@isd110.org
Directory of Technology Tim Koschinska | 952.442.0606 | tkoschinska@isd110.org
Transportation Provider | Koch Bus Company | 952.442.3370

School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to schoolboardmembers@isd110.org.

ABOUT US

About Us

Waconia Wildcat Preschool provides innovative classrooms where creativity and imagination flourish. Our inclusive programs help all children discover the joy of learning. Your child will be immersed in a stimulating environment that encourages physical, intellectual, and emotional development through play-based investigation, purposeful questioning and exploration for deep learning. Wildcat Preschool aligns with the ISD 110 K-12 initiatives.

We Believe...

- Play opens the world of learning for the preschool child.
- Parents are a child's first and most important teachers.
- By nurturing and providing structure, licensed teachers are able to support learners & their parents.
- Research based curriculum embedded with standardized goals will provide exposure to learning environments for your child.
- Classroom environments are carefully designed to support developmentally appropriate exploration for all.

Pyramid Model

Pyramid Model is a social and emotional framework incorporated into the classroom to ensure high quality classrooms for all students. Children benefit from this program through learning lifelong skills such as: friendship, self-regulation, problem solving and labeling emotions.

Parent Aware

Waconia Wildcat Preschool is a four-star Parent Aware rated program. Parent Aware star ratings help parents find programs that go above and beyond to prepare children for school and life. To earn this top rating, a program must demonstrate the following:

- Conducts ongoing assessment of student's progress
- Continually adapts lesson plans and goals to meet individual needs
- Regularly updates parents on child's progress
- Provides staff with annual professional development relevant to early childhood

General Curriculum Information

Creative Curriculum: This is our base curriculum. Creative Curriculum includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive and language. Teachers use Creative Curriculum as their guide to set-up their classrooms, observe children and ensure they are teaching to the whole child.

Fundations: This is our language arts curriculum. Fundations assists children with phonemic awareness, phonics and letter formation.

Second Step: This is our social-emotional curriculum. Second Step is research-based, teacher-informed, and classroom-tested to promote the social-emotional development, safety, and well-being of young children. When children enter kindergarten with self-regulation and well-rounded social-emotional skills, they are set up for success.

Parental Curriculum Review

Each school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

TUITION

General Tuition Information

Waconia Wildcat Preschool monthly tuition should be paid on or before the 1st of each month by cash, check or credit card and submitted to the Early Childhood or the Community Education office. The billing policies are as follows:

- Monthly invoices will be sent to your email on file prior to the month of service.
- Electronic payment is available. If you are interested in this option, please download the automatic payment form from our website or ask the Early Childhood office for a copy.
- Tuition credit or refunds will not be given for school holidays, school cancellations due to inclement weather or other emergency closings, vacations or illness

Children currently enrolled will be given priority registration for the next school year.

Scholarships

Individuals or families who meet eligibility guidelines may qualify for a reduction in their preschool tuition. Scholarship forms are available at the Early Childhood office. Tuition assistance through Pathways 1 or 2 may be available for participants who meet income guidelines and complete an application. Voluntary PreKindergarten Scholarships may be available to students who are 4 years old on September 1 of the current school year and attached to various qualifying factors. Please contact the Early Childhood office for guidelines and application forms.

Past Due Tuition Policy

Parent/guardian will be notified of the past due tuition via email, phone call and/or invoice. All accounts maintaining a past due balance after the 15th of the month will be assessed a late payment fee of $10. Continued late payments or failure to pay will result in a hold on future community education registrations and may result in discontinuance from the preschool program. Please contact the program supervisor if you are having a hardship and together we will work to find a solution.

Cancellation Policy

Notice of cancellation needs to be received two weeks prior to withdrawal or participants will be required to pay the difference. The registration and supply fees are non-refundable.

SCHOOL CLOSINGS

General Information

If inclement weather forces District leaders to cancel in-person instruction during the 2026-27 school year, parents/guardians will be notified via email, text message and a recorded phone call. Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

Cancellations

School will be cancelled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. The Superintendent makes the decision in consultation with the district's school bus company, the National Weather Service, and superintendents in neighboring school districts.

Every effort will be made to make a decision by 6:00 a.m. on the morning of a cancellation. Notification will be sent directly to families through Infinite Campus by phone, email, and text message. Information will also be posted on the district website and the district's social media channels. Notification will also be sent to local television media outlets (KARE-11, KSTP-5, FOX-9, WCCO-4).

Late Starts/Early Dismissals

It's possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, morning Preschool classes will be cancelled, while afternoon classes will resume. If an early dismissal is called, the timing of the school district's dismissal will follow Preschool classes.

SCHOOL PROCEDURES

Absences/Attendance

Attendance is important. Please make every effort to get your child to school every scheduled day and arrive on time. If your child is unable to attend class please call or email your child's teacher or the Early Childhood office.

If you are receiving a Pathways or Voluntary PreKindergarten Scholarship you may not miss more than 12 school days, or your grant may be revoked. After 15 consecutive days absent we withdraw the student from our enrollment. Upon the student's return, the original enrollment form must be re-signed by the parent or guardian. We will advise the family of openings in our Preschool classes from which to enroll at that time. If children are ill, it is better to keep them home than expose others to illness.

Any student leaving the building before dismissal time must be signed out at the office. In no case will a child be released to a person without proper identification.

Addressing Concerns

For concerns that you would like to be addressed.

1. Contact the person directly in charge of the area of concern. Ex: the classroom teacher.
2. If the concern is not addressed to your satisfaction, contact the supervisor of the person directly in charge. Ex: the principal of the building
3. If the concern is still not addressed to your satisfaction, contact the next person in the chain of command. Ex: the Community Education Director of the school district then the Superintendent of the school district.
4. Finally if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.

Early Childhood Advisory Council

All parents are invited to become active members of the Early Childhood Advisory Council, both Early Childhood Family Education (ECFE) and Wildcat Preschool alike. This council supports the early childhood programs in many ways including; fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families. The Early Childhood Advisory Council meets monthly and hosts events that build community within our programs.

Allergies

Students and staff in our schools may have allergies to foods, insect stings, or other substances. While we take reasonable precautions to help provide a safe learning environment, it is not possible to eliminate all potential allergens from our schools. Families can help by reminding their child not to share food, beverages, or snacks with others.

If your child has a food allergy or other significant allergy, please notify your child's teacher and/or the school nurse as soon as possible. Sharing this information allows us to work with your family to develop an appropriate plan to support your child's health and safety while at school.

When to Keep Your Child Home

Your child is too sick to be at school if they:

- Have a fever over 100 degrees
- Vomited or had diarrhea in the last 24 hours
- Have an undiagnosed rash (not including known, recurrent, non-communicable skin conditions)
- Have red, crusty, weepy eyes until antibiotics have been started
- Have an undiagnosed or communicable cough until doctor clears you for return to school (not including allergies, asthma non-communicable ongoing conditions)
- Are not feeling well enough to engage and learn at school

Immunizations

State law mandates that an immunization record be kept on file for each child in our program. The immunization form is due before the start of the school year. If you are a conscientious objector, a notarized immunization form must be on file with the school district. We have two certified notaries employed in the district who can help with this requirement. Free or reduced cost immunizations for children are available through Carver Co. Public Health at 952-361-1329.

Medical Emergencies

To provide assistance to each student in case of an emergency, the required emergency information is essential. Every child attending Waconia Wildcat Preschool needs to have a completed district registration through Infinite Campus. This will ensure that we have contact information in the event of an emergency. It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. In the event of an accident or medical emergency during school hours, parents will be notified by phone if medical assistance is needed or told of the incident at the end of class, if medical assistance is not needed. An accident report will be shared with parents as needed. In a medical emergency, the local emergency system will be used and the student will be transported to Ridgeview Medical Center by ambulance at the parent's expense.Parents will be notified immediately.

Express Drop-Off & Pick-Up

For the safety of our students, adults must drop off/pick up students in school designated areas only. If you are going to escort your child(ren) into the building, you must park your vehicle in designated parking areas. Any vehicles left unattended in the fire lane are subject to being ticketed.

All children in parking lot, and drop off/pick up areas are encouraged to hold hands with an adult for safety (Please do not have children run ahead or behind as they can be hard to spot for moving vehicles). Moving vehicles are highly encouraged to mind their speed and keep observant.

Parents will drop their child off with a staff person at an assigned door and proceed through the parking lot to the street. Parents will queue up and wait for a staff member to come to your car to help your child out of the car and into the building. As soon as your child exits your car, please move through the parking lot onto the street as safely as possible. Please prepare your child for this and make drop-off brief, so traffic can continue to move forward.

At pick up, parents will queue up in a line and wait for a staff person to bring your child to the car. You will need to get out of the car to buckle your child into their car seat. Then quickly return to your seat and proceed to the exit. Heavy congestion is likely, so your patience and help to keep traffic flowing is imperative.

Please note that this section specifically refers to procedures at the Early Childhood Center located at 516 Industrial Blvd. Wildcat Preschoolers who attend class at one of the three elementary schools will follow that school's procedures.

Transportation

Bussing is available for qualified families and/or for a fee. Koch Bus Company provides vans to transport preschool children. If your child is riding the bus, please be ready and waiting at least 5 minutes prior to the pick-up and drop-off times. The drivers must see an adult at drop-off to ensure the safety of the child. If an adult is not present the child will be brought back to school and parents will be notified. A fee for extended care may be assessed in this situation.

Please remind your children that you expect them to follow bus rules. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked. Students are instructed in safe bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behave in a manner adversely affecting an individual or any property will have consequences where a parent is called to help teach the child in safe bus riding.

Possible Consequences for Misconduct on the Bus

This process will be followed if a student is referred for misbehavior on the bus:

- First Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents.
- Second Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents, 3-5 day bus suspension.
- Third Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents, 3-5 day bus suspension.
- Fourth Bus Report: may include discussion of safety rules, seat assignment, conflict resolution exercise, call home to parents, 5-10 day bus suspension.
- Fifth Bus Report: loss of ridership remainder of school year.

Severe Clause

Misbehaviors which are major will result in immediate loss of the privilege to ride the bus.

Assessments

District 110 elementary schools use a variety of assessments to measure student performance and growth. Results of these measures provide teachers with the information needed to develop appropriate lessons and improve instruction for all students. These assessments are generally administered twice per year (fall, and spring) and assess the areas of literacy, mathematics, cognitive, and social development.

Birthdays

Birthday Invitations

We ask your cooperation in not sending birthday invitations to school to be handed out.

Birthday Treats & Celebration

We love celebrating birthdays. We will celebrate our students' special day in a variety of ways, including a classroom birthday recognition (if your child wishes). We will also follow the ISD 110 Wellness Policy. Since many children have a variety of food restrictions and due to safety and wellness we are now only accepting non-food items for the class birthday treats only. Some suggestions would be pencils, erasers, small notebooks, yo-yos, bouncy balls, etc. A board game or book donation to the classroom are also fun ways to honor a child.

Classroom Visits

Parents are welcome to volunteer in our classrooms. We encourage family engagement. There are several opportunities for volunteering. If this is something you are interested in, please speak with your child's teacher. If your child is experiencing separation anxiety, it might be best that you wait until your child has adjusted to school before volunteering in the classroom.

SCHOOL PROCEDURES

Communication

Communication is important for a successful school year and maintaining a connection between home and school is a top priority. We want to partner with you and understand you have valuable information about your child. We will communicate our classroom activities and want to hear from you anytime you feel it is necessary.

Phone Calls: If you need to contact your child's teacher, call the designated contact. If the call is made during class time you will be directed to your teacher's voicemail. The teacher will get back to you within 48 hours. To maintain an effective learning environment, teachers and students are not called away from their teaching/learning for phone calls except in the case of an emergency.

Email: Another way you can contact the school is through email. The email address for the staff can be found on the website.

School Newsletters: Newsletters will be sent out electronically on a regular basis. Newsletters will include highlights, upcoming events, student recognition, save the dates and Early Childhood Advisory Council information.

Conferences

Conferences are held two times per year and the dates are noted on the school calendar. This is a wonderful time to connect with your child's teacher and share about social, emotional and academic achievements for your preschooler. During these conferences teachers will share observation notes and samples of your child's work.

Wildcat Preschool uses Teaching Strategies Gold as our formal assessment, as well as success criteria selected through the MN Early Childhood Indicators of Progress. Teachers will continuously monitor and support every child's development.

Custody Determination

In cases where parents are separated or divorced, and one parent has primary, physical and/or legal custody, the school requests verification of the custody determination. Schools must have on file a copy of the section of the divorce decree indicating custody and visitation rights. The school needs to have this legal documentation on file in order to assure compliance with any limiting court order. The school also requests that a note from the custodial parent be on file if there is an agreement that the non-custodial parent will be picking the child up from school.

Behavior Guidance

Most children do very well in the preschool environment. Our licensed teachers understand the developmental level and needs of children and have appropriate expectations for young children. They are attentive to the children and give verbal and often visual cues to teach behavior expectations. Teachers positively reinforce helpful behavior, acknowledge feelings, use tools and strategies to teach self-regulation and provide a framework for problem solving. If behavior escalates, parents will be informed and asked to help our school team develop a behavior plan.

Special Education Services

Wildcat Preschools works in full partnership with the district's Early Childhood Special Education program. Qualifying children will receive extra support and services to help them succeed at school. If your child's teacher or yourself have any concerns about your child, the ECSE team can be consulted and a plan to support qualifying children will be created. Highly qualified Special Education professionals will help determine appropriate supports for your child's school success.

Early Childhood Screening

Early Childhood Screening is a free, developmental check required by the State of Minnesota for kindergarten entrance and required for preschoolers to attend Wildcat Preschool.

Screening appointments:

- Last approximately 60 minutes with parent observation during the entire appointment
- Are best when complete at the age of 3-4 years
- Check your child's height, weight, hearing, vision, immunization record, coordination, large muscle and small motor skills, speech, learning development, and social/emotional skills
- Involves playful activities that make it an enjoyable experience for your child, while providing valuable information to ensure development is on track
- Are not tests. Screening simply helps identify any needs that may require additional support before your child enters kindergarten. Studies show that early intervention can make the biggest impact on development.
- Your screener will discuss the results of the screening with you immediately and answer any questions you may have

To schedule an appointment, go to:
Early Childhood Screening or call (952) 442-0613.

SCHOOL PROCEDURES

Snack Time

All Wildcat Preschool sessions include snack time as an important learning time of our day. Guidelines will be shared with parents by classroom teachers. All food brought into school for children is required to be commercially prepared. All classrooms are peanut aware. Individual classrooms may have additional guidelines due to allergies and you will be notified in that case.

Backpacks

Children are requested to bring a school-sized backpack each day. Please make sure to check your child's backpack daily.

Dressing for School

We ask that you dress your child comfortably for play. It is our desire that children participate fully in large muscle opportunities, art, sensory play, science experiences and nature play, which can be messy. Please supply jackets, snow pants, boots, mittens, and hats as needed. Please provide a full change of clothes for your child in case of potty accidents or spills. A gallon ziplock bag works well to store the extra clothes in your child's backpack.

Field Trips

Field Trips are planned throughout the year based on curriculum. School bus transportation will be used when needed. All field trips will require a completed permission slip and may have opportunities for parent chaperones. Field trips will happen during regular school hours.

Toilet Training

Children must be toilet trained before attending preschool unless a previously granted medical/developmental exemption applies. A child having accidents daily that require changing clothing would not be considered toilet trained.

Why do children have to be toilet trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers/pull-ups; our classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it takes away from learning time for all students and removes one adult from direct supervision and interaction with the rest of the class.

We do understand that even toilet-trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible. A toilet-trained child is a child who can do the following:

- Communicate to the teachers that they need to go to the restroom before they need to go
- Possess the self-control to stop what they are doing to go and use the bathroom.
- Pull down their clothes and get them back up without assistance
- Wipe themselves after using the toilet.
- Get on/off the toilet by themself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom, or if we are away from the classroom,

We certainly will ask your child many times throughout the day if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue that protects all concerned. To decrease accidents, please have your child dressed in clothing that they can easily manage independently. In the event of an 'accident', please send a complete change of clothes in the child's backpack in a large ziplock-type bag appropriate for the season that the child can independently change into. Parents will be notified by a teacher if a child has a toileting accident.

We understand that each child arrives at this milestone differently. Therefore, we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable in the classroom, we will discuss next steps with the guardians. **A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 4 weeks of school.**

KidSpace

KidSpace is a program of Waconia Public Schools' Community Education that offers before and after school childcare as well as childcare on most non-school/early release days and during the summer for students in grades PreK-5. For more information, call the Community Education Office at 952-442-0610.

Lost & Found

There's a good bet we know where the missing gym shoe, mitten or hat is! Each year many items find their way to our lost and found, and you can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps and boots with their full name.
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.
- Using caution in allowing articles of sentimental or monetary value to be brought to school.

Unclaimed lost and found items are donated to a local agency on a regular basis

Outdoor Play

Students will go outside throughout all the seasons. Inclimate weather exceptions will be made on the following basis:

1. The temperature is at or below -10° degrees inclusive of the wind chill index.
2. Precipitation (rain or snow) and/or weather conditions (thunderstorms, lightning) are of a degree that it is deemed the conditions are not conducive to students' well-being.
3. The playground/playfields are in such condition, i.e. wet, icy, muddy, that it is deemed unsafe and/or not conducive to students well-being.
4. The Early Childhood Manager and/or Principal will make decisions related to the application of this policy. We make every attempt to get students outside every day.

Medication Policy

In accordance with the Minnesota Department of Health's recommendations, Waconia Public Schools does not stock any medications for student routine use (including Aspirin, Tylenol, and cough drops) and will not administer any investigational, complementary and/or alternative medicines not approved by the FDA. Medications will be administered by the School Nurse, Health Associate or school trained designated employee under the following conditions:

- Prescription and non-prescription medication prescribed for longer than two school days require a completed and signed authorization from the student's parent/guardian and physician.
- Written notification must include: Student name, dosage and route of administration, name of medication, termination date of administration, time and frequency of administration, reason for medication, and possible side effects.
- Prescription and non-prescription medication must be in the prescription or over the counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels.
- Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the Main Office for the health and safety of your child and other students.
- If parents are unable to bring the medication to school, they should contact the Main Office and alert the staff to the type and amount of medication being sent to school that morning.
- Students will not be allowed to self-medicate or carry medications with them unless an exception and individual health plan is developed by the School Nurse, physician, and parent.

See District 110 website for a Medication Permission Form. Click on the Health Services link.

Language Access Plan

Waconia Public Schools is committed to equitable access to information for all families. In alignment with Minnesota Statute § 123B.32 and Title VI of the Civil Rights Act of 1964, our Language Access Plan outlines the tools, resources, and procedures in place to support students, families, and staff who prefer to communicate in a language other than English—removing barriers and promoting meaningful engagement in education, school communications, and decision making processes. View the Waconia Public Schools Language Access Plan.

Holidays

We approach holidays with cultural sensitivity. Please be open with concerns you have about what might be included in these days and potential conflict to your personal beliefs. With open communication we have found culturally appropriate ways to celebrate a variety of holidays within our classroom. If you have information about celebrations that you would like to share with the class, please let your child's teacher know to see how we might share those ideas.

Photos & Video

We take many photos in class. A portion of these photos are used as part of our curriculum and classroom management. Other photos are used in promotional literature or on our program's Facebook page. If for any reason you are not comfortable having your child's photo taken in class for these purposes, families can opt-out during the registration process. In addition, professional photos will be taken of every child in the fall. Purchase of these photos is optional.

The staff recognizes the occasional request from parents to videotape and/or film an activity or programs in which their child is participating. The videotaping and/or filming of special programs is permissible. The videotaping and/or filming of routine daily instructional programming and/or practices requires teacher notification and permission and is not to include videotaping and/or filming of other students, adults, and/or staff without permission being granted by the parent/guardian and/or respective adult/staff member.

Safety Guidelines/Drills

As part of our ongoing commitment to student safety, we practice fire drills, severe weather drills, and lock down drills throughout the year. When we conduct safety drills, visitors, parents/guardians and anyone else in the building are expected to participate. If you are in a building during a drill, follow the instructions of the early childhood or building staff.

Mandated Reporting

Staff are mandated by state law to report any instance of observed or suspected neglect and physical or sexual abuse of children in the home, school, or community setting.

DISTRICT POLICIES

The following policies are part of the 500 series of district policies that pertain to students. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 501 – School Weapons

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. View full policy.

Policy 502 – Search of Student Lockers, Desks, Personal Possessions & Student's Person

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions. View full policy.

Policy 503 – Student Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class. View full policy.

DISTRICT POLICIES

Policy 504 – Student Dress and Appearance

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. View full policy.

Policy 505 – Distribution of Non-School Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities. View full policy.

Policy 506 – Discipline Policy

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Each school has handbook to explain disciplinary procedures. View full policy.

Policy 507 – Corporal Punishment

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. View full policy.

Policy 508 – Extended School Year for Students with IEP

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE). View full policy.

Policy 509 – Enrollment of Non-resident Students

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination. View full policy.

DISTRICT POLICIES

Policy 510 – Student Activities

District 110 recognizes that the Student Activities program is an integral part of the school district's total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development. View full policy.

Policy 511 – Student Fundraising

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. View full policy.

Policy 512 – School Sponsored Student Publications and Activities

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools. View full policy.

Policy 513 – Student Promotion Retention and Program Design

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design. The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. View full policy.

Policy 514 – Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. View full policy.

Policy 515 – Protection and Privacy of Pupil Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. View full policy.

DISTRICT POLICIES

Policy 516 – Student Medication

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician's Desk Reference (PDR). The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minn. Stat § 152.22, Subd. 6. View full policy.

Policy 517 – Student Recruiting

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school. View full policy.

Policy 518 – DNR and DNI Orders

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR–DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations. View full policy.

Policy 519 – Interviews of Students by Outside Agencies

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day. View full policy.

Policy 520 – Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. View full policy.

Policy 521 – Student Disability Nondiscrimination

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education. View full policy.

DISTRICT POLICIES

Policy 522 – Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. View full policy.

Policy 524 – Internet Acceptable Use

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. View full policy.

Policy 525 – Violence Prevention Applicable to Students and Staff

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision. View full policy.

Policy 526 – Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. View full policy.

Policy 527 – Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel. View full policy.

Policy 528 – Student Parental Family and Marital Status Nondiscrimination

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. View full policy.

DISTRICT POLICIES

Policy 529 – Staff Notification of Violent Behavior by Students

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior. View full policy.

Policy 530 – Immunization Requirements

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students. All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. View full policy.

Policy 531 – Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. View full policy.

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. View full policy.

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds

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DISTRICT POLICIES

Policy 533 – Wellness

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. View full policy.

Policy 534 – School Meals

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program. View full policy.

Policy 535 – Accommodation of Students with Life Threatening Allergies

The purpose of this policy is to establish a safe environment for students with severe, potentially life-threatening allergies. The District will provide the opportunity for students with severe allergies to participate in all school programs and activities though the use of communication, prevention strategies, and emergency preparedness identified in an individual plan. View full policy.

DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 102 – Equal Educational Opportunity

The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities. View full policy.

Policy 103 – Complaints – Students, Employees, Parents, Other Persons

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used. View full policy.

Policy 401 – Equal Employment Opportunity

The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees. View full policy.

Policy 404 – Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district. View full policy.

Policy 413 – Harassment and Violence

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. View full policy.

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Policy 419 – Tobacco-Free Environment

The purpose of this policy is to maintain a learning and working environment that is tobacco free. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. View full policy.

Policy 421 – Gifts to Employees and School Board Members

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members. View full policy.

Policy 609 – Religion

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views. View full policy.

Policy 613 – Graduation Requirements

The policy of the school district is that all students entering grade 9 in the 2012-2013 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 9 in the 2013-2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule. View full policy.

Policy 698 – Teaching of Controversial Topics

The District has a responsibility to include, in various curriculum areas and at all grade levels, content dealing with critical topics and using materials, some of which will be controversial or raise objections within the community. The school board has the final authority to give or withhold consent for any school activity or program. View full policy.

Policy 709 – Student Transportation Safety Policy

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

DISTRICT POLICIES

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Policy 801 – Equal Access to Facilities

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time. View full policy.

Policy 806 – Crisis Management Policy

The purpose of this Crisis Management Policy is to act as a guide for school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. View full policy.

Policy 903 – Visitors to School District Buildings Sites

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. View full policy.

WACONIA
PUBLIC SCHOOLS ISD 110

2026-27 Elementary Student & Family Handbook

BAYVIEW ELEMENTARY
LAKETOWN ELEMENTARY
SOUTHVIEW ELEMENTARY

Explore Your Passions. Create Your Success.

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WELCOME!

Dear Parents and Students,

Welcome to Waconia Public Elementary Schools. We are pleased that you are a member of our school community. Together, we are able to make ISD 110 a place where you Explore Your Passions and Create Your Success, and where good things happen for children every day. Our goal is to provide inspirational opportunities for social, emotional, physical and academic growth. We want our students to be effective learners and responsible citizens. With your support, we can be a beacon of hope for children and light the way for students to create their own success stories.

As a parent, you are an essential link in your child's education. This handbook will assist you in becoming familiar with the practices in the elementary schools. It is our suggestion that parents and students read the handbook together. We are hopeful that it will serve as a part of our communication network with you along with scheduled conferences, curriculum events, newsletters, progress reports, individual notes and phone calls.

We value your contribution of ideas, time, and effort. They benefit not only your own child, but every student at Waconia Public Schools. If you have a question, comment, concern or compliment about school, please do not hesitate to contact the school principal or your child's teacher. We're always happy to hear from you.

School office hours are from 7:30 a.m. – 3:45 p.m. Another way you can contact the school is through email. The email address is the staff member's first initial followed by the staff member's last name, then @isd110.org. Here is an example: Jane Doe's email is: jdoe@isd110.org Email addresses can also be found on the district website staff directory.

We look forward to each new year as we continue to soar with success. Thank you for entrusting your child to our school district.

Warm regards,
Ann Swanson, Bayview Elementary Principal
Keith Baune, Laketown Elementary Principal
Dr. Khuzana DeVaan, Southview Elementary Principal

ISD 110 STRATEGIC PLAN

Mission Statement

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Vision Statement

ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

Core Values

Respect
We honor and listen to all voices to ensure everyone feels valued.

Collaboration
We achieve our common goals through trust, teamwork, and partnership.

Inclusiveness
We welcome all and seek multiple perspectives to create one connected community.

Empathy
We listen and act with genuine care.

Resilience
We empower one another and persevere with courage, determination, and optimism.

Strategic Directions

Student Outcomes
Delivering high-quality instruction that advances academic excellence.

Student and Staff Experience
Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.

Systems and Structures
Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of the District's vision.

CONTACT INFORMATION

School Contacts

Bayview Elementary
24 S. Walnut Street
Main Office: 952-442-0630
Secretary: Ann Bohanon
Receptionist: Jennifer McMerty
isd110.org/bayview
Principal: Ann Swanson
aswanson@isd110.org

Laketown Elementary
960 Airport Road
Main Office: 952-442-0690
Secretary: Genell Siemens
Receptionist: Kim Olson
isd110.org/laketown
Principal: Keith Baune
kbaune@isd110.org

Southview Elementary
225 West 4th Street
Main Office: 952-442-0620
Secretary: Kristen Glander
Receptionist: Amy Burkhart
isd110.org/southview
Principal: Dr. Khuzana DeVaan
kdevaan@isd110.org

District Contacts

Superintendent Brian Gersich | 952.856.4515 | bgersich@isd110.org
Director of Finance and Operations Pam Carman | 952.442.0602 | pcarman@isd110.org
Director of Human Resources Jeni Super | 952.442.0645 | jsuper@isd110.org
Director of Special Education Paul Tordoff | 952.442.0628 | ptordoff@isd110.org
Director of Communications Matt Thomas | 952.856.4531 | mthomas@isd110.org
Director of Community Education Steven Jensen | 952.442.0615 | sjensen@isd110.org
Director of Educational Services Erika Nesvig | 952.856.4610 | enesvig@isd110.org
Director of Buildings and Grounds Tim Bisek | 952.442.9657 | tbisek@isd110.org
Director of Nutritional Services Barb Schank | 952.856.4512 | bschank@isd110.org
Director of Technology Tim Koschinska | 952.442.0606 | tkoschinska@isd110.org
Transportation Provider | Koch Bus Company | 952.442.3370

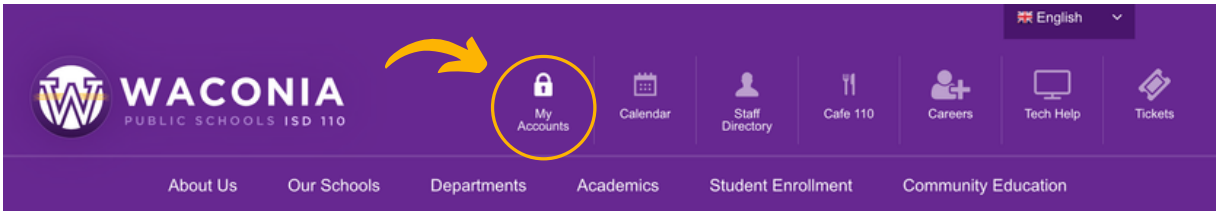
School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to schoolboardmembers@isd110.org.

ONLINE TOOLS

My Accounts Portal

The "My Accounts" portal is a single sign-on feature that can be accessed on the District homepage (isd110.org) and gives families access to a variety of online tools including Infinite Campus, Schoology, back to school forms, activities registration, student meal accounts, and more.



Infinite Campus Family Portal (Grades K-12)

Waconia Public Schools provides Infinite Campus Family Portal to students, and parents/guardians of students attending our schools. Campus Family Portal allows you to better understand, monitor, and participate in the educational process with real-time access to student information for the current school year. Parents and students can access announcements, assignments, attendance, grades, report cards, schedules, and more.

To access your Infinite Campus account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Infinite Campus Family Portal tile to access your account.

Schoology Learning (Grades 3-12)

Schoology learning allows parents to view specific digital resources being used in the classroom. Schoology is available to students and families in grades 3-12. Once logged into Schoology, you can view digital handouts, presentations, as well as tests and class announcements. Staff will communicate Schoology expectations with students and families.

To access your Schoology account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Schoology tile to access your account.

SCHOOL CLOSINGS

General Information

If inclement weather forces District leaders to cancel in-person instruction during the 2026-27 school year, the first two instances would result in no-school days for students. Any subsequent weather-related closures would result in the District implementing a flex-learning day. Students in grades 5-12 would use their devices to access learning plans on Schoology. Families with students in grades K-4 would receive learning plans via email from teachers that morning.

Cancellations

School will be cancelled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. The Superintendent makes the decision in consultation with the district's school bus company, the National Weather Service, and superintendents in neighboring school districts.

Every effort will be made to make a decision by 6:00 a.m. on the morning of a cancellation. Notification will be sent directly to families through Infinite Campus by phone, email, and text message. Information will also be posted on the district website and the district's social media channels. Notification will also be sent to local television media outlets (KARE-11, KSTP-5, FOX-9, WCCO-4).

Inclement weather cancellations typically include the following:

- Classes and programs at all Pre K-12 schools, and Waconia Learning Center
- Early Childhood Family Education (ECFE)
- Early Childhood Special Education (ECSE)
- Before & after-school programs and extra-curricular activities
- Field trips and school events
- Community Ed classes, events, practices, and games
- Kids' Company childcare
- Building events (open houses, conferences, etc)
- Permits held by outside organizations (i.e. Girl Scouts, Associations, Clubs, etc) for meetings and activities in a school building are canceled. Contact the organizer with questions.
- Athletics cancellations are decided on an individual basis. Schedule changes are posted online at metrowestconference.org.

Late Starts / Early Dismissals

It's possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, a student's bus will arrive at their bus stop exactly two hours after their normally scheduled pick-up time.

Update Your Contact Information

Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

SCHOOL PROCEDURES

The following school procedures are organized alphabetically and may vary slightly from school to school. Please also refer to the District Policies section, which starts on page 23.

Absences / Attendance

Children are expected to be in school every day unless they are ill or there is an emergency in the family. If children are ill, it is better to keep them home than expose others to illness. When a student will be absent for any reason, the parent is expected to notify the school. Parents are requested to call the school office by 8:30 a.m. on the day of absence to give the reason for the absence. If there is no call, safety calls are made by office staff to verify your child's location. Attendance will be taken at 8 a.m. Students not in their classroom by 8 a.m. will be marked tardy.

Excused absences include but are not limited to: illness, doctor appointments, death in the family/funeral, family emergencies, and family vacations. Principals will communicate with and notify families if attendance becomes problematic. After 15 consecutive days absent, State Law requires that we withdraw the student from our enrollment. Upon the student's return, the original enrollment form must be re-signed and dated by the parent or guardian.

Students are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within five days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the principal or teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Any student leaving the building before dismissal time must be signed out at the office. In no case will a child be released to a person without proper identification.

Addressing Concerns

For concerns that you would like to be addressed. Please follow the following protocol:

1. Contact the person directly in charge of the area of concern. Ex: the classroom teacher.
2. If the concern is not addressed to your satisfaction, contact the supervisor of the person directly in charge. Ex: the principal of the building
3. If the concern is still not addressed to your satisfaction, contact the next person in the chain of command. Ex: the superintendent of the school district
4. Finally if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.

SCHOOL PROCEDURES

Allergies

In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although emergency medications and treatments are available in the health office in the event of a severe allergic reaction, the best treatment is prevention since measures may not be adequate to counteract the swift severe reactions that may occur. Ideally our environment would be free of all allergens, including those related to foods, but this is not always possible. With peanuts it can be especially difficult since they can be a hidden ingredient in foods. In an effort to keep children and adults safe we ask that you frequently remind your child never to share any part of their lunch or snack.

Alternative Instructional Arrangements

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style. Alternative instructional arrangements are provided in accordance with District 110 Policy.

Animals in the School

To prevent exposure to allergens and to maintain the health and safety of students and staff, animal visits must be approved by the principal and the district health coordinator prior to the visit. Please call prior to the visit.

Arrival Time

School begins at 7:55 a.m. If your child does not ride the bus, please plan for your child's arrival between 7:40–7:50 a.m. Morning recess takes place between 7:40–7:50 a.m. Students report to classrooms by 7:55 a.m.

Assessments

District 110 elementary schools use a variety of assessments to measure student performance and growth. Results of these measures provide teachers with the information needed to develop appropriate lessons and improve instruction for all students. These assessments are generally administered three times per year (fall, winter, and spring) and assess the areas of reading, mathematics, and social development. 2026–27 Assessment Calendar.

What if I choose to not have my student participate in statewide assessments?
Parents/guardians have a right to not have their student participate in state–required standardized assessments. Minnesota Statutes require schools to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate.

Parent/Guardian Participation Guide and Refusal Information:
English Version | Spanish Version

Band

Fifth graders have the opportunity to participate in the Fifth Grade Band Program. Students receive regular instructional lessons and have the opportunity to perform several times during the school year.

Bike Safety

Your child is welcome to ride his or her bike to school. Please talk to your child about bike safety. Ask your child to walk the bike across the street to school, in the school parking lot, on the sidewalk, and wherever pedestrian traffic is busy. We strongly encourage you to have your child wear a bicycle helmet and bring a bicycle lock. A bike rack is provided. The school is not responsible for loss or damage. Skateboards, inline skates and roller shoes may not be used on school property. Students are not permitted to ride electric bicycles (e-bikes) to or from school, as Minnesota law establishes minimum age requirements for e-bike operation.

Birthdays

Birthday Invitations

All children love to be invited to a birthday party. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out and they are not included.

Birthday Treats & Celebration

We love celebrating birthdays at the elementary buildings. We will celebrate our students' special day in a variety of ways, including saying birthday names on Morning Announcements, an office visit to pick up a small token, and grade level traditions.

ISD 110 Wellness Policy has been updated and new wellness guidelines have board approval. Since many children have a variety of food restrictions and due to safety and wellness we are now only accepting non-food items for the class birthday treats only. Some suggestions would be pencils, erasers, small notebooks, yo-yos, bouncy balls, etc. A board game or book donation to the classroom are also fun ways to honor a child.

Bus Conduct

Please remind your children that you expect them to follow bus rules and to be well-behaved and obedient to the driver. In Minnesota, student transportation is a privilege, not a right. Students who choose to behave inappropriately or unsafely may have their transportation privileges revoked. Elementary students are instructed in safe and appropriate bus behavior. Students who interfere with the safe operation of a school bus which is stopped or moving or who behave in a manner adversely affecting an individual or any property on or near the bus itself, at bus stops or at pick-up/drop-off areas will be disciplined.

Possible Consequences for Misconduct on the Bus

This process will be followed if a student is referred for misbehavior on the bus:

- First Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents.
- Second Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents, detention/in school time out, 3-5 day bus suspension.
- Third Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents, detention/in school time out, 3-5 day bus suspension.
- Fourth Bus Report: discipline may include discussion of safety rules, seat assignment, conflict resolution exercise, call/note home to parents, detention/in school time out, 5-10 day bus suspension.
- Fifth Bus Report: loss of ridership remainder of school year.

Severe Clause

Misbehaviors which are major will result in immediate loss of the privilege to ride the bus.

Cell Phones / Electronic Devices

While responsible use of cell phones is permitted during non-school hours, all cell phones and watches capable of sending or receiving messages must be powered off and secured from 7:40 a.m. to 2:30 p.m. unless otherwise directed by a school staff member. Cell phones or other electronic communication devices with telephone or picture taking options are not allowed to be visible in lavatories or on school buses. If a student is found to be using their electronic devices inappropriately, the student may have their electronic devices confiscated until the parent or guardian is able to retrieve the item. Furthermore, students are expected to follow School Board Policy 524 regarding Internet Acceptable Use and Safety. Violations of this policy are subject to disciplinary action.

Classroom Assignment

District 110 elementary schools have established an effective and equitable classroom assignment process. Parents have an opportunity to participate by completing a Parent Input Form available in spring. Please do not request a specific teacher when completing this form. In order for input to be considered, the form must be turned in on or before the deadline. Classroom assignments are based on many educational considerations, parent, and teacher input. The principal has the final authority on all placements.

Code of Conduct

District 110 is committed to providing a quality education for all students. The staff is committed to providing an atmosphere conducive to learning. School wide expectations for behavior have been developed to enable teachers to teach and students to learn.

All staff members are working together to provide clear and consistent expectations for students. The teachers are explicitly teaching the expectations for appropriate behavior in the hallway, restroom, lunchroom, playground, classroom and common building areas.

All buildings and staff will adhere to the procedures outlined in School Board Policy 506 regarding discipline.

SCHOOL PROCEDURES

Communication

Maintaining a connection between home and school is a top priority. In order to stay current and updated on all school information, please visit our website at www.isd110.org. Information will be updated and added to the website on a regular basis, so please visit it often. Teachers use Schoology/Seesaw to communicate information. Students will also bring home a RED folder containing information. It's important that parents take a moment to read through and clear out this folder each day.

Phone Calls: If you need to contact your child's teacher, call the school office and you will be directed to your teacher's voicemail. The teacher will get back to you within 48 hours. To maintain an effective learning environment, teachers and students are not called away from their teaching/learning for phone calls except in the case of an emergency.

Email: Another way you can contact the school is through email. The email address for the staff can be found on the website.

School Newsletters: Newsletters will be sent out electronically on a regular basis. Newsletters will include highlights, upcoming events, student recognition, save the dates and PTO information.

Curriculum

All students receive instruction in these core subjects: Language Arts (reading, language, spelling, handwriting), Mathematics, Social Studies, and Science. In addition, specialists in the following areas provide regular instruction: Physical Education, Art, and Music.

Parental Curriculum Review

It is the policy of the school district to provide evidence–based curricula aligned to Minnesota Standards as determined by the Minnesota Department of Education (MDE). Per Minnesota Statute 120B.20, each school district shall have a procedure for a parent, guardian, or an adult student (18 years of age or older), to review the content of the instructional materials. If objections are made to the content, the school district shall make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school district does not meet the concerns of the parent, guardian, or adult student. The school district is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. School personnel may evaluate and assess the quality of the student's work.

Process for Addressing a Concern:

1. In a timely manner, contact the classroom teacher to review the course or unit outcomes and accompanying instructional resources. Discuss areas of concern to seek clarification.
2. If concerns persist, contact the building principal. If necessary, the classroom teacher and building principal may work together to make reasonable arrangements for alternative instruction.
3. If the concern is not addressed to your satisfaction, contact the Director of Educational Services to discuss a citizen's request for reconsideration of materials.
4. If the concern is still not addressed to your satisfaction, contact the Superintendent.

SCHOOL PROCEDURES

Custody Determination

In cases where parents are separated or divorced, and one parent has primary, physical and/or legal custody, the school requests verification of the custody determination. Schools must have on file a copy of the section of the divorce decree indicating custody and visitation rights. The school needs to have this legal documentation on file in order to assure compliance with any limiting court order. The school also requests that a note from the custodial parent be on file if there is an agreement that the non-custodial parent will be picking the child up from school.

Discipline / Behavior

The home and school have a joint responsibility to instill acceptable self- discipline within each student. The school guidelines are kept to a minimum and special sessions will be held with the students for clarification and emphasis. The school's behavior expectations plan can be found on the website and is in accordance with District Policy.

Dismissal / Early Pick-Up

Regular dismissal is at 2:30 p.m. If you are picking up your child during school hours, you must notify the office so we can note that your child is leaving. The office will call the classroom to release your child when you arrive to pick up. Students will not be released until the teacher receives notification from the school office. For your child's safety, please do not ask us to send your child home from school unattended. Please try to schedule appointments after regular school dismissal time. If you plan to pick-up your child at the end of the day instead of having them ride the bus, please notify the office no later than 1:00 p.m.

Donations

As in past years, the District's three elementary schools will not require a mandatory student activity fee and instead are asking families for donations that will be used to fund things such as parties, classroom t-shirts, reward day, pictures, red folders, and planners. Families looking to donate can do so online when filling out their back-to-school forms, or by stopping at the PTO table at Open House with cash or check.

Any donations to the school must receive the pre-approval of the school principal. A receipt of the donation will be provided when requested. All commercial donations, which may also include commercial advertising, must be approved by the building leadership team. When necessary, school board approval may be required. The acceptance of donations will be the weight of the educational impact versus the other related variables. Donations must be made in accordance with District Policy.

Dress Code

Appropriate student dress is essential to a positive educational environment, and we ask for your support in enforcing our school dress code, which can be found in School Board Policy 504. Gym shoes are required for Physical Education classes (shoes may be kept at school if necessary). Students must wear appropriate outerwear according to weather seasons. Please label your child's clothing in order that we are able to return lost items.

Drop-Off / Pick-Up Location

For the safety of our students, parents/guardians must drop off/pick up students in school designated areas only. If you are going to escort your child(ren) into the building, you must park your vehicle in designated parking areas and sign your child in. Any vehicles left unattended in the fire lane (yellow curb along sidewalk) are subject to being ticketed.

Emergency Contact Information

To provide assistance to each student in case of an emergency, the required emergency information is essential. The annual Student Health Census Form provides up-to-date emergency phone numbers and medical information. It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers. In a medical emergency, the local emergency system will be used and the student will be transported to Ridgeview Medical Center by ambulance at the parent's expense.

Emergency Preparedness

We place the safety of students as a top priority. State law mandates that each school building conduct five fire drills, five lockdown drills, and one severe weather drill. We view these drills as proactive measures to teach students the proper methods of evacuating the school premises and procedures for safe sheltering inside the school building.

Emergency School Closings

Weather related school closings, late starts or early dismissals are communicated to parents via Infinite Campus Messenger (voice call, text and email) and posted on the school website as well as various local television stations. Parents are responsible for updating their contact information in the Infinite Campus Parent Portal. Parents are also required to complete the Emergency Dismissal Form each year. This form provides valuable information for the homeroom teacher and school office in the case of an emergency dismissal due to weather, power, or other building emergency. A parent/guardian is responsible for informing the teacher of any changes in your emergency plan that may occur during the school year. See page 7 in this handbook for more information.

Family Life Education

Family Life is included as part of the district health curriculum in grades five through ten. The fifth grade curriculum goals are directed toward greater understanding of family life, more effective interpersonal skills, and greater understanding of human growth and reproduction. A curriculum outline and list of materials is available from the school office. Any parent or guardian who does not wish their child to participate in this program is asked to make a written request to their classroom teacher.

Field Trips

Parents/guardians shall be informed of all field trip experiences scheduled for the students prior to the activity. If parents/guardians have any questions about the experience, they should contact the classroom teacher.

Parent chaperones are determined by the homeroom teacher. Parents are not to attend field trip activities unless they are an assigned chaperone for the activity. Non-classroom students are not to attend school-sponsored activities. Parent chaperones will be asked to supply information for a background check to be completed prior to the field trip.

An instructional field trip is considered to be an enhanced learning experience and has connections to curriculum units. There are also supplemental field trips that are more focused on recreation and community building. Parents may be asked to pay for supplemental field trips, however scholarships will be available. No student will be denied the opportunity to attend a field trip based on a financial hardship.

Food Service

Waconia Public Schools participates in the National School Breakfast and Lunch Program. Our Nutrition Services Department is all about emphasizing the importance of balancing healthy eating and physical activity for our kids! We offer our students a wide variety of fruits, vegetables, whole grains, and we're using more and more locally-grown ingredients. Our menus and recipes are inspired by our students, staff and current trends and can be found at myschoolmenus.com/organizations/2207.

Free Meals

Every student is eligible to receive one free breakfast and one free lunch meal per school day. In order to qualify as a free meal, the student must take a serving of a fruit or vegetable. Families may want to consider placing funds in their student's meal account to pay for guest meals.

Parents/guardians are invited to join us for lunch, but must call ahead for reservations by 9:00 am on the day they wish to eat with their child. Guest lunches will be deducted from the student lunch account. Lunch guests must sign in at the office and will be directed where to wait. Guests are not to go to the classroom unless prior approval has been arranged.

Fundraisers

Fundraising encompasses activities which are designed to raise funds to provide services for the students or boost specific programs needing financial help. Groups or organizations raising funds must meet one of the following criteria: 1) involves a student group or organization, 2) involves a community group and is characterized by one of the following: (a) takes place during school time; (b) utilizes school facilities or equipment; or (c) involves school personnel. All fundraising groups or organizations must receive school administration approval prior to conducting any activity.

Health Screening

Vision and Hearing screenings can be conducted at any time by a special request or referral from teachers or parents. When suspected health problems are detected, a referral for a medical evaluation is made. If financial assistance is needed or resource information is requested, please contact the District School Nurse at 952-442-0625.

Homework

Students may be required to complete school work at home. The appropriateness of homework will be left to the discretion of the classroom teacher. The homework will relate to the instructional objectives.
Homework may be assigned to:

- promote and practice self-discipline, independence and responsibility.
- provide reinforcement of a particular skill.
- preserve classroom time for activities that necessitate the direct involvement of the teacher.
- continue work which was to be done in school, but was not completed within the prescribed time frame.
- expand the curriculum by permitting students to learn in "real" situations, at home and in the community.

Homework during an absence: When your child has an extended illness and you want to pick up homework or have it sent home with another student, please notify the teacher. This allows time for the teacher to prepare the assignments. The homework can be picked up in the office after school.

Generally, homework for a family vacation is made up following the child's return to school. We STRONGLY encourage family vacations to occur during regular scheduled school vacation days.

Immunizations

The Minnesota school immunization law requires that children entering elementary school be completely immunized before entering school and submit a statement indicating that the following was administered:

- Date and year of five doses of vaccine for diphtheria, tetanus, and pertussis (DTP)
- Date and year of four doses of vaccine for poliomyelitis
- Date and year of three doses of vaccine for Hepatitis B (Kindergarten and 1st requirement only
- Date and year of two doses of mumps, measles, and rubella (MMR) given after fifteen months of age
- Date and year of varicella vaccine or year of varicella chicken pox

Immunization procedures are in accordance with District Policy #530. Students who have not met immunization requirements will be excluded from attending school.

Students can be exempt for medical reasons with a physician's signature or as a conscientious objector with a letter that has been notarized.

The Minnesota Immunization Information Connection (MIIC) is a confidential, computerized network of shared immunization records. It provides clinics, schools, and parents with accurate, complete, and up-to-date immunization records. The MIIC replaces the Immulink registry where student records were located in the past. The only persons who view your family's immunization records either administer the immunizations or are required by law to record immunizations for doctors, local health departments, schools, daycares and health insurance companies. The Minnesota Immunization Data Sharing Law, S11.3351, protects this. You can choose to be a part of MIIC by completing and signing a form at the time of your child's immunizations.

Injury or Illness

Health Office staff is available during the school hours for emergency first aid and assistance to students who are injured or ill. In case of an injury/illness, the school will contact the parent/guardian first if deemed necessary. The parent, if requested, will pick up the child or make arrangements for someone else to do so as soon as possible. If unable to reach the parent/guardian, the person identified as an emergency contact in Infinite Campus Parent Portal will be notified. We ask parents to make sure the emergency contact person has agreed to assume this responsibility, is available and has transportation. Students will be excluded from school when they exhibit any of the following symptoms:

- Oral temperature over 100 degrees
- Undiagnosed rash
- Vomiting
- Breathing difficulties
- Diarrhea

All students are required to participate in Physical Education. Following an injury or illness, a physician's order is required for any student to be excused from Physical Education class for more than three days.

KidSpace

KidSpace is a program of Waconia Public Schools' Community Education that offers before and after school childcare as well as childcare on most non-school/early release days and during the summer for students in grades K-5. For more information, call the Community Education Office at 952-442-0610.

Language Access Plan

Waconia Public Schools is committed to equitable access to information for all families. In alignment with Minnesota Statute § 123B.32 and Title VI of the Civil Rights Act of 1964, our Language Access Plan outlines the tools, resources, and procedures in place to support students, families, and staff who prefer to communicate in a language other than English—removing barriers and promoting meaningful engagement in education, school communications, and decision making processes. View the Waconia Public Schools Language Access Plan.

Lost & Damaged Materials

The school will charge an appropriate replacement fee for electronic devices, textbooks, workbooks and/or library books that are lost and/or damaged beyond repair.

Lost & Found

There's a good bet we know where the missing gym shoe, mitten or hat is! Each year many items find their way to our Lost and Found, and you can help this problem by:

- Clearly labeling your child's coats, jackets, sweaters, caps and boots with their full name.
- Trying to locate the item immediately upon discovering it is lost. Don't let too much time elapse.
- Using caution in allowing articles of sentimental or monetary value to be brought to school.

Unclaimed lost and found items are donated to a local agency on a regular basis as communicated by the school.

Medication Policy

In accordance with the Minnesota Department of Health's recommendations, Waconia Public Schools does not stock any medications for student routine use (including Aspirin, Tylenol, and cough drops) and will not administer any investigational, complementary and/or alternative medicines not approved by the FDA. Medications will be administered by the School Nurse, Health Associate or school trained designated employee under the following conditions:

- Prescription and non-prescription medication prescribed for longer than two school days require a completed and signed authorization from the student's parent/guardian and physician.
- Written notification must include: Student name, dosage and route of administration, name of medication, termination date of administration, time and frequency of administration, reason for medication, and possible side effects.
- Prescription and non-prescription medication must be in the prescription or over the counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels.
- Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the Health Office for the health and safety of your child and other students.
- If parents are unable to bring the medication to school, they should contact the Health Office and alert the staff to the type and amount of medication being sent to school that morning.
- Students will not be allowed to self-medicate or carry medications with them unless an exception and individual health plan is developed by the School Nurse, physician, and parent.

See District 110 website for a Medication Permission Form. Click on the Health Services link.

Multilingual Learners (ML) Program

The mission of the ML program is to ensure equity and access to a high-quality education for multilingual learners to reach their greatest potential. ML teachers will develop, implement, and evaluate research-based language instruction education programs for multilingual learners to attain English proficiency based on the WIDA English Language Development (ELD) standards and achieve state academic content standards.

Parent Teacher Conferences

Parent-Teacher Conferences are one of the most important channels of communication between school and home. Conferences are held twice a year and are held in person. If you are unable to attend in person, contact your child's teacher for available options. You will sign up for a time with your child's teacher through an online scheduler called PICK-A-TIME. Watch for more information about how to sign up in the school newsletter.

Tips for a successful conference: Arrive to the meeting on time; Make a list before you come of items you want to discuss, or questions you'd like answered; Ask for clarification of any information the teacher gives that you don't understand; Follow-up with the teacher in the weeks to come

Parent Teacher Organization (PTO)

A Parent Teacher Organization is designed to enhance the home-school relationship. All parents are invited to become active in the PTO. PTO supports the school in many ways including fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families.

Parties and Special Activities

Special parties or classroom activities not directly related to the curriculum may occasionally be scheduled by the classroom teacher during the school year (i.e. fall and/or winter). A parent/guardian may opt for a student not to participate in the event, at which time the teacher will plan an alternative activity for the student. Due to allergies and District Wellness Policy classroom teachers and staff will be responsible for the organization/ordering of special party treats. We will not ask parents to bring in items for the entire class.

