

**Hastings Area Public Schools - ISD 200**  
**School Board Meeting Agenda**

Wednesday, April 8, 2020  
Work Session  
Video Conference through Zoom

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**I. Items for Discussion**

- a. Solar garden project update
- b. Activities
  - i. Status of MSHSL events, coaching tips, activities refunds
  - ii. A.D. recommendation for activity fees for FY21
- c. Student Support Task Force - initial report
- d. Update on Executive Order Implementation
  - i. Food service and bus contract
  - ii. Childcare fee options for extended day and preschool
  - iii. A.D. recommendation on student/public use of facilities during school closure.
- e. Human resources calendar and adaptations to FCCRA
- f. Budget Calendar and possible end of year fund transfers due to COVID-19

## Pesta, Jeff

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**From:** Hanson, Trent  
**Sent:** Tuesday, March 31, 2020 4:10 PM  
**To:** Pesta, Jeff; Waits, Kelsey; Seubert, Jennifer; Johnson, Mike  
**Subject:** Athletic Fees, Spring 2020 & Future Considerations  
**Attachments:** HHS Athletics Graduated Participation Fee Proposal March 2020.pdf; Three Tier Participation Fee Data April 2020.pdf; RAIDERS ATHLETICS – DISTANCE COACHING 2020.pdf

Hi Jeff, Kelsey, Jen, & Mike,

I have two items below for athletics participation fees. I welcome a phone call or more conversation later this week, as that is certainly easier than email.

1. As requested by the board, attached are documents that show a possible three-tier schedule for athletics participation fees. There is a summary sheet, followed by the data. The summary sheet is most important. I only include the other attachment if folks really want to dig into the actual data sheets. It's a lot and I certainly wouldn't expect that, but some may want to see it. (I think is Kelsey's wheel house though, so have fun with it!) I used the three-year average cost per participant and MSHSL length of season as the two variables – and then applied some math to arrive at considerations. I can address this now or next year, whenever they might want to re-visit this.
2. With regard to current spring athletic participation fees, I want to stay connected on where we might go with fees, depending on what happens with the actual in-person season. We currently have 361 kids registered for a spring sport. There are a few that hit their family max, and 15+ that were waived – so we have processed and have deposited the participation fee for 340 kids (\$51K). I'd prefer to have something prepared sooner than later about how we will respond to the potential of a shortened or canceled season. There really are only two possible scenarios as I see it – a shortened in-person season of about 4 weeks (1/2 the season) or a completely canceled in-person season.
  - My recommendation is that if we have a shortened in-person season, that we keep ½ the fee and refund a pro-rated amount of ½ the fee. This would account for the actual in-person experience. If the entire in-person season is canceled, we refund the entire fee at that time. After being on multiple AD zooms in the last two weeks, this approach would be consistent with the intention of most of our conference and surrounding schools.
  - My recommendation is that we process any full refunds in the interim. We have had five total calls from families this week, asking to drop their spring sport and request a full refund to date – which we have granted in every case. I think these calls will increase.
  - Applying the handbook language as is will be difficult– since the handbook wasn't written to address the unprecedented times we are in. If we want to apply the handbook language as written, we need to acknowledge that (a) nobody has had 14 days of their season yet and (b) we are not allowed to have tryouts right now, so nobody knows if they made a roster or not. Only three sports started in person before spring break, and then those sports were shut down due to COVID-19, so they only had five days of contact. As such, I submit that anybody

requesting a refund right now should get it. I don't see how we can justify saying "no" to somebody that calls right now and asks for a refund. That would be an awfully rough phone call. I'll need some direct support if that will in fact be the answer, as we'll get significant argument and push-back from our families. I am not aware of any school district that is *not* giving refunds at this time if requested.

- None of this is to discount the intentional work of our coaches to date. They are providing awesome value. They are connecting with kids, providing support, and posting optional physical workouts and fun challenges. That document is also attached, as I don't know if the board needs to see it.
- Finally, applying cost metrics to a spring like this will be very difficult. Our activities already operate a defined "net loss." We all know this, and it was discussed as recently as the last board workshop. It costs 1.4% of our \$56M annual budget to operate all of our HHS athletic programs. If we divide that by 1/3 to account for the seasons, it costs less than .5% of our annual budget to operate our spring programs in particular. I think we need to consider more than just what we are paying coaches, and taking in for fees, when making any decisions. While we are expending funds to compensate our coaches for continued leadership, we are also saving on things like transportation, officials, and entry fees. For example, our full stipend spring payroll for coaches is \$125K. Last year we paid \$37K in transportation, and \$11K for officials and entry fees. We have some gain, and some loss, but it has a lot more moving parts than just fees in/coaches out. Even if we pay coaches in full and refund all participation fees (loss of 51K revenue and \$125K payroll) we also save \$48K in just transportation and officials. I don't want to stub our toe on something like refunds for families or coaching stipends, in consideration of the bigger financial picture and these incredible scenarios we are all navigating.

