

## SCHOOL BOARD MEETING

Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota

[www.minnetonkaschools.org](http://www.minnetonkaschools.org)

October 5, 2023

*The mission of the Minnetonka School District, a community that transcends traditional definitions of excellence and where dreams set sail, is to ensure all students envision and pursue their highest aspirations while serving the greater good, through teaching and learning which*

- *Value and nurture each individual,*
- *Inspire in everyone a passion to excel with confidence and hope, and*
- *Instill expectations that stimulate extraordinary achievement in the classroom and in life.*

(All times are approximate)

- |      |       |  |
|------|-------|--|
| 7:00 | I.    | Call of Regular Meeting to Order   |
|      | II.   | Pledge to the Flag   |
|      | III.  | Adoption of the Agenda   |
|      | IV.   | School Report: Deephaven   |
| 7:15 | V.    | Community Comments<br>Community Comments is an opportunity for the public to address the School Board on an item included in this agenda in accordance with the guidelines printed on the reverse.   |
| 7:20 | VI.   | Enrollment/Open Enrollment Report  |
| 7:50 | VII.  | Adoption of Annual Report  |
| 8:05 | VIII. | Policy Approvals <ul style="list-style-type: none"><li>a. #509: Enrollment of Nonresident Students</li><li>b. #514: Bullying Prohibition</li></ul>   |
| 8:10 | IX.   | Appointment of Election Judges   |
| 8:15 | X.    | Approval of Program Space for MOMENTUM Aviation Strands  |
| 8:35 | XI.   | Authorization to Sell 2024A COP Bonds for MOMENTUM Construction  |
| 8:40 | XII.  | Acceptance of Bids <ul style="list-style-type: none"><li>a. Paving Replacement for Front Parking Lot at MME</li><li>b. Paving Replacement for Tennis Courts at MMW</li><li>c. Roofing Replacement at Clear Springs</li><li>d. Roofing Replacement at MMW</li><li>e. Unit Ventilator Replacement at MMW</li><li>f. Unit Ventilator Replacement at MME</li><li>g. Unit Ventilator and Window Replacement at Minnewashta</li><li>h. Unit Ventilator Replacement at Scenic Heights</li></ul> |

- 8:50 XIII. CONSENT AGENDA
- a. Minutes of September 7 Regular Meeting and September 28 Special Meeting
  - b. Payment of Bills
  - c. Recommended Personnel Items
  - d. Gifts and Donations
  - e. Electronic Fund Transfers
- 8:50 XIV. Board Reports
- 8:55 XV. Superintendent's Report
- 9:00 XVI. Announcements
- 9:05 XVII. Adjournment to Closed Session  
*(to discuss negotiations with the Minnesota Teachers Association as provided by Minn. Stat.13D.03)*

#### GUIDELINES FOR COMMUNITY COMMENTS

Welcome to the Minnetonka Schools Board Meeting! In the interest of open communications, the Minnetonka School District wishes to provide an opportunity for the public to address the School Board. That opportunity is provided at every regular School Board meeting during *Community Comments*.

1. Anyone indicating a desire to speak to an item included in the meeting agenda—except for the Consent Agenda and/or information that personally identifies or violates the privacy rights of an individual—during *Community Comments* will be acknowledged by the Board Chair. When called upon to speak, please state your name, address and topic. All remarks shall be addressed to the Board as a whole, not to any specific member(s) or to any person who is not a member of the Board.
2. If there are a number of individuals present to speak on the same topic, please designate a spokesperson who can summarize the issue.
3. Please limit your comments to three minutes. Longer time may be granted at the discretion of the Board Chair. If you have written comments, the Board would like to have a copy, which will help them better understand, investigate and respond to your concern.
4. During *Community Comments* the Board and administration listen to comments. Board members or the Superintendent may ask clarifying questions of you in order to gain a thorough understanding of your concern, suggestion or request. If there is any response or follow-up to your comment or suggestion, you will be contacted via email or phone by a member of the Board or administration in a timely manner.
5. Please be aware that disrespectful comments or comments of a personal nature, directed at an individual either by name or inference, will not be allowed. Personnel concerns should be directed first to a principal or executive director of the department, then to the Executive Director of Human Resources, then to the Superintendent and finally in writing to the Board.

*School Board meetings are rebroadcast via a local cable provider.  
 Please visit the "District/Leadership/School Board" page on our website for a current schedule.*

**REPORT**

**School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item IV.**

**Title: School Report: Deephaven Elementary**

**Date: October 5, 2023**

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**EXECUTIVE SUMMARY**

Deephaven Principal Bryan McGinley will present on bullying prevention efforts. Teachers, Karl Boberg and Jessie Knowles, will present on Deephaven's Student Leadership program.

**Submitted by:** \_\_\_\_\_



David Law, Superintendent

**School Board  
Minnetonka I.S.D. # 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VI.**

**Title: Enrollment/Open Enrollment Report**

**Date: October 5, 2023**

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**OVERVIEW**

Enrollment of students is vital for all school districts in Minnesota, and growing districts have a distinct advantage over declining districts. In accordance with the District's enrollment plan, Minnetonka welcomes open-enrolled students to enjoy the benefits of Minnetonka's programs and staff. The success of Open Enrollment means the District has been able to stabilize enrollment at all neighborhood elementary schools and increase overall revenue to sustain all programs, as well as to support new and innovative signature programs.

As Executive Director of Communications Dr. JacQueline Getty will report, the District has continued efforts to attract new families to maintain target enrollments at all schools. The District's efforts largely focus on welcoming Kindergarten families, as resident enrollment for early grades remains below the District's capacity.

With the addition of the Tonka Online K-12 full online school option, additional capacity for student enrollment across the grades emerged, and the addition of the VANTAGE/MOMENTUM Building will provide more physical space for high school students, as well, which presents an opportunity to enroll more students in grades 9-12.

This year, the District accepted open enrollment applications for Kindergarten from 47 different school districts. As families mature and/or more homes are available in the District for purchase, it is expected, as has occurred in years past, that many of currently open-enrolled families will choose to move into the District.

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**RECOMMENDATION/FUTURE DIRECTION:**

The information presented will update the School Board on the District's Enrollment Program.

**Submitted by:**   
JacQueline Getty, Executive Director of Communications

**Concurrence:**   
David Law, Superintendent

**School Board  
Minnetonka I.S.D. # 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VII.**

**Title: Adoption of Annual Report**

**Date: October 5, 2023**

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**OVERVIEW:**

Continuing a tradition of accountability and transparency, the Administration is recommending the Minnetonka Public School District publish an Annual Report on Student Achievement each October. This report includes the State's required World's Best Workforce Annual Report Summary.

Minnetonka uses this report as a primary tool to communicate District goals, results and accountability to parents and citizens of the District. Per the direction of the School Board, Minnetonka's Annual Report is far more comprehensive than the report of most Districts and includes financial data, reports on Innovation initiatives and student achievement beyond test scores.

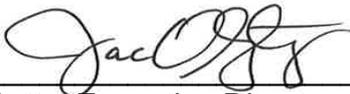
Per state guidelines, the report also includes elements required by the World's Best Workforce bill, which was passed in 2013 to ensure every school district in the state is making strides to increase student performance. The Board is also required to hold a public meeting to discuss the World's Best Workforce. That public meeting will be held in December, in conjunction with the School Board Meeting.

Following the October 5, 2023 board meeting, the 2023 Annual Report will be mailed to every District parent and resident, distributed to staff and included in welcome packets for new families. It will also be posted as an online interactive publication, with additional multi-media to relay the incredible success stories of our students, staff and District.

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**RECOMMENDATION/FUTURE DIRECTION:**

Recommend adoption of the 2023 Annual Report.

**Submitted by:**   
JacQueline Getty, Executive Director of Communications

**Concurrence:**   
David Law, Superintendent

**SECOND READING/APPROVAL**

**School Board  
Minnetonka I.S.D. # 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item VIII.**

**Title: Policy Approvals**

**DATE: October 5, 2023**

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**OVERVIEW:**

Administration is making policy recommendations due to recent legislative changes.

In Policy 509: Enrollment of Nonresident Students, a statement was added by the legislature that open enrollment for early childhood special education will sunset upon entrance to kindergarten. Families now must re-apply to be considered for K-12 open enrollment, regardless of their open enrollment status for early childhood special education.

In Policy 514: Bullying Prohibition, the definition of bullying has been amended by the legislature. New terms have been added and employees are now included in the definition.

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**ATTACHMENTS:**

- Policy #509: Enrollment of Nonresident Students (edited copy and clean copy)
  - Policy #514: Bullying Prohibition (edited copy and clean copy)
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**RECOMMENDATION/FUTURE DIRECTION:**

That the School Board approve the recommended policy changes at the Regular Board meeting on October 5, 2023.

**Submitted by:**



\_\_\_\_\_  
Anjie Flowers, Executive Director of Human Resources

**Concurrence:**



\_\_\_\_\_  
David Law, Superintendent

# MINNETONKA SCHOOL DISTRICT

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## Policy 509: ENROLLMENT OF NONRESIDENT STUDENTS

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### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building.

1. The Superintendent, or designee, shall develop guidelines which specify the circumstances under which this may take place and the procedures to be followed in such circumstances.
2. In considering the capacity of a grade level, the District may only limit enrollment of nonresident students in accordance with state statute.
3. An applicant is not otherwise excluded by action of the District because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph IIA, the District may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. Possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, ~~with the~~ except that such term does not include ~~is not~~ a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. Possessing or using an illegal drug at school or a school function;
3. Selling or soliciting the sale of a controlled substance while at school or a school function; or

4. Committing a “third-degree assault” involving the assaulting of another person and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The District may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. Previous academic achievement of a student;
  2. Athletic or extracurricular ability of a student;
  3. Disabling conditions of a student;
  4. A student’s proficiency in the English language;
  5. The student’s district of residence; or
  6. Previous disciplinary proceedings involving the student. This shall not preclude the District from proceeding with exclusion as set out in Section F of this policy.

~~D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education the General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State funded Voluntary Prekindergarten (VPK) or School Readiness Plus (SRP) Application if applicable) developed by MDE and available on its website.~~

~~D.E. The district will sunset, or end, a student’s enrollment in the non-resident district upon completion of the preschool age programming. The district will then require that all students who have participated in a School of Parents’ Choice or an Early Childhood Special Education program re-submit an open-enrollment application to be considered for open-enrollment in the district beginning in kindergarten.~~

~~The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13 (School of Parent’s Choice), or in a preschool program, including Early Childhood Special Education (ECSE), except for a program under Minnesota Statutes, section 124D.151 (Voluntary Prekindergarten Program (VPK)) or Laws 2017, First Special Session chapter 5, article 8, section 9 (School Readiness Plus Program (SRP), to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a Voluntary Prekindergarten Program (VPK) or School Readiness Plus Program (SRP) program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to remain enrolled in the district when the student enters kindergarten~~

~~without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.~~

~~The district will sunset, or end, a student's enrollment in the non-resident district upon kindergarten. Therefore, the district will require that all students who have participated in a School of Parents' Choice or an Early Childhood Special Education program to re-submit an open enrollment application to be considered for open enrollment in the district beginning in kindergarten.~~

~~The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.~~

~~D.F.~~ Exclusion

1. Administrator's initial determination. If a Minnetonka District administrator knows or has reason to believe that an applicant has engaged in conduct that has or could subject the applicant to expulsion or exclusion under law or District policy, the administrator will transmit the application to the Superintendent with a recommendation regarding whether exclusion proceedings should be initiated.
2. Superintendent's review. The Superintendent may make further inquiries. If the Superintendent determines that the applicant should be admitted, the applicant and the Board Chair will be notified. If the Superintendent determines that the applicant should be excluded, the Superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the District reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.
3. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

~~E.G.~~ Termination of Enrollment

1. The District may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. §

124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

2. The District may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

3. A student who has applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the District will send to the student's parents a written notice of the District's belief that the student is not a resident of the District. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee will make the final determination as to the residency status of the student.

4. ~~The district will sunset, or end, a student's enrollment in the non-resident district upon completion of the preschool age programming. The district will then require that all students who have participated in a School of Parents' Choice or an Early Childhood Special Education program to re-submit an open-enrollment application to be considered for open enrollment in the district beginning in kindergarten.~~

~~3.~~ ~~The district will terminate, or sunset, a child's open enrollment status at kindergarten if a child previously attended the district through School of Parents' Choice and/or an Early Childhood Special Education (ECSE) program.~~

### **Legal References:**

*Minn. Stat. §120.A22, Subd. 3(e) (Residency Determined) Minn. Stat. §120A.22, Subd. 8 (Withdrawal from School)*

*Minn. Stat. § 121A.40 to 121A.56 (The Pupil Fair Dismissal Act of 1974) Minn. Stat. § 124D.03, (Enrollment Options Program)*

*Minn. Stat. § 124D.08, (Agreement Between Schools)*

*Minn. Stat. § 124D.68 (High School Graduation Incentives Program) Minn. Ch. 260A  
(Truancy)*

*Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)*

*18 U.S.C. 930, para. (g)(2) (Definition of weapon)*

*Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)*

*Reviewed: November 18, 2010*

*Approved: December 2, 2010*

*Reviewed: September 28, 2023*

*Approved: October 5, 2023*

# MINNETONKA SCHOOL DISTRICT

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## Policy 509: ENROLLMENT OF NONRESIDENT STUDENTS

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### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building.
1. The Superintendent, or designee, shall develop guidelines which specify the circumstances under which this may take place and the procedures to be followed in such circumstances.
  2. In considering the capacity of a grade level, the District may only limit enrollment of nonresident students in accordance with state statute.
  3. An applicant is not otherwise excluded by action of the District because of previous conduct in another school district.
- B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph IIA, the District may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:
1. Possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
  2. Possessing or using an illegal drug at school or a school function;
  3. Selling or soliciting the sale of a controlled substance while at school or a school function; or

4. Committing a “third-degree assault” involving the assaulting of another person and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The District may not use the following standards in determining whether to accept or reject an application for open enrollment;
1. Previous academic achievement of a student;
  2. Athletic or extracurricular ability of a student;
  3. Disabling conditions of a student;
  4. A student’s proficiency in the English language;
  5. The student’s district of residence; or
  6. Previous disciplinary proceedings involving the student. This shall not preclude the District from proceeding with exclusion as set out in Section E of this policy.
- D. Application. The student and parent or guardian must complete and submit the General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education developed by MDE and available on its website.
- E. The district will sunset, or end, a student’s enrollment in the non-resident district upon completion of the preschool age programming. The district will then require that all students who have participated in a School of Parents’ Choice or an Early Childhood Special Education program to re-submit an open-enrollment application to be considered for open-enrollment in the district beginning in kindergarten.
- The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.
- F. Exclusion
1. Administrator's initial determination. If a Minnetonka District administrator knows or has reason to believe that an applicant has engaged in conduct that has or could subject the applicant to expulsion or exclusion under law or District policy, the administrator will transmit the application to the Superintendent with a recommendation regarding whether exclusion

proceedings should be initiated.

