ISD 110 School Board Regular Meeting

Monday, August 24, 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. 2026 Student Board Members Introductions

- Mia Tiller
- Zayda Butler

2.B. Ceremonial Oath of Office



Ceremonial Oath of Office for Student Representatives

Please stand and raise your right hand to take a ceremonial oath of office.

Do you **Mia Tiller** and **Zayda Butler** affirm that you will support the Constitution of the United States and the State of Minnesota and that you will faithfully discharge the duties of the office of Student Representative on the School Board of Independent School District No. 110 to the best of your judgment and ability. If so say "I Will".

2.C. Upcoming Meetings:

Sept. 14 (Time TBD) Finance Committee @ WHS Room C107
Sept. 14 6 PM Joint Meeting ISD 110 School Board and St. Bonifacius City Council @ WHS Room B107
Sept. 14 7 PM School Board Work Session @ WHS (Room TBD)
Sept. 28 6 PM Policy Committee @ Waconia City Hall
Sept. 28 7 PM Regular Meeting @ Waconia City Hall

3. **PUBLIC COMMENT**

4. **MINUTES OF PREVIOUS MEETING**

ISD 110 School Board Regular Meeting
Monday, July 27, 2026 7:00 PM

Waconia City Hall
201 S Vine Street
Waconia, MN 55387

Agenda

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

Call to order by Chair Amott at 7PM

Members present: Amott, Bergstrom, Kelzer-Breeden, Wilson, Rosin, Hagen, Arnita
Members absent: none

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

2. **ANNOUNCEMENTS, ACKNOWLEDGMENTS, AND CORRESPONDENCE**
Presenter: Chair Amott

2.A. Upcoming Meetings:

3. **PUBLIC COMMENT**

4. **MINUTES OF PREVIOUS MEETING**

Motion by Rosin to approve minutes of the June 22 meeting minutes
Hagen second
All in favor
Motion carried

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

Motion by Kelzer-Breeden to approve consent agenda
Wilson second
All in favor
Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items
Presenter: Jeni Super, Director of Human Resources

Employment

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	

Employee Status Changes

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. PSEO Agreement Renewals

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

5.D. Receipts of Donation

6. **REPORTS**

6.A. Administrative Presentation: ISD 110 Summer School
Presenter: Erika Nesvig, Director of Education Services

7. **ACTION ITEMS**

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

Motion by Bergstrom to approve 26-27 Student Handbooks
Hagen second
All in favor
Motion carried

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

Motion by Rosin to approve Resolution Adopting School District 110 Fiscal Year (FY) 28 Long-Term Facilities Maintenance Ten-Year Plan
Kelzer-Breeden second
Roll call vote taken
All in favor
Motion carried

7.C. Approve Southview Fence Purchase
Presenter: Pam Carman, Director of Finance and Operations

Motion by Wilson to approve Southview Fence Purchase
Hagen second
All in favor
Motion carried

7.D. Kitchen and Freezer Replacement

Motion by Arnita to approve Kitchen and Freezer Replacement
Hagen second
All in favor
Motion carried

7.E. Remote Meal Service Compliance

Motion by Rosin to approve Remote Meal Service Compliance
Hagen second
All in favor
Motion carried

7.F. Waconia Public Schools Employee Handbook
Presenter: Jeni Super, Director of Human Resources

Motion by Bergstrom to approve Waconia Public Schools Employee Handbook
Kelzer-Breeden second
All in favor
Motion carried

7.G. Community Education KidSpace Leads and Site Leads Work Agreement for 2026-2027
Presenter: Jeni Super, Director of Human Resources

Motion by Rosin to approve Community Education KidSpace Leads and Site Leads Work Agreement for 2026-2027
Hagen second
All in favor
Motion carried

7.H. Resolution Relating to the Election of School Board Members and Calling the School District General Election (Roll Call Vote)

Motion by Arnita to approve Resolution Relating to the Election of School Board Members and Calling the School District General Election
Kelzer-Breeden second
All in favor
Motion carried

7.I. Second Read Board Policies

Motion by Wilson to approve second read board policies
Kelzer-Breeden second
All in favor
Motion carried

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

7.I.1.b. 709 Student Transportation Safety
Presenter: Pam Carman, Director of Finance and Operations

7.I.1.c. 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources
Presenter: Pam Carman, Director of Finance and Operations

7.I.1.d. 807 Health and Safety Policy
Presenter: Pam Carman, Director of Finance and Operations

7.I.2. **3 Year Review**

7.I.2.a. 701.1 Modification of School District Budget
Presenter: Pam Carman, Director of Finance and Operations

7.I.2.b. 702 Accounting
Presenter: Pam Carman, Director of Finance and Operations

7.I.2.c. 703 Annual Audit
Presenter: Pam Carman, Director of Finance and Operations

7.I.2.d. 705 Investments
Presenter: Pam Carman, Director of Finance and Operations

7.I.2.e. 706 Acceptance of Gifts
Presenter: Pam Carman, Director of Finance and Operations

7.I.2.f. 711 Videotaping on School Buses
Presenter: Pam Carman, Director of Finance and Operations

7.I.2.g. 713 Student Activity Accounting
Presenter: Pam Carman, Director of Finance and Operations

7.I.2.h. 714 Fund Balances
Presenter: Pam Carman, Director of Finance and Operations

7.I.2.i. 724 Purchasing Policy
Presenter: Pam Carman, Director of Finance and Operations

7.I.2.j. 801 Equal Access to Facilities
Presenter: Pam Carman, Director of Finance and Operations

7.I.2.k. 805 Waste Reduction and Recycling
Presenter: Pam Carman, Director of Finance and Operations

7.I.2.l. 809 Naming Rights Policy
Presenter: Superintendent Gersich

7.I.2.m. 901 Community Education
Presenter: Steven Jensen, Director of Community Ed

7.I.2.n. 902 Facility Use Policy
Presenter: Steven Jensen, Director of Community Ed

7.I.2.o. Facility Use Rates
Presenter: Steven Jensen, Director of Community Ed

7.I.2.p. 903 Visitors & Volunteers to School Buildings and Sites
Presenter: Superintendent Gersich

7.I.2.q. 903.1 AR School District Visitor/Volunteer Regulations
Presenter: Superintendent Gersich

7.I.2.r. 904 Distribution of Materials on School District Property by Nonschool Persons
Presenter: Superintendent Gersich

7.I.2.s. 905 Advertising

Presenter: Pam Carman, Director of Finance and Operations

7.I.2.t. 907 Rewards
Presenter: Superintendent Gersich

7.I.2.u. 998 Memorials of Deceased Students and Staff
Presenter: Superintendent Gersich

7.I.3. **MDE Audit Recommendations**

7.I.3.a. 533 Wellness Policy
Presenter: Pam Carman, Director of Finance and Operations

7.I.3.b. 534 School Meals Policy
Presenter: Pam Carman, Director of Finance and Operations

8. **DISCUSSION ITEMS**

8.A. First Read Board Policies

8.A.1. 415 Mandated Reporting of Maltreatment of Vulnerable Adults

8.A.2. 421 Gifts to Employees and School Board Members

8.A.3. 422 Policies Incorporated by Reference

8.A.4. 424 License Status

8.A.5. 623 Mandatory Summer School Instruction

8.A.6. 698 Teaching Controversial Topics

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations Committee
Amott reports board will be working with PartnerEd for upcoming board development

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 Heidi Nistler hired for superintendent

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**

Motion by Bergstrom to adjourn
Arnita second
All in favor
Motion carried

Meeting adjourned at 7:40 PM

ISD 110 School Board Work Session

Monday, August 10, 2026 7:00 PM Central

Waconia Public Schools - District Office - Conf Rm A
512 Industrial Blvd.
Waconia, MN 55387

Members present: Amott, Bergstrom, Kelzer-Breeden, Rosin, Hagen, Wilson, Arnita (virtual)
Members absent: none

1. Statement related to Superintendent Evaluation

Chair Amott shared a summary of the Superintendent's Evaluation that took place during a closed meeting on June 22.

2. Board Professional Development Update

Chair Amott shared there are two potential dates and also individual interview times being proposed.

3. Tree Removal (Roll Call Vote)

Motion by Bergstrom to approve tree removal vendor Total Outdoor Management
Kelzer-Breeden second
Roll Call Vote taken
All in favor
Motion carried

4. Permanent School Fund Constitutional Amendment

Superintendent Gersich shared information about the proposed Constitutional Amendment that will be on the November ballot and some talking points board members could use to help educate voters.

5. Superintendent Updates

5.A. Superintendent Goals

Superintendent Gersich shared a draft of goals for the upcoming school year.

5.B. 2026-27 Board Member Site Visit Assignments

Superintendent Gersich shared building visit assignments. A request was made to add T110 to the list of sites. Superintendent Gersich will follow up with that request.