Thank you for reading and staying in touch,

Trent Hanson, CAA  
Athletic Director  
Hastings High School  
(651) 480-7596

*"I lead with integrity to inspire servant leaders, develop community, and affect courageous action."*

# HHS ATHLETICS PARTICIPATION FEE REVIEW – April 1, 2020

Purpose: Provide school members alternative options to the current participation fee structure

Design:

- Included three years of sport-specific, cost-per-participant (CPP) data
- Included the length of season per sport (measured in weeks) as defined by the MSHSL
- Applied mathematics to organize and differentiate; establish a “why” behind numbers
- Worked with HHS stats instructor and the Fathom stats program;
  - Presented the data as a scatter plot
  - Length of season as independent variable and CPP as dependent variable.
  - Plotted a “least-squares” regression line; correlation wasn’t very high, but the regression line helped to group the sports into three tiers

Relevant Data:

- **700+ non-duplicated participants per year 1100+ duplicated participants per year**
- Current fee of \$150 per participant is 25% below the 15-district average of \$200
- As of 2018, Hastings had the 2<sup>nd</sup>-lowest participation fee rate compared to 15 districts
- Four fee changes in 2000-01 (\$3) include:
  - 2001-02 = \$50, 2002-03 = \$100, 2005-06 = \$125, 2009-10 = \$150
- Change in fees = revenue generated samples: \$10 = \$10K, \$25 = \$25K, \$75 = \$75K
- Individual cap is 3x individual rate, family cap is 4x individual rate
- An average of 80+ waived fees per school year (\$12K per year)
- An average of 15-20 families reach the family maximum for athletics per school year

Tier Options/Considerations:

- **Three tiers with three different price points.**
- Tier 1: \$177 average CPP, 11-13 week seasons & 14 week seasons below regression line
- Tier 1: #16 total sports (+ any adapted athletes)
- Tier 2: \$350 average CPP, 14-week seasons above regression line & 15-18 week seasons
- Tier 2: #9 total sport
- Tier 3: \$1585 average CPP, 17-week seasons
- Tier 3: #2 total sports (boys and girls hockey)

Price Per Tier Options/Considerations:

- **Tier 2 sports = 2x average CPP of Tier 1 sports; Tier 3 sports = 9x average CPP of Tier 1**
- Use 2x and 4.5x multipliers to differentiate between any tier 1 increases (9x the tier 1 multiplier is too extreme a differential, so modify to half of that)
- Possible price points could be:

<b>Tier 1</b>	\$160 (+ \$10)	OR	\$175 (+ \$25)	OR	\$200 (+ \$50)
<b>Tier 2</b>	\$170 (2x tier 1)	OR	\$200	OR	\$250
<b>Tier 3</b>	\$195 (4.5x tier 1)	OR	\$265	OR	\$375

# RAIDERS ATHLETICS – DISTANCE COACHING 2020



## HASTINGS MODEL

- A. 1x week AD/HC group Zoom meeting - Tuesdays at 7:00AM
- B. 1x week HC & AC staff Zoom meeting per sport – Thursday/Friday
  - a. Prep student messages & workouts for following week
  - b. Post on team website & apps by Sunday evening
- C. 1x week team meeting per sport and/or level via Zoom – Monday
  - a. Set context for the week
  - b. Review optional workouts for the week (physical, mental)
    - i. Consider team Zoom, team challenge options
- D. 1x week individual athlete contact by coaches – Tues/Weds/Thur
  - a. Phone call or video Zoom
- E. 1x week post a team lesson based on the weekly theme – Tues/Weds
  - a. Record video or post article to team website/app
- F. Weekly coach’s professional development – each HC lead 1 week
  - a. Send or post article/podcast/video related to theme of the week
  - b. Provide reflection, discussion prompts
  - c. Send or post by Thursday morning, prior to your assigned week

## WEEKLY THEMES

March 30	Mindset	Jason Koch
April 6	Gratitude	Mick Willette
April 13	Grit	Becky Hartung
April 20	Leadership	Greg Sandkamp
April 27	Community	Brady Wasvick
May 4	Process	Taylor Pagel
May 11	Character	Jennifer Thesing
May 18	Teamwork	Corwyn Berg
May 25	Fun	Matt Klein