2. Superintendent's review. The Superintendent may make further inquiries. If the Superintendent determines that the applicant should be admitted, the applicant and the Board Chair will be notified. If the Superintendent determines that the applicant should be excluded, the Superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the District reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.
3. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

G. Termination of Enrollment

1. The District may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The District may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the District will send to the student's parents a written notice of the District's belief that the student is not a resident of the District. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the Superintendent or the Superintendent's designee. The Superintendent

or the Superintendent's designee will make the final determination as to the residency status of the student.

4. The district will sunset, or end, a student's enrollment in the non-resident district upon completion of the preschool age programming. The district will then require that all students who have participated in a School of Parents' Choice or an Early Childhood Special Education program to re-submit an open-enrollment application to be considered for open-enrollment in the district beginning in kindergarten.

***Legal Reference:***

*Minn. Stat. §120.A22, Subd. 3(e) (Residency Determined) Minn. Stat.*

*§120A.22, Subd. 8 (Withdrawal from School)*

*Minn. Stat. § 121A.40 to 121A.56 (The Pupil Fair Dismissal Act of 1974) Minn. Stat. § 124D.03, (Enrollment Options Program)*

*Minn. Stat. § 124D.08, (Agreement Between Schools)*

*Minn. Stat. § 124D.68 (High School Graduation Incentives Program) Minn. Ch. 260A (Truancy)*

*Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)*

*18 U.S.C. 930, para. (g)(2) (Definition of weapon)*

*Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)*

*Reviewed: November 18, 2010*

*Approved: December 2, 2010*

*Reviewed: September 28, 2023*

*Approved: October 5, 2023*

# MINNETONKA PUBLIC SCHOOLS

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## Policy #514: BULLYING PROHIBITION POLICY

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### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
1. on school premises, on District property or at school-related functions or activities, or on school transportation;
  - ~~2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on school transportation or on school computers, networks, forums, and mailing lists; or~~
  3. by the use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to public school students participating in the activity.

This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at

any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the District or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off District property and/or with or without the use of District resources. This policy also applies to sexual exploitation.

C. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student is prohibited.

~~BD.~~ No teacher, administrator, volunteer, contractor, or other employee of the District shall permit, condone, or tolerate bullying.

~~CE.~~ Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

~~DE.~~ Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

~~EG.~~ False accusations or reports of bullying against another student are prohibited.

~~FH.~~ A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the District's policies and procedures, including the District's discipline policy. The District may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The District shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the District, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from District property and events.

- GI. The District will act to investigate all complaints of bullying reported to the District and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who is found to have violated this policy.

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyber-bullying, ~~as defined in this policy~~ malicious and sadistic conduct and sexual exploitation.

- B. “Cyber-bullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on District property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent

that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
  - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, ability or status with regard to public assistance, age, or any additional characteristic or other dimensions of identity defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. Malicious and sadistic conduct means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

~~E.F.~~ “On school premises, on District property or at school-related functions or activities, or on school transportation” means all District buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for District purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. District property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the District does not represent that it will provide supervision or assume liability at these locations and events.

~~E.G.~~ “Prohibited conduct” means bullying, ~~or~~ cyber-bullying, malicious and sadistic conduct, sexual exploitation as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about ~~bullying~~prohibited conduct.

**GH.** “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

**HI.** “Student” means a student legally enrolled in the Minnetonka School District.

#### **IV. REPORTING PROCEDURE**

A. Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate District official designated by this policy. A person may report bullying anonymously. However, the District may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The District encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the District office, but oral reports shall be considered complaints as well. The reporting party or complainant may also utilize the “Let’s Talk” reporting tool on the District website.

C. The building principal, or the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to the District Human Rights Officer or the Superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the District’s Human Rights Officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the District shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. District personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable

efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the District shall undertake or authorize an investigation by the building report taker or a third party designated by the District.
- B. The building report taker or other appropriate District officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will have the impact to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable District policies; and applicable regulations.

- E. The District is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the District. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the District shall, when determined appropriate by the child's Individualized Education Program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The District shall discuss this policy with school personnel and volunteers and provide appropriate training to District personnel regarding this policy. The District shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the District. The District or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

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- B. The District shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
    - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
    - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
    - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
    - 4. The incidence and nature of cyber-bullying; and
    - 5. Internet safety and cyber-bullying.
  - C. The District annually will provide education and information to students regarding bullying, including information regarding this District policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
  - D. The Administration of the District is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
  - E. The Administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The Administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The Administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to Special Education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The District may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The District shall inform affected students and their parents of rights they may have under State and Federal Data Practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The District may accomplish this requirement by inclusion of all or applicable parts of its Protection and Privacy of Pupil Records policy in the student handbook.

## VIII. NOTICE

- A. The District will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy ~~or a summary thereof~~ must be conspicuously posted throughout each school building, in the administrative offices of the District and in the office of each school.
- C. This policy must be given to each school employee and independent contractor ~~who regularly interacts with students at the time of initial employment with the District~~ at the time of hiring or contracting.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the Student Discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the District's or a school's website.
- F. Each school will develop a process to discuss this policy with students, parents and guardians, and staff.
- FG. The District shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## IX. POLICY REVIEW

To the extent practicable, the Board shall, on a cycle consistent with other District policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and 12A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

### **Legal References:**

*Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*  
*Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)*  
*Minn. Stat. § 120B.232 (Character Development Education)*  
*Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)*  
*Minn. Stat. § 121A.031 (School Student Bullying Policy)*  
*Minn. Stat. §121A.0312 (Malicious and Sadistic Conduct)*  
*Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)*  
*Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)*  
*Minn. Stat. § 121A.69 (Hazing Policy)*  
*Minn. Stat. Ch. 363A (Minnesota Human Rights Act)*  
*20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)*  
*34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)*

### **Cross References:**

*Policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse*  
*Policy 423: Employee-Student Relationships*  
*Policy 427: Harassment and Violence*  
*Policy 501: School Weapons Policy*  
*Policy 506: Student Discipline and Code of Conduct*  
*Policy 515: Protection and Privacy of Pupil Records*  
*Policy 521: Student Disability Nondiscrimination*  
*Policy 524: Electronic Technologies Acceptable Use*  
*Policy 709: Student Transportation Safety Policy*

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*Adopted: January 7, 2021*  
*Reviewed: September 28, 2023*  
*Approved: October 5, 2023*

# MINNETONKA PUBLIC SCHOOLS

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## Policy #514: BULLYING PROHIBITION POLICY

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### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
1. on school premises, on District property or at school-related functions or activities, or on school transportation;
  2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on school transportation or on school computers, networks, forums, and mailing lists; or
  3. by the use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to public school students participating in the activity.

This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at

any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the District or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off District property and/or with or without the use of District resources. This policy also applies to sexual exploitation.

- C. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student is prohibited.

- D. No teacher, administrator, volunteer, contractor, or other employee of the District shall permit, condone, or tolerate bullying.
- E. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- F. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- G. False accusations or reports of bullying against another student are prohibited.
- H. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the District's policies and procedures, including the District's discipline policy. The District may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The District shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the District, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from District property and events.

- I. The District will act to investigate all complaints of bullying reported to the District and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyber-bullying, malicious and sadistic conduct and sexual exploitation.

- B. “Cyber-bullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on District property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent

that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
  - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, ability or status with regard to public assistance, age, or any additional characteristic or other dimensions of identity defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. Malicious and sadistic conduct means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. “On school premises, on District property or at school-related functions or activities, or on school transportation” means all District buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for District purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. District property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the District does not represent that it will provide supervision or assume liability at these locations and events.
- G. “Prohibited conduct” means bullying, cyber-bullying, malicious and sadistic conduct, sexual exploitation as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

- H. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. “Student” means a student legally enrolled in the Minnetonka School District.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate District official designated by this policy. A person may report bullying anonymously. However, the District may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The District encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the District office, but oral reports shall be considered complaints as well. The reporting party or complainant may also utilize the “Let’s Talk” reporting tool on the District website.
- C. The building principal, or the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to the District Human Rights Officer or the Superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the District’s Human Rights Officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the District shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. District personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable

efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the District shall undertake or authorize an investigation by the building report taker or a third party designated by the District.
- B. The building report taker or other appropriate District officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will have the impact to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable District policies; and applicable regulations.

- E. The District is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the District. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the District shall, when determined appropriate by the child's Individualized Education Program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The District shall discuss this policy with school personnel and volunteers and provide appropriate training to District personnel regarding this policy. The District shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the District. The District or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The District shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyber-bullying; and
  5. Internet safety and cyber-bullying.
- C. The District annually will provide education and information to students regarding bullying, including information regarding this District policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The Administration of the District is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The Administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The Administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The Administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to Special Education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The District may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The District shall inform affected students and their parents of rights they may have under State and Federal Data Practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The District may accomplish this requirement by inclusion of all or applicable parts of its Protection and Privacy of Pupil Records policy in the student handbook.

## **VIII. NOTICE**

- A. The District will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the District and in the office of each school.
- C. This policy must be given to each school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the Student Discipline policy distributed to parents at the beginning of each school year.

- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the District's or a school's website.
- F. Each school will develop a process to discuss this policy with students, parents and guardians, and staff.
- G. The District shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the Board shall, on a cycle consistent with other District policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and 12A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

### ***Legal References:***

*Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*  
*Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)*  
*Minn. Stat. § 120B.232 (Character Development Education)*  
*Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)*  
*Minn. Stat. § 121A.031 (School Student Bullying Policy)*  
*Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)*  
*Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)*  
*Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)*  
*Minn. Stat. § 121A.69 (Hazing Policy)*  
*Minn. Stat. Ch. 363A (Minnesota Human Rights Act)*  
*20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)*  
*34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)*

### ***Cross References:***

*Policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse*  
*Policy 423: Employee-Student Relationships*  
*Policy 427: Harassment and Violence*  
*Policy 501: School Weapons Policy*  
*Policy 506: Student Discipline and Code of Conduct*  
*Policy 515: Protection and Privacy of Pupil Records*  
*Policy 521: Student Disability Nondiscrimination*  
*Policy 524: Electronic Technologies Acceptable Use*  
*Policy 709: Student Transportation Safety Policy*

*Approved: November 5, 2009*

*Reviewed and Approved: August 7, 2014*

*Reviewed: September 17, 2020*  
*Reviewed: October 22, 2020*  
*Reviewed: November 19, 2020*  
*Reviewed: December 17, 2020*  
*Adopted: January 7, 2021*  
*Reviewed: September 28, 2023*  
*Approved: October 5, 2023*

**School Board  
Minnetonka I.S.D #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item IX.**

**Title: Appointment of Election Judges for  
November 7, 2023 School Board Election**

**Date: October 5, 2023**

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**EXECUTIVE SUMMARY:**

In accordance with Minnesota Statute MS 205A.10, Subd. 2, for school district elections not held in conjunction with a statewide election, the school board shall appoint election judges in accordance with MS 204B.21, Subd. 2.

Minnesota Statutes provide that any individual who is eligible to vote in Minnesota is eligible to be appointed as an election judge. An election judge must be literate in the English language and trained as an election judge. MS 204B.19

When a vacancy occurs, the remaining judges shall elect a qualified person from the precinct to fill the vacancy. MS 204B.23. When possible, the judges shall elect individuals who have been trained as election judges pursuant to section MS 204B.25.

Judges appointed for this election are either trained by their appropriate city or will receive training by the Hennepin County online training library.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board appoint the election judges and alternates for the November 7, 2023 school board election as listed and approve a salary of \$25.00 per hour for head judge, \$20.00 per hour for election judges, \$20.00 for training, and \$0.65 per mile for judges who pick up supplies and deliver returns.

**Submitted by:**



Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:**



David Law, Superintendent

## RECOMMENDED MOTION

BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby appoint the following judges and alternates for the November 7, 2023 school board election, and approves a salary of \$25.00 per hour for head judges, \$20.00 per hour for election judges, \$20.00 for training, and \$0.65 per mile for judges who pick up supplies and deliver returns:

### **POLLING PLACE: District Service Center**

#### **ELECTION JUDGES:**

Co-Head Judge:	Andrew Aller	Chanhassen
	Eric Christiansen	Eden Prairie
Election Judges:	Sara Leigh (am)	Eden Prairie
	Charles Stewart (am)	Eden Prairie
	Doris Pyle (am)	Chanhassen
	Nancy Nelson (am)	Excelsior
	Patrick Slator (full day)	Eden Prairie
	Eapen Chacko (pm)	Eden Prairie
	Joyce Johnson (pm)	Eden Prairie
	Peg Mitchell (pm)	Eden Prairie
	Laura Doten (pm)	Shorewood

### **POLLING PLACE: Deephaven City Hall**

#### **ELECTION JUDGES:**

Head Judge:	Nancy Bollweg	Eden Prairie
Election Judges:	Colleen Schultz (am)	Eden Prairie
	Mary Ahern (am)	Eden Prairie
	Wiley Sharp (am)	Shorewood
	Sharon Garber (am)	Deephaven
	Jessica Loftus (am)	Deephaven
	Jodie Metcalf (full day)	Deephaven
	Tom Madden (full day)	Deephaven
	Judy Kim (pm)	Deephaven
	Sarah Linden (pm)	Deephaven
	Joshua Lindgren (pm)	Deephaven

### **POLLING PLACE: Excelsior Covenant Church**

#### **ELECTION JUDGES:**

Head Judge:	David Rice	Tonka Bay
Election Judges:	Bill Erickson (am)	Shorewood
	Nick Litfin (am)	Eden Prairie
	Sami Brouwer (am)	Eden Prairie
	Elizabeth Gherity (am)	Eden Prairie
	Elaine Love (am)	Shorewood
	Beth Grover (full day)	Shorewood
	Beverly Annunziato (full day)	Eden Prairie
	Gordon Levak (pm)	Shorewood
	Reuben Kelzenberg (pm)	Chanhassen

Rebecca Varone (pm) Chanhassen  
Michael Anderson (pm) Eden Prairie

**POLLING PLACE: Shorewood Community Center**

**ELECTION JUDGES:**

Head Judge: Laurie Sacchet Shorewood

Election Judges: Marilyn Gagne (am) Shorewood  
Kathleen Ostrom (am) Shorewood  
Susan Doerr (am) Tonka Bay  
Linda Larson (am) Tonka Bay  
Jane Caris (am) Tonka Bay  
Ralph Ballard (full day) Shorewood  
Daniel Buerman (full day) Tonka Bay  
Phyllis Skinner (pm) Shorewood  
Cheryl Dahl (pm) Tonka Bay  
Molly Grove (pm) Tonka Bay  
Carey Meyer (pm) Shorewood

**POLLING PLACE: Minnewashta Church**

**ELECTION JUDGES:**

Head Judge: Anne Straka-Lelar Shorewood

Election Judges: Jane Stein (am) Shorewood  
Dianne Aslesen (am) Shorewood  
Molly Jo Sikorsky (am) Deephaven  
Stacey Volkrot-Mello (am) Deephaven  
Annie Paul (full day) Shorewood  
Kathleen Ring (full day) Chanhassen  
Judith Grant Nybeck (pm) Chanhassen  
Gabrielle Rohde (pm) Deephaven  
Kristina Woodburn (pm) Deephaven  
Patricia Hastreiter (pm) Chanhassen  
Patricia Wolff (7-12) Shorewood

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**ALTERNATES:**

Vicki Dillon  
Deborah Lein Bierbaum  
Laurie Davis

**School Board  
Minnetonka I.S.D #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item X.**

**Title: Approval of Program Space for  
MOMENTUM Aviation Strands**

**Date: October 5, 2023**

**EXECUTIVE SUMMARY**

The District is in the process of starting up MOMENTUM Aviation I and II Strands for FY24. A total of 278 students have signed up for those strands. Interest in follow-on strands related to piloting and aviation have received interest at a similar level, making them – by a factor of seven - the highest in student interest for the first year of any innovative program the District has developed since the initial strands of the VANTAGE program in 2011.