Meeting ended at 7:30 PM

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

5.A. Bills and Wire Transfers

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
619112	METRONET	06/02/2026	R	1,896.46	June
619113	KIPPLEY, BRIAN	06/02/2026	R	166.00	June
619114	AMAZON CAPITAL SERVICES	06/02/2026	R	11,579.10	June
619115	A & D SOLUTIONS LLC	06/04/2026	R	2,820.00	June
619116	ADAMS PEST CONTROL CO INC	06/04/2026	R	805.08	June
619117	ALPHA WIRELESS COMMUNICATIONS	06/04/2026	R	25,490.26	June
619118	ANDERSON, BRIAN	06/04/2026	R	112.00	June
619119	ANDRASCHKO, NEIL	06/04/2026	R	186.00	June
619120	AVIBEN	06/04/2026	R	267.86	June
619121	BACH, MATTHEW	06/04/2026	R	376.00	June
619122	BANYAI, KELLY	06/04/2026	R	103.00	June
619123	BELL, ANTHONY	06/04/2026	R	300.00	June
619124	BERG, MELVIN	06/04/2026	R	168.81	June
619125	BIFFS, INC	06/04/2026	R	2,811.14	June
619126	BISCHOFF, KOLETON	06/04/2026	R	95.00	June
619127	BRAINERD HIGH SCHOOL	06/04/2026	R	350.00	June
619128	BRENNY'S OUTDOOR SERVICES LLC	06/04/2026	R	775.00	June
619129	BRESNAHAN, CORA	06/04/2026	R	100.00	June
619130	BRUSS, JON	06/04/2026	R	60.00	June
619131	BUSBY, TREVOR	06/04/2026	R	103.00	June
619132	CESO FINANCE LLC	06/04/2026	R	4,000.00	June
619133	CRANE, JADEN	06/04/2026	R	100.00	June
619134	DASSEL-COKATO HS ISD# 466	06/04/2026	R	180.00	June
619135	DECKER EQUIPMENT	06/04/2026	R	340.36	June
619136	DIVERSIFIED PLUMBING & HEATING	06/04/2026	R	303.85	June
619137	FLINN SCIENTIFIC	06/04/2026	R	444.95	June
619138	FRATTALLONES	06/04/2026	R	423.76	June
619139	GELSCHUS, BROOKLYNN	06/04/2026	R	100.00	June
619140	GOLD MEDAL MPLS ML55	06/04/2026	R	78.01	June
619141	GRAINGER	06/04/2026	R	498.73	June
619142	GROGAN, MICHAEL	06/04/2026	R	300.00	June
619143	GUNDERSON, JACOB	06/04/2026	R	190.00	June
619144	HAYFORD, JOE	06/04/2026	R	68.00	June
619145	HIGH POINT NETWORKS, LLC	06/04/2026	R	5,000.00	June
619146	HILLYARD/HUTCHINSON	06/04/2026	R	130.53	June
619147	HOCKINSON, GAVIN	06/04/2026	R	60.00	June
619148	HOFFMAN, MICHAEL	06/04/2026	R	200.00	June
619149	IEA, INC	06/04/2026	R	2,711.82	June
619150	INDIANHEAD FS DISTRIBUTOR, INC	06/04/2026	R	21,907.03	June
619151	ISENSEE, SAMANTHA	06/04/2026	R	600.00	June
619152	JOHNSON, CHASE	06/04/2026	R	50.00	June
619153	JONES, KYLIE	06/04/2026	R	124.00	June
619154	KEEGAN, KEVIN	06/04/2026	R	400.00	June
619155	KLEVE, EMMA	06/04/2026	R	150.00	June
619156	KOOSMANN, JACK	06/04/2026	R	300.00	June
619157	KOPPI, WILLIAM	06/04/2026	R	112.00	June
619158	LAIL, ADAM	06/04/2026	R	166.00	June
619159	LANGE, JEFF	06/04/2026	R	120.00	June
619160	LOFFLER COMPANIES	06/04/2026	R	144.82	June
619161	MACKIN LIBRARY SERVICE	06/04/2026	R	1,543.98	June
619162	MAIN STREET FLORAL	06/04/2026	R	615.00	June
619163	METRONET	06/04/2026	R	1,952.10	June
619164	MEYER, WALTER	06/04/2026	R	170.00	June
619165	O'NEILL, SEAN	06/04/2026	R	240.00	June
619166	OFFICE OF MNIT SERVICES	06/04/2026	R	32.55	June
619167	OLSON, THEODORE	06/04/2026	R	50.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
619168	PEREZ, JOSEPH	06/04/2026	R	600.00	June
619169	PERFORMANCE FOODSERVICE	06/04/2026	R	734.30	June
619170	PETERSON, SEANNA	06/04/2026	R	150.00	June
619171	PLATZKE, JEFFREY	06/04/2026	R	2,000.00	June
619172	POZEGA, JUSTIN	06/04/2026	R	600.00	June
619173	POZEGA, ROCCO	06/04/2026	R	300.00	June
619174	PROCARE THERAPY	06/04/2026	R	3,430.00	June
619175	RABE, CARSON	06/04/2026	R	210.00	June
619176	ROBERTS, JOSEPH	06/04/2026	R	136.00	June
619177	ROISUM, DENNIS	06/04/2026	R	120.00	June
619178	SCHOLASTIC BOOK FAIRS-04	06/04/2026	R	1,317.44	June
619179	SCHOMMER, JAMES	06/04/2026	R	200.00	June
619180	SCHWAB, AMY	06/04/2026	R	51.08	June
619181	STARR, DWAYNE	06/04/2026	R	310.00	June
619182	STEP SAVER, INC	06/04/2026	R	256.50	June
619183	SZOT SR, JOHN	06/04/2026	R	103.00	June
619184	T-MOBILE	06/04/2026	R	380.00	June
619185	THOMPSON, STEVE	06/04/2026	R	120.00	June
619186	TRIO SUPPLY COMPANY	06/04/2026	R	84.96	June
619187	UHL CO	06/04/2026	R	511.00	June
619188	VAN HOUSE, DAVID	06/04/2026	R	86.00	June
619189	WAYSIDE PUBLISHING	06/04/2026	R	275.65	June
619190	WHITNEY, WILLIAM	06/04/2026	R	98.00	June
619191	WIEN, MEGHAN	06/04/2026	R	297.54	June
619192	WM CORPORATE SERVICES INC	06/04/2026	R	4,430.24	June
619193	WORM, MARK	06/04/2026	R	240.00	June
619194	WOYNO & ASSOCIATES LLC	06/04/2026	R	1,500.00	June
619195	YANKE, MICK	06/04/2026	R	120.00	June
619196	WACONIA EDUCATION ASSOCIATION	06/15/2026	R	13,595.14	June
619197	A & D SOLUTIONS LLC	06/12/2026	R	1,464.00	June
619198	ACT	06/12/2026	R	10,485.00	June
619199	ALBEE, LEON	06/12/2026	R	352.81	June
619200	AMPION PBC	06/12/2026	R	15,937.36	June
619201	APPLE FINANCIAL SERVICES	06/12/2026	R	38,723.63	June
619202	ARMSTRONG, CARTER	06/12/2026	R	41.51	June
619203	BAYNES, LEVI	06/12/2026	R	140.00	June
619204	BEHRENS, CHARLES	06/12/2026	R	100.00	June
619205	BEST VERSION MEDIA	06/12/2026	R	751.80	June
619206	BESTE, WILL	06/12/2026	R	50.00	June
619207	BISCHOFF, KOLETON	06/12/2026	R	45.00	June
619208	BLILIE, ALEC	06/12/2026	R	100.00	June
619209	BRESNAHAN, CORA	06/12/2026	R	100.00	June
619210	BUTLER, OSCAR	06/12/2026	R	504.04	June
619211	CATALYST SOURCING SOLUTIONS	06/12/2026	R	359.99	June
619212	CDW GOVERNMENT LLC	06/12/2026	R	3,805.60	June
619214	COLLEGE BOARD	06/12/2026	R	30,041.00	June
619215	COLONY PLAZA LLC	06/12/2026	R	425.08	June
619216	COMMERCIAL KITCHEN SERVICES	06/12/2026	R	550.00	June
619217	COSTA, CHARLES	06/12/2026	R	40.00	June
619218	CREATIVE COSTUMING & DESIGN	06/12/2026	R	7,595.00	June
619219	CULLIGAN BOTTLED WATER	06/12/2026	R	720.00	June
619220	DAHL, BLAKE	06/12/2026	R	756.06	June
619221	DEERING, LEO	06/12/2026	R	124.52	June
619222	EAU CLAIRE JAZZ INC	06/12/2026	R	900.00	June
619223	EDER, NOLAN	06/12/2026	R	100.00	June
619224	FLORES, IVAN	06/12/2026	R	575.00	June

CHECK NUMBER	VENDOR	CHECK DATE	CHE TYP	AMOUNT	POST MONTH
619225	FORMANECK, KAMRYN	06/12/2026	R	800.00	June
619226	GELSCHUS, BROOKLYNN	06/12/2026	R	200.00	June
619227	GOPHER SPORT	06/12/2026	R	594.43	June
619228	GRAINGER	06/12/2026	R	582.23	June
619229	GREGG, LOGAN	06/12/2026	R	50.00	June
619230	GROGAN, MICHAEL	06/12/2026	R	300.00	June
619231	GUNDERSON, JACOB	06/12/2026	R	190.00	June
619232	HALLA GREENS GOLF COURSE	06/12/2026	R	435.00	June
619233	HANSON SPORTS LLC	06/12/2026	R	3,485.00	June
619234	HAPPY FEET SOCCER TWIN CITIES	06/12/2026	R	1,800.00	June
619235	HAYDEN, ADAM	06/12/2026	R	560.35	June
619236	HEASER, CONNOR	06/12/2026	R	30.00	June
619237	HEGER'S DAIRY LLC	06/12/2026	R	7,381.03	June
619238	HEGER, LUCAS	06/12/2026	R	664.12	June
619239	HELEN SOLAR LLC	06/12/2026	R	5,999.41	June
619240	HENNIN, CAMERON	06/12/2026	R	103.76	June
619241	HIGH POINT NETWORKS, LLC	06/12/2026	R	2,105.00	June
619242	HILLYARD/HUTCHINSON	06/12/2026	R	4,193.20	June
619243	HOOGENAKKER, LUCAS	06/12/2026	R	249.03	June
619244	HUEPENBECKER, ARIEL	06/12/2026	R	70.00	June
619245	INDIANHEAD FS DISTRIBUTOR, INC	06/12/2026	R	17,454.62	June
619246	JOSTENS INC	06/12/2026	R	2,117.91	June
619247	JW PEPPER & SON, INC	06/12/2026	R	277.42	June
619248	KALKES, KOOPER	06/12/2026	R	145.26	June
619249	KAMANN, BRADY	06/12/2026	R	871.40	June
619250	KIBLER, JACKSON	06/12/2026	R	30.00	June
619251	KINGSTON, SAM	06/12/2026	R	140.00	June
619252	KIRKPATRICK, GEHRIG	06/12/2026	R	60.00	June
619253	KULLY SUPPLY COMPANY	06/12/2026	R	260.38	June
619254	KUNST, GABE	06/12/2026	R	664.12	June
619255	LAKETOWN GYMNASTICS	06/12/2026	R	1,435.00	June
619256	LANIGAN, CARTER	06/12/2026	R	20.00	June
619257	LANO EQUIPMENT INC	06/12/2026	R	2,144.46	June
619258	LAZY LOON LANES LLC	06/12/2026	R	255.00	June
619259	LOFFLER COMPANIES	06/12/2026	R	3,052.21	June
619260	LORENZ, CALEB	06/12/2026	R	20.00	June
619261	LUKENS, LEAH	06/12/2026	R	20.00	June
619262	LVC COMPANIES INC	06/12/2026	R	2,746.86	June
619263	MALINSKI, SIMON	06/12/2026	R	100.00	June
619264	MASA/MASE	06/12/2026	R	2,500.00	June
619265	MEDINA ENTERTAINMENT CENTER	06/12/2026	R	42,600.09	June
619266	MERRITT, GEDRIC	06/12/2026	R	70.00	June
619267	MERRITT, MAKENZIE	06/12/2026	R	432.00	June
619268	METRO BASEBALL LEAGUE	06/12/2026	R	7,225.00	June
619269	MEYER, WALTER	06/12/2026	R	105.00	June
619270	MITTELSTEADT, GRIFFIN	06/12/2026	R	50.00	June
619271	MN SAFETY COUNCIL	06/12/2026	R	184.00	June
619272	MORSCHEN, CADEN	06/12/2026	R	70.00	June
619273	MUSIC MART	06/12/2026	R	1,776.28	June
619274	NAHAN, SHELLY	06/12/2026	R	2,132.00	June
619275	NEVER BORED ADVENTURE LLC	06/12/2026	R	168.00	June
619276	NIELSEN, JACKSEN	06/12/2026	R	269.76	June
619277	OCCUPATIONAL HLTH CNTRS MN PC	06/12/2026	R	259.00	June
619278	ORTH, OWEN	06/12/2026	R	124.52	June
619279	PAN-O-GOLD BAKING CO	06/12/2026	R	3,390.22	June
619280	PARTY CRASHERS RC RACING	06/12/2026	R	480.00	June