Personal Belongings

Unless a teacher requests them specifically, students are discouraged from bringing toys, sports equipment or other expensive items to school. School staff are not responsible for non-requested items.

Pledge of Allegiance

Students are given the opportunity to recite the pledge of allegiance on a daily basis via the morning announcements or as part of the individual classroom morning meetings.

Recess

Students will go outside for recess before school (7:40-7:50 a.m.) and before or after their lunch times unless any of the following weather-related conditions exist:

1. The temperature is at or below -10° degrees inclusive of the wind chill index.
2. Precipitation (rain or snow) and/or weather conditions (thunderstorms, lightning) are of a degree that it is deemed the conditions are not conducive to students' well-being.
3. The playground/playfields are in such condition, i.e. wet, icy, muddy, that it is deemed unsafe and/or not conducive to students well-being.
4. The principal or their designee will make decisions related to the application of this policy. We make every attempt to get students outside every day.

Records (Student)

Parents/guardians are permitted to review their student's educational records. Upon request, the district will provide a list of the types and locations of educational records used by the district. Upon requesting access to records, parents/guardians will be supplied a more detailed copy of rights and procedures involved. Non-custodial parents do have the right to education information including, but not limited to, records and report cards. Please contact the building administrator for additional information. Parents have the ability to access student information on Infinite Campus parent portal. Parents will be supplied with online instructions in the yearly Open House electronic mailing.

Registration (Student)

New students enrolling in school are to complete the Online Registration on the District Website. Contact the School Administrative Assistant for additional enrollment forms. All immunizations must be current. An official county birth certificate is required. Proof of residence is required: a copy of a utility bill, driver's license, rental/purchase agreement with current district address listed are all acceptable forms of proof of residence. To enter Kindergarten, a child must be 5 years old before September 1st of the school year. If you have any questions regarding enrollment, please contact the school.

Report Cards

Report Cards are issued three times a year. They will be available for review and printing via Infinite Campus parent portal. If you wish to receive a hard copy, you must notify the school office. The report card reflects the student's performance in terms of maturity and ability. The students are graded in academic areas as well as in the areas of study habits and social growth. A non-custodial parent may receive a progress report.

Safety Patrol

The school's Safety Patrol is on duty before and after school each day. The patrol's main duty is to help students cross the streets safely, board buses, monitor hallways and protect students from accidents. Adult supervision is provided at each crossing site.

Special Education Services

Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and vocational subjects. Support with emotional, behavioral, and handicapped programs are also provided.

Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individual or small groups in a resource room, or a combination of both.

Concerns about the need for special help may be alleviated by a pre-referral meeting with the Child Study Team. The Child Study Team consists of the teacher, special education teachers, school psychologist, school nurse, special education director, social worker, autism specialist, occupational therapist, and principal.

The Child Study Team will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.

Parents/guardians, teachers, counselors, etc. on behalf of a student may make requests for special education services.

Student Surveys

Under the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, Waconia Public Schools is required to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation.

Title IX

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.
Title IX Coordinator: Director of Human Resources Jeni Super | (952) 442-0645 | jsuper@isd110.org

Transportation

Bicycles: Students may ride bicycles to and from school. Upon arrival at school, the students must park their bikes in the appropriate bike rack on the outside of the school. The school is not responsible for bikes brought to school. We strongly recommend that students wear helmets and lock their bikes. Students are not permitted to ride electric bicycles (e-bikes) to or from school, as Minnesota law establishes minimum age requirements for e-bike operation.

Busing: The school district contracts with independent owners for transporting students to and from school. If a student has a need to be transported to a location other than their home on a regular basis, the parent/guardian must contact the bus contractor and fill out the appropriate form.

Parent/Guardian Transportation: Parents/guardians may drop-off and pick-up students. Students will be dismissed from their school's determined location and parents must enter the building and sign-out their children. Students will not be released until a parent/guardian or an adult with written parental permission meets the child in their school's determined pick-up location.

Walking: Students who walk to school are reminded to follow the pedestrian safety rules. The rules include:

1. Cross the streets only at crosswalks
2. Walk on street sidewalks when available
3. Walk along the edge of the street facing traffic when sidewalks are not available

A student buddy system which has students living in the same neighborhood walking together to school, especially pairing younger students with older students, should be used when possible.

Tutoring Services

School District 110 recognizes that additional tutorial support through direct instruction can be beneficial to students. Teaching staff working in partnership with the building administrator and student's parents can provide tutorial services to students that are intended to improve their academic skills within the regulations established by school district policy #427. Parents requesting tutorial services are asked to contact the building administrator for assistance.

Videotaping and Filming

The staff recognizes the occasional request from parents to videotape and/or film an activity or programs in which their child is participating. The videotaping and/or filming of special programs (i.e. class plays, musical performances, athletic events, etc.) is permissible. The videotaping and/or filming of routine daily instructional programming and/or practices requires teacher notification and permission and is not to include videotaping and/or filming of other students, adults, and/or staff without permission being granted by the parent/guardian and/or respective adult/staff member.

Volunteering

Parents have the opportunity to volunteer their service to the school. The purpose of parent volunteering is to provide "extra classroom hands" and to increase parent involvement in their child's education. Each grade level establishes parent volunteer opportunities consistent with age/student grade. Prior arrangements should be made with the classroom teacher. We ask parents not to bring younger siblings into your school-age child's classroom while volunteering. A younger child may become a distraction when students are concentrating on an assignment or activity. Always check in at the school office to obtain a visitor's badge before going to your child's classroom. Confidentiality is a must when volunteering in our classrooms and schools.

Weapons

It is the policy of Waconia Public Schools to maintain a positive, safe learning and working environment and school zone. All weapons or instruments, which have the appearance of a weapon, are prohibited within all school environments and school zones except for educational purposes as authorized by the building principal or designee. This prohibition applies to all school buildings and grounds, leased or owned, within all school owned, leased or contracted vehicles, and at other buildings or premises where District 110 students are present. The prohibition specifically includes all school-sponsored activities such as field trips, or co-curricular activities wherever they occur.

Please refer to School Board Policy 501 for further information.

Yearbooks

Each spring students are given an opportunity to purchase yearbooks. These special memory books bring smiles to children, parents, and staff members.

DISTRICT POLICIES

The following policies are part of the 500 series of district policies that pertain to students. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 501 – School Weapons

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. View full policy.

Policy 502 – Search of Student Lockers, Desks, Personal Possessions & Student's Person

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions. View full policy.

Policy 503 – Student Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class. View full policy.

DISTRICT POLICIES

Policy 504 – Student Dress and Appearance

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. View full policy.

Policy 505 – Distribution of Non-School Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities. View full policy.

Policy 506 – Discipline Policy

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Each school has handbook to explain disciplinary procedures. View full policy.

Policy 507 – Corporal Punishment

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. View full policy.

Policy 508 – Extended School Year for Students with IEP

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE). View full policy.

Policy 509 – Enrollment of Non-resident Students

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination. View full policy.

DISTRICT POLICIES

Policy 510 – Student Activities

District 110 recognizes that the Student Activities program is an integral part of the school district's total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development. View full policy.

Policy 511 – Student Fundraising

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. View full policy.

Policy 512 – School Sponsored Student Publications and Activities

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools. View full policy.

Policy 513 – Student Promotion Retention and Program Design

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design. The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. View full policy.

Policy 514 – Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. View full policy.

Policy 515 – Protection and Privacy of Pupil Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. View full policy.

DISTRICT POLICIES

Policy 516 – Student Medication

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician's Desk Reference (PDR). The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minn. Stat § 152.22, Subd. 6. View full policy.

Policy 517 – Student Recruiting

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school. View full policy.

Policy 518 – DNR and DNI Orders

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR–DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations. View full policy.

Policy 519 – Interviews of Students by Outside Agencies

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day. View full policy.

Policy 520 – Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. View full policy.

Policy 521 – Student Disability Nondiscrimination

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education. View full policy.

DISTRICT POLICIES

Policy 522 – Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. View full policy.

Policy 524 – Internet Acceptable Use

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. View full policy.

Policy 525 – Violence Prevention Applicable to Students and Staff

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision. View full policy.

Policy 526 – Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. View full policy.

Policy 527 – Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel. View full policy.

Policy 528 – Student Parental Family and Marital Status Nondiscrimination

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. View full policy.

DISTRICT POLICIES

Policy 529 – Staff Notification of Violent Behavior by Students

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior. View full policy.

Policy 530 – Immunization Requirements

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students. All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. View full policy.

Policy 531 – Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. View full policy.

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. View full policy.

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DISTRICT POLICIES

Policy 533 – Wellness

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. View full policy.

Policy 534 – School Meals

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program. View full policy.

Policy 535 – Accommodation of Students with Life Threatening Allergies

The purpose of this policy is to establish a safe environment for students with severe, potentially life-threatening allergies. The District will provide the opportunity for students with severe allergies to participate in all school programs and activities though the use of communication, prevention strategies, and emergency preparedness identified in an individual plan. View full policy.

DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 102 – Equal Educational Opportunity

The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities. View full policy.

Policy 103 – Complaints – Students, Employees, Parents, Other Persons

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used. View full policy.

Policy 401 – Equal Employment Opportunity

The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees. View full policy.

Policy 404 – Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district. View full policy.

Policy 413 – Harassment and Violence

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. View full policy.

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Policy 419 – Tobacco-Free Environment

The purpose of this policy is to maintain a learning and working environment that is tobacco free. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. View full policy.

Policy 421 – Gifts to Employees and School Board Members

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members. View full policy.

Policy 609 – Religion

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views. View full policy.

Policy 613 – Graduation Requirements

The policy of the school district is that all students entering grade 9 in the 2012-2013 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 9 in the 2013-2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule. View full policy.

Policy 698 – Teaching of Controversial Topics

The District has a responsibility to include, in various curriculum areas and at all grade levels, content dealing with critical topics and using materials, some of which will be controversial or raise objections within the community. The school board has the final authority to give or withhold consent for any school activity or program. View full policy.

Policy 709 – Student Transportation Safety Policy

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

DISTRICT POLICIES

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Policy 801 – Equal Access to Facilities

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time. View full policy.

Policy 806 – Crisis Management Policy

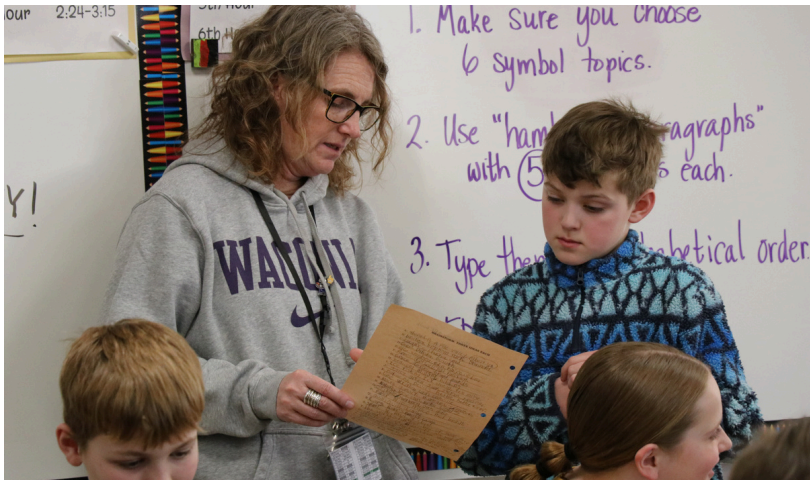
The purpose of this Crisis Management Policy is to act as a guide for school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. View full policy.

Policy 903 – Visitors to School District Buildings Sites

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. View full policy.

WACONIA
PUBLIC SCHOOLS ISD 110

2026-27
Waconia Middle School
Student & Family Handbook



Explore Your Passions. Create Your Success.

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WELCOME!

Dear Parents and Students,

Waconia Middle School is committed to a high quality, inclusive educational environment where learning is our core priority.

As the building principal, I have great personal pride to have the opportunity to lead our amazing students, collaborate with our talented staff, and build strong relationships with our caring community. Waconia Middle School is a great place to learn and grow.

Students in Grades 6-8 will experience many opportunities for creative and unique learning experiences, learn in a safe and caring environment, collaborate with talented and dedicated staff, experience high levels of rigor and achievement, and build many lifelong memories and positive relationships.

Waconia Middle School's student enrollment continues to grow annually and currently varies between 915-950 students. We often experience the most growth in 6th grade with many new students joining the school district at the start of middle school. With three ISD 110 elementary schools combining in 6th grade, it is an opportune time to become a Wildcat!

Please come by the school office or contact me directly with any questions or concerns. Thank you again for the continued opportunity to work with your children.

Shane Clausen
Waconia Middle School Principal

HELPFUL LINKS

2026-27 ISD 110 Academic Calendar
2026-27 WMS Calendar
2026-27 WMS Schedules
ISD 110 Directory

ISD 110 STRATEGIC PLAN

Mission Statement

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Vision Statement

ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

Core Values

Respect
We honor and listen to all voices to ensure everyone feels valued.

Collaboration
We achieve our common goals through trust, teamwork, and partnership.

Inclusiveness
We welcome all and seek multiple perspectives to create one connected community.

Empathy
We listen and act with genuine care.

Resilience
We empower one another and persevere with courage, determination, and optimism.

Strategic Directions

Student Outcomes
Delivering high-quality instruction that advances academic excellence.

Student and Staff Experience
Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.

Systems and Structures
Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of the District's vision.

CONTACT INFORMATION

School Administration

Principal
Shane Clausen
sclausen@isd110.org

Assistant Principal
Jamie Hise
jhise@isd110.org

Dean of Students
Marty Fleming
mfleming@isd110.org

Main Office: 952-442-0650
WMS Attendance Line: 952-442-0660
Fax: 952-442-0659

District Contacts

Superintendent Brian Gersich | 952.856.4515 | bgersich@isd110.org
Director of Finance and Operations Pam Carman | 952.442.0602 | pcarman@isd110.org
Director of Human Resources Jeni Super | 952.442.0645 | jsuper@isd110.org
Director of Special Education Paul Tordoff | 952.442.0628 | ptordoff@isd110.org
Director of Communications Matt Thomas | 952.856.4531 | mthomas@isd110.org
Director of Community Education Steven Jensen | 952.442.0615 | sjensen@isd110.org
Director of Educational Services Erika Nesvig | 952.856.4610 | enesvig@isd110.org
Director of Buildings and Grounds Tim Bisek | 952.442.9657 | tbisek@isd110.org
Director of Nutritional Services Barb Schank | 952.856.4512 | bschank@isd110.org
Director of Technology Tim Koschinska | 952.442.0606 | tkoschinska@isd110.org
Transportation Provider | Koch Bus Company | 952.442.3370

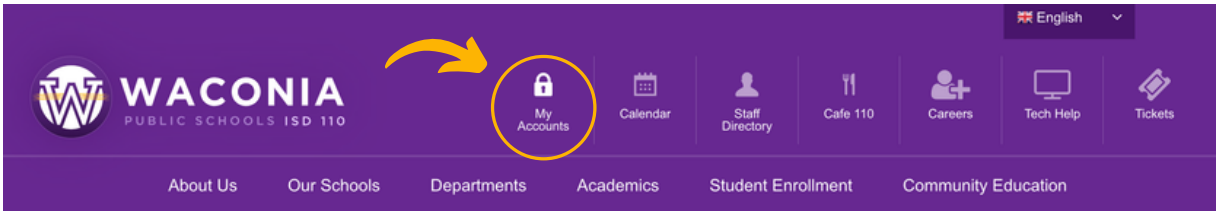
School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to schoolboardmembers@isd110.org.

ONLINE TOOLS

My Accounts Portal

The "My Accounts" portal is a single sign-on feature that can be accessed on the District homepage (isd110.org) and gives families access to a variety of online tools including Infinite Campus, Schoology, back to school forms, activities registration, student meal accounts, and more.



Infinite Campus Family Portal (Grades K-12)

Waconia Public Schools provides Infinite Campus Family Portal to students, and parents/guardians of students attending our schools. Campus Family Portal allows you to better understand, monitor, and participate in the educational process with real-time access to student information for the current school year. Parents and students can access announcements, assignments, attendance, grades, report cards, schedules, and more.

To access your Infinite Campus account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Infinite Campus Family Portal tile to access your account.

Schoology Learning (Grades 3-12)

Schoology learning allows parents to view specific digital resources being used in the classroom. Schoology is available to students and families in grades 3-12. Once logged into Schoology, you can view digital handouts, presentations, as well as tests and class announcements. Staff will communicate Schoology expectations with students and families.

To access your Schoology account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Schoology tile to access your account.

SCHOOL CLOSINGS

General Information

If inclement weather forces District leaders to cancel in-person instruction during the school year, the first two instances would result in no-school days for students. Any subsequent weather-related closures would result in the District implementing a flex-learning day. Students in grades 5-12 would use their devices to access learning plans on Schoology. Families with students in grades K-4 would receive learning plans via email from teachers that morning.

Cancellations

School will be cancelled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. The Superintendent makes the decision in consultation with the district's school bus company, the National Weather Service, and superintendents in neighboring school districts.

Every effort will be made to make a decision by 6:00 a.m. on the morning of a cancellation. Notification will be sent directly to families through Infinite Campus by phone, email, and text message. Information will also be posted on the district website and the district's social media channels. Notification will also be sent to local television media outlets (KARE-11, KSTP-5, FOX-9, WCCO-4).

Inclement weather cancellations typically include the following:

- Classes and programs at all Pre K-12 schools, and Waconia Learning Center
- Early Childhood Family Education (ECFE)
- Early Childhood Special Education (ECSE)
- Before & after-school programs and extra-curricular activities
- Field trips and school events
- Community Ed classes, events, practices, and games
- Kids' Company childcare
- Building events (open houses, conferences, etc)
- Permits held by outside organizations (i.e. Girl Scouts, Associations, Clubs, etc) for meetings and activities in a school building are canceled. Contact the organizer with questions.
- Athletics cancellations are decided on an individual basis. Schedule changes are posted online at metrowestconference.org.

Late Starts / Early Dismissals

It's possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, a student's bus will arrive at their bus stop exactly two hours after their normally scheduled pick-up time.

Update Your Contact Information

Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

"The Wildcat Way" at Waconia Middle School

At Waconia Middle School, we follow The Wildcat Way—demonstrating Kindness, Responsibility, Respect, and Integrity every day. These actions align with our district's core values of: Respect, Collaboration, Inclusiveness, Empathy, and Resilience.

Core Value: RESPECT
We honor and listen to all voices to ensure everyone feels valued.
The Wildcat Way…
- Kindness: Include others and brighten someone's day.
- Responsibility: Be dependable and accountable to yourself and others.
- Respect: Listen carefully, speak thoughtfully, and value differences.
- Integrity: Stand up for what's right and treat everyone fairly.

Core Value: COLLABORATION
We achieve our common goals through trust, teamwork, and partnership.
The Wildcat Way…
- Kindness: Be friendly, helpful, and work well with others.
- Responsibility: Try your best and contribute to group success.
- Respect: Appreciate different perspectives and work cooperatively.
- Integrity: Build trust by making honest, fair decisions.

Core Value: INCLUSIVENESS
We welcome all and seek multiple perspectives to create one connected community.
The Wildcat Way…
- Kindness: Make others feel seen, accepted, and supported.
- Responsibility: Motivate others and help everyone succeed.
- Respect: Listen with openness and include all voices.
- Integrity: Treat everyone with equity and create a welcoming environment.

Core Value: EMPATHY
We listen and act with genuine care.
The Wildcat Way…
- Kindness: Show you care through your words and actions.
- Responsibility: Consider how your choices impact others.
- Respect: Be patient, fair, and appreciative of others.
- Integrity: Be honest and supportive, even in hard moments.

Core Value: RESILIENCE
We empower one another and persevere with courage, determination, and optimism.
The Wildcat Way…
- Kindness: Encourage others and stay positive.
- Responsibility: Keep trying and do your best—even when it's tough.
- Respect: Stay fair and kind during challenges.
- Integrity: Make strong choices, even when no one is watching.

Administrative Discretionary Action Disclaimer

It is impossible to anticipate and address every circumstance that may occur in the course of a school year. To ensure safety and order, students and others are subject to all school rules, regulations and policies, and the reasonable and prudent interpretation, therefore, by responsible school officials, regardless of whether or not they are specifically addressed in this handbook. Students are required to provide accurate information when asked by school personnel. Failure to do so may result in detention or suspension.

Parental Curriculum Review

It is the policy of the school district to provide evidence-based curricula aligned to Minnesota Standards as determined by the Minnesota Department of Education (MDE). Per Minnesota Statute 120B.20, each school district shall have a procedure for a parent, guardian, or an adult student (18 years of age or older), to review the content of the instructional materials. If objections are made to the content, the school district shall make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school district does not meet the concerns of the parent, guardian, or adult student. The school district is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. School personnel may evaluate and assess the quality of the student's work.

Athletics and Activities

Sports and Fine Arts activities are organized through the District 110 Athletic and Activities Office. Most sports activities at the sixth-grade level are largely intramural and sponsored by District 110 Community Education. Student participation in athletics and activities programs of the school is governed by a student eligibility policy. Generally, students must be achieving success in their regular school program academics to remain eligible for extracurricular involvement. A copy of the eligibility policy will be distributed at each sport and activity interest meeting. Participants in any interscholastic activities program must turn in a sport-qualifying physical examination form and register online at www.waconiaactivities.com

Seventh and eighth grade students are eligible to try out for high school teams in the following sports if the high school program needs numbers and if the student meets a performance qualification to try out: boys and girls cross country, boys and girls swimming & diving, wrestling, dance, and gymnastics. Eighth graders are also eligible to try out for girls hockey and girls lacrosse if there is a need for numbers and the students meet a performance qualification to participate.

Privacy and Access to School Records

The school has on file your grades, attendance, standardized test scores, etc., since you began school. If you have attended several different schools, these records have followed you to this school and are on file here. You and/or your parent/guardian may see the contents of these records by making an appointment with the principal or counselor. You may have copies made of anything in the school record, at a cost to you of ten cents per sheet, but you are not permitted to take the original record out of the office. You and/or your parent/guardian may place any statement or items in your record that you wish to, if it pertains to your schoolwork.

You may also request that items be removed from your file. In the event that you and/or your parent/guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately, to the school board. Your records, or any part thereof (except directory information), cannot be transferred in writing or orally to any other place without the written consent of you and/or your parent/guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not, and cannot by law, without first receiving written consent from you and/or your parent/guardian:

1. Send a transcript of your school record to a college, vocational school, or university;
2. Give information from your record to a prospective employer (except directory information).

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office, requesting the transfer of such records. Students who are eighteen years of age or older need not seek consent of their parent/guardian to exercise their rights of access or control of transfer of their records. These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

School Publications & News Media

Student pictures and identifying names will be printed in the school yearbook and given to the local news media on those occasions that warrant it. However, any student, or the student's parent/guardian, if the student is under the age of eighteen, may request that his/her picture and name not be published in the media or in the school yearbook. To make this request, please complete the form on the family portal of Infinite Campus. This does not cover pictures taken by the news media unless we specifically have signed statements to the contrary.

Student & Parent Communication During School Day

A phone for student use is available in the main office. Telephone use should be limited to emergencies only. Students should not leave a message for a return call except from the office with adult permission. Students will not be called out of class for non-emergency messages. If it is essential for a student to get a message from home, it will be delivered during lunch, between classes, or after school. Students are not allowed to use their cell phones or smart watches to communicate during the school day without the staff's permission. Parents should not expect students to receive or respond to text messages or personal calls during the school day. Parents should also help conserve secretarial time by communicating messages with their student(s) outside of school time whenever possible.

Process for Addressing Concerns

Please follow the following protocol to address concerns:

1. Contact the person directly in charge of the area of concern. Ex: the classroom teacher.
2. If the concern is not addressed to your satisfaction, contact the supervisor of the person directly in charge. Ex: the building principal.
3. If the concern is still not addressed to your satisfaction, contact the next person in the chain of command. Ex: the superintendent of the school district
4. Finally, if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.

Title IX Information

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.

ISD 110 Title IX Coordinator
Jeni Super, Director of Human Resources
Waconia Public Schools
512 Industrial Boulevard
Waconia, MN 55387
Telephone: (952) 442-0645
Email: TitleIXCoordinator@isd110.org

Questions relating solely to Title IX and its regulations may also be referred to the Assistant Secretary for Civil Rights of the United States Department of Education

Special Services

Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and transition subjects. Support with emotional, behavioral, social, and other disability services are also provided.

Concerns about the need for special help may be alleviated by a pre-referral meeting with the SAT (Student Assistance Team). The SAT will consist of counselors, school psychologist, school nurse, building administration, social worker, and regular and special education teachers. The SAT will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.

Requests for special education evaluations and potential services may be made by parents/guardians, teachers, counselors, etc., on behalf of a student. Please contact a teacher, counselor, principal, or the Director of Secondary Student Support Services (Paul Tordoff) if you believe special education evaluation is needed.

Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individuals or small groups in a resource room, or a combination of both.

If your child receives or will be evaluated for special education services, Waconia Public Schools will share your child's name and date of birth with the Minnesota Department of Human Services (DHS) in order to determine if your child is on Medical Assistance or MinnesotaCare. If you do not wish to share your child's name and date of birth with the DHS, you must inform Waconia Public Schools in writing no later than October 1.

Send your request to:
Paul Tordoff, Director of Special Education
ptordoff@isd110.org
952-442-0628
512 Industrial Blvd. Waconia, MN 55387

Language Access Plan

Waconia Public Schools is committed to equitable access to information for all families. In alignment with Minnesota Statute § 123B.32 and Title VI of the Civil Rights Act of 1964, our Language Access Plan outlines the tools, resources, and procedures in place to support students, families, and staff who prefer to communicate in a language other than English—removing barriers and promoting meaningful engagement in education, school communications, and decision making processes. View the Waconia Public Schools Language Access Plan.

Student Fee Regulations

The Minnesota Legislature enacted the "Minnesota Public School Fee Law," which went into effect on July 21, 1975. In accordance with the law and school board policy, the following guidelines are set up for fees in Waconia Middle School.

Permitted Fees:
A school board may charge fees in the following areas:

1. In any program where the resultant product, in excess of minimum requirements and at the pupil's option, becomes the property of the pupil.
2. Admission fees or charges for extra-curricular activities, where attendance is optional.
3. A security deposit for the return of materials, supplies, or equipment. A student may be charged a security deposit for items such as locks, keys, tools, and science, athletic, or audio-visual equipment.
4. Personal physical education and athletic equipment and apparel, although any pupil may provide his/her own if it meets reasonable requirements and standards relating to health and safety established by the school board.
5. Items of personal use or products that a student may purchase at his/her own option, such as student publications, class rings, yearbooks, and graduation announcements.
6. Field trips considered supplementary to a district's educational program.
7. Any authorized voluntary student health and accident benefit plan.
8. For the use of musical instruments owned or rented by the district, a reasonable rental fee not to exceed either the rental cost to the district or the annual depreciation plus the actual annual maintenance cost for each school-owned instrument.
9. Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, and notebooks.
10. Fees may be charged for lost books and/or intentionally damaged books and/or supplies and equipment.
11. Fees specifically permitted by any other statute.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes, and other items of personal equipment. These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 – 120.76.

The Board of Education has determined that student activity fees are necessary and has taken action to formally put the system into action. The coach or activity director will inform participants of the fee and collection terms. All high school sports and extra-curricular fine arts activities are included in the fee structure.

Lost and Found

Each year, hundreds of articles of clothing and miscellaneous items are left unclaimed at school. Please label coats, jackets, mittens, caps, boots, etc. Lost and found items are kept in the physical education locker rooms and the media center. Students may identify and reclaim items from those locations. If items remain in the lost and found without being claimed, they will be donated to charity during winter break and summer break.

School Communications

Report Cards

Report cards are generated electronically a week after the end of each trimester–length grading period. Report cards include grades, comments, attendance information, and teacher names. Report Cards will be found online through the parent portal. We will be happy to mail a paper copy of the report card to parents/guardians upon request.

Parent Conferences

Each year, multiple evenings are designated for parent/teacher conferences. Please see the student calendar for specific dates. In addition, the faculty and the administration of Waconia Middle School are ready to conference with parents at any time a concern is identified.

School Mailings

We are in the process of eliminating as many school mailings as possible and relying on the Parent Portal, Schoology, WMS Website, and email messages. Families can expect to receive an electronic weekly newsletter with information about school–wide events and highlights.

Food Service

Waconia Public Schools participates in the National School Breakfast and Lunch Program. Our Nutrition Services Department is all about emphasizing the importance of balancing healthy eating and physical activity for our kids! We offer our students a wide variety of fruits, vegetables, whole grains, and we're using more and more locally-grown ingredients. Our menus and recipes are inspired by our students, staff and current trends and can be found at myschoolmenus.com/organizations/2207.

Free Meals

Every student is eligible to receive one free breakfast and one free lunch meal per school day. In order to qualify as a free meal, the student must take a serving of a fruit or vegetable. Families may want to consider placing funds in their student's meal account to pay for guest meals.

Snacks / Celebration Treats

To keep a clean school environment, candy, snacks, pop, energy drinks, coffee drinks, or other treats should not be consumed in the halls or locker area commons. With the exception of water in resealable containers, food and drinks other than water should only be consumed in the lunchroom. Gum is at the discretion of classroom teachers. Improper disposal of gum will result in a loss of gum privileges.

Do not send cupcakes, birthday cakes, or other celebration-type food to school with your child. Students will not be allowed to distribute these food items during the school day. Students and parents are prohibited from ordering food and drinks and having them delivered by a company during the school day.

Picking Students Up After School

If you are picking up students after school, park in the main parking or line up in a single file line in the pick-up/drop-off lane. We cannot allow our driveway to become blocked to emergency vehicles. Idling in a double row and idling in the parking lot aisleways must be avoided. Childcare services before and after those hours may be provided by Community Education's Kids Company Program. Contact CE at 952-442-0610 to make arrangements.

Daily Schedules

The school does not provide student supervision before 8:05 AM or after 3:20 PM. Students should not be on-site unless students are present as part of an organized school activity or have a prearranged plan to work with a teacher.

Testing & Standardized Assessment

District 110 uses a variety of standardized assessment tests to help evaluate student performance. Results of these tests provide data to schools, teachers, students, and parents that show areas of strength and areas requiring improvement.

How important are these tests? For students in grades K–8, these tests assess student achievement with regard to the Minnesota Academic Standards. They also measure academic growth from year to year.

Click this link for specific testing dates.

What if I choose not to have my student participate in statewide assessments?
Parents/guardians have a right to not have their student(s) participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate (see link below). All forms should be completed and returned to the student's site by January 15 to best support district planning. Your student's district may require additional information.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form
Guía para padres o tutores y formulario de rechazo a la participación del estudiante en las pruebas estatales

Protection of Pupil Rights Amendment
The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waconia Public School District (ISD110) to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. The Waconia Public School District (ISD110) will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Grading

Rationale/Philosophy

Our goal is to provide students and parents with an accurate measurement of student achievement. Waconia Middle School recognizes that grading, practice work, make-up opportunities, report cards, and reporting practices, in general, should be consistent, accurate, fair, meaningful, research-based, and connected to state and national standards. Through this, we hope to provide students with opportunities for self-evaluation and growth as a means to create lifelong learners. Students will receive an academic grade each trimester for core and encore classes. Support and enrichment type classes may be graded as pass/fail based on participation. Academic grades will measure the level of content mastery.

Academic Grades

In order to balance formative and summative evidence, grades will be calculated based on two categories: Summative Assessments (≥60%) and Formative Assessments (≤40%). These will be the categories in Infinite Campus. This balance reflects our school's emphasis on assigning trimester grades on a majority of summative evidence so that grades are more indicative of content knowledge, rather than the learning process. All classes at Waconia Middle School will weigh the scores collected in the grade book according to the Waconia Middle School Guidelines for Weighting Academic Grades (see chart below). Grade-level content teams will communicate the agreed-upon grading parameters for their classes.

Waconia Middle School Guidelines for Weighting Academic Grades	
Summative (≥60%)	**Formative (≤40%)**
The focus on these items will be an assessment of content knowledge aligned to standards. A minimum of 4 summative items will be recorded in the grade book each trimester. Students will be able to complete retakes for priority standards. Retakes for non-priority standards will be offered at the teacher's discretion. • Unit Assessments, including Mid-Unit Assessments (quizzes/tests) for long units • Major Performance Tasks, including products, performances, and projects (i.e. essays, artwork, visual representations, models, multimedia, oral presentations, lab reports, live or recorded performances)	The focus of these items will provide practice for learning. Note that not all practice will be scored or reported. Retakes or the ability to redo these items may be offered at the teacher's discretion. • Independent practice on daily work (daily assignments and practice), including online programs that are student-driven and managed • Collaborative group tasks that receive a shared grade • Brief progress checks are used to inform instruction (i.e. short quizzes, reviews, warm-ups, cool-downs)

Grading

Grade point averages (GPAs) are computed electronically. The numerical point equivalents for marks are as follows:

A	4.0
A–	3.67
B+	3.33
B	3.00
B–	2.67
C+	2.33
C	2.00
C–	1.67
D+	1.33
D	1.00
D–	0.67

P (Pass) No numerical computation.
NG (No Grade) No numerical computation.
I Incomplete. A plan must be worked out with the teacher to complete the coursework.
F Fail. Does affect numerical computation

Grade Level Promotion

Student promotion to the next grade level is based upon the combination of school staff and family recommendations at the end of each school year. Students failing multiple classes during the school year may be recommended to repeat the school year or complete specific courses during summer school.

In order to assure promotion to the next successive grade level, a student is expected to pass all assigned classes. Passing grades of D– and above earn completion credit whereas failing grades of F or Incomplete do not. Students are advised to assure promotion to the next grade level by passing all assigned classes.

Student Recognition

Honor Rolls

At the end of each grading period, students are recognized for their efforts in the classroom. Honor rolls for all Waconia Middle School students, grades 6–8, will be based upon a 4.00 GPA (grade point average). All student marks will be included in the grade point average. "Incomplete" marks seriously reduce the GPA and may prevent trimester honor roll recognition.

Honor rolls will be published each trimester, with the names of those students earning a 3.000 or higher GPA for that grading period (Honor II) and the names of those students earning a 3.665 or higher GPA for that grading period (Honor I).

In addition, a male and female 8th grade graduate with the highest combination of GPA and standardized test achievement in their class over all their years at WMS will be recognized with the Principal's Academic Achievement Award at the 8th-grade farewell celebration. Additional academic achievement awards may also be presented based on administrative discretion.

Wildcat Way Tickets

As part of Waconia Middle School's PBIS (Positive Behavior Interventions and Supports) implementation, students can be recognized in real-time by staff for demonstrating Kindness, Respect, Responsibility, and Integrity using a positive ticket system. Tickets are submitted by the student to the front office, and further recognition is awarded through drawings that occur every other week.

Character Counts

Waconia Middle School recognizes students who go above and beyond through the Character Counts Award. Students can earn this recognition in two ways: by consistently demonstrating the Wildcat Way and submitting seven Wildcat Way tickets, or by receiving a direct nomination from a WMS staff member highlighting individuals who exceed daily expectations. Both pathways highlight students who exceed daily expectations and model the pillars of the Wildcat Way: Respect, Responsibility, Integrity, and Kindness.

In addition, two eighth graders will be recognized for the Waconia Middle School Character Award for continual, positive contributions to the culture at WMS at the 8th-grade farewell celebration.

Student Behavior Management

Our purpose in student behavior management is twofold: first, to maintain a safe and productive learning environment for all students, faculty, and staff that adheres to respect, responsibility, kindness, and integrity. Second, to encourage students to develop self-management as a life skill. Therefore, our discipline practices are intended to be instructive and protective rather than punitive.

As a Positive Behavioral Interventions and Supports (PBIS) school, our staff utilizes a Behavior Decision Flowchart as a guideline to determine the most effective way to support students, whether through classroom-based interventions or an office referral. This flowchart also serves as a collaborative tool when discussing repeated behavior choices with students to encourage reflection and growth.

Students are required to participate in and answer questions regarding investigative matters related to student conduct that involves a violation of school expectations. Corrective measures will be applied based on the level of severity of the student's behavioral infraction. Corrective measures will take into consideration the number of times the student has been reported for violating a behavioral expectation and the impact of the behaviors on the overall school environment.

When students are referred to the administration and corrective measures are necessary, families will be notified of the incident(s) and invited to partner on solutions.

Minor Behaviors
Any of the following actions may result in a behavior ticket, removal of privileges, lunch or after-school detention, and/or in-school suspension.

- 4 Behavior Tickets
- Bus Misconduct – Minor infractions
- Cell Phone/Electronic Device Violation
- Computer/Internet Misconduct
- Disorderly Behavior
- Dress Code Violation
- Inappropriate Behavior
- Insubordination
- Lunchroom Misconduct
- Physical Aggression
- Truancy- repeated tardiness to class/school

Major Behaviors
Any of the following actions may result in lunch or after-school detention, a behavior intervention program, in-school suspension, out-of-school suspension, and/or recommendation for expulsion.

- Bus Misconduct – repetitive and/or dangerous violations
- Cell Phone/Electronic Device Violation – repetitive violations
  - Use of an image-capturing device, such as a cell phone, in a restroom and/or locker rooms most often results in a suspension

(Continued on next page)

Student Behavior Management

Major Behaviors Continued

- Computer/Internet Misconduct – repetitive behaviors and/or high impact on the school environment
- Electronic impersonation of students and/or ISD 110 staff (social media sites and/or unauthorized site login) most often results in a suspension
- Disorderly Behavior
- Fighting
- Harassment – Physical/Sexual/Verbal
  - "Pantsing" or the intentional removal of another student's clothing most often results in a suspension
- Illegal Substances or Paraphernalia
- Inappropriate Behavior – repetitive behaviors and/or high impact on the school environment
- Insubordination – repetitive behaviors and/or high impact on the school environment
- Lunchroom Misconduct – repetitive behaviors and/or high impact on the school environment
- Physical Aggression – repetitive behaviors and/or high impact on the school environment
- Theft
- Threat
- Truancy – repetitive behaviors and/or leaving school property without authorization
- Vandalism
- Weapons Policy Violation

Grounds for Dismissal

No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

A pupil may be dismissed on any of the following grounds:

1. willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school–sponsored extracurricular activities; or
3. willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

If a pupil's total days of removal from the school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

Behavior Tickets

Our first step in correcting the behavior of students is the use of a "Behavior Ticket." The procedure for the use of the Behavior Ticket System is as follows:

1. An adult observes improper behavior.
2. That adult will make the student aware of the behavior observed and inform them that a Behavior Ticket will be written.
3. The student is expected to sign the behavior ticket and tell their parents about the misbehavior and the warning ticket that was issued. (These tickets do not go home with students).
4. The behavior ticket is given to a grade-level teacher for recording.
5. If or when a third behavior ticket is recorded for a particular student, that student will receive a written reminder that they have three recorded behavior tickets. The written reminder will be carried home by the student to their parents. A teacher will use the occasion of this warning to conference with the student to remind them of the needed improvement in behaviors.
6. If a student receives a fourh behavior ticket, they will be assigned a Lunch or After-School-Detention(s). A copy of the behavior tickets issued will be attached to the detention.
7. If a student receives multiple detentions during a trimester length-grading period as a result of repetitive behavior tickets, they may be assigned to a period of time in school time detention or In-School-Suspension.

Note: Student behavior that is not just a violation of school rules but is also a violation of law, may be reported to the police.

Weapons Policy

All weapons are prohibited anywhere on school property. Items considered weapons may include the following: guns, look-alike guns/weapons, pellet guns, stun guns, splat guns, explosives, ammunition, mace, knives, clubs, metal knuckles, nunchucks, throwing stars, etc. Any item when used as a weapon in the school will also constitute a violation of the Weapons Policy.

Bullying Policy

An act of bullying, by either an individual student or a group of students, is expressly prohibited at all Waconia Public Schools. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

A. Bullying Definition

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student or a group of students
2. Damaging a student's or a group of students' property
3. Placing a student or a group of students in reasonable fear of harm to a person or property
4. Creating a hostile educational environment for a student or a group of students
5. Intimidating a student or a group of students.

Bullying Policy

B. Cyber Bullying
The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, or other employees of the school district by sending or posting email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Retaliation against a victim, good faith reporter, or witness to bullying is prohibited, as are false accusations or reports of bullying against another student.

C. Reporting Bullying
A student who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to a staff member. A person may report bullying anonymously; however, the ability to take action against an alleged perpetrator based solely on an anonymous report may be limited. WMS students and families are encouraged to complete the Bullying/Harassment reporting form available from a principal, a counselor, or located on the Waconia Middle School website.

D. Investigation
The WMS administration will act to investigate all complaints of bullying. Upon completion of the investigation, the school administration will take appropriate disciplinary action(s) and supportive actions for all students involved.

E. Disciplinary Actions
WMS administration will discipline any student who engages in an act of bullying, retaliation or false reporting of bullying. Consequences for students who commit acts of bullying may include but are not limited to, warning, remediation, suspension, exclusion, or expulsion. Disciplinary consequences will be sufficiently severe to try to deter future violations and to appropriately discipline prohibited behavior.

F. Board Policy
The above information provides a summary of Waconia Public School's Bullying Policy. A complete Bullying Prohibition Policy (Board Policy #514) is located in Waconia Middle School's Electronic Student Handbook or on the school district's main website.

Student Dress Policy

The appearance of a student is primarily the responsibility of the individual and his/her parents/guardians in accordance with School Board policy number 504. District 110 students are expected to maintain an appearance that is not distracting to other students or the learning environment. It is important to communicate and maintain fair and consistent expectations for all students.

The school does not permit symbols, emblems, badges, signs, words, objects, and pictures on clothing, jewelry, or personal items that represent swear words, sexual inferences, alcohol or tobacco advertising, demeaning phrases, gangs, or discriminatory references to sex, race, or religion or that are lewd, vulgar or obscene. It is not the intention of this dress code to limit a student's right to express political, religious, philosophical, or similar opinions by wearing such apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

Clothing must cover areas from one armpit across to the other armpit, down to approximately mid-thighs, applicable to front and back. Tops must have shoulder straps. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the requirements of the dress requirements.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process of school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications. The school administration reserves the right to allow or prohibit student attire.

Examples of prohibited attire include, but are not limited to, the following:

- Going without shoes;
- Wearing undergarments as outer garments;
- Wearing shirts without sleeves or straps;
- Wearing clothing that does not provide coverage from armpit to armpit to approximately mid-thighs applicable to front and back;
- Wearing see-through or mesh garments without appropriate coverage underneath that meet the requirements of the dress requirements;
- Wearing headwear during the school day including but not limited to hats, caps, bandanas, or hoods worn up during school hours unless approved on a school-wide dress-up day, religious needs, or approved health reasons;
- Wearing clothing with language that is lewd, vulgar or obscene;
- Wearing apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Wearing objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals.

Student Dress Policy continued on next page.

Student Dress Policy

Inappropriate dress consequences:

- 1st Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary

- 2nd Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary
  - Parent/Guardian is notified

- 3rd Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary
  - Parent/Guardian is notified
  - Detention or appropriate consequence

- Additional offenses
  - After the third incident within one school year, the behavior will be considered insubordination. When situations arise that are not specifically covered in this policy, the building administrator(s) will interpret the situation in light of the spirit and/or intent of this policy.

School Locker Policy

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Personal Property, Cell Phones & Electronic Devices

The School District will not be responsible for, nor can it insure against damages or losses to personal property brought onto school property and/or at school-sponsored activities and trips. Therefore, students are advised that they bring personal property to school at their own risk.

Backpacks cannot be utilized between classes without specific staff permission. Protection/carrying cases for personal devices should be utilized and appropriately sized for the personal device.

Each year student property is taken from locker rooms and other common areas within the school building. This often happens because a student fails to place his/her property in the locker provided and/or lock the locker. If you do not lock your property in the locker provided, do not expect it to be present when you return.

Laser lights, external speakers, gaming systems, skateboards, roller wheels, cell phones, smart watches, etc. are subject to damage and theft, as well as being personally distracting and potentially bothersome to others. These items should not be brought to school.

If a cell phone, smartwatch, music device, or video game must be brought to school for before or after-school use, it must be kept off and in the student's locker from 8:30 AM-3:15 PM. Students must receive staff permission if any of these devices are to be utilized during the school day. Students that are using electronics without staff permission will be asked to turn off the device before giving it to a staff member and will experience the following consequences:

- First offense: The device is turned into the main office and picked up by the student at the end of the day.
- Second offense: The device is turned into the office and a parent or guardian is contacted to pick up the device. Devices will be locked in a safe location for parents and guardians to pick up at their convenience. Detention may also be assigned.
- Third offense: The device is turned into the main office and a parent is contacted to pick up the device and meet with the school administration. Devices will be locked in a safe location for parents and guardians to pick up at their convenience. Detention or suspension will be assigned for repeated insubordination.

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without the express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students at bus stops, on busses, during the school day, during instructional and non-instructional time, or while participating in school events.

Student Owned Laptops and Chromebooks

1. All students are expected to arrive at school with a fully charged, labeled mobile device and a set of headphones.
2. Students are expected to be on the school WIFI, and signed into their school Google account in Chrome.
3. During classes, devices are to remain closed and stored until a teacher provides instructions.
4. Use of any electronic devices is not permitted in bathrooms, locker rooms, gyms, the cafeteria or while walking in the hallways.
5. Devices should be secured in a classroom, locker, or backpack when not in use.
6. Any violations of the above will follow the existing school behavior policy on device use. This includes but is not limited to: verbal warnings, behavior tickets, parent notification, and /or referrals to school administration.

Attendance Policy

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. § 120.101, the students of the school district are required to attend all assigned classes every day school is in session.

Waconia Public Schools believes regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.

Some eye-opening statistics:

- If your student misses 15 days of school for each of their three middle school years, they have missed the equivalent of one quarter of a middle school year.
- If your student misses 10 days of school per year Kindergarten through 8th grade, they have missed the equivalent of a half a year of school.
- A student is considered chronically absent when they have missed 10% or more of the school year. That equates to 17 school days or more at WMS.

Students that accrue seven days of excused or unexcused absences will be contacted by the school administration to discuss and develop an attendance plan for their student. They will also receive an attendance letter. The plan may require parents to provide medical documentation for repeated instances of illness.

When a student is absent or tardy for school, a written note or phone call is required from the parent/guardian. A phone message can be left on our attendance voice mail at: (952) 442-0660. If we have not received notice of a child's absence by midmorning, a phone call will be made to a parent/guardian.

If a student needs to leave during the school day for an appointment, the student should come to the office before school starts to get a pass for the time they need to leave. A parent must come into the school in order to sign out their child for early release.

Excused Absences / Family-Authorized Absences:

- Illness
- Family death or emergency
- Medical – dental appointments
- Pre-arranged family business or vacation

School-Authorized/Approved Excused Absences:

- Field trips
- Musical sectionals
- Interscholastic events and competitive events
- Ceremonies in which student is being recognized, honored, or presented with an award
- Major religious holidays
- Support groups
- Suspensions from school

Attendance Policy

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students and parents should find missed assignments on the Schoology Website associated with their child's classrooms or at the online "Parent Portal" section of our Infinite Campus Student Information Management Computer System. Work missed because of absence(s) must be made up in accordance with the expectations of the individual classroom teacher. A minimum of 2 days will be given. School administration or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. It is best to allow teachers time to reteach and adjust assignments for the student when they have returned to health and have returned to school.

Unexcused Absences

- Truancy – An absence by a student that was not approved by the parent and/or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Vacations with family for which no prior arrangements have been made.
- Absences resulting from accumulated unexcused tardies to school (3 tardies equal one unexcused absence).

Unexcused absences may receive disciplinary actions in the form of lunch or after-school detentions and/or exclusion from school activities and events.

3 Unexcused Absences
School will send home the 1st notification letter to the parent/legal guardian.

5 Unexcused Absences: Truancy Pre-Diversion
School will send a 2nd notification to the parent/guardian AND the school will contact Carver County Truancy to schedule a pre-diversion meeting.

7 Unexcused Absences: Truancy Diversion
The school files the truancy paperwork with intake at Carver County Social Services and a Truancy contract meeting will be scheduled.

Bus Information & Expectations

Student bus transportation in District 110 is provided by the Koch School Bus Company on a contract basis. Koch Bus Company's phone number is as follows: Koch Bus Co–(952) 442–3370

The following rules of operation are established as School Board Policy related to the safe and responsible operation of the bus transportation program. The District 110 bus transportation policy is guided by a code of ethics which outlines the responsibilities of students, drivers, and parents.

Safety and Management Expectations:

1. The bus driver is the responsible authority on the bus. Students and parents must respect their need to be in charge of the bus at all times.
2. Students must board and leave the buses only at specified bus stops.
3. Students must remain at a safe distance from the pickup point when buses are arriving.
4. Pickup times are established, and students must be on time at designated stops.
5. Students must go directly to their seats after entering the bus. Standing or walking on the bus while it is in motion is dangerous.
6. Books, backpacks, lunch bags, sports, and duffel bags, and other objects must be kept out of the aisles. Backpacks, musical instruments, and other large items must be handled by students in a way so as to not come into contact with other students.
7. Students must not consume food or drinks other than water on the bus. Lollipops and suckers are also prohibited for reasons of safety and cleanliness.
8. Only authorized students may ride the school buses. All riders must ride the buses to which they are assigned. Permission from the bus owners must be secured in advance if non–regular riders are to be admitted to the buses.
9. Reserving places in line and "saving seats" on buses is not allowed.
10. When crossing a highway after leaving a bus, students must walk in front of the bus when the driver signals that it is safe to cross.

Student Bus Behavior Expectations:

1. Students must not tamper with emergency doors or safety devices.
2. Students must not throw, shoot, or spit objects in, out, or at a bus.
3. Students must not engage in noisy conduct that might distract the driver.
4. Students must not damage or deface the buses in any manner.
5. Students must not use profane or indecent language.
6. Students must not use or possess alcohol, tobacco, or any other kind of illicit drug on the bus.
7. Students must not transport dangerous, objectionable, or offensive objects on the bus. Transportation of animals on the bus is prohibited.
8. Students must not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus or at bus stops.
9. Students must not repeatedly violate a Safety and Bus Management Rule after having been warned.

Bus Information & Expectation continued on next page.

Bus Information & Expectations

Dismissal from the Bus:
Students in violation of expectations listed above may be excluded from riding the bus according to the following schedule below. Administration may use discretion to skip steps in this process based on the severity and impact of the behavior.

- First Offense: Written warning combined with an assigned seat for up to four weeks.
- Second Offense: The student will be excluded from the bus for one to five school days.
- Third Offense: The student will be excluded from the bus for six to 10 school days.
- Fourth Offense: The student will be recommended to the superintendent for removal from the bus for the remainder of the school year.

A parent or guardian may request a conference with the bus driver, the bus owner, and the school principal at any of these steps of exclusion. The purpose of the conference would be to establish the facts of the specific case.

Video Cameras on Buses:
Video cameras may serve as a monitoring tool to assist in providing quality and safe transportation services. The cameras are the property of the bus contractors.

Bus Transportation is a Privilege:
The transportation of students to and from school is a privilege provided by District 110. If a student has been excluded from a bus due to a violation of Student Behavior Rules, the district cannot and will not arrange or provide alternate transportation arrangements. The transportation of that student then becomes the responsibility of the student's family. Also, a student's nonattendance during a time of bus exclusion, for no other reason than the bus exclusion, will not be an excused absence.

Bus Assignments:
Students are assigned to a specific route to and from school, from their place of residence. Bus stops are established by the district administration in cooperation with the bus owners. Concerns about bus assignments or stops should be directed to the administration. Students are not allowed on a different bus unless the bus driver knows of the arrangement in advance from a parent/guardian.

WMS Health Services

The WMS Health Services office can be reached at (952) 442-0654 or wmsnurse@isd110.org.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the supervisor in charge or to the administration.

Illness

Please do not send your child to school with any of the following symptoms:

- Temperature of 100.0 F or higher- needs to be fever-free for 24 hours
- Vomiting - 24 hours after the last episode
- Diarrhea - 24 hours after the last episode
- Undiagnosed rash
- Breathing difficulties

Infectious Diseases

If your child has been diagnosed with a communicable disease, please notify Health Services immediately. Follow specific return guidance from your health care provider or follow the Infectious Diseases in Childcare Settings and Schools Manual.

Medications

District Medication Policy states that students are allowed to take medication at school through Health Services. Prescription medications require signatures from a parent and a medical provider on a Medication Authorization form. Non-prescription medications require a parent/guardian signature and a medical provider's signature is recommended. Health Services can help in obtaining the doctor's signature for you. If you do not have a medical clinic to obtain a medical provider's signature, please contact Health Services.

In accordance with the Minnesota Department of Health's recommendations, Waconia Public Schools WILL NOT provide any over-the-counter medications (including ibuprofen, Tylenol, or aspirin). Medications are administered by the School Nurse, Health Associate, or school-trained designated employee under the following conditions:

1. Prescription and non-prescription medication prescribed for longer than two school days require a completed and signed authorization from the student's parent/guardian and physician. Written notification must include: student name, dosage and route of administration, name of medication, termination date of administration, time and frequency of administration, reason for medication and possible side effects.