As the District has done with past programs, it is prudent to provide space to be available to house additional student growth in the program. In the process of doing so, it is the aim of the District to provide the facilities and equipment that ensure the MOMENTUM Aviation program is the premier aviation program in Minnesota and the region.

On June 1, 2023, the School Board approved unanimously with a 7-0 vote for the District to begin design work on the installation of a second floor of the MOMENTUM wing and finishing construction within the two floors of the MOMENTUM wing to serve the aviation strands under development.

At this point in time, it is necessary to move ahead with getting the plans finalized and out for bidding so that the facilities will be available for use on September 3, 2024.

Timeline for Facilities In Service September 3, 2024

School Board approval of initial design work of the project	June 1, 2023
Construction design work	April-November 2923
School Board final authorization of the project	October 5, 2023
School Board bond authorization and reimbursement resolution	October 5, 2023
Plans sent out to the construction market for bidding	November 11, 2023
City administrative approval of project	December 2023
School Board approval of low bid	December 7, 2023
Construction	January 4, 2024-June 30, 2024
MOMENTUM wing in service	September 3, 2024

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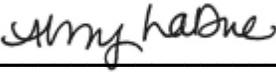
**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board authorize construction of the second floor, finishing the construction within the two floors, and equipping of the spaces of the MOMENTUM Wing of the VANTAGE MOMENTUM Building to provide space for MOMENTUM Aviation Strands for use on September 3, 2024.

**RECOMMENDED MOTION**

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby authorize construction of the second floor, finishing the construction within the two floors, and equipping of the spaces of the MOMENTUM Wing of the VANTAGE MOMENTUM Building to provide space for MOMENTUM Aviation Strands for use on September 3, 2024.*

Submitted by:   
Paul Bourgeois, Executive Director of Finance & Operations

Submitted by:   
Amy LaDue, Associate Superintendent for Instruction

Concurrence:   
David Law, Superintendent

**ACTION**

**School Board  
Minnetonka I.S.D. 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item XI.**

**Title: Approval of Sale of 2024A COP Bonds  
For MOMENTUM Construction**

**Date: October 5, 2023**

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**EXECUTIVE SUMMARY:**

In order for the Minnetonka Aviation Program to have space available for the proposed Pilot Training Program, it is necessary to begin construction of the second floor of the MOMENTUM space at 5735 Highway 101 no later than January 2024 so that the facility can be ready for the start of classes for September 3, 2024. The total all-in estimate for this project is \$1,765,000.

Funding for the project will be through the 2024A Certificates of Participation Bonds. The bond design is such that annual payments are scheduled to commence after the 2020D COP Bonds which were used to purchase and prepare the land at 5735 County Road 101 are paid off on July 1, 2028. The estimated interest rate is 6.50%.

Authorization is being requested to sell the 2024A Certificates of Participation Bonds to fund this project for completion by July 31, 2023 so that move in can occur in August and the facility is ready for students on September 3, 2023.

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**ATTACHMENTS:**

RESOLUTION RELATING TO SCHOOL DISTRICT PROPERTY AND IMPROVEMENTS AND THE FINANCING THEREOF; AUTHORIZING THE AMENDMENT OF A LEASE-PURCHASE AGREEMENT AND THE CREATION OF ADDITIONAL CERTIFICATES OF PARTICIPATION; AND APPROVING AND AUTHORIZING THE EXECUTION OF DOCUMENTATION RELATING THERETO

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve the 2023A Authorizing Resolution as prepared by Dorsey & Whitney.

**Submitted by:**

  
Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:**

  
David Law, Superintendent

CERTIFICATION OF MINUTES RELATING TO  
LEASE-PURCHASE AGREEMENT AND  
REFUNDING CERTIFICATES OF PARTICIPATION

Issuer: Independent School District No. 276 (Minnetonka), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held October 5, 2023, at 7:00 p.m., in the School District offices or electronically as permitted by law.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO SCHOOL DISTRICT PROPERTY AND  
IMPROVEMENTS AND THE FINANCING THEREOF; AUTHORIZING THE  
AMENDMENT OF A LEASE-PURCHASE AGREEMENT AND THE CREATION  
OF ADDITIONAL CERTIFICATES OF PARTICIPATION; AND APPROVING AND  
AUTHORIZING THE EXECUTION OF DOCUMENTATION RELATING THERETO

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

WITNESS my hand officially as such recording officer on October 5, 2023.

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School District Deputy Clerk

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

RESOLUTION RELATING TO SCHOOL DISTRICT PROPERTY AND IMPROVEMENTS AND THE FINANCING THEREOF; AUTHORIZING THE AMENDMENT OF A LEASE-PURCHASE AGREEMENT AND THE CREATION OF ADDITIONAL CERTIFICATES OF PARTICIPATION; AND APPROVING AND AUTHORIZING THE EXECUTION OF DOCUMENTATION RELATING THERETO

BE IT RESOLVED by the School Board (the "Board") of the Independent School District No. 276 (Minnetonka), Minnesota (the "District"), as follows:

**SECTION 1. AUTHORITY; PURPOSE.** The District is authorized by Minnesota Statutes, Section 465.71, to execute lease-purchase agreements for the purpose of financing real and personal property. By resolution dated June 4, 2020, this Board found it in the best interest of the District to enter into a Lease-Purchase Agreement dated as of June 1, 2021 (the "Lease"), between the District and Wells Fargo Bank, National Association, as trustee under a Trust Agreement dated as of June 1, 2020, between the Trustee and the District (the "Trust Agreement"), and to Wells Fargo Bank, National Association, as trustee, to authorize the creation of Certificates of Participation, Series 2020D, in the Lease ("Series 2020D Certificates") for the purpose of financing (a) the acquisition of a tract of land adjacent to the District's Service Center – Clear Springs Campus on Highway 101 in Minnetonka for future use as a school building, (b) the demolition of existing buildings, structures and improvements on the land, including but not limited to three buildings, a well and a septic system, and (c) costs of issuance related to the financing (collectively, the "2020 Project").

By resolution duly adopted on November 4, 2021, this Board found it in the best interest of the District to enter into an Amended and Restated Lease-Purchase Agreement (the "A&R Lease") with Computershare Trust Company, N.A., as successor in interest to the Wells Fargo Bank, National Association (the "Trustee"), and to enter into an Amended and Restated Trust Agreement with the Trustee (the "A&R Trust Agreement"), to authorize the creation of additional Certificates of Participation, Series 2022A, in the A&R Lease (the "Series 2022A Certificates") for the purpose of acquiring and constructing additional improvements upon the land which was part of the 2020 Project (the "2022 Project").

This Board now hereby finds that it is in the best interest of the District to enter into a Second Amended and Restated Lease-Purchase Agreement (the "Second A&R Lease") to amend the A&R Lease and to enter into a Second Amended and Restated Trust Agreement to amend the A&R Trust Agreement (the "Second A&R Trust Agreement"), and to authorize the creation of additional certificates of participation in the Second A&R Lease (the "Additional Certificates") for the purpose of acquiring and constructing additional improvements upon the land which is part of the 2020 Project and improvements to the 2022 Project (the "2024 Project," and collectively with the 2020 Project and the 2022 Project, the "Project"). The Series 2020D Certificates, the Series 2022A Certificates, and the Additional Certificates shall be secured on a parity by Project.

**SECTION 2. SALE AUTHORIZATION AND PARAMETERS.** In order to accomplish the purposes set forth above, the Board desires to proceed with the sale of the Additional Certificates in the Second A&R Lease to Robert W. Baird & Co. Incorporated, in Milwaukee, Wisconsin ("Baird"), by direct negotiation. The Superintendent or Executive Director of Finance & Operations and a Board officer are hereby authorized to approve the sale of Additional Certificates in an

aggregate principal amount not to exceed \$1,765,000; provided that the true interest cost of such Additional Certificates to the District is less than or equal to 7.00% per annum. The Superintendent or Executive Director of Finance & Operations and a Board officer are hereby authorized to execute a purchase agreement for the sale of the Additional Certificates in a single tax-exempt series to Baird, provided the parameters and conditions of sale set forth herein are satisfied.

SECTION 3. RATIFICATION OF SALE. An award by the Award Committee will be binding upon the District; however, after approval of the sale of the Additional Certificates by the Superintendent or Executive Director of Finance & Operations and a Board officer, the Board will take action at its next regularly scheduled meeting to adopt the necessary approving resolution as prepared by special counsel to the District, Dorsey & Whitney LLP (“Dorsey”). Notwithstanding the foregoing, the adoption of this resolution alone shall not be deemed to establish any obligation on the part of the District to approve the award of the Second A&R Lease or the sale of the Additional Certificates or to enter into the Second A&R Lease or to cause the Additional Certificates to be issued therein.

SECTION 4. PRELIMINARY OFFICIAL STATEMENT; LEGAL DOCUMENTS; ADDITIONAL AUTHORITY. Baird, on behalf of the District, and employees and officers of the District, are hereby authorized to prepare and distribute a preliminary official statement (the “Preliminary Official Statement”) related to the 2024 Project, the Second A&R Lease and the sale of the Additional Certificates therein. The Executive Director of Finance & Operations shall deem the Preliminary Official Statement substantially final in accordance with applicable federal securities laws and the same is hereby further authorized to review and approve the distribution of any addenda or supplements to the Preliminary Official Statement which are useful or necessary in connection with the marketing and sale of the Additional Certificates. Dorsey is hereby authorized to prepare forms of the Second A&R Lease and the Additional Certificates and other related legal agreements, documents, instruments and certificates as may be necessary or appropriate. Baird, Dorsey and employees and officers of the District are hereby authorized to take any additional actions, including but not limited to the negotiation and execution of documents or the engagement of other third-parties, as may be useful or necessary in connection with the 2024 Project, the Second A&R Lease or the Additional Certificates.

SECTION 5. NATURE OF DISTRICT’S OBLIGATIONS. The Second A&R Lease and the obligations of the District thereunder will be special, limited obligations of the District, subject to termination at the end of each fiscal year in the event this Board does not appropriate funds sufficient to continue the Second A&R Lease for the following fiscal year. The full faith and credit and ability of the District to levy ad valorem taxes without limitation as to rate or amount are not pledged to the payment of the Second A&R Lease or any obligation of the District thereunder.

#### SECTION 6. REIMBURSEMENT.

##### 1. Recitals.

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

- (b) The Reimbursement Regulations generally require that the District make a declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently issued series of tax-exempt obligations within 60 days after payment of the expenditures, that such obligations be issued and the reimbursement allocation be made from the proceeds of such obligations within the reimbursement period (as defined in the Reimbursement Regulations) and that the expenditures reimbursed be capital expenditures or costs of issuance of the obligations.
- (c) The District desires to comply with requirements of the Reimbursement Regulations with respect to the 2024 Project, the Second A&R Lease and the Additional Certificates issued therein.

2. Official Intent Declaration.

- (a) The District proposes to undertake the 2024 Project, to make original expenditures with respect to such 2024 Project prior to the issuance of the Second A&R Lease and the Additional Certificates therein, and reasonably expects to issue the Second A&R Lease and the Additional Certificates therein to finance such 2024 Project in the maximum principal amount of \$1,765,000.
- (b) Other than (i) de minimis amounts permitted to be reimbursed pursuant to Section 1.150-2(f)(1) of the Reimbursement Regulations or (ii) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Reimbursement Regulations, the District will not seek reimbursement for any original expenditures with respect to the 2024 Project paid more than 60 days prior to the date of adoption of this resolution.
- (c) All original expenditures for which reimbursement is sought will be capital expenditures or costs of issuance of the Second A&R Lease and the Additional Certificates therein issued to finance the 2024 Project.

3. Budgetary Matters. As of the date hereof, there are no District funds reserved, pledged, allocated on a long term basis or otherwise set aside (or reasonably expected to be reserved, pledged, allocated on a long term basis or otherwise set aside) to provide permanent financing for the original expenditures to be financed by the issuance of the Second A&R Lease and the Additional Certificates therein. Consequently, it is not expected that the issuance of the Second A&R Lease and the Additional Certificates therein will result in the creation of any replacement proceeds.

4. Reimbursement Allocations. The Executive Director of Finance & Operations or his or her designee shall be responsible for making the "reimbursement allocations" described in the Reimbursement Regulations, being generally the transfer of the appropriate amount of proceeds of the Second A&R Lease and the Additional Certificates therein to reimburse the source of temporary financing used by the District to make payment of the original expenditures relating to the 2024 Project. Each reimbursement allocation shall be made not later than (i) 18 months after the date of the original expenditure or (ii) 18 months after the date the 2024 Project is placed in service or abandoned (but in no event later than three years after the original

expenditure is paid) and shall be evidenced by an entry on the official books and records of the District maintained for the Second A&R Lease and the Additional Certificates therein issued to finance the 2024 Project and shall specifically identify the original expenditures being reimbursed.