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619281	PERFORMANCE FOODSERVICE	06/12/2026	R	629.36	June
619282	PICK A TIME	06/12/2026	R	12.90	June
619283	PRINSEN, CARTER	06/12/2026	R	166.01	June
619284	PROCARE THERAPY	06/12/2026	R	3,920.00	June
619285	RABE, CARSON	06/12/2026	R	100.00	June
619286	RANWEILER, WILLIAM	06/12/2026	R	100.00	June
619287	ROZMARYNOSKI, MARK	06/12/2026	R	762.09	June
619288	SALDEN, KYLEIGH	06/12/2026	R	100.00	June
619289	SARTWELL, OWEN	06/12/2026	R	545.50	June
619290	SCHOLASTIC BOOK FAIRS-04	06/12/2026	R	290.74	June
619291	SCHULTE, AARON	06/12/2026	R	160.00	June
619292	SHERWIN-WILLIAMS CO	06/12/2026	R	592.30	June
619293	SIGN GYPSIES	06/12/2026	R	70.00	June
619294	SKATEVILLE	06/12/2026	R	768.00	June
619295	SNAP ON TOOLS	06/12/2026	R	1,366.15	June
619296	SOCIAL CLUB SIMPLE	06/12/2026	R	80.00	June
619297	SOUTHSIDE REFEREES LLC	06/12/2026	R	2,195.00	June
619298	SOUTHWEST METRO INTERMEDIATE D	06/12/2026	R	51,420.16	June
619299	STAPLES ADVANTAGE	06/12/2026	R	182.03	June
619300	SWANSON, QUINN	06/12/2026	R	300.00	June
619301	SWENSON, CADEN	06/12/2026	R	30.00	June
619302	WA-CO REPAIR	06/12/2026	R	111.27	June
619303	WEIDMAN, SAM	06/12/2026	R	50.00	June
619304	WEIRAUCH, WESLEY	06/12/2026	R	30.00	June
619305	XIONG, TYLER	06/12/2026	R	145.26	June
619306	CITY OF WACONIA	06/12/2026	R	113,463.86	June
619307	AFFINETY SOLUTIONS, INC	06/18/2026	R	275.00	June
619308	AGPARTS WORLDWIDE, INC.	06/18/2026	R	4,511.50	June
619309	AVIBEN	06/18/2026	R	583.87	June
619310	BICKFORD, KELLY	06/18/2026	R	7.75	June
619311	BROWER, ROSS	06/18/2026	R	166.00	June
619312	BRUEGGEMEIER, LISA	06/18/2026	R	23.40	June
619313	BRYFCZYNSKI, JENNIFER	06/18/2026	R	15.85	June
619314	BUCH, JEREMY	06/18/2026	R	24.45	June
619315	BURANDT, SARAH	06/18/2026	R	14.50	June
619316	CANON FINANCIAL SERVICES INC	06/18/2026	R	890.18	June
619317	CENTERPOINT ENERGY	06/18/2026	R	21,185.96	June
619318	CENTRAL UNITED COOPERATIVE	06/18/2026	R	7,330.09	June
619319	CESO FINANCE LLC	06/18/2026	R	4,000.00	June
619320	CHONG, KRISTIN	06/18/2026	R	118.00	June
619321	CHROMEBOOK PARTS.COM	06/18/2026	R	664.50	June
619322	CLEMENSEN, THOMAS	06/18/2026	R	75.00	June
619323	CUSHMAN, JODY	06/18/2026	R	47.13	June
619324	DAIKIN APPLIED AMERICAS INC	06/18/2026	R	3,160.00	June
619325	DEGEN, JAMIE	06/18/2026	R	169.10	June
619326	DEICHELBOHRER, FRANK	06/18/2026	R	103.00	June
619327	DEMING, JON	06/18/2026	R	55.15	June
619328	DIVERSIFIED PLUMBING & HEATING	06/18/2026	R	1,919.92	June
619329	ECM PUBLISHERS, INC	06/18/2026	R	112.00	June
619330	EDGERLY SCHLOUGH, LISA	06/18/2026	R	92.45	June
619331	EPPING, JOSEPH	06/18/2026	R	84.50	June
619332	FALKMAN, ERIK	06/18/2026	R	190.05	June
619333	FONTANNA, JOHN	06/18/2026	R	76.00	June
619334	FRETTE, THOMAS	06/18/2026	R	113.95	June
619335	GENESIS TECHNOLOGIES, INC.	06/18/2026	R	2,500.00	June
619336	GOPHER SPORT	06/18/2026	R	589.00	June

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619337	GROTBO, STEPHANIE	06/18/2026	R	60.00	June
619338	HAGEN, KAMILLE	06/18/2026	R	53.70	June
619339	HENTGES, HENRY	06/18/2026	R	120.00	June
619340	HEUSINKVELD, JESSIE	06/18/2026	R	118.00	June
619341	HICKEY, DANIEL	06/18/2026	R	299.35	June
619342	HILLYARD/HUTCHINSON	06/18/2026	R	7,552.76	June
619343	HOLMQUIST, MARIA	06/18/2026	R	200.00	June
619344	HUCKENPOEHLER, MARY	06/18/2026	R	56.70	June
619345	INDIANHEAD FS DISTRIBUTOR, INC	06/18/2026	R	18,567.26	June
619346	INGCO INT'L INC	06/18/2026	R	57.00	June
619347	INNOVATIONAL WATER SOLUTIONS I	06/18/2026	R	573.00	June
619348	JAMES, BRIA	06/18/2026	R	40.25	June
619349	KAUPHUSMAN, GIDGETTE	06/18/2026	R	44.85	June
619350	LANGE, JEFF	06/18/2026	R	120.00	June
619351	LITERACY RESOURCES LLC	06/18/2026	R	1,367.52	June
619352	LOFFLER COMPANIES	06/18/2026	R	789.74	June
619353	MACKENTHUN'S FINE FOODS	06/18/2026	R	3,634.60	June
619354	MACKIN LIBRARY SERVICE	06/18/2026	R	240.84	June
619355	MAYER LUMBER CO, INC	06/18/2026	R	5,726.45	June
619356	MINI BIFF LLC	06/18/2026	R	99.96	June
619357	MN HISTORICAL SOCIETY	06/18/2026	R	2,424.00	June
619358	MOSHER, BRYAN	06/18/2026	R	112.00	June
619359	MRI SOFTWARE LLC	06/18/2026	R	994.00	June
619360	NICKLAUS, MARK	06/18/2026	R	71.30	June
619361	NORRBOM, DAWN	06/18/2026	R	10.55	June
619362	NORTON, LILY	06/18/2026	R	200.00	June
619363	PEITERSEN, KATIE	06/18/2026	R	93.25	June
619364	PINE PRODUCTS	06/18/2026	R	1,040.00	June
619365	PIONEER MANUFACTURING CO	06/18/2026	R	4,961.95	June
619366	PREP TIME PRINTING	06/18/2026	R	1,008.00	June
619367	PROCARE THERAPY	06/18/2026	R	3,381.00	June
619368	RECTECH SALES & SERVICE	06/18/2026	R	466.41	June
619369	REED, SCOTT	06/18/2026	R	118.00	June
619370	RENNEBERG HARDWOODS INC.	06/18/2026	R	1,340.70	June
619371	ROMANS, STEPHEN	06/18/2026	R	112.00	June
619372	SAFARI ISLAND COMMUNITY CENTER	06/18/2026	R	63,425.72	June
619373	SANTANA, MARK	06/18/2026	R	94.00	June
619374	SCHNEIDER, STACEY	06/18/2026	R	60.20	June
619375	SHRED-N-GO - 446138	06/18/2026	R	177.06	June
619376	SONNEK, ANITA	06/18/2026	R	14.70	June
619377	SONOVA USA INC	06/18/2026	R	2,045.68	June
619378	SOUTHWEST METRO INTERMEDIATE D	06/18/2026	R	41,020.00	June
619379	STEP SAVER, INC	06/18/2026	R	106.02	June
619380	SWANSON, JILL	06/18/2026	R	44.75	June
619381	TERRAFORM PHOENIX II ARCADIA	06/18/2026	R	414.95	June
619382	THEIS, AMY	06/18/2026	R	11.60	June
619383	TORNIO, DANA	06/18/2026	R	25.00	June
619384	TROSTAD, KARI	06/18/2026	R	102.05	June
619385	VAN DE WIELE, JASON	06/18/2026	R	7.75	June
619386	VOYAGER SOPRIS LEARNING	06/18/2026	R	199.10	June
619387	WACONIA PATRIOT	06/18/2026	R	122.50	June
619388	WEIR, DANIEL	06/18/2026	R	31.80	June
619389	WEX BANK	06/18/2026	R	678.76	June
619390	WICKENHAUSER, ANNA	06/18/2026	R	120.75	June
619391	WM CORPORATE SERVICES INC	06/18/2026	R	111.17	June
619392	COOL AIR MECHANICAL, INC.	06/25/2026	R	61,750.00	June

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619393	21ST CENTURY SPORTS LLC	06/26/2026	R	440.00	June
619394	ALL IN ATHLETICS LLC	06/26/2026	R	1,870.00	June
619395	APPLE INC	06/26/2026	R	2,997.00	June
619396	AVIBEN	06/26/2026	R	267.86	June
619398	BODE GRAY'S	06/26/2026	R	150.00	June
619399	CDW GOVERNMENT LLC	06/26/2026	R	75,000.00	June
619400	CLASSY THREADS INC.	06/26/2026	R	201.00	June
619401	COR ROBOTICS LLC	06/26/2026	R	720.00	June
619402	FENWORKS, INC.	06/26/2026	R	600.00	June
619403	FLORES, IVAN	06/26/2026	R	925.00	June
619404	GAME ONE	06/26/2026	R	903.04	June
619405	GATEWAY MUSIC FESTIVALS & TOUR	06/26/2026	R	33,838.90	June
619406	GOHLKE, KYLER	06/26/2026	R	500.00	June
619407	H2I GROUP	06/26/2026	R	1,543.00	June
619408	HEROLD, JONAH	06/26/2026	R	25.00	June
619409	HILLYARD/HUTCHINSON	06/26/2026	R	86.66	June
619410	HUSTLE & HEART SPORTS	06/26/2026	R	501.50	June
619411	INNOVATIVE GRAPHICS	06/26/2026	R	1,074.00	June
619412	KULLY SUPPLY COMPANY	06/26/2026	R	991.48	June
619413	LOFFLER COMPANIES	06/26/2026	R	740.50	June
619414	MACKIN LIBRARY SERVICE	06/26/2026	R	18.96	June
619415	MAIN SCOOP	06/26/2026	R	172.00	June
619416	MALINSKI, SIMON	06/26/2026	R	300.00	June
619417	MEEHAN, ADA	06/26/2026	R	60.00	June
619418	MEI TOTAL ELEVATOR SOLUTIONS	06/26/2026	R	830.54	June
619419	MUSIC MART	06/26/2026	R	885.00	June
619420	NAHAN, SHELLY	06/26/2026	R	2,210.00	June
619421	NCS PEARSON, INC	06/26/2026	R	177.02	June
619422	OCCUPATIONAL HLTH CNTRS MN PC	06/26/2026	R	259.00	June
619423	OFFICE OF MNIT SERVICES	06/26/2026	R	42.00	June
619424	OWATONNA PUBLIC SCHOOLS, ISD 7	06/26/2026	R	12,580.00	June
619425	PERNSTEINER CREATIVE GROUP, IN	06/26/2026	R	2,446.31	June
619426	PROCARE THERAPY	06/26/2026	R	2,744.00	June
619427	REGION 2AA	06/26/2026	R	6,985.00	June
619428	SCAN AIR FILTER, INC	06/26/2026	R	1,083.08	June
619429	SCHWARTZ, ALYCIA	06/26/2026	R	76.29	June
619430	SCHWARTZ, TAMMY	06/26/2026	R	31.00	June
619431	SEIM, ELIJAH	06/26/2026	R	100.00	June
619432	SEIM, GRACE	06/26/2026	R	1,000.00	June
619433	SELTZ, ANDREW	06/26/2026	R	300.00	June
619434	ST JOHNS UNIVERSITY	06/26/2026	R	24,027.15	June
619435	ST MICHAEL-ALBERTVILLE HS ISD	06/26/2026	R	45.00	June
619436	STACKEN, RON	06/26/2026	R	300.00	June
619437	TECH ACADEMY/THOMSEN SYSTEMS	06/26/2026	R	2,130.00	June
619438	THEISEN, ENDER	06/26/2026	R	35.00	June
619439	WACONIA ICE ARENA	06/26/2026	R	1,028.13	June
619440	WAGNER, ADRIAN	06/26/2026	R	97.00	June
619441	WAGNER, MARTINA	06/26/2026	R	4,759.80	June
619442	WILSON LANGUAGE TRAINING CORP	06/26/2026	R	350.00	June
619443	KOCH SCHOOL BUS SERVICE, INC	06/29/2026	R	634,497.58	June
619444	EYE MED-FIDELITY SECURITY LIFE	06/30/2026	R	2,118.55	June
619445	MN SCHOOL EMPLOYEES ASSOCIATIO	06/30/2026	R	246.57	June
619446	NCPERS GROUP LIFE INS	06/30/2026	R	80.00	June
619447	SCHOOL SERVICE EMPLOYEES	06/30/2026	R	588.42	June
202501018	INTERNAL REVENUE SERVICE	06/15/2026	W	293,388.72	June
202501019	LIFE INS CO OF NORTH AMERICA	06/15/2026	W	4,298.37	June