Medications

2. Prescription and non-prescription medication must be in the prescription or over-the-counter container. The pharmacy, if requested, will divide the medication for home and school into two bottles with proper labels.

3. If you have arranged to have daily medication at school, the parent/guardian is encouraged to bring medication to the Health Office (especially controlled substances such as ADHD medication). If a parent/guardian is unable to bring the medication to school, please contact the Health Office and alert the staff to the type and amount of medication being sent to school.

4. Students will not be allowed to self-administer or carry medications without a written plan that is agreed upon between the district Licensed School Nurse, Heath Associate, and parent/guardian. Self-carry medications are limited to prescription asthma, epinephrine auto-injectors and other emergency medications. Secondary students are allowed to self-carry non-prescription pain relievers such as ibuprofen or acetaminophen.

Link for Medication Authorization Form or see District 110 website for Medication Authorization Form under Health Services.

Required Immunizations

State law requires parents/guardians to present proof that all immunizations are up to date before the first day of school. Students can be exempt for medical reasons, but this requires a physician's signature. Conscientious objection to immunizations requires a notary public signature and seal. Waiver forms are available through Health Services.

- Tetanus, Diphtheria, and Pertussis – complete series and booster on or after age 11, required for seventh grade
- Measles, Mumps, and Rubella – 2 doses given after first birthday
- Polio – at least 3 doses
- Hepatitis B – series of 3 shots given over six-month period
- Varicella (chicken pox)– series of 2 doses or physician signature documenting the date of disease.
- Meningococcal (meningitis) – required for seventh-grade

Screenings

Vision or hearing screenings are done if a parent/guardian or teacher requests a screening.

Access to Space for Mental Health Care Via Telehealth

To the extent space and staff are available, ISD 110 will provide an enrolled secondary school student (gr. 6–12) with access to a private space to receive mental health care through telehealth from a licensed mental health provider. If staff is available, this may occur during the school day or before/after school on days when students are in session.

A student may use their own pre–approved device or a school–issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school–issued device.

To request access to a space for a telehealth appointment, please complete the Request for Telehealth Google Form. A school counselor, health services, or designee will review the request and you will be notified if approved along with logistics.

Minn. Stat. § 121A.26 (Access to Space for Mental Health Care through Telehealth. Questions may be directed to Kiersten Nolan, Health Services Manager at knolan@isd110.org or (952–442–0625).

Questions

Any questions regarding health issues, medications, immunizations, or screenings, please contact Health Services at 952–442–0654 or email wmsnurse@isd110.org.

Adult & Student Visitors

Student visitors to our school are not allowed unless prearranged with the office. Unless a student is visiting as a prospective enrollee, we will not assume responsibility for having visitors in our school. For the protection of all students, adult visitors must report to the office upon entering the building, sign–in, and wear a visible visitor's badge.

Fire, Severe Weather & Lockdown Drills

Emergency drills are scheduled periodically, in accordance with State Fire Marshal regulations and state statute. As soon as the alarm sounds, students should follow established building protocols and act according to the directions of the supervisor and/or safety maps posted in each classroom. When outside for fire drills, students are to remain at least fifty feet from the building and wait for verbal approval from the administration before returning to their classes. Setting off false fire alarms is a violation of state law, and student violators will be suspended and prosecuted.

DISTRICT POLICIES

The following policies are part of the 500 series of district policies that pertain to students. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 501 – School Weapons

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. View full policy.

Policy 502 – Search of Student Lockers, Desks, Personal Possessions & Student's Person

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions. View full policy.

Policy 503 – Student Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class. View full policy.

DISTRICT POLICIES

Policy 504 – Student Dress and Appearance

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. View full policy.

Policy 505 – Distribution of Non-School Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities. View full policy.

Policy 506 – Discipline Policy

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Each school has handbook to explain disciplinary procedures. View full policy.

Policy 507 – Corporal Punishment

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. View full policy.

Policy 508 – Extended School Year for Students with IEP

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE). View full policy.

Policy 509 – Enrollment of Non-resident Students

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination. View full policy.

DISTRICT POLICIES

Policy 510 – Student Activities

District 110 recognizes that the Student Activities program is an integral part of the school district's total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development. View full policy.

Policy 511 – Student Fundraising

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. View full policy.

Policy 512 – School Sponsored Student Publications and Activities

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools. View full policy.

Policy 513 – Student Promotion Retention and Program Design

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design. The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. View full policy.

Policy 514 – Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. View full policy.

Policy 515 – Protection and Privacy of Pupil Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. View full policy.

DISTRICT POLICIES

Policy 516 – Student Medication

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician's Desk Reference (PDR). The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minn. Stat § 152.22, Subd. 6. View full policy.

Policy 517 – Student Recruiting

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school. View full policy.

Policy 518 – DNR and DNI Orders

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR–DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations. View full policy.

Policy 519 – Interviews of Students by Outside Agencies

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day. View full policy.

Policy 520 – Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. View full policy.

Policy 521 – Student Disability Nondiscrimination

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education. View full policy.

DISTRICT POLICIES

Policy 522 – Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. View full policy.

Policy 524 – Internet Acceptable Use

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. View full policy.

Policy 525 – Violence Prevention Applicable to Students and Staff

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision. View full policy.

Policy 526 – Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. View full policy.

Policy 527 – Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel. View full policy.

Policy 528 – Student Parental Family and Marital Status Nondiscrimination

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. View full policy.

DISTRICT POLICIES

Policy 529 – Staff Notification of Violent Behavior by Students

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior. View full policy.

Policy 530 – Immunization Requirements

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students. All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. View full policy.

Policy 531 – Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. View full policy.

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. View full policy.

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. View full policy.

DISTRICT POLICIES

Policy 533 – Wellness

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. View full policy.

Policy 534 – School Meals

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program. View full policy.

Policy 535 – Accommodation of Students with Life Threatening Allergies

The purpose of this policy is to establish a safe environment for students with severe, potentially life-threatening allergies. The District will provide the opportunity for students with severe allergies to participate in all school programs and activities though the use of communication, prevention strategies, and emergency preparedness identified in an individual plan. View full policy.

DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 102 – Equal Educational Opportunity

The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities. View full policy.

Policy 103 – Complaints – Students, Employees, Parents, Other Persons

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used. View full policy.

Policy 401 – Equal Employment Opportunity

The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees. View full policy.

Policy 404 – Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district. View full policy.

Policy 413 – Harassment and Violence

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. View full policy.

DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 419 – Tobacco-Free Environment

The purpose of this policy is to maintain a learning and working environment that is tobacco free. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. View full policy.

Policy 421 – Gifts to Employees and School Board Members

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members. View full policy.

Policy 609 – Religion

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views. View full policy.

Policy 613 – Graduation Requirements

The policy of the school district is that all students entering grade 9 in the 2012-2013 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 9 in the 2013-2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule. View full policy.

Policy 698 – Teaching of Controversial Topics

The District has a responsibility to include, in various curriculum areas and at all grade levels, content dealing with critical topics and using materials, some of which will be controversial or raise objections within the community. The school board has the final authority to give or withhold consent for any school activity or program. View full policy.

Policy 709 – Student Transportation Safety Policy

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

DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 801 – Equal Access to Facilities

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time. View full policy.

Policy 806 – Crisis Management Policy

The purpose of this Crisis Management Policy is to act as a guide for school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. View full policy.

Policy 903 – Visitors to School District Buildings Sites

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. View full policy.

WACONIA
PUBLIC SCHOOLS ISD 110

2026-27
Waconia High School
Student & Family Handbook

Explore Your Passions. Create Your Success.

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WELCOME!

Dear Students and Parents/Guardians,

On behalf of the teachers and staff at Waconia High School, welcome to the 2026–27 school year.

This handbook introduces you to our Waconia High School campus, building, people, and programs. In addition to the handbook, our website will contain many of the district policies in their entirety.

It is our goal at Waconia High School to provide a safe and positive learning environment for each and every student. We enjoy the advantage of being large enough to offer a comprehensive program for all students, yet small enough to customize students' schedules to meet their individual needs and abilities.

I encourage both students and parents to take full advantage of the opportunities to meet with your teachers, counselors, administrators, and other support staff on an individual basis so we can better serve you in your educational pursuits and needs.

This is your high school and we welcome you!

#WeAreONE10

Paul Sparby
Waconia High School Principal
psparby@isd110.org
(952) 442-0670

HELPFUL LINKS

2026–27 ACADEMIC CALENDAR
2026–27 WHS CALENDAR
WHS STAFF 2026–27
WHS DAILY SCHEDULE

ISD 110 STRATEGIC PLAN

Mission Statement

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Vision Statement

ISD 110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

Core Values

Respect
We honor and listen to all voices to ensure everyone feels valued.

Collaboration
We achieve our common goals through trust, teamwork, and partnership.

Inclusiveness
We welcome all and seek multiple perspectives to create one connected community.

Empathy
We listen and act with genuine care.

Resilience
We empower one another and persevere with courage, determination, and optimism.

Strategic Directions

Student Outcomes
Delivering high-quality instruction that advances academic excellence.

Student and Staff Experience
Creating and maintaining an experience where students and staff feel safe and supported, engaged, and belong.

Systems and Structures
Establishing efficient, effective, and sustainable systems and structures to support the fulfillment of the District's vision.

CONTACT INFORMATION

School Administration

Principal
Paul Sparby
psparby@isd110.org

Assistant Principal
Jill Sabol
jsabol@isd110.org

Dean of Students
Kendra Olson
kolson2@isd110.org

Main Office: 952-442-0670
WHS Attendance Line: 952-442-0680
Guidance Office: 952-442-0676
Fax: 952-442-0679

District Contacts

Superintendent Brian Gersich | 952.856.4515 | bgersich@isd110.org
Director of Finance and Operations Pam Carman | 952.442.0602 | pcarman@isd110.org
Director of Human Resources Jeni Super | 952.442.0645 | jsuper@isd110.org
Director of Special Education Paul Tordoff | 952.442.0628 | ptordoff@isd110.org
Director of Communications Matt Thomas | 952.856.4531 | mthomas@isd110.org
Director of Community Education Steven Jensen | 952.442.0615 | sjensen@isd110.org
Director of Educational Services Erika Nesvig | 952.856.4610 | enesvig@isd110.org
Director of Buildings and Grounds Tim Bisek | 952.442.9657 | tbisek@isd110.org
Director of Nutritional Services Barb Schank | 952.856.4512 | bschank@isd110.org
Director of Technology Tim Koschinska | 952.442.0606 | tkoschinska@isd110.org
Transportation Provider | Koch Bus Company | 952.442.3370

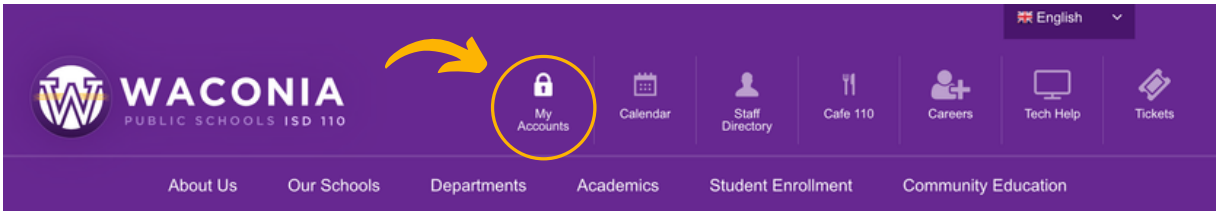
School Board Contacts

All seven members of the ISD 110 School Board can be contacted at once by sending an email to schoollboardmembers@isd110.org.

ONLINE TOOLS

My Accounts Portal

The "My Accounts" portal is a single sign-on feature that can be accessed on the District homepage (isd110.org) and gives families access to a variety of online tools including Infinite Campus, Schoology, back to school forms, activities registration, student meal accounts, and more.



Infinite Campus Family Portal (Grades K-12)

Waconia Public Schools provides Infinite Campus Family Portal to students, and parents/guardians of students attending our schools. Campus Family Portal allows you to better understand, monitor, and participate in the educational process with real-time access to student information for the current school year. Parents and students can access announcements, assignments, attendance, grades, report cards, schedules, and more.

To access your Infinite Campus account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Infinite Campus Family Portal tile to access your account.

Schoology Learning (Grades 3-12)

Schoology learning allows parents to view specific digital resources being used in the classroom. Schoology is available to students and families in grades 3-12. Once logged into Schoology, you can view digital handouts, presentations, as well as tests and class announcements. Staff will communicate Schoology expectations with students and families.

To access your Schoology account, first log into the My Accounts Portal with your district issued username and password. After enrolling, parents/guardians receive an email containing My Accounts Portal access instructions. Once logged into the My Accounts Portal, click on the Schoology tile to access your account.

SCHOOL CLOSINGS

General Information

If inclement weather forces District leaders to cancel in-person instruction during the 2026-27 school year, the first two instances would result in no-school days for students. Any subsequent weather-related closures would result in the District implementing a flex-learning day. Students in grades 5-12 would use their devices to access learning plans on Schoology. Families with students in grades K-4 would receive learning plans via email from teachers that morning.

Cancellations

School will be cancelled if heavy snow and/or icy conditions make it extremely hazardous or impossible for school buses to travel their routes and for employees to get to work safely. The Superintendent makes the decision in consultation with the district's school bus company, the National Weather Service, and superintendents in neighboring school districts.

Every effort will be made to make a decision by 6:00 a.m. on the morning of a cancellation. Notification will be sent directly to families through Infinite Campus by phone, email, and text message. Information will also be posted on the district website and the district's social media channels. Notification will also be sent to local television media outlets (KARE-11, KSTP-5, FOX-9, WCCO-4).

Inclement weather cancellations typically include the following:

- Classes and programs at all Pre K-12 schools, and Waconia Learning Center
- Early Childhood Family Education (ECFE)
- Early Childhood Special Education (ECSE)
- Before & after-school programs and extra-curricular activities
- Field trips and school events
- Community Ed classes, events, practices, and games
- Kids' Company childcare
- Building events (open houses, conferences, etc)
- Permits held by outside organizations (i.e. Girl Scouts, Associations, Clubs, etc) for meetings and activities in a school building are canceled. Contact the organizer with questions.
- Athletics cancellations are decided on an individual basis. Schedule changes are posted online at metrowestconference.org.

Late Starts / Early Dismissals

It's possible that District leaders will decide to start school late or dismiss students early and cancel after-school activities due to weather conditions that are expected to worsen throughout the school day. Parents and guardians will be notified in the same manner as described above in the cancellations section. If a two-hour late start is called, a student's bus will arrive at their bus stop exactly two hours after their normally scheduled pick-up time.

Update Your Contact Information

Families are reminded to login to Infinite Campus to make sure their contact information is up to date and accurate in order to ensure that they receive timely weather-related information via phone, text and email.

Administrative Discretionary Action Disclaimer

It is impossible to anticipate and address every circumstance that may occur in the course of a school year. To ensure safety and order, students and others are subject to all school rules, regulations and policies, and the reasonable and prudent interpretation, therefore, by responsible school officials, regardless of whether or not they are specifically addressed in this handbook. Students are required to provide accurate information when asked by school personnel. Failure to do so may result in detention or suspension.

Board of Education

All school policies, regulations, and rules are approved by the Board of Education by action taken to adopt the contents of school handbooks. The handbooks become an extension of school board policy. All policies, regulations, and rules apply equally to each student enrolled, regardless of age.

Process for Addressing Concerns

Please follow the following protocol to address concerns:

1. Contact the person directly in charge of the area of concern. Ex: the classroom teacher.
2. If the concern is not addressed to your satisfaction, contact the supervisor of the person directly in charge. Ex: the building principal.
3. If the concern is still not addressed to your satisfaction, contact the next person in the chain of command. Ex: the superintendent of the school district
4. Finally, if the concern is still not addressed to your satisfaction, contact the school board chair or a school board member of your choice.

Parental Curriculum Review

It is the policy of the school district to provide evidence-based curricula aligned to Minnesota Standards as determined by the Minnesota Department of Education (MDE). Per Minnesota Statute 120B.20, each school district shall have a procedure for a parent, guardian, or an adult student (18 years of age or older), to review the content of the instructional materials. If objections are made to the content, the school district shall make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school district does not meet the concerns of the parent, guardian, or adult student. The school district is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction. School personnel may evaluate and assess the quality of the student's work.

Privacy and Access to School Records

The school has on file your grades, attendance, standardized test scores, etc., since you began school. If you have attended several different schools, these records have followed you to this school and are on file here.

You and/or your parent/guardian may see the contents of these records by making an appointment with the principal or high school counselor. You may have copies made of anything in the school record, at a cost to you of ten cents per sheet, but you are not permitted to take the original record out of the office. You and/or your parent/guardian may place any statement or items in your record that you wish to, if it pertains to your schoolwork.

You may also request that items be removed from your file. In the event that you and/or your parent/guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately, to the school board.

Your records, or any part thereof (except directory information), cannot be transferred in writing or orally to any other place without the written consent of you and/or your parent/guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not, and cannot by law, without first receiving written consent from you and/or your parent/guardian:

1. Send a transcript of your school record to a college, vocational school, or university;
2. Give information from your record to a prospective employer (except directory information).

Written consent can be given by using a form available in the office of the principal or high school counselor, or by writing a letter to the office, requesting the transfer of such records. Students who are eighteen years of age or older need not seek consent of their parent/guardian to exercise their rights of access or control of transfer of their records. These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

School Publications & News Media

Student pictures and identifying names will be printed in the school yearbook and given to the local news media on those occasions that warrant it. However, any student, or the student's parent/guardian, if the student is under the age of eighteen, may request that his/her picture and name not be published in the media or in the school yearbook. To make this request, please complete the form on the family portal of Infinite Campus. This does not cover pictures taken by the news media unless we specifically have signed statements to the contrary.

Videotaping, Audio Recording, Photographs

Students may not video, photograph or make an audio recording of any staff member or student without their expressed permission. Transporting or transferring any inappropriate pictures, texts or recordings may result in suspension or further disciplinary action.

Title IX Information

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.

ISD 110 Title IX Coordinator
Jeni Super, Director of Human Resources
Waconia Public Schools
512 Industrial Boulevard
Waconia, MN 55387
Telephone: (952) 442-0645
Email: TitleIXCoordinator@isd110.org

Questions relating solely to Title IX and its regulations may also be referred to the Assistant Secretary for Civil Rights of the United States Department of Education

Eighteen-Year-Old Students

Students eighteen years of age or older are not exempted from any regular school rules and regulations established for the general student body. Eighteen-year olds are bound to school rules.

Students who become eighteen years of age during their school careers will be accorded those rights of majority which are not in violation of school regulations. Examples:

1. Eighteen-year old students may, upon request, receive trimester mark reports personally. Parents/guardians will continue to receive copies of the mark reports as long as the student remains a dependent.
2. Eighteen-year olds are responsible for their own bills and financial obligations.
3. Student absences for eighteen-year-olds will still require parent/guardian verification. The only exception to this is for students who are legally independent and are no longer claimed as dependents by the parent/guardian.

Student Fee Regulations

The Minnesota Legislature enacted the "Minnesota Public School Fee Law," which went into effect on July 21, 1975. In accordance with the law and school board policy, the following guidelines are set up for fees in Waconia Middle School.

Permitted Fees:
A school board may charge fees in the following areas:

1. In any program where the resultant product, in excess of minimum requirements and at the pupil's option, becomes the property of the pupil.
2. Admission fees or charges for extra-curricular activities, where attendance is optional.
3. A security deposit for the return of materials, supplies, or equipment. A student may be charged a security deposit for items such as locks, keys, tools, and science, athletic, or audio-visual equipment.
4. Personal physical education and athletic equipment and apparel, although any pupil may provide his/her own if it meets reasonable requirements and standards relating to health and safety established by the school board.
5. Items of personal use or products that a student may purchase at his/her own option, such as student publications, class rings, yearbooks, and graduation announcements.
6. Field trips considered supplementary to a district's educational program.
7. Any authorized voluntary student health and accident benefit plan.
8. For the use of musical instruments owned or rented by the district, a reasonable rental fee not to exceed either the rental cost to the district or the annual depreciation plus the actual annual maintenance cost for each school-owned instrument.
9. Students may be required to furnish personal or consumable items, including pencils, paper, pens, erasers, and notebooks.
10. Fees may be charged for lost books and/or intentionally damaged books and/or supplies and equipment.
11. Fees specifically permitted by any other statute.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes, and other items of personal equipment. These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71 – 120.76.

The Board of Education has determined that student activity fees are necessary and has taken action to formally put the system into action. The coach or activity director will inform participants of the fee and collection terms. All high school sports and extra-curricular fine arts activities are included in the fee structure.

Senior Fees

Waconia High School charges a $40 Senior Fee to help offset the costs of graduation events, supplies and services, including but not limited to, diploma covers, honor medals and other awards, livestreaming, decorations, printed graduation programs, and the Senior Breakfast.

Student Activity Fees

The Board of Education has determined that student activity fees are necessary and has taken action to formally put the system into action. The coach or activity director will inform participants of the fee and collection terms. All high school sports and extra-curricular fine arts activities are included in the fee structure.

The rate fee for students in grades 9-12 will be $250 per each activity.
Football and Hockey will be $275.
Competitive clubs such as Robotics, DECA, & Jazz Bands will be $200 each.

*No student shall be assessed a fee for more than three activities during one school year. In addition, scholarships are available.

Minnesota State High School League Regulations

All students, teachers, directors, coaches, and administrators participating in League activities are bound by League rules and regulations. Each student participating in League activities will receive online and must read, as well as sign, an individual copy of the League regulations. The school administration is also empowered to make local rulings on individual student misconduct incidents that may not serve the best interests of the school, its student body, or its programs. Some student misconduct may not be prescribed by the League, but may, nevertheless, require local attention.

Activities Offered at Waconia High School

Fall Activities
Boys Cross Country, Girls Cross Country, Boys Soccer, Girls Soccer, Football, Girls Tennis, Volleyball, Girls Swimming & Diving, Fall Musical

Winter Activities
Boys Basketball, Girls Basketball, Boys Hockey, Girls Hockey, Gymnastics, Dance Team, Boys Swimming & Diving, Alpine Skiing (co-op), Show Choir, Wrestling

Spring Activities
Baseball, Softball, Boys Golf, Girls Golf, Boys Track & Field, Girls Track & Field, Boys Lacrosse, Girls Lacrosse, Boys Tennis, Spring Play, Marching Band, Boys Volleyball (co-op), Clay Target

Other School Sponsored Clubs & Activities
Waconia High School offers a wide range of clubs and activities for students to participate in. Please visit the official activities website at www.waconiaactivities.org for a list of clubs and activities and more information.

Academic Eligibility Requirements

The following guidelines outline the academic standards required for students participating in extracurricular activities and sports at Waconia High School.

1. Academic Eligibility Guidelines

All students competing or participating in extracurricular activities must maintain a minimum 1.67 GPA (C- average) and have no failing ("F") grades.

- Trimester Evaluation: Eligibility is determined by the student's final grades in the trimester immediately preceding the sport or activity, as well as their academic performance during the active season. This is based entirely on the current grading term, rather than a cumulative average. The application timeline for the "next season" aligns with the official competition start date determined by the Minnesota State High School League (MSHSL).
- In-Season Monitoring: During the season, academic progress is formally monitored through periodic grade checks conducted by the Activities Department. Additionally, teachers may report a student at any time if their GPA drops below 1.67 or if their grade falls into the "F" range.

2. Academic Probation & Ineligibility

If a student's GPA falls below 1.67 or they receive an "F" during an in-season grade check or via teacher report, the following protocols will be initiated:
PLEASE NOTE: This probationary process does not apply to final grades posted at the conclusion of a trimester.

Academic Probation

The first time a student faces academic deficiency during a school year, they are granted a 14-day (two-week) Probationary Period.

- Participation: The student remains fully eligible to practice and compete during this probationary period.
- Academic Growth Plan: To utilize this probation window, the student must collaborate with the Activities Director to establish a written Academic Growth Plan and sign the Probationary Academic Form. This form must be signed by both the student and a parent/guardian. School counselors and teachers may also be involved in this planning process.
- Limitations: This probationary period is a one-time allowance per student throughout their high school tenure (it does not reset per school year or athletic season).

Academic Ineligibility

If a student is declared academically ineligible, the restriction will last for a minimum of 14 days (two weeks).

- Restrictions & Support: Academic ineligibility applies exclusively to official competitions and public performances. Ineligible students are fully expected to attend and participate in all team practices, meetings, and events to maintain their routine and remain connected to their support system. However, they may not wear a team uniform or compete/perform. To best support the student's academic recovery, the Activities Department may request that the student not travel, adjust their practice schedule, or make other helpful accommodations.
- Review Cycle: A formal review of the student's grades will occur after the two-week period. If they meet the minimum academic standards, their eligibility will be restored. If not, they remain ineligible for an additional two weeks. This process can repeat up to three times. If eligibility is still not met after the third review, the student will remain ineligible for the remainder of that trimester.

Academic Eligibility Requirements

3. Student Accountability

Individual students carry the responsibility to initiate and complete the grade review process once academic ineligibility is declared.

- Submission Deadlines: To be reinstated for that week's competitions or performances, all completed grade review paperwork and progress reports must be submitted to the Activities Director no later than Monday at 12:00 PM. Late submissions will not be processed for that week, and the student will remain ineligible until the start of the following week's cycle.
- Review Board: A Review Board comprising the Activities Director, a counselor, and an administrator will evaluate unique or extenuating personal crises on a case-by-case basis to determine if a temporary exception or alternative plan is warranted. All decisions made by this Review Board are final.

4. Special Education & Section 504 Plans

Students with an Individualized Education Program (IEP) or a Section 504 Plan are held accountable to academic eligibility standards under the specific terms, accommodations, and goals outlined in their respective legal plans.

5. Review Board Exceptions

Students who do not have an IEP or 504 Plan and are found academically ineligible may still be declared eligible by the Review Board if they are demonstrably working to their academic potential. This determination must be supported by clear, documented evidence of consistent, verifiable academic interventions and effort.

6. Transfer Students

Transfer students will be given a reasonable transition period to establish academic eligibility before being subject to this policy. During this transitional period, the student is eligible to practice.
However, if a transfer student was academically ineligible at their previous school at the time of transfer, that ineligibility carries over immediately. The student will be held to Waconia's academic standards from day one and must complete all pending academic and behavioral consequences from their previous school. MSHSL Transfer Rules dictate that all transfers must fulfill outstanding consequences from their sending school before becoming eligible to participate at Waconia High School.

Extra-Curricular Participation

In order to participate or practice, a student must be in attendance ALL DAY on the day of an event (game, play, concert, etc.), unless an exception is approved, in advance, by the principal.

Tournament Attendance Policy

Our close proximity to the metro area makes it very convenient for our students to attend the many state tournaments. While we do not encourage attendance at tournaments that we do not have teams or individuals competing in, we recognize that in some cases, attendance is desired. If parents/guardians wish to have their child excused for a tournament, they must notify the school at least one day prior to attendance, and the student must follow the Planned Absence Procedure. Students attending tournaments without following the Planned Absence Procedure will be considered unexcused.

Student Information / Expectations

Students are school citizens who need to cooperate with reasonable rules of good behavior. What follows are some expectations that the school has of its students.

Care of School Property

Students will not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil, paint, or any other instrument. Do not tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, will be subject to school discipline that may include full restitution for cost of repairs or replacement and/or work detail on detention, suspension, etc., and the student may be referred to county authorities.

Lockers

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities, or a law enforcement canine, for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Lost and Found

Recovery of lost articles will be more likely if students report their loss immediately, to their teacher or activity supervisor. Check "lost and found" near the High School Guidance office.

Textbooks

Textbooks are supplied free of charge. Students are responsible for reasonable care of their books. Students will be responsible for the cost of lost or damaged books.

Media Center

The media center is a place of quiet study, not a social center. Students who need to use the media center in group assignment settings reserved by teachers have first priority on media center facilities and staff.

Student Valuables

Students are cautioned not to bring large amounts of money or valuables to school. Students who wear glasses, jewelry, or watches should protect them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring valuable items or more money than needed to pay for lunch, leave the items, or money, at the high school office, for safekeeping. Do not leave valuables in your locker.

Public Display of Affection

Undue public display of affection is not consistent with the learning environment maintained in the school. As a school, we reserve the right to insist that students act appropriately and refrain from physical contact or sexual touching while in the school, on school grounds or participating in a school sponsored activity.

Commons Area

In order to maintain a clean and pleasant atmosphere in the commons area, your help and cooperation is needed. A few simple rules are listed here for you to follow. If you break any commons rules or fail to cooperate with the supervisors, you will be subject to detention, clean-up detail, or you may be removed from the commons to eat by yourself.

You are expected to help by:

1. Walking to the commons and lining up in the order you arrive (no line-jumping allowed).
2. Not throwing food (if you do, you will be required to clean up the mess). If you are with a group that throws food, the group will be required to clean up the mess.
3. Depositing all lunch litter in wastebaskets.
4. Bringing your tray and utensils to the dishwashing window and stacking neatly.
5. Leaving the table and floor area where you sat, clean for others.
6. Not leaving the commons without permission from the supervisors.
7. Leaving chairs and tables as they were arranged.
8. Not taking food out of the commons.
9. Students are allowed to pick their chair/table. Students are not to wander from table to table.

Fundraising

All fundraising projects must be approved by the principal. Projects that involve selling merchandise will be limited by the Board of Education and the administration. Tickets or articles of any kind, other than those approved by the administration, may not be sold on school property, or in the name of the school, by students or outside organizations.

Food Service

Waconia Public Schools participates in the National School Breakfast and Lunch Program. Our Nutrition Services Department is all about emphasizing the importance of balancing healthy eating and physical activity for our kids! We offer our students a wide variety of fruits, vegetables, whole grains, and we're using more and more locally-grown ingredients. Our menus and recipes are inspired by our students, staff and current trends and can be found at myschoolmenus.com/organizations/2207. Most often there are a minimum of three lunch choices each day. A peanut/tree nut-free table is available for daily student use in the lunchroom

Free Meals

Every student will be eligible to receive one free breakfast and one free lunch meal per school day. In order to qualify as a free meal, the student must take a serving of a fruit or vegetable. Families may want to consider placing funds in their student's meal account to pay for guest meals, a la carte items and extra meals and portions.

Lunch Attendance

All students will be expected to spend their entire lunch period in the commons unless an arrangement has been made with a staff person to be under their supervision. Students may not wander about the building, sit in the halls, or be outside. Violations of this policy will result in lunch detentions.

Ordering Food From Outside Companies

Students are prohibited from ordering food and having it delivered by a company such as Jimmy John's, Uber Eats or Door Dash.

Graduation

All seniors have the individual responsibility to verify their current credit status with the guidance department. Any questions seniors may have concerning their graduation should be cleared up during the first trimester of the school year. Seniors who are short of reaching their graduation requirements must select, through the guidance department, one or more alternative programs available to them.

Students may participate in the graduation ceremonies if they have a one (1) credit deficiency caused by a third trimester failure. All other 9-12 credit requirements must be complete. A credit make-up plan must be approved by the principal/counselor prior to graduation. PSEO students who fail any courses in the first semester may be required to verify passing grades for their second semester courses in order to participate in the graduation ceremony. A diploma will be awarded after all credits have been verified. This policy also applies to students in an alternative school who are planning to graduate from Waconia High School.

Credit Requirements

Minnesota State Law and Department of Education regulations require that students are enrolled in classes six (6) hours per day to receive full state aid. The only early releases from the regular school day are through an approved work-study class, which releases students for a supervised work experience. Work-experience is open to students in 12th grade only.

All students must attempt a minimum of 15 credits per year and a total of 60 credits could be earned in a four-year period. A minimum of 55 credits are required for graduation. Any trimester grade of F, for any course, results in loss of credit for that course. If the course is required for graduation, it must be repeated or made up through summer school or night school at the WALC, or a correspondence course, before a diploma will be issued. Credits for graduation are subject to change by Board of Education action. The High School Counselor must approve all make-up arrangements.

CREDITS

- Each class is worth 1 credit.
- 55 credits are required for graduation

Required credits: 37 for the Class of 2027, 38 for the Class of 2028 and beyond

- English: 8 credits (four years)
- Social Studies: 8 credits (four years)
- Math: 7 credits (3.5 years)
- Science: 7 credits (3.5 years)
- PE: 2 credits (1 year)
- Health: 1 credit (.5 year)
- Fine Arts: 2 credits (1 year)
- Speech: 1 credit (.5 year)
- Senior Seminar: 1 credit (.5 year)
- Personal Finance: 1 credit (beginning with the class of 2028)

Elective credits: 18 for the Class of 2027, 17 for the Class of 2028 and beyond

- Student choice

Registration Handbook & Course Offerings

Please use the attached link for more detailed information in the WHS Registration manual regarding courses and credits.

Waconia High School 2026-27 Registration Handbook
Waconia High School 2026-27 9th Grade Registration Handbook

Waconia Learning Center

The Waconia Learning Center provides a set of required and elective courses. These programs enable students to make up credits they may have lost due to failure or other circumstances. Students may take individual courses at the WLC. No transportation is provided by the school district to the WLC.

Southwest Metro Online School

Students can pursue full-time academic status through distance learning, allowing them to earn their high school diploma online by completing elective courses along with their regular course requirements. Families can keep their relationship with their current school district. SouthWest Metro is providing the service and it will be at no cost to the students or families.

Grade Point Averages

Grade point averages (GPAs) are computed electronically. The numerical point equivalents for marks are as follows:

A 4.0
A- 3.67
B+ 3.33
B 3.00
B- 2.67
C+ 2.33
C 2.00
C- 1.67
D+ 1.33
D 1.00
D- 0.67
P (Pass) No numerical computation, but credit received.
NG (No Grade) No numerical computation.
I (Incomplete)
WF (Withdraw Fail) Does impact GPA.

Honor Roll

Students obtaining a 3.666 G.P.A. or above for a trimester are eligible for Honor Roll I. Students obtaining a 3.000 G.P.A or above for a trimester are eligible for Honor Roll II. Students must be carrying a full load of credits to be eligible for the honor rolls.

Graduating with Honors

Graduates from Waconia High School can achieve honor status, and be recognized at the commencement ceremony, by maintaining high grades and taking our most challenging courses. GPA eligibility will be determined by the student's cumulative GPA after the 2nd trimester of a student's senior year. Three levels of honor status will be recognized:

Cum Laude	3.75 – 4.0 GPA and 6 honor credits
Magna Cum Laude	3.85 – 4.0 GPA and 9 honor credits
Summa Cum Laude	3.95 – 4.0 GPA and 12 honor credits

Honor Credit Courses: Please refer to Registration Handbook for a list of honor courses

Report Cards

Report cards are available on-line. Report cards are not mailed to students unless requested in writing. Report cards are produced on a computer form and include such information as grades, comments, classes attempted and number of days absent and/or times tardy. If there is any question about any information on the card, please call the counselor or the designated teacher.

Pass / Fail Option

Pass and fail options are available to 11th and 12th grade students for a maximum of 2 elective credits during their high school career. Students must maintain a "C" average in the course to receive a "P." This option request must be made by the student during the first five days of the course offering and receive instructor and counselor approval.

Test Out Policy

High school students may request to test out of a math or world language course, allowing them to advance to the next level. The first step is for students to discuss the request with their counselor and complete the application. Applications must be received by the counseling office one full trimester before the start of the desired course. Even if students pass the assessment and advance to the next level, they still need to fulfill the necessary credits for graduation. Testing out of a course does not grant credit for the course being bypassed.

Schedule Change Requests

If a student would like to make a schedule change, the student must contact their counselor to discuss their request. Changes must be made prior to the start of the trimester. Please note: Schedule requests must be based on educational need and will be dependent upon space and availability of courses. Schedule changes will ONLY be considered for the following reasons:

- Student does not meet the prerequisites of the course.
- Student is missing a graduation requirement.
- Student has failed a course and must re-schedule.
- Student is a senior and is dropping a course to be a TA or use their Senior Privilege.
- Student is registered for a PSEO class.

Withdrawal from Courses

After a student has registered for a course and has attended the class, the following drop procedure must be followed:

- Procedure: Discuss the reasons for dropping with your teacher, counselor, and parent.
- Mid-Trimester Rule: If a class is dropped prior to mid-trimester, a grade of WF (Withdraw/Failing) will be assigned with no credit given. If a class is dropped after mid-trimester, a grade of F (Fail) will be assigned with no credit given.
- Exceptions: Academic schedule changes are permitted only to meet necessary educational needs. Exceptions to the WF designation are granted solely at the discretion of the administration for documented, unforeseen circumstances (such as a medical need). In these approved cases, building administration will consult with the teacher to determine the final grade and amount of credit granted.

Postsecondary Credit Opportunities

Advanced Placement Courses

Advanced placement courses offer students access to rigorous college-level coursework and the opportunity to explore a subject of interest in greater depth. These introductory college courses often require more time and work, but help students develop disciplined study habits that can contribute to success in college. Satisfactory AP scores allow students to earn college credit and bypass introductory-level courses in college to pursue more advanced studies. Please refer to the Registration Handbook for a complete list of available courses.

Concurrent Enrollment

Advanced high school juniors and seniors can earn college credit without leaving the high school campus through concurrent enrollment courses. These courses are taught by high school instructors, are accredited, and guarantee college credit upon successful completion of the course. High school students taking concurrent enrollment courses are held to the same academic rigor and standards as students in the university setting. Please refer to the Registration Handbook for a complete list of available courses.

Project Lead The Way

Project Lead The Way (PLTW) is an engaging, hands-on curriculum that prepares students to be innovative and productive leaders in the areas of science, technology, engineering, and math. College credit is available through successful course completion and passing an end of course exam. Please refer to the Registration Handbook for a complete list of available courses.

Articulated Courses

Not only do articulated courses allow students the opportunity to explore future career opportunities, they can also earn technical or community college credits. See your guidance counselor or instructor for details. Please refer to the Registration Handbook for a complete list of available courses.

Southwest Metro Educational Cooperative

Waconia High School serves as a satellite campus for the Southwest Metro Educational Cooperative. These courses allow students the opportunity to explore future career opportunities, and earn college credits through Normandale Community College. All courses are taught by SWM instructors at Waconia High School. Please refer to the Registration Handbook for a complete list of available courses.

Postsecondary Enrollment Options (PSEO)

Postsecondary Enrollment Options (PSEO) is a program that allows public and nonpublic students in 10th, 11th and 12th grades to earn college credit while still in high school, through enrollment and successful completion of college nonsectarian courses at eligible postsecondary institutions. Please refer to the Registration Handbook for additional information.

Academic Integrity Procedures

Click here for a detailed one page document regarding academic integrity issues, including plagiarism, cheating, and fabrication.

Testing & Assessment

District 110 uses a variety of standardized assessment tests to help evaluate student performance. Results of these tests provide data to schools, teachers, students, and parents that show areas of strength and areas requiring improvement.

For high school students, college entrance exams like the ACT may determine which college a student attends, and whether academic scholarships are awarded. Students are encouraged to participate in ACT prep and repeat exams to try and better their scores.

With testing stakes high, students must come prepared to do their best. Three kinds of parental involvement at home are consistently associated with higher student achievement:

1. Actively organizing and monitoring a child's time
2. Helping with homework
3. Discussing school matters

What if I choose not to have my student participate in statewide assessments?
Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/ guardians and include a form to complete if they refuse to have their student participate (see link below). All forms should be completed and returned to the student's site by January 15 to best support school district planning. Your student's district may require additional information.

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information:
English Version | Spanish Version

2026-27 Assessment Calendar

General Grading Information

Click here for a detailed one page document that outlines how formative assessments, summative assessments and reassessments factor into the grading process at Waconia High School.

Special Services

Special education support programs are provided in math, reading, oral and written language, speech, science, social studies, and transition subjects. Support with emotional, behavioral, social, and other disability services are also provided.

Concerns about the need for special help may be alleviated by a pre-referral meeting with the SAT (Student Assistance Team). The SAT will consist of counselors, school psychologist, school nurse, building administration, social worker, and regular and special education teachers. The SAT will attempt to provide help to the student within the classroom setting and without the aid of the special service department. If this process does not resolve the concerns, the student may be referred to the special education department for evaluation.

Requests for special education evaluations and potential services may be made by parents/guardians, teachers, counselors, etc., on behalf of a student. Please contact a teacher, counselor, principal, or the Director of Secondary Student Support Services (Paul Tordoff) if you believe special education evaluation is needed.

Students with special needs remain with their classmates and classroom teachers as much as possible. Specialists may provide services by team-teaching classes with regular education teachers, meeting with individuals or small groups in a resource room, or a combination of both.

If your child receives or will be evaluated for special education services, Waconia Public Schools will share your child's name and date of birth with the Minnesota Department of Human Services (DHS) in order to determine if your child is on Medical Assistance or MinnesotaCare. If you do not wish to share your child's name and date of birth with the DHS, you must inform Waconia Public Schools in writing no later than Oct. 1.

Send your request to:
Paul Tordoff, Director of Special Education
512 Industrial Blvd. Waconia, MN 55387
ptordoff@isd110.org
952-442-0628

Guidance Services

Guidance services are available for all students. In order to visit the counselor, students are to contact the secretary in the guidance office to arrange for an appointment. Among the many duties of the counselor are the following:

1. Withdrawals and Transfers. Students planning to withdraw or transfer from Waconia High School should see the counselor.
2. Registration and Change of Schedule. Registration is held about mid-year for the following year. Students should not expect to change their schedules, but those who feel there is a strong need for a schedule change should see the counselor as a first step.
3. Career and Post-Secondary Education. Information and planning help is available in this critical area. Contact the counselor.
4. Testing. Various academic and vocational tests are given each year through the guidance department. Information regarding other testing opportunities such as ACT and SAT is also available. Dates and times will be announced in daily announcements.
5. Enrollment options, as provided by the State of Minnesota, are available to qualifying students of Independent School District No. 110. These programs include open enrollment, post-secondary enrollment, and students-at-risk. Contact the counselor for additional information.
6. Other concerns such as study skills help with home, school, and/or social problems may also be discussed with the counselor.

It is the professional responsibility of school counselors to fully respect the right to privacy of those with whom they enter counseling relationships. A counseling relationship requires an atmosphere of trust and confidence between the student and counselor. A student has the right to privacy and to expect confidentiality. This confidentiality may be abridged by the counselor where there is clear and present danger to the student or to others.

Foreign Exchange Program

There are many programs available to provide educational opportunities for WHS students to study abroad. Students who may be looking ahead to being an exchange student should make plans to complete their required course work at WHS. All credits received in an exchange program will be considered as elective credits, and will not fulfill WHS requirements.

The Vocational Center

Students are advised to stay alert for special meetings, tours, interviews, and registration procedures conducted for Vocational Center students. Additional materials and information can be found in the high school guidance office. All Vocational Center students are subject to the rules and regulations of the Vocational Center and also those of Waconia High School. A Vocational Center handbook has been prepared for student convenience. Please read it, also, as there are important items of information for students to know about.

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waconia Public School District (ISD110) to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. The Waconia Public School District (ISD110) will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Language Access Plan

Waconia Public Schools is committed to equitable access to information for all families. In alignment with Minnesota Statute § 123B.32 and Title VI of the Civil Rights Act of 1964, our Language Access Plan outlines the tools, resources, and procedures in place to support students, families, and staff who prefer to communicate in a language other than English—removing barriers and promoting meaningful engagement in education, school communications, and decision making processes. View the Waconia Public Schools Language Access Plan.

School Discipline Guidelines

Good behavior is necessary to provide a successful educational environment. Waconia High School students are expected to demonstrate appropriate behavior in the school, in the classroom, and at all school activities.

The following information is intended to supplement the Board of Education policy on discipline:

Expected Behavior

To help insure an appropriate educational environment, Waconia High School students are expected to:

1. Be in class on time.
2. Be prepared for class.
3. Bring all required materials to class.
4. Be attentive to classroom activities.
5. Make an effort to be successful.
6. Participate in classroom activities.
7. Show respect for teachers, other students, and school property by not engaging in activities that disturb the class or school environment.
8. Follow the directions of teachers or supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious and may result in detention or suspension from class or school.
9. Help keep classrooms and school neat and clean by not littering.
10. Take care of school property such as books, equipment, etc.

Students who demonstrate behavior that disturbs the educational process in class will be removed from class and referred to the principal for disciplinary action.

Attendance

It is the responsibility of the Waconia Public Schools to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the District will establish a clear attendance system and hold students accountable for regular attendance. It is essential that Waconia High School students and their families take responsibility for knowing the Attendance Policy. The school reserves the right to classify an absence and may request medical documentation.

Student Responsibilities Regarding Attendance

1. Attend all classes on a daily basis. Students must remain in the classroom for the entire class period. If students leave class without permission or leave early, they will be marked UNEXCUSED ABSENT.
2. Monitor the total number of absences in each course and report any errors to the teacher of the course within 2 days of the absence, after which the absence will remain unexcused.
3. Monitor the total number of school authorized absences. When more than three class periods of a specific course are missed during a trimester, the student will appeal to the teacher to be out of class for any subsequent school authorized activities.
4. Ensure that a parent or guardian submits the absence to the attendance office prior to the absence.
5. Monitor electronic notifications regarding attendance. It is the responsibility of the student to ensure they are receiving notifications and are checking daily to ensure timely response to attendance and other notifications.
6. Attend every class that is considered to be "official/current". Students should not discontinue class attendance if he/she anticipates changing or dropping that class. Until the class is officially dropped, students are expected to attend each of the classes on their schedules.
7. Report, when ill, to the Health Office.
8. Follow all building check-in and check-out procedures.
9. Contact the teacher to arrange make-up work.
10. Communicate with the teacher when approaching the limit of school authorized absences.
11. Ensure that your attendance is accurate and confer with the teacher and/or the attendance office if any adjustments need to be made.

Penalties and Consequences for Exceeding Absence Limits

Students with unexcused absences are expected to make up missed work in the same timeline as excused absences. When a student that has repeated absences that are unexcused, the building administrator can determine that the student is not eligible to make up the missed work.

Types of Absences

Excused Absences

Examples: College visits, Driver's license examination, Family emergency, Illness, Visit to nurse's office, Pre-arranged excused absences for student participation in non-school competition and performance activities, Pre-arranged family vacations, Professional appointments that cannot be scheduled outside the school day, Spectators at state/regional competitions (parent/guardian approval required).

Unexcused Absences

Examples: Any absence in which a student and/or parent fails to comply with WHS reporting attendance procedures, Work at home, Work at a business (except a school-sponsored work release program), Non-prearranged family vacations, Missed bus, Overslept, Truancy/skipping school, Missing class to study or work on homework (includes AP testing), Other non-school authorized excuses

School Authorized Absences
(Note: These DO NOT count toward maximum 7-absence policy)
Examples: Chronic illness (with medical documentation), Court-ordered appearances, Death in student's immediate family or close friend/relative, Field trips, Interscholastic meets and events, School-sponsored musical or athletic competitions, Religious holidays and/or instruction (up to three hours per week), Illness in student's immediate family, Student government and related activities, Verified meeting conducted with school personnel, School-sponsored testing

Habitually Truant

A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days or for one or more class periods on seven school days. A school district attendance officer shall refer a habitual truant child and the child's parent(s) or legal guardian to appropriate services and procedures, under Minnesota Statute 260A.03. The school truancy coordinator will work with students with attendance issues.

Late Arrivals & Tardiness

It is expected that all students will make necessary arrangements to arrive on time to school on time. Any time a student arrives at school after Period 1 has started, he/she is required to stop and sign in at the Attendance Office. Missing the school bus, over-sleeping or repeated car problems will be classified as an unexcused tardy. For every class period at Waconia, the student is to be on time. Any time students arrive after the Period 1 starting time, they must report to the office for a tardy slip. For Period 2 and subsequent periods, the individual teachers handle tardies to class. They will announce their policies at the beginning of each trimester. Three unexcused tardies will equal one unexcused absence, and will count toward the total absences for the trimester.

Planned Absences

Students, who will miss classes due to pre-arranged family business such as a family trip or college visits, will be required to notify the Attendance Office prior to the absence. Failure to notify the attendance office before the absence will result in an unexcused absence being recorded. Students are also expected to notify their teachers in advance to develop a plan for make-up work from absence. Excusable family business includes college visits, legal appointments, extended medical leave, and family vacations.

Student Dress Policy

The appearance of a student is primarily the responsibility of the individual and his/her parents/guardians in accordance with School Board policy number 504. District 110 students are expected to maintain an appearance that is not distracting to other students or the learning environment. It is important to communicate and maintain fair and consistent expectations for all students.

The school does not permit symbols, emblems, badges, signs, words, objects, and pictures on clothing, jewelry, or personal items that represent swear words, sexual inferences, alcohol or tobacco advertising, demeaning phrases, gangs, or discriminatory references to sex, race, or religion or that are lewd, vulgar or obscene. It is not the intention of this dress code to limit a student's right to express political, religious, philosophical, or similar opinions by wearing such apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

Clothing must cover areas from one armpit across to the other armpit, down to approximately mid-thighs, applicable to front and back. Tops must have shoulder straps. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the requirements of the dress requirements.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process of school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications. The school administration reserves the right to allow or prohibit student attire.

Examples of prohibited attire include, but are not limited to, the following:

- Going without shoes;
- Wearing undergarments as outer garments;
- Wearing shirts without sleeves or straps;
- Wearing clothing that does not provide coverage from armpit to armpit to approximately mid-thighs applicable to front and back;
- Wearing see-through or mesh garments without appropriate coverage underneath that meet the requirements of the dress requirements;
- Wearing clothing with language that is lewd, vulgar or obscene;
- Wearing apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Wearing objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals.

Student Dress Policy continued on next page.

Student Dress Policy

Inappropriate dress consequences:

- 1st Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary

- 2nd Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary
  - Parent/Guardian is notified

- 3rd Offense
  - Student is reminded of expectations
  - Incident is documented in student information system
  - Clothing modifications are made as necessary
  - Parent/Guardian is notified
  - Detention or appropriate consequence

- Additional offenses
  - After the third incident within one school year, the behavior will be considered insubordination. When situations arise that are not specifically covered in this policy, the building administrator(s) will interpret the situation in light of the spirit and/or intent of this policy.

Assault

1. A student who threatens another student or staff person with bodily harm, without material physical contact, will require a parent/guardian conference and will be subject of up to a 3-day suspension.
2. A student who threatens another student or staff person with bodily harm, while in possession of a weapon, or a student involved with an assault with a weapon, will be dealt with under the provisions of the Weapons Policy.
3. A student who is involved in a direct attack on another person will be initially suspended up to 5 days, will require a parent/guardian conference, will be referred to Carver County authorities for assault, and may be recommended to the School Board for expulsion. If a recommendation for expulsion is not made, a behavioral contract will be designed with strict guidelines and consequences, which could include additional suspensions, out-of-school placement, counseling, or expulsion.
4. Students who mutually engage in fighting will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. A second offense will result in a 5-day suspension and a referral to an alternative program. Fighting shall be characterized by a violent, aggressive behavior by two or more individuals, with the intent of inflicting physical harm upon one another, and differentiated from "poking, pushing, shoving, or scuffling."

Insubordination

All employees of Waconia High School have the responsibility and obligation to enforce school regulations. The principal, assistant principal, activities director, teachers, counselors, secretaries, nurse, media specialist, cooks, custodians, bus drivers, aides, and fellow students have the right to correct you if you are violating school rules, and students have the obligation to do as requested.

Insubordination is the willful defiance or ignoring by a student of a reasonable order or request of any school employee. It is a serious type of disobedience that can cause the breakdown of the learning environment. Insubordination is also involved when a student directly attacks a staff member or employee, either physically or with words through swearing or obscene language or gestures.

A student referred for insubordination will be subject to a conference with the principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident. A pattern of insubordination is grounds for removal to an alternative program or expulsion.

Theft

Theft is defined as the taking or possessing of an individual's or school property without authorization. Students referred for theft will be subject to a conference with the principal, detention, suspension, restitution, or referral to Carver County authorities, depending upon the severity of the incident.

Language

Cursing, swearing, profanity, vulgar and offensive language is not appropriate to the school setting. Students need to be particularly aware of their use of sexually suggestive language. A student referred for inappropriate language will be subject to a conference with the principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident.

Student Use and/or Tobacco Possession

Student use and/or possession of tobacco or nicotine in any form, including snuff, electronic cigarettes or e-hookahs, is not permitted on any school property, on buses, or at any school event, home or away. This "no smoking" policy is in effect before, during, and after regular school hours. Students reported for smoking or chewing will be penalized according to the following procedure:

First Offense: Student will be suspended out-of-school for one day.

Second Offense: Student will be suspended out-of-school for two days.

Repeated Offenses Beyond the Second: Student will be suspended out-of-school for three days.

Students who continually break this policy will be considered insubordinate and may be recommended to the school board for expulsion.