SECTION 7. EXPIRATION OF AUTHORITY. If the Superintendent or Executive Director of Finance & Operations and a Board officer have not approved the sale of the Additional Certificates to Baird and executed the related purchase agreement by June 30, 2024, this resolution and all approvals hereunder shall expire.

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

**School Board  
Minnetonka I.S.D. 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item XII. a**

**Title: Acceptance of Bid for Paving Replacement  
At Minnetonka Middle School East**

**Date: October 5, 2023**

**EXECUTIVE SUMMARY:**

As part of the rolling Long Term Facility Maintenance 10 Year Plan, paving replacement in the front parking lot of Minnetonka Middle School East has been scheduled for summer 2024.

The budget estimate for the project is \$300,000.00.

Bids were opened at 11:00 AM on Tuesday, October 3, 2023. \_\_\_\_\_ (X) bids were received for the project as follows:

Vendor 1	\$XXX,XXX.XX
Vendor 2	\$XXX,XXX.XX
Vendor 3	\$XXX,XXX.XX

**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board accept the low bid of \_\_\_\_\_ in the amount of \$XXX,XXX.XX for paving replacement in the front parking lot of Minnetonka Middle School East in summer 2024.

***RECOMMENDED MOTION***

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of \_\_\_\_\_ in the amount of \$XXX,XXX.XX for paving replacement in the front parking lot of Minnetonka Middle School East in summer 2024.*

**Submitted by:** Paul Bourgeois  
Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:** David Law  
David Law, Superintendent

**School Board  
Minnetonka I.S.D. 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item XII. b**

**Title: Acceptance of Bid for Paving Replacement  
At Minnetonka Middle School West Tennis Courts**

**October 5, 2023**

**EXECUTIVE SUMMARY:**

As part of the rolling Long Term Facility Maintenance 10 Year Plan, paving replacement on the tennis courts of Minnetonka Middle School West has been scheduled for summer 2024.

The budget estimate for the project is \$400,000.00.

Bids were opened at 11:30 AM on Tuesday, October 3, 2023. \_\_\_\_\_ (X) bids were received for the project as follows:

Vendor 1	\$XXX,XXX.XX
Vendor 2	\$XXX,XXX.XX
Vendor 3	\$XXX,XXX.XX

**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board accept the low bid of \_\_\_\_\_ in the amount of \$XXX,XXX.XX for paving replacement on the tennis courts of Minnetonka Middle School West in summer 2024.

***RECOMMENDED MOTION***

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of \_\_\_\_\_ in the amount of \$XXX,XXX.XX for paving replacement on the tennis courts of Minnetonka Middle School West in summer 2024.*

**Submitted by:** Paul Bourgeois  
Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:** David Law  
David Law, Superintendent

**School Board  
Minnetonka I.S.D. 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item XII. c**

**Title: Acceptance of Bid for Roofing Replacement  
At Clear Springs Elementary School**

**October 5, 2023**

**EXECUTIVE SUMMARY:**

As part of the rolling Long Term Facility Maintenance 10 Year Plan, replacement of a large section of the roof at Clear Springs Elementary School has been scheduled for summer 2024.

The budget estimate for the project is \$1,000,000.

Bids were opened at 1:00 PM on Thursday, September 28, 2023. Eight (8) bids were received for the project as follows:

BL Dalsin Roofing	\$ 651,026.00
Palmer West Construction Company, Inc.	\$ 675,400.00
McPhillips Brothers Roofing Company	\$ 703,400.00
Berwald Roofing Company, Inc.	\$ 771,000.00
Central Roofing Company	\$ 918,515.00
Rosenquist Construction, Inc.	\$ 998,550.00
John A Dalsin & Son, Inc.	\$1,077,909.00
Commercial Roofing and Sheet Metal	\$1,115,500.00

**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board accept the low bid of BL Dalsin Roofing in the amount of \$651,026.00 for replacement of a section of the roof at Clear Springs Elementary School in summer 2024.

***RECOMMENDED MOTION***

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of BL Dalsin Roofing in the amount of \$651,026.00 for replacement of a section of the roof at Clear Springs Elementary School in summer 2024.*

**Submitted by:**   
Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:**   
David Law, Superintendent

**School Board  
Minnetonka I.S.D. 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item XII. d**

**Title: Acceptance of Bid for Roofing Replacement  
At Minnetonka Middle School West**

**October 5, 2023**

**EXECUTIVE SUMMARY:**

As part of the rolling Long Term Facility Maintenance 10 Year Plan, replacement of a large section of the roof at Minnetonka Middle School West has been scheduled for summer 2024.

The budget estimate for the project is \$1,000,000.

Bids were opened at 2:00 PM on Thursday, September 28, 2023. Eight (8) bids were received for the project as follows:

McPhillips Brothers Roofing Company	\$ 843,390.00
Berwald Roofing Company, Inc.	\$ 990,200.00
BL Dalsin Roofing	\$1,023,998.00
Palmer West Construction Company, Inc.	\$1,148,700.00
Central Roofing Company	\$1,395,088.00
Rosenquist Construction, Inc.	\$1,397,000.00
John A Dalsin & Son, Inc.	\$1,630,727.00
Commercial Roofing and Sheet Metal	\$2,366,800.00

**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board accept the low bid of McPhillips Brothers Roofing Company in the amount of \$843,390.00 for replacement of a section of the roof at Minnetonka Middle School West in summer 2024.

**RECOMMENDED MOTION**

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of McPhillips Brothers Roofing Company in the amount of \$843,390.00 for replacement of a section of the roof at Minnetonka Middle School West in summer 2024.*

**Submitted by:**   
Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:**   
David Law, Superintendent

**School Board  
Minnetonka I.S.D. 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item XII. e**

**Title: Acceptance of Bid for Unit Ventilator  
Replacement at Minnetonka Middle School West**

**Date: October 5, 2023**

**EXECUTIVE SUMMARY:**

As part of the rolling Long Term Facility Maintenance 10 Year Plan, replacement of unit ventilators in twelve rooms of the west wing of Minnetonka Middle School West has been scheduled for summer 2024.

The budget estimate for the project is \$775,000. Bids were opened at 2:00 PM on Tuesday, September 26, 2023. Four (4) bids were received for the project as follows:

Burnn Boiler & Mechanical, Inc.	\$682,000.00
Morcon Construction Company, Inc.	\$713,000.00
CM Construction Company, Inc.	\$716,800.00
Parkos Construction Company, Inc.	\$803,800.00

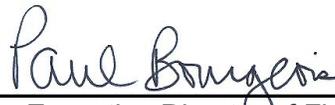
**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board accept the low bid of Burnn Boiler & Mechanical, Inc., in the amount of \$682,000.00 for replacement of unit ventilators at Minnetonka Middle School West in summer 2024.

***RECOMMENDED MOTION***

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of Burnn Boiler & Mechanical, Inc., in the amount of \$682,000.00 for replacement of unit ventilators at Minnetonka Middle School West in summer 2024.*

**Submitted by:** \_\_\_\_\_



Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:** \_\_\_\_\_



David Law, Superintendent

**School Board  
Minnetonka I.S.D. 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item XII. f**

**Title: Acceptance of Bid for Unit Ventilator  
Replacement at Minnetonka Middle School East**

**Date: October 5, 2023**

**EXECUTIVE SUMMARY:**

As part of the rolling Long Term Facility Maintenance 10 Year Plan, replacement of unit ventilators in nine rooms of the west wing of Minnetonka Middle School East has been scheduled for summer 2024.

The budget estimate for the project is \$588,000. Bids were opened at 1:00 PM on Tuesday, September 26, 2023. Three (3) bids were received for the project as follows:

Burnn Boiler & Mechanical, Inc.	\$523,000.00
CM Construction Company, Inc.	\$561,800.00
Morcon Construction Company, Inc.	\$562,000.00

**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board accept the low bid of Burnn Boiler & Mechanical, Inc., in the amount of \$523,000.00 for replacement of unit ventilators at Minnetonka Middle School East in summer 2024.

***RECOMMENDED MOTION***

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of Burnn Boiler & Mechanical, Inc., in the amount of \$523,000.00 for replacement of unit ventilators at Minnetonka Middle School East in summer 2024.*

**Submitted by:** Paul Bourgeois  
Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:** David Law  
David Law, Superintendent

**School Board  
Minnetonka I.S.D. 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item XII. g**

**Title: Acceptance of Bid for Window and Unit Ventilator  
Replacement at Minnewashta Elementary School**

**October 5, 2023**

**EXECUTIVE SUMMARY:**

As part of the rolling Long Term Facility Maintenance 10 Year Plan, replacement of unit ventilators in twelve rooms and exterior windows in 10 rooms in the west wing of Minnewashta Elementary School has been scheduled for summer 2024.

The budget estimate for the project is \$1,293,600.00.

Bids were opened at 3:00 PM on Thursday, September 28, 2023. Four (4) bids were received for the project as follows:

CM Construction Company, Inc.	\$1,115,800.00
Versacon, Inc.	\$1,150,000.00
Parkos Construction Company	\$1,165,800.00
Morcon Construction Company, Inc.	\$1,187,000.00

**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board accept the low bid of CM Construction Company, Inc., in the amount of \$1,115,800.00 for replacement of unit ventilators and exterior windows at Minnewashta Elementary School in summer 2024.

***RECOMMENDED MOTION***

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of CM Construction Company, Inc., in the amount of \$1,115,800.00 for replacement of unit ventilators and exterior windows at Minnewashta Elementary School in summer 2024.*

**Submitted by:**   
Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:**   
David Law, Superintendent

**School Board  
Minnetonka I.S.D. 276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item XII. h**

**Title: Acceptance of Bid for Unit Ventilator  
Replacement at Scenic Heights Elementary School**

**October 5, 2023**

**EXECUTIVE SUMMARY:**

As part of the rolling Long Term Facility Maintenance 10 Year Plan, replacement of unit ventilators in fourteen rooms of the south wing of Scenic Heights Elementary School has been scheduled for summer 2024.

The budget estimate for the project is \$820,000.00.

Bids were opened at 2:00 PM on Tuesday, October 3, 2023. \_\_\_\_\_ (X) bids were received for the project as follows:

Vendor 1	\$XXX,XXX.XX
Vendor 2	\$XXX,XXX.XX
Vendor 3	\$XXX,XXX.XX

**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board accept the low bid of \_\_\_\_\_ in the amount of \$XXX,XXX.XX for replacement of unit ventilators at Scenic Heights Elementary School in summer 2024.

***RECOMMENDED MOTION***

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of \_\_\_\_\_ in the amount of \$XXX,XXX.XX for replacement of unit ventilators at Scenic Heights Elementary School in summer 2024.*

**Submitted by:** Paul Bourgeois  
Paul Bourgeois, Executive Director of Finance & Operations

**Concurrence:** David Law  
David Law, Superintendent

School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota

Board Agenda Item XIII.

Title: Resolution Pertaining to Consent Agenda

Date: October 5, 2023

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**OVERVIEW:**

The School Board formally adopted the Consent Agenda concept on March 1, 1979. For the Consent Agenda to work efficiently, Board members should call staff prior to the meeting regarding any questions they may have on the following items. If a member wishes to discuss any matter on the Consent Agenda, they should request, at the beginning of the meeting, that the item be placed on the regular agenda (during Agenda Item III: Adoption of the Agenda).

The following are the recommendations included within the Consent Agenda for October 5, 2023:

- a. Minutes of September 7 regular meeting and September 28 special meeting
- b. Payment of Bills
- c. Recommended Personnel Items
- d. Gifts and Donations
- e. Electronic Fund Transfers

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve all recommendations included within the Consent Agenda items.

Submitted by: \_\_\_\_\_



David Law, Superintendent

CONSENT

School Board  
Minnetonka I.S.D. #276  
5621 County Road 101  
Minnetonka, Minnesota

Board Agenda Item XIII. a

Title: Meeting Minutes

Date: October 5, 2023

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**OVERVIEW:**

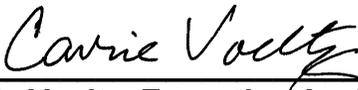
The minutes of the proceedings of the Minnetonka School Board's following meetings are attached:

1. September 7 regular meeting
2. September 28 special meeting

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the School Board approve these minutes, as presented.

Submitted by:   
Carrie Voeltz, Executive Assistant  
to the Superintendent and School Board

**MINNETONKA INDEPENDENT SCHOOL DISTRICT #276**  
**District Service Center**  
**5621 County Road 101**  
**Minnetonka, Minnesota**

**Minutes of September 7, 2023 Regular Board Meeting**

The School Board of Minnetonka Independent School District #276 met in regular session at 7:00 p.m. on Thursday, September 7, 2023 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Lisa Wagner presided. Other Board members present were: Mark Ambrosen, Katie Becker, Patrick Lee-O'Halloran, Michael Remucal, Meghan Selinger, Chris Vitale and Superintendent David Law, ex officio. The meeting was also livestreamed on the District's YouTube channel.

Prior to the meeting, the Board recognized the following individuals and groups: Boys Varsity Baseball state qualifiers; Boys Varsity Golf state qualifiers; Girls Varsity Golf state qualifiers; Boys Tennis state qualifiers; Boys Track and Field state qualifiers/alternates; Girls Track and Field state qualifiers/alternates; Theatre Spotlight Award Contributors from the Spring production of *Guys and Dolls*; National LERN award earned by Minnetonka Community Education; National School PR Association awards earned by the District Communications team; and National PhysTEC Teacher of the Year Award earned by Minnetonka High School physics instructor Joe Cosette.

Chairperson Wagner called the meeting to order and asked that everyone stand and recite the Pledge of Allegiance to the flag.

1. **AGENDA**

Vitale moved, Remucal seconded, that the School Board approve the agenda, as presented. Upon vote being taken thereon, the motion carried unanimously.

2. **COMMUNITY COMMENTS**

Chairperson Wagner noted that this opportunity for comment was available to community members who wished to address the Board on any item on that night's agenda. She also read the guidelines for Community Comments, for the benefit of those who wished to speak.

District resident and parent Tara Lee Stone addressed the Board at this time. She noted that the Board would be hearing a report on district test results this evening, and asked that the Board review Policy 626 in regards to how those test results affect our students. She also asked that the Board make sure the District policies are fair, that they serve a purpose, that they apply equally to all, and that they align with the district's beliefs, missions and goals. She asked that the Board formally and publicly review Policy 626 through this lens.