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202501020	MN DEPT OF REVENUE	06/15/2026	W	46,672.06	June
202501021	MN TEACHERS RETIREMENT ASSN	06/15/2026	W	177,866.13	June
202501022	PERA	06/15/2026	W	48,844.67	June
202501023	AVIBEN	06/15/2026	W	60,317.60	June
202501024	ONEBRIDGE BENEFITS,INC.	06/15/2026	W	4,391.37	June
202501028	INTERNAL REVENUE SERVICE	06/15/2026	W	377.17	June
202501029	LIFE INS CO OF NORTH AMERICA	06/15/2026	W	1,943.56	June
202501030	MN DEPT OF REVENUE	06/15/2026	W	59.18	June
202501031	PERA	06/15/2026	W	290.42	June
202501034	RIDGES AT SAND CREEK	06/10/2026	W	198.00	June
202501035	ALDI	06/10/2026	W	152.36	June
202501038	TARGET BANK	06/10/2026	W	1,050.68	June
202501040	TAP SERIES LLC	06/10/2026	W	110.00	June
202501043	WEBSTAURANT STORE LLC	06/10/2026	W	587.16	June
202501047	MASTER TEACHER	06/10/2026	W	179.90	June
202501048	CUSTOM INK	06/10/2026	W	1,470.60	June
202501049	MN ZOO	06/10/2026	W	393.00	June
202501050	QUICKLUTION	06/10/2026	W	49.00	June
202501051	DOMINO'S PIZZA	06/10/2026	W	263.91	June
202501052	MN VALLEY ELECTRIC CORP	06/10/2026	W	34,233.88	June
202501053	HOME DEPOT	06/10/2026	W	181.60	June
202501054	US POSTAL SERVICE	06/10/2026	W	11.50	June
202501056	E3 SPORT APPAREL LLC	06/10/2026	W	1,061.30	June
202501057	US CLUB SOCCER	06/10/2026	W	74.75	June
202501058	SHERATON GRAND CHICAGO	06/10/2026	W	1,263.24	June
202501059	SHAKOPEE BOWL	06/10/2026	W	620.00	June
202501061	ZERO 4 OUTDOORS	06/10/2026	W	1,836.80	June
202501062	FIDGET GAME	06/10/2026	W	54.99	June
202501064	DRAMATIC PUBLISHING	06/10/2026	W	831.20	June
202501065	DOLLAR TREE	06/10/2026	W	70.25	June
202501068	SPORTSENGINE INC	06/10/2026	W	2,098.00	June
202501069	ARBITERSPORTS	06/10/2026	W	660.00	June
202501071	NATIONAL HONOR SOCIETY	06/10/2026	W	1,671.99	June
202501076	HOMEGROWN LACROSSE	06/10/2026	W	9,295.00	June
202501078	RADISSON HOTELS - DULUTH	06/10/2026	W	1,475.50	June
202501079	ROCKET SCIENCE GROUP, LLC	06/10/2026	W	334.00	June
202501084	JIMMY JOHNS	06/10/2026	W	78.51	June
202501085	WACONIA CHAMBER OF COMMERCE	06/10/2026	W	70.00	June
202501086	HAMLINE UNIV TRACK & FIELD	06/10/2026	W	44.80	June
202501089	AMERICAN GYM	06/10/2026	W	105.00	June
202501090	BRIGHTWORKS	06/10/2026	W	50.00	June
202501092	THREE RIVERS PARK DISTRICT	06/10/2026	W	637.50	June
202501096	PANERA BREAD	06/10/2026	W	364.16	June
202501097	MN CHILDREN'S MUSEUM	06/10/2026	W	15.00	June
202501098	BMO-MASTERCARD BILLING	06/10/2026	W	105.00	June
202501100	HOEFLER & CO	06/10/2026	W	149.00	June
202501106	INTERNAL REVENUE SERVICE	06/30/2026	W	305,417.49	June
202501107	LIFE INS CO OF NORTH AMERICA	06/30/2026	W	4,488.91	June
202501108	MN DEPT OF REVENUE	06/30/2026	W	50,186.30	June
202501109	MN TEACHERS RETIREMENT ASSN	06/30/2026	W	178,331.05	June
202501110	PERA	06/30/2026	W	42,844.78	June
202501111	AVIBEN	06/30/2026	W	58,975.00	June
202501112	ONEBRIDGE BENEFITS,INC.	06/30/2026	W	8,082.93	June
202501112	ONEBRIDGE BENEFITS,INC.	06/16/2026	W	987.00	June
202501124	XCEL ENERGY	06/01/2026	W	126.81	June
202501125	QUADIENT FINANCE USA, INC	06/25/2026	W	500.00	June

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202501126	BRI PARENT, INC	06/30/2026	W	401.75	June
202501127	PMA SECURITIES LLC	06/30/2026	W	268.41	June
202501128	MEDICA INSURANCE CO	06/01/2026	W	693,285.23	June
202501129	MN DEPT OF REVENUE	06/18/2026	W	67.00	June
202501130	SECURITY BANK & TRUST CO	06/30/2026	W	65.00	June
202501131	CARDCONNECT LLC	06/30/2026	W	7,247.49	June
202501132	XCEL ENERGY	06/30/2026	W	135.28	June
202501133	QUADIENT FINANCE USA, INC	06/30/2026	W	300.00	June
202501134	PMA SECURITIES LLC	06/30/2026	W	20.83	June
202501135	EDUTRAK LLC	06/30/2026	W	5,979.15	June
202501136	AUTHORIZE.NET	06/30/2026	W	50.00	June
252600149	BRAGGANS CARLSON, HEATHER	06/17/2026	A	90.34	June
252600150	DAVISON, AMY	06/17/2026	A	9.06	June
252600151	HALL, ISABELL	06/17/2026	A	11.60	June
252600152	KERN, TESSA	06/17/2026	A	46.98	June
252600153	KLEIN, DANIEL	06/17/2026	A	28.06	June
252600154	KOLHEI, SHANNON	06/17/2026	A	130.21	June
252600155	NESVIG, ERIKA	06/17/2026	A	86.98	June
252600156	PAULY, MARNIE	06/17/2026	A	39.80	June
252600157	PEDRETTI, CHRISTINE	06/17/2026	A	101.30	June
252600158	RAETHER, KELLY JO	06/17/2026	A	1,051.40	June
252600159	SEIM, LINDSAY	06/17/2026	A	174.36	June
252600160	SMITH, NICOLE	06/17/2026	A	270.00	June
252600161	SODEY, ANDREW	06/17/2026	A	276.95	June
252600162	VELDHUISEN, DEREK	06/17/2026	A	94.90	June
252600163	VOLKMANN, CAITLIN	06/17/2026	A	110.62	June
252600164	WINGERT, MOLLY	06/17/2026	A	540.78	June
252600165	BAUNE, KEITH	06/22/2026	A	360.00	June
252600166	SCHULTE, KATHRYN	06/22/2026	A	330.00	June
252600167	SIEGLE, DARLENE	06/22/2026	A	54.96	June
252600168	BALGAARD, DALLAS	06/30/2026	A	406.00	June
252600169	BURDORF, THERESA	06/30/2026	A	150.11	June
252600170	BUTLER, LAURA	06/30/2026	A	103.68	June
252600171	CLAUSEN, SHANE	06/30/2026	A	360.00	June
252600172	EISCHENS, SARA	06/30/2026	A	360.00	June
252600173	ESTERBERG, JACOB	06/30/2026	A	384.98	June
252600174	KLEIN, DANIEL	06/30/2026	A	31.03	June
252600175	KOSCHINSKA, TIMOTHY	06/30/2026	A	90.00	June
252600176	MCQUILLAN, LAUREN	06/30/2026	A	94.25	June
252600177	MITCHELL, MARY	06/30/2026	A	4,951.20	June
252600178	PAULY, MARNIE	06/30/2026	A	164.47	June
252600179	PINGEON, SARA	06/30/2026	A	19.64	June
252600180	SABOL, JILL	06/30/2026	A	360.00	June
252600181	SCHULTZ, VANESSA	06/30/2026	A	104.20	June
252600182	SPARBY, PAUL	06/30/2026	A	578.95	June
252600183	THOMAS, MATTHEW	06/30/2026	A	140.00	June

Totals for checks 3,712,309.54

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
01	General	1,810,460.11	0.00	1,460,199.00	3,270,659.11
02	Food Service	70,441.67	0.00	103,034.93	173,476.60
04	Community Service	126,849.38	0.00	78,785.21	205,634.59
06	Building Construction	0.00	0.00	61,750.00	61,750.00
08	Trust	0.00	0.00	500.00	500.00
45	OPEB Irrevocable Trust Fund	0.00	0.00	289.24	289.24
*** Fund Summary Totals ***		2,007,751.16	0.00	1,704,558.38	3,712,309.54

********** 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 – August 24, 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

Abrahamson, Jennifer	Special Education Teacher	BV
Replacement	Long Term Substitute Attach K	
Barkey-Meis, Denise	Educational Assistant (SPED)	SV
Replacement	6.5 hours/day; 175 days	
Gorrie, Elsa	Educational Assistant (SPED)	LT
Replacement	6.5 hours/day; 175 days	
Hansen, Elizabeth	Educational Assistant	LT
Replacement	3.75 hours/day; 175 days	
Horn, Joshua	Custodial Cleaner	ESC
Replacement	8 hours/day; 260 days	
Huskey, Ross	Educational Assistant (SPED)	BV
Replacement	6.5 hours/day; 175 days	
Krause, Denise	Special Education Teacher	SV
Replacement	7.5 hours/day; 183 days Attach K	
Lant, Emily	Educational Assistant	LT
Replacement	3.75 hours/day; 175 days	

Leo, Peter	Special Education Teacher	BV
Replacement	7.5 hours/day; 183 days Attach K	
Moen, Heather	Educational Assistant (SPED)	BV
Replacement	6.5 hours/day; 175 days	
Petzel, Alexis	Preschool Teacher	ECFE
Replacement	4 hours/day; 183 days Attach K	
Shelley, Michael	Educational Assistant (SPED)	WMS
Replacement	6.5 hours/day; 175 days	

Employee Status Changes

Berg, Mel, Teacher, Overload added for Trimester 1 at WHS
Brown, Peter, Teacher, Overload added for Trimester 1 at WHS
Buettner, Alexandra, Teacher, Overload added for Trimesters 1-2 at WHS
Engebretsen, Emma, Teacher, Overload added for Trimesters 1-2 at WHS
Giese, Nicholas, Teacher, Overload added for Trimester 1 at WHS
Kuerschner, Clara, Teacher, Overload added for Trimester 1 at WHS
Kuerschner, Roxanne, Teacher, Overload added for Trimester 1 at WHS
Norman, Kris, from Educational Assistant (SPED) to Special Education Teacher at WMS. Attach K
Vance, Madison, Teacher, Overload added for Trimester 1 at WHS
Von Glan, Nelia, Teacher, Overload added for Trimester 1 at WHS
Westphal, Ashley, Teacher, Overload added for Trimester 1 at WHS

Retirements/Resignations/Terminations

Bradford, Chloe, Educational Assistant (SPED) at BV
Grafft, Brittanie, Educational Assistant at LT
Melsha, Crystal, Special Education Teacher at SV
Modell, Kaleigh, Licensed School Nurse at WHS
Nessa, Emily, Special Education Teacher at SV
Sazdoff, Nicholas, Educational Assistant (SPED) at WHS
Wabbe, Jody, Educational Assistant (SPED) at WMS

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

6. **REPORTS**

6.A.	Administrative Presentation: Human Resources	**Presenter:** Jeni Super, Director of Human Resources

Human Resources Update

Presented by Jeni Super

Staffing & Recruitment

- Current & Ongoing Vacancies
  - Current: Educational Assistants (multiple), Health Associate, Licensed School Nurse, Nutritional Assistant & Senior Accountant
  - Ongoing: Substitutes, Educational Assistants (Special Education)

- Hard-to-Fill Positions
  - Educational Assistants (Special Education)
  - Substitutes