Parking / Parking Lots / Parking Passes

Permit Application

- Students with a valid driver's license in grades 10-12 and have no outstanding obligations (fees, fines, book returns, equipment, detention time) may apply for a parking permit. Applications must be paid online with debit card or credit card. Contact WHS office for additional information regarding the application form and/or paying online.
- Students are permitted to park in a school district location as a privilege, not a right.
- Student parking is located on the west side of the building, and is accessed at the west end of Community Drive. Overflow parking is available at the WLC on the west side of Co. Road 10.
- The parking fee is:
  $150.00 all year (only option when school starts, through the end of tri 1)
  $100.00 for tri's 2 & 3 (only option at the beginning of tri 2)
  $50.00 for tri 3 (only available during tri 3).

For students who only drive occasionally, there is an option to purchase a daily parking pass for $5/per day in the main office when they arrive at school. Students with a day parking pass are not allowed to park in visitor parking or staff parking.

NOTE: Transportation to and from Waconia Public Schools is provided and available to all students within the district area. Consequently, student parking in designated and assigned parking areas is a privilege, and the purchase of a Student Parking Permit is not associated with other income-based programs such as the federal free and reduced lunch plans. As a result, adjustments do not apply to parking permit fees.

- Parking permit fees are non-refundable.
- Students must register all vehicles they may park on school grounds when filling out a parking application.
- Students drive and park on campus at their own risk. District 110 and Waconia High school are not responsible for vandalism, theft (including stolen parking permits), or damage to vehicles or items therein the school parking lot. Vehicles should be locked and valuables should not be in cars.

Parking / Parking Lots / Parking Passes

Parking Protocols, Rules & Expectations

- All student vehicles, parked in a school district parking lot, must be registered, and must properly display a WHS parking permit.
- Students may not park in the staff parking lot, visitor parking, or reserved parking.
- Only those vehicles that have been registered in the high school office may park in a school district lot. Unregistered vehicles will be ticketed and referred to school administration – students with valid permits who drive an unregistered vehicle to school must notify the main office.
- Vehicles that do not properly display a valid, current permit will be ticketed.
- Students should only display their parking permit while on high school campus. As students leave the high school campus the permit should be removed from the rearview mirror.
- Students are not to give, sell or copy their parking permit for another student. Any student who participates, as the giver or receiver, in the unauthorized use or distribution of an WHS parking permit will be fined, and their permit will be revoked. Additional school consequences may be applied.
- Students are not allowed to use permits of relatives employed by WHS/District 110 unless accompanied by the relative.
- Students are not to transport other students to or from campus during the school day.
- Excessive tardiness/truant absences and outstanding detentions may result in the loss of parking privileges.

Parking Permit Replacements

A replacement parking permit can be purchased in the High School office for $15.

Parking Permit Violations

Vehicles parked on school district property without a properly displayed, valid permit for the assigned/designated parking lot will be ticketed. The cost is $25.00 for the first ticket issued, $50 for a second, and the vehicle will be towed at the owner's expense if there is a 3rd violation.

A student found to have violated the school district policy, rules, directives, or guidelines regarding parking privileges on Waconia Public Schools locations shall lose parking privileges and/or be assigned disciplinary action in accordance with the school district's Student Discipline Policy which may include suspension or expulsion. In addition, the student may be referred to legal officials.

Bussing Needs

If a student has a change in bussing needs, you should contact Koch Bus Service at 952-442-3370.

District Policy

chool Board Policy No. 527 is titled STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES. Visit isd110.org/about-us/district-policies to read the entire policy.

Drug & Alcohol Violations

Waconia Public Schools state the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Possession or use of alcoholic beverages, paraphernalia and/or illegal drugs is prohibited on school premises, school buses, school-sponsored activities, or while representing the school in any way. This includes any substances or products that alter the central nervous system (e.g. synthetic drugs, glue, etc.).

A student found to have an alcoholic beverage in their possession or be under the influence in school, or at a school-sponsored function, whether on or off school grounds, will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. In addition, the student will be referred to the S.A.T. (Student Assistance Team) for chemical issue follow-up as appropriate.

A student found in possession of mood altering chemicals, paraphernalia, drugs, or to be under the influence of mood altering chemicals or drugs in school or at a school-sponsored function, whether on or off school grounds, will be suspended up to 3 days, be referred to Carver County authorities, and will require a parent/guardian conference prior to readmission. In addition, the student will be referred to the S.A.T. (Student Assistance Team) for chemical issue follow-up as appropriate.

A student discovered selling, or possessing with the intent to distribute, mood altering chemicals or drugs will be suspended up to 5 days and referred to Carver County authorities. During the suspension, school officials will meet to discuss possible alternatives, including an alternative program, out-of-school placements, or expulsion.

Students will be referred to the District Chemical Counselor for chemical issue follow-up if the school receives a Chemical Violation report from a State, county or local law enforcement agency.

Alcohol/Tobacco/Controlled Substance Possession & MSHSL Eligibility

Students participating in extra-curricular activities and who are found to be in possession of alcohol or tobacco (including electronic cigarettes or e-hookahs) or any other controlled substance, or are cited for possession, will be penalized according to Minnesota State High School League regulations. The penalties for possession will be identical to those for consumption or use. This policy is in effect for students year round, and is not limited to the school year.

Leadership Eligibility

Students will be eligible to be in positions of school leadership (i.e. Homecoming candidates, Student Government, Class Officers, National Honor Society, Student Activities, captain of a team or activity, etc.) if they have been in good standing at least one year prior to and through the appointment. By good standing they may not have had any out of school suspension or violated any of the local or MSHSL rules for mood altering chemicals, and/or harassment/hazing as they appear in the student handbook and MSHSL pamphlet. Violations will result in removal from leadership position(s).

Detention

Students may be assigned to detention for disciplinary purposes. Detention is held from 7:30 a.m. – 8:15 a.m. or 3:05 p.m. – 3:50 p.m. Teachers may also assign and supervise their own detention. Failure to serve an assigned detention will result in an additional detention, or suspension, being assigned.

Gambling

Gambling, in any form, is not permitted in the school or on school property.

Student Mobile Phone and Technology Use

Students may make emergency calls from the High School Office area. From time to time it may be necessary to get a message from home to a student at school. We invite you to call if we can help in this regard. Please be aware that students will not be called from class for anything other than emergency messages. Non-emergency messages will be delivered at lunchtime or prior to the end of the day. Please help us conserve on secretarial and teaching time by communicating messages to your child outside of school time whenever possible.

The use of cell phones and related technology such as air pods or other headphones is not permitted to interfere with the educational process. Therefore, students are not permitted to use cell phones and related technology during class time unless directed to do so by the teacher. Student use of cell phones between classes and during lunch is acceptable.

If it is determined that students have violated this policy, the following consequences may be administered:

- First violation: device(s) confiscated for the remainder of the class period
- Second violation: device(s) confiscated for remainder of the day and can be picked up by the student in the main office at the end of the day
- Third violation: device(s) confiscated for the remainder of the day and a parent/guardian will need to pick up the device(s) in the main office at the end of the day.

Operation of Motor Vehicles

The safe operation of motor vehicles in parking lots, driveways, and on the streets surrounding the school is essential. There will be no speeding over 15 miles per hour, or any form of reckless driving on the school grounds. State law specifies 15 miles per hour speed limits on streets adjacent to school buildings. Dangerous operation of motor vehicles will result in referral to Carver County authorities and withdrawal of school parking privileges. Violations may result in a fine and/or a parking suspension.

Harassment

Harassment is participating in acts or statements that willfully injure, degrade, or disgrace other individuals. Students involved with harassment will be subject to a conference with a principal and/or a parent conference with a principal. A pattern of harassment will lead to detention, suspension, or further disciplinary action of any student involved.

Bullying Policy

An act of bullying, by either an individual student or a group of students, is expressly prohibited at all Waconia Public Schools. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

A. Bullying Definition
"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

- Harming a student or a group of students
- Damaging a student's or a group of students' property
- Placing a student or a group of students in reasonable fear of harm to a person or property
- Creating a hostile educational environment for a student or a group of students
- Intimidating a student or a group of students.

B. Cyber Bullying
The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, or other employees of the school district by sending or posting email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. Retaliation against a victim, good faith reporter, or witness to bullying is prohibited, as are false accusations or reports of bullying against another student.

C. Reporting Bullying
A student who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to a staff member. A person may report bullying anonymously; however, the ability to take action against an alleged perpetrator based solely on an anonymous report may be limited. WMS students and families are encouraged to complete the Bullying/Harassment reporting form available from a principal, a counselor, or located on the Waconia Middle School website.

D. Investigation
The WMS administration will act to investigate all complaints of bullying. Upon completion of the investigation, the school administration will take appropriate disciplinary action(s) and supportive actions for all students involved.

Bullying Policy (cont.)

E. Disciplinary Actions
WMS administration will discipline any student who engages in an act of bullying, retaliation or false reporting of bullying. Consequences for students who commit acts of bullying may include but are not limited to, warning, remediation, suspension, exclusion, or expulsion. Disciplinary consequences will be sufficiently severe to try to deter future violations and to appropriately discipline prohibited behavior.

F. Board Policy
The above information provides a summary of Waconia Public School's Bullying Policy. A complete Bullying Prohibition Policy (Board Policy #514) is located in Waconia Middle School's Electronic Student Handbook or on the school district's main website.

Weapons Policy

All weapons are prohibited anywhere on school property. Items considered weapons may include the following: guns, look-alike guns/weapons, pellet guns, stun guns, splat guns, explosives, ammunition, mace, knives, clubs, metal knuckles, nunchucks, throwing stars, etc. Any item, even a pencil, when used as a weapon in the school will also constitute a violation of the Weapon Policy.

Health Services

The mission of Health Services is to provide services to maintain, improve, and promote good health for the learner and ensure that health concerns do not become obstacles to learning. Health Services provides the following services:

- Assesses individual student health and developmental status
- Promotes/maintains the health/well-being of all students
- Develops health plans for students with health conditions
- Coordinates prevention/control of communicable disease
- Develops a system of first aid/emergency care
- Participates in health education
- Recommends new/updated health policies

Health Records

Students are required to have an individual health record on file in the health office. It contains a cumulative health history, screening results, and immunization history. Parents/guardians are expected to keep Health Services informed of current or chronic medical problems (that could affect the student's comfort and ability to learn) and medications, even if they are not administered at school.

Health Census Forms

At the beginning of each school year, parents/guardians are expected to complete an annual health form for each child, which provides up-to-date medical information. It is the parent's/guardian's responsibility to notify the school of any changes to a student's medical information. This information also provides additional health information for assessments in emergency situations and in advocating for children in the educational setting. No student may leave school without parent/guardian emergency contact permission. This form is completed as a part of the welcome back forms each school year. If your child has an updated diagnosis or health concern during the school year, please contact the high school health office at 952-442-0674.

Immunizations

State law requires parents/ guardians to present proof that all immunizations are up-to-date before the first day of school. Students not meeting the minimum requirements will be excluded from school. Students can be exempt for medical reasons with a physician signature or as a conscientious objector (with a notary public signature and seal).

- Tdap (Tetanus-Diphtheria-Acellular Pertussis) - booster at or after 11 years of age
- MMR (Measles-Mumps-Rubella) - verification of second dose
- Hepatitis B Vaccination - series of three doses for grades 9-12 - (Mandatory for K and 7th Grade.)
- Varicella (Chickenpox) Vaccine - series of two doses—or physician documented date and history of disease - (Mandatory for K and 7th Grade.)
- Meningococcal Vaccine -- (First booster is mandatory for 7 th Grade and a required 2nd booster dose at age 16). The 2nd meningococcal booster will be mandatory for all 12 graders.
- Polio Vaccine - series of at least three doses.

Health Screening Programs

Health Services is available to conduct hearing and vision screening for individual students via parent/guardian request. If you have a concern about your child's hearing or vision, please contact health services at 952.442.0674 to request a screening. If a teacher has a concern related to your child's hearing or vision, health services will contact the parent/guardian for permission to conduct the screening.

Medications

In accordance with the MN Department of Health recommendations, the school will NOT provide any medications, including Aspirin, Tylenol, or Ibuprofen.

Medications will be administered by a Licensed School Nurse, Health Associate, or other school-trained designated employee under these circumstances:

1. Prescription and non-prescription medication requires a completed signed authorization form from the student's parent/guardian. For prescription medications a physician's authorization is required. The school district may rely on an oral request to administer medication for up to two days until written authorization is received. It is to include:

- Student's name
- Name of medication
- Time of administration
- Possible side effects
- Dosage and route of administration
- Termination date of administration
- Reason for medication
- Number of tablets sent to school

2. Prescription or non-prescription medication must be in the prescription or OTC labeled container. The pharmacy will divide medication for home and school into two bottles with proper labels.

3. Parents are encouraged to bring medication (especially controlled substances such as ADHD/ADD medication) to the health office for the health and safety of your child and other students. If parents/guardians are unable to bring the medication to school, they should contact the health office at (952) 442-0674 to set up an alternative plan.

4. Students will not be allowed to self-administer or carry medications without a written plan that is agreed upon between the school district and parent. Self -carry medications are limited to students in 7 - 12th grade and include non-prescription pain relievers, prescription asthma, epinephrine auto-injectors and other emergency medications.

5. Narcotics are not allowed at school. They can't be self -carried, housed or dispensed from the school health office.

6. District 110 will not administer Investigational, Complementary and Alternative Medicines not approved by the FDA. Examples include: essential oils, homeopathic medications.

7. Health Services will not give the first dose of medication to any student.

Injury / Illness / Emergency Care

In case of illness, the school will contact the parent/guardian. The parent/guardian will be expected to pick up the child or make arrangements for someone else to do so promptly. If the school is unable to contact the parent/guardian, the person identified as a contact on the student's emergency contact form will be notified. Parents/guardians should make sure that the emergency contact person has agreed to assume this responsibility, is available, and has transportation. The parent/guardian of each student must establish a workable emergency plan.

If a student leaves the building without permission from authorized school personnel, they will be considered truant and unexcused from any class.

In case of injury or medical emergency, the school will attempt to notify the parents/guardians first, when possible. In a medical emergency, the local emergency system will be used, and the student will be transported to Ridgeview Medical Center, via ambulance, at parent/guardian expense. The student emergency contact and health census forms will be sent with the student to the hospital.

Exclusion for Illness

Students will be excluded from school when they exhibit any of the following symptoms:

- Oral temperature over 100 degrees F
- Undiagnosed rash
- Breathing difficulties
- Vomiting
- Diarrhea

Health Services should be notified of any communicable disease and treatment to assure control in other students. Readmission to school for the following communicable diseases shall be:

- Chickenpox – all lesions are dry and crusted (5–7 days)
- Impetigo – at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be re-assessed by a physician.
- Conjunctivitis (pink eye) – at least 24 hours after medication begins
- Scabies – Following a medical treatment with an insecticide shampoo/lotion.
- Strep Throat – at least 12 hours after medication begins
- Ringworm of Scalp/Skin – following fungicide treatment

Access to Space for Mental Health Care Via Telehealth

To the extent space and staff are available, ISD 110 will provide an enrolled secondary school student (gr. 6–12) with access to a private space to receive mental health care through telehealth from a licensed mental health provider. If staff is available, this may occur during the school day or before/after school on days when students are in session.

A student may use their own pre-approved device or a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.

To request access to a space for a telehealth appointment, please complete the Request for Telehealth Google Form. A school counselor, health services, or designee will review the request and you will be notified if approved along with logistics.

Minn. Stat. § 121A.26 (Access to Space for Mental Health Care through Telehealth. Questions may be directed to Sara Eischens, RN, LSN, PHN, Health Services Manager at seischens@isd110.org or (952-442-0625).

Questions

Any questions regarding health issues, medications, immunizations, or screenings, please contact Health Services at 952-442-0654 or email wmsnurse@isd110.org.

Physical Education Class Excuse

All students are required to take physical education. Following any injury or illness, physician's orders are required for any student to be excused from physical education classes for more than three days.

Fire Drills

Fire drills are scheduled periodically, in accordance with State Fire Marshal regulations. As soon as the alarm sounds, students should pass quickly and quietly out of the building, according to the directions posted in each classroom. When outside, students are to remain at least fifty feet from the building and wait until the bell sounds again before returning to their classes.

WARNING – Setting off false fire alarms is a violation of state law. Student violators will be suspended and prosecuted.

Safety Glasses

Safety glasses must be worn in all hazardous areas of the building. There is no exception. Safety glasses must be purchased by students in some situations.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the supervisor in charge or to the administration.

Visitors

Student visitors are permitted strictly for educational reasons and require prior administrative approval. Requesting hosts must make arrangements with the Principal or Assistant Principal at least 24 hours in advance. Upon arrival, visitors and their host student must register in the main office to receive a pass. Hosts are responsible for their guests and must remain with them throughout the day.

Restricted Times: Visitors are not allowed on exam days, during the first or final week of any trimester, or without prior approval if they are former students.

DISTRICT POLICIES

The following policies are part of the 500 series of district policies that pertain to students. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 501 – School Weapons

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. View full policy.

Policy 502 – Search of Student Lockers, Desks, Personal Possessions & Student's Person

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions. View full policy.

Policy 503 – Student Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class. View full policy.

DISTRICT POLICIES

Policy 504 – Student Dress and Appearance

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. View full policy.

Policy 505 – Distribution of Non-School Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities. View full policy.

Policy 506 – Discipline Policy

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. Each school has handbook to explain disciplinary procedures. View full policy.

Policy 507 – Corporal Punishment

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. View full policy.

Policy 508 – Extended School Year for Students with IEP

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE). View full policy.

Policy 509 – Enrollment of Non-resident Students

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination. View full policy.

DISTRICT POLICIES

Policy 510 – Student Activities

District 110 recognizes that the Student Activities program is an integral part of the school district's total educational program. Student activities are intended to provide educational experiences not otherwise provided in the instructional curriculum. They complement the curriculum by providing students with additional opportunities for growth and development. View full policy.

Policy 511 – Student Fundraising

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public. View full policy.

Policy 512 – School Sponsored Student Publications and Activities

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools. View full policy.

Policy 513 – Student Promotion Retention and Program Design

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design. The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. View full policy.

Policy 514 – Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. View full policy.

Policy 515 – Protection and Privacy of Pupil Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. View full policy.

DISTRICT POLICIES

Policy 516 – Student Medication

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health associate, principal, trained school staff, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures. All medications administered by school staff must be FDA approved and listed in the Physician's Desk Reference (PDR). The school district will not administer medications, including herbal medicines that are not approved by the Food and Drug Administration (FDA) Prescription medications as used in this policy does not include any form of medical cannabis as defined in Minn. Stat § 152.22, Subd. 6. View full policy.

Policy 517 – Student Recruiting

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school. View full policy.

Policy 518 – DNR and DNI Orders

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR–DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations. View full policy.

Policy 519 – Interviews of Students by Outside Agencies

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day. View full policy.

Policy 520 – Student Surveys

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. View full policy.

Policy 521 – Student Disability Nondiscrimination

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education. View full policy.

DISTRICT POLICIES

Policy 522 – Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. View full policy.

Policy 524 – Internet Acceptable Use

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. View full policy.

Policy 525 – Violence Prevention Applicable to Students and Staff

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision. View full policy.

Policy 526 – Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. View full policy.

Policy 527 – Student Use and Parking of Motor Vehicles, Patrols, Inspections and Searches

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel. View full policy.

Policy 528 – Student Parental Family and Marital Status Nondiscrimination

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status. View full policy.

DISTRICT POLICIES

Policy 529 – Staff Notification of Violent Behavior by Students

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior. View full policy.

Policy 530 – Immunization Requirements

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students. All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. View full policy.

Policy 531 – Pledge of Allegiance

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end. Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. View full policy.

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. View full policy.

Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds. If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy. View full policy.

DISTRICT POLICIES

Policy 533 – Wellness

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. View full policy.

Policy 534 – School Meals

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program. View full policy.

Policy 535 – Accommodation of Students with Life Threatening Allergies

The purpose of this policy is to establish a safe environment for students with severe, potentially life-threatening allergies. The District will provide the opportunity for students with severe allergies to participate in all school programs and activities though the use of communication, prevention strategies, and emergency preparedness identified in an individual plan. View full policy.

DISTRICT POLICIES

The following policies are additional policies that Waconia Public Schools will like to call the reader's particular attention to. The descriptions included in this document are purpose and/or general statements regarding the policy. The full version of each policy can be viewed by clicking the links below. Policies are regularly reviewed and approved by the ISD 110 School Board.

Policy 102 – Equal Educational Opportunity

The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities. View full policy.

Policy 103 – Complaints – Students, Employees, Parents, Other Persons

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used. View full policy.

Policy 401 – Equal Employment Opportunity

The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees. View full policy.

Policy 404 – Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district. View full policy.

Policy 413 – Harassment and Violence

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. View full policy.

DISTRICT POLICIES

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Policy 419 – Tobacco-Free Environment

The purpose of this policy is to maintain a learning and working environment that is tobacco free. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. View full policy.

Policy 421 – Gifts to Employees and School Board Members

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members. View full policy.

Policy 609 – Religion

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views. View full policy.

Policy 613 – Graduation Requirements

The policy of the school district is that all students entering grade 9 in the 2012-2013 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 9 in the 2013-2014 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards on a nationally normed college entrance exam. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule. View full policy.

Policy 698 – Teaching of Controversial Topics

The District has a responsibility to include, in various curriculum areas and at all grade levels, content dealing with critical topics and using materials, some of which will be controversial or raise objections within the community. The school board has the final authority to give or withhold consent for any school activity or program. View full policy.

Policy 709 – Student Transportation Safety Policy

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

DISTRICT POLICIES

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Policy 801 – Equal Access to Facilities

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time. View full policy.

Policy 806 – Crisis Management Policy

The purpose of this Crisis Management Policy is to act as a guide for school district administration, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. View full policy.

Policy 903 – Visitors to School District Buildings Sites

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. View full policy.

7.B. Resolution Adopting School District 110 Fiscal Year (FY) 28 Long-Term Facilities Maintenance Ten-Year Plan (Roll Call Vote)	**Presenter:** Pam Carman, Director of Finance and Operations

WACONIA PUBLIC SCHOOLS • EXPLORE YOUR PASSIONS. CREATE YOUR SUCCESS.

MEMORANDUM

TO: ISD 110 School Board

FROM: Pam Carman, Director of Finance & Operations
Tim Bisek, Director of Buildings & Grounds

DATE: July 27, 2026

SUBJECT: Fiscal Year 2028 Long-Term Facilities Maintenance (LTFM) Ten-Year Plan

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Executive Summary

Attached for review and approval is the District's Fiscal Year 2028 Long-Term Facilities Maintenance (LTFM) Ten-Year Plan, including the required ten-year revenue and expenditure projections.

The plan reflects the District's current assessment of anticipated facility maintenance needs and long-range capital priorities. Because the plan is reviewed and updated annually, projects, costs, and priorities may change as facility conditions, financial circumstances, and Board direction evolve.

The proposed expenditure plan includes a preliminary planning assumption for a potential Middle School Indoor Air Quality (IAQ) project in Fiscal Year 2029. Inclusion of the project preserves the District's ability to continue evaluating long-term facility needs and complete the planning necessary for future consideration. Approval of the LTFM Plan does not authorize construction, financing, or the issuance of bonds.

Administration anticipates returning to the Board later this fall with additional information and recommendations regarding the Middle School cooling system and potential long-term improvements.

No decision regarding the Middle School IAQ project or future financing is requested as part of the approval of the Fiscal Year 2028 LTFM Plan.

Annual LTFM Planning Requirement

Under Minnesota Statutes Section 123B.595, school districts are required to annually adopt a ten-year LTFM Plan and submit the Board-approved plan to the Minnesota Department of Education (MDE) by July 31 for commissioner approval.

The plan identifies anticipated facility maintenance needs and establishes long-range funding assumptions, including whether projects may be financed through annual LTFM revenues, bonding, or a combination of funding sources.

Larger projects, including IAQ projects exceeding $100,000, require additional engineering documentation, project narratives, cost estimates, and financing information for MDE approval. Including a project in the ten-year plan allows the District to begin the planning and approval process while retaining flexibility regarding project scope, timing, and financing.

Middle School IAQ Planning Assumption

As previously discussed with the Finance Committee, administration has included a preliminary $12.0 million Middle School IAQ Project in Fiscal Year 2029 (Summer 2028) of the LTFM Ten-Year Expenditure Plan.

The project estimate is based on preliminary construction cost assumptions and is included solely for long-range planning. It does not authorize construction or the issuance of bonds and does not establish a required project or financing timeline.

Including the project preserves the District's ability to:

- Further evaluate the Middle School's immediate and long-term mechanical system needs;
- Complete the engineering and documentation necessary for MDE review;
- Coordinate immediate equipment investments with a potential long-term IAQ solution;
- Evaluate the potential use of remaining IAQ funds; and
- Consider alternative project scopes, timelines, and financing strategies.

The Board will retain full discretion regarding the scope, timing, and financing of any future Middle School IAQ project.

Current Condition of the Middle School Cooling System

The inclusion of the preliminary Middle School IAQ project reflects the condition of the District's existing cooling system and the need to preserve future planning flexibility.

The Middle School cooling system includes three chillers and six compressors. Following the failure of a second compressor on July 6, 2026, only four of the six compressors remain operational. Two chillers are operating well beyond their expected useful life, and the system has limited redundancy. While the building remains operational, an additional compressor failure during periods of elevated temperatures and humidity could significantly reduce the system's ability to adequately cool and dehumidify occupied instructional spaces.

Based on preliminary discussions with SiteLogIQ and the District's mechanical consultants, administration anticipates that a minimum investment of approximately $250,000-$350,000 may be necessary by spring 2027 to maintain reliable building operation while longer-term solutions continue to be evaluated.

Maintaining appropriate temperature and humidity is important not only for occupant comfort, but also for protecting District facilities, technology, building systems, and overall indoor environmental quality.

Next Steps

Administration will continue evaluating the Middle School's immediate mechanical needs together with potential long-term facility improvements. This work will include further engineering review, project cost refinement, evaluation of available funding sources, and coordination with the Minnesota Department of Education as appropriate.

Administration anticipates returning to the School Board during the fall with additional information and recommendations regarding the Middle School cooling system and any future capital improvement options. Any future recommendation to proceed with engineering, construction, or financing would require separate School Board consideration and approval.

Recommendation

Administration recommends approval of the Fiscal Year 2028 Long-Term Facilities Maintenance Ten-Year Plan.

Approval of the plan:

- Satisfies the District's annual statutory planning requirement.
- Authorizes submission of the Board-approved plan to MDE.
- Reflects the District's current long-range planning assumptions.
- Preserves flexibility as future facility needs continue to be evaluated.
- Does not authorize construction, project financing, or issuance of bonds.

Attachments:

- Fiscal Year 2028 Ten-Year Revenue Projection
- Fiscal Year 2028 Ten-Year Expenditure Plan

FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

5/20/2026

110 <= Type in School District Number

WACONIA

			Change only if requiring levy adjustments	Payable 2026 LLC Certification	Current Estimate									
	Calculations for Ten Year Projection	**Pay 26 LLC #**	**FY 2026**	**FY 2027**	**FY 2027**	**FY 2028**	**FY 2029**	**FY 2030**	**FY 2031**	**FY 2032**	**FY 2033**	**FY 2034**	**FY 2035**	**FY 2036**
1	**Type your district number in cell A2 (Minneapolis = 1.2)**													
2	**Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b, 16s, 18, 18r, 20b, 21, 26, 27 and 50b**													
3	**Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33**													
4	**Look-up data from following tabs**													
5	**Initial Formula Revenue**													
6	Current year APU	57		4,107.16	4,129.99	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77
6a	Additional Pre-K Pupil Units (see line 16 of Pre-K application for details)				-	-	-	-	-	-	-	-	-	-
6b	Total Adjusted Pupil Units = (6) + (6a)				4,129.99	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77
7	District average building age (uncapped)	401		28.75	28.75	29.75	30.75	31.75	32.75	33.75	34.75	35.75	36.75	37.75
8	Formula allowance			$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402			0.82143	0.85000	0.87857	0.90714	0.93571	0.96429	0.99286	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	403		1,282,021	1,289,148	1,314,537	1,358,723	1,402,909	1,447,095	1,491,282	1,535,468	1,546,514	1,546,514	1,546,514
11	**Added Revenue for Eligible H&S Proj and/or Roofing > $100,000 / site**													
12	Debt Service for Existing Alt Facilities H&S Bonds (1B) - Gross before Debt Excess - Projects > $500,000 per site	701			-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt Service for Existing Alt Facilities H&S Bonds (1B)	755			-	-	-	-	-	-	-	-	-	-
14	Debt Service for Portion of Existing Alt Facilities Bonds from line (22) attributable to Eligible H&S Projects > $100,000 per site (1A)				-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt Service for Portion of Existing Alt Facilities Bonds attributable to Eligible H&S Projects > $100,000 per site (1A)				-	-	-	-	-	-	-	-	-	-
16a	Existing Net Debt Service for LTFM Bonds for Eligible New H&S Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue from "IAQFAA Bonds" tab				1,291,973	1,295,963	1,287,825	1,295,700	1,411,725	491,138	491,138	1,451,888	952,350	1,100,138
16b	New Debt Service for LTFM Bonds for Eligible New H&S Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue				-	-	-	-	-	-	-	-	-	-
16r	Existing Debt Service for LTFM Bonds for Eligible New Roofing Projects > $100,000 / site = (principal + interest)*1.05		beginning FY27		-	-	-	-	-	-	-	-	-	-
16s	New Debt Service for LTFM Bonds for Eligible New Roofing Projects > $100,000 / site = (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
17	Net Debt Service for LTFM Bonds for Eligible New H&S Projects & Roofing Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue = (16a) + (16b) + (16r) + (16s)				1,291,973	1,295,963	1,287,825	1,295,700	1,411,725	491,138	491,138	1,451,888	952,350	1,100,138
18	Pay as you Go Revenue for Eligible New H&S Projects > $100,000 / site (corresponds to Category 2 on the expenditures spreadsheet)	405	-		-	-	-	-	-	-	-	-	-	-
18r	Pay as you Go Revenue for Eligible New Roofing Projects > $100,000 / site (corresponds to Category 6 on the expenditures spreadsheet)	406	beginning FY27		-	-	-	-	-	-	-	-	-	-
19	Total Additional Revenue for Eligible Projects >$100,000 / site (12) - (13) + (14) -(15) + (16a) + (16b) + (16r) + (16s) + (18) +(18r)	407		1,223,623	1,291,973	1,295,963	1,287,825	1,295,700	1,411,725	491,138	491,138	1,451,888	952,350	1,100,138
	Added Revenue for Pre-K Remodeling (for VPK approvals only)													
20a	Net Debt Service for Bonds Approved for Pre-K Remodeling	768			-	-	-	-	-	-	-	-	-	-
20b	Pay as you Go for Projects Approved for Pre-K Remodeling	408			-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K Revenue				-	-	-	-	-	-	-	-	-	-
20d	**Total New Law Revenue (10) + (19) + (20c)**	409			2,581,121	2,610,500	2,646,548	2,698,609	2,858,820	1,982,419	2,026,605	2,998,402	2,498,864	2,646,652
	Old Formula Revenue													
21	Old Formula Health & Safety Revenue (should match amounts entered into the Health & Safety Data Submission System through FY 2028) (corresponds to Category 1 on the expenditures spreadsheet)	410		166,309	166,309	-	-	-	-	-	-	-	-	-
22	Old Formula Alt Facilities Debt Revenue (1A) - gross before Debt Excess	700			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to Alt Facilities Debt Service (1A) on line 22	754			-	-	-	-	-	-	-	-	-	-
24	Old Formula Alt Facilities Debt Revenue (1A) less Debt Excess	765			-	-	-	-	-	-	-	-	-	-

	FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				5/20/2026									
110	<= Type in School District Number													
	WACONIA		Change only if requiring levy adjustments	Payable 2026 LLC Certification	Current Estimate									
	Calculations for Ten Year Projection	Pay 26 LLC #	FY 2026	FY 2027	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
25	Old Formula Alt Facilities Net Debt Revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-	-
26	Old Formula Alt Facilities Pay as you Go Revenue (1A)	411	-		-	-	-	-	-	-	-	-	-	-
26b	Pay as you Go Revenue for Projects > $100,000 per site				-	-	-	-	-	-	-	-	-	-
27	Old Formula Alt Facilities Pay as you Go Revenue (1B) > $500,000 (should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2028)	412			-	-	-	-	-	-	-	-	-	-
27a	LTFM ">100K per site" Bonds				1,291,973	1,295,963	1,287,825	1,295,700	1,411,725	491,138	491,138	1,451,888	952,350	1,100,138
27b	LTFM "Other" Bonds for 1A Hold Harmless	414			-	-	-	-	-	-	-	-	-	-
28	Old Formula Deferred Maintenance Revenue = (if (22) + (26) = 0, (10) * ($64 / formula allowance))	417			217,120	221,396	228,838	236,279	243,721	251,163	258,605	260,466	260,466	260,466
29	Total Old Formula Revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	418		1,605,851	1,675,401	1,517,358	1,516,663	1,531,979	1,655,446	742,301	749,743	1,712,353	1,212,816	1,360,603
30	**Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]**	**419**		2,505,644	2,581,121	2,610,500	2,646,548	2,698,609	2,858,820	1,982,419	2,026,605	2,998,402	2,498,864	2,646,652
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as Positive Number	420		-	-	-	-	-	-	-	-	-	-	-
32	**District LTFM Revenue (30) - (31)**	**421**		2,505,644	2,581,121	2,610,500	2,646,548	2,698,609	2,858,820	1,982,419	2,026,605	2,998,402	2,498,864	2,646,652
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	422		11,354	11,354	-	-	-	-	-	-	-	-	-
34	**Grand Total LTFM Revenue (32) + (33)**	**423**		2,516,998	2,592,475	2,610,500	2,646,548	2,698,609	2,858,820	1,982,419	2,026,605	2,998,402	2,498,864	2,646,652
	Aid and Levy Shares of Total Revenue													
35	For ANTC & APU - Three Year Prior Date			2024	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
36	Three Year Prior Ag Modified ANTC	35		49,229,846	49,229,846	52,650,263	54,756,274	56,946,525	59,224,386	61,593,361	64,057,096	66,619,379	69,284,155	72,055,521
37	Three Year Prior Adjusted Pupil Units (APU)	54		4,319.75	4,319.74	4,266.39	4,202.89	4,129.99	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77	4,069.77
38	ANTC / APU = (36) / (37)	425		11,396.46	11,396.49	12,340.69	13,028.25	13,788.52	14,552.25	15,134.34	15,739.72	16,369.31	17,024.08	17,705.04
39	State Average ANTC / APU with Ag Value Adjustment	426		13,658.30	13,658.30	14,248.69	14,899.31	15,697.71	16,326.00	16,979.00	17,658.00	18,364.00	19,099.00	19,863.00
40	Equalizing Factor = 125.5% of (39) or 127% of (39) starting FY 28 and late	427		17,141.17	17,141.17	18,095.84	18,922.12	19,936.09	20,734.02	21,563.33	22,425.66	23,322.28	24,255.73	25,226.01
41	Local (Levy) Share of Equalized Revenue (lesser of 1 or (38) / (40))	428		66.49%	66.49%	68.20%	68.85%	69.16%	70.19%	70.19%	70.19%	70.19%	70.19%	70.19%
42	State (Aid) Share of Equalized Revenue (1 - (41))	429		33.51%	33.51%	31.80%	31.15%	30.84%	29.81%	29.81%	29.81%	29.81%	29.81%	29.81%
43	Equalized Revenue (lesser of (34) or (6) * (8))	424		1,560,721	1,569,398	1,546,514	1,546,514	1,546,514	1,546,514	1,546,514	1,546,514	1,546,514	1,546,514	1,546,514
44	Initial LTFM State Aid (42) * (43)	430		523,056	525,967	491,849	481,709	476,889	461,087	461,085	461,075	461,056	461,081	461,083
45	Old Formula Grandfathered Alternative Facilities Aid	432		-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (greater of (44) or (45))	433		523,056	525,967	491,849	481,709	476,889	461,087	461,085	461,075	461,056	461,081	461,083
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	436		1,993,942	2,066,508	2,118,651	2,164,839	2,221,720	2,397,733	1,521,334	1,565,531	2,537,346	2,037,783	2,185,569
48	**Debt Service Portion of Revenue (non-grandfather districts *)**													
49	Subtotal Debt Service Revenue from Above = (12) - (13) + (17) + (20a) + (24)	765+766+767+768+770			1,291,973	1,295,963	1,287,825	1,295,700	1,411,725	491,138	491,138	1,451,888	952,350	1,100,138
50	Existing LTFM Bonds excluding Bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab				652,050	651,840	651,210	650,108	653,783	651,578	648,900	-	-	-
50b	New LTFM Bonds excluding Bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	771			1,944,023	1,947,803	1,939,035	1,945,808	2,065,508	1,142,715	1,140,038	1,451,888	952,350	1,100,138
52	Equalized Debt Service Revenue (lesser of (43) or (51))	437			1,569,398	1,546,514	1,546,514	1,546,514	1,546,514	1,142,715	1,140,038	1,451,888	952,350	1,100,138
53	Debt Service Aid = (52) * (42)	438			525,967	491,849	481,709	476,889	461,087	340,694	339,888	432,845	283,935	327,999
54	Equalized Debt Service Levy = (52) - (53)	440			1,043,431	1,054,665	1,064,805	1,069,625	1,085,427	802,021	800,149	1,019,043	668,415	772,139
55	Unequalized Debt Service Revenue and Levy = (greater of zero or (51) - (52))	441			374,625	401,288	392,521	399,293	518,993	-	-	-	-	-
56	**General Fund Portion of Revenue (non-grandfather districts *)**													
57	Total General Fund Revenue = (34) - (51) (includes **Coop Levy**, if any in line 33)	442			648,452	662,697	707,513	752,802	793,313	839,704	886,568	1,546,514	1,546,514	1,546,514
58	General Fund Equalized Revenue = (43) - (52)	443			-	-	-	-	-	403,799	406,477	94,627	594,164	446,377
59	Total General Fund Aid = (46) - (53)	444			-	-	-	-	-	120,391	121,186	28,211	177,145	133,084
60	General Fund Equalized Levy = (58) * (41)	445			-	-	-	-	-	283,409	285,291	66,416	417,019	313,292
61	General Fund Unequalized Levy = (57) - (58)	446			648,452	662,697	707,513	752,802	793,313	435,905	480,091	1,451,888	952,350	1,100,138
62	Total General Fund Levy = (60) + (61)	447			648,452	662,697	707,513	752,802	793,313	719,314	765,382	1,518,304	1,369,369	1,413,430

FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				5/20/2026									
110 <= Type in School District Number													
WACONIA		Change only											
		if requiring levy	Payable 2026										
Calculations for Ten Year Projection	Pay 26	adjustments	LLC Certification	Current Estimate									
	LLC #	FY 2026	FY 2027	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
48 **Debt Service Portion of Revenue (Grandfather Districts *)**													
*** MPLS, Anoka, Bloomington, Robbinsdale, Rochester, St. Paul, Duluth**	765+766+ 767+768+ 770												
51 Total Debt Service Revenue = (49) + (50) + (50b)	771			1,944,023	1,947,803	1,939,035	1,945,808	2,065,508	1,142,715	1,140,038	1,451,888	952,350	1,100,138
52 Equalized Debt Service Revenue (lesser of (43) or (51))	437			1,569,398	1,546,514	1,546,514	1,546,514	1,546,514	1,142,715	1,140,038	1,451,888	952,350	1,100,138
53 Debt Service Aid = (52) * (42)	439			525,967	491,849	481,709	476,889	461,087	461,085	461,075	461,056	461,081	461,083
54 Equalized Debt Service Levy = (52) - (53)	440			1,043,431	1,054,665	1,064,805	1,069,625	1,085,427	681,630	678,963	990,832	491,269	639,054
55 Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	441			374,625	401,288	392,521	399,293	518,993	-	-	-	-	-
56 **General Fund Portion of Revenue (Grandfather Districts *)**													
57 Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	442			648,452	662,697	707,513	752,802	793,313	839,704	886,568	1,546,514	1,546,514	1,546,514
58 General Fund Equalized Revenue = (43) - (52)	443			-	-	-	-	-	403,799	406,477	94,627	594,164	446,377
59 Total General Fund Aid = (46) - (53)	444			-	-	-	-	-	-	-	-	-	-
60 General Fund Equalized Levy = (58) * (41)	445			-	-	-	-	-	403,799	406,477	94,627	594,164	446,377
61 General Fund Unequalized Levy = (57) - (58)	446			648,452	662,697	707,513	752,802	793,313	435,905	480,091	1,451,888	952,350	1,100,138
62 Total General Fund Levy = (60) + (61)	447			648,452	662,697	707,513	752,802	793,313	839,704	886,568	1,546,514	1,546,514	1,546,514

Notes:

1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.

End of Worksheet

DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - *Fund 01 and Fund 06 Projects Only*	ED - 02478-12

Instructions: Enter estimated, allowable LTFM expenditures *(Fund 01 and/or Fund 06 only)* under Minnesota Statutes 2025, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	Waconia Public Schools	Date:	7/27/2026
District Number:	0110	Email:	pcarman@isd110.org
District Contact Name:	Pam Carman		
Contact Phone #	952-442-0602		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2026 (base year)	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	**Category (1)**											
347	Physical Hazards	$21,100	$40,350	$26,111	$26,894	$27,701	$28,532	$29,388	$30,269	$31,178	$32,113	$33,076
349	Other Hazardous Materials	$15,400	$15,000	$2,732	$2,814	$2,898	$2,985	$3,075	$3,167	$3,262	$3,360	$3,461
352	Environmental Health and Safety Management	$15,734	$30,190	$83,886	$86,403	$88,995	$91,665	$94,415	$97,247	$100,165	$103,170	$106,265
358	Asbestos Removal and Encapsulation	$60,000	$15,000	$19,669	$20,259	$20,867	$21,493	$22,138	$22,802	$23,486	$24,190	$24,916
363	Fire Safety	$96,880	$32,800	$37,808	$38,943	$40,111	$41,314	$42,554	$43,830	$45,145	$46,500	$47,895
366	Indoor Air Quality	$1,500	$1,500	$1,093	$1,126	$1,159	$1,194	$1,230	$1,267	$1,305	$1,344	$1,384
	Total Health and Safety Capital Projects - Category (1)	$210,614	$134,840	$171,299	$176,438	$181,731	$187,183	$192,799	$198,583	$204,540	$210,677	$216,997
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	**Category (2)**											
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$6,633,798	$350,000	$0	$12,000,000	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More - Category (2)	$6,633,798	$350,000	$0	$12,000,000	$0	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	**Category 3 (a)**											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	***Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025 and Beyond***											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Accessibility												
Finance Code	**Category (4)**											
367	Accessibility	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Accessibility Projects - Category (4)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	**Category (5)**											
368	Building Envelope	$0	$0	$40,156	$41,361	$42,602	$43,880	$45,196	$46,552	$185,000	$185,000	$185,000
369	Building Hardware and Equipment	$86,000	$30,000	$115,000	$124,712	$131,787	$135,915	$147,999	$160,000	$170,000	$170,000	$170,000
370	Electrical	$13,600	$10,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
379	Interior Surfaces	$38,550	$45,000	$65,000	$75,000	$85,000	$95,000	$105,000	$115,000	$125,000	$125,000	$125,000
380	Mechanical Systems	$110,000	$134,000	$115,000	$125,000	$135,000	$145,000	$155,000	$160,000	$175,000	$175,000	$175,000
381	Plumbing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
382	Professional Services and Salary	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
383	Roof Systems (normally below $100,000 unless the school chooses not to receive additional revenue for $100K or more roofing project/site/year - pending 2025 Legislation)	$0	$2,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000
384	Site Projects	$173,664	$292,612	$158,589	$167,764	$179,859	$189,927	$197,717	$203,887	$215,000	$215,000	$215,000
	Total Deferred Capital Expenditures and Maintenance Projects - Category (5)	$421,814	$513,612	$503,745	$543,837	$584,248	$619,722	$660,912	$695,439	$880,000	$880,000	$880,000
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for $100,000 or more project/site/year			**EFFECTIVE FY 2027**									
Finance Code	**Category (6)**											
383	**Roofing Systems - Additional Revenue**			$0	$0	$0	$0	$0	$0	$0	$0	$0
		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Annual 10-Year Plan Expenditures	$7,266,226	$998,452	$675,044	$12,720,275	$765,979	$806,905	$853,711	$894,022	$1,084,540	$1,090,677	$1,096,997
Fund Balance Section												
	Fund 01	**FY 26 and 27 Revenue Projection Model Revenue**		**FY 28 Revenue Projection Ten-Year Spreadsheet**								
	Beginning Fund Balance 01-467-XX	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue - Levy	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue - AID if Applicable	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
LEVY Page 10, Line 422	***LTFM Deduction for applicable Cooperative/Intermediate Member District Levy***	$0	$0	$0	**$0**	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT if applicable - Special Legislation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 01-467-XX	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Fund 06											
	Beginning Fund Balance 06-467-XX	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Bonded Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Other Transfers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 06-467-XX	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

End of worksheet

7.C. Approve Southview Fence Purchase	**Presenter:** Pam Carman, Director of Finance and Operations

MEMORANDUM

TO: ISD 110 School Board

FROM: Khuzana DeVaan, Principal, Southview Elementary
Tim Bisek, Director of Buildings & Grounds
Pam Carman, Director of Finance & Operations

DATE: July 27, 2026

SUBJECT: Southview Elementary Playground Privacy Fence – Bid Award and Project Approval

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Executive Summary

Administration is requesting School Board approval to award the Southview Elementary Playground Privacy Fence Project to The Shed & Fence Company, and authorize the project to proceed. Three vendor quotes are attached for Board review. The recommended proposal from The Shed & Fence Company is $72,293.20, which includes removal and disposal of the existing fence, installation of a new 6-foot commercial-grade black chain-link fence with privacy slats, gates, and all associated project work.

Background

The Southview Elementary Playground Privacy Fence Project has been discussed previously with the Finance Committee. At that time, the Committee supported moving the project forward once full funding was secured. The Southview Parent-Teacher Organization has since successfully raised the funds necessary to fully fund the project, including a generous $5,000 contribution from the Waconia Lions Club. The Southview PTO's donation to the District is also being presented for School Board approval at the July 27, 2026 meeting.

The project will enhance student safety, security, and privacy while replacing an aging fence and improving the overall playground environment.

Recommendation

Administration recommends awarding the Southview Elementary Playground Privacy Fence Project to The Shed & Fence Company based on its responsive proposal and favorable pricing.

Next Steps

Upon School Board approval:

- The Southview PTO will submit its donation to the School Board to fund the project.
- The School Board will formally accept the donation at a subsequent meeting.
- Following acceptance of the donation, the Director of Buildings & Grounds will execute the project and coordinate installation with The Shed & Fence Company.

Recommended Motion

Motion to approve the award of the Southview Elementary Playground Privacy Fence Project to The Shed & Fence Company in the amount of $72,293.20, contingent upon acceptance of the Southview PTO donation, and authorize the Director of Buildings & Grounds to proceed with project implementation.

The SHED & FENCE Company

FEB 17, 2025

PAMELA S. CARMAN ISD 110 WACONIA PUBLIC SCHOOLS

225 West Fourth Street
Waconia, MN
55387

curt@shedandfenceco.com
7633441731

INTRODUCTION

Shed & Fence Co – Built on Community and Hard Work

At Shed & Fence Co, we're more than just a fence company—we're a family that takes pride in serving our neighbors. As a small, family-owned business, we've been building quality fences and strong relationships throughout the West Metro for years. This is our home. Our kids go to the local schools, we shop and dine at the same small businesses you do, and we believe in giving back to the community that has supported us.

Beyond fencing, we stay active in the community through our local chambers, Lions clubs and serving on a volunteer fire department. We're always ready to lend a hand when needed. Whether it's securing a backyard for a growing family, creating privacy for a home, or enhancing a business property, we bring the same level of care and craftsmanship to every project. When you choose Shed & Fence Co, you're not just hiring a contractor—you're supporting a local family dedicated to making our community stronger, one fence at a time.

If you have any questions, please give us a call. We always want to provide the best value to our clients. If we are outside your budget, please let us know and we will do our best to work within that.