### 3. REPORT ON ACT, SAT, IB and AP 2023 RESULTS

Director of Assessment Dr. Matt Rega shared a report on the ACT, IB, AP and SAT results from the 2022-23 school year, explaining it was a truly unique year of achievement for Minnetonka students. His presentation outlined highlights and summaries of results from each of these assessments and programs, including the following:

#### 2023 Highlights

- ACT score (637 students) of 26.0 reflects reflects 69.6% of the Class of 2023
- The Top 100, 200 and 400 remain strong (Top 100 – 34.3)
- Overall, the AP program saw enrollment increase from 1,668 to 1,753 (all-time high). The percentage of students scoring a three or higher on the five-point scale increased from 85.0 to 85.7 percent.
- AP Scholar levels saw an increase: Distinction – 286 to 331; Honor – 127 to 1,252; Scholar – 252 to 281 (all-time high levels)
- May 2023 was the first year since the pandemic that IB moved back to traditional assessment model

#### IB Insights

- During the pandemic, IB exams were on an adjusted assessment model (i.e. fewer exams and everything assessed externally by IB)
- More challenging sections of the test were added back to external assessment that were dropped during the pandemic
- One MHS teacher had experience with the pre-COVID testing requirements

#### AP Overview

- AP Math scores remained strong, again improving in 4 of 5 areas
- AP Science scores improved or remained the same in 5 of 7 areas
- AP Government and History exams improved or maintained on 5 of 5 exams

#### VANTAGE

- Students' performance in IB Business SL showed a decrease after eclipsing the 5.0 mark the past three years. The mean score dropped from 5.34 to 4.73
- VANTAGE students earned higher AP Psych scores (3.34) compared to non-VANTAGE students (3.29). The ACT mean for VANTAGE students was a 26.4 versus a 27.5 ACT mean for non-VANTAGE students with VANTAGE students earning an average GPA of 3.47 versus a 3.46 for non-VANTAGE students
- The AP Seminar mean for VANTAGE students (3.38) compared to non-VANTAGE students (3.98) mirrored the profile of both student groups. The non-VANTAGE group also surpassed the VANTAGE students' ACT mean by 3.2 points and had a .12-point higher GPA

## Recommendations

- Math teachers will need to focus on the three areas critical for success on the ACT Math Test: Pre-Algebra/Elementary Algebra, Intermediate Algebra/Coordinate Geometry, and Plane Geometry/Trigonometry in addition to SAT Math
- The Science Department will need to continue to look carefully at how problem-solving skills can be better integrated into the Science curriculum and continue to study course options for all students
- World Language teachers will continue to focus on studying the AP Exams carefully to ensure student success each year
- VANTAGE instructors will need to monitor changes made to curriculum and assignments to support students and address the differences in assessment performance

After the presentation, Board member Selinger asked whether Dr. Rega knew the results of how the increasingly diverse group of students in the VANTAGE program performed. Dr. Rega said that is data we have and that he will follow up on that. She asked if there was a breakdown by special education. Dr. Rega said that is not something we have included in this report in years past but that he does have data on that and can share it. Board member Lee-O'Halloran asked about weighted grades. Dr. Rega said we do have that information, as well, but not on hand. He will follow up with the Board.

Chairperson Wagner thanked Dr. Rega for his presentation and said the Board looks forward to that follow-up information.

#### 4. **NUTRITION SERVICES UPDATE**

As part of the District goals for 2023-2024, the School Board has included the successful implementation of the recently approved no-cost meal legislation, which includes breakfast at every site. There is also a continued focus on fully staffing all sites in Nutrition Services and increasing the variety and quality of meals available for students. Nutrition Services Supervisor Jane Bender gave an update to the School Board on the initial roll-out of the breakfast program during the first week of school, as well as progress updates on staffing and meal offerings for students.

Board member Remucal said because the elementary school doors now opened earlier, there was almost no car line when he dropped off his student, which was great. Board member Lee-O'Halloran asked whether the staffing levels are back to pre-pandemic levels. Ms. Bender said we learned a lot during COVID about multi-tasking. She said that means we are at 90% of where we want to be now, knowing we are working more efficiently now. Board member Lee-O'Halloran asked whether Ms. Bender is soliciting feedback from her staff. Ms. Bender said she does ask for feedback and that staff knows there is an open door policy and that principals are also giving feedback. Board member Selinger said it's great that Nutrition Services looked at what other districts were doing as they made changes. Chairperson Wagner told Ms. Bender to please thank her team for their efforts.

## 5. POLICY APPROVALS

The District Administration is making recommendations for policy revisions due to recent legislative changes. The following policies were reviewed and discussed by the Board and Administration at the Board's Study Session on August 17. Superintendent Law reminded the public that policies change for a variety of reasons, including because of legislative changes, community input or for other reasons. Executive Director of Human Resources Anjie Flowers then presented the following policies to the Board:

### Policy #424: License Status

Ms. Flowers noted that the state's Professional Educator Licensing and Standards Board (PELSB) has a requirement to report on all of the items listed for revision in this policy, based on new legislation. This has been added to the state's Continuing Contract state statute, in an effort to support the retention of BIPOC teachers. Ms. Flowers noted that in practice, the district already reports this data to MDE annually.

Ambrosen moved, Lee-O'Halloran seconded, that the Board approve the policy as presented. Upon vote being taken thereon, the motion carried unanimously.

### Policy #515: Protection and Privacy of Pupil Records

Ms. Flowers noted that the Board determines what is public student directory data. Pursuant to new legislation, student names and addresses can no longer be included as public directory data. That information has been stricken from the policy.

Becker moved, Selinger seconded, that the Board approve the policy as presented. Upon vote being taken thereon, the motion carried unanimously.

### Policy #534: Equal Educational Opportunity

Ms. Flowers noted that this policy mirrors what is likely coming from the federal level regarding Title IX changes that will ensure that transgender students have access to participate in activities and sports. The revisions in this policy reflect the state legislative changes and list factors that must be considered for all sexes and all races. Some examples include: having a variety of sports that reflect the interest of all students, along with provisions for equipment, coaches, and practice time. District Activities Director Ted Schultz has stated that this will not impact our current practice; however, we are making the revisions to ensure compliance with the new state legislation.

Becker moved, Remucal seconded, that the Board approve the policy as presented. Upon vote being taken thereon, the motion carried unanimously.

### Policy #516.1: Overdose Medication

Ms. Flowers noted that this was a new policy, developed to align with the new state requirements for the availability of nasal Naloxone at school sites. Ms. Flowers noted that district health staff have been trained on the proper storage and use of this medication.

Remucal moved, Vitale seconded, that the Board approve the policy as presented. Upon vote being taken thereon, the motion carried unanimously.

#### Policy #419: Tobacco-Free Environment

Ms. Flowers noted that this policy includes revisions to better define vaping, including vaping prevention instruction that is required for grades 6-8. This policy sets clear expectations and has clear definitions about vaping and tobacco. In addition, there was a change to state law to allow American Indian students the use of loose tobacco on school property for ceremonial or ritual purposes, and that is now reflected in this policy.

Becker moved, Ambrosen seconded, that the Board approve the policy as presented. Upon vote being taken thereon, the motion carried unanimously.

#### Policy #418: Drug-Free Workplace/Drug-Free School

Ms. Flowers began by speaking about Policy 417. Policy 417 currently serves as the drug-free workplace policy, and also lists consequences for students for violation of that policy. The district is recommending a separate policy, Policy 418, for drug-free workplace. District administration will later bring Policy 417 to the Board for revisions. At that time, the new policy 417 will focus solely on the consequences for students, whereas Policy 418 is a comprehensive policy consisting of expectations and definitions for staff, students and visitors, regarding a drug-free workplace. In addition, given recent changes to cannabis law in Minnesota, administration believed it was a good time to create a comprehensive drug-free workplace policy. Although cannabis has been legalized at the state level, it is still illegal at the federal level, and as such is illegal in our schools. This policy clearly prohibits marijuana and cannabis. There is also an education component that will go into effect in the 2026-27 school year.

Vitale moved, Ambrosen seconded, that the Board approve the policy as presented. Upon vote being taken thereon, the motion carried unanimously.

### 6. **ACCEPTANCE OF BID FOR HVAC REPLACEMENT AT DEEPHAVEN ELEMENTARY SCHOOL**

Executive Director of Finance and Operations Paul Bourgeois presented the next three items to the Board. He explained that as part of the rolling Long Term Facility Maintenance 10 Year Plan, replacement of two 1996-installed R-22 HVAC units at Deephaven Elementary School is scheduled for summer 2024. The budget estimate for the project is \$245,000.

Bids were opened at 1:00 PM on Tuesday, August 29, 2023. Four (4) bids were received for the project as follows:

Kraft Mechanical, LLC	\$149,000.00
Morcon Construction Company, Inc.	\$173,000.00
Northland Mechanical Contractors	\$189,700.00
Peterson Sheet Metal	\$206,000.00

Mr. Bourgeois recommended that the School Board accept the low bid of Kraft Mechanical, LLC in the amount of \$149,000.00 for replacement of the R-22 HVAC systems at Deephaven Elementary School in summer 2024.

Lee-O'Halloran moved, Becker seconded, that the Board approve the following motion:

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of Kraft Mechanical, LLC, in the amount of \$149,000.00 for replacement of R-22 HVAC systems at Deephaven Elementary School in summer 2024.*

Upon vote being taken thereon, the motion carried unanimously.

7. **ACCEPTANCE OF BID FOR CABINET REPLACEMENT AND WALL RESURFACING AT EXCELSIOR ELEMENTARY SCHOOL**

As part of the rolling Long Term Facility Maintenance 10 Year Plan, replacement of cabinets and resurfacing of the hallway walls of the north wing of Excelsior Elementary School has been scheduled for summer 2024. The budget estimate for the project is \$509,600.

Bids were opened at 2:00 PM on Tuesday, August 29, 2023. Four (4) bids were received for the project as follows:

Morcon Construction Company, Inc.	\$288,031.00
CM Construction Company, Inc.	\$309,800.00
Dering Pierson Group, LLC	\$333,000.00
Action Construction Services	\$397,000.00

Mr. Bourgeois recommended that the School Board accept the low bid of Morcon Construction Company, Inc., in the amount of \$288,031.00 for replacement of cabinets and wall resurfacing at Excelsior Elementary School in summer 2024.

Vitale moved, Becker seconded, that the Board approve the following motion:

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of Morcon Construction Company, Inc., in the amount of \$288,031.00 for replacement of cabinets and wall resurfacing at Excelsior Elementary School in summer 2024.*

Upon vote being taken thereon, the motion carried unanimously.

**8. ACCEPTANCE OF BID FOR UNIT VENTILATOR REPLACEMENT AT CLEAR SPRINGS ELEMENTARY SCHOOL**

As part of the rolling Long Term Facility Maintenance 10 Year Plan, replacement of unit ventilators in twelve rooms of the east wing of Clear Springs Elementary School has been scheduled for summer 2024. The budget estimate for the project is \$793,600.

Bids were opened at 1:00 PM on Thursday, August 31, 2023. Two (2) bids were received for the project as follows:

Morcon Construction Company, Inc.	\$786,000.00
Burnn Boiler & Mechanical, Inc.	\$878,000.00

Mr. Bourgeois recommended that the School Board accept the low bid of Morcon Construction Company, Inc., in the amount of \$786,000.00 for replacement of unit ventilators at Clear Springs Elementary School in summer 2024.

Selinger moved, Becker seconded, that the Board approve the following motion:

*BE IT RESOLVED that the School Board of Minnetonka Independent School District 276 does hereby accept the low bid of Morcon Construction Company, Inc., in the amount of \$786,000.00 for replacement of unit ventilators at Clear Springs Elementary School in summer 2024.*

Upon vote being taken thereon, the motion carried unanimously.

**9. CONSENT AGENDA**

Vitale moved, Becker seconded, that the School Board approve the recommendations included within the following Consent Agenda items:

- Minutes of August 3 Regular Meeting and Closed Session; and August 17 Special Meeting
- Study Session Summary of August 17
- Payment of Bills – in the sum of \$9,376,978.98.
- Recommended Personnel Items
- Gifts and Donations for August 2023: \$75.00 from Target to be placed in the MME Activities Registration Fund. \$440.00 from the Blackbaud Giving Fund to be placed in the MHS Principal Discretionary Fund. \$550.00 from the Blackbaud Giving Fund to be placed in the MHS Fastpitch Team Fund. \$1,000.00 from Stephen Pouliot and \$1,040.00 from the Minnetonka Class of 1963, both to be placed in the MHS Creative Writing Scholarship Fund. \$1,044.00 from the Rotary Club of Lake Minnetonka/Excelsior to be placed in the MHS Interact Club Fund. \$5,000.00 from the Rotary Club of Lake Minnetonka/Excelsior to be placed in the MHS Tonka Prep Grant Fund. \$40.00 from Target c/o of Cyber Grants, LLC to be placed in the

Deephaven Elementary School Principal Discretionary Fund. \$37.50 from Kurt Hoddinot and \$26.25 from King Solutions, LLC, both to be placed in the Scenic Heights Elementary School Principal Discretionary Fund. \$637.00 from Boba Tonka Bubble Tea, LLC to be placed in the MHS Cultural Fair Fund. Total Gifts and Donations for 2023-24: \$231,129.33.

- Electronic Fund Transfers

Upon vote being taken on the foregoing Consent Agenda items, the motion carried unanimously.

10. **BOARD REPORTS**

None.

11. **SUPERINTENDENT'S REPORT**

Superintendent Law said he had had the privilege of being in the schools as the school year started and it had been great to see the enthusiasm of the students, staff and administration. He extended his thanks to staff for being so welcoming and for going the extra mile to make sure students and families had a good start to the year.

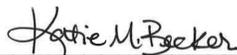
12. **ANNOUNCEMENTS**

Board member Becker reminded families and staff about the Tonka Pride apparel Fall Sale at the District Service Center on Friday, September 15 from 3:00 – 7:00 p.m., and Saturday, September 16 from 8:00 a.m. – 1:00 p.m. She also mentioned that the Skippers Booster Store at MHS is open from 11:00 a.m. – 2:00 p.m. every school day and has some extended hours as well this fall. She explained that 100% of the proceeds from Tonka Pride and the Skippers Booster Store go back to the school district, by supporting the PTO/A groups, student clubs and organizations. She also shared that Minnetonka's Homecoming Parade will be September 22 in downtown Excelsior and the football game will be later that evening at Einer Anderson Field at MHS.