Red Rover Implementation Update

- Created and rolled out new job application templates
- Reviewed and streamlined all internal forms
- Hiring, Onboarding & Records Modules - went live August 5, 2026
  - # of job postings to date
  - # of applications received to date



Retention & Turnover Trends

- Resignations & Retirement
- Exit Interview Process & Themes
    - The Good
        - Deep appreciation for students, coworkers & community
        - Overall place to work
        - Healthcare salary & benefits
    - Opportunities for improvement
        - Communication
        - Career advancement opportunities - Educational Assistants & Custodial
        - Fairness of pay
        - Supervisor Recognition



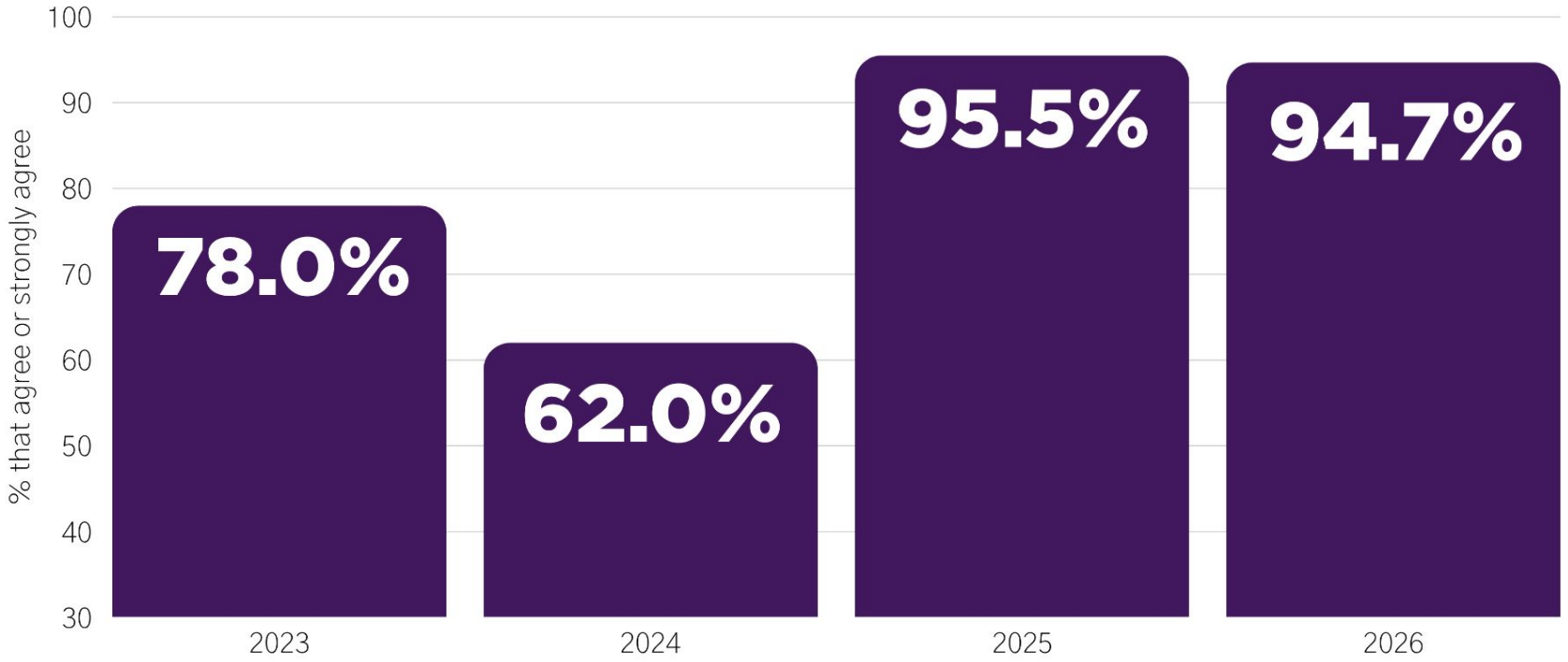
Staff Survey Results

- 284 staff completed this year's survey. A decrease from 333 in 2025, but similar to previous years including 2024 (276) and 2023 (271).
- Building Breakdown: High School (58), Middle School (54), Laketown (50), Southview (40), Bayview (36), Early Childhood (29), District Office/Community Ed (15), WLC (1)
- Employee Group Breakdown: WEA (181), ESP (63), Other (39)



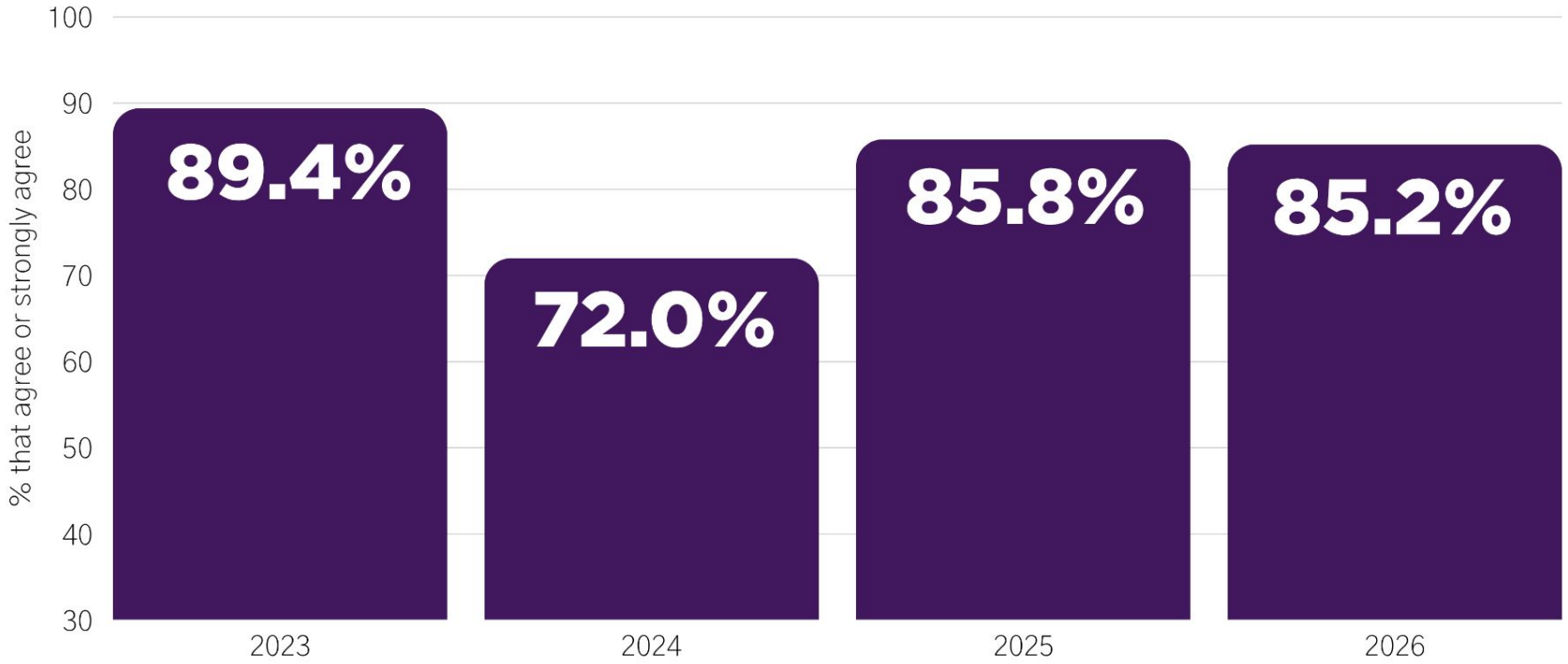
“I am proud to be part of and work in District 110”

Four-Year Trend



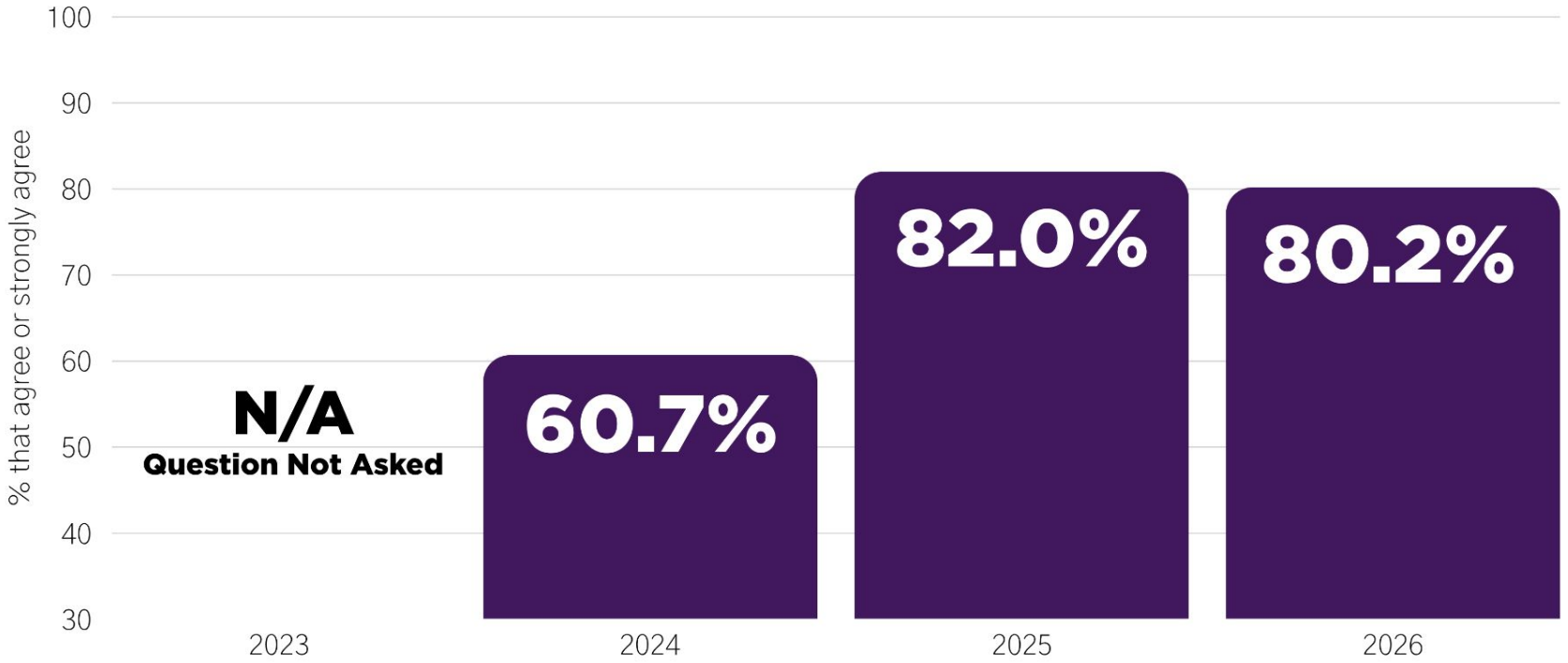
“I feel safe and supported at work”