Kind regards,
Curt Schramm
curt@shedandfenceco.com
7633441731

INSPECTION

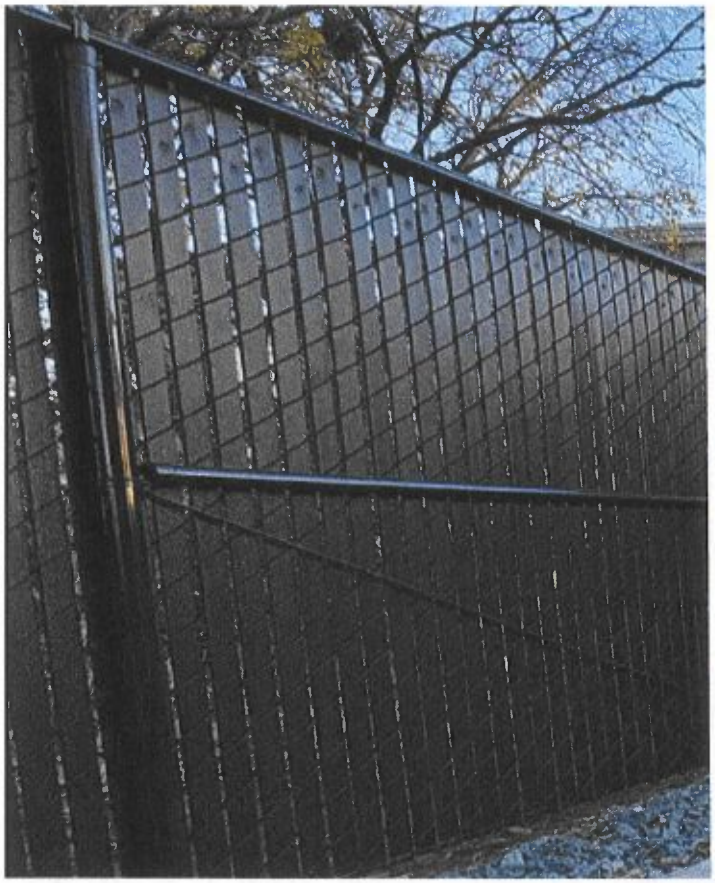
22' Rolling Gate
3.5' Walk Gate
20' opening 15/5 Double Swing Gates
12' Double Swing Gates
3.5' Walk Gate

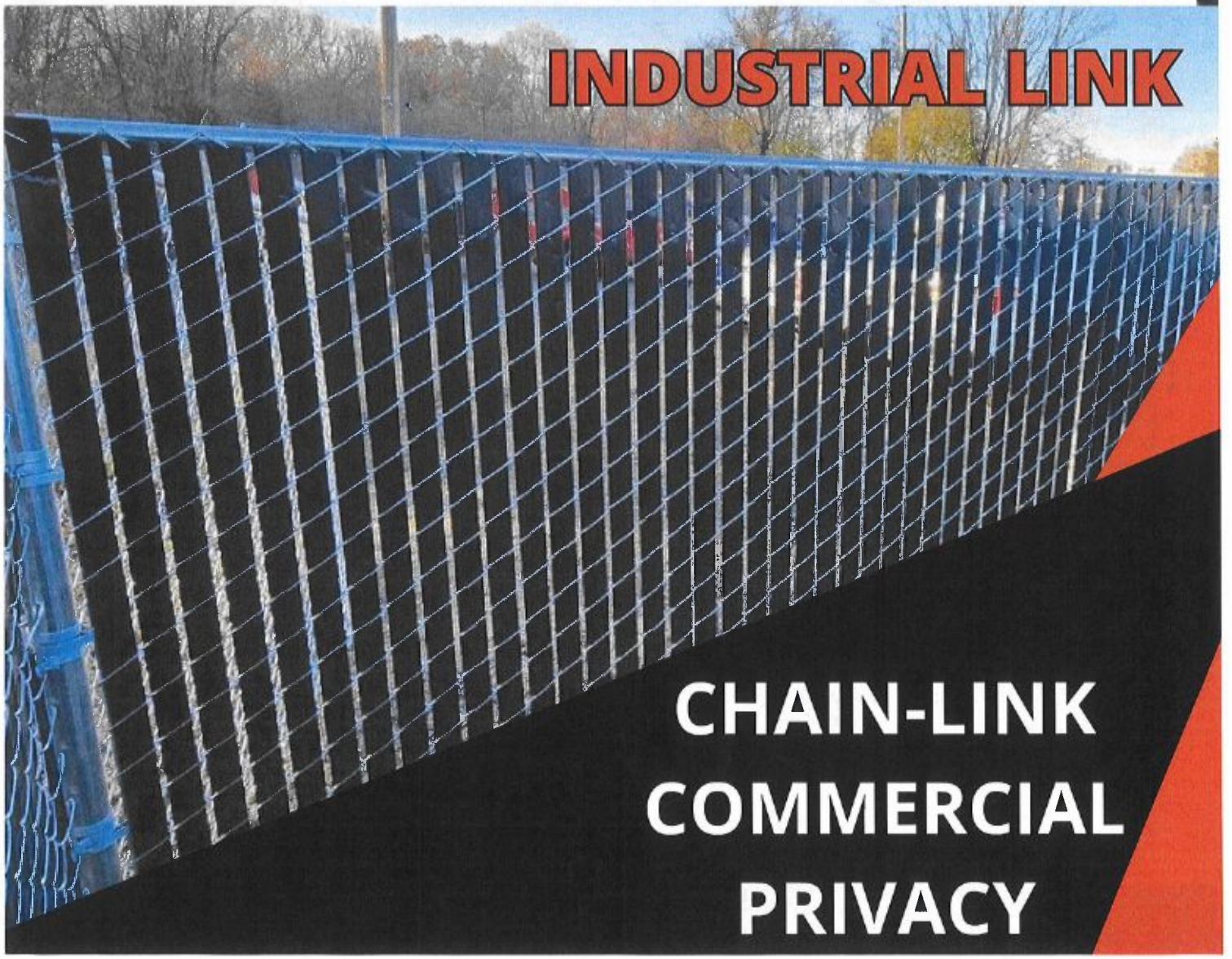
SCOPE OF WORK

Description	Qty
Admin	
PERMIT Waconia Permitting	1
Fencing	
Chain Link - 6' Black - Commercial IndustriaLink - With Privacy Slats Includes Entire Perimeter	1,581
Commercial Double Swing Gate 6' H x 20' W - (1) 15' Leaf, (1) 5' Walk-Through Leaf Northwest Corner	1
Commercial Chain Link Fence Swing Gate Commercial Chain Link Fence Swing Gate West - 12' Opening	1
Commercial Chain Link Fence Cantilever Gate Commercial Chain Link Fence Cantilever Gate North - 22' Opening	1
Commercial Chain Link Fence Walk Gate Commercial Chain Link Fence Walk Gate 3.5" Opening - North Line & South Line	2
Additional Labor	
DONATE/NO EXTRA CHARGES: Tearout, Haulaway & Disposal of Existing Fence	

Estimate subtotal	$72,293.20
Total	$72,293.20

** TEAR OUT HAUL-AWAY AND DISPOSAL - INCLUDED **

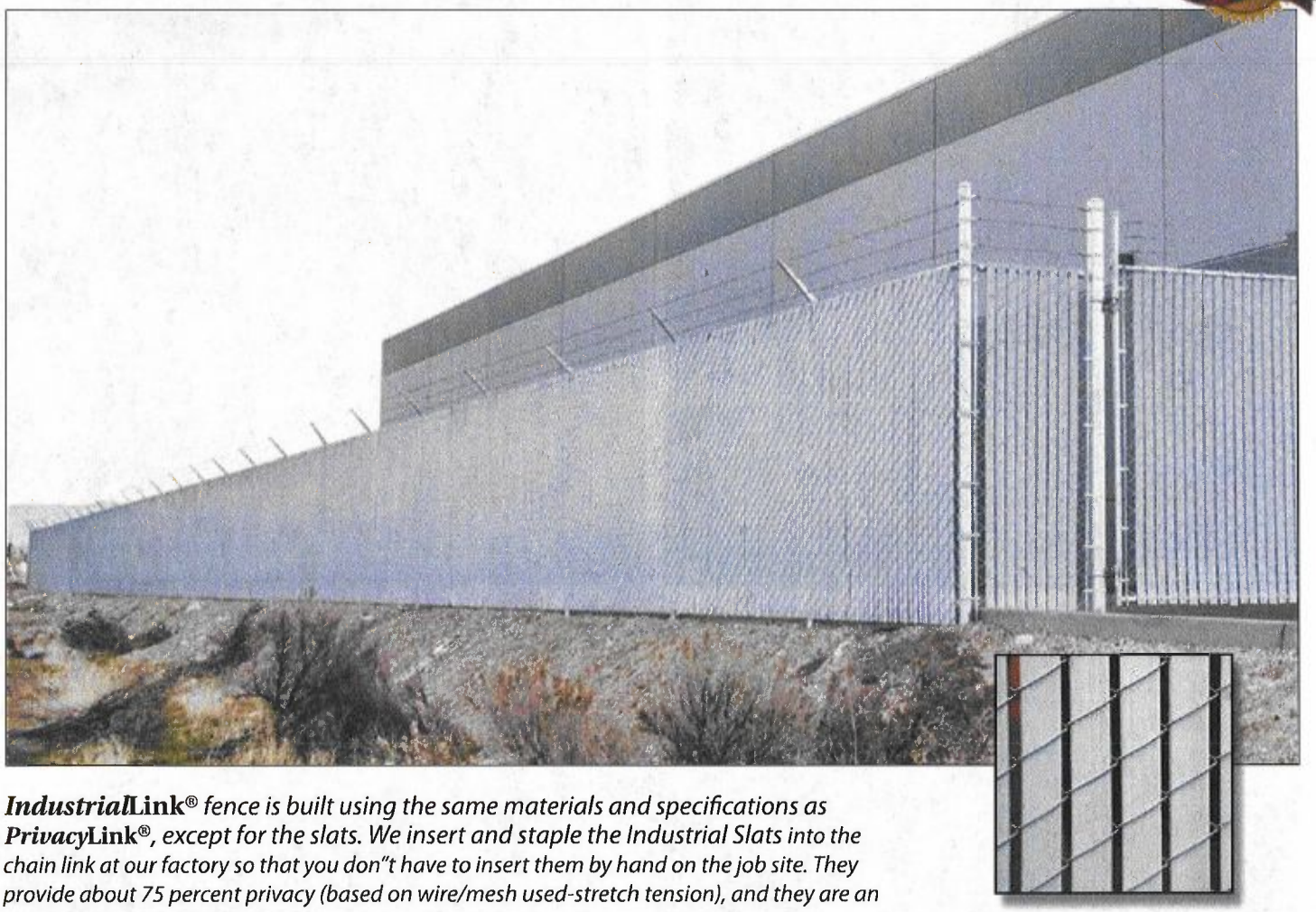




INDUSTRIAL LINK

CHAIN-LINK
COMMERCIAL
PRIVACY

IndustrialLink® *(3 1/2" x 5" mesh — semi-privacy)*



IndustrialLink® *fence is built using the same materials and specifications as* ***PrivacyLink®****, except for the slats. We insert and staple the Industrial Slats into the chain link at our factory so that you don"t have to insert them by hand on the job site. They provide about 75 percent privacy (based on wire/mesh used-stretch tension), and they are an excellent choice in fencing for a boundary and security.*

Benefits:

- Factory inserted slats
- Superior privacy
- Cost-efficient solution for most settings
- Less installation time saves labor costs
- Low Maintenance
- Effective wind screen
- Enhances the appearance of the property
- Acts as exceptional sound barrier
- Virtually theft resistant
- Virtually unclimbable

Heavy-duty HDPE Slats

IndustrialLink® features strong and durable double wall slats "factory inserted" into the wire mesh. Choose from a wide variety of colors and styles. There's something just right for whatever your needs might be.

Galvanized Chain Link Fencing

We fabricate our chain link mesh using only the highest grade 9 or 10 gauge galvanized wire. Our state-of-the-art manufacturing process ensures a consistent weave and product quality.

Vinyl Coated Chain Link Fencing

We also offer a fused and bonded vinyl coated chain link mesh that is color coordinated to seven of our standard slat colors. And, we guarantee it for years of trouble-free use.

ASTM Designations

Meets ASTM Designations (*see chart on the next page*)

Technical Data

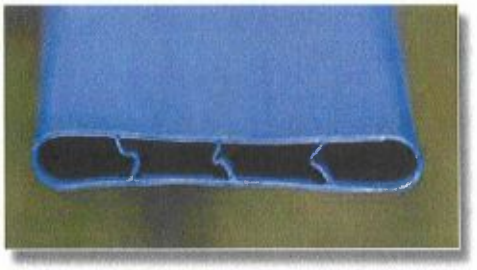
Industrial Link® *Specifications*

Wind load and privacy factor - approximately (Based on wire/mesh used-stretch tension)	75%
3 1/2" x 5" Mesh	✔
Manufactured up to 16' high	✔
Available in 9 gauge galvanized before weaving (GBW) per ASTM A392 and A817, Type II, class IV wire (1.20 oz.)	✔
Available in 10 gauge galvanized before weaving (GBW) per ASTM A392 and A817, Type II, class IV wire (1.20 oz.)	✔
Available in 9 gauge galvanized before weaving (GBW) per ASTM A392 and A817, Type II, class V wire (2.0 oz.)	✔
Available in 9 gauge finish 10 gauge core fused & bonded vinyl coated wire per ASTM F668, class 2B - 7 colors available	✔
Available in 8 gauge finish 9 gauge core fused & bonded vinyl coated wire per ASTM F668, class 2B - 7 colors available	✔
Available in 9 gauge aluminized before weaving wire per ASTM A491, Type 1	✔
Double wall slats with staples	✔
Slats meet ASTM F3000 and F3000M designations	✔
Available in a 25' roll 5' minimum increments thereafter	✔
Fifteen year pro-rata limited warranty	✔

Standard Wire Colors

Standard Slat Colors

Colors are approximations. Exact representation of colors in printing is difficult. Please refer to actual color samples for accurate matching. ***Samples available upon request.***



***Industrial*Link®'s double wall slats with three center support legs fit snugly into the galvanized steel or vinyl coated chain link mesh to provide 75% or semi privacy. They make an exceptional boundary for industrial and business complexes as well as providing outstanding security and beauty.**

HDPE Technical Properties

Property	Values
Melt Index	(.35) Optimum extrusion processing conditions for Fence Slats
Density	(.945) Polyethylene ranges anywhere from .914 to .960 in density
Minimum Temp.	(-70° F) Under no stress, HDPE remains flexible at this temperature
Maximum Temp.	(180° F) Under no stress, HDPE will not distort at this temperature
Strength	(4,000 psi) HDPE will not distort at lesser loads or impacts

MADE IN USA

PrivacyLink®
Privacy is Security

YOUR *TOTAL* FENCING SOURCE

COMMERCIAL, INDUSTRIAL & RESIDENTIAL FENCE PRODUCTS AND ACCESSORIES FOR THE FENCE PROFESSIONAL!

1.800.574.1076 • www.eprivacylink.com

TERMS & CONDITIONS

Disclaimers

This quote is valid for the next 30 days, after which values may be subject to change.

Fence Placement: Shed & Fence Co will install the fence based on the placement instructed by the customer. While we can provide guidance regarding property boundaries, pins, and city regulations, the final decision and responsibility for proper placement rest solely with the customer.

Property Pins: Many cities require your property pins to be located and exposed for a final fence installation inspection. Locating property pins is NOT included in the estimate. It is the sole responsibility of the customer to determine the location of the property pins, prior to the installation of the fence. Shed & Fence Co cannot be held responsible if the fence is placed outside the legal boundaries of the property if the property pins are not expoed at the time of installation.

** If you would like help to locate your property pins, we can refer you to a licensed surveyor. The charge for that service ranges from $550-$800, in many cases.

*If you would like to locate your property pins on your own, we may have a metal detector on hand that we can loan out to you free of charge. Customer Pickup and drop-off in Watertown.

HOA's: It is the responsibility of the customer to know if there is an HOA and determine if an approval from their Homeowners Association is required to erect a fence in their own neighborhood. Applications and approvals are the customers responsibility.

Private utilities: Private utilities are not marked with standard utility locating services. Examples of private utilities can include; Sprinkler Systems, Private Gas lines & Electrical lines (grill/pool/hot tub), Private water systems (septic/well), Invisible fences. Shed & Fence Co cannot be held responsible if an unmarked private utility is damaged during installation. We do have referrals for private utility locating available upon request.

Installation method: Shed & Fence Co is an industry leader in driving fence posts. Driving posts has proven to be the superior installation method for top fence companies throughout the nation. It is especially important in Minnesota's harsh climate where 'old school' concrete methods have proven to heave, shift, crack, move and fail time and time again. Our posts are driven to a minimum 42" (frost line) - No concrete, no mess! - Driven posts is the only installation method backed by a LIFETIME WORKMANSHIP WARRANTY!

Tearout: Tear out, haul away and disposal of existing fencing can be included for an additional cost. Standard demo pricing DOES NOT include removing any concrete footings from the old fence. The posts would be cut off at ground level and old footings buried beneath the soil line. If any old concrete footings need to be removed for any reason $60 per concrete
footing would apply.

Scheduling: Installation lead times will vary based on season. We schedule the start date of fence installations for "the week of" and NOT a specific day. You may request a specific day and we will do our best to accommodate. Payments: Once you've accepted the bid, a 50% down payment is required to secure your spot on our installation calendar. The remainder of the payment is due at completion of the installation. We accept cash, check. ACH/bank transfers, all major credit & debit cards. *** A 3% TECHNOLOGY FEE IS ADDED TO ALL CARD TRANSACTIONS ***

Financing: We partner with a financing broker to offer financing through a 3rd party. Please visit our website: www.shedandfenceco.com. Under the "RESOURCES" field, there is a link to the financing information and application. We are happy to answer any questions you may have about the process.

WARRANTY

Lifetime Workmanship Warranty

Shed & Fence Co is proud to offer an industry leading Lifetime Workmanship Warranty to ensure the satisfaction and peace of mind for our customers. This warranty covers the craftsmanship and installation of your fence and gate, guaranteeing the quality and functionality for as long as you own the property where the fence is installed.

Coverage

This warranty protects against the following workmanship-related issues:

- Frost Heave: Posts shifting due to frost heave.
- Post Movement: Structural stability of posts.
- General Functionality: Operational performance of the fence and gates, including proper alignment and secure installation.

Materials Warranty

Please note that this warranty covers workmanship only. Materials are subject to the manufacturer's warranty. This warranty is valid only for the original purchaser and is non-transferable. It applies exclusively to the property where the fence was initially installed. NO MATERIAL WARRANTY ON WOOD.

At Shed & Fence Co, We stand by our work and are committed to providing you with the highest quality fencing solutions.

Customer

Pamela S. Carman

Project address

225 West Fourth Street, Waconia, MN

Date Project Completed

-

SIGNATURE & DEPOSIT

Scope Of Work	$72,293.20	**Name:**	Pamela S. Carman ISD 110 Waconia Public Schools
		Address:	225 West Fourth Street, Waconia, MN

By signing the bottom of this page, you acknowledge that you have reviewed and agree to the terms, conditions, and pricing outlined in this proposal. This agreement confirms your acceptance of the scope of work, associated costs, and any specified timelines or conditions. Additionally, your signature serves as authorization for us to proceed with the project as described. If you have any questions or require modifications, please discuss them prior to signing, as this document will be considered final and binding upon execution.

Deposit

50% Deposit required to secure your spot on the schedule	50%

Customer Comments / Notes

Pamela S. Carman: _____ **Date:** _____

By signing any forms or agreements provided to you by Shed & Fence Co, you understand, agree and acknowledge that your electronic signature is the legally binding equivalent to your handwritten signature. You agree, by providing your electronic signature, that you will not repudiate, deny or challenge the validity of your electronic signature or of any electronic agreement that you electronically sign or their legally binding effect.

Kevin - Sales (763) 360-4120

NORTH STAR FENCE, INC.

8110 Hwy 10 NW, Ramsey, MN 55303
(763) 421-6150 • (651) 690-0998
northstarfence@yahoo.com

Time: 8-9 EST. NO: 50623

school go to Door / Hasa Flag

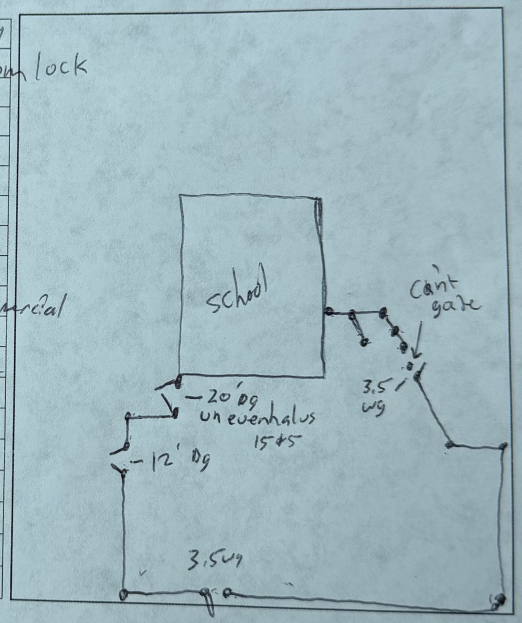
Name: Khuzana Date: 7-7-26

Address: 225 west 4th st Phone: 612-751-2677

City: waconia State: MN Zip: 55387

ALL posts are set in concrete. Warranty: Labor 5 years Material 15 years

1,581 Black chain link 6' tall
All with Privacy slats - Bottom lock
commercial
19 terminals - Including gates
2-3½' single gates
1-22' cant gate
1-12' Double gate
1-20' Double gate
X Remove and Haul 1,660'old
4' galv chain link old Light Commercial
9ga core Heavy Duty commercial wire
3" terminals, 2½" lineposts
1 5/8 top rail, 4" cant Roller posts
All Framework is commercial
Grade
Total Price: 90,880
½ Due When Posts are Set:



Thank you for choosing North Star Fence. We provide this check list to ensure the most efficient and quality job available:

1. We will file your estimate under its **date** and estimate number (found in top right corner).
2. When you call to proceed with the sale, a contract is completed and placed in the line-up.
3. We do the public utility locates (cable, gas, telephone). When you see these are completed, it is also the signal you will be contacted soon for start of work. ***Private locates cannot be located by us and are your responsibility, #1 example: sprinkler system***
4. We normally ask for no money down. ½ of payment due when posts are set and ½ when fence is completed.
5. We clean-up to ensure a neat job. This includes picking up the dirt from post holes. However, the customer must provide a place for dirt. We do not haul it off site.
6. We expect the customer to know where they want their fence when the crew arrives. Please show the installer the property markers and gate locations and/or clearly show where you want the fence and gates placed.
7. Please make sure all fence lines are clear unless payment for clearing has been discussed.
8. We expect the customer to acquire any permits necessary for fence installation and to be certain you are following city and association rules for fencing.

Please be prepared or you may incur a labor cost/job delay.

Midwest Fence & Mfg.

525 E. Villaume Ave.
South St. Paul, MN 55075
Phone: 651.451.2222 | Fax: 651.451.6939

Company: **ISD 110** Contact: **Khuzana DeVaan** Date: **7/15/2026**

Address: Office:

City: **Waconia** State: **MN** Zip: **55387** Cell: **612-751-2677** Job #:

Job Site: **Southview Elementary School**
225 West 4th Street
Waconia MN 55387

Estimator: **Todd Renfors**
Email: ToddR@Midwestfenceco.com
Mobile: **612-282-9808**

Quantity	Description		Amount
	Furnish and install		
1581 lf	**6' high black vinyl coated chain link fencing**		
	2" x 8ga extruded / bonded chain link		
	1 5/8" 40 weight top rail		
	2.5" 40 weight line posts set in concrete footings		
	Line post spacing 10' on center		
	3" 40 weight terminal posts set in concrete footings		
	PDS privacy slats with 75% privacy installed in fence line		
	Total materials and labor for fence line only		**$ 83,738.00**
1	**6' high x 4' wide single swing walk gate with standard commercial grade gate hardware**	**ADD**	**$ 1,400.00**
1	**6' high x 12' wide double swing drive gate with standard commercial grade gate hardware**	**ADD**	**$ 2,400.00**
1	**6' high x 20' wide double swing drive gate with standard commercial grade gate hardware**	**ADD**	**$ 3,400.00**
1	**6' high x 30' opening single cantilever slide gate with standard commercial grade hardware**	**ADD**	**$ 7,300.00**
	All gates include PDS privacy slats with 75% privacy		
1	**Option for removal and disposal of existing fence line**	**ADD**	**$ 13,267.00**
	All trees and brush removed from fence line by owner		
	Permit by owner		
Proposal is valid for 30 days.		**TOTAL**	

Fence lines, property lines and elevations to be provided by owner, construction manager or general contractor. ALL permits, fees and private utilities are the sole responsibility of the customer. Unless otherwise stated, owner is responsible for obstruction removal of every nature which will interfere with the fence installation. This proposal assumes normal ground conditions and excludes installation through rock, concrete and backfill. Unless otherwise stated, ALL hand digging is excluded. Should rocky or excessive hard digging be encountered, this proposal is subject to additional labor costs. Midwest Fence shall furnish only the materials and labor specified in this proposal. Any deviation from the above specifications will be subject to a change order.

A Service charge of 1.5% (18% annually) will be applied on all past due balances. The purchaser shall be responsible for any and all collection and legal costs incurred by Midwest Fence in the event of this bill becomming past due. Midwest Fence reserves the right to lien the improved property if payment in full as agreed to in this contract is not received.

Customer Signature Date

7.D. Kitchen and Freezer Replacement

MEMORANDUM

TO: ISD 110 School Board

FROM: Barb Schank, Director of Nutrition Services
Tim Bisek, Director of Buildings & Grounds
Pam Carman, Director of Finance & Operations

DATE: July 27, 2026

SUBJECT: Nutrition Services Equipment Replacement - Bayview and Southview Ovens and Middle School Freezer

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Purpose

Administration requests School Board approval to purchase replacement kitchen equipment for Bayview Elementary, Southview Elementary, and Waconia Middle School. The proposed purchases include two double-stacked commercial convection ovens and one reach-in display freezer. Replacing this equipment will restore kitchen production capacity, improve operational efficiency, and support the District's Nutrition Services program.

Background

The existing convection ovens at Bayview and Southview Elementary have reached the end of their useful life and have been removed from service. The reach-in display freezer at Waconia Middle School is no longer maintaining required food-safe temperatures and has also reached the end of its useful life.

Replacement of this equipment is necessary to maintain efficient meal production, support the District's scratch-cooking program, and ensure continued food-safe operations.

Administration solicited quotations from three vendors. Based on the evaluation of the proposals received, Boelter submitted the lowest responsive quotes for all three pieces of equipment.

Financial Impact

Administration recommends the purchase of the following equipment from Boelter:

Location	Equipment	Estimated Cost
Bayview Elementary	Double-Stacked Commercial Convection Oven	$12,602
Southview Elementary	Double-Stacked Commercial Convection Oven	$12,602
Waconia Middle School	Reach-in display freezer	$7,562
Total		**$32,766**

The project will be funded through the Nutrition Services Fund (Fund 02). This investment is consistent with Minnesota Department of Education guidance encouraging school districts to reinvest available Nutrition Services fund balances in equipment replacement, operational efficiency, and program improvements.

Supporting vendor quotations are attached.

Recommendation

Administration recommends awarding the purchase of replacement kitchen equipment to Boelter, for a total project cost of $32,766, and authorizes the purchase of:

- One double-stacked commercial convection oven for Bayview Elementary;
- One double-stacked commercial convection oven for Southview Elementary; and
- One reach-in display freezer for Waconia Middle School.

Quote

07/02/2026

To:
Waconia Public Schools
Tracey Braun
952-856-4523 (Contact)

Project:
Waconia Middle School Traulsen Refrigeration

From:
TriMark Marlinn LLC
Travis Steinke
13098 George Weber Dr
Rogers, MN 55374
708-496-1700
612-455-6752 (Contact)

Job Reference Number: 199894

Item	Qty	Description	Sell	Sell Total
1	1 ea	**REACH-IN DISPLAY FREEZER, 1 SECTION**	$7,551.08	$7,551.08
		Traulsen Model No. G13011M Spec-Line G Series Merchandiser Freezer, Reach-in, one-section, self-contained refrigeration, microprocessor control with LED display, full-height glass door with LED imbedded lights (hinged left), stainless steel sides & interior, (3) epoxy coated shelves (factory installed), LED interior lights, 6" high casters, R290 Hydrocarbon refrigerant, unit can be programmed to operate at -10°F, 1/2 HP, 115v/60/1, 6.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation		
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	G13ACC-1EZ EZ-Change #1 trayslides, (4) pairs per half section, includes pilaster (fits top or bottom)	$251.16	$251.16
	1 ea	Casters, 6"H, locking (set of 4), standard		
			ITEM TOTAL:	**$7,802.24**
2	1 ea	**REACH-IN REFRIGERATOR**	$5,141.90	$5,141.90
		Traulsen Model No. G10010 Spec-Line G Series Refrigerator, Reach-in, one-section, 23.4 cu. ft., self-contained refrigeration, (1) full height solid door (hinged right), (3) epoxy coated shelves (factory installed), microprocessor control with LED display, LED interior lights, stainless steel exterior & interior, 6" high casters, R290 Hydrocarbon refrigerant, 1/4 HP, 115v/60/1, 3.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation, ENERGY STAR®		
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	Casters, 6"H, locking (set of 4), standard		
			ITEM TOTAL:	**$5,141.90**
3	1 ea	**REACH-IN REFRIGERATOR**	$5,141.90	$5,141.90

Item	Qty	Description	Sell	Sell Total
		Traulsen Model No. G10011 Spec-Line G Series Refrigerator, Reach-in, one-section, 23.4 cu. ft., self-contained refrigeration, (1) full height solid door (hinged left), (3) epoxy coated shelves (factory installed), microprocessor control with LED display, LED interior lights, stainless steel exterior & interior, 6" high casters, R290 Hydrocarbon refrigerant, 1/4 HP, 115v/60/1, 3.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation, ENERGY STAR®		
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	Casters, 6"H, locking (set of 4), standard		
			ITEM TOTAL:	**$5,141.90**
	1 ea	**DELIVERY** B&D Transfer Model No. DELIVERY Deliver, uncrate, and set in place of three new units. Does not include removal of any existing equipment.	$765.00	$765.00
			ITEM TOTAL:	**$765.00**
			Total	$18,851.04

PRICE ADJUSTMENTS

Prices may not reflect applicable tariffs, duties, import fees, taxes, or other governmental charges. TriMark reserves the right to correct or adjust quoted prices at any time due to tariffs, market fluctuations, supply chain disruptions, third-party supplier cost changes, general contractor delays, or any other factors outside of TriMark's control. TriMark will use commercially reasonable efforts to hold pricing for (7) seven calendar days from the date of the quote; however, all pricing remains subject to correction or adjustment as set forth above, including during the seven-day hold period.

TRIMARK RETURN POLICY

All returns must be unused, undamaged and in their original packaging. All returns are subject to inspection. If a returned item is not in its original packaging, the customer will be responsible for the repackaging cost. If a returned item is damaged or cannot be sold as new, partial or no credit will be provided based on the condition of the item(s). Please contact your TriMark representative to initiate a return.

Custom fabricated and made-to-order items are non-cancellable and non-returnable unless the return is due to TriMark's mistake. This includes any product that has custom configurations or accessories.

Stock Supplies and Equipment can be returned within 30 days of delivery for a refund of the selling price and any taxes paid. Return freight charges are the responsibility of the customer.

Non-Stock, non-custom Supplies and Equipment may be returned to the OEM subject to their return policy for a refund of the selling price plus any taxes paid. The customer is responsible for return freight charges and a minimum 30% restocking fee.

TRIMARK TERMS AND CONDITIONS OF SALE

This Quote shall be subject to TriMark's Terms of Sale (http://www.trimarkusa.com/SiteMedia/SiteResources/Terms/TriMark-Terms-and-Conditions-of-Sale.pdf), which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Quote or its applicable terms and conditions to be deemed legally binding and enforceable on Customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law.

Acceptance: _____ Date: _____

Printed Name: _____

Boelter
Foodservice Design, Equipment & Supply

Quote

07/01/2026

To:
Tracy Braun
512 Industrial Blvd
Waconia , MN 55387
952-856-4523 (Contact)

Project:
WACONIA SCHOOLS ISD 110

From:
Boelter, LLC
Ben Potter
7120 Northland Ter N
Minneapolis, MN 55428
612-836-7770

Job Reference Number: 145566

Due to ongoing changes in the economic climate and the impact on manufactured goods, product costs may be subject to increase. These adjustments are determined by manufacturers and suppliers and are outside of our control. Pricing is subject to change between the time of quote and order acceptance. Any increases issued by manufacturers or suppliers during that time will be reflected in an updated quote, or passed through accordingly.

Item	Qty	Description	Sell	Sell Total
		WACONIA MIDDLE SCHOOL		
1	1 ea	**REACH-IN DISPLAY FREEZER, 1 SECTION** Spec-Line G Series Merchandiser Freezer, Reach-in, one-section, self-contained refrigeration, microprocessor control with LED display, full-height glass door with LED imbedded lights (hinged right), stainless steel sides & interior, (3) epoxy coated shelves (factory installed), LED interior lights, 6" high casters, R290 Hydrocarbon refrigerant, unit can be programmed to operate at -10°F, 1/2 HP, 115v/60/1, 6.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation	$7,311.62	$7,311.62
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	Set of (8) pairs #1 type tray slides, per full section, includes pilasters, for single section G-Series		
	1 ea	Casters, 6"H, locking (set of 4), standard		
		SUBTOTAL		$7,311.62
		DISTRICT OFFICE		
2	1 ea	**REACH-IN REFRIGERATOR** Spec-Line G Series Refrigerator, Reach-in, one-section, 23.4 cu. ft., self-contained refrigeration, (1) full height solid door (hinged right), (3) epoxy coated shelves (factory installed), microprocessor control with LED display, LED interior lights, stainless steel exterior & interior, 6" high casters, R290 Hydrocarbon refrigerant,	$5,196.44	$5,196.44

Initial: _____

Item	Qty	Description	Sell	Sell Total
		1/4 HP, 115v/60/1, 3.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation, ENERGY STAR®		
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	Set of (7) pairs universal tray slides, per full section, with pilasters, for single section G-Series		
	1 ea	Casters, 6"H, locking (set of 4), standard		
		SUBTOTAL		$5,196.44
		WACONIA LEARNING CENTER		
3	1 ea	**REACH-IN REFRIGERATOR**	$5,196.44	$5,196.44
		Spec-Line G Series Refrigerator, Reach-in, one-section, 23.4 cu. ft., self-contained refrigeration, (1) full height solid door (hinged right), (3) epoxy coated shelves (factory installed), microprocessor control with LED display, LED interior lights, stainless steel exterior & interior, 6" high casters, R290 Hydrocarbon refrigerant, 1/4 HP, 115v/60/1, 3.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation, ENERGY STAR®		
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	Set of (7) pairs universal tray slides, per full section, with pilasters, for single section G-Series		
	1 ea	Casters, 6"H, locking (set of 4), standard		
		SUBTOTAL		$5,196.44
4	1 ea	**INSTALLATION**	$750.00	$750.00
		BD to deliver all refrigeration to the Waconia Buildings and Grounds Dept. They will handle the uncrating, inspection, and delivery of each unit to the individual buildings. All three units delivered to the middle school: Waconia Middle School 1400 Community Drive Waconia, MN 55387		
		SUBTOTAL		$750.00

Merchandise	$18,454.50
Freight	
Total	$18,454.50

Please note that sales and use tax rates are subject to change by the taxing jurisdictions in which we collect tax. When this occurs we are required by law to collect from our customers at the new rates per the rules provided by the taxing jurisdiction.

Initial: _____

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: $18,454.50

WebstaurantStore®

Shipping & Billing | Review & Payment | Order Confirmation

Review & Payment

Important Information about your Delivery!

Your order will be delivered curbside on a full size 18 wheeler.

View Details & Options

You are responsible for: Removing the shipment from the truck, bringing it into your location, and noting damaged or missing items on the carrier's delivery receipt

INFORMATION This is not me

Billing Address

Tracy L Braun
Waconia Public School District
512 Industrial Boulevard
Waconia
United States
1 612 385 9680

Edit Billing Address

Shipping Address

Tracy Braun
Waconia High School
1650 Community Dr
Waconia
United States
1 612 385 9680

Change Shipping Address

Ship to Multiple Addresses

Note: Shipping to multiple addresses will duplicate your order.

Ship to multiple addresses

CART Edit

ITEM	QTY	PRICE	TOTAL
True STA1F-1G-HC Spec Series 27 1/2" Glass Door Reach-In Freezer with LED Lighting #890STA1F1GHC - EACH plus Free Shipping Usually Ships in 5 - 6 Weeks Ships via Common Carrier	1	$8,618.74	**$8,618.74**

Subtotal	$8,618.74
Shipping & Handling	$0.00: Common Carrier
FREE Call Before Delivery	

TRY PLUS FREE FOR 30 DAYS

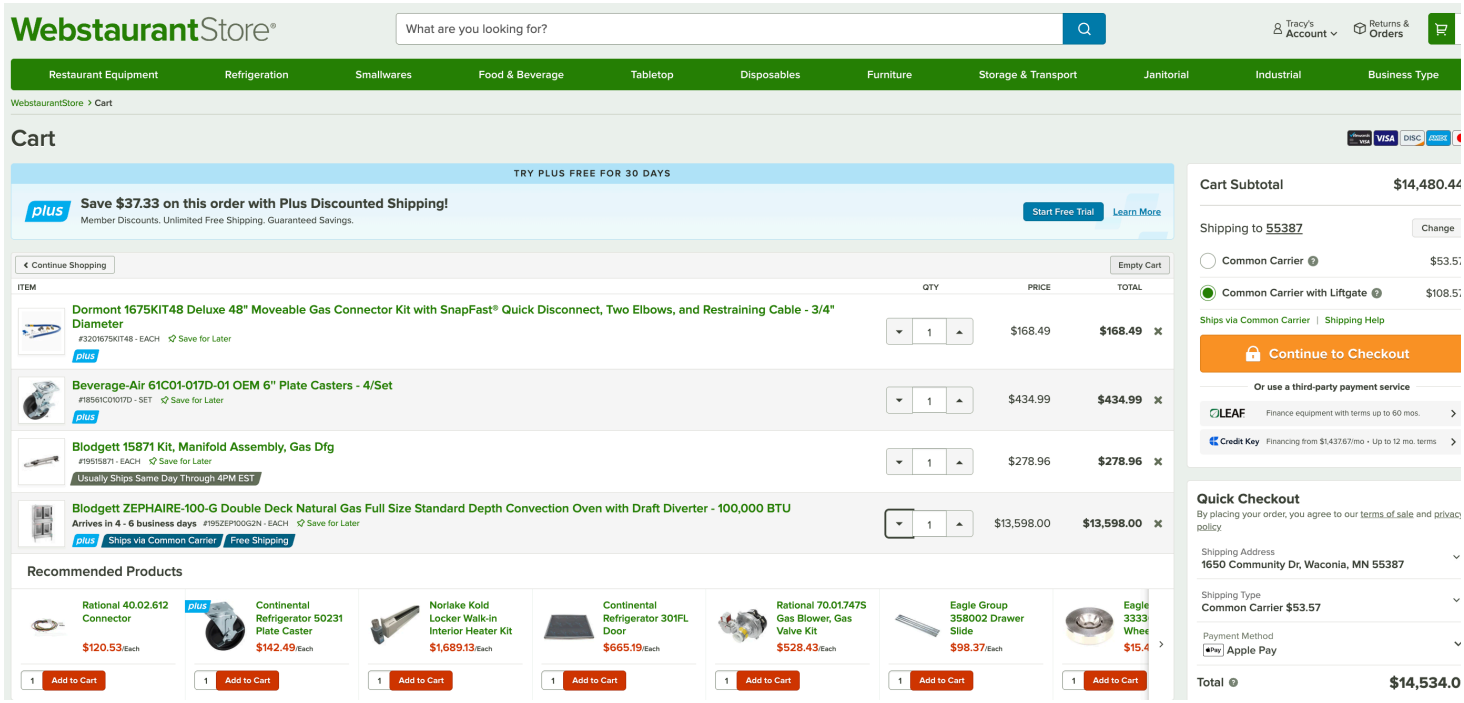
plus **Unlock Free Shipping & Priority Processing with Plus!**

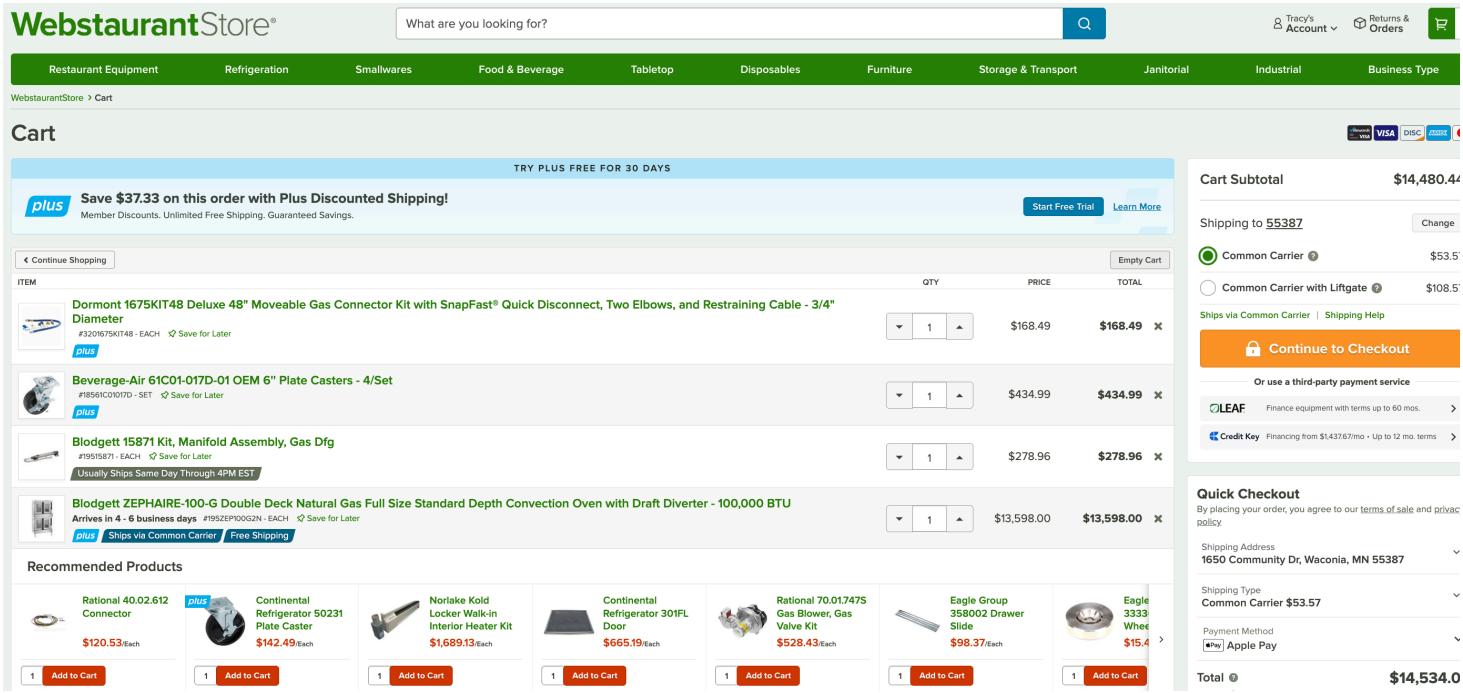
Member Discounts. Unlimited Free Shipping. Guaranteed Savings.

Start Free Trial Learn More

Add a PO Number

Total (USD) **$8,618.74**


WebstaurantStore
What are you looking for?
Tracy's Account
Returns & Orders
Restaurant Equipment
Refrigeration
Smallwares
Food & Beverage
Tabletop
Disposables
Furniture
Storage & Transport
Janitorial
Industrial
Business Type
WebstaurantStore > Cart
Cart
TRY PLUS FREE FOR 30 DAYS
Save $37.33 on this order with Plus Discounted Shipping!
Member Discounts. Unlimited Free Shipping. Guaranteed Savings.
Start Free Trial
Learn More
Continue Shopping
Empty Cart
ITEM
QTY
PRICE
TOTAL
Dormont 1675KIT48 Deluxe 48" Moveable Gas Connector Kit with SnapFast® Quick Disconnect, Two Elbows, and Restraining Cable - 3/4" Diameter
#3201675KIT48 - EACH
Save for Later
$168.49
$168.49
Beverage-Air 61C01-017D-01 OEM 6" Plate Casters - 4/Set
#18561C01017D - SET
Save for Later
$434.99
$434.99
Blodgett 15871 Kit, Manifold Assembly, Gas Dfg
#19515871 - EACH
Save for Later
Usually Ships Same Day Through 4PM EST
$278.96
$278.96
Blodgett ZEPHAIRE-100-G Double Deck Natural Gas Full Size Standard Depth Convection Oven with Draft Diverter - 100,000 BTU
Arrives in 4 - 6 business days
#195ZEP100G2N - EACH
Save for Later
Ships via Common Carrier
Free Shipping
$13,598.00
$13,598.00
Recommended Products
Rational 40.02.612 Connector
$120.53/Each
Continental Refrigerator 50231 Plate Caster
$142.49/Each
Norlake Kold Locker Walk-In Interior Heater Kit
$1,689.13/Each
Continental Refrigerator 301FL Door
$665.19/Each
Rational 70.01.747S Gas Blower, Gas Valve Kit
$528.43/Each
Eagle Group 358002 Drawer Slide
$98.37/Each
Add to Cart
Cart Subtotal
$14,480.44
Shipping to 55387
Change
Common Carrier
Common Carrier with Liftgate
$108.57
Ships via Common Carrier | Shipping Help
Continue to Checkout
Or use a third-party payment service
LEAF
Finance equipment with terms up to 60 mos.
Credit Key
Financing from $1,437.67/mo • Up to 12 mo. terms
Quick Checkout
By placing your order, you agree to our terms of sale and privacy policy
Shipping Address
1650 Community Dr, Waconia, MN 55387
Shipping Type
Common Carrier $53.57
Payment Method
Apple Pay
Total
$14,534.0


WebstaurantStore
What are you looking for?
Tracy's Account
Returns & Orders
Restaurant Equipment
Refrigeration
Smallwares
Food & Beverage
Tabletop
Disposables
Furniture
Storage & Transport
Janitorial
Industrial
Business Type
WebstaurantStore › Cart
Cart
TRY PLUS FREE FOR 30 DAYS
Save $37.33 on this order with Plus Discounted Shipping!
Member Discounts. Unlimited Free Shipping. Guaranteed Savings.
Start Free Trial
Learn More
Continue Shopping
Empty Cart
ITEM
QTY
PRICE
TOTAL
Dormont 1675KIT48 Deluxe 48" Moveable Gas Connector Kit with SnapFast® Quick Disconnect, Two Elbows, and Restraining Cable - 3/4" Diameter
#3201675KIT48 - EACH
Save for Later
$168.49
$168.49
Beverage-Air 61C01-017D-01 OEM 6" Plate Casters - 4/Set
#18561C01017D - SET
Save for Later
$434.99
$434.99
Blodgett 15871 Kit, Manifold Assembly, Gas Dfg
#19515871 - EACH
Save for Later
Usually Ships Same Day Through 4PM EST
$278.96
$278.96
Blodgett ZEPHAIRE-100-G Double Deck Natural Gas Full Size Standard Depth Convection Oven with Draft Diverter - 100,000 BTU
Arrives in 4 - 6 business days
#1952EP100G2N - EACH
Save for Later
Ships via Common Carrier
Free Shipping
$13,598.00
$13,598.00
Recommended Products
Rational 40.02.612 Connector
$120.53/Each
Continental Refrigerator 50231 Plate Caster
$142.49/Each
Norlake Kold Locker Walk-in Interior Heater Kit
$1,689.13/Each
Continental Refrigerator 301FL Door
$665.19/Each
Rational 70.01.747S Gas Blower, Gas Valve Kit
$528.43/Each
Eagle Group 358002 Drawer Slide
$98.37/Each
Add to Cart
Cart Subtotal
$14,480.44
Shipping to 55387
Change
Common Carrier
$53.57
Common Carrier with Liftgate
$108.57
Ships via Common Carrier | Shipping Help
Continue to Checkout
Or use a third-party payment service
LEAF
Finance equipment with terms up to 60 mos.
Credit Key
Financing from $1,437.67/mo • Up to 12 mo. terms
Quick Checkout
By placing your order, you agree to our terms of sale and privacy policy
Shipping Address
1650 Community Dr, Waconia, MN 55387
Shipping Type
Common Carrier $53.57
Payment Method
Apple Pay
Total
$14,534.0

Quote

07/20/2026

To:
Waconia Public Schools
Tracey Braun
952-856-4523 (Contact)

Project:
Southview Elementary Blodgett Oven

From:
TriMark Marlinn LLC
Travis Steinke
13098 George Weber Dr
Rogers, MN 55374
708-496-1700
612-455-6752 (Contact)

Job Reference Number: 38605

Item	Qty	Description	Sell	Sell Total
1	1 ea	**CONVECTION OVEN, GAS**	$12,019.00	$12,019.00
		Blodgett (Middleby) Model No. ZEPH-100-G DBL Zephaire Convection Oven, gas, double-deck, standard depth, capacity (5) 18" x 26" pans per compartment, (SSI-M) solid state infinite controls with 60 min. manual timer, two speed fan, flue connector, dependent glass doors, interior light, stainless steel front, sides & top, 6" stainless steel legs, 100,000 BTU, ETL, NSF		
	1 ea	2 year parts, 2 year labor and 1 additional year door warranty (parts only), standard		
	1 ea	Natural gas		
	1 ea	(2) 115v/60/1-ph, 6.0 amps, 2-wire with ground, cord & plug, 1/2 hp, standard		
	1 ea	SSI-M Top Oven: Solid State infinite control with 60 min. manual timer		
	1 ea	SSI-M Bottom Oven: Solid State infinite control with 60 min. manual timer		
	1 ea	Draft diverter, stainless steel, standard		
	1 st	6" plate casters (set)	$409.25	$409.25
	1 ea	NOTE: DO NOT deduct cost of standard legs		
	1 ea	Gas manifold for double ovens	$189.88	$189.88
	1 ea	Start-Up option to all the convection and deck ovens (Does not include assembly or installation of any components)	$429.25	$429.25
			ITEM TOTAL:	**$13,047.38**
2	1 kt	**GAS CONNECTOR HOSE KIT / ASSEMBLY**	$136.35	$136.35
		T&S Brass Model No. HG-4D-48SK Packed 1 kt Safe-T-Link Gas Connector Kit, 3/4" connection, 48" hose, stainless steel braiding with extruded coating, (1) Quick-Disconnect, (2) Swivelink fittings, (1) 90° elbow, ball valve, restraining cable adjustable for 3' to 5', 180,000 BTU / hr minium flow capacity		
			ITEM TOTAL:	**$136.35**

Initial: _____

Item	Qty	Description	Sell	Sell Total
		THERE WOULD BE NO CHARGE TO DELIVER THE EQUIPMENT TO THE SCHOOL. UNITS WOULD BE ON PALLETS, IN THE CRATING. DISTRICT WOULD BE RESPONSIBLE FOR UNCRATING, SETTING IN PLACE, STACKING OVENS, MOUNTING CASTERS, AND INSTALLATION OF UTILITIES.		
			Total	$13,183.73

PRICE ADJUSTMENTS

Prices may not reflect applicable tariffs, duties, import fees, taxes, or other governmental charges. TriMark reserves the right to correct or adjust quoted prices at any time due to tariffs, market fluctuations, supply chain disruptions, third-party supplier cost changes, general contractor delays, or any other factors outside of TriMark's control. TriMark will use commercially reasonable efforts to hold pricing for (7) seven calendar days from the date of the quote; however, all pricing remains subject to correction or adjustment as set forth above, including during the seven-day hold period.

TRIMARK RETURN POLICY

All returns must be unused, undamaged and in their original packaging. All returns are subject to inspection. If a returned item is not in its original packaging, the customer will be responsible for the repackaging cost. If a returned item is damaged or cannot be sold as new, partial or no credit will be provided based on the condition of the item(s). Please contact your TriMark representative to initiate a return.

Custom fabricated and made-to-order items are non-cancellable and non-returnable unless the return is due to TriMark's mistake. This includes any product that has custom configurations or accessories.

Stock Supplies and Equipment can be returned within 30 days of delivery for a refund of the selling price and any taxes paid. Return freight charges are the responsibility of the customer.

Non-Stock, non-custom Supplies and Equipment may be returned to the OEM subject to their return policy for a refund of the selling price plus any taxes paid. The customer is responsible for return freight charges and a minimum 30% restocking fee.

TRIMARK TERMS AND CONDITIONS OF SALE

This Quote shall be subject to TriMark's Terms of Sale (http://www.trimarkusa.com/SiteMedia/SiteResources/Terms/TriMark-Terms-and-Conditions-of-Sale.pdf), which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Quote or its applicable terms and conditions to be deemed legally binding and enforceable on Customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law.

Acceptance: _____ Date: _____

Printed Name: _____

Initial: _____

Boelter
Foodservice Design, Equipment & Supply

Quote

07/20/2026

To:
Tracy Braun
512 Industrial Blvd
Waconia , MN 55387
952-856-4523 (Contact)
TlBraun@isd110.org

Project:
Waconia Schools Southview elem oven project

From:
Boelter
Ben Potter
7120 Northland Ter N
Minneapolis, MN 55428
612-836-7770 (Contact)
bpotter@boelter.com

Job Reference Number: 198303

Due to ongoing changes in the economic climate and the impact on manufactured goods, product costs may be subject to increase. These adjustments are determined by manufacturers and suppliers and are outside of our control. Pricing is subject to change between the time of quote and order acceptance. Any increases issued by manufacturers or suppliers during that time will be reflected in an updated quote, or passed through accordingly.

Item	Qty	Description	Sell	Sell Total
		SOUTHVIEW ELEM		
1	1 ea	**CONVECTION OVEN, GAS**	$11,760.00	$11,760.00
		Blodgett (Middleby) Model No. ZEPH-100-G DBL Zephaire Convection Oven, gas, double-deck, standard depth, capacity (5) 18" x 26" pans per compartment, (SSI-M) solid state infinite controls with 60 min. manual timer, two speed fan, flue connector, dependent glass doors, interior light, stainless steel front, sides & top, 6" stainless steel legs, 100,000 BTU, ETL, NSF		
	1 ea	2 year parts, 2 year labor and 1 additional year door warranty (parts only), standard		
	1 ea	Natural gas		
	1 ea	(2) 115v/60/1-ph, 6.0 amps, 2-wire with ground, cord & plug, 1/2 hp, standard		
	1 ea	SSI-M Top Oven: Solid State infinite control with 60 min. manual timer		
	1 ea	SSI-M Bottom Oven: Solid State infinite control with 60 min. manual timer		
	1 ea	Draft diverter, stainless steel, standard		
	1 st	6" plate casters (set)	$200.00	$200.00
	1 ea	NOTE: DO NOT deduct cost of standard legs		
	1 ea	Gas manifold for double ovens	$206.14	$206.14
			ITEM TOTAL:	**$12,166.14**
2	1 kt	**GAS CONNECTOR HOSE KIT / ASSEMBLY**	$185.00	$185.00

Item	Qty	Description	Sell	Sell Total
		T&S Brass Model No. HG-4D-48SK Packed 1 kt Safe-T-Link Gas Connector Kit, 3/4" connection, 48" hose, stainless steel braiding with extruded coating, (1) Quick-Disconnect, (2) Swivelink fittings, (1) 90° elbow, ball valve, restraining cable adjustable for 3' to 5', 180,000 BTU / hr minium flow capacity		

ITEM TOTAL: $185.00

Merchandise	$12,351.14
Freight	$250.00
Total	$12,601.14

Receiving Delivered Item(s) & Inspecting Your Shipment:

Prior to signing and accepting any freight, please ensure it has been carefully inspected for any damage. It is the consignee's responsibility to inspect their shipment for any and all damages. If the packaging shows any indication of damage or mistreatment, please open it immediately and carefully review its contents. We highly recommended inspecting all shipments upon arrival even if there is no indication of damage. The consignee may ask the driver to aid in the inspection of the item(s). If the item(s) have been damaged, the consignee must write a precise description of the damage on both the consignees copy and the freight company's copy of the delivery receipt or refuse the shipment fully.

Project Terms & Conditions:

1. Prices are based on information available at the time. If the plans are modified or any items are added or deleted, the price must be recalculated.
2. Purchase orders, signed contract and deposits where required must be received prior to start of work.
3. All invoices are net 15 days unless otherwise noted. Payment terms are subject to review of credit references and D & B reports.
4. Deposits may be required. Interest at the rate of 18% per annum will be charged on all past due balances.
5. Installation, where quoted, does not include final connections unless otherwise noted.
6. Return Policy: Goods which are accepted for return as an accommodation to the purchaser must be shipped in the original carton, freight prepaid, and received in good condition. Such goods are subject to restocking charges and refurbishing costs.
7. Cords and plugs not furnished with electrical equipment are the responsibility of the General Contractor or Owner.
8. In-wall blocking and ceiling structural supports are by others.
9. Equipment supplied by Boelter carries the standard manufacturer's warranty. Service labor is not included unless specifically stated in the manufacturer's printed warranty. All warranty work to be performed by authorized service agencies.
10. Delays: Boelter will attempt to meet any delivery dates specified, but in no event will Boelter be responsible for any delays caused by the manufacturer or other subcontractors.
11. All discrepancies, shortages, overages, and damages for product received by the Owner must be... (A) Noted on the Bill of Lading and (B) Reported to Boelter within 24 hours of receipt of materials. Claims made after 24 hours may still be resolved by Boelter but costs to resolve the claim will be the responsibility of the Owner.
In addition, equipment with freight damage must have the claim filed before the equipment is moved from the receiving location.
12. Prices on this quote are guaranteed for 15 days, unless otherwise noted.