Chairperson Wagner reminded the viewing public of the upcoming School Board election and noted that the League of Women Voters is hosting a candidate forum on Tuesday, September 12 at 7:00 p.m. at the Arts Center at MHS. All are welcome to attend, and it will also be livestreamed.

13. **ADJOURNMENT**

Becker moved, Remucal seconded, adjournment at 8:12 p.m. Upon vote being taken thereon, the motion carried unanimously.



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Katie Becker, Clerk

**MINNETONKA INDEPENDENT SCHOOL DISTRICT #276**  
**District Service Center**  
**5621 County Road 101**  
**Minnetonka, Minnesota**

**Minutes of September 28, 2023 Special School Board Meeting**

The School Board of Minnetonka Independent School District #276 met in special session at 7:47p.m. on Thursday, September 28, 2023 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Lisa Wagner presided. Other Board members present were Mark Ambrosen, Katie Becker, Patrick Lee-O'Halloran, Michael Remucal and Superintendent David Law, ex officio. Absent: Meghan Selinger and Chris Vitale.

Chairperson Wagner called the special meeting to order and asked that everyone stand and recite the Pledge of Allegiance to the Flag.

1. **AGENDA**

Ambrosen moved, Becker seconded, that the School Board approve the agenda as presented. Upon vote being taken thereon, the motion carried unanimously.

2. **APPROVAL OF SCHOOL BOARD REPRESENTATIVE TO INTERMEDIATE DISTRICT 287 BOARD**

Superintendent Law noted that the district had rejoined Intermediate District 287 in August of 2023. As a member of District 287, the district is required to appoint a representative to the District 287 Board.

Becker moved, Ambrosen seconded, that the Board approve the appointment of Board member Dr. Mike Remucal to the Intermediate District 287 board.

Upon vote being taken thereon, the following voted in favor: Ambrosen, Becker, Lee-O'Halloran and Wagner. The following abstained from the vote: Remucal; whereupon the motion carried.

Chairperson Wagner thanked Dr. Remucal for his willingness to serve.

3. **CERTIFICATION OF 2023 PAY 2024 PRELIMINARY LEVY**

Executive Director of Finance and Operations Paul Bourgeois presented this item to the Board. He noted that Minnesota Statutes require that each school district certify a preliminary property tax levy by September 30 of the calendar year. The property tax levy set at the preliminary is the maximum amount that the school district can levy when it certifies its final levy in December of the calendar year. Adjustments to the preliminary levy amount can only be made downward after the preliminary levy is

certified. School Districts must work with the Minnesota Department of Education (MDE) to calculate the levies allowed under the various statutes utilizing the MDE computerized levy system. The Certified Preliminary Levy must be physically received by the home county auditor no later than September 30, 2023.

The total levy is made up of several dozen individual levy amounts that are calculated based on formulas set in Minnesota Statute by the Legislature. Many of the levies are levies that provide partial revenue for a particular program with the remaining amount coming as a match from the State of Minnesota, and it is a requirement for the full local share to be levied in order to receive the State contribution. A reduction in those levies will result in a proportional reduction in State aid. Other levies including the Operating Referendum and Technology Levies are voter approved and determined based on the number of enrolled pupils or the value of property in the District. Finally, debt service levies are required to be calculated at 105% of debt service in order to ensure that District bond payments are met even if there are some property tax delinquencies.

The dollar amount of the Certified Preliminary Levy approved by the School Board prior to September 30 of each year becomes the highest amount of the levy - the final levy approved in December can be no greater than the preliminary amount certified by September 30. The only exception to this rule is if an Operating Referendum or Capital Projects Referendum is approved by the voters of the School District at the November election.

The Preliminary Levy figures are complete with the exception of two items that must be input at the State level – two new pass-through levies for Intermediate District 287 for building lease payments in the amount of \$221,561.23 and Safe Schools Levy at \$15 per Adjusted Pupil Unit in the amount of \$184,707.00 that the District must now levy since it has rejoined the Intermediate District 287 consortium for Special Education services.

As of September 28, 2023, the 23 Pay 24 Preliminary Levy is calculated at \$65,870,406.67. This is an increase of \$3,256,613.24 or 5.20% over the 22 Pay 23 Final Levy of \$62,613,793.43.

Of particular note, the inflationary conditions across the United States have impacted the inflation factors used to calculate the voter-approved Operating Referendum Levy. A comparison of the changes in the per-pupil amounts that will impact the 23 Pay 24 Levy are as follows:

20 Pay 21 Levy for FY22 Approved Levy	\$1,827.54
FY22 Updated for Actual Inflation	\$1,928.60
21 Pay 22 Levy for FY23 Approved Levy	\$2,054.83
FY23 Updated for Actual Inflation	\$2,068.13

22 Pay 23 for FY24 Initial MDE-Calculated Rate     \$2,110.97  
FY24 Updated Estimate For Actual Inflation         \$2,140.09

23 Pay 24 for FY25 Initial MDE-Calculated Rate     \$2,202.89

The Operating Referendum 23 Pay 24 Levy for FY25 is increasing by \$1,251,365.40

The voter-approved Capital Projects Referendum is calculated on a formula that is driven by the change in property taxes from the prior calendar year, which for the 23 Pay 24 Levy is Calendar Year 2022. Property values in the District increased approximately 20.3% in Calendar Year 2022, resulting in an increase in the Capital Projects Referendum levy of \$1,630,828.97.

The new Intermediate District 287 pass-through levies of \$221,561.23 for Intermediate District 287 lease payments and \$184,077.00 for \$15 per pupil of Safe Schools Revenue total a combined \$406,268.23.

The combination of the Operating Referendum Levy increase, the Capital Projects Referendum Levy increase, and the Intermediate District 28 pass-through increase totals \$3,288,462.60 and thus account for all of the change in the 23 Pay 24 Levy of \$3,256,613.24.

There are 19 other levy categories as well as prior year adjustments for all 22 levy categories that are included in the 23 Pay 24 Levy with both increases or decreases that net to a reduction of (\$3,356.90).

Because many of the levy inputs are done by the Minnesota Department of Education, and since due to volume MDE is often still working on those levy inputs up to and after September 30 each year, Minnesota Statutes allow school districts to certify the Preliminary Levy as "Maximum," meaning the maximum amount as finally determined after MDE has completed its input work to the annual levy.

It is important to note that after the preliminary levy is certified, the amount will not be able to increase for the final levy that is set in December, with the only exception being any voter-approved increases that would win approval on the November 7, 2023 election.

While the district is running a referendum on November 7 to extend the Capital Projects Referendum through the 32 Pay 33 Levy to fund FY34, approval of that referendum will not change the amount of the Capital Projects Referendum included in the 2023 Pay 2024 Levy under the existing Capital Projects Referendum authority, as the rate for the Capital Projects Referendum will remain the same.

Lee-O'Halloran moved, Becker seconded, that the Board approve the following motion:

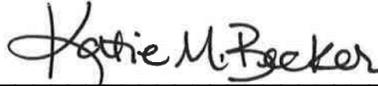
**Resolution to Certify Preliminary 2023 Pay 2024 Property Tax Levy**

*BE IT RESOLVED, that the School Board of Minnetonka Independent School District 276 does hereby certify the Preliminary 2023 Payable 2024 Property Tax Levy at the maximum amount authorized by statute, which as of September 28, 2023 totals \$65,870,406.67, and authorizes administration to file the Certified 2023 Pay 2024 Preliminary Levy with the Hennepin County Auditor no later than September 30, 2023.*

Upon vote being taken thereon, the motion carried unanimously.

4. **ADJOURNMENT**

Becker moved, Ambrosen seconded, adjournment at 8:06 p.m. Upon vote being taken thereon, the motion carried unanimously.



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Katie Becker, Clerk

School Board  
Minnetonka I.S.D. # 276  
5621 County Road 101  
Minnetonka, Minnesota

Board Agenda Item XIII. b.

Title: Payment of Bills  
2023

Date: October 5,

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**OVERVIEW:**

Presented for Board approval are the monthly disbursement totals by fund for Minnetonka Public Schools for the month of August 2023.

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**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the Board approve the disbursements as presented for the month of August 2023.

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Submitted by:

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**Jessica Hulitt**  
Coordinator of Accounting



Approved by:

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**Paul Bourgeois**  
Executive Director of Finance & Operations



Concurrence:

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**David Law**  
Superintendent of Schools

## MINNETONKA DISTRICT #276

TO: David Law  
FROM: Jessica Hulitt  
RE: Payment of Bills – August 2023  
Board Meeting Date: October 5, 2023

The following disbursements are submitted for the month of August:

Recommend the payment of bills in the sum of \$13,491,713.92 by check #480126 - #480527 and ACH #232400178 - #232400371, and wire transactions #202300314 - #202300545 as follows:

August		
	FUND	
01	GENERAL FUND	4,189,362.00
02	CHILD NUTRITION	479,627.11
03	PUPIL TRANSPORTATION	457,544.88
04	COMMUNITY SERVICE	531,149.53
05	CAPITAL EXPENDITURE	225,391.26
07	DEBT SERVICE FUND	78,800.00
09	TRUST - FIDUCIARY	84,832.21
11	EXTRA/CO-CURRICULAR	45,629.10
12	ATHLETIC FEE	10,374.45
18	CUSTODIAL FUND	3,337.68
20	SELF INSURANCE	120,628.14
40	CULTURAL ARTS CENTER	22,985.24
41	DOMES OPERATIONS	6,735.59
42	AQUATICS PROGRAM	43,259.13
43	PAGEL CENTER	50,943.70
46	LTFM	4,708,374.16
56	CONSTRUCTION PROJECTS	1,704,092.11
66	CAPITAL PROJECTS LEVY	728,647.63
		\$ 13,491,713.92
	SALARIES	\$ 3,220,182.56
	TOTAL	\$ 16,711,896.48



\_\_\_\_\_  
Jessica Hulitt

September 30, 2023

Date

SCHOOL BOARD  
MINNETONKA I.S.D. #276  
5621 County Rd. 101  
Minnetonka, MN  
Community Room

Board Agenda Item XIII. c.

**TITLE:** Recommended Personnel Items

**DATE:** October 5, 2023

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**BACKGROUND:** Under the authorization of district policy, and the terms and conditions of the collective bargaining agreements between the Minnetonka Public Schools and employee groups recognized under Minnesota law, the executive director for human resources makes recommendations for employment, leaves, employee status changes, and resignations or release from contracts.

Those recommendations of a routine nature are attached in summary fashion. This section includes routine changes affecting an employee under the terms and conditions of the collective bargaining agreements, and new hires that occur between board meetings or are scheduled for the future.

State law requires that the School Board formally approve all personnel actions. At the time of hiring, employees are told that the administration formally recommends employment, and that the employment action is finalized only after Board action. On these routine matters, however, the administration may initiate the change prior to formal Board action in order to provide continuity of service to students.

Personnel changes of an exceptional nature requiring the interpretation of other district policies or laws are marked with an asterisk on the summary page, and have a separate explanation. In these cases, the administration does not take action until after Board action.

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**FUTURE ACTION/RECOMMENDATION:**

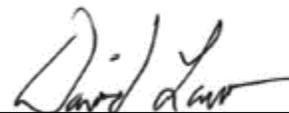
The administration recommends approval of all attached personnel changes.

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Submitted by:

Concurrence by:





Anjie Flowers  
Executive Director of Human Resources

David Law  
Superintendent

**RECOMMENDED PERSONNEL ITEMS**

**I. INSTRUCTION**

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
GLACCUM, PEGGY	MATH, 1.0 FTE, MMW	9/11/23-6/10/24	\$107,456.31
SCHIEBERL, KEVIN	MUSIC, 0.94 FTE, GR/MWTA/SH	9/5/23-6/10/24	\$90,115.02
SPAULDING, SHEILA	ECSE, 0.625 FTE, MCEC	2023-24: 9/18/23	\$43,639.74
WALLACE, MIKA	PSYCHOLOGIST, 1.0 FTE, MHS	2023-24	\$60,353
WANG, YI-TING	CHINESE IMMERSION, 0.2 FTE, MMW	9/28/23-6/10/24	\$11,624.57
WILKIE, CONNOR	SPECIAL ED, 1.0 FTE, MHS	8/29/23-6/10/24	\$48,567

RESIGNATIONS, RETIREMENTS, TERMINATIONS	ASSIGNMENT	EFFECTIVE
GLACCUM, PEGGY	MATH, 1.0 FTE, MMW	6/10/24

LEAVE OF ABSENCES	ASSIGNMENT	EFFECTIVE
BECKER, MEGHAN	SPECIAL ED, 0.84 FTE, MMW – REQUESTING 0.16 FTE LOA	9/25/23-6/10/24
BLEEKER, LYNN	KINDERGARTEN, 1.0 FTE, CS	10/24/23-12/20/23
CARLSON, JOE	MATH, 1.0 FTE, MHS	11/26/23-12/15/23
CONNOLLY RUSSOW, JESSICA	AUDIOLOGIST, 0.2 FTE, DISTRICT	9/27/23-10/17/23
DAY, ANNE CLAIBORNE	GRADE 4, 1.0 FTE, GR	9/22/23-10/3/23
DRABIK, MICHAEL	SPANISH IMMERSION SS, 1.0 FTE, MMW	10/3/23-11/17/23
JURADO, MARISSA	GRADE 3 SPANISH IMMERSION, 1.0 FTE, MWTA	2/8/24-4/26/24
PAKKALA, KRIS	SPECIAL ED FACILITATOR, 1.0 FTE, MHS	10/24/23-11/10/23
NAGEL, KATHLEEN	RSK, 0.5 FTE, DH	9/11/23-10/13/23
RAHN, SARA	READING, ASSMT COORD, BOARD GOAL PILOT PRGM, 0.535 FTE, SH – REQUESTING 0.465 FTE LOA	2023-24