Four-Year Trend



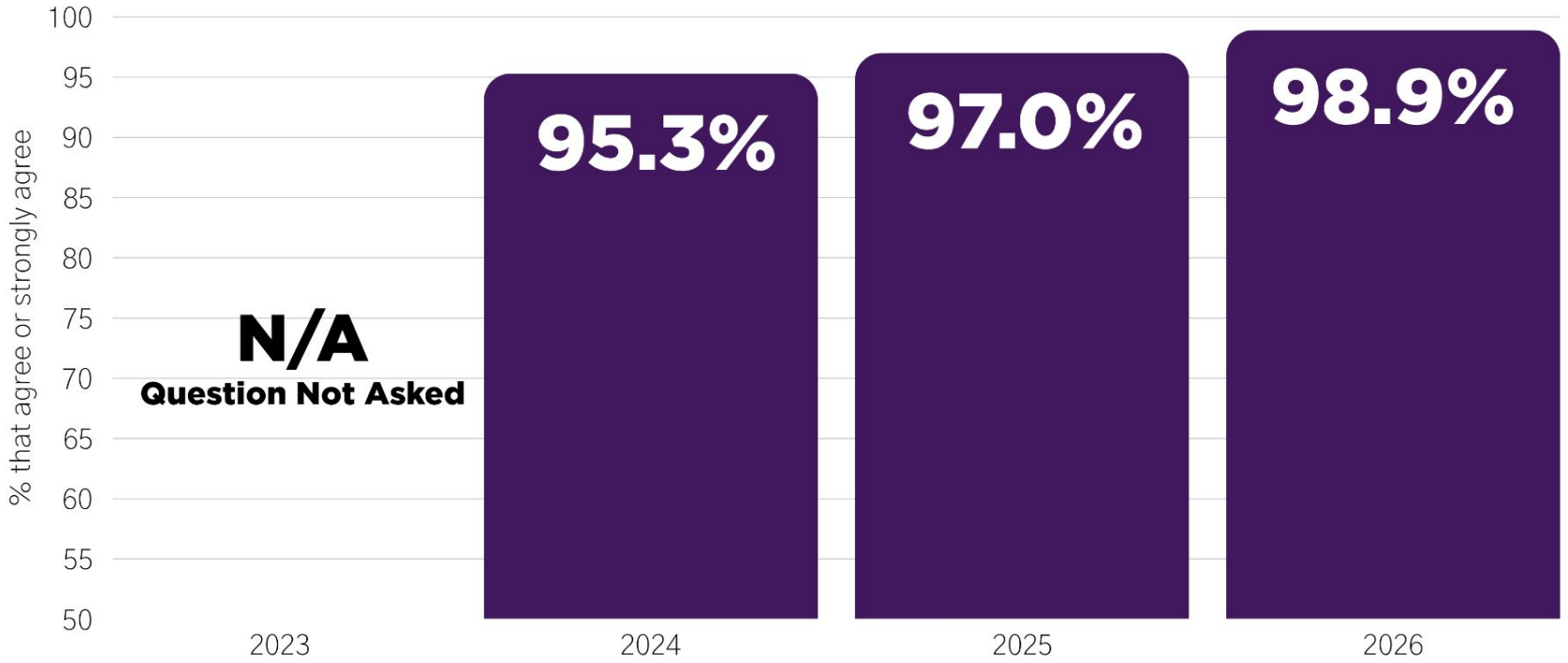
“I feel welcomed, respected and heard at work”

Four-Year Trend



“I feel that I am engaged and productive in my position”

Four-Year Trend



Negotiations & Work Agreement Renewals

- **Completed for 2026-2027**
  - Directors & Managers
  - Educational Support Professionals
  - KidSpace Site Leads & Leads

- **2027 & Beyond - EVERYONE**
  - Administrative Support Professionals
  - Community Education - Secretary/Clerical
  - Community Education - Supervisors and Coordinators
  - Confidential
  - Custodial/Maintenance (SEIU 284)
  - Educational Support Professionals
  - KidSpace Site Leads & Leads
  - Nutritional Services (MSEA)
  - Principals
  - Waconia Education Association (WEA)
  - Unaffiliated 9-Month
  - Unaffiliated Directors & Managers
  - Unaffiliated Supervisors and Coordinators
  - Unaffiliated Technology



Questions?

6.B. Finance Report	**Presenter:** Pam Carman, Director of Finance & Operations

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

WACONIA | May 31, 2026

REVENUE CATEGORIES	30-Jun-24	30-Jun-25	FY26 Adopted Budget	FY26 Revised Budget	Received YTD	Revised Budget Remaining	31-May-26 % Received	31-May-25 % Received	31-May-24 % Received	31-May-25	31-May-24
STATE	43,525,335	43,706,014	43,738,854	43,976,030	37,574,323	6,401,707	85.44%	84.12%	85.38%	36,764,321	37,162,332
FEDERAL	1,255,094	894,894	838,048	1,074,916	799,854	275,062	74.41%	79.84%	87.87%	714,481	1,102,890
PROPERTY TAXES	10,257,822	10,260,902	9,967,872	10,077,490	8,715,708	1,361,782	86.49%	76.93%	73.14%	7,893,437	7,502,912
LOCAL SALES, INS RECOVERY & JUDGEMENTS	0	(1,705)	0	5,300	5,870	(570)	110.75%	0.00%	0.00%	7,560	0
SALE OF BONDS & LOANS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0	0.00%	0.00%	0.00%	0	0
LOCAL (FEES, INTEREST, ETC.)	1,702,471	2,040,410	1,604,813	1,756,746	1,717,833	38,913	97.78%	89.13%	87.00%	1,818,678	1,481,202
TOTALS	**56,740,722**	**56,900,515**	**56,149,587**	**56,890,482**	**48,813,589**	**8,076,893**	**85.80%**	**82.95%**	**83.27%**	**47,198,477**	**47,249,336**

EXPENDITURES (OBJECT SERIES)	30-Jun-24	30-Jun-25	FY26 Adopted Budget	FY26 Revised Budget	Expended YTD	Revised Budget Remaining	31-May-26 % Expended	31-May-25 % Expended	31-May-24 % Expended	31-May-25	31-May-24
SALARIES & WAGES	27,539,445	28,557,637	30,827,060	30,213,143	23,757,183	6,455,960	78.63%	80.88%	79.81%	23,098,572	21,978,930
EMPLOYEE BENEFITS	10,431,339	11,378,624	11,777,614	12,995,221	10,213,157	2,782,064	78.59%	81.59%	82.88%	9,283,460	8,645,950
PURCHASED SERVICES	7,612,703	8,344,460	8,513,778	8,873,625	7,801,419	1,072,206	87.92%	82.59%	83.69%	6,891,550	6,371,072
SUPPLIES	1,724,992	1,869,383	1,980,575	2,300,452	1,535,744	764,708	66.76%	60.93%	54.26%	1,138,942	936,028
EQUIPMENT	904,658	1,293,468	1,462,300	1,618,849	1,406,052	212,797	86.86%	90.67%	98.51%	1,172,845	891,166
DEBT SERVICE	83,267	83,267	81,287	81,287	2,200	79,087	2.71%	100.00%	100.00%	83,267	83,267
OTHER EXPENDITURES	284,535	268,429	288,579	270,843	143,138	127,705	52.85%	57.12%	55.23%	153,330	157,160
OTHER FINANCING USES	179,732	0	63,000	0	0	0	0.00%	0.00%	0.00%	0	0
TOTALS	**48,760,671**	**51,795,268**	**54,994,193**	**56,353,420**	**44,858,893**	**11,494,527**	**79.60%**	**80.74%**	**80.11%**	**41,821,964**	**39,063,574**

EXPENDITURES (PROGRAM SERIES)	30-Jun-24	30-Jun-25	FY26 Adopted Budget	FY26 Revised Budget	Expended YTD	Revised Budget Remaining	31-May-26 % Expended	31-May-25 % Expended	31-May-24 % Expended	31-May-25	31-May-24
SITE ADMINISTRATION	1,009,465	1,086,471	1,124,204	1,155,269	1,009,989	145,280	87.42%	91.01%	94.81%	988,747	957,124
DISTRICT ADMINISTRATION	479,268	478,718	507,637	499,329	372,627	126,702	74.63%	86.70%	86.34%	415,027	413,822
SUPPORT SERVICES	1,696,730	1,875,357	2,052,639	2,114,558	1,874,109	240,449	88.63%	91.35%	93.17%	1,713,080	1,580,797
REGULAR INSTRUCTION	19,685,536	21,366,366	21,695,083	22,841,803	16,668,465	6,173,338	72.97%	75.95%	76.39%	16,227,212	15,038,623
EXTRA-CURRICULAR ACTIVITES	1,968,764	2,084,156	2,138,382	2,032,841	1,598,786	434,055	78.65%	75.97%	72.82%	1,583,337	1,433,673
VOCATIONAL INSTRUCTION	536,073	635,540	574,343	643,702	447,165	196,537	69.47%	81.37%	75.95%	517,122	407,151
SPECIAL EDUCATION	10,567,638	11,064,177	12,473,658	11,865,579	9,493,617	2,371,962	80.01%	78.89%	79.11%	8,728,488	8,359,792
COMMUNITY SERVICES	8,848	14,322	8,848	16,312	9,035	7,277	55.39%	76.44%	61.87%	10,948	5,474
INSTRUCTIONAL SUPPORT	2,462,123	2,274,874	2,923,864	3,456,670	2,656,414	800,256	76.85%	87.93%	81.50%	2,000,269	2,006,592
PUPIL SUPPORT SERVICES	4,958,436	5,237,720	5,697,145	5,752,306	5,154,797	597,509	89.61%	84.94%	84.50%	4,449,126	4,189,709
FACILITIES	4,820,100	5,237,835	5,273,390	5,466,951	4,872,912	594,039	89.13%	87.58%	86.06%	4,587,396	4,148,168
OTHER FINANCING USES	567,689	439,732	525,000	508,100	700,977	(192,877)	137.96%	136.72%	92.07%	601,212	522,648
TOTALS	**48,760,671**	**51,795,268**	**54,994,193**	**56,353,420**	**44,858,893**	**11,494,527**	**79.60%**	**80.74%**	**80.11%**	**41,821,964**	**39,063,574**

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

WACONIA | May 31, 2026

ACTIVITY - OTHER FUNDS

REVENUE	30-Jun-24	30-Jun-25	FY26 Adopted Budget	FY26 Revised Budget	Received YTD	Revised Budget Remaining	31-May-26 % Received	31-May-25 % Received	31-May-24 % Received	31-May-25	31-May-24
FOOD SERVICE	3,388,847	3,319,655	**3,449,636**	**3,125,976**	2,170,995	954,981	69.45%	68.26%	68.61%	2,266,006	2,325,166
COMMUNITY EDUCATION	4,221,222	4,247,809	**4,171,711**	**4,241,782**	3,643,633	598,149	85.90%	85.94%	84.84%	3,650,673	3,581,144
CONSTRUCTION	6,158,103	9,596,627	**75,000**	**246,000**	235,819	10,181	95.86%	99.13%	98.78%	9,513,358	6,082,745
DEBT SERVICE	9,557,211	21,753,496	**9,737,900**	**9,737,900**	7,088,277	2,649,623	72.79%	87.85%	75.02%	19,109,929	7,170,269
TRUST	11,250	12,950	**0**	**10,000**	6,000	4,000	60.00%	92.28%	71.11%	11,950	8,000
INTERNAL SERVICE	550,381	418,183	**485,000**	**485,000**	396,808	88,192	81.82%	90.03%	76.43%	376,480	420,629
OPEB IRREVOCABLE TRUST	152,627	439,769	**135,000**	**147,000**	74,964	72,036	51.00%	13.70%	60.72%	60,242	92,676
TOTALS	**24,039,642**	**39,788,489**	**18,054,247**	**17,993,658**	**13,616,496**	**4,377,162**	**75.67%**	**87.94%**	**81.87%**	**34,988,638**	**19,680,630**

EXPENDITURES	30-Jun-24	30-Jun-25	FY26 Adopted Budget	FY26 Revised Budget	Expended YTD	Revised Budget Remaining	31-May-26 % Expended	31-May-25 % Expended	31-May-24 % Expended	31-May-25	31-May-24
FOOD SERVICE	3,472,583	3,138,794	**3,828,301**	**3,708,610**	2,558,747	1,149,863	68.99%	82.03%	78.48%	2,574,615	2,725,378
COMMUNITY EDUCATION	3,902,578	4,136,902	**3,889,861**	**4,238,543**	4,045,763	192,780	95.45%	84.68%	81.80%	3,502,994	3,192,114
CONSTRUCTION	2,061,110	5,459,450	**9,384,517**	**9,384,517**	6,572,048	2,812,469	70.03%	46.69%	66.42%	2,548,967	1,368,970
DEBT SERVICE	9,396,831	21,790,482	**9,737,900**	**9,737,900**	9,363,410	374,490	96.15%	43.95%	99.98%	9,576,854	9,394,831
TRUST	4,500	10,250	**0**	**10,000**	9,406	594	94.06%	100.00%	100.00%	10,250	4,500
INTERNAL SERVICE	448,577	442,895	**485,000**	**485,000**	367,328	117,672	75.74%	87.27%	97.17%	386,518	435,861
OPEB IRREVOCABLE TRUST	346,417	361,101	**135,000**	**147,000**	12,004	134,996	8.17%	0.69%	0.62%	2,488	2,143
TOTALS	**19,632,597**	**35,339,874**	**27,460,579**	**27,711,570**	**22,928,705**	**4,782,865**	**82.74%**	**52.64%**	**87.22%**	**18,602,687**	**17,123,797**