13. All items shipped F.O.B. Factory unless otherwise noted. Necessary Lift gate, inside delivery and any other additional services will be appear on the final billing.

14. Production for certain items is dependent upon receipt of approved drawings, final field dimensions and receipt of any customer furnished items.

15. Credit card payments are subject to a 3% surcharge.

Any additional tax, freight, delivery, installation, shop supplies or disposal fees will be added to the final invoice. The above total selling price does not include plumbing, wiring, or carpentry unless specifically noted otherwise.

Please note that sales and use tax rates are subject to change by the taxing jurisdictions in which we collect tax. When this occurs we are required by law to collect from our customers at the new rates per the rules provided by the taxing jurisdiction.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: $12,601.14

Quote

07/20/2026

To:
Waconia Public Schools
Tracey Braun
952-856-4523 (Contact)

Project:
Bayview Elementary Blodgett Oven

From:
TriMark Marlinn LLC
Travis Steinke
13098 George Weber Dr
Rogers, MN 55374
708-496-1700
612-455-6752 (Contact)

Job Reference Number: 38606

Item	Qty	Description	Sell	Sell Total
1	1 ea	**CONVECTION OVEN, GAS**	$12,019.00	$12,019.00
		Blodgett (Middleby) Model No. ZEPH-100-G DBL Zephaire Convection Oven, gas, double-deck, standard depth, capacity (5) 18" x 26" pans per compartment, (SSI-M) solid state infinite controls with 60 min. manual timer, two speed fan, flue connector, dependent glass doors, interior light, stainless steel front, sides & top, 6" stainless steel legs, 100,000 BTU, ETL, NSF		
	1 ea	2 year parts, 2 year labor and 1 additional year door warranty (parts only), standard		
	1 ea	Natural gas		
	1 ea	(2) 115v/60/1-ph, 6.0 amps, 2-wire with ground, cord & plug, 1/2 hp, standard		
	1 ea	SSI-M Top Oven: Solid State infinite control with 60 min. manual timer		
	1 ea	SSI-M Bottom Oven: Solid State infinite control with 60 min. manual timer		
	1 ea	Draft diverter, stainless steel, standard		
	1 st	6" plate casters (set)	$409.25	$409.25
	1 ea	NOTE: DO NOT deduct cost of standard legs		
	1 ea	Gas manifold for double ovens	$189.88	$189.88
	1 ea	Start-Up option to all the convection and deck ovens (Does not include assembly or installation of any components)	$429.25	$429.25
			ITEM TOTAL:	**$13,047.38**
2	1 kt	**GAS CONNECTOR HOSE KIT / ASSEMBLY**	$136.35	$136.35
		T&S Brass Model No. HG-4D-48SK Packed 1 kt Safe-T-Link Gas Connector Kit, 3/4" connection, 48" hose, stainless steel braiding with extruded coating, (1) Quick-Disconnect, (2) Swivelink fittings, (1) 90° elbow, ball valve, restraining cable adjustable for 3' to 5', 180,000 BTU / hr minium flow capacity		
			ITEM TOTAL:	**$136.35**

Initial: _____

Item	Qty	Description	Sell	Sell Total
		THERE WOULD BE NO CHARGE TO DELIVER THE EQUIPMENT TO THE SCHOOL. UNITS WOULD BE ON PALLETS, IN THE CRATING. DISTRICT WOULD BE RESPONSIBLE FOR UNCRATING, SETTING IN PLACE, STACKING OVENS, MOUNTING CASTERS, AND INSTALLATION OF UTILITIES.		
			Total	$13,183.73

PRICE ADJUSTMENTS

Prices may not reflect applicable tariffs, duties, import fees, taxes, or other governmental charges. TriMark reserves the right to correct or adjust quoted prices at any time due to tariffs, market fluctuations, supply chain disruptions, third-party supplier cost changes, general contractor delays, or any other factors outside of TriMark's control. TriMark will use commercially reasonable efforts to hold pricing for (7) seven calendar days from the date of the quote; however, all pricing remains subject to correction or adjustment as set forth above, including during the seven-day hold period.

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Acceptance: _____ Date: _____

Printed Name: _____

Initial: _____

Boelter
Foodservice Design, Equipment & Supply

Quote

07/09/2026

To:
Tracy Braun
512 Industrial Blvd
Waconia , MN 55387
952-856-4523 (Contact)

Project:
Waconia Schools Bayview elem oven project

From:
Boelter, LLC
Ben Potter
7120 Northland Ter N
Minneapolis, MN 55428
612-836-7770

Job Reference Number: 198302

Due to ongoing changes in the economic climate and the impact on manufactured goods, product costs may be subject to increase. These adjustments are determined by manufacturers and suppliers and are outside of our control. Pricing is subject to change between the time of quote and order acceptance. Any increases issued by manufacturers or suppliers during that time will be reflected in an updated quote, or passed through accordingly.

Item	Qty	Description	Sell	Sell Total
		BAYVIEW ELEM		
1	1 ea	**CONVECTION OVEN, GAS**	$12,166.14	$12,166.14
		Blodgett (Middleby) Zephaire Convection Oven, gas, double-deck, standard depth, capacity (5) 18" x 26" pans per compartment, (SSI-M) solid state infinite controls with 60 min. manual timer, two speed fan, flue connector, dependent glass doors, interior light, stainless steel front, sides & top, 6" stainless steel legs, 100,000 BTU, ETL, NSF		
	1 ea	2 year parts, 2 year labor and 1 additional year door warranty (parts only), standard		
	1 ea	Natural gas		
	1 ea	(2) 115v/60/1-ph, 6.0 amps, 2-wire with ground, cord & plug, 1/2 hp, standard		
	1 ea	Top Oven: Solid State infinite control with 60 min. manual timer		
	1 ea	Bottom Oven: Solid State infinite control with 60 min. manual timer		
	1 ea	Draft diverter, stainless steel, standard		
	1 st	6" plate casters (set)		
	1 ea	NOTE: DO NOT deduct cost of standard legs		
	1 ea	Gas manifold for double ovens		
2	1 kt	**GAS CONNECTOR HOSE KIT / ASSEMBLY**	$185.00	$185.00

Item	Qty	Description	Sell	Sell Total
		T&S Brass Packed 1 kt Safe-T-Link Gas Connector Kit, 3/4" connection, 48" hose, stainless steel braiding with extruded coating, (1) Quick-Disconnect, (2) Swivelink fittings, (1) 90° elbow, ball valve, restraining cable adjustable for 3' to 5', 180,000 BTU / hr minium flow capacity		

Merchandise	$12,351.14
Freight	$250.00
Total	$12,601.14

Please note that sales and use tax rates are subject to change by the taxing jurisdictions in which we collect tax. When this occurs we are required by law to collect from our customers at the new rates per the rules provided by the taxing jurisdiction.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: $12,601.14

7.E. Remote Meal Service Compliance

MEMORANDUM

TO: ISD 110 School Board

FROM: Barb Schank, Director of Nutrition Services
Tim Bisek, Director of Buildings & Grounds
Pam Carman, Director of Finance & Operations

DATE: July 27, 2026

SUBJECT: Nutrition Services Equipment for Remote Meal Service Compliance

---

Purpose

Administration requests School Board approval to purchase commercial refrigeration equipment for the Waconia Learning Center and Waconia Early Childhood, and point-of-sale (POS) computers for the Waconia Learning Center, Waconia Early Childhood, and Transitions Program. These purchases are necessary to comply with Minnesota Department of Education (MDE) Administrative Review requirements and Minnesota Department of Health (MDH) food safety requirements for remote meal service locations.

Background

During the District's Minnesota Department of Education Administrative Review earlier this year, Nutrition Services was informed that each remote meal service location participating in the National School Lunch Program and School Breakfast Program must be established as an individually identified meal service site.

To meet these requirements, each location must have the ability to accurately record reimbursable meals through a point-of-sale (POS) system and safely store food using NSF-certified commercial refrigeration equipment that meets Minnesota Department of Health (MDH) food safety requirements. These purchases will allow the District to meet federal and state program requirements while continuing to provide meal service at these locations.

Financial Impact

Administration recommends purchasing the following equipment:

Location	Equipment	Estimated Cost
Waconia Learning Center	Commercial reach-in refrigerator	$5,447
Waconia Early Childhood	Commercial reach-in refrigerator	$5,447
Waconia Learning Center	Point-of-sale computer*	$1,500
Waconia Early Childhood	Point-of-sale computer*	$1,500
Transitions Program	Point-of-sale computer*	$1,500
Total		**$15,394**

*Estimated cost - point-of-sale computers will be purchased through the District's existing technology purchasing contracts.

Administration obtained quotations from Boelter and TriMark for the commercial refrigeration equipment. Because the vendor quotations include both the Waconia Middle School replacement freezer (presented under a separate Board action item) and the refrigerators for the Waconia Learning Center and Waconia Early Childhood, Administration evaluated the refrigeration equipment as a single purchase. Although TriMark submitted the lower price for the individual refrigerators, Boelter submitted the lower overall quotation for the combined refrigeration equipment purchase. The Boelter quotation totals $18,454.50, compared with $18,851.04 from TriMark, resulting in an overall savings of approximately $397. Accordingly, the Administration recommends awarding the refrigeration equipment purchase to Boelter.

The project will be funded through the Nutrition Services Fund (Fund 02). This investment is consistent with Minnesota Department of Education guidance encouraging school districts to reinvest available fund balances in equipment modernization, operational efficiency, and program improvements.

Recommendation

Administration recommends awarding the purchase of two commercial reach-in refrigerators to Boelter, the lowest responsive bidder for the District's overall refrigeration equipment purchase, and authorizing the purchase of three point-of-sale (POS) computers through the District's existing technology purchasing contracts, for a total project cost of approximately $15,394. Supporting vendor quotations are attached.

Boelter
Foodservice Design, Equipment & Supply

Quote

07/01/2026

To:
Tracy Braun
512 Industrial Blvd
Waconia , MN 55387
952-856-4523 (Contact)

Project:
WACONIA SCHOOLS ISD 110

From:
Boelter, LLC
Ben Potter
7120 Northland Ter N
Minneapolis, MN 55428
612-836-7770

Job Reference Number: 145566

Due to ongoing changes in the economic climate and the impact on manufactured goods, product costs may be subject to increase. These adjustments are determined by manufacturers and suppliers and are outside of our control. Pricing is subject to change between the time of quote and order acceptance. Any increases issued by manufacturers or suppliers during that time will be reflected in an updated quote, or passed through accordingly.

Item	Qty	Description	Sell	Sell Total
		WACONIA MIDDLE SCHOOL		
1	1 ea	**REACH-IN DISPLAY FREEZER, 1 SECTION** Spec-Line G Series Merchandiser Freezer, Reach-in, one-section, self-contained refrigeration, microprocessor control with LED display, full-height glass door with LED imbedded lights (hinged right), stainless steel sides & interior, (3) epoxy coated shelves (factory installed), LED interior lights, 6" high casters, R290 Hydrocarbon refrigerant, unit can be programmed to operate at -10°F, 1/2 HP, 115v/60/1, 6.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation	$7,311.62	$7,311.62
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	Set of (8) pairs #1 type tray slides, per full section, includes pilasters, for single section G-Series		
	1 ea	Casters, 6"H, locking (set of 4), standard		
		SUBTOTAL		$7,311.62
		DISTRICT OFFICE		
2	1 ea	**REACH-IN REFRIGERATOR** Spec-Line G Series Refrigerator, Reach-in, one-section, 23.4 cu. ft., self-contained refrigeration, (1) full height solid door (hinged right), (3) epoxy coated shelves (factory installed), microprocessor control with LED display, LED interior lights, stainless steel exterior & interior, 6" high casters, R290 Hydrocarbon refrigerant,	$5,196.44	$5,196.44

Initial: _____

Item	Qty	Description	Sell	Sell Total
		1/4 HP, 115v/60/1, 3.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation, ENERGY STAR®		
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	Set of (7) pairs universal tray slides, per full section, with pilasters, for single section G-Series		
	1 ea	Casters, 6"H, locking (set of 4), standard		
		SUBTOTAL		$5,196.44
		WACONIA LEARNING CENTER		
3	1 ea	**REACH-IN REFRIGERATOR**	$5,196.44	$5,196.44
		Spec-Line G Series Refrigerator, Reach-in, one-section, 23.4 cu. ft., self-contained refrigeration, (1) full height solid door (hinged right), (3) epoxy coated shelves (factory installed), microprocessor control with LED display, LED interior lights, stainless steel exterior & interior, 6" high casters, R290 Hydrocarbon refrigerant, 1/4 HP, 115v/60/1, 3.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation, ENERGY STAR®		
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	Set of (7) pairs universal tray slides, per full section, with pilasters, for single section G-Series		
	1 ea	Casters, 6"H, locking (set of 4), standard		
		SUBTOTAL		$5,196.44
4	1 ea	**INSTALLATION**	$750.00	$750.00
		BD to deliver all refrigeration to the Waconia Buildings and Grounds Dept. They will handle the uncrating, inspection, and delivery of each unit to the individual buildings. All three units delivered to the middle school: Waconia Middle School 1400 Community Drive Waconia, MN 55387		
		SUBTOTAL		$750.00

Merchandise	$18,454.50
Freight	
Total	$18,454.50

Please note that sales and use tax rates are subject to change by the taxing jurisdictions in which we collect tax. When this occurs we are required by law to collect from our customers at the new rates per the rules provided by the taxing jurisdiction.

Initial: _____

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: $18,454.50

Quote

07/02/2026

To:
Waconia Public Schools
Tracey Braun
952-856-4523 (Contact)

Project:
Waconia Middle School Traulsen Refrigeration

From:
TriMark Marlinn LLC
Travis Steinke
13098 George Weber Dr
Rogers, MN 55374
708-496-1700
612-455-6752 (Contact)

Job Reference Number: 199894

Item	Qty	Description	Sell	Sell Total
1	1 ea	**REACH-IN DISPLAY FREEZER, 1 SECTION**	$7,551.08	$7,551.08
		Traulsen Model No. G13011M Spec-Line G Series Merchandiser Freezer, Reach-in, one-section, self-contained refrigeration, microprocessor control with LED display, full-height glass door with LED imbedded lights (hinged left), stainless steel sides & interior, (3) epoxy coated shelves (factory installed), LED interior lights, 6" high casters, R290 Hydrocarbon refrigerant, unit can be programmed to operate at -10°F, 1/2 HP, 115v/60/1, 6.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation		
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	G13ACC-1EZ EZ-Change #1 trayslides, (4) pairs per half section, includes pilaster (fits top or bottom)	$251.16	$251.16
	1 ea	Casters, 6"H, locking (set of 4), standard		
			ITEM TOTAL:	**$7,802.24**
2	1 ea	**REACH-IN REFRIGERATOR**	$5,141.90	$5,141.90
		Traulsen Model No. G10010 Spec-Line G Series Refrigerator, Reach-in, one-section, 23.4 cu. ft., self-contained refrigeration, (1) full height solid door (hinged right), (3) epoxy coated shelves (factory installed), microprocessor control with LED display, LED interior lights, stainless steel exterior & interior, 6" high casters, R290 Hydrocarbon refrigerant, 1/4 HP, 115v/60/1, 3.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation, ENERGY STAR®		
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	Casters, 6"H, locking (set of 4), standard		
			ITEM TOTAL:	**$5,141.90**
3	1 ea	**REACH-IN REFRIGERATOR**	$5,141.90	$5,141.90

Item	Qty	Description	Sell	Sell Total
		Traulsen Model No. G10011 Spec-Line G Series Refrigerator, Reach-in, one-section, 23.4 cu. ft., self-contained refrigeration, (1) full height solid door (hinged left), (3) epoxy coated shelves (factory installed), microprocessor control with LED display, LED interior lights, stainless steel exterior & interior, 6" high casters, R290 Hydrocarbon refrigerant, 1/4 HP, 115v/60/1, 3.8 amps, NEMA 5-15P, cETLus, ETL-Sanitation, ENERGY STAR®		
	1 ea	6-year parts & labor and 7 year compressor, standard. Visit www.traulsen.com for details		
	1 ea	Casters, 6"H, locking (set of 4), standard		
			ITEM TOTAL:	**$5,141.90**
	1 ea	**DELIVERY** B&D Transfer Model No. DELIVERY Deliver, uncrate, and set in place of three new units. Does not include removal of any existing equipment.	$765.00	$765.00
			ITEM TOTAL:	**$765.00**
			Total	$18,851.04

PRICE ADJUSTMENTS

Prices may not reflect applicable tariffs, duties, import fees, taxes, or other governmental charges. TriMark reserves the right to correct or adjust quoted prices at any time due to tariffs, market fluctuations, supply chain disruptions, third-party supplier cost changes, general contractor delays, or any other factors outside of TriMark's control. TriMark will use commercially reasonable efforts to hold pricing for (7) seven calendar days from the date of the quote; however, all pricing remains subject to correction or adjustment as set forth above, including during the seven-day hold period.

TRIMARK RETURN POLICY

All returns must be unused, undamaged and in their original packaging. All returns are subject to inspection. If a returned item is not in its original packaging, the customer will be responsible for the repackaging cost. If a returned item is damaged or cannot be sold as new, partial or no credit will be provided based on the condition of the item(s). Please contact your TriMark representative to initiate a return.

Custom fabricated and made-to-order items are non-cancellable and non-returnable unless the return is due to TriMark's mistake. This includes any product that has custom configurations or accessories.

Stock Supplies and Equipment can be returned within 30 days of delivery for a refund of the selling price and any taxes paid. Return freight charges are the responsibility of the customer.

Non-Stock, non-custom Supplies and Equipment may be returned to the OEM subject to their return policy for a refund of the selling price plus any taxes paid. The customer is responsible for return freight charges and a minimum 30% restocking fee.

TRIMARK TERMS AND CONDITIONS OF SALE

This Quote shall be subject to TriMark's Terms of Sale (http://www.trimarkusa.com/SiteMedia/SiteResources/Terms/TriMark-Terms-and-Conditions-of-Sale.pdf), which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Quote or its applicable terms and conditions to be deemed legally binding and enforceable on Customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law.

Acceptance: _____ Date: _____

Printed Name: _____

WebstaurantStore®

Shipping & Billing | Review & Payment | Order Confirmation

Review & Payment

Important Information about your Delivery!

Your order will be delivered curbside on a full size 18 wheeler.

View Details & Options

You are responsible for: Bringing the shipment into your location and noting damaged or missing items on the carrier's delivery receipt

INFORMATION This is not me

Billing Address

Tracy L Braun
Waconia Public School District
512 Industrial Boulevard
Waconia
United States
1 612 385 9680

Edit Billing Address

Shipping Address

Tracy Braun
Waconia High School
1650 Community Dr
Waconia
United States
1 612 385 9680

Change Shipping Address

Ship to Multiple Addresses

Note: Shipping to multiple addresses will duplicate your order.

Ship to multiple addresses

CART Edit

ITEM	QTY	PRICE	TOTAL
Traulsen G10011 30" G Series Reach-In Refrigerator with Left-Hinged Solid Door #882G10011 - EACH plus Free Shipping Usually Ships in 5 - 10 Bus. Days Ships via Common Carrier	1	$5,837.00	**$5,837.00**

Subtotal	$5,837.00
Shipping & Handling	$55.00: Common Carrier w/ Liftgate
FREE Call Before Delivery	

TRY PLUS FREE FOR 30 DAYS

Unlock Free Shipping & Priority Processing with Plus!

Member Discounts. Unlimited Free Shipping. Guaranteed Savings.

Start Free Trial Learn More

Add a PO Number

Total (USD) **$5,892.00**

WebstaurantStore®

Shipping & Billing | Review & Payment | Order Confirmation

Review & Payment

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Waconia Public School District
512 Industrial Boulevard
Waconia
United States
1 612 385 9680

Edit Billing Address

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Waconia High School
1650 Community Dr
Waconia
United States
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Subtotal	$5,837.00
Shipping & Handling	$55.00: Common Carrier w/ Liftgate
FREE Call Before Delivery	

TRY PLUS FREE FOR 30 DAYS

plus **Unlock Free Shipping & Priority Processing with Plus!**

Member Discounts. Unlimited Free Shipping. Guaranteed Savings.

Start Free Trial Learn More

Add a PO Number

Total (USD) **$5,892.00**

7.F. Waconia Public Schools Employee Handbook

Presenter: Jeni Super, Director of Human Resources

MEMORANDUM

TO: ISD 110 School Board

FROM: Jeni Super, Director of Human Resources

DATE: July 27, 2026

SUBJECT: Employee Handbook Revisions

Executive Summary

The Human Resources and Business Office teams have completed a comprehensive review and update of the Waconia Public Schools employee handbook. The primary goals of this update are to strengthen building security protocols, incorporate relevant employee policies, and establish clear operational guidelines for district staff.

Below is a summary of the key additions, policy revisions, and formatting enhancements included in the updated handbook.

1. Statutory Compliance & Mandatory Updates

- **Precedence Clause:** Incorporated explicit language clarifying that if an employee handbook provision conflicts with a Collective Bargaining Agreement (CBA) or work agreement, the CBA or contract takes precedence.
- **School Board Policy Summaries:** Updated and condensed several mandatory policy summaries to align with legal requirements and School Board policy, including:
    - **Policy 421 (Gifts to Employees and School Board Members):** Clear thresholds and prohibitions regarding gift acceptance.
    - **Policy 424 (License Status):** Reaffirmation of teacher responsibility for maintaining current licensure.
    - **Policy 529 (Staff Notification of Violent Behavior):** Clarified protocols for confidential notice and staff management meetings.

2. Operational & Financial Policy Enhancements

- **Quarterly Expense & Mileage Reimbursement Deadlines:** Established a structured quarterly submission schedule (Oct 15, Jan 15, April 15, July 15) for expense and mileage claims to ensure timely budget monitoring and proper fiscal year accounting.

- **Direct Deposit Update:** Clarified the mandatory direct deposit requirement and outlined the limited, case-by-case exception process managed by the Payroll department.

3. Workplace Environment & Technology Guidelines

- **Building Security & Access:** Strengthened rules prohibiting the propping open of exterior doors, restricting entry to unauthorized individuals, prohibiting the sharing/loaning of access credentials (especially to non-employees/students), and requiring immediate reporting of lost or compromised badges/keys.
- **Personal Electronic Devices:** Added language clarifying that while personal devices may be used when appropriate, the district provides technology for job duties. Employees who choose to use personal equipment do so at their own risk, and the district is not responsible for loss, theft, or damage.

Next Steps

By strengthening communication regarding building security, incorporating updated employee policies, and providing clear operational standards, this handbook ensures our staff are well-supported and informed. We welcome questions regarding these employee handbook updates.

Employee Handbook

This handbook is subject to change without notice as laws, policies, and procedures change.
Updated July 2026

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CONTACT INFORMATION

Jeni Super| Director of Human Resources | Human Resources
952-442-0645 jsuper@isd110.org

- Equal Employment Opportunities/Non-Discrimination
- Human Resources Policies and Procedures
- Labor Relations & Contract Administration
- Salary Lane Advancement and Advanced Education Course Approval
- Human Rights Officer/Title IX Coordinator
- Data Practices Official

Lisa Olson | Sr. Human Resources Generalist | Human Resources
952-442-0694 | lolson@isd110.org

- Employee Insurance Benefits
- New Employee Orientation (Licensed, Non-licensed, and Management Employees)
- Labor Relations & Contract Administration
- Educator Licensing
- Employee Seniority Lists
- Employee Assignments / Status Changes
- Skyward Assistance

Samantha Landon | Human Resources Generalist | Human Resources
952-442-0600 | slandon@isd110.org

- Employment Postings and Applications
- New-Employee Orientation (Seasonal and Substitute Employees)
- Employee Leaves of Absence
- Workers' Compensation
- Employee Leave Calculations
- Type III Vehicle Certification
- Substitute Employees

- ➢ Red Rover Absence Management (formerly Frontline)

Tina Vinkemeier | Payroll Specialist | Business Office
952-442-0604 | tvinkemeier@isd110.org

- ➢ Payroll Deposits and Calculations
- ➢ Name and Address Changes
- ➢ Employee Withholding (W-4)
- ➢ Employment Verifications
- ➢ Time Sheet Completions
- ➢ 403(b) Plan Enrollment and Modification

If you are unsure who to contact about HR needs, please email HumanResources@isd110.org.

GENERAL INFORMATION

Introduction

Welcome to Waconia Public Schools! We are excited to have you as a part of our team. The purpose of this handbook is to provide you with general information and guidelines about your employment. It is not intended to be comprehensive and it does not confer any contractual rights, either expressed or implied. It is your responsibility to read this handbook and understand its contents. Any questions should be addressed to the Human Resources Department.

Our Mission

ISD 110 maximizes opportunities for all students to explore their passions and create their success by committing to a community that includes academic rigor, social growth, and emotional wellbeing.

Our Vision

ISD110 commits to:

- Inspiring students to explore a variety of pathways including academic offerings and extra curricular activities that will allow them to recognize who they are and who they will become.
- Fostering a community with a collective sense of belonging and wellbeing.
- Establishing efficient systems and structures as part of a world-class school district that will create opportunities for staff to engage in innovative teaching and students to experience academic success.

Our Core Values

Respect: We honor and listen to all voices to ensure everyone feels valued.
Collaboration: We achieve our common goals through trust, teamwork, and partnership
Inclusiveness: We welcome all and seek multiple perspectives to create one connected community.
Empathy: We listen and act with genuine care.

Resilience: We empower one another and persevere with courage, determination, and optimism.

ISD110 Strategic Plan can be viewed on the district website:
https://isd110.org/sites/default/files/files/content/finalstrategicplan.pdf

Teamwork and Professionalism

Providing a quality education for students and a quality work experience for you involves teamwork and professionalism. Teamwork and Professionalism are demonstrated by showing respect, cooperation and integrity at all times. Serving as an effective member of your team is key to accomplishing the school district's mission.

Employee Dress Code Expectations

General Guidelines:

Each employee is a representative of Waconia Public Schools as well as their building/department. All employees are expected to dress professionally for work. An employee's clothing should not interfere with their job duties or disrupt the workplace. Some jobs may have additional restrictions for safety reasons. Your supervisor may assist you in determining what attire is professional. The following standards shall be considered the minimum expectations and will be enforced fairly and consistently. If a uniform is provided, the employee is expected to wear that uniform and to keep it in clean, presentable condition.

Professionalism:

Staff members are expected to dress in a manner that reflects professionalism and respect for their role as educators and mentors. All clothing and accessories should be clean and well-maintained.

In addition to being neat and clean, all clothing and body ornamentation must be free of any printed material advertising tobacco, alcohol products or anything that may be offensive. Offensive is defined as obscene, indecent, sexually explicit, advocates or symbolizes sexual acts or conduct, associates with an extremist group, gang affiliation or political activity, or advocates prejudice or discrimination based on race, color, national origin, ethnicity, religion, gender, sexual orientation, or age.

Safety:

Staff members should avoid wearing clothing or accessories that could pose a safety hazard in a school environment or disrupt the learning environment.

Footwear:

- Closed-toe shoes are recommended for safety.
- Athletic shoes are acceptable as long as they are clean and well-maintained.
- Flat/sandal type shoes with no backing such as flip flops and slippers are not permitted due to safety

Headwear:

- Hats shall not be worn indoors, with the exception of maintenance, custodial and Nutritional Services staff (excluding religious headwear and medical accommodations).

Special Consideration about Spirit Days:

- Schools may allow staff to dress more casually on designated school spirit days. Guidelines for casual attire should still reflect professionalism. Spirit day attire may include shirts with district or department logos.

Political Speech & Activities Guidelines

As you know, we live and work in a politically charged environment. As we work through a variety of political issues, ranging from collective bargaining to elections, we thought it would be helpful for employees to receive clear guidance on some types of conduct that is prohibited and some types of conduct that is permitted on school property.

Permissible Conduct

When employees are not acting pursuant to their job duties and are outside the presence of students at school, employees are free to express their personal views on politics and may display political messages or engage in political advocacy as long as they do not use any school district resources to do so and do not violate any laws or school board policies. For instance, while in the staff lounge during a duty-free meal break, employees may wear buttons expressing their support for or opposition to a political issue and may openly discuss their views on political matters, including support for or opposition to a public union, so long as employees do so in a manner that does not violate the law or any school district policy prohibiting harassment or discrimination.

In accordance with District Policy 524, unions may communicate with their bargaining unit members using their school email addresses regarding collective bargaining, the administration of collective bargaining agreements, the investigation of grievances, other workplace-related complaints and issues, and internal matters involving the governance or business of the union.

Unions may meet with their members in facilities owned or leased by the District regarding collective bargaining, the administration of collective bargaining agreements, grievances and other workplace-related complaints and issues, and internal matters involving the governance or business of the union, but the use must not interfere with District operations, and the union must comply with applicable District policies and security protocols. This authority to meet is limited to meetings in District facilities with union members. It does not extend to rallies or protests with the public, and it does not extend to school grounds outside school buildings.

Prohibited Conduct

While at school and in the presence of students during the duty day, employees may not express their personal views on political matters or display political messages on attire, buttons, signs, or other materials. Political messages include messages supporting or opposing a public union.

While at parent-teacher conferences, employees may not express their personal views on political matters or display political messages on attire, buttons, signs, or other materials. Again, political messages include messages supporting or opposing a public union.

In accordance with District Policy 524, while using a District email account, employees may not express their personal views on political matters, display political messages, including messages supporting or opposing a public union, or communicate with students or parents about collective bargaining matters.
Employees may not have any false statements on email, including any statement indicating that their "contract time" is limited to a specific eight-hour block. Similarly, employees may not have any statement indicating that they are working without a contract on their email. An example of a statement you could have on your email would be "My typical work hours are Monday-Friday, X a.m. to X p.m. I will respond to the email within X hours of receipt." This additional information should be placed at the bottom of an employee's branded email signature in a color that is in accordance with the District's Brand Guidelines, which can be found on the Communications Department website.

Employees, acting individually or on behalf of a group, may not hold rallies or protests on school property without complying with District Policy 902.

Personal Electronic Devices
When appropriate, the District provides employees with technology (such as Chromebooks, computers, and other district equipment) to perform their daily job duties. While employees are not prohibited from using personal electronic devices (e.g., cell phones, tablets, laptops) when appropriate, personal devices must not interfere with employee duties or student supervision. Employees who choose to use personal electronic devices in place of District-issued equipment do so at their own risk. The District is not responsible for reimbursing, repairing, or replacing any personal devices that are lost, stolen, or damaged on school property or during school-sponsored activities. Please refer to school board policy 524 for additional information on permissible usage.

POLICIES AND PROCEDURES

Photo Identification Badge
All employees will be issued a photo identification badge at the time of hire. Employee identification badges are an important part of providing a secure environment for our students and employees. Badges should be worn at all times while on District property and should be worn in a visible spot on your body. Should your employment with the District end, you are required to return your photo identification badge to your supervisor.

Exterior doors are kept locked during normal school hours. Your new ID badge will only unlock exterior doors that are equipped with a card reader.

Most staff will be assigned daytime access to a particular campus unless 24/7 access is designated by the principal/director/administrator of that building.

LOST BADGES: If you ever lose your badge, please report it **immediately** to Kathy Cervony at the district office at kcervony@isd110.org or 952-442-0600. Lost badges will be turned off and a new badge will be issued.

~~**Building Keys**~~

~~Some positions require access to secured areas. Those employees who require access will be given building keys. Should your employment with the District end, you are required to return all keys to your supervisor.~~

Building Security & Access

To maintain a safe and secure environment for all students and staff, employees must adhere to the following building security standards:

- **Building Access & Security:** Employees must not prop open exterior doors or otherwise compromise the security of District buildings. Do not grant building entry to unauthorized individuals or permit access outside of established District procedures.

- **Credential Safeguarding:** Keys, key fobs, and access cards are assigned to individual employees for their sole professional use. Credentials must be safeguarded at all times and may never be shared, loaned, or transferred—especially to students or non-employees. Keys, key fobs, and access cards must be returned to the school district upon ending employment.

- **Immediate Reporting:** If a key, fob, or access card is lost, stolen, or compromised, notify your supervisor and the Human Resources/Operations Department immediately so access can be promptly disabled and secured.

Address Changes

Residence address changes can be made in the Skyward system under Employee Access > Employee Information > Personal Information > Address.

Name Changes

If you change your name, then you must provide a copy of your new social security card to the district's Payroll Specialist. Name changes will not be made in the district's payroll, finance, human resources or technology systems until that process has been completed. It is important that

accurate, up-to-date information is kept on file for you in the district, so please report changes promptly.

Email and Voicemail Communication Expectations

Most employees of the school district will be assigned an email address and voicemail at their time of hire. Employees are expected to regularly monitor their email and voicemail messages on duty days. If an employee is unavailable to check their email/voicemail on a particular day (such as absence due to training, vacation, illness, etc.), then they are expected to create automatic "out-of-office" email and voicemail replies to inform stakeholders of their unavailability.

Employees are expected to respond to emails and voicemails of significance (e.g., from colleagues, parents, students) within a reasonable amount of time, which is defined as within forty-eight hours during duty days. Shorter response times are necessary when dealing with urgent matters or when so requested by the caller/sender. If an employee determines that additional time is necessary in order to provide a complete response to the sender/caller, then they are expected to contact the sender/caller to let them know the status of their inquiry and the anticipated amount of time necessary for them to provide a complete response.

Emergency Closings

Information concerning school closings and emergencies will be announced on local radio and news channels. Consult your work agreement to determine if you are required to report to work in the event of a school closing. Work agreements can be found on the school district's website.

Employee Attendance

Employees are expected to report to their assigned work location on time each scheduled workday. Most positions in the school district accrue leave to be used to replace lost wages for an employee's absence. If you need to request an absence from your position, please speak to your supervisor about the leave request process utilized in your department. Requests for unpaid leave will not be considered unless an employee has exhausted all other applicable paid leave. Once paid leave has been exhausted, unpaid leave requests for discretionary purposes will only be approved in cases that involve special circumstances as determined by the school district. Regular attendance is an essential duty of all positions.

Employee Groups and Work Agreements

All school district job classifications have been assigned to particular employee groups. The district's teachers, educational support professionals and custodians are union groups and have collectively bargained employee contracts. All remaining employee groups have terms and conditions of employment that are approved by the School Board and governed by district policies, procedures, federal and state law. Work agreements can be found on the district's website.

Union Information

Following is a list of union leaders in the district:

- Waconia Education Association (WEA-Teachers)
    - Roxanne Kuerschner, Union President

- Education Minnesota District 110 Educational Support Professionals
    - Amanda Phenix, Union President
- Service Employees International Union Local 284 Custodial/Maintenance Employees
    - Andy Seltz, Union Steward
- Minnesota School Employees Association (Nutritional Services Employees)

Licensure/Certification

Each employee who works in a position that requires licensure or certification must maintain a current license or certificate with the Human Resources Department. Employees are responsible for maintaining their license(s) and ensuring validity at all times.

Data Privacy

The Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act classify student educational information as private. As an employee of Waconia Public Schools, it is your responsibility to ensure student information remains private by:

- Protecting the privacy of student educational information inside and outside the classroom;
- Accessing student information only if you have a legitimate educational interest for the information;
- Releasing student information (other than public directory data) only with written consent from the student and/or parents;
- Maintaining the privacy of student academic work at all times;
- Making certain that student information is only released to persons with a legitimate educational interest in receiving the information;
- Securing student information stored in an electronic format by keeping user identification numbers and passwords confidential;
- Refraining from discussing student educational information in public spaces including school hallways and lounges; and
- Abstaining from ever discussing student educational information with family, friends, or neighbors.

Title IX

As required by Title IX of the Education Amendments Act of 1972 and other state and federal nondiscrimination laws, Waconia Public Schools does not discriminate on the basis of sex in its education programs, activities, or employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Waconia Public Schools does not tolerate sexual harassment and will take prompt and reasonable action in response to instances of sexual harassment. Any employee, student, parent, or guardian having questions regarding the application of Title IX or the District's Title IX Sexual Harassment Grievance Process should discuss them with the Title IX Coordinator.

ISD 110 TITLE IX COORDINATOR

Jeni Super, Director of Human Resources
512 Industrial Boulevard
Waconia, Minnesota 55387
Telephone: (952) 442-0645
Email: TitleIXCoordinator@isd110.org

Questions relating solely to Title IX and its regulations may also be referred to the Assistant Secretary for Civil Rights of the United States Department of Education.

Title IX Sexual Harassment Grievance Process
Title IX Overview and Investigation Training Materials

Employment of Relatives

Waconia Public Schools is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to a potential for perceived or actual conflicts, such as favoritism, conflicts of interest, and family discord, which can be carried into the daily working relationship, Waconia Public Schools will hire relatives of persons currently employed only if candidates for employment will not be working directly for or supervising a relative.

"Relatives" are defined to include: father, mother, stepfather, stepmother, daughter, son, stepdaughter, stepson, foster son, foster daughter, husband, wife, son-in-law, daughter-in-law, great grandfather, great grandmother, grandfather, grandmother, brother, sister, stepbrother, stepsister, great grandson, great granddaughter, grandson, granddaughter, spouse's grandfather, spouse's grandmother, father-in-law, mother-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, or any member of the supervisor's household.

The hiring supervisor is responsible for ensuring compliance with this policy including monitoring changes in employee reporting relationships after initial hire to ensure continued compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor. No exception will be made to this policy without the consent of the Director of Human Resources.

This policy shall not be interpreted to restrict the rights of students to enroll in or be assigned to classes taught by family members.

Tutoring Services by Employees

Waconia Public Schools recognizes that tutorial support through direct instruction can be beneficial to students. Teachers are encouraged to assist students during class and on an individual basis as a part of their professional responsibilities.

As provided in the Code of Ethics for Minnesota Teachers, "A teacher shall not use professional relationships with students, parents, and colleagues to private advantage." Teachers shall not accept payment for tutoring services if that service may appear to be a conflict of interest. Teachers may not accept payment for providing tutoring services to a student that is assigned to them during the current school year.

Tutoring services for payment must occur outside of the contracted day. Teachers that provide tutoring services for payment are required to reserve their classroom or other building space through Community Education.

General Expense Reimbursement Guidelines

The employee expense reimbursement system is not to be used as an alternative to the normal district purchasing process. Employee expense claims may be denied if it is determined that the purchase should have been handled through the normal procurement process. To see the full Reimbursement Guidelines, click here. The school district's expense reimbursement policy can be found here.

To ensure accurate financial reporting and timely budget tracking, all employee expense and mileage reimbursement requests must be submitted quarterly according to the schedule below. Expenses submitted after the applicable deadline may not be eligible for reimbursement.

- **July 1 – Sept 30** Expenses: Due by October 15
- **Oct 1 – Dec 31** Expenses: Due by January 15
- **Jan 1 – March 31** Expenses: Due by April 15
- **April 1 – June 30** Expenses: Due by July 15

PAYROLL

Pay Dates

Employees are paid on the fifteenth day and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday, or a holiday, the payday will be the preceding work day. Employees wishing to change their withholding allowances or marital status should provide a completed W-4 form to the district's Payroll Specialist. W-4 forms are available on the school district's website. Hourly employees are required to track their hours worked in the school district's electronic timekeeping system.

Direct Deposit

~~Direct deposit is required for all employees and allows you to have your paycheck directly deposited into an account of your choosing on payday. Account changes can be made by contacting the district's Payroll Specialist.~~
Direct deposit is required for all employees and delivers pay directly to an account of your choice. Account changes can be made by contacting the Payroll Specialist. Under extenuating circumstances, an employee may request a temporary exception through the Payroll Department. Exceptions are evaluated case-by-case and are generally limited to a single pay period before direct deposit must resume.

Teachers Retirement Association (TRA)/Public Employees Retirement Association (PERA)
When you begin your employment with the Waconia School District, you also begin contributing to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period your contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf. Both employee and employer contributions are mandated by Minnesota law.

If you are interested in obtaining more information about your retirement account, then please use the following contact information:

Teachers Retirement Association
651-269-2409 or www.minnesotatra.org

Public Employees Retirement Association
651-296-7460 or www.mnpera.org

Specific information regarding work schedules, overtime and comp time can be found in work agreements on the school district website.

EMPLOYEE BENEFITS

Benefits Introduction
The Waconia School District provides an array of healthcare benefits to eligible employees including health, dental, vision, life and long-term disability insurance, and medical and daycare flexible spending accounts. Eligibility for and the school district's contribution towards these benefit plans are determined based on your specific employee group. Employee Insurance Cost Sheets can be found on the school district's website.

Benefits Plan Year
Insurance plans follow a July 1 through June 30 plan year. Payroll deductions for benefit plans are calculated based on the period of coverage. You may elect individual coverage or add eligible family members to your selected insurance plans. The cost of coverage in excess of the school district's

contribution is paid by payroll deduction. Payroll deductions for an employee's share of health and dental premiums are made on a pre-tax basis. The elected coverage must remain in effect for the entire plan year, unless the employee experiences a qualifying life event. A change in the election is only possible within thirty days of a qualifying life event that is consistent with the requested insurance change.

Health Insurance

The school district currently offers its eligible employees health insurance through Medica. Coverage is available upon the first date of eligible employment, but shall be effective only upon enrollment. The opportunity for enrollment is within the first thirty days of initial employment or within thirty days of a change in employment status due to a qualifying life event. A summary of benefits for the district's medical insurance plans can be found on the school district's website.

Dental Insurance

The school district currently offers its eligible employees dental insurance through Delta Dental of Minnesota. Coverage is available upon the first date of employment, but shall be effective only upon enrollment. The opportunity for enrollment is within the first thirty days of initial employment or within thirty days of a change in employment status due to a qualifying life event. A summary of benefits for the district's dental insurance plan can be found on the school district's website.

Vision Insurance (Materials Only)

Vision insurance (materials only) is available through EyeMed for eligible employees and their dependents. This benefit is 100% employee-paid via payroll deduction. A summary of benefits for the district's vision insurance plan can be found on the school district's website.

Group Life Insurance

The school district currently offers group life insurance to eligible employees through CIGNA. Employee-paid supplemental plans are also available. Eligibility and plan amounts are based on your specific employee group. Employee Insurance Cost Sheets can be found on the school district's website.

Long-Term Disability Insurance

The school district currently offers long-term disability insurance to eligible employees through New York Life (previously CIGNA). Under the plan, a disabled employee would receive 66.67% (up to a predetermined maximum) of their regular salary after a 90-day waiting period.

Flexible Spending Accounts (Medical and Dependent Care)

The school district currently offers both medical and dependent care flexible spending accounts to eligible employees. Eligible employees can elect to participate in these plans by setting aside money from their paychecks on a pre-tax basis to pay for certain eligible health care and dependent care expenses. The maximum annual elections are currently $3,400 for the health care account and $7,500 for the dependent care account. A summary of benefits for the district's flexible benefit accounts can be found on the school district's website.

403(b) Plan/Tax Sheltered Annuity (TSA) Plan

A 403(b) plan allows an employee to make pre-tax contributions from their paycheck into an account. You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, which usually occurs after you retire. Earnings and gains on amounts in your 403(b) account are not taxed until you withdraw them. Penalties for early withdrawal do occur if funds are withdrawn prior to the time allowed by the IRS.

All employees have the opportunity to enroll in the Waconia Public Schools 403(b) Plan. Matching contributions are available for some employees based on position and years of service. Information about the school district's approved vendors and financial advisors is available on the district's website. Matching contribution details can be found in the applicable employee work agreement.

Employee Assistance Program

The school district currently provides employees with access to an employee assistance program through AllOne Health. This benefit is provided to all benefit-eligible employees and their immediate family members. AllOne Health provides confidential counseling and referral services to help resolve personal problems that may be affecting your life at work or at home.

Skilled counselors are available 24 hours a day, 7 days per week including holidays, and can help with:

- Stress or burnout
- Financial concerns
- Relationship and family problems
- Alcohol or chemical dependency
- Work-related problems
- Parent-child difficulties
- Emotional problems

The "Work Life Wellness" page of the AllOne Health website contains articles, online assistance, and self-assessment tools that you may find helpful in achieving and maintaining a healthy work-life balance. Go to www.sandcreekeap.com and click on the Work Life Wellness Login tab to access this portion of the website.

User Name: Waconia

Continuation of Benefits: COBRA Rights

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and their dependents with the right to continue group insurance benefits provided under the employer's group health plan for limited periods of time under certain circumstances such as voluntary or involuntary employment loss. Qualified individuals are required to pay the entire premium for any coverage continued.

Lactation Rooms

Lactation rooms are available at each district building and offer a dedicated, private and comfortable space for breastfeeding employees to use to pump and collect their breast milk. An employee that needs to express breast milk during working hours may do so during normal break times. For time that may be needed beyond the usual break times, employees may work with their supervisor to schedule and make-up the additional time. Employees may reserve their building's lactation room on the district's Google calendar using the room designation "lactation room." The calendar has been preset to show "busy" as the purpose of the scheduled event; however, hovering over the time slot will show the creator's name. To remain anonymous, please ask your building's secretary to schedule the room on your behalf.

SCHOOL BOARD POLICY SUMMARIES

Below please find summaries of mandatory School Board policies. Full versions of these and all School Board policies are available on the school district's website under District Policies.

If any provision of this handbook conflicts with a collective bargaining agreement (CBA) or an individual employment contract, the terms of the CBA or contract will govern.

School Board policies and procedures are subject to change at any time.

Equal Employment Opportunity

The Waconia School District prohibits discrimination in any form on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, veteran status, or familial status. The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment. It is the responsibility of every school district employee to follow this policy.

The above paragraph is a summary of Board Policy 401

Public and Private Personnel Data/Protection and Privacy of Pupil Records

All student data maintained by a school district is private educational data under the law. Student data can only be provided to the student who is the subject of the data and his or her parents. Virtually all records maintained by a school district regarding students are private if they name the student or provide a basis for identifying a student. The willful violation of a student's privacy rights constitutes a misdemeanor offense and is grounds for employee discipline.

The District will comply with requests for public information as they are received in accordance with state and federal law and school district policy.

The above paragraph is a summary of Board Policy 406 and 515

Employee Publications, Instructional Materials, Inventions and Creations

The School District will identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for three years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, inventions, and/or creations, including domestic and foreign patents and copyrights.

The above paragraph is a summary of Board Policy 409

Family and Medical Leave Act of 1993

The Family and Medical Leave Act of 1993 (FMLA) requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family or medical reasons. Employees are eligible if they have worked for the District for at least 12 months and have worked a minimum of 1,250 hours during the 12 months prior to the requested leave.

The above paragraph is a summary of Board Policy 410

Harassment and Violence

It is the policy of the School District to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

The School District prohibits any form of harassment or violence. It shall be a violation of this policy for any employee to harass or inflict, or threaten to inflict, violence upon a pupil, teacher, administrator or other school personnel.

The School District will discipline or take appropriate action against any pupil, teacher, or administrator or other school personnel who is found to have violated this policy. The District prohibits retaliation against individuals who participate in the complaint process.

Any person who believes they have been the victim of harassment or violence, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this

policy, should report the alleged acts immediately to the building principal or their department supervisor. A person may report harassment or violence directly to the Director of Human Resources or Superintendent of Schools.

The above paragraph is a summary of Board Policy 413

Mandated Reporting of Child Neglect or Physical or Sexual Abuse

The State of Minnesota requires that school district employees who know or have reason to believe that a child or vulnerable adult is being neglected or physically or sexually abused must immediately report the information to the proper authorities. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment. Submission of a good faith report under Minnesota law and this policy will not adversely affect the employee reporter's employment.

The above paragraph is a summary of Board Policies 414 and 415

Drug and Alcohol Testing

All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed or alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed or alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed or alcohol are prohibited from entering or remaining on school district property.

Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

The above paragraph is a summary of Board Policy 416

Drug and Alcohol Free Workplace/Chemical Use and Abuse

Use of controlled substances, toxic substances, or alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

It shall be a violation of policy for any employee to use alcohol, toxic substances, or controlled substances in any school location. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

The above paragraph is a summary of Board Policies 417 and 418

Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

The Waconia School District is committed to providing a healthy, safe, and productive environment for employees. It shall be a violation of policy for any employee to smoke or use tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district. Employees who violate this policy shall be subject to discipline.

The above paragraph is a summary of Board Policy 419

Gifts to Employees and School Board Members

Employees may not solicit or accept any gift of greater than nominal value from students, parents, or individuals/organizations doing business with the district. Please consult administration for guidance before accepting any gift, as violations of this policy may lead to disciplinary action up to termination.

The above paragraph is a summary of Board Policy 421

Employee-Student Relationships

At all times, whether on or off duty and on or off of school district locations, students will be treated by school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board, or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors

and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

The above paragraph is a summary of Board Policy 423

License Status

It is the sole responsibility of each teacher to maintain a valid and current Minnesota teaching license appropriate for their specific assignment. While the school district conducts annual audits and will endeavor to notify you in writing if your license is within one year of expiration, the duty and responsibility of maintaining an appropriate teaching license as required by this policy shall remain with the teacher. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license. Failure to maintain active and appropriate licensure is grounds for immediate discharge from employment.

The above paragraph is a summary of Board Policy 424

Weapons Policy

No employee shall possess, use or distribute a weapon when in a school location except as provided for in Board policy. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge. When an employee violates the district's weapons policy, law enforcement may be notified.

The above paragraph is a summary of Board Policy 501

Bullying Prohibition

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

The school district will act to investigate all reported complaints of bullying. Consequences for employees who permit, condone, or tolerate bullying or engage in an act or reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination of employment.

The above paragraph is a summary of Board Policy 514

Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any education program or activity operated by the school district on the basis of sex.

The above paragraph is a summary of Board Policy 522

Internet and Technology Acceptable Use and Safety

The school district provides employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. A non-exhaustive list of unacceptable uses of the school district's computer system and Internet resources can be found in Board Policies 524-524.5.

The above paragraph is a summary of Board Policy 524

Hazing Prohibition

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated policy.

The above paragraph is a summary of Board Policy 526

Staff Notification of Violent Behavior by Students

To maintain a safe learning environment, any employee who becomes aware of a student with a history of violent behavior must immediately report this information to their building principal.

Prior to classroom placement, administration will provide confidential written notice to the student's assigned teachers (including substitutes) and other staff members with a legitimate educational interest. Notified staff may participate in administrative meetings to collaborate on safe management and intervention strategies, but must strictly protect the privacy of this sensitive student data..

The above paragraph is a summary of Board Policy 529

SCHOOL DISTRICT NOTICES

HIPAA Notice

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by Waconia Public Schools in any form, whether electronically, on paper, or verbally, are kept properly confidential. This Act gives you significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, Waconia Public Schools has prepared this explanation of how we are required to maintain privacy of your health information and how we may use and disclose your health information.

We may use and disclose your medical records only for each of the following purposes:

- Treatment – Providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include case management.

- Payment – Such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be adjudicating a claim and reimbursing a provider for an office visit.

- Health care operations – This includes business aspects of running our health plan, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example of this would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.

- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.

- The right to inspect and copy your protected health information.

- The right to amend your protected health information.

- The right to receive an accounting of non-routine disclosures of protected health information.

Waconia Public Schools has the obligation to provide and you have the right to obtain a paper copy of this notice from us every three (3) years.
Waconia Public Schools is required by law to maintain the privacy of your protected health information and to provide you with a notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of July 1, 2011 and we are required to abide by the terms of the Notice of HIPAA Privacy Rights currently in effect. We reserve the right to change the terms of the Notice of HIPAA Privacy Rights and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of HIPAA Privacy Rights from the Educational Services Center.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with Waconia Public Schools at the address below, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

For more information, contact:

Jeni Super, Privacy Officer
Waconia Public Schools
512 Industrial Blvd.
Waconia, MN 55387
952-442-0600

For more information about HIPAA or to file a complaint, contact:
U.S. Department of Health & Human Services Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
1-877-696-6775

Minnesota Paid Leave Notice

Purpose

Minnesota Paid Leave (MNPL) provides payments and job protections when you need time off to care for yourself or your family. MNPL eligibility is determined by the MN Department of Employment and Economic Development (DEED). MN Paid Leave is effective January 1, 2026.

Who is Covered / Eligibility

Most workers in Minnesota are covered by MNPL. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year. (See MN Department of Employment and Economic Development MN Paid Leave Eligibility page for current wage threshold.)