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
BECKER, MEGHAN	SPECIAL ED, 1.0 FTE, MMW	9/25/23-6/10/24	SPECIAL ED, 0.84 FTE, MMW
BJORK, ANN	ELL, 1.0 FTE, SH/MME	2023-24	ELL, 1.0 FTE, MME
CROYLE, JOHN	SOCIAL STUDIES, 1.0 FTE, MHS	8/29/23-1/26/24	ADD: SOCIAL STUDIES OVG, 0.12 FTE, MHS
DALDOUL, HEATHER	ELL, 1.0 FTE, CS/MCEC	2023-24	ELL, 1.0 FTE, CS
DEVANIE, MAURA	ELL, 1.0 FTE, DH	2023-24	ELL, 1.0 FTE, DH/MCEC
DOEGE-MALLEA, MARY	RESERVE TEACHER	10/2/23-11/17/23	SPANISH IMM SS LTS, 0.9 FTE, MMW
DRYKE, JONATHAN	PHY ED, 0.4 FTE, MMW	9/11/23-6/10/24	ADD: PHY ED TEMP, 0.2 FTE, MMW
EDLEFSEN, CHRISTINE	COUNSELOR, 0.5 FTE, GR	9/11/23-6/10/24	ADD: COUNSELOR, 0.25 FTE, DH
HOLLAND, LUCIE	CLASS C NAVIGATOR PARA, 20 HRS/WK, EXC	8/29/23-11/3/23	NAVIGATOR LTS TEACHER, 1.0 FTE, EXC
JAMISON, MARY ANDREA	ELT, 0.685 FTE, SH	9/6/23-6/10/24	ADD: GRADES 4/5 MATH/LITERACY SUPPT, 0.25 FTE, ELEARN
KIM, EUNJU	ELL, 1.0 FTE, EXC/GR	2023-24	ADD: READING, 0.065 FTE, SH
LANGLAS, MARY	ELL, 1.0 FTE, MWTA/MMW	2023-24	ELL, 1.0 FTE, GR/ELEARN
MATRE, ANDRENE	RESERVE TEACHER	9/11/23-6/10/24	ELL, 1.0 FTE, MMW
MORAN, MATT	SOCIAL STUDIES, 1.0 FTE, MHS	10/2/23-6/10/24	ADD: WILSON READ TEMP, 0.2 FTE, MMW
OHRT, KATE	MATH, 1.0 FTE, MHS	8/29/23-1/26/24	ADD: WILSON READ TEMP, 0.1 FTE, MMW
RAHN, SARA	INFORM & DIGITAL LRNG/ASSMT COORD, 0.4 FTE, SH	8/29/23-1/26/24	ADD: SOCIAL STUDIES OVERAGE, 0.12 FTE, MHS
VIELGUTH, PABLO	RESERVE TEACHER	2023-24	ADD: MATH OVERAGE, 0.12 FTE, MHS
		9/18/23-12/8/23	ASST COORD, READING, BOARD GOALS PILOT, 0.535 FTE, SH
			GRADE 3 SPANISH IMM LTS, 1.0 FTE, CS

**II. BUSINESS AND OTHER NON-INSTRUCTIONAL SERVICES**

APPOINTMENTS	ASSIGNMENT	EFFECTIVE	SALARY
AGHAMIRZAI, ZOYA	EXPLORERS STUDENT ASST, 4 HRS/WK, MWTA	9/12/23	\$11.35/HR
ASHLEY, LEANNE	EXPLORERS PRGM ASST, 20 HRS/WK, CS	9/11/23	\$18.03/HR
BERNA, ANNA	LEVEL IV ECSE OFFICE ASST, 8 HRS/DAY, MCEC	9/20/23	\$25.87/HR
BONGARD, LAUREN	EXPLORERS STUDENT ASST, 9 HRS/WK, MCEC	9/18/23	\$11.35/HR
BOSTON, KELLY	ASST SWIM CLUB COACH, 6-10 HRS/WK, AQUATICS	9/12/23	\$24.00/HR
BURMIS, JASMINE	EXPLORERS SITE SUPVR, 40 HRS/WK, MWTA	9/11/23	\$24.70/HR
CAMPBELL, OWEN	CLASS D SPEC ED PARA, 6.5 HRS/DAY, MME	8/30/23	\$20.61 (CLASS D)
	CLASS B SUPVRY PARA, 1 HR/DAY, MME		\$19.27 (CLASS B)
FLOE, SHANNON	CLASS C SPANISH IMM CLRM PARA, 4 HRS/DAY, CS	9/15/23	\$22.91/HR

FRANK, JAMMIE	CLASS A LR/PG PARA, 3 HRS/DAY, GR	9/5/23	\$20.55/HR
HANSEN, KELSEY	CLASS D SPEC ED PARA, 6 HRS/DAY, DH	9/25/23	\$21.68/HR
HANSON, SHANNON	CLASS D SPEC ED PARA, 6.5 HRS/DAY, GR	9/5/23	\$23.18/HR
HELM, MARSHA	MASTERS SWIM COACH, 8-10 HRS/WK, AQUATICS	9/12/23	\$19.50/HR
HOEPER, SHONNA	EXPLORERS PRGM MGR, 1.0 FTE, MCEC	9/5/23	\$72,000 ANNUALLY
JABS, NICOLE	CLASS C CLRM PARA, 3 HRS/DAY, SH	9/5/23	\$22.91/HR
JIRIK, DANIELLE	COOK HELPER, 6 HRS/DAY, MMW	9/28/23	\$19.97/HR
LEYVA SILVA, ANGEL	AFTER SCHOOL SPANISH INSTRUCTOR FOR NAVIGATORS, 4.5 HRS/WK, SH	10/2/23	\$40.78/HR
MILETE ROBLES, EMORY	EXPLORERS BEHAVIOR ASST, 10 HRS/WK, GR	9/18/23	\$21.00/HR
MILSTEIN, SOPHIE	EXPLORERS STUD ASST, 4 HRS/WK, EXC	9/19/23	\$11.35/HR
MORGAN, SHERRI	CLASS A LR/PG PARA, 3 HRS/DAY, CS	8/30/23	\$18.24/HR
MORRISON, KATELYN	CLASS E HEALTH PARA, 6 HRS, MMW	9/5/23	\$23.69/HR
OZCENGIZ, NAZLI	CLASS D SPEC ED PARA, 6.5 HR/SDAY, DH	9/5/23	\$23.18/HR
PEREZ LA CRUZ, JUAN DIEGO	CLASS C SPAN KINDER PARA, 4.5 HRS/DAY, GR	9/5/23	\$22.91/HR (CLASS C)
	CLASS D SPEC ED PARA, 2 HRS/DAY, GR		\$23.18/HR (CLASS D)
PIONTEK, LON	EXPLORERS STUDENT ASST, 6 HRS/WK, EXC	9/21/23	\$13.40/HR
PLATT, LILY	JR EXPLORERS LEAD INSTRUCTOR, 40 HRS/WK, MCEC	9/27/23	\$22.65/HR
REYERSON, TRACY	CLASS D SPEC ED PARA, 6.5 HRS/DAY, DH	9/25/23	\$23.18/HR
SANDSTROM, ANN	CLASS C CLRM PARA, 3 HRS/DAY, SH	9/5/23	\$22.91/HR
SIMINGTOM, ANN	CLASS A LR/PG PARA, 2.75 HRS/DAY, MWTA	9/5/23	\$18.75/HR
SIMS, NATALIE	COOK MANAGER, 7.5 HRS/DAY, MMW	9/5/23	\$27.17/HR
SWANSON, ERICKA	ENRICHMENT CLASS ASST, 8 HRS/WK, MCEC	9/12/23	\$20.00/HR
TAFFE, ALLISON	CLASS B MTKA PRESCHOOL/ECFE PARA, 6 HRS/WK, MCEC	9/25/23	\$20.98/HR
VORONINA, ELENA	COOK HELPER, 6 HRS/DAY, MWTA	9/7/23	\$19.97/HR
WARE, ROHM	EXPLORERS STUDENT ASST, 9 HRS/WK, MCEC	9/8/23	\$11.35/HR
WULFF, JANET	CLASS B STUDENT SUPVRY PARA, 6.5 HRS/DAY, MMW	8/30/23	\$21.67/HR
WUORENMA, ALEXCIS	ON-DECK COORDINATOR, 10-20 HRS/WK, AQUATICS	9/24/23	\$18.50/HR

RESIGNATIONS, RETIREMENTS, TERMINATIONS, NON-RENEWALS	ASSIGNMENT	EFFECTIVE
CHOI, MYONGHAI	LIFEGUARD AND REC TEAM SWIM COACH, AQUATICS	9/5/23
HACKBARTH, LAUREN	EXPLORERS LEAD JR INSTRUCTOR, 8 HRS/DAY, MCEC	9/8/23
KELLER, ROBYN	CLASS A LR/PG PARA, 10 HRS/WK, DH	10/4/23
MURPHY, JOYCE	LEVEL III SCHOOL OFFICE ASST, 8 HRS/DAY, DH	10/27/23
RAYMO, JOANN	COOK HELPER, 4 HRS/DAY, DH	10/6/23
RODGERS, PAMELA	CLASS C CLRM PARA, 7 HRS/DAY, MWTA	9/12/23
SABENS, TIFFANY	CLASS C PROJECT PLAY ASSOC & EXEC FUNCT COACH PARA, 21.25 HRS/WK, SH	8/29/23
VACEK, TESSA	CLASS A LR/PG PARA, 3.25 HRS/DAY, GR	9/29/23
VARGO, PAULA	CLASS D SPEC ED PARA, 3 HRS/DAY, MMW	9/22/23

LEAVES	ASSIGNMENT	EFFECTIVE
ZHOU, HONG	CLASS A LR/PG PARA, 1 HR 25 MIN/DAY, SH CLASS C CHINESE KINDER AND BUS/TRAFFIC PARA, 5 HOURS 5 MIN/DAY, SH	9/20/23-6/7/24

STATUS CHANGES	CURRENT ASSIGNMENT	EFFECTIVE	CHANGE
BEST, SARAH	CLASS E HEALTH PARA, 31.5 HRS/WK, MCEC	10/2/23	CLASS E HEALTH PARA, 24.375 HRS/WK, MCEC
BOBERG, CHRISTINE	CLASS A LR/PG PARA, 3.25 HRS/DAY, CS	9/18/23	ADD: CLASS D SPEC ED PARA, 3.25 HRS/DAY, CS
BUTITTA, KATE	CLASS E HEALTH PARA, 4 HRS/WK, DISTRICT	10/2/23	ADD: CLASS E HEALTH PARA, 7.125 HRS/WK, MCEC
CHELMINIAC, CATHLEEN	CLASS A LR/PG PARA, 2.25 HRS/DAY, SH	2023-24	CLASS A LR/PG PARA, 2.25 HRS/DAY, SH CLASS C EXEC FUNC, MATH SUPPT, BUS/TRAFFIC PARA, 7 HRS/DAY, SH
GUSE, TATJANA	EXPLORERS PRGM LEADER, 30 HRS/WK, DH	9/11/23	ADD: CLASS A LR/PG PARA, 2 HRS/DAY, DH
HASZ, MALLORY	CLASS D ECSE PARA, 9.25 HRS/DAY, MCEC	9/5/23	ADD: JR EXPLORERS BEHAVIOR ASST, 17.5 HRS/WK, MCEC
HOUFEK, NATHAN	HEAD CUSTODIAN, 8 HRS/DAY, MWTA	10/9/23	DEVELOP TRAINEE, 8 HRS/DAY, B & G
JACKSON, ANTHONY	CUSTODIAN, 8 HRS/DAY, GR	8/28/23	CUSTODIAN, 8 HRS/DAY, DH
JAMAC, HABON	PARA SUB	9/18/23	CLASS D SPEC ED PARA, 5.75 HRS/DAY, CS
JENSEN, SHELDON	CUSTODIAN, 8 HRS/DAY, SH	9/25/23	CLASS D SPEC ED PARA, 6.5 HRS/DAY, SH
KELLER, ROBYN	PARA SUB	9/5/23	CLASS A LR/PG PARA, 10 HRS/WK, DH
MA, WEI WEI	CLASS A LR/PG PARA, 1 HR 25 MIN/DAY, SH CLASS C CHINESE IMM KINDER & BUS/TRAFFIC PARA, 5 HRS 5 MIN/DAY, SH	9/27/23	CLASS C CHINESE IMM KINDER PARA, 4.5 HRS/DAY, SH

MAAS, ERIK	CLASS D SPEC ED, BUS/TRAFF PARA, 6 HRS 55 MIN/DAY, MWTA	9/25/23	CLASS D SPEC ED, BUS/TRAFF PARA, 5 HRS 5 MIN/DAY, MWTA
MCKENZIE, NANCY	CLASS A LR/PG PARA, 3 HRS/DAY, DH	9/11/23	CLASS A LR/PG PARA, 1.5 HRS/DAY, MWTA
RAMIREZ, KARIM	RESERVE TEACHER	9/13/23	ADD: CLASS D SPEC ED PARA, 3 HRS/DAY, DH
ROTHSTEIN, GRACE	CLASS C CLRM & BUS/TRAFF PARA, 7 HRS 5 MIN/DAY, SH	2023-24	CLASS C GR 2 SPAN IMM CLRM PARA, 6 HRS/DAY, CS
SABENS, TIFFANY	CLASS C ADV LRN, PROJECT PLAY ASSOC, EXEC FUNCT PARA, 35.25 HRS/WK, SH	2023-24	CLASS D SPEC ED PARA, 6.5 HRS/DAY, SH
SCHUNEMAN, JASON	HVAC SPEC II, 8 HRS/DAY, B & G	9/26/23	CLASS C ADVC LRNG PARA, 14 HRS/WK, SH
WILLIS, MATTHEW	CUSTODIAN, 8 HRS/DAY, MMW	9/18/23	HEAD CUSTODIAN, 8 HRS/DAY, MWTA
WILSON, JESSICA	CLASS A LR/PG PARA, 3 HRS/DAY, CS	9/8/23	CUSTODIAN, 8 HRS/DAY, SH
YEE, DEBORAH	PARA SUB	2023-24	CLASS A LR/PG PARA, 3 HRS/DAY, EXC
	CLASS D SPEC ED PARA, 6.5 HRS/DAY, MHS	2023-24	CLASS D SPEC ED PARA, 6.5 HRS/DAY, GR
			CLASS D SPEC ED PARA, 6.5 HRS/DAY, SAIL