SUMMARY - ALL FUNDS

SUMMARY	30-Jun-24	30-Jun-25	FY26 Adopted Budget	FY26 Revised Budget	YTD	Revised Budget Remaining	31-May-26 % of Budget Expended	31-May-25 % of Actuals Expended	31-May-24 % of Actuals Expended	31-May-25	31-May-24
REVENUE	80,780,364	96,689,004	**74,203,834**	**74,884,140**	62,430,084	12,454,056	84.13%	85.00%	82.85%	82,187,115	66,929,966
EXPENDITURES	68,393,268	87,135,142	**82,454,772**	**84,064,990**	67,787,598	16,277,392	82.21%	69.35%	82.15%	60,424,651	56,187,371
SPENDING VARIANCE	12,387,096	9,553,862	**(8,250,938)**	**(9,180,850)**	(5,357,514)	N/A	N/A	N/A	N/A	21,762,463	10,742,595

7. **ACTION ITEMS**

7.A.	Branch Church Lease Agreement	**Presenter:** Steven Jensen, Community Education Director

MEMORANDUM

TO: ISD 110 School Board

FROM: Pam Carman, Director of Finance & Operations
Steven Jensen, Director of Community Education

DATE: August 24, 2026

SUBJECT: Branch Church Lease Agreement - Waconia Middle School

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Purpose

To request School Board approval of a lease agreement with Branch Church for recurring use of designated portions of Waconia Middle School.

Background

Branch Church has requested use of Waconia Middle School as a temporary location while it works toward development of a permanent facility in the Waconia community. The agreement provides primarily for Sunday morning use of designated spaces for worship services, educational programming, and related activities.

Because this arrangement involves recurring use over an extended period and establishes terms beyond a typical individual facility rental, Administration has worked with Branch Church to develop a formal lease agreement. The agreement addresses facility scheduling and priority of District activities, rental rates and related charges, custodial services, insurance and indemnification, responsibility for damages, security, and facility modifications.

Minnesota Statutes §123B.51 provides the School Board authority to permit the use of school facilities for divine worship, Sunday schools, and other community purposes when such use does not interfere with school purposes. Consistent with that authority and District facility-use practices, Administration is bringing this longer-term lease arrangement to the School Board for approval.

Administration Recommendation

Administration recommends that the School Board approve the Lease Agreement between Waconia Public Schools and Branch Church, substantially in the form presented, and authorize Administration to finalize and execute the agreement.

LEASE

THIS LEASE (this "Lease") is made and entered into as of August ___ 2026, by and between Branch Church of Shorewood, Minnesota ("Lessee") and Waconia Public Schools (ISD 110) ("Waconia Public Schools").

Background

WHEREAS, Waconia Public Schools owns and operates the Waconia Middle School, located at 1400 Community Dr., Waconia, MN 55387 (the Middle School, including all buildings, facilities, parking areas and other common areas being referred to in this Lease as the “Property”);

WHEREAS, Lessee intends to construct a permanent facility for its church mission in the City of Waconia at a later date;

WHEREAS, Lessee desires to lease certain portions of the Property as a temporary site for worship services, educational programs, and related activities.

NOW, THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which are acknowledged, Waconia Public Schools and Lessee agree as follows:

1. TERM: Waconia Public Schools demises and leases the “Premises” (as defined below) to Lessee and Lessee leases the Premises from Waconia Public Schools for a period commencing on September 1, 2026 (the "Commencement Date") and ending on June 30, 2027, unless sooner terminated or extended as provided in this Lease (the "Term”). The parties acknowledge and agree that Lessee's rights under this Lease are limited to the use of the Premises during the days and times expressly set forth in this Lease and any approved Facility Request. Except during such approved periods of use, Waconia Public Schools shall retain exclusive possession, custody, control, and use of the Premises and Property.

2. EXTENSIONS OF TERM: The Premises will be used as a temporary site for Lessee’s conduct of its worship services, educational programs, and related activities. If construction of a permanent site is not completed or, in Lessee’s sole determination, may not be completed prior to the expiration of the Term, then Waconia Public Schools grants to Lessee four (4) successive rights and options to extend the Term in six (6) month increments each per option, for a total additional period of up to two (2) years, on the same terms and conditions as applicable during the original Term, but subject to the rental rates in effect at that time. To exercise any such option to extend the Term, Lessee must give Waconia Public Schools at least ninety (90) days’ prior written notice of Lessee’s exercise of any such option. Upon any exercise of such an option, the Term will be extended accordingly for purposes of this Lease.

3. EARLY TERMINATION: Waconia Public Schools grants to Lessee the right, at Lessee’s option, to terminate this Lease prior to the expiration of the Term (or prior to the expiration of any extension of the Term) upon sixty (60) days’ prior written notice, if (i) the construction of

Lessee's own facility is complete, or (ii) Lessee has decided that the Premises are not necessary or adequate to serve Lessee's needs, or (iii) Lessee otherwise elects to terminate this Lease, all as determined by Lessee in its sole discretion.

4. PREMISES: As used in this Lease, the "Premises" will have the meaning provided in this Section. Initially, the Premises will mean and refer to those parts of the Property (the rooms, lounge, commons, areas, auditorium, etc.) identified in the initial Facility Request attached to this Lease as Exhibit A. Any portions of the Property considered to be part of the Premises for this Lease will be deemed to be Premises only during the times identified in a Facility Request or as set forth in this Lease (e.g., such as set up times). Waconia Public Schools and Lessee will cooperate and work together to accommodate any changes to space needs as they arise from time to time. Lessee recognizes that school related events take precedence over Lessee's use and activities, but Waconia Public Schools will provide Lessee with the following use rights:

4.1 Sundays: Throughout the Term and any extensions, Waconia Public Schools grants Lessee the right to use the Premises identified on Exhibit A on Sundays from 6:00am until 12:00pm; provided, however, that such use shall remain subject to weather-related closings or school events that require modification, relocation, or cancellation of Lessee's use, but Lessee's use of the Premises will take precedence over all non-school events. This Lease and the rental rates are based upon the whole time period specified in the Facility Request, regardless of the number of services or other activities conducted.

4.2 Holidays: Lessee hereby requests the addition of Holiday services. At Lessee's existing campuses, these one hour services currently occur between 6:00am to 1pm. Waconia Public Schools agrees to use its best efforts to make the premises available for Holiday services, after all building, school district and current user needs are met. Lessee understands and acknowledges that the events identified on Exhibit B (Known Holiday Scheduling Conflicts) currently conflict with one or more of the requested holiday service times. Lessee further acknowledges that additional conflicts may arise from time to time due to school events, activities, maintenance needs, emergency situations, elections, or other District operational requirements, including but not limited to events similar in nature to those identified above.

4.3 Other Changes to Premises and/or Times: Lessee may, from time to time, request additional rooms or facilities at the Property and/or additional or different time periods of use, subject to availability. If Lessee deems appropriate, Lessee may, from time to time, discontinue use of portions of the Premises designated by Lessee. Any such additions or changes will be incorporated into a Facility Request form.

4.4 Common Areas: Lessee's lease of the Premises includes the nonexclusive use, in common with other users of the Property, of the Property's common areas. Common areas include the cafeteria, bathrooms, entrances, drives, and parking areas. Lessee recognizes that other functions and events will occur from time-to-time throughout the year that share common areas with the common areas that may be used by Lessee.

4.5 Security for Kids Area Programming: Lessee requires a locked, secured area during service times for Lessee's children's programs covering the ages of birth through fifth grade. Waconia Public Schools will provide the secured classroom pods as identified on the attached Exhibit A. Lessee understands that security for these areas is not the responsibility of Waconia Public Schools and Lessee will need to post volunteers at the designated entry points to the classroom pods. Lessee shall be solely responsible for the supervision, care, custody, control, and security of all participants attending Lessee activities.

4.6 Facility Requests: For ease of Waconia Public Schools's administration, room and other facility or space assignments constituting the Premises and the total rental charges to be paid by Lessee will be managed in monthly blocks and documented by use of Facility Requests signed by Waconia Public Schools and Lessee in the same format as Exhibit A. Lessee may, however, make changes or additions to room or other assignments within each monthly block as provided in Section 4.3.

4.7 Lessee's Access to Premises: Waconia Public Schools will provide a custodian on site, at Lessee's expense, who will be available to unlock and lock the Property and the assigned rooms constituting the Premises during the times set forth in this Lease or in any Facility Request. In addition, from time to time, Lessee will have additional, reasonable access to the Premises to maintain equipment owned by Lessee or perform other necessary preparations or work. Arrangements for such additional access will be scheduled by Lessee through Waconia Public Schools's Facility Coordinator.

4.8 Waconia Public Schools's Notification to Lessee of other Scheduled Activities: Waconia Public Schools will provide Lessee with periodic notice of all other scheduled activities at the Property (such as concerts, sporting events, testing events, plays, musicals, etc.) so that Lessee will have reasonable advance notice to anticipate any adaptations it may need to make to its planning and related activities. Lessee acknowledges that ten (10) days' advance notice is sufficient for events that may interfere with Lessee's use of its leased spaces. Except for the guaranteed Sunday time, Lessee recognizes that school activities take precedence over Lessee's activities and/or any future additions to room assignments and/or additional days. To allow for adequate time to respond to scheduling changes, Waconia Public Schools will use its best efforts to provide at least ten (10) days' advance, written notification of any activity that may impact or require rescheduling of Lessee-related activities (other than on Sunday) with Lessee's understanding that small groups are permitted to rent other non-Lessee spaces within seven days of use.

5. USE: The Premises will be used by Lessee for the preparation for and conduct of its worship services, educational programs, and other activities Lessee considers related to or in support of its church mission. In no event will Lessee use the Premises for any illegal purpose and no hazardous materials or substances will be stored, generated or used by Lessee.

6. RENT: Lessee covenants to pay to Waconia Public Schools rent as provided in this Lease. Rent is payable in arrears after Lessee's use and will be billed monthly. The rent represents a

“gross” rent for the use of the Premises and all services provided by Waconia Public Schools and no other additional rent or charges (e.g., share of common area expenses, utilities, insurance, etc.) will be due from Lessee under this Lease, except that personnel and equipment charges specified in any Facility Request are billed in addition to the rental payments for use of the Premises.

6.1 Initial Rental Rates and Other Charges; Future Changes: Initially, for the first year of the Term, the rental rates and other charges to be paid by Lessee for the Premises are set forth on the initial Facility Request attached as Exhibit A, and as otherwise established per Waconia Public Schools’s existing schedule for use of the Property. Rates payable by Lessee are subject to change annually per the schedule established and published by Waconia Public Schools for users of the Property, but Waconia Public Schools agrees that the rates payable by Lessee under this Lease will not increase by more than 5% per year.

6.2 Rental Periods: For ease of Waconia Public Schools’s administration, room and other assignments making up the Premises from time to time and the total rental charges will be managed in rental periods consisting of monthly blocks. Lessee, however, may make changes or additions to room assignments within each block of weeks as provided in Section 4.3. Adjustments to and/or any additional payments for such changes in room assignments will be made in the subsequent rental period.