Qualifying Events & Duration

Waconia Public Schools will provide for the concurrent use of Minnesota Paid Leave and various paid and unpaid leaves available to employees. This includes, but is not limited to, Family and Medical Leave Act (FMLA), MN Pregnancy and Parenting Leave, MN Earned Safe and Sick Time (ESST) and Childcare leave.

Employees are eligible for the following:

- Up to 12 weeks of **Medical Leave** (for yourself) to take care of yourself due to a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of **Family Leave** (to care for someone else) to:
    - Bond with a child during birth, adoption, or foster placement
    - Care for a loved one with a serious health condition
    - Support a military family member called to active duty
    - Respond to certain personal safety issues such as domestic violence, sexual assault, stalking, or similar issues
- The combined maximum for medical and family leave cannot exceed 20 weeks per 12-month period.

- The 12-month period will be determined using a rolling 12-month period which starts on the first day the employee uses MNPL for a qualified reason.

All leaves under the program require documentation from a healthcare or service provider stating the medical necessity for leave. Except for a request for benefits for bonding leave, any request for benefits must be based on a single qualifying event lasting at least seven calendar days.

Wage Replacement & Funding

- The program provides partial wage replacement through the state (DEED). Benefit amounts are based on an employee's typical wages. For many employees, benefit amounts will range from approximately 55 % to 90 % of regular wages, up to a weekly maximum which is set at the State Average Weekly Wage. You can find an estimated paid leave payment calculator on the MN Paid Leave website.
- The program is funded via premiums. The premium rate for 2026 for all employees is 0.44 % of taxable wages. Waconia Public Schools will also pay a premium of 0.44%. The premium rate is subject to an annual adjustment.

Job Protection & Return to Work

- Employees who have been in their job at least 90 days upon return from leave, will be reinstated to their former position or an equivalent position.
- While the employee is on leave, medical, dental and life insurance coverage will continue as if the employee were actively working. Employees are responsible for paying their portion of the premiums via personal check to the school district. Payments must be received by the Business Office no later than the last day of the month preceding the month of coverage.
- Retaliation against an employee for use of MNPL is strictly prohibited by law.

Leave Coordination

MNPL will run concurrently with all federal, state and school district leave programs that provide the same or similar coverage. This includes, but is not limited to, Family and Medical Leave Act, MN Pregnancy and Parenting Leave, MN Earned Safe and Sick Time (ESST) and Childcare leave.

Supplemental Pay

Employees may not supplement/top off MN Paid Leave payments with other paid leave balances. Employees may choose to use school district paid leave balances in lieu of MN Paid Leave.

Intermittent leave

Intermittent leave for qualifying events may be taken in full day increments.

Employee Responsibilities

- Notify your supervisor as soon as you reasonably anticipate needing leave, providing sufficient information about the qualifying reason for leave.
- Complete a Request for Leave of Absence Form.
- Communicate with your supervisor about your expected return to work date and if circumstances change (such as needing additional leave).
- While on leave, you may be required to provide periodic updates about your status and expected return.

For inquiries related to MNPL, please contact Minnesota Paid Leave at 651-556-7777 or visit paidleave.mn.gov.

Asbestos Notice

In accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), Waconia Public Schools continues to implement an E.P.A. approved asbestos management plan. This plan has been developed to identify and manage asbestos containing materials within school buildings. The school district approaches this issue in a safe and proactive manner to ensure the health and safety of students, staff and other building occupants.

If you have questions regarding the district's asbestos management plan, it is on file at the Educational Services Center and is available for public viewing during normal business hours. If you have questions regarding this information, please contact the District Asbestos Program Manager Tim Bisek at (952) 442-0657.

WORKING ENVIRONMENT

Job Safety

Safety is important for all of us. Help prevent injury to yourself and others by observing general safety rules, removing hazards from your work space, and immediately reporting unsafe conditions to your supervisor. The District is committed to developing and maintaining a safe working environment.

It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions. This is not an exhaustive list, but it provides some ideas for ways to help keep you safe.

- Know the locations of exits, fire extinguishers, and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.

- Know the nearest location of First Aid materials.
- Immediately report any safety hazards to your supervisor.
- Be aware of your surroundings.

Workers' Compensation/Reporting Accidents

Workers' Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.

In order to avoid possible delays in processing workers' compensation claims, it is very important that all work-related injuries are reported immediately.

In the event of an injury, you should immediately contact your supervisor. If your supervisor is not available, then you should contact the school district's work injury hotline service directly. To be most beneficial, the call should be made as soon as possible after the injury occurs. A nurse will answer the call and speak with the supervisor first (if available) and then privately with the injured employee in order to complete the First Report of Injury form and discuss next steps.

★ SFM Work Injury Hotline: (855) 675-3501

For additional information about this process, please contact the Human Resources Department.

7.G. Community Education KidSpace Leads and Site Leads Work Agreement for 2026-2027	**Presenter:** Jeni Super, Director of Human Resources

Community Education KidSpace
School Board Recommendation

We are pleased to recommend the following work agreement changes for the 2026-2027 school year (one-year). Below is a detailed summary of information related to pay rate increases and insurance benefits. The proposed changes are within the financial parameters established by the ISD 110 school board.

The Community Education Kids' Company Leads, Site Leads, and One-on-One Assistants work agreement has been renamed to Community Education KidSpace Leads and Site Leads due to the program name change.

Language Revisions:

- Removed One-on-One Assistant position - no longer used
- Changed the full-time definition from 6 to 8 hours a day to be consistent with other 12 month work agreements
- Previously, employees were given an additional step after receiving a Bachelor's or Master's degree in an undefined field. Eligibility for an additional step advancement was amended to require an Associate's degree that is relevant to child care, education, or similar.

Work Agreement Changes:

- Hourly Pay Rate Increase: 5%
- Employee Step Advancement
- Medical Insurance Benefit District Contribution Increase: 10%

We value the dedication and contributions of Community Education KidSpace employees to Waconia Public School District and hope these updates reflect our commitment to them.

7.H. Resolution Relating to the Election of School Board Members and Calling the School District General Election (Roll Call Vote)

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No.110, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2026.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (84) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

General Election Ballot

Independent School District No. 110
Waconia Public Schools

November 3, 2026

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: ⬬.

School Board Member Vote for Up to Four

◯ Candidate U

◯ Candidate V

◯ Candidate W

◯ Candidate W

◯ _____
write-in, if any

◯ _____
write-in, if any

◯ _____
write-in, if any

◯ _____
write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of $1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than $1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

7.I.	Second Read Board Policies	
7.I.1.	**MSBA Model Policy Redlines (February 2026)**	
7.I.1.a.	701 Establishment and Adoption of School District Budget	**Presenter:** Pam Carman, Director of Finance and Operations

701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENTS

A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. ~~The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.~~ When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.

B. ~~The school district must maintain separate accounts to identify revenues and expenditures for each building.~~ Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.

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

D. Each year, the school district ~~shall~~ must publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current

year in the form prescribed by the Commissioner of the Minnesota Department of Education within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement ~~shall~~ must be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. ~~A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district.~~ At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes, section 123B.10.

E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.

F. The school district must also post the materials specified in Paragraph III.D. above in a conspicuous place on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.

B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.

D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

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

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

Policy Adopted: June 2004, November 2006
Revised September 2017, reviewed August 2020, revised September 2023, revised February 2025

Independent School District #110
Waconia, MN

7.I.1.b. 709 Student Transportation Safety

Presenter: Pam Carman, Director of Finance and Operations

June 2025 Edits November 2025 Edits February 2026 Edits

709 STUDENT TRANSPORTATION SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

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

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

   a. transportation by school bus is a privilege, not a right;

   b. school district policies for student conduct and school bus safety;

   c. appropriate conduct while on the bus;

   d. the danger zones surrounding a school bus;

   e. procedures for safely boarding and leaving a school bus;

   f. procedures for safe vehicle lane crossing; and

   g. school bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the

second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.

5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.

8. The school district shall adopt and make available for public review a curriculum for transportation safety education.

9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required

a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.

b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

(1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and

(2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.

(3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

[NOTE: The 2024 Minnesota legislature enacted this provision.]

The following edit was presented to Policy Committee Oct. 2025, at that time was approved to move to a first read, however MSBA added additional redlines so the policy is being presented to committee with both old and new MSBA edits.

~~2. Deadlines.~~

~~a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.~~

~~b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.~~

~~c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.~~

~~d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.~~

[NOTE: The 2025 Minnesota legislature repealed Minnesota Statutes, section 123B.935, subdivision 2, which set forth the language deleted above.]

3. Instruction

a. The school district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.

b. Respect the property of others while waiting at your bus stop.

c. Keep your arms, legs, and belongings to yourself.

d. Use appropriate language.

e. Stay away from the street, road, or highway when waiting for the

bus.

f. Wait until the bus stops before approaching the bus.

g. After getting off the bus, move away from the bus.

h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

i. No fighting, harassment, intimidation, or horseplay.

j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

a. Immediately follow the directions of the driver.

b. Sit in your seat facing forward.

c. Talk quietly and use appropriate language.

d. Keep all parts of your body inside the bus.

e. Keep your arms, legs, and belongings to yourself.

f. No fighting, harassment, intimidation, or horseplay.

g. Do not throw any object.

h. No eating, drinking, or use of alcohol, tobacco, or drugs.

i. Do not bring any weapons or dangerous objects on the school bus.

j. Do not damage the school bus.

4. Consequences

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

(1) Elementary (K-6)

1st offense – warning
2nd offense – 3 school-day suspension from riding the bus
3rd offense – 5 school-day suspension from riding the bus
4th offense – 10 school-day suspension from riding the bus/meeting with parent
Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning
2nd offense – 5 school-day suspension from riding the bus
3rd offense – 10 school-day suspension from riding the bus
4th offense – 20 school-day suspension from riding the bus/meeting with parent
5th offense – suspended from riding the bus for the remainder of the school year

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

(3) Other Discipline

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

(4) Records

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

(5) Vandalism/Bus Damage

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

(6) Notice

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

(7) Criminal Conduct

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

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

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

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;

3. Communicate safety concerns to their school administrators;

4. Monitor bus stops, if possible;

5. Have their children to the bus stop 5 minutes before the bus arrives;

6. Have their children properly dressed for the weather; and

7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

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

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;

2. reckless driving;

3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in

Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

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

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

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

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph ~~Section~~ VII.C.1.b.,

below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

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

1. Safely operate the type of school bus the driver will be driving;

2. Understand student behavior, including issues relating to students with disabilities;

3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;

4. Know and understand relevant laws, rules of the road, and local school bus safety policies;

5. Handle emergency situations; and

6. Safely load and unload students.

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

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota ~~Department of Public Safety~~ Model School Bus Driver Training Program ~~Manual~~.

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Subparagraph ~~Section~~ VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

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

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to

meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

    a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

    b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

    c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

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

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:

a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:

(1) safe operation of a type III vehicle;

(2) understanding student behavior, including issues relating to students with disabilities;

(3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

(4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

(5) handling emergency situations;

(6) proper use of seat belts and child safety restraints;

(7) performance of pretrip vehicle inspections;

(8) safe loading and unloading of students, including, but not limited to:

(a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

(b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

(c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;

(d) placing the type III vehicle in "park" during loading and unloading;

(e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with ~~p~~Paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statute section 122A.18, subdivision 8, or Minnesota Statute section 123B.03 for school district employees; Minnesota Statute section 144.057 or Minnesota Statute Chapter 245C for day care employees; or Minnesota Statute section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minnesota Statute section 171.321, subdivision 2.

e. The operator's employer requires preemployment drug testing of

applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statute section 181.951, subdivision 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statute section 171.321, subdivision 5.

g. A person who sustains a conviction, as defined under Minnesota Statute section 609.02, of violating Minnesota Statute section 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statute sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

i. A person who sustains a conviction, as defined under Minnesota Statute section 609.02, of a moving offense in violation of Minnesota Statute Chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minnesota Statute section 123B.90, subdivision 2 (see Paragraph ~~section~~ above.)

k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statute section 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

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

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

   a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

   b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.

   c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.

   d. The operator has submitted to a background check and physical examination as required by Minnesota Statute section 171.321, subdivision 2.

   e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statute section 171.02, subdivisions 2a(h) - 2a(j).

   f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.

   g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.

3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota ~~Department of Public Safety~~ Model School Bus Driver Training Program ~~Manual~~. This includes procedures in the event of a crash (accident).

C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability ~~their handicapping condition~~ shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of a disability ~~their handicapping condition~~. The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

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

B. All school vehicles shall be state inspected in accordance with legal requirements.

C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

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

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

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

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

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

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative

Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. §181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References:
MSBA/MASA Model Policy 416 (Drug~~,~~ ~~and~~ Alcohol, and Cannabis Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)

MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Resources: Minnesota Department of Public Safety; School Bus Resources (accessed 10/12/25)
National Highway Traffic Safety Administration: Guideline for the Safe Transportation of Pre-School Age Children in School Buses (Feb. 1999) (accessed 10/12/25)

Policy Adopted: April 2004, April 2007, November 2008
Revised: September 2020, September 2023, January 2025
Independent School District 110
Waconia, MN

7.I.1.c. 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources	**Presenter:** Pam Carman, Director of Finance and Operations

721 PROCUREMENT POLICY ~~UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES~~

[Note: School districts are required by the federal Uniform Grant Guidance (UGG) regulations, 2 Code of Federal Regulations Part 200, to have the policies ~~which~~ that establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs ($250,000) and micro-purchases ($10,000). In addition, school districts must comply with Minnesota laws on procurement.]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district. This policy also seeks to ensure compliance with Minnesota procurement laws governing school districts.

II. DEFINITIONS

[NOTE: In October 2024, MSBA updated Article II to ensure that the definitions are presented in alphabetical order. School districts may choose whether to adopt this change.]

A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations section 200.431 (Compensation - Fringe Benefits).

B. "Competitive procurement process" means a process for procurement by sealed bids or by proposals under Minnesota Statutes, section 471.345.

C. "Contract" means a legal instrument by which the school district ~~a non-federal entity~~ purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations Part 200, does not include a legal instrument, even if the school district ~~a non-federal entity~~ considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

~~C~~D. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded

activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

~~D~~E. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the school district ~~a non-federal entity~~ for financial statement purposes, or $5,000.

~~E~~F. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. below ~~of this definition~~:

1. a. The federal financial assistance that ~~a non-federal entity~~ school district receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 ~~(Applicability)~~; or

   b. The cost-reimbursement contract under the federal Acquisition Regulations that the school district ~~a non-federal entity~~ receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 ~~(Applicability)~~.

2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2~~b~~) of the definition of Federal financial assistance in 2 Code of Federal Regulations ~~section~~ 200.140 ~~(Federal Financial Assistance),~~ or the cost-reimbursement contract awarded under the federal Acquisition Regulations.

3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

~~F~~G. "Grants" includes

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).

2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All requirements outlined in this policy apply to both direct grants and state-administered grants.]

~~G~~H. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

~~H~~I. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations section 200.431(g) for retirees and their spouses, dependents, and survivors.

~~I~~J. "Severance pay" is a payment in addition to regular salaries and wages by the ~~non-federal entities~~ school district to workers whose employment is being terminated.

~~Procurement Methods~~ [moved to III.]

1. ~~"Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally $10,000, except as otherwise discussed in 48 Code of Federal Regulations Subpart 2.1 or as periodically adjusted for inflation).~~

   ~~**[Note: Minnesota school districts may choose to increase their federal micro-purchase threshold to $25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold and the justification for using the higher threshold. Acceptable reasons for justification must meet one of the following criteria: (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal Regulations section 200.520; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]**~~

2. ~~"Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than $175,000 (periodically adjusted for inflation).~~

   ~~[NOTE: Despite the federal government's increase in the dollar cap for small purchases, Minnesota law limits the cap to $175,000.]~~

3. ~~"Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.~~

~~4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.~~

~~5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.~~

~~J~~K. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

~~"Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.~~

~~K~~. ~~"Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.~~ [moved to J.]

~~L~~. ~~"Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.~~ [moved to K.]

III. ~~Procurement Methods~~ PROCUREMENT METHOD OPTIONS

~~1~~A. ~~"~~Procurement by micro-purchase~~"~~

~~is t~~The acquisition of supplies or services when~~,~~ the aggregate dollar amount of the procurement transaction ~~which~~ does not exceed the micro-purchase threshold (generally $10,000, except as otherwise discussed in 48 Code of Federal Regulations ~~S~~subpart 2.1 or as periodically adjusted for inflation).

[Note: Minnesota school districts may choose to increase their federal micro-purchase threshold to $25,000, which would align with the Minnesota limit. School districts choosing to adopt this increase must annually certify the higher threshold. The annual certification must include a ~~and the~~ justification, clear identification of the threshold, and supporting documentation of any of the following: ~~for using the higher threshold. Acceptable reasons for justification must meet one of the following criteria:~~ (1) a qualification as a low-risk auditee, in accordance with the criteria established in 2 Code of Federal

Regulations section 200.520 for the most recent audit; (2) an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or (3) a higher threshold consistent with state law.]

~~2~~B. ~~"~~Procurement by small purchase procedures~~"~~

This procurement method may be used when the value of the procurement transaction does not exceed the federal simplified acquisition threshold and is within the state threshold of $175,000. ~~are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than $175,000 (periodically adjusted for inflation).~~

[NOTE: Despite the federal government's increase in the dollar cap for small purchases to $250,000, Minnesota Statutes, section 471.345 ~~law~~ limits the cap for small purchase procedures to $175,000.]

~~3~~C. ~~"~~Procurement by sealed bids (formal advertising)~~"~~

This procurement method involves ~~is~~ a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

4D. ~~"~~Procurement by competitive proposals~~"~~

This procurement method is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.

~~5~~E. ~~"~~Procurement by noncompetitive proposals~~"~~

This ~~is~~ procurement method involves ~~through~~ solicitation of a proposal from only one source.

[NOTE Article IV. on Conflict of Interest has been moved to Article XI. to create a seamless set of Articles regarding procurement.]

~~**CONFLICT OF INTEREST**~~

~~A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate~~

~~family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.~~

~~B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.~~

~~C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.~~

IV. ~~ACCEPTABLE METHODS OF~~ GENERAL PROCUREMENT STANDARDS

A. ~~General Procurement Standards~~. The school district must use its own documented procurement procedures ~~which~~ that reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered.

H. Thresholds for Employee Purchases

The superintendent and/or director of finance and operations in conjunction with the school board, is responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, all contracts must be approved by the board, except as otherwise provided in this policy.

Individual school district employees may incur expenditures in the following amounts without prior board approval so long as such expenditures are consistent with the school board-approved budget, provided that in all cases the school board retains authority to disapprove any expenditure for any reason at its sole discretion:

1. Any school district employee may make a purchase for use in connection with school district operations when the expenditure is less than $1,000 and is consistent with this policy's requirements.

2. In addition to the foregoing, the following school district employees may execute a purchase or procurement that requires the expenditure of up to the following amounts:

a. Superintendent: Up to $25,000.

b. Director of Finance and Operations Up to $25,000.

[NOTE: The school board has the authority to determine whether to adopt Subparagraph H.2. In addition, the board may determine the employees to be included and the expenditure amounts to be authorized.]

V. PROCUREMENT METHODS WHEN USING STATE FUNDS

~~Methods of Procurement.~~ The school district must use one of the following methods of procurement when using state funds:

A. Procurements for $25,000 or less

If the amount of the contract is estimated to be $25,000 or less, the contract may be made either upon quotation or in the open market, in the school district's discretion. If the contract is made upon quotation it shall be based, so far as practicable, on at least two (2) quotations which shall be kept on file for a period of at least one (1) year after their receipt.

Alternatively, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Procurements for $25,000 or less also may be conducted by micro-purchase.

B. Procurements Exceeding $25,000 but not $175,000

1. Sealed Bids or Direct Negotiation

If the amount of the contract is estimated to exceed $25,000 but not to exceed $175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two (2) or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one (1) year after receipt thereof.

2. Best Value Alternative

As an alternative to the procurement method described in Subparagraph B.1 above, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statues, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

C. Procurements Exceeding $175,000

If the amount of the contract is estimated to exceed $175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing school district contracts.

Procurement by Sealed Bids

Procurement by sealed bids means a process in which bids are publicly solicited and a firm fixed price contract by lump sum or unit price is awarded to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation for bids, is the lowest in price. If sealed bids are used, the following

requirements apply:

1. bids must be solicited from an adequate number of qualified sources, providing bidders sufficient response time prior to the date set for opening bids;

2. the invitation for bids, which includes any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

3. all bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;

4. a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that the discounts are usually taken advantage of;

5. any or all bids may be rejected if there is a sound document reason; and

6. in order for a sealed bid to be feasible, the following conditions must be present:

   a. a complete, adequate, and realistic specification or purchase description is available;

   b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and

   c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the price.

D. Procurement by Proposals

"Procurement by proposals" means a process in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

1. requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

2. the school district must have a written method for conducting technical evaluations of the proposals received and for making selections; and

3. contracts must be awarded to the responsible offeror whose proposal is most advantageous to the school district, with price and other factors considered.

VI. PROCUREMENT METHODS WHEN USING FEDERAL FUNDS

A. Procurement by Competitive Proposals

This is a procurement method used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract.

~~1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.~~

~~2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.~~

~~3. Procurement by sealed bids (formal advertising).~~

~~4. Procurement by competitive proposals.~~ If this method is used, the following requirements apply:

~~a~~1. ~~Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical~~ Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered;

~~b~~2. Proposals must be solicited from an adequate number of qualified sources;

~~c~~3. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

~~d~~4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

~~e~~5. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

~~5~~B. Procurement by ~~n~~Noncompetitive ~~p~~Proposals~~.~~

Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:

1~~a~~. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold; ~~The item is available only from a single source;~~

2~~b~~. The item is available only from a single source;

3~~c~~. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

4~~d~~. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or

5~~e~~. After solicitation of a number of sources, competition is determined inadequate.

~~I~~C. Competition~~.~~

1. All procurement transactions under the Federal award must be conducted in a manner that provides full and open competition and is consistent with the standards of 2 Code of Federal Regulations, sections 200.319 and .320.

2. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

a. are made in accordance with 2 Code of Federal Regulations, section 200.319(b);

~~1~~b. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

~~2~~c. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

~~J~~D. The school district must ensure that all prequalified lists of persons, firms, or products ~~which are~~ used in ~~acquiring goods and services~~ procurement transactions are current and include enough qualified sources to ensure maximum open ~~and free~~ competition. When establishing or amending prequalified lists, the school district must consider objective factors that evaluate price and cost to maximize competition. ~~Also, t~~The school district must not preclude potential bidders from qualifying during the solicitation period.

~~K~~E. ~~Non-federal entities are~~ The school district is prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed $25,000.

~~L~~F. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered

covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.

G. Managing Property and Equipment and Safeguarding Assets

~~V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS~~

~~A.~~ 1. Property Standards~~.~~

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to other property owned by the school district ~~non-federal entity~~. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations sections 200.311, 200.314, and 200.315.

~~B.~~ 2. Managing Equipment

~~Management requirements.~~ Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

~~1~~a. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

~~2~~b. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two (2) years.

~~3~~c. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

~~4~~d. Adequate maintenance procedures must be developed to keep property in good condition.

~~5~~e. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

~~C~~H. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;

2. Information that the federal agency or pass-through entity designates as sensitive; and

3. Other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

[NOTE: See 2 Code of Federal Regulations 200.303, which establishes internal controls that the school district must implement.]

VII. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management.

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and ~~the~~ tracking ~~of funds to a level of~~ expenditures adequate to establish that ~~such~~ funds have been used ~~according to the~~ in accordance with federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment~~.~~

The school district must be paid in advance, provided it maintains or demonstrates

the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control and accountability.

Advance payments to the ~~a~~ school district must be limited to the minimum amounts needed and be timed ~~to be in accordance~~ with ~~the~~ actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the school district ~~non-federal entity~~ for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls~~.~~

The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should align with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with the ~~United States Constitution,~~ federal statutes, regulations, and the terms and conditions of the federal award.

The school district must evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information and other information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VIII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. "Advance payment" means a payment that a federal ~~awarding~~ agency or passthrough entity makes by any appropriate payment mechanism, ~~including a predetermined payment schedule, before~~ and payment method before the school district ~~non-federal entity~~ disburses the funds for program purposes.

~~"Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.~~

2. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.

~~"Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html.~~

3. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). ~~EDGAR can be accessed at: http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html.~~

~~"Omni Circular" or "2 Code of Federal Regulations, Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.~~

4. "Omni Circular" ~~or~~ "(also known as 2 Code of Federal Regulations, Part 200~~s~~" or "Uniform Administrative Requirements, Cost Principles, and

Audit Requirements for Federal Awards," or the Uniform Grant Guidance) means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

~~"Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.~~

C. Allowable Costs~~.~~

The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200, subpart E~~s~~ under specific conditions (review the specific part of 2 Code of Federal Regulations 200, subpart E for allowability requirements for the specific cost):

1. ~~Advisory councils~~ Advertising and public relations;

2. ~~Audit costs and related services~~ Advisory councils;

3. ~~Bonding costs~~ Audit costs and related services;

4. ~~Communication costs~~ Bonding costs;

5. Compensation - ~~for~~ personal services;

6. ~~Depreciation and use allowances~~ Compensation – fringe benefits;

7. ~~Employee morale, health, and welfare costs~~ Conferences;

8. ~~Equipment and other capital expenditures~~ Contingency provisions;

9. ~~Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs~~ Depreciation;

10. ~~Insurance and indemnification~~ Employee health, and welfare costs;

11. ~~Maintenance, operations, and repairs~~ Equipment and other capital expenditures;

12. ~~Materials and supplies costs~~ Gains and losses on disposition of depreciable;

13. ~~Meetings and conferences~~ Insurance and indemnification;

14. ~~Memberships, subscriptions, and professional activity costs~~ Intellectual

property;

15. ~~Security costs~~ Maintenance, and repair costs;

16. ~~Professional service costs~~ Materials and supplies costs, including costs of computing devices;

17. ~~Proposal costs~~ Memberships, subscriptions, and professional activity costs;

18. ~~Publication and printing costs~~ Organization costs;

19. ~~Rearrangement and alteration costs~~ Participant costs;

20. ~~Rental costs of building and equipment~~ Plant and security costs;

21. ~~Training costs; and~~ Pre-award costs;

22. ~~Travel costs.~~ Professional service costs;

23. Proposal costs;

24. Publication and printing costs;

25. Rearrangement and reconversion costs;

26. Recruiting costs;

27. Relocation costs of employees;

28. Rental costs of buildings and equipment;

29. Scholarships, student aid costs, and tuition remission;

30. Specialized service facilities;

31. Taxes;

32. Telecommunication and video surveillance costs;

33. Termination and standard closeout costs;

34. Training and education costs;

35. Transportation costs;

36. Travel costs.

D. Costs Forbidden by Federal Law~~.~~

2 Code of Federal Regulations, Part 200~~s~~ and EDGAR identify certain costs that may never be paid with federal funds. The ~~following~~ list below provides examples

of such costs. If a cost is on this list, it may not be supported with federal funds unless an exception exists (review the specific part of 2 Code of Federal Regulations 200, subpart E for possible exceptions to unallowable costs). The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, Part 200s, subpart E; thus, the following list is not exhaustive:

1. ~~Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs~~ Alcoholic beverages;

2. ~~Alcoholic beverages~~ Bad debts;

3. ~~Bad debts~~ Contingency provisions (with limited exceptions);

4. ~~Contingency provisions (with limited exceptions)~~ Contributions and donations;

5. ~~Fundraising and investment management costs (with limited exceptions)~~ Entertainment (with limited exception);

6. ~~Donations~~ Fines, penalties, damages, and other settlements;

7. ~~Contributions~~ Fundraising and investment management costs (with limited exceptions);

8. ~~Entertainment (amusement, diversion, and social activities and any associated costs)~~ General costs of government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));

9. ~~Fines and penalties~~ Goods or services for personal use;

10. ~~General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs))~~ Interest (except interest specifically stated in 2 Code of Federal Regulations, section 200.449 as allowable);

11. ~~Goods or services for personal use~~ Lobbying;

12. ~~Interest, except interest specifically stated in 2 Code of Federal Regulations section 200.441 as allowable~~ Losses on other Federal awards or contracts;

13. ~~Religious use~~ Selling and marketing;

14. ~~The acquisition of real property (unless specifically permitted by~~

~~programmatic statute or regulations, which is very rare in federal education programs)~~ Student activity costs;

15. ~~Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and~~ Religious use;

16. ~~Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.~~ The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);

17. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and

18. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of the program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.

2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.

3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

~~1.~~ The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes ~~five~~ core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

~~a~~1. Necessary for the proper and efficient performance or administration of the program.

~~b~~2. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.

~~c~~3. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.

~~d~~4. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.

~~e~~5. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules~~.~~

The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.

2. Many state-administered programs require school districts local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the "supplement, not supplant" provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three (3) situations:

a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.

b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.

c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.

4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.

2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions.

Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Reduction in Aid

If the school district makes a purchase without a procurement policy adopted by the school board or makes a purchase not in conformity with the school district's procurement policy, the Commissioner may reduce that school district's state aid in an amount equal to the purchase.

L. Property, Financial Investments, and Contracting

The school district is subject to and must comply with Minnesota Statutes, sections 15.054 and 118A.01 to 118A.06 governing government property and financial investments and sections 471.38, 471.391, 471.392, and 471.425 governing municipal contracting.

M. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729-3733).

The disclosure must be made in writing to the DOE ~~Federal agency~~, MDE, and the ~~agency's~~ MDE Office of Inspector General~~, and Pass-through entity~~ (if applicable). School districts are also required to report matters related to ~~recipient~~ school district integrity and performance in accordance with Appendix XII 2 Code of Federal Regulations, part 200. ~~of this part.~~ Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

~~VIII~~IX. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written school district policy of the school district consistently applied to both federal and non-federal activities; and

2. Follows an appointment made in accordance with ~~a~~ the school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, ~~a~~ the school district must follow its written non-federal, entity wide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave~~.~~

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

a. They are provided under established written leave policies;

b. The costs are equitably allocated to all related activities, including federal awards; and

c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the school district's written policies ~~of the school district~~.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established school district written policies ~~of the school district~~.

6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;

2. Allowable under the cost principles set forth in the Uniform Grant Guidance;

3. Consistent with the school district's cost accounting practices and school district policy; and

4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

~~E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.~~

~~F~~E. Travel Costs~~.~~

Under 2 Code of Federal Regulations, section 200.475, travel costs include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis ~~in lieu of actual costs incurred~~, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip.~~, and results in charges~~ The method used must be consistent with those normally allowed in like circumstances in the school district's ~~non-federally funded~~ other activities and in accordance with the school district's ~~reimbursement~~ established written policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and

otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations as a result of ~~according to~~ the school district's written policy ~~reimbursement and/or travel policies~~.

In addition, when costs are charged directly to the federal award, documentation must justify that ~~the following~~:

1. Participation of the individual is necessary to the federal award; and

2. The costs are reasonable and consistent with the school district's established ~~travel~~ written policy.

Temporary dependent care costs above and beyond regular dependent care ~~that directly results from travel to conferences is~~ are allowable provided that these costs are:

1. A direct result of the individual's travel for the federal award;

2. Consistent with the school district's ~~documented travel~~ established written policy for all school district travel; and

3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 Code of Federal Regulations section ***200.20~~8~~7 (Specific Conditions).***

If the DOE or MDE determines that noncompliance cannot be remedied by imposing ~~additional~~ specific conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: (1) Temporarily withhold ~~cash~~ payments until the school district takes corrective action; ~~pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE;~~ (2) Disallow (that is, deny both use of funds and any applicable matching credit for) ~~all or part of the~~ costs for all or part of the activity associated with the noncompliance ~~or action not in compliance~~; (3) Wholly or partly suspend or terminate the federal award; (4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations ***Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); (5) Withhold further federal awards (new awards or continuation funding) for the project or program; and/or (6) Take other remedies that may be legally available.]***

X. SUBRECIPIENT MONITORING

[NOTE: MDE auditors have stated that subrecipient monitoring must be covered in policy.]

A. The school district will:

1. Verivy that the subrecipient is not excluded or disqualified in accordance with 2 Code of Federal Regulations, section 180.300. Verification methods are provided in section 180.300, which include confirming in SAM.gov that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving federal funds.

2. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information provided below. A pass-through entity must provide the best available information when some of the information below is unavailable. A pass-through entity must provide the unavailable information when it is obtained.

a. Required information includes:

(1) Federal award identification

i. Subrecipient's name (must match the name associated with its unique entity identifier);

ii. Subrecipient's unique entity identifier;

iii. Federal Award Identification Number (FAIN);

iv. Federal Award Date;

v. Subaward Period of Performance Start and End Date;

vii. Amount of Federal Funds Obligated in the subaward;

viii. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity, including the current financial obligation;

ix. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;

x. Federal award project description, as required by the Federal Funding Accountability and Transparency Act (FFATA);

xi. Name of the Federal agency, pass-through entity, and contact information for awarding official of the

pass-through entity;

xii. Assistance Listings title and number; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement;

xiii. Identification of whether the federal award is for research and development; and

xiv. Indirect cost rate for the federal award (including if the de minimis rate is used in accordance with 2 Code of Federal Regulations, section 200.414).

(2) All requirements of the subaward, including requirements imposed by Federal statutes, regulations, and the terms and conditions of the Federal award;

(3) Any additional requirements that the pass-through entity imposes on the subrecipient for the pass-through entity to meet its responsibilities under the Federal award. This includes information and certifications (see 2 Code of Federal Regulations, section 200.415) required for submitting financial and performance reports that the pass-through entity must provide to the federal agency;

(4) Indirect cost rate:

(5) A requirement that the subrecipient permit the pass-through entity and auditors to access the subrecipient's records and financial statements for the pass-through entity to fulfill its monitoring requirements; and

(6) Appropriate terms and conditions concerning the closeout of the subaward.

3. Evaluate each subrecipient's fraud risk and risk and risk of noncompliance with a subaward to determine the appropriate subrecipient monitoring described in 2 Code of Federal Regulations, section 200.332, paragraph (f). When evaluating a subrecipient's risk, a pass-through entity should consider the following:

a. The subrecipient's prior experience with the same or similar subawards;

b. The results of previous audits. This includes considering whether

or not the subrecipient receives a Single Audit in accordance with 2 Code of Federal Regulations, part 200, subpart F and the extent to which the same or similar subawards have been audited as a major program;

c. Whether the subrecipient has new personnel or new or substantially changed systems; and

d. The extent and results of any federal agency monitoring (for example, if the subrecipient also receives federal awards directly from the federal agency).

4. If appropriate, consider implementing specific conditions in a subaward as described in 2 Code of Federal Regulations, section 200.208 and notify the Federal agency of the specific conditions.

5. Monitor the activities of a subrecipient as necessary to ensure that the subrecipient complies with Federal statutes, regulations, and the terms and conditions of the subaward. The pass-through entity is responsible for monitoring the overall performance of a subrecipient to ensure that the goals and objectives of the subaward are achieved. In monitoring a subrecipient, a pass-through entity must:

a. Review financial and performance reports.

b. Ensure that the subrecipient takes corrective action on all significant developments that negatively affect the subaward. Significant developments include Single Audit findings related to the subaward, other audit findings, site visits, and written notifications from a subrecipient of adverse conditions which will impact their ability to meet the milestones or the objectives of a subaward, a subrecipient must provide the pass-through entity with information on their plan for corrective action and any assistance needed to resolve the situation.

c. Issue a management decision for audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as require by 2 Code of Federal Regulations, section 200.521.

d. Resolve audit findings specifically related to the subaward. However, the pass-through entity is not responsible for resolving cross-cutting audit findings that apply to the subaward and other Federal awards or subawards. If a subrecipient has a current Single Audit report and has not been excluded from receiving Federal funding (meaning, has not been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant agency for

audit or oversight agency for audit to perform audit follow-up and make management decisions related to cross-cutting audit findings in accordance with 2 Code of Federal Regulations, section 200.513(a)(4)(viii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.

6. Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in 2 Code of Federal Regulations, section 200.332, paragraph (c)), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

   a. Providing subrecipients with training and technical assistance on program-related matters;

   b. Performing site visits to review the subrecipient's program operations; and

   c. Arranging for agreed-upon-procedures engagements as described in 2 Code of Federal Regulations, section 200.425.

7. Verify that a subrecipient is audited as required by 2 Code of Federal Regulations, part 200, subpart F.

8. Consider whether the results of a subrecipient's audit, site visits, or other monitoring necessitate adjustments to the pass-through entity's records.

9. Consider taking enforcement action against noncompliant subrecipients as described in 2 Code of Federal Regulations, section 200.339 and in program regulations.

XI. CONFLICT OF INTEREST

A. ~~Employee Conflict of Interest.~~ Standards of Conduct

The school district will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

~~A~~B. No employee, officer, ~~or~~ agent, or board member may participate in the selection, award, or administration of a contract supported by a federal award if he or she

has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, ~~or~~ agent, or board member, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, ~~and~~ agents, and board members of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, ~~or~~ agents, or board members of the school district. Disciplinary actions may be undertaken pursuant to the school district's Discipline, Suspension, and Dismissal of School Employees policy.

[Note: The Minnesota Department of Education confirmed that the "written standards of conduct" required under 2 Code of Federal Regulations, section 200.318(c)(1) may appear in this policy, another policy and/or in an employee handbook. School boards may decide whether to adopt this section or address written standards of conduct elsewhere.]

~~B~~C. Organizational Conflicts of Interest~~.~~

If the school district has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the school district must maintain written standards concerning organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, ~~T~~the school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization. ~~because of relationships with a parent company, affiliate, or subsidiary organization.~~

~~C~~D. Disclosing Conflicts of Interest~~.~~

The school district ~~must~~ will disclose in writing any potential conflict of interest to MDE in accordance with ~~applicable~~ established federal awarding agency policy.

Legal References:
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 16C.28 (Contracts; Awards)
Minn. Stat. § 118A.01-.06 (Deposit and Investment of Local Public Funds)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.38 (Claims)

Minn. Stat. § 471.391 (Declaration Form)
Minn. Stat. § 471.392 (Penalty)
Minn. Stat. § 471.425 (Prompt Payment of Local Government Bills)
18 U.S.C. (Crimes and Criminal Procedures)
31 U.S.C. §§ 3729-3733 (False Claims)
2 C.F.R. § 180.215 (Which Nonprocurement Transactions are Not Covered Transactions)
2 C.F.R. § 180.300 (What Must I Do before I Enter Into a Covered Transaction with Another Person at the Next Lower Tier?)
2 C.F.R. § 200 Subpart E (Cost Principles)
2 C.F.R. § 200 Subpart F (Audit Requirements)
2 C.F.R. § 200.1 (Definitions~~; Capital Assets~~)
2 C.F.R. § 200.101 (Applicability)
2 C.F.R. § 200.112 (Conflict of Interest)
2 C.F.R. § 200.113 (Mandatory Disclosures)
2 C.F.R. § 200.205 (d) (Federal Awarding Agency Review of Merit of Proposals)
2 C.F.R. § 200.208 (Specific Conditions)
2 C.F.R. § 200.214 (Suspension and Debarment)
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
2 C.F.R. § 200.302 (Financial Management)
2 C.F.R. § 200.303 (Internal Controls)
2 C.F.R. § 200.305(b)(1) (Federal Payment)
2 C.F.R. § 200.310 (Insurance Coverage)
2 C.F.R. § 200.311 (Real Property)
2 C.F.R. § 200.312 (Federally-owned and Exempt Property)
2 C.F.R. § 200.313(d) (Equipment)
2 C.F.R. § 200.314 (Supplies)
2 C.F.R. § 200.315 (Intangible Property)
2 C.F.R. § 200.318 (General Procurement Standards)
2 C.F.R. § 200.319~~(c)~~ (Competition)
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
2 C.F.R. § 200.328 (Financial Reporting)
2 C.F.R. § 200.332 (Requirements for Pass-Through Entities)
2 C.F.R. § 200.339 (Remedies for Noncompliance)
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.413 (Direct Costs)
2 C.F.R. § 200.414 (Indirect Costs)
2 C.F.R. § 200.415 (Required Certifications)
2 C.F.R. § 200.425 (Audit Services)
2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)

2 C.F.R. § 200.474 (Transportation Costs)
2 C.F.R. § 200.475 (Travel Costs)
2 C.F.R. § 200.513 (Responsibilities)
2 C.F.R. § 200.521 (Management Decisions)
45 C.F.R. § 75.2 (Definitions)
45 C.F.R. § 75.317 (Insurance Coverage)
45 C.F.R. § 75.320 (Equipment)
48 C.F.R. § Subpart 2.1 (Definitions)

Cross References:
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

Resources:
Minnesota Department of Education (MDE): Procurement Handbook [January 8, 2025] (accessed 01/07/26)
MDE: Competitive Proposal Method [April 2020] (accessed 01/07/26)
Office of Management and Budget: OMB Guidance for Federal Financial Assistance (Uniform Guidance) (accessed 01/09/26)
U.S. DOE: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (accessed 01/09/26)

Policy Adopted: September 2017
Revised: August 2020, January 2024, February 2025

Independent School District No. 110

Waconia, MN

7.I.1.d. 807 Health and Safety Policy

Presenter: Pam Carman, Director of Finance and Operations

807 HEALTH AND SAFETY POLICY

[Note: ~~To receive health and safety revenue for any fiscal year, school districts must submit an application to the Minnesota Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy.~~ This policy has been approved by the Minnesota Department of Education.

~~The subdivisions of Minnesota Statutes Section 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017.~~ The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes section 182.676 carry out all or part of the

duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes section 182.676.

III. PROCEDURES

A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard

14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.

C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.

E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.

F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the

incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Health and Safety Projects)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)
Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Policy Adopted: July 2012 / June 2013/ June 2014/June 2015/June 2018

Revised: Dec 2020, revised September 2023
Independent School District No. 110
Waconia, MN

7.I.2.	**3 Year Review**	
7.I.2.a. Budget	701.1 Modification of School District	**Presenter:** Pam Carman, Director of Finance and Operations

701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.

B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.

C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.

D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting

Requirement)

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

Policy Adopted: September 2004
Reviewed November 2006, revised August 2020, revised September 2023
Independent School District #110 Waconia, MN

7.I.2.b.	702 Accounting	**Presenter:** Pam Carman, Director of Finance and Operations

702 ACCOUNTING

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF BOOKS AND ACCOUNTS

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

IV. PERMANENT FUND TRANSFERS

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

V. REPORTING

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

Legal References:
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for Current Operating Costs; Capital Expenditure Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

Policy Adopted: June 2004
Reviewed November 2006, revised August 2020, September 2023
Independent School District #110 Waconia, MN

7.I.2.c. 703 Annual Audit

Presenter: Pam Carman, Director of Finance and Operations

703 ANNUAL AUDIT

[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENT

A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.

B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.

C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.

D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.

E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State

Auditor.

F. The school board must approve the audit report by resolution or require a further or amended report.

G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.

H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.77, Subds. 2 and 3 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 702 (Accounting)

Policy Adopted: June 2004, November 2006
Revised: August 2020, September 2023
Independent School District #110 Waconia, MN

7.I.2.d.	705 Investments	**Presenter:** Pam Carman, Director of Finance and Operations

705 INVESTMENTS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. SCOPE

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

IV. AUTHORITY; OBJECTIVES

A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.

B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows

1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.

2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.

3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

A. The Finance Director of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the

school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

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

VII. MONITORING AND ADJUSTING INVESTMENTS

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

VIII. INTERNAL CONTROLS

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

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

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

X. PORTFOLIO DIVERSIFICATION; MATURITIES

A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.

2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.

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

of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

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

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.

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

XIII. SAFEKEEPING AND COLLATERALIZATION

A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.

C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than $1,000,000.

XIV. REPORTING REQUIREMENTS

A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

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

C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.

D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

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

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

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

Legal References:
Minn. Stat. § 118A.01 (Definitions)
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)
Minn. Stat. § 118A.03 (When and What Collateral Required)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References:
MSBA/MASA Model Policy 703 (Annual Audit)
Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor

Policy Adopted: September 2004, November 2006
Revised September 2008, April 2009, September 2020, September 2023
Independent School District 110
Waconia, MN 55387

7.I.2.e. 706 Acceptance of Gifts

Presenter: Pam Carman, Director of Finance and Operations

706 ACCEPTANCE OF GIFTS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)

Minn. Stat. § 465.03 (Gifts to Municipalities)

Cross References: None

Policy Adopted: June 2004, March 2007
Revised: August 2020, September 2023
Independent School District #110 Waconia, MN

7.I.2.f.	711 Videotaping on School Buses	**Presenter:** Pam Carman, Director of Finance and Operations

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.

2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.

3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.

2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.

4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule, adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

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

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Policy Adopted: April 2004, April 2007
Amended: October 2020, September 2023
Independent School District #110 Waconia, MN

7.I.2.g. 713 Student Activity Accounting

Presenter: Pam Carman, Director of Finance and Operations

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

[Note: The school board is required by Minnesota Statutes section 123B.49, subdivision 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

[Note: The school board is required by Minnesota Statutes section 123B.49, subdivision 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A "cocurricular activity" means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public

events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;

2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and

3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A "curricular activity" means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An "extracurricular (noncurricular/supplementary) activity" means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;

2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;

3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A "public purpose expenditure" is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.

2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.

4. All student activity funds will be collected and expended:

   a. in compliance with school district policies and procedures;

   b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;

   c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;

   d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and

   e. in a manner which meets a public purpose.

5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be

used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraising Proposals

The superintendent will present fundraising proposals which will be reviewed by the school board. The proposals will list the activity, type of fundraisers, timing, purpose, and estimated results.

[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]

Legal References:

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References:

Uniform Financial Accounting and Reporting Standards (UFARS)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

Policy Adopted: August 2021
Revised: September 2023

Waconia Public Schools
Waconia, MN

7.I.2.h.	714 Fund Balances	**Presenter:** Pam Carman, Director of Finance and Operations

714 FUND BALANCES

[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.

B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.

C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.

E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.

F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 5% percent of the annual budget.

[Note: School districts need to select one of the bracketed choices above and fill in the blank. The other bracketed choice should be deleted. If a minimum fund balance is specified, a stabilization arrangement such as that specified in Part IX below that sets aside specific stabilization amounts may not be necessary.]

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

[Note: The school board determines this order.]

VII. COMMITTING FUND BALANCE

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

VIII. ASSIGNING FUND BALANCE

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

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

IX. STABILIZATION ARRANGEMENTS

[Note: If the school board has established any arrangement(s) for emergencies and other contingencies, the description(s) should be included in this section. The school board needs to specifically define the circumstances or conditions when these amounts may be used, which must be unanticipated adverse financial or economic circumstances. These circumstances or conditions cannot be situations that are expected to or which occur routinely. Stabilization arrangements should be reported as restricted or committed if they meet the criteria or, otherwise, should be reported as unassigned. They should not be reported as assigned. If the school board does not have any such arrangements, this section should be deleted.]

X. REVIEW

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

[Note: The school board should determine the review period adequate for their school district and change "an annual" to "a quarterly" or "a monthly" or some other time frame if appropriate.]

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

Cross References:

Policy Adopted: June 2011
Revised: September 2020, September 2023
Independent School District 110
Waconia, MN

7.I.2.i. 724 Purchasing Policy

Presenter: Pam Carman, Director of Finance and Operations

724 PURCHASING POLICY

I. Purpose

This policy outlines and defines the process for purchasing supplies, equipment, materials, and services that will be used to meet the needs and purpose of Waconia Public Schools Independent School District 110. The policy is to assist Waconia Public Schools' purchases and adhere to all applicable state and federal regulations and guidelines.

II. General Statement of Policy

Waconia Public Schools' purchasing process will adhere to state and federal guidelines as well as statutes with the Minnesota Department of Education in partnership with Waconia Public Schools' best practices. This process will be subject to Waconia Public Schools' annual financial audit.

III. Requisition and Purchase Order Process

Any orders that are of material value will follow the Waconia Public Schools' requisition and purchase order process established by the Director of Finance and Operations. In the event there is an emergency and time is of the essence, this process may be modified with a pre-approval by the Director of Finance and Operations. Payments to vendors are to follow the process of creating a purchase order with the approval workflow. In the event a request for payment is not followed by the receivable process in no such terms will payment be approved. Every purchase order must be signed and dated including an indication of receipt of merchandise and forwarded to the Waconia Public School District Finance office for payment.

IV. Orders, Quotations, Bids, and Request for Proposal (RFP) Requirements

All products, equipment, and services purchases must conform to Waconia Public Schools guidelines and protocol established by the Director of Finance and Operations including purchases of $25,000 and/or less must be completed through quotations in the open market. Departments are required to request quotes at a minimum from two vendors, three or more when funding is from Federal Grants that exceed $3,000. When contracts reach a $25,000 cumulative total, SAM.gov (https://www.sam.gov/portal/SAM/#11) will be utilized to confirm that vendors have not been debarred or suspended.

For purchases that are $25,000 to $175,000 two quotes at the minimum must be obtained. NO exception to this rule. Quotes will be awarded based on the needs of Waconia Public Schools. Consideration will be given to qualified vendors based on experience, price, and responsibility for quality products or services that will perform to the needs of Waconia Public Schools.

Purchases over $175,000 within a year require one of the following actions:

1. Awarded via sealed bid process in accordance with state and federal procurement statutes

2. Purchased with the use of a current, valid Joint-Powers-eligible cooperative agreement held by the selected vendor or service provider

Waconia Public School will make every effort to utilize a formal procurement process for items over $175,000. Exceptions to the procurement process could be granted in writing by both the Director of Finance and Operations, and the Superintendent in such rare cases for conditions set forth below.

1. Purchase of copyrighted materials

2. Awarding of professional services agreements

3. Technology-related purchases in which proprietary technology is required for purposes of continuity and/or integration

Any requests for proposals of services must include a document detailing the rationale of services being sought, criteria for the selection process, and the application. In the spirit of best practice, Waconia Public School holds the right every three to five years to seek RFPs for services such as administrative service, waste management, legal services, and insurance carriers.

Legal References:

Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. 471.345 Subd. 3 (Contracts Over $175,000)
Minn. Stat. 471.345 Subd. 4 (Contracts Exceeding $25,000 But Not $175,000)
Minn. Stat. 471.345 Subd. 5 (Contracts $25,000 Or Less)
Minn. Stat. 471.345 Subd. 15 (Cooperative Purchasing)

Cross References:

Policy Adopted: December 2022
Independent School District No. 110
Waconia, MN

7.I.2.j.	801 Equal Access to Facilities	**Presenter:** Pam Carman, Director of Finance and Operations

801 EQUAL ACCESS TO SCHOOL FACILITIES

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.

C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.

D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

E. In adopting and implementing this equal access policy, the school district will NOT:

1. influence the form or content of any prayer or other religious activity;

2. require any person to participate in prayer or other religious activity;

3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;

4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;

5. sanction meetings that are otherwise unlawful;

6. limit the rights of groups of students based on the size of the group;

7. abridge the constitutional rights of any person.

III. DEFINITIONS

A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

B. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.

D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.

E. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

A. A meeting held pursuant to this policy is voluntary and student-initiated;

B. There is no sponsorship of the meeting by the school or its agents or employees;

C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;

D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and

E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:

1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.

2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.

B. Student groups meeting under this policy must comply with the following rules:

1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.

2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.

C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.

D. The building principal has responsibility to:

1. Keep a log of application information.

2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.

3. Note the condition of the facilities and equipment before and after use.

4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.

5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.

F. Nonschool persons may not direct, conduct, control, or regularly attend meetings

and activities held pursuant to this policy.

G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.

H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, (1990)
Good News Club v. Milford Central School (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

Policy Adopted: September 2004, April 2007, June 2018, August 2020, revised September 2023
Independent School District #110
Waconia, MN

7.I.2.k. 805 Waste Reduction and Recycling

Presenter: Pam Carman, Director of Finance and Operations

805 WASTE REDUCTION AND RECYCLING

[Note: The obligations stated in this policy are substantial and virtually all are governed by statute. Obviously a school district may choose to add obligations by policy.]

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps.

B. "Mixed municipal solid waste" means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

C. "Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels

D. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Minnesota Pollution Control Agency (PCA) (Commissioner).

F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources.

G. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use.

I. "Resource conservation" means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)

J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition.

K. "Source-separated compostable materials" means materials that:

1. are separated at the source by waste generators for the purpose of preparing them for use as compost;

2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;

3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;

4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and

5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

1. reusing the product in its original form;

2. increasing the life span of a product;

3. reducing material or the toxicity of material used in production or packaging; or

4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

IV. WASTE DISPOSAL

A. The school district will attempt to decrease the amount of waste consumable materials by:

1. reduction of the consumption of consumable materials whenever practicable;

2. full utilization of materials prior to disposal;

3. minimization of the use of non-biodegradable products whenever practicable.

B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal.

C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located.

D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;

2. develop and implement a plan for managing the potential liability; and

3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities.

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;

2. the land unless approved by the PCA; or

3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:

   a. permitted to do so by the operator of the system and the PCA;

   b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and

   c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or

2. in a wastewater disposal system.