### III. IN-DISTRICT APPOINTMENTS

APPOINTMENT	ASSIGNMENT	BUILDING	EFFECTIVE	SALARY
AMENTA, ELLIOT	BOYS CROSS COUNTRY RUN ASST COACH	MMW	9/5/23-10/27/23	\$2,442
ARNTZ, PATTI	ELEM GR 3 ANCHOR CHOIR ACCOMPANIST	ELEM	2023-24	\$2,380
ARNTZ, PATTI	ELEM GR 3 SKIPPER CHOIR ACCOMPANIST	ELEM	2023-24	\$2,380
BADENHORST, STEPHANUS	GIRLS TENNIS HEAD COACH	MME	9/5/23-10/27/23	\$3,256
BARKER, ALEX	GIRLS TENNIS HEAD COACH	MMW	9/5/23-10/27/23	\$3,256
BAUMER, ALYSSA	LEGACY 2024 CO-ADVISOR	MHS	2023-24	\$500
BAUMER, ALYSSA	YEARBOOK ADVISOR	MHS	2023-24	\$4,420
BEARE, CAROL	GIRLS CROSS COUNTRY RUN ASST COACH	MMW	8/14/23-10/27/23	\$2,849
BERG, DEMI	JR FIRST MATES	MMW	2023-24	\$1,500
BOYD, JACLYN	ELEM GR 3 ANCHOR CHOIR DIRECTOR	ELEM	2023-24	\$3,355
BOYD, SETH	ELEM CORE CHOIR DIRECTOR	ELEM	2023-24	\$3,355
BOYUM, TRENT	DRAMA-MUSICAL FALL DIRECTOR	MHS	9/2023-10/2023	\$6,551
BRENNAN, GRIFFIN	LEGACY 2025 CO-ADVISOR	MHS	2022-23	\$500
BRENNAN, GRIFFIN	LEGACY 2025 CO-ADVISOR	MHS	2023-24	\$500
BROWN, TERRY	MEN OF COLOR CO-ADVISOR	MHS	2023-24	\$1,052.33
BRUESEHOFF, DAWN	VOLLEYBALL HEAD COACH	MME	9/5/23-10/27/23	\$4,080
BRUGGEMAN, FAITH	ELEM CHEER COACH	MCEC	9/18/23	\$500
BURFEIND, MITCH	ENGINEERING TEAM CHALLENGE ADVISOR	MHS	2023-24	\$2,762
BURFEIND, MITCH	SUPERMILEAGE ADVISOR	MHS	2023-24	\$4,656
CARLSON, JOE	ASST FOOTBALL COACH	MHS	8/14/23-11/25/23	\$2,120
CARTER, TRISTAN	GOLF HEAD COACH	MME	9/1/23-10/20/23	\$3,373
CASTILLO, CHRISTINE	HEALTH K-5 CHAIRPERSON	MWTA	2023-24	\$2,373
CHARTIER, MASON	ASST FOOTBALL COACH	MHS	8/14/23-11/25/23	\$2,120
COHEN, JESSICA	PERFORMANCE DANCE ASST COACH	MHS	8/14/23-10/13/23	\$2,117
DOUGHTY, JAYLA	GYMNASTICS STUDENT COACH, MCE	MHS	9/18/23	\$11.83/HR
DURKEE, RUSSELL	ASTRONOMY CLUB ADVISOR	MHS	2023-24	\$1,499
ERBISCH, PAULA	SPELLING BEE DISTRICT COORD	DISTRICT	2023-24	\$1,516
FRANK, CARLEY	PERFORMANCE DANCE ASST COACH	MHS	8/14/23-10/13/23	\$2,117
GOLEMBO, IRENE	ELEM SELECT CHOIR ACCOMPANIST	ELEM	2023-24	\$2,380
GONDECK-BECKER, DAVID	VOLLEYBALL ASST COACH	MMW	9/5/23-10/27/23	\$2,883
GOMER, CONNOR	MATH TEAM ADVISOR	MHS	2023-24	\$3,157
GRIFFITH, ALEX	ASST FOOTBALL COACH	MHS	8/14/23-11/25/23	\$2,120
GURLEY, CAREINO	ASST FOOTBALL COACH	MHS	8/14/23-11/25/23	\$3,180
HANSON, RACHEL	VOLLEYBALL ASST COACH	MME	9/5/23-10/27/23	\$2,883
HARRINGTON, JENNIFER	ELEM CORE CHOIR ASST DIRECTOR	ELEM	2023-24	\$2,380
HARRINGTON, JENNIFER	ELEM GR 3 ANCHOR CHOIR ASST DIRECTOR	ELEM	2023-24	\$2,380
HARRINGTON, JENNIFER	ELEM GR 3 SKIPPER CHOIR ASST DIRECTOR	ELEM	2023-24	\$2,380
HARLEY RUHLAND, CLAIRE	MODEL UN ADVISOR	MHS	2023-24	\$3,393

HERBST, LAURA	AP/IB COORD: SUMMER WORK	MHS	6/2023-8/2023	\$4,000
HILL, JESSICA CELESTE	ROBOTICS ADVISOR	MHS	2023-24	\$5,368
HOEFT, CARSON	BOYS CROSS COUNTRY HEAD COACH	MME	9/5/23-10/27/23	\$3,492
HOWARD, ANDREW	GOLF ASST COACH	MME	9/1/23-10/20/23	\$2,442
JOHNSON, ALEX	NATIONAL HONOR SOCIETY	MHS	2023-24	\$4,656
KESKEY, BETH	GIRLS CROSS COUNTRY RUN COACH	MMW	8/14/23-10/27/23	\$4,884
KOHR, AARON	DRAMA-FALL MUSICAL VOICE DIRECTOR	MHS	9/2023-10/2023	\$4,420
KOKESH, TIM	SCIENCE OLYMPIAD ADVISOR	MHS	2023-24	\$3,393
KOTTKE, TAMMY	YEARBOOK ASST ADVISOR	MHS	2023-24	\$2,762
KOTTOM, ERIK	SOCIAL STUDIES 9-12 INSTRUCTIONAL CHAIR	MHS	2023-24	\$4,746
KYLLO BECHER, SARAH	GIRLS TENNIS ASST COACH	MMW	9/5/23-10/27/23	\$2,559
MCIVOR, MELANIE	ELEM SELECT CHOIR ASST DIRECTOR	ELEM	2023-24	\$2,380
MCIVOR, MELANIE	ELEM SELECT CHOIR DIRECTOR	ELEM	2023-24	\$3,355
MEEHAN, KIMBERLY	MOCK TRIAL ADVISOR	MHS	2023-24	\$3,393
MEEHAN, KIMBERLY	YOUTH IN GOVERNMENT ADVISOR	MHS	2023-24	\$2,526
MOON, TAYLOR	FALL STRENGTH AND CONDITIONING COACH	MHS	8/26/23-11/25/23	\$6,247
MOON, TAYLOR	WINTER STRENGTH AND CONDITIONING COACH	MHS	11/26/23-2/24/24	\$6,247
MOON, TAYLOR	SPRING STRENGTH AND CONDITIONING COACH	MHS	2/26/24-6/8/24	\$6,247
MOSIMAN, KELLEY	NEWSPAPER ADVISOR	MHS	2023-24	\$5,604
NELSON, JOSH	GIRLS TENNIS ASST COACH	MME	9/5/23-10/27/23	\$2,442
OLSON, PAUL	GIRLS SOCCER ASST COACH	MHS	8/14/23-11/4/23	\$4,848
OLSON, STACIE	CROSS COUNTRY RUN HEAD COACH	MME	9/6/23-10/27/23	\$5,237.91
PETERS, JENNIFER	LANGUAGE ARTS K-5 CHAIRPERSON	DH	2023-24	\$4,746
PETERSON, ALISON	BIOLOGY CLUB ADVISOR	MHS	2023-24	\$4,017
PETERSON, ALISON	SCIENCE OLYMPIAD ASST CO-ADVISOR	MHS	2023-24	\$749.50
POWERS, JENNA	GIRLS SOCCER ASST COACH	MHS	8/14/23-11/4/23	\$4,612
RASMUSSEN, MIKE	EVENT WORKER	MHS	2023-24	VARIES
SAINDON, JOHN	GIRLS TENNIS ASST COACH	MMW	9/5/23-10/27/23	\$2,678
SAVITZ, ELLIE	VIDEO PRODUCTION ADVISOR	MME	2023-24	\$1,516
SCHOENEBERGER, ANNA	CROSS COUNTRY RUN ASST COACH	MME	9/6/23-10/27/23	\$3,735.05
SCHULTZ, GINNA	STUDENT GOVERNMENT HEAD ADVISOR	MME	2023-24	\$3,789
STANCZYK, ELIZABETH	GIRLS TENNIS ASST COACH	MHS	8/14/23-10/27/23	\$3,907
STOCK, JESSICA	VOLLEYBALL ASST COACH	MME	9/5/23-10/27/23	\$3,119
STROM, TYLER	ESPORTS HEAD ADVISOR-FALL	MHS	9/2023-12/15/23	\$2,526
TESDAHL, BRYCE	FALL STRENGTH TRAIN/WEIGHT ROOM SUPVR	MHS	9/5/23-11/4/23	\$2,600
TOLAN, ROD	ASST FOOTBALL COACH	MHS	8/14/23-11/25/23	\$5,426
TOLAN, ROD	MEN OF COLOR FALL ATHLETIC WELLNESS COORD	MHS	9/2023-11/2023	\$3,157
TOLAN, ROD	MEN OF COLOR WINTER ATHLETIC WELLNESS COORD	MHS	12/2023-2/2024	\$3,157
TOLAN, ROD	MEN OF COLOR SPRING ATHLETIC WELLNESS COORD	MHS	3/2024-6/2024	\$3,157
WESTMEYER, JON	ASST FOOTBALL COACH	MHS	8/14/23-11/25/23	\$5,200
WHEELER, SARAH	GIRLS SOCCER ASST COACH	MHS	8/14/23-11/4/23	\$4,848
WILDER, MANDIE	FACS 6-12 CHAIRPERSON	MHS	2023-24	\$3,560
WINTER, MARGARET	CHEER COACH, MCE	MCEC	9/18/23	\$500
WITHERS, GERALD	MEN OF COLOR CO-ADVISOR	MHS	2023-24	\$1,052.33

**School Board  
Minnetonka ISD #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item XIII. d**

**Title: Gifts and Donations**

**Date: October 5, 2023**

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**EXECUTIVE SUMMARY:**

In accordance with Minnetonka School District Policy #706, the Minnetonka School District encourages gifts and donations to enhance quality education to both students and residents. The School Board makes the final determination on the acceptability of a gift or donation. All gifts and donations become District No. 276 property under the complete authority of the Minnetonka School Board.

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**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Middle School East Principal Discretionary Fund:

The Blackbaud Giving Fund \$37.50

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Middle School West Principal Discretionary Fund:

The Blackbaud Giving Fund \$19.80

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka High School Robotics Team Fund:

CVS Health \$1500.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Schools Parenting with A Purpose Speaker Series Fund:

Minnetonka Public Schools Foundation \$1500.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Groveland Elementary School Principal Discretionary Fund:

FrontStream \$33.32

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Excelsior Elementary PTO Staff Allocation Fund:

Excelsior Elementary PTO \$15,000.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Clear Springs Elementary Student Magazine Fund:

Clear Springs Elementary PTO \$2597.83

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnewashta Elementary Dayton Trust Fund:

Mik Mart Ice Cream, LLC \$49.77

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Public Schools Orchestra Department:

Gwendolyn Stangel Violin

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Minnetonka Schools Theatre Fund:

Minnetonka Public Schools Foundation \$1500.00  
Youngstedt's, Inc. \$1000.00  
Village Animal Hospital \$1000.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Deephaven Elementary Playground Fund:

Deeplaven Elementary PTA \$350.00

**RECOMMENDATION:** That the School Board accepts the following donation to be placed in the Deephaven Elementary Teacher Curricular Choice Fund:

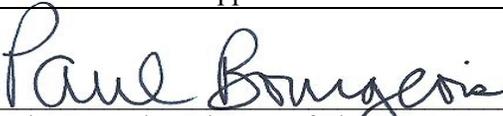
Deeplaven Elementary PTA \$8855.00

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**TOTAL GIFTS AND DONATIONS FOR 2023-2024\*** = **\$263,572.55**

\*Total amount reflects gifts & donations submitted for board approval in 2023-2024.

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Submitted by:   
Paul Bourgeois, Executive Director of Finance & Operations

**CONSENT**

**School Board  
Minnetonka I.S.D #276  
5621 County Road 101  
Minnetonka, Minnesota**

**Board Agenda Item XIII. e**

**Title:** Electronic Fund Transfers

**Date:** October 5, 2023

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**EXECUTIVE SUMMARY:**

Minnesota Statute 471.38 requires that a list of electronic fund transfers be submitted to the School Board each month for approval.

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**RECOMMENDATION:**

It is recommended that the School Board approve the attached automatic withdrawals and investments from the General Fund for August 2023.

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**Submitted by:**



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Paul Bourgeois, Executive Director of Finance & Operations

<b>August 2023 FROM GENERAL FUND</b>				
DATE	PAYEE			AMOUNT
8/4/2023	AP Payment			2,123,156.11
8/4/2023	Wex			9,622.00
8/7/2023	Claims Health Partners			264,953.67
8/7/2023	Delta Dental			31,736.53
8/11/2023	AP Payment			975,502.53
8/11/2023	Payroll			1,961,873.65
8/11/2023	Wex			12,583.58
8/14/2023	Claims Health Partners			375,184.52
8/15/2023	Delta Dental			46,210.28
8/18/2023	AP Payment			674,042.53
8/18/2023	Wex			14,720.41
8/21/2023	Claims Health Partners			174,568.04
8/21/2023	Delta Dental			25,843.26
8/22/2023	Delta Dental Monthly Fee			6,693.75
8/24/2023	Health Partners Premium			73,287.32
8/25/2023	AP Payment			1,610,573.15
8/25/2023	Payroll			2,442,569.33
8/28/2023	Claims Health Partners			537,351.87
8/29/2023	Delta Dental			32,634.78
8/31/2023	Solutran			4,178.42
8/31/2023	Wex			16,193.01
8/31/2023	Wex Admin Fee			4,036.00
August	Art Center CC Processing Fees			1,453.01
August	Athletic CC Processing Fees			6,510.83
August	Bank Monthly Service Charge			746.68
August	MCEC Credit Card Processing Fees			41,159.80
August	Monthly Postage Charges			3,900.00
August	Mtka Webstore CC Processing Fees			1,551.76
				<b>\$ 11,472,836.82</b>
<b>August</b>				
INVESTMENT		MATURITY	INTEREST	ENDING
DESCRIPTION	BANK	DATE	RATE	BALANCE
Money Market	Alerus Bank ICS Savings	NA	3.25%	3,495,312.23
Money Market	MSDLAF+ Liquid Class	NA	5.25%	20,093,117.26
Money Market	MSDLAF+ MAX Class	NA	0.35%	-
Term	MSDLAF	NA	Var	50,729,417.48
CD	MSDLAF	NA	0.25%	-
Money Market	PMA IS	NA	5.22%	10,981,278.68
Term	PMA MN Trust Term Series	NA	0.00%	-
Municipal Bonds	Northland Securities	NA	4.24%	643,195.38
Various	Wells Fargo OPEB	NA	Var	13,908,806.01
				<b>\$ 99,851,127.04</b>