6.3 Rental Payments: Waconia Public Schools will invoice Lessee for rent and other charges due under this Lease monthly in arrears. Lessee agrees to pay such rent and other charges within thirty (30) days after receipt of Waconia Public Schools’s invoice. Payments will be remitted by Lessee to such addresses as Waconia Public Schools specified in writing from time to time.

7. ALTERATIONS AND MODIFICATIONS: Except as expressly provided in this Lease (including, without limitation, Section 19), Lessee may not make any material alterations, modifications or renovations to the Premises without Waconia Public Schools’s prior written consent.

8. REPAIRS/MAINTENANCE/UTILITIES: Except as otherwise provided in Section 9, Waconia Public Schools shall maintain the Property and Premises in accordance with its normal maintenance and operating practices. Waconia Public Schools shall provide routine cleaning services, remove refuse generated through normal use of the Premises, and provide electricity, water, heating, air conditioning, and other utilities customarily available for use of the Premises.

9. TENANT’S RESPONSIBILITY FOR DAMAGE BEYOND NORMAL WEAR AND TEAR: Lessee cleans and maintains all of its owned facilities at a high level, believing this plays a role in making a positive impression on its attendees. Lessee intends to instill the same level of “ownership” in its staff, volunteers, and attendees at the Premises. However, recognizing that from time-to-time there may be situations where the Premises may be damaged beyond normal wear and tear, Waconia Public Schools will repair any such damage at Lessee’s expense, and

Waconia Public Schools will submit an invoice to Lessee for the repair and/or restoration of any such damage.

10. CUSTODIAL SERVICES DURING TENANT'S USE OF PREMISES: Waconia Public Schools will provide one of its staff custodians, at Lessee's expense, to clean bathrooms and hallways and remove trash the day of the Lessee's use of the Premises. Prior to Lessee's first use of the Premises, Waconia Public Schools requests that Lessee provide a general outline of custodial duties and standards so that a schedule and understanding of the needs for Lessee's use can be established.

11. SIGNAGE: Lessee, at its expense, may post temporary directional signage both inside and outside of the Property during Lessee's permitted use of the Premises on Sundays. All signage shall be displayed only during Lessee's authorized occupancy period and shall be removed by Lessee at the conclusion of each Sunday use. Subject to Lessee's securing of any approvals required by the City of Waconia for posting signs on public roadways, Waconia Public Schools agrees that Lessee may use temporary outdoor "sandwich board" signage to direct people to the parking areas at the Property. Lessee, at its expense, may also use temporary trade show style signage indoors to direct people to the information booth, auditorium, kids' areas, and possibly the bathrooms. Lessee shall be solely responsible for the installation, maintenance, and removal of all such signage. Signage may not be stored on Waconia Public Schools' property when not in use.

12. SUBLETTING OR ASSIGNMENT: Lessee may not assign its interest in this Lease, in whole or in part, or permit the subletting of the Premises or any part thereof, without the prior written consent of Waconia Public Schools, which consent is at Waconia Public Schools' sole discretion.

13. INSURANCE, WAIVER OF SUBROGATION, AND INDEMNITY:

13.1 Insurance Coverage: Lessee, at its expense, shall maintain commercial general liability insurance with an aggregate limit of Two Million and No/100 Dollars ($2,000,000.00), insuring against all liability of Lessee and its authorized agents, invitees, employees and/or representatives arising out of and in connection with Lessee's use and occupancy of the Premises. Prior to its first use of the Premises, Lessee will provide Waconia Public Schools with a certificate evidencing such insurance coverage, naming Waconia Public Schools as an additional insured thereon. Lessee, at its expense, will maintain a policy of all risk (or fire and extended coverage) property insurance (replacement cost coverage) with respect to Lessee's own property. Waconia Public Schools, at its expense, will maintain on the Property a policy of all risk (or fire and extended coverage) insurance in the amount of the Property's full replacement cost, insuring against all risks normally insured against by reasonably prudent owners of comparable properties. In addition, to the extent Waconia Public Schools maintains commercial general liability insurance covering injury, death, disability or

illness of any person, or damage to property, occurring in, on or about the Property, Waconia Public Schools will provide Lessee with a certificate evidencing such insurance coverage.

13.2 Mutual Release/Waiver of Subrogation: Waconia Public Schools and Lessee each hereby release the other from any and all liability or responsibility for any loss, injury or damage to each other's real and/or personal property (including, without limitation, the Property, its contents, and any other property owned by Waconia Public Schools and any property owned by Lessee) caused by fire or any other casualty during the Term of this Lease or any extension, even if such fire or casualty may have been caused by the negligence of the other party or one for whom such party may be responsible, to the extent said loss, injury or damage is covered by insurance. Inasmuch as the above mutual waivers will preclude the assignment of any aforesaid claim by way of subrogation (or otherwise) to an insurance company (or any other person), Waconia Public Schools and Lessee agree if required by said policies to give to each insurance company which has issued to it policies of all risk or fire and extended coverage insurance, written notice of the terms of said mutual waivers, and to have said insurance policies properly endorsed, if necessary, to prevent the invalidation of said insurance coverage by reason of said waivers.

13.3 Indemnification: Lessee shall indemnify and hold Waconia Public Schools, its agents, employees, and contractors harmless from and against any and all liabilities, claims and/or losses of any kind arising, directly or indirectly, entirely or in part, out of any injury to any person occurring (1) within the Premises during Lessee's use regardless of the cause, except to the extent caused by the negligence or intentional misconduct of Waconia Public Schools, Waconia Public Schools's agents, employees, invitees or contractors, and (2) within the common areas during Lessee's use. Lessee further agrees to indemnify and hold harmless Waconia Public Schools from all liability arising out of the filing of any mechanic's or materialman's lien against the Premises by reason of any act or omission of Lessee, its agents and contractors. To the extent allowed by law, Waconia Public Schools shall indemnify and hold Lessee, its agents, employees, invitees, and contractors harmless from and against any and all liabilities, claims and/or losses of any kind arising, directly or indirectly, entirely or in part, out of any injury to any person occurring (1) within the common areas, to the extent caused by the negligence or intentional misconduct of Waconia Public Schols, Waconia Public Schools's agents, employees, invitees or contractors, and (2) any place within the Premises to the extent caused by the negligence or intentional misconduct of Waconia Public Schools, Waconia Public Schools's agents, employees, invitees or contractors.

14. DEFAULT: If Lessee fails to make any payment of rent or fails to observe or perform any other covenant, condition or provision and such default is not cured within thirty (30) days after written notice from Waconia Public Schools to Lessee (or, if such default cannot be cured within thirty (30) days, such longer period of time as is reasonable under the circumstances so long as Lessee promptly commences to cure the default and diligently prosecutes such cure thereafter), then Lessee will be deemed to be in default under this Lease.

15. REMEDIES: In the event of any default by Lessee (after notice and failure to cure within the time period set forth in Section 14), Waconia Public Schools may at any time thereafter exercise any and all rights it may have at law or in equity, including, without limitation, termination of this Lease. All remedies available to Waconia Public Schools will be cumulative and concurrent. No waiver or delay in enforcement by Waconia Public Schools of any breach of Lessee's obligations hereunder shall constitute a waiver of any such breach or any subsequent breach.

16. NOTICES: All notices required shall be given by registered or certified mail, postage prepaid, return receipt requested or hand delivered in person by local messenger service or by recognized overnight courier, and shall be addressed as follows:

If to Waconia Public Schools:
Community Education and Recreation
ATTN: Steven Jensen
516 Industrial Blvd
Waconia MN 55387
sjensen@isd110.org

If to Lessee:
Branch Church
Attn: Pastor Brian Suter
P.O. Box 155, Excelsior, MN 55331
Brian.Suter@branchchurchmn.org

All notices will be deemed received three (3) days after mailing, if mailed, or upon delivery, if delivered.

17. WEATHER – RELATED CLOSINGS: Waconia Public Schools will use its best efforts to permit Lessee to provide input prior to any weather-related decisions are made by Waconia Public Schools to close the Property on weekends; provided, however, that Waconia Public Schools shall have the final decision-making authority with respect to weather-related decisions.

18. SNOW PLOWING: Waconia Public Schools manages snowplowing, shoveling, and sanding/salting for the parking lot areas, drives, and sidewalks at the Property using its designated contracted snow removal company. For snow accumulations of one inch (1") or greater, Lessee agrees to pay an opening fee of $100 per hour for the contractor to plow entrances and up to 100 parking spaces, capped at a maximum of $700 per day. Waconia Public Schools will use its best efforts to clear these areas prior to Lessee's scheduled events. Incurred snow removal charges will be billed directly on the Lessee's regular monthly invoice. The City of Waconia manages snowplowing and sanding/salting for Community Drive. Lessee remains responsible for coordinating directly with the City of Waconia regarding plowing for public access streets leading to the Property, including Community Drive.

19. AUTHORIZED TENANT IMPROVEMENTS: Lessee desires to provide a similar worship experience for its attendees at the Premises as Lessee provides at its other campus facilities. To accomplish this objective, Lessee desires to provide some temporary, non-structural modifications to the auditorium portion of the Premises to improve sound quality, video experience, and lighting. Prior to temporary modifications, Lessee will submit all plans to Waconia Public Schools's facility staff for final approval, which approval will not be unreasonably withheld or delayed. Upon expiration or termination of this Lease, Lessee shall remove any such modifications and restore the affected areas to substantially their prior condition unless Waconia Public Schools directs otherwise in writing.

20. SURRENDER: At the expiration or termination of this Lease, Lessee will, at its expense, surrender and vacate the Premises and will, at its expense, remove all of its personal property.

21. GENERAL: If either party is successful in enforcing against the other any legal or equitable remedy for a breach of any provision of this Lease, the successful party shall be entitled to recover its expenses and reasonable attorney's fees. The parties executing this Lease represent and warrant that they have the full right and lawful authority to execute this Lease for the Term, in the manner and upon the conditions and provisions herein contained. Each party agrees to execute and deliver to the other all instruments which may reasonably be required to carry out all terms and provisions of this Lease. This Lease shall be binding upon the successors and permitted assigns of Lessee and Waconia Public Schools. This instrument embodies all of the agreements between the parties with respect to the Premises, and no oral agreements, prior correspondence or other prior writings shall be held to vary the provisions hereof. Any subsequent changes or modifications shall become effective only by a written instrument duly executed by Lessee and Waconia Public Schools. Nothing contained in this Lease shall be construed as a waiver by Waconia Public Schools of any immunities, defenses, limitations on liability, or other protections available under Minnesota law.

22. COMMUNICATION AND CONFLICT RESOLUTION: Every relationship has its share of conflict, even when things are working very well. It is Lessee's desire to create a clear communication process for dealing with conflicts so that Waconia Public Schools's staff concerns can be addressed immediately. Lessee wants to be a good neighbor throughout the community. For this purpose, until further notice, Pastor Brian Suter will be the point of contact for Lessee, and Derek Veldhhuisen, Facilities Coordinator, will be the point of contact for Waconia Public Schools.

[signature page to follow]

Lessee:

Branch Church of Shorewood, MN

By: 

Its: President and Lead Pastor

By: _____
Its: _____

LANDLORD:

Waconia Public Schools (ISD 110)

By: _____
Its: _____

EXHIBIT A
Initial Facility Request

2026-2027 Branch Church Facility request

Exhibit B
Known Holiday Scheduling Conflicts

Pursuant to Section 4.2 of the Lease, Lessee acknowledges that the following known school events are anticipated to conflict with one or more requested holiday service times:

1. List Each Event Name & Date: No known Sunday school events as of Aug. 18, 2026

The parties acknowledge that the foregoing list identifies known conflicts as of the Effective Date of the Lease. Additional conflicts may arise from time to time due to school events, activities, maintenance needs, emergency situations, elections, or other District operational requirements as provided in Section 4.2.

7.B. Second Read Board Policies

7.B.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

7.B.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

7.B.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

7.B.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

7.B.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

7.B.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

8. **DISCUSSION ITEMS**

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

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**