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or

2. in a solid waste disposal facility.

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling

facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minnesota Statutes section 216B.241, subdivisions 2 and 4.

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed.

J. The school district may not place yard waste:

1. in mixed municipal solid waste;

2. in a disposal facility;

3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or

4. in a plastic bag unless exempt as specified in Minnesota Statutes section 115A.931(c), (d), or (e).

K. The school district may not place a telephone directory:

1. in solid waste;

2. in a disposal facility; or

3. in a resource recovery facility, except a recycling facility.

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or

2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube.

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district

may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district.

B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.

C. Whenever practicable, the school district will:

1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;

2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;

3. purchase paper which has not been dyed with colors, excluding pastel colors;

4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;

5. use reusable binding materials or staples and bind documents by methods that do not use glue;

6. use soy-based inks;

7. purchase printer or duplication cartridges that:

   a. have 10 percent post-consumer material; or

   b. are purchased as remanufactured; or

   c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minnesota Statutes section 115A.03, subdivision 25b;

8. produce reports, publications, and periodicals that are readily recyclable;

9. purchase paper which has been made on a paper machine located in Minnesota; and

10. print documents on both sides of the paper where commonly accepted publishing practices allow.

D. The school district may not use a specified product included on the prohibited products list published in the State Register.

E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material.

F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids.

VI. OTHER

The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

Legal References:
Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (Recycling Requirements; Public Entities; Commercial Buildings; Sports Facilities)
Minn. Stat. § 115A.46 (Regional and Local Solid Waste Management Plan; Requirements)
Minn. Stat. § 115A.471 (Public Entities; Managing Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposing of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products; Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. (Public Utilities; Energy Conservation and

Optimization)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References: None

Policy Adopted: June 2004, April 2007, May 2010, June 2013, June 2018
Revised: August 2020, revised September 2023
Independent School District #110
Waconia, MN

7.I.2.1.	809 Naming Rights Policy	**Presenter:** Superintendent Gersich

809 NAMING RIGHTS POLICY

I. PURPOSE

The purpose of this policy is to establish the criteria and procedures for granting Naming Rights in relation to District facilities. This policy does not cover scholarships or research grants. The Naming Rights Policy applies district-wide.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to recognize persons who have either supported the district through distinguished effort or substantial financial contributions by naming facilities in their honor.

III. REQUIREMENT

A. Facilities included in the Naming Rights Policy include:
   1. Buildings or parts of a building such as wings where the identification focuses on the external feature.

   2. Parts of buildings, such as theatres, laboratories, gymnasiums, or classrooms.

   3. Outdoor areas, which may be gardens, courtyards, stadiums, playing fields, roads or walkways.

   4. Other facilities may be recommended for naming after consultation with the school board.

B. "Naming Rights in Consideration" is in consideration of financial contributions, sponsorships or other commercial transactions.

C. "Naming Rights in Recognition" is in recognition of any significant contributions to the district that it wishes to honor.

   1. Recognition of outstanding services to the district while serving in an academic or administrative capacity.

   2. Recognition of the achievement of distinguished alumni.

   3. Recognition of a financial contribution or other contribution from a donor.

IV. GRANTING NAMING RIGHTS

A. The granting of Naming Rights must be consistent with the District 110 Mission and Core Values.

B. For the purposes of this policy, a significant financial contribution is set at a minimum of $100,000.00.

C. All requests for Naming Rights must be submitted in writing to the board of education.

D. The board of education will designate the superintendent or designee to form a committee to review and make recommendations for naming opportunities.

E. The committee will review and research each submitted facility-naming nomination on its individual merits.

F. The committee will make its recommendation to the superintendent.

G. The superintendent will submit her/his recommendation to the board of education for review and action.

H. The physical display of the Naming Rights shall be decided or negotiated on a case-by-case basis.

V. GUIDELINES

The superintendent will decide the monetary valuation of each naming right after receiving a recommendation from the director of business services who may take advice from such persons or other professionals, as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought.

VI. DURATION OF NAMING RIGHTS

A. The duration of naming rights is decided or negotiated on a case-by-case basis.

B. Naming Rights will normally remain in place for a period of no longer than twenty-five [25] years.

C. Exceptions to the duration may be granted with the approval of the board of education.

VII. EARLY TERMINATION OF NAMING RIGHTS

A. The Naming Rights agreement may be terminated under the following conditions:

1. Termination by the District – The district reserves the right, at its sole discretion, to terminate Naming Rights without refund of consideration, prior to the scheduled

termination date, should it feel it is necessary to do so to avoid the district being brought into a disrepute.

2. Termination by the Named Party – The Named Party without refund of consideration, at its sole discretion, may terminate its acceptance of the Naming Rights prior to the scheduled termination date, in the event that the district directly brings the Named Party into disrepute.

VIII. TRANSFERABILITY OF NAMING RIGHTS

A. Naming Rights may only be transferred to any other Named Party by mutual agreement between all named parties.

B. "Naming Rights in Consideration" may be traded by mutual agreement between all parties. Traded is defined as "to exchange one naming right for another" as in the case where a company changes its name, the naming right might be "traded" to reflect the new name.

IX. RENEWABILITY OF NAMING RIGHTS

A. Naming Rights may be renewed by the mutual agreement between all the parties.

X. LIMIT OF NAMING RIGHTS

A. On the Part of the District
The school district's right to use the name and other brand elements of the named party is permitted by express agreement with the named party.

B. On the Part of the Named Party
The named party, after whom a building or part of a building is named, has no decision-making rights as to the purpose of the building or part of the building unless specifically provided for in the written agreement between the parties. The school district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district's mission and purpose, statutory obligations, or the local authority of the school board. In turn, the named party has no liability in respect of that building or part of a building unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights' agreement.

Policy Adopted: June 2015, June 2018, September 2020, September 2023
Waconia Public Schools ISD 110
Waconia, MN

7.I.2.m. 901 Community Education

Presenter: Steven Jensen, Director of Community Ed

901 COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

A. Maximum use should be made of public school facilities within the school district service area.

B. Educational needs and interest of area residents should be determined periodically.

C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.

D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

A. The council shall assist in promoting the goals and objectives of the program.

B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.

C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.

D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

Policy Adopted: October 13, 1997
Revised: June 2004, September 2020, revised September 2023
Independent School District 110
Waconia, MN

7.I.2.n.	902 Facility Use Policy	**Presenter:** Steven Jensen, Director of Community Ed

902 FACILITY USE POLICY

I. PHILOSOPHY

ISD 110 Waconia Public Schools (Serving the communities of Minnetrista, New Germany, St. Bonifacius, Victoria, and Waconia) believes that the public schools are owned and operated by and for community residents. The schools are an integral part of the community. The School Board welcomes and encourages the public use of the school facilities. This policy is in effect until any revision is ratified by the board of education.

Authorization for use of school facilities shall not be considered as an endorsement or approval of the activity, group or organization, nor the purposes they may represent. The right to authorize use of school facilities shall be retained by the School Board through the Director of Community Education.

II. REGULATION A: ADMINISTRATIVE RESPONSIBILITY

A. Administrators shall be responsible for providing information to the Community Education office on K-12 activities scheduled in their building after regular school hours 7:00 a.m. - 3:00 p.m. Major activities for the upcoming year should generally be scheduled by June 30; Additional school activities remaining to be scheduled during the year are to be scheduled at least 10 days prior to the event in the Community Education office.

B. The Community Education office shall be responsible for scheduling the use of school facilities outside the regular school day.

C. The Community Education office shall keep a master calendar of all activities held in the schools and provide public access to view the facility calendar.

III. REGULATION B: VISITORS AND GUESTS

All visitors must report to the building office during school hours for building passes. District personnel have the authority to remove an unwelcome guest from school grounds. All visitors and guests after school hours will be monitored by either school authorities, or the responsible representative using/renting school facilities. School authorities may contact law enforcement if an unwelcome guest is unwilling to leave school grounds.

IV. REGULATION C: APPLICATION AND USAGE PROCEDURE

A. Facility User groups or individuals interested in using district facilities are required to obtain prior approval. Request forms are available online at

www.waconiacommunityed.org or by contacting the district facility scheduler at (952) 442-0610.

Forms can be submitted through:

1. Mail to: Community Education, 516 Industrial Blvd, Waconia, MN 55387.
2. Fax to: (952) 442-0619
3. Drop off at the Community Education office
4. Submit online

B. An application for the use of facilities shall be completed before using the space. There is a $5 non-refundable facility reservation fee. One application may be used for a series of meetings or practices. Applications will be processed on a first-come first-served basis according to the priority schedule stated in Regulation D.

C. Every application for the use of a school district facility shall state the general nature and purpose of the meeting. The application must be signed by an authorized adult representative (18 years or older) of the group applying for the use and must list the person(s) responsible. All groups must be supervised by responsible adults.

D. Permission for using the facility will not be granted for any meeting which, in the judgment of the School District, conflict(s) with the District's belief and mission, or for which satisfactory sponsorship or adequate adult supervision is not provided. Facilities shall be used strictly for purposes for which the space was designed.

E. All facility rental fees are due after the event takes place. The Community Education office will bill the user after the event for fees; i.e. custodial, cooks, refuse and building supervisors, etc. There are exceptions to this. If renting the Performing Arts Center, fees may be required upfront depending on the event.

F. The Community Education office will arrange for custodial service, food service, auditorium manager supervision if required, and an appropriate building supervisor may be necessary. If and when the additional services are needed, and/or the nature of the activity indicates such staffing fees will be assessed. (See Regulation G for a detailed description) Fees will be assessed after the event. Qualified food service personnel as determined by the District will be staffed if the request includes use of a kitchen. Staffing costs are the responsibility of the user. All groups and organizations using school facilities must have authorized building supervisory personnel on duty, approved by the Director of Community Education.

G. Requests for the use of school district equipment (recreation, audio visual etc.) must be included on the application. Some equipment is not available to the public, and no district

equipment can be taken from the premises.

H. Application for school facilities shall constitute acceptance by the applicant of the responsibilities stated and willingness to comply with all rules and regulations regarding the use of school facilities as prescribed by the School District. See Regulation H, Rules for Buildings and Grounds.

V. REGULATION D: CATEGORIES AND PRIORITY FOR USE OF FACILITIES

A. Group 1

In all cases, District 110 School sponsored events and activities, including community education programming, shall have scheduling priority. School District sponsored activities shall not be assessed rental fees. Group I activities requiring special custodial services or building supervisor services after hours shall be charged for these services, if occurring on weekends and non-school times.

Booster Clubs Defined:

The District 110 Foundation and recognized Booster Clubs (e.g. Music and Wildcat) providing support to District 110 programs will be able to use district facilities (for meetings and activities meeting broad student needs) under Group 1.

A recognized Booster Club:

1. Exists solely for the purpose of supporting/promoting District 110 programs.
2. Has a mission statement and written constitution
3. Has clear financial standards and accounting procedures
4. Has met the requirements to be a 501C-3
5. Works to enrich student lives through a strong and recognizable commitment to the Mission and Vision statements of District 110.

B. Group 2

Second priority will go to local youth, adults, government, service groups and charitable organizations, non-school youth groups, local AAU teams, scouts, 4-H, precinct caucuses and elections etc., local religious organizations for worship or instruction, local private agencies, local companies, local political groups. (Local refers to, in the school district boundaries) If the function is held during normal custodial hours, there will only be a custodial fee assessed if cleaning services required go beyond the normal routine. If the function is after normal custodial hours or is held on weekends or holidays, there will be a one and a half-

time custodial fee billed to the user. This includes kitchen help if the kitchen is requested, and a building supervisor or administrator. All Group 2 users will be assessed appropriate charges per each use. See rental fee sheet for rates.

C. Group 3

Third priority will go commercial business groups that serve a regional, state or national clientele, and vendors (based outside District 110). Non local political and non-local religious groups, out of District 110 youth or adult teams/individuals. All Group 3 users will be assessed appropriate charges per each use. See rental fee sheet for rates.

D. Other Users

1. The use of school facilities by District 110 staff for private tutoring, either music, athletic, or academic, shall be allowed if the following criteria are met:

   a. The tutoring is approved by the appropriate building principal.
   b. The tutoring takes place during normal school/custodian hours.
   c. A seasonal fee is paid, per ISD 110 staff member, per year.

* Occasionally, non-school scheduled activities may conflict with a school program. If a conflict occurs, every effort will be made to find an alternate facility for the non-school group.

VI. REGULATION E: BUILDING HOURS

District 110 Buildings are open weekdays from 6:00 a.m. to 10:30 p.m.

Groups considering an activity in District 110 buildings beyond these previously mentioned times, must receive approval from the Community Education Office. Weekend reservations may include a custodial fee.

VII. REGULATION F: FEE AMOUNTS

The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.

VIII. REGULATION G: SUPERVISION

A. All groups and organizations using school facilities must have their own authorized

supervisor on duty, approved by the Director of Community Education or Building Principal.

B. Adult supervision is required at all activities. The group's authorized supervisor must be in attendance at all times to accept responsibility for the conduct of the group, care of the building and equipment.

C. Authorized School District personnel must be present at all times to supervise the building during any use outside of the normal school day.

D. Groups or organizations using district 110 facilities shall assume the cost of supervision for the use of the school during hours after the designated duty hours as set by the Community Education Director.

E. Supervision by law enforcement may be required for some activities by the Director of Community Education. Costs associated with police coverage shall be paid by the group.

F. Certain events must also pay for a district administrator or designee to assist with building supervision. This determination will be made by the Community Education Director, and the additional fee is the responsibility of the user group. The decision to add a district supervisor(s), is dependent upon the type of activity, number of participants, square footage requested and/or type of rooms/area requested. The role of the Administrator or ~~his/her~~ designee, for your event is to:

1. Meet and greet the user.
2. Make sure all areas are ready to handle your needs.
3. Ensure a safe traffic flow.
4. Handle or direct staff in regards to emergencies that may arise.

G. Certain building use may warrant a custodian and in addition a site designee pending a decision by the Community Education Director. The role of the custodian for your event is to:

1. Open and close the building/ rooms of use.
2. Troubleshooting throughout the day.
3. Building security and cleanliness during your use.

4. Auto/scrub/vacuum/sweep the floors at the end of your use.

5. Clean and restock restrooms.

6. Set up and take down chairs/tables.

7. Remove all refuse.

IX. REGULATION H: RULES FOR BUILDINGS AND GROUNDS

A. The following rules must be observed in the use of school facilities, and the group leader will be held responsible for compliance.

B. All groups or organizations, that are not School District 110 based, must provide Proof of Liability Insurance to use District facilities. This may be in the form of a "blanket" policy or of a certificate for one-time events. The Certificate of Liability must be on file in the Community Education office prior to the event.

1. The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless School District 110 from any liability and/or expense occurring as a result of the use of the school facilities. The Board of Education requires the applicant and/or organization to furnish a Certificate of Liability Insurance in the amount of $1,000,000/occurrence and $3,000,000/aggregate which names District 110 as an additional insured.

2. Certificates of Liability Insurance are required for large groups, groups serving food, athletic events not sponsored by District 110 and any other event for which the district or its agent deem it necessary.

3. The individual names on the permit, and the group in whose name the permit is issued, are jointly required to assume full responsibility for personal injury to any participants or spectators.

C. The applicant must exercise the utmost care in the use of school premises and agree to protect, indemnify and hold harmless Independent School District 110 and its officers and employees from any and all claims, liabilities, damages or rights of action, directly or indirectly, growing out of the use of the premises covered by the permit.

D. Any loss, breakage or need of repairs of facilities or equipment must be reported to the Community Education office immediately by the leader in charge of the scheduled activity. If damage is not reported, it may result in revocation of future building usage. Any loss, breakage, or damage to facilities or equipment is the responsibility of the contracting organization, as determined by the School District.

E. Facility Use reservations are non-transferable.

F. All activities must be under adult supervision by the organization using the facilities. Members of this group should not begin their activity until the group authorized supervisor is present.

G. Gambling and the use of tobacco in any form is prohibited in school district facilities.

H. Possession or consumption of intoxicating beverages or illegal drugs in any form in or on school premises is prohibited.

I. Disorderly conduct is prohibited and punishable by removal from school buildings or grounds and involvement of law enforcement.

J. Food and drink in appropriate areas only. Each group is responsible for cleaning up the area used prior to leaving. There is no eating or drinking in either the Auditorium or the Performing Arts Center.

K. Building must be vacated by the time indicated on the user's facility use application. Additional charges may be otherwise assessed.

L. Rooms and areas used must be left as you found it. Put all furniture and equipment back where you found it.

M. The Community Education Director is authorized to act in any case not covered by the rules and regulations of this policy.

N. The Community Education Director may cancel a permit effective immediately if, in ~~his or her~~ the Community Ed Diretor's judgment, continuation would be potentially harmful and/or dangerous or that the program and/or participants' actions are not of a moral standard.

O. The school district assumes no liability or responsibility for non-district equipment, owned or leased by the permit holder, which is used or stored on District property.

P. Groups using school facilities need to follow school district recycling procedures.

Q. School district policy prohibits all forms of sexual, racial or religious harassment and violence. This school district policy applies to anyone using school facilities. Individuals who believe they have been the victim of sexual, racial or religious harassment or violence on school premises should report the alleged acts immediately to the Human Rights Officer of their organization or to the Director of Community Education. A complete copy of the school district's policy is available in the District Office or in the

Community Education office.

R. Groups having special needs, such as extra-electrical, generators, dry-ice, or re-configuration of standard District 110 equipment and facilities may be required to seek prior plan approval from the Director of Community Education. Subsequent approval may also be required from the: Local Fire Inspector, Building Inspector, Health Inspector, etc. Any and all expenses incurred through these approvals and licenses are all to be paid by the facility user group(s).

X. REGULATION I: LEASES

A. The school district may lease facilities to organizations that are nonprofit and provide a general service to the majority of the residents of the school district.

B. All leases should be for a period not to exceed one year.

C. Leases generally involve physical facilities that are not otherwise used and/or needed by the school district.

D. All leases shall be coordinated through Community Education and approved by the School Board.

E. The lease shall be defined as a written agreement between the school district and another party for the purpose of exclusive use of school facilities and/or land for a specified period of time.

F. Long-Term User: Groups renting District 110 facilities on a long-term basis will be given a 33% break in their facility use rental fees. This discount does not apply to personnel: custodial fees, building supervisor fees, kitchen staff. * Long-term user refers to those groups renting facilities for twelve months (or more) continuously from July through June, or any twelve month period.

XI. REGULATION J: STUDENTS – EQUAL ACCESS TO FACILITIES

Secondary school students (grades 9-12) may hold meetings in school facilities during non-instructional time for non-curriculum-related purposes which are not sponsored by the school upon prior notice to the building principal. Such meetings shall be subject to the following:

A. The meeting must be voluntary and student-initiated.

B. The meeting must not materially and substantially interfere with the orderly conduct of

educational activities within the school.

C. The meeting must not require the expenditure of public funds beyond the incidental cost of providing the space for the meeting.

D. Non-school persons may not direct, conduct, control or regularly attend activities of student groups.

E. School employees or agents shall not stay in or be present at such meetings except for custodial purposes, to maintain order and discipline, or to assure that the attendance of students at meetings is voluntary.

F. The Principal or Principal's designee shall be notified in writing 48 hours in advance of the meeting by the student who is initiating the meeting.

G. The Principal may assign a specific space to be used for the meeting and may designate a member of the school staff to be present at such meetings for the purposes set forth in item F above.

H. The Principal or designee shall notify the Community Education Office of space assigned.

I. Appropriate notices of such meetings may be posted in places designated by the Principal for student notices.

J. Meetings shall not begin prior to one hour before the instructional day nor continue more than two hours beyond the instructional day.

XII. REGULATION K: PUBLICITY

When any organization is granted use of a school facility, and when publicity of the meeting is disseminated by press, radio, leaflets, or other means, the organization or association must, at all times, fully identify itself, the person who is the official organizational representative and contact information in/on all such publicity.

XIII. REGULATION L: PUBLIC FACILITIES AVAILABLE FOR ELECTIONS

District 110 facilities are available for the holding of city, county, school district, state and federal elections subject to the approval of local election official(s). Facilities designated for the election are up to the Superintendent or ~~his/her~~ designated representative.

A charge for the use of the facilities may be imposed by law. The fee cannot exceed the lowest amount charged to any user group.

XIV. REGULATION M: CANCELLATION OF FACILITY RESERVATIONS

A. The applicant shall notify the Community Education Office of any cancellation of previously scheduled facilities at least twenty-four (24) hours prior to the scheduled use. In case of failure to do so, the District may invoice for expenses incurred in preparation for use of the facility requested.

B. An approved reservation shall not be considered by the applicant as a lease, and the school district reserves the right to cancel or revoke any reservation at any time with or without cause. In the event of such cancellation or revocation, there shall be no claim or right by the use to damages or compensation.

C. Facility reservation may be canceled by the school district for any of the following reasons:

1. Inadequate group supervision as determined by the authorized building supervisory personnel or Community Education Director.

2. Misuse of equipment or facilities.

3. Group conduct of an inappropriate or unacceptable nature as determined by the authorized building supervisor or the Community Education Director.

4. The Community Education Director may cancel a reservation effective immediately if, in ~~his or her~~ the Community Education Director's judgment, continuation would be potentially harmful and/or dangerous or that the program and/or participants' actions are not of a moral standard.

5. When school is canceled or closes early due to inclement weather or physical problems, all after school and evening youth activities will be canceled. Adult evening activities may or may not be canceled, pending a decision by the Community Education Director.

XV. WACONIA PERFORMING ARTS CENTER

In addition to procedures that apply to use of all District 110 facilities, the following apply to the use of the Waconia Performing Arts Center.

A. Scheduling

Community Education is responsible for scheduling the Performing Arts Center after school hours and on weekends.

B. Fees

1. The application process outlined in Policy 902 must be followed for PAC usage.

2. A damage deposit of $200 will be required for groups using the PAC. An additional $200 deposit may be required if technical equipment or musical equipment instruments are used. A separate check should be submitted for the deposit. The deposit check will be held until after the final performance. If damage to the facility, equipment, or instruments exceeds the deposit, the user group will be billed for the balance of the cost.

3. When renting the Performing Arts Center. There will be some fees that are due up front at the time of the reservations.

C. Staff Required for Use of PAC

1. A custodian and/or approved building supervisor or Auditorium manager must be available in the building whenever the PAC is used.

2. Whenever technical light, sound or fly systems are to be used, the systems will be operated only by technicians hired and trained by District 110 or by the Auditorium manager. User groups will be billed by Community Education for the technician time on an hourly basis.

D. Event Management

Event Management includes but is not limited to: event supervision, parking, ticket sellers, and takers, ushers, some set-up arrangements, general clean up (post event), etc. In general, event management will be the responsibility of the user group with approval from the Auditorium Manager. In some instances, the district may elect to provide event management and appropriate fees will be assessed.

E. General Reservation Holder Responsibilities

1. The reservation holder is solely responsible for arranging for and paying for all performance rights, licensing fees and other applicable fees associated with their production.

2. The reservation holder must enforce any restrictions on recording, broadcasting, televising, or photographing their production as outlined in relevant contractual agreements. The reservation holder must inform the audience and the school district of such restrictions.

XVI. PAC BACKSTAGE FACILITIES AND EQUIPMENT/INSTRUMENT USE

A. Dressing rooms and the make-up room are available for use by performers. The props/costumes and scene storage rooms are available for the school district use only.

B. Groups preparing for a play or musical performance may leave sets, props, and costumes overnight for a period of up to 2 weeks prior to the scheduled performance or as determined by the auditorium manager. The District does not provide permanent storage to user groups. At the end of each rehearsal, all items left behind must be put into a designated area, as there may be other users in between scheduled rehearsals and performances. The stage must be struck within one day of the final performance. Anything left behind will be disposed of by the District at the users group expense. The District is not responsible for theft or damage to items left in the facility.

C. User groups will be responsible for properly disposing of unused paint and other substances or disposal cost will be deducted from the damage deposit. Only non-toxic materials may be used.

D. The District regularly tunes the piano in the PAC. There may be an extra charge to the group if an additional tuning is requested.

E. The band room is available for use if needed to accommodate performers for an event. Standard usage of the band room includes chairs and the music stands only. The band room must be put back exactly as it is found.

F. The music commons area and the practice rooms are not available for use.

G. District owned instruments (percussion, etc.) are available only by special arrangement and a fee will be assessed for their usage.

XVII. RULES

A. No food or beverages are allowed in the PAC or sound/lighting area. Plain, non-carbonated water is allowed on stage and back stage only.

B. No candy or gum is allowed anywhere in the PAC.

C. No adhesive tape may be placed on the carpet, walls, or curtains in the PAC. Approved gaffers, tape and spike tape.

D. Posters and other signage for events in the PAC may be hung only in designated areas after obtaining approval from the district.

Policy adopted: November 2004
Policy revised: September 2017, December 2023
Independent School District No. 110
Waconia, MN

7.I.2.o. Facility Use Rates

Presenter: Steven Jensen, Director of Community Ed

Facility Use Rental Fees 2023-2024
ISD 110 Community Education & Recreation

Southview Facility	Group 1	Group 2 Hourly	Group 3 Hourly
Gym, Small/ Cafeteria	School/ CE are Group 1 users	10 $20	15 $25
Gym, Large		$20	$25
Kitchen *		$20	$25
Computer Lab *		$20	$25
Media Center		$15	$20
Commons		20 $15	15 $20
Classroom		$10	$15

Bayview Facility	Group 1	Group 2 Hourly	Group 3 Hourly
Gym	School/ CE are Group 1 users	$20	$25
Cafeteria/Flex		$20	$25
Kitchen *		$20	$25
Computer Lab *		$20	$25
Media Center		$15	$25
Classroom		$10	$15
Choir Room		$15	$15
Football Field		$75	$125
Track		$10	$20
Commons		20 $15	15 $20
Football Press Box		$10	$15

Laketown Facility	Group 1	Group 2 Hourly	Group 3 Hourly-
Choir Room	School/ CE are Group 1 users	$15	$15
Gym		$20	$25
Kitchen *		$20	$25
Computer Lab *		$20	$25
Media Center		$15	$25
Cafeteria		$20	$25
Commons		$20	$25
Classroom		$10	$15

Waconia Middle School Facility	Group 1	Group 2 Hourly	Group 3 Hourly
Main Gym 1 Court	School/ CE are Group 1 users	$20	$25
Main Gym 2 Courts		$40	$50
Main Gym 3 Courts		$60	$75
Auditorium		$25	$40
Commons		$30	$35
Kitchen		$20	$25
Computer Lab*		$20	$25
Media Center		$15	$25
Choir Room		$15	$25
Classroom		$10	$15
Band Room		$15	$25
Group Space D110		$15	$25
Conference Room		$15	$20
Weight Room		$25	$30
Wreslting Room		$15	$25

Waconia Middle School Auditorium Facility	Group 1	Group 2 Hourly/Daily		Group 3 Hourly/Daily	
Auditorium**	School/ CE are Group 1 users	$25 **$35**	**$250**	$40 **$45**	**$350**
Equipment Fees					
Projector			$25		$35
Sound Board			$30		$30
Additional Microphone per use			$10		$10
Stage Lighting System			$30		$30
Stage Monitor			$10		$10
Wired Intercom Pack			$10 each		$15 each
Choir/Band Risers per section			$25*		$25*
Band/Choir Shells			$65*		$65*

Additional equipment rental is available. Please inquire.

* Fees do not include custodian time or Auditorium technician time for set up

** Standard rental includes: (2) wireless microphones and (2) microphone stands.

Waconia High School Facility	Group 1	Group 2 Hourly	Group 3 Hourly
Main Gym 1 Court		$20	$25

Main Gym 2 Courts		$40	$50
Main Gym 3 Courts		$60	$75
Field House 1 Court		$20	$25
Field House 2 Courts		$40	$50
Field House 3 Courts		$60	$75
Field House 4 Courts		$80	$100
Band Room		$15	$25
Gymnastics Room		$15	$15
Commons		$30	$35
Kitchen*		$20	$25
Computer Lab*		$20	$25
Locker Room		$15	$25
Dressing Room		$50	$75
Media Center		$15	$25
Choir Room		$15	$25
Classroom	School/ CE are Group 1 users	$10	$15
Wrestling Room		$15	$25

Waconia High School PAC		**Group 2**		**Group 3**	
Facility	**Group 1**	**Hourly**	**/ Full Day**	**Hourly**	**/ Full Day**
Performing Arts Center**					
1. Meetings/Rehearsals		$50	$300	$100	500 $600
2. Performaces		$100	500 $600	$200	800 $1,200
Equipment Fees					
Projector			$50		$75
Sound Board			$50*		$50*
Additional Microphone per use			$10		$10
Stage Monitor			$10 each		$10 each
Clear Com			$10 each		$20 each
Grand Piano			$50***		$50***
Choir/Band Risers per section			$25*		$25*
Orchestra Shells and Clouds			100*		100*
Dressing/Makeup Room	School/ CE are Group 1 users	$25		$30	

Additional equipment rental is available. Please inquire.

*Fees do not include custodian time or Auditorium technician time for setup

** Standard PAC rental includes: (2) microphones, (2) 25 foot cords, and (2) microphone stands.

*** Piano tuning is done in October and April. If you want additional tuning, groups would cover that cost.

Associated Equipment and Operational Fees Are Charged as Follows

ITEM	DESCRIPTION	FEE
Equipment/Fields		
	Waconia Middle Portable Stage - Full Stage	$100.00
	Waconia Middle School Portable Stage - Half Stage	$50.00
	(No outside building rental is permitted of the portable stage. If rented by any group, the WHS custodians must assemble. Your group will be billed for the custodial time.)	
	Waconia Middle School Gym Floor Tarp - Per Section	$25.00
	(If rented by any group, the WHS custodians must place for you. Your group will be billed for the custodial time. Chamber of Commerce is exempt of all fees associated with the gym floor tarps)	
	Risers or Band Shells	$25.00
	(If rented by any group, the building custodians must assemble for you. Your group will be billed for the actual custodial time.)	
	Scoreboard Use (Per board)	$25.00
	Sound System Use	$25.00
	Spot Lights (2)	$25.00
	LCD Projector per use	$25.00
	Portable Bleachers(WMS) - Per section	$15.00
	Grand Piano @ WHS	$50.00
	Standard Upright Piano	$30.00
	Field Lights (Group 2)	$50.00
	Field Lights (Group 3 & 4)	$100.00
	Tennis Courts (Individual per court)	$10. per hour
	Tennis Courts (Whole Complex per day)	$150. per day
	Turf Field Use; Per Field	$175. per hour

	Sand Peet Field Use; Per Field	$50. per hour		
	Grass Field Use; Per Field	$25. per hour		
All Buildings	* Denotes that either Kitchen Staff or Auditorium Technical manager must supervise the rental of this space. This cost is paid for by the renter of the facility.			
Operational Fees				
	ISD 110 Staff Tutors	$20.00		
	Scheduling Fee (Per use, or a series of meetings, or a series of practices per team)	$25.00		
	Team Fee for practices for outside groups (WBA & JO, WWA)	$75. per team		
	Utility Fees	$15.00		
	Weekend Refuse Fee*	$25. or $200.		
	(If an event is likely to generate extra refuse/recycling, an additional fee may be added. The determining criteria are the number of people, length of event, type of event. This determination will be made by the Community Education Director.)*			
	Administrator on duty per Regulation H & I #8	$35. per hour		
	Kitchen Staff - ~~Time and a half~~	$35. per hour	Holiday Rate - $45. per hour	
	Custodial Staff - ~~Time and a half~~	$45. per hour	Holiday Rate - $50. per hour	
	Auditorum Manager - ~~Time and a half~~	$40. per hour $50/hr	Holiday Rate - $50. per hour $75/hr	
	Auditorium Tech	$20/hr		
	** If an event is likely to generate extra refuse/recycling, an additional fee may be added. The determining criteria are the number of people, length of event, type of event. This determination will be made by the Community Education Director.*			
Cancellation Policy				
	In the event a cancellation by the user group is made:			
	1. If the cancellation is made to Community Education with 10 or more days notice there will be a full refund, minus an administrative fee of either 25% or $40 whichever is less.			
Long Term User:				
	Groups renting District #110 facilities on a long term basis will be given a 33% break in their facility use rental fees. This discount does not apply to personnel: custodial fees, building supervisor fees, kitchen staff or the facility use permit fee.			
	** Long term user refers to those groups renting facilities for 12 months (or more) continuously from July through June, or any 12 month period.*			

7.I.2.p. 903 Visitors & Volunteers to School Buildings and Sites	**Presenter:** Superintendent Gersich

903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.

B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked

if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or

2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.

C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post-secondary Enrollment Options Act)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespass)

Cross References:

Policy Adopted: September 2004 Revised: April 2017/ November 2017
Revised: August 2020, September 2023
Independent School District #110
Waconia, MN

7.I.2.q. 903.1 AR School District Visitor/Volunteer Regulations

Presenter: Superintendent Gersich

903 ADMINISTRATIVE REGULATIONS

SCHOOL DISTRICT VISITOR/VOLUNTEER REGULATIONS

I. VISITOR/VOLUNTEER REGULATIONS

A. During designated hours, visitors/volunteers to a school building must register at the main office or designated site by providing: (1) name, (2) time of entry, (3) name of person visiting or reason for visit, and (4) other information deemed appropriate by the building principal. Visitors may be asked to submit their driver's license or other valid form of government-issued identification containing a photograph to obtain a visitor pass. While in the school building, a visitor must wear the visitor pass provided at registration at all times. The visitor pass must be worn so that it is readily visible to other individuals in the building. Before exiting the school, the visitor must sign out and return the visitor pass.

B. The school district administration reserves the right to select and determine the use of each volunteer based on the best interest of school building operations and the needs of students.

C. The school district administration reserves the right to conduct a criminal background check on a volunteer before a volunteer's services are used. Background checks are required for any volunteer working with students outside of the direct supervision of a school employee. The school district administration further reserves the right to dismiss a volunteer from their services for failure to meet the guidelines established by the school district.

D. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Stat. § 123B.03, Subd. 1(c) (Background Checks for School Volunteers)

Cross References: ISD 110 School Board Policy No. 903 (Visitors/Volunteers)
ISD 110 School Board Policy No. 404 (Employment Background Checks)

Regulations Approved: April 2017, September 2020, September 2023
Independent School District #110
Waconia, Minnesota

7.I.2.r. 904 Distribution of Materials on School District Property by Nonschool Persons	**Presenter:** Superintendent Gersich

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.

B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.

B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.

C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.

D. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the

genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

E. "Minor" means any person under the age of eighteen (18).

F. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.

H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.

B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:

1. is obscene to minors;

2. is libelous;

3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;

4. advertises any product or service not permitted to minors by law;

5. advocates violence or other illegal conduct;

6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;

2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;

3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;

4. the quantity or size of materials to be distributed;

5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;

7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request.

2. Date(s) and time(s) of day of requested distribution.

3. If material is intended for students, the grade(s) of students to whom the distribution is intended.

4. The proposed method of distribution.

B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied ___U.S. ___, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

Policy Adopted: September 2004
Policy Revised: September 2017, reviewed September 2023
Independent School District #110
Waconia, MN

7.I.2.s. 905 Advertising

Presenter: Pam Carman, Director of Finance and Operations

905 ADVERTISING

[Note: School districts should carefully consider whether they wish to allow advertising in school district facilities or publications. Once advertisements are accepted, First Amendment Rights may limit the school district's ability to reject specific advertisements or to regulate the content of advertisements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.

B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

C. Donations which include or carry advertisements must be approved by the school board.

D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar by-line with the organization's name and/or symbol on the item. Examples include

activity programs or yearbooks.

E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.

F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.

G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

Policy Adopted: August 2020, reviewed September 2023
Independent School District 110
Waconia, MN

7.I.2.t.	907 Rewards	**Presenter:** Superintendent Gersich

907 REWARDS

I. PURPOSE

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

II. GENERAL STATEMENT OF POLICY

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

III. APPROVAL OF OFFERING OF REWARDS

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

IV. ESTABLISHMENT OF PROCEDURES

The superintendent shall approve the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Legal References: Minn. Stat. § 123B.02, Subd. 22 (General Powers of Independent School Districts)

Cross References:

PolicyAdopted: May 2006
Policy Reviewed: September 2017, Dec 2020, revised September 2023
Independent School District No. 110
Waconia, MN

7.I.2.u. 998 Memorials of Deceased Students and Staff

Presenter:
Superintendent Gersich

998 MEMORIALS FOR DECEASED STUDENTS OR STAFF

I. PURPOSE

It is recognized that the loss of a member of the school community is deeply felt by students, staff, and families. The purpose of this policy is to ensure that ISD110 will support staff, students, and families impacted by death by assisting them with connections to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families, and the community, ISD110 will provide a process for memorial decision-making.

II. DEFINITIONS

A. **Memorials:** Objects, activities, or donations to remember an event or deceased person(s).

B. **Building Crisis Team:** A designated group of staff members within each school building who plan and implement support specific to the crisis event.

C. **Crisis:** Any natural disaster or unexpected event that is perceived as extremely negative, generates feelings of helplessness, powerlessness, and/or entrapment, and may occur suddenly, unexpectedly, and without warning.

D. **Impact:** The magnitude of the potential loss or seriousness of the crisis.

E. **District Support Team:** A designated group of staff members who develop and execute district-wide procedures specific to the crisis event.

III. GENERAL STATEMENT OF POLICY

A. Memorial activities expressed at school need to be coordinated and approved through the Building Crisis Team. The Building Crisis Team will assist families and students in selecting memorial activities that are appropriate and assist students in healthy bereavement.

B. In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. Schools should focus on maintaining the regular schedule, structure, and routine.

C. Temporary school memorials, as approved by school administration who will consult with the Director of Buildings and Grounds. The memorials may be displayed for one week or until the day of the funeral, whichever is sooner and will then be offered to the family. Selling of memorabilia items on school grounds is prohibited. Allowable temporary memorials are banners and pictures displayed in an area accessible to all students but not in an area where all students will have to view the memorial. Viewing of the memorial needs to be optional. Memorials that may spontaneously arise on lockers and desks should be transferred to the designated area. Memorial symbols displayed by individual students or staff on school grounds will be limited to one week after death, or to the day after the funeral, whichever is sooner and will then be offered to the family.

D. Permanent memorials for deceased students and staff will be limited to endowments, scholarships, and books or items with educational significance. Scholarship and endowment memorials may be established one time, or in the form of a perpetual award, with a description of the purpose of the endowment or scholarship. Existing memorials established prior to the implementation of this policy will not be affected.

E. Schools should strive to treat all deaths in the same way. Having a different approach for death by suicide reinforces prejudice associated with suicide and may be deeply painful to the deceased's family and friends. However, memorials following suicide are particularly important to monitor. Schools can play an important role in channeling the energy and passion of the students (and greater community) in a positive direction, balancing the community's need to grieve with the impact that the proposed activity will likely have on students, particularly on those who might be vulnerable to suicide contagion.

F. Whenever possible, schools should communicate with the student's family and friends to coordinate memorialization with the family in the interest of identifying a meaningful, safe approach to acknowledging the loss. Make sure to be sensitive to the cultural needs of the deceased and family.

G. School district facilities will not be used for memorial services or funerals. However, the superintendent, in consultation with the District Support Team, has the discretion to consider school-wide memorial activities when a crisis event has a significant impact on a majority of students, staff, and community.

H. Other possible memorial activities include:

1. **Yearbooks:** A student or staff member who has died may be acknowledged the year the death occurred. Information shall be limited to the student's name, photo, dates of birth and death, and school activities in which the student participated.

2. **Commemorative Events:** A commemorative event may be established and held in the name of the deceased student or staff member. Activities cannot be held during the school day and should be sponsored by a class, club, or activity in which the deceased student or staff member participated. Advertisements of events must occur outside the school day. It is recommended that commemorative events utilize community partners (e.g., employers of the deceased, faith communities, etc.)

3. **Graduation Recognition:** One symbol representing all deceased members of a graduating class, such as a plant or bouquet of flowers, may be present on stage. A member of the school administration can also direct the audience in a moment of silence to collectively recognize deceased members of the graduating class.

4. **Moment of Silence Recognition:** A 'moment of silence' may be used following the death of a student or staff member to honor their memory. School-wide moments of silence should occur within 2 school days following notification of the death. Moments of silence are also approved for use at ISD110 Board of Education meetings, co-curricular events in which the deceased participated, and community-based events.

Legal References:

Cross References: MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 806 (Crisis Management)
ISD 110 Policy 809 (Naming Rights)

Policy Adopted: January 2023
Waconia Public Schools ISD 110
Waconia, MN

7.I.3.	**MDE Audit Recommendations**	
7.I.3.a.	533 Wellness Policy	**Presenter:** Pam Carman, Director of Finance and Operations

533 WELLNESS

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.

B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.

C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.

D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

A. <u>Nutrition Promotion and Education</u>

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:

    a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

    b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and

    c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and

3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.

2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.

2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.

4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.

5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.

6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.

7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.

2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.

2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school

meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:

   a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

   b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.

2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The District designates the Health Coordinator and the Director of Nutrition Services as the leaders responsible for ensuring compliance with and coordination of the Local School Wellness Policy. These positions will jointly oversee implementation, assessment, and updates of the policy, and will work collaboratively with district staff and stakeholders to support wellness initiatives across all schools.

~~The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.~~

~~2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.~~

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health

professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.

2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district.

2. The school district will post its wellness policy on its website, to the extent it maintains a website.

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:

   a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;

   b. the extent to which the school district's wellness policy compares to model local wellness policies; and

   c. a description of the progress made in attaining the goals of the school district's wellness policy.

2. The Wellness Coordinator will be responsible for conducting the triennial assessment.

3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.

2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.

3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References:
Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:
Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

POLICY ADOPTED: JULY 2006
Revised: November 2013 / June 2021 / May 2023

Independent School District No. 110
Waconia, MN

7.I.3.b.	534 School Meals Policy	**Presenter:** Pam Carman, Director of Finance and Operations

534 SCHOOL MEALS POLICY

[Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, to require that Minnesota school districts that participate in the national school lunch program adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program].

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte items or second meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than $25.00 to this account. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items until the negative account balance is paid. Families may add money to students' accounts by electronic payment, pay at the school office, or pay cashier.

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education

2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage

at or below the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

4. Each school that participates in the free school meals program must:

   a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

   b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

   c. serve a reimbursable meal to any student eligible for free or reduced price meals even if that student has an outstanding debt.

[NOTE: While subparagraph 3. Above is inherent given subparagraph 2., MSBA recommends that school boards consider including subparagraph 3., which is stated in Minnesota Statutes, section 124D.111.]

C. ~~The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal $*0.00* will be charged to the student's account or otherwise charged to the student.~~ Once a meal has been placed on a student's tray or served, it will not be taken away by the cashier or any school official, regardless of the students meal account status. All reimbursable meals offered meet state and federal guidelines. We will not provide an alternative meal unless related to a dietary need.

D. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.

E. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

[NOTE: New paragraphs D and E apply if a school district receives school breakfast aid under Minnesota Statutes, section 124D.111 or school lunch aid under Minnesota Statutes, section 124D.111 respectively.]

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of an outstanding negative balance once the negative balance reaches a set family preference. Families will be notified by calling, email, letters sent home.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

D. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

E. Once an unpaid meal account is determined to be uncollectable, the district does not use a collections agency to collect the funds.

[NOTE: School districts that use a collection agency to collect unpaid school meals debt must address this in this policy. A new paragraph E can be added to address the use of a collection agency.]

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;

2. students and families who transfer into the school district, at the time of enrollment; and

3. all school district personnel who are responsible for enforcing this policy.

B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A
Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)

Policy Adopted: February 2020, revised December 2021, revised September 2023, revised Dec 2025
Waconia Public Schools ISD 110
Waconia, MN

8. **DISCUSSION ITEMS**

8.A. First Read Board Policies

8.A.1. 415 Mandated Reporting of Maltreatment of Vulnerable Adults

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to comply with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.

B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. "Abuse" means:

1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.

2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).

D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

F. "Mandated reporter" means a professional or professional's delegate while engaged in education.

G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.

J. "School personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.

K. "Vulnerable adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a)(2); (3) receives services

from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. REPORTING PROCEDURES

A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.

B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

C. The report shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data,* as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.

D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.

E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.

F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

A. This policy should appear in school personnel handbooks as appropriate.

B. The school district will develop a method of discussing this policy with employees as appropriate.

C. This policy should be reviewed at least annually for compliance with state law.

Legal References:
Minn. Stat. § 13.02 (Government Data Practices; Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References:
MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Policy Adopted: May 11, 1998 Revised: August 9, 1999, July 18, 2005, June 2011
Reviewed: April 2015, May 2016, April 2017, May 2018, December 2019, April 2021, June 2022
Amended: April 2023
Independent School District No. 110
Waconia, MN

8.A.2. 421 Gifts to Employees and School Board Members

421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.

B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.

C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of $5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is "insignificant."

D. Teachers may accept from publishers free samples of textbooks and related teaching materials.

E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.

F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.

B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

Policy Adopted: November 9, 1970

Amended: April 9, 1990 / Amended: June 8, 1998 / February 11, 2002 / May 12, 2008 / August 2015 / December 2018 / December 9, 2019

Reviewed: December 2019 / March 2023
Independent School District No. 110
Waconia, Minnesota

8.A.3. 422 Policies Incorporated by Reference

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees, contractors, volunteers, and service providers, as well as to students. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to employees, contractors, volunteers, and service providers:

Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Policy 507	Corporal Punishment
Policy 510	Student Activities
Policy 511	Student Fundraising
Policy 514	Bullying Prohibition
Policy 517	Student Recruiting
Policy 518	DNR-DNI Orders
Policy 519	Interviews of Students by Outside Agencies
Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Policy 524	Internet Acceptable Use and Safety Policy
Policy 525	Violence Prevention
Policy 526	Hazing Prohibition
Policy 535	Service Animals in Schools

Employees, contractors, volunteers, and service providers are charged with notice that the above cited policies are also applicable to employees, contractors, volunteers, and service providers; however, employees, contractors, volunteers, and service providers are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

Policy Adopted: June 8, 1998 / February 11, 2002 / May 12, 2008 / January 2014 Revised: June 2021 / June 2023
Independent School District No. 110
Waconia, Minnesota

8.A.4. 424 License Status

424 LICENSE STATUS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.

B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.

C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.

B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References:
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed,* 1993 WL 129639 (Minn. App. 1993)

Cross References:

Policy Adopted: May 2008
Revised: Nov 2016 / December 2019 / March 2023 / October 2023
Independent School District
Waconia, MN

8.A.5. 623 Mandatory Summer School Instruction

623 MANDATORY SUMMER SCHOOL INSTRUCTION

I. PURPOSE

The purpose of this policy is to establish program parameters and student attendance guidelines and requirements for the school district relating to the provision of mandatory summer school educational services.

II. GENERAL STATEMENT OF POLICY

Summer school educational services and instruction shall be directed toward the fulfillment of the goals and objectives of the educational program and graduation standards of the school district.

III. PROCEDURES

A. The school district shall offer summer school instruction providing opportunities for:

1. Intervention programs at the elementary and middle school levels;

2. Credit redemption and review courses at the high school level;

3. Special education instruction and services related to mandatory summer school instruction consistent with applicable state and federal authority for all qualified disabled children where appropriate to their educational needs;

4. Other summer school programs as determined by the school district.

B. All services of the summer school program will be free to residents of the school district whose need for a summer program has been identified by teachers or the school principal and who are required to attend pursuant to established school district criteria and the provisions of this policy.

C. The summer school curriculum will be established in line with the needs of students and in accordance with rules of the Minnesota Department of Education. Remedial, make-up, and review courses shall provide opportunities for students to qualify for promotion and/or credit in areas and subjects where previous work has not met promotion/credit standards. It shall further be designed to assist students who have not passed one or more basic requirements tests and who are in need of remediation services relating to the school district's graduation standards or who have been identified as at risk of not learning to read before the end of second grade.

D. Summer school provides the opportunity for students to improve basic skills,

further their academic progress, and/or accelerate in designated academic areas. The intent of the school district is to ensure that courses taught during the summer session are of the same level of instructional breadth and difficulty as provided during the regular school year.

IV. MANDATORY SUMMER SCHOOL INSTRUCTION

The school district will direct the administration to identify and develop specific criteria and standards for determining which students may receive summer school instruction. The instruction information and availability will be shared with school families on an annual basis. The superintendent will identify the administrators responsible for coordinating the summer instruction, including:

- Budgeting
- Staffing
- Registration
- Scheduling
- Procedures

V. TRANSPORTATION SERVICES

A. The school district shall make available transportation services for all students required to receive instruction in the school district's summer school program in accordance with Minnesota Statutes section 120A.22, subdivision 5(b). The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

B. The school district shall retain sole discretion, control, and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

VI. SCHOOL BOARD REVIEW

The superintendent or designated representative shall report at least annually to the school board regarding the status and utilization of programs under this policy.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Minn. Rules Part 3501 (Graduation Standards)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)

Policy Adopted: March 2004
Policy Revised: December 2020, September 2023
Independent School District No. 110
Waconia, MN

8.A.6. 698 Teaching Controversial Topics

698 Teaching about Controversial Topics

I. PURPOSE

The District has a responsibility to include, in various curriculum areas and at all grade levels, content dealing with critical topics and using materials, some of which will be controversial or raise objections within the community. The school board has the final authority to give or withhold consent for any school activity or program.

II. DEFINITION

Controversial topics are defined as problems, subjects or questions about which there are major differences of opinion, for which there are no easy answers, and discussion of which generally create strong feelings among people.

III. GENERAL STATEMENT OF POLICY

The Policy of the Waconia Public School District is as follows:

A. Development of rational thinking and preparation for citizenship are the primary reasons for including the study of controversial topics or use of controversial materials in the curriculum.

B. The District, as an educational institution and as individual classroom teachers have a responsibility to give the student:

1. An opportunity to study controversial topics or read controversial materials which have political, economic or social significance about which they will begin to have an opinion.

2. Access to all relevant information, including the materials that circulate freely in the community.

3. Competent instruction balancing the various points-of-view in an atmosphere free from bias and prejudice.

4. The right to form and express their own opinions on controversial topics or materials without jeopardizing their relations with teachers or the schools.

5. Deliberate effort shall be made by the teacher to achieve balance over time in the viewpoints to which students are exposed. The teacher shall not espouse a biased viewpoint that is intended to influence students' creation of their own viewpoints.

6. Any outside speaker on controversial topics shall be approved by the Principal prior to utilization of the speaker. The use of any speaker on a controversial topic shall be balanced by another speaker who espouses an opposing view.

7. If a controversial issue that is neither directly related to the course content nor specified as a part of the curriculum unexpectedly arises during a class discussion, for example as the result of a student's questions or comments or in the coverage of current events, the teacher may dedicate sufficient time to the issue to assure balanced, impartial coverage.

IV. GUIDELINES

Guidelines for the selection of controversial topics or materials to be studied in the classroom:

A. The topic or material should contribute toward helping students develop techniques for examining other controversial topics or materials.

B. The topic or material should be suitable for students of the maturity and background represented in the respective class.

C. The topic or material should be related to the standards and course content and help achieve those standards and course objectives.

D. The topic or material should be of continuing significance.

E. Exceptions to the above expectations may be granted by the building principal on a case-by-case basis.

F. Administration shall be responsible for informing all staff members of the policy on coverage of controversial issues in the curriculum. In doing so, they shall emphasize the basic assumption that the school is providing an opportunity for students to study controversial issues, not teaching a viewpoint on controversial issues.

G. A teacher who is in doubt concerning the advisability of discussing certain issues and materials in the classroom shall confer with his/her principal as to the appropriateness of doing so. If the teacher and principal are unable to agree, the issue shall be referred to the superintendent or superintendent's designee.

V. RECONSIDERATION OF A CONTROVERSIAL TOPIC

A. The school district shall provide a process for members of the school district community to seek reconsideration of the use of a controversial topic or material as outlined in District Policy 606.

B. The Superintendent or designee shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of the use of a controversial topic or material.

Cross References: District 110 Policy #604 Instructional Curriculum
District 110 Policy #606 Textbook and Instructional Materials
District 110 Policy #625 Media and Book Selection

Policy Adopted: March 2023
Independent School District No. 110
Waconia, MN

9. **BOARD COMMITTEE REPORTS**

9.A.	Self-Governance & Superintendent Relations Committee	
9.A.1.	Superintendent's Evaluation Summary	**Presenter:** Chair Amott
9.B.	Finance & Facilities Committee	
9.C.	Policy & Advocacy Committee	
9.D.	Schools Advocating for Fair Funding (SAFF) Representative	
9.E.	Southwest Metro Intermediate District 288 Representative	
9.F.	MSHSL Representative	
9.G.	Special Education Advisory Council	
9.H.	Community Education Advisory Council Representative	
9.I.	Teaching & Learning Advisory Council Representative	
9.J.	City of Waconia Liaison	

10. **ADJOURNMENT**