Sport	18-19 Cost	18-19 Total Part.	18-19 Per Part.	# Weeks	3-YR SPORT AVG	"Grade"	Sport
(G) Swim/Dive	4050	33	123	14	150	1	(G) Swim/Dive
(G) Cross-Country	4721	8	295	12	283	1	(G) Cross-Country
(G) Soccer	8748	66	133	12	154	1	(G) Soccer
(G) Tennis	6571	45	146	11	164	1	(G) Tennis
(G) Volleyball	10039	56	179	13	232	1	(G) Volleyball
(B) Cross Country	4721	25	94	12	122	1	(B) Cross Country
(B) Football	33998	108	315	15	285	2	(B) Football
(B) Soccer	7316	48	152	12	185	1	(B) Soccer
(G) Basketball	8810	17	518	18	519	2	(G) Basketball
(G) Gymnastics	6882	13	529	15	326	2	(G) Gymnastics
(G) Nordic Ski	6436	10	322	14	376	2	(G) Nordic Ski
(G) Alpine Ski	13195	15	440	14	420	2	(G) Alpine Ski
(G) Hockey	52255	34	1537	17	1627	3	(G) Hockey
(B) Hockey	52036	35	1487	17	1543	3	(B) Hockey
(B) Swim/Dive	3466	21	165	14	209	1	(B) Swim/Dive
(B) Alpine Ski	13195	21	314	14	341	2	(B) Alpine Ski
(B) Nordic Ski	6436	12	268	14	265	2	(B) Nordic Ski
(B) Basketball	13872	62	224	18	248	2	(B) Basketball
(B) Wrestling	15261	49	311	15	374	2	(B) Wrestling
(G) Lacrosse	9846	43	229	11	172	1	(G) Lacrosse
(G) Golf	4277	38	113	13	97	1	(G) Golf
(G) Softball	9343	38	249	13	248	1	(G) Softball
(G) Track & Field	6495	55	118	13	182	1	(G) Track & Field
(B) Lacrosse	8371	35	239	11	213	1	(B) Lacrosse
(B) Baseball	9867	57	173	13	176	1	(B) Baseball
(B) Tennis	4581	28	163	11	163	1	(B) Tennis
(B) Track & Field	5764	77	75	13	119	1	(B) Track & Field
(B) Golf	3125	39	80	13	146	1	(B) Golf
	11917	39	321	14	334		
	8371		229		222.5		
	8823			no hockey	237		Grade 1: #17 teams
	7099			no hockey	211		Grade 2: #9 teams
							Grade 3: #2 teams

All data is based off three-year averages

<b>Sport</b>	<b>16-17 Cost</b>	<b>16-17 Total Part.</b>	<b>16-17 Per Part.</b>	<b>17-18 Cost</b>	<b>17-18 Total Part.</b>	<b>17-18 Per Part.</b>
(G) Swim/Dive	5061	28	181	5255	36	146
(G) Cross-Country	4483	17	132	8465	10	423
(G) Soccer	9973	78	128	14089	70	201
(G) Tennis	8690	44	198	5753	39	148
(G) Volleyball	14642	44	333	10057	55	183
(B) Cross-Country	4483	28	80	8465	22	192
(B) Football	37359	130	288	27439	109	252
(B) Soccer	7714	48	161	12039	50	241
(G) Basketball	9921	32	310	10692	26	411
(G) Gymnastics	3200	15	213	4042	17	238
(G) Nordic Ski	5494	8	343	9262	10	463
(G) Alpine Ski	11855	15	395	14490	17	426
(G) Hockey	49550	28	1770	53510	34	1574
(B) Hockey	49405	33	1497	55938	34	1645
(B) Swim/Dive	5825	28	208	6355	25	254
(B) Alpine Ski	11855	18	329	14490	19	381
(B) Nordic Ski	5494	14	196	9262	14	331
(B) Basketball	14636	49	299	12742	58	220
(B) Wrestling	16942	41	413	17864	45	397
(G) Lacrosse	0	40	N/A	5267	46	115
(G) Golf	2,917	38	77	3221	32	101
(G) Softball	11198	38	295	9234	46	201
(G) Track & Field	10975	43	255	9379	54	174
(B) Lacrosse	0	47	N/A	6135	33	186
(B) Baseball	10970	60	183	8771	51	172
(B) Tennis	5456	32	171	5221	34	154
(B) Track & Field	8606	60	143	7968	57	140
(B) Golf	9267	43	215	4330	30	144
<b>AVERAGE:</b>	12,922	39	339	12848	38	340
<b>MEDIAN:</b>	9,594		215	9248		220
Avg No Hockey:	9,876		Avg No Hockey:	9626		Avg No Hockey:
Median No Hockey:	8,979		Median No Hockey:	9003		Median No Hockey:

\*\* Uniforms \*\* 1 dual-gender budget

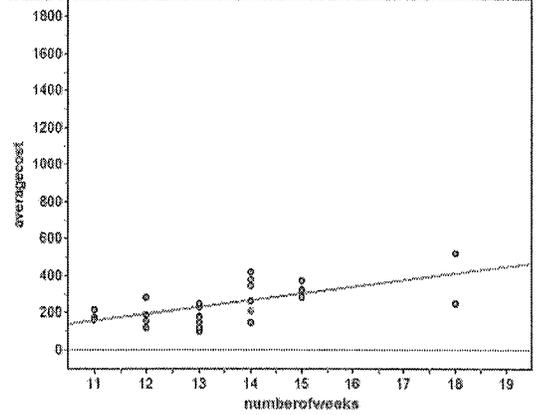


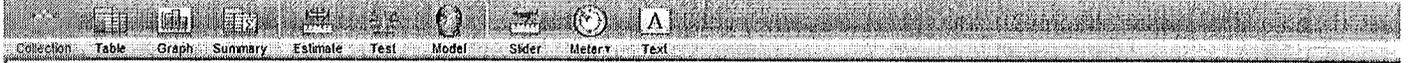
Collection 1

	number...	average...	sport	<new>
1	14	150	(G) Swim/Dive	
2	12	283	(G) Cross Country	
3	12	154	(G) Soccer	
4	11	180	(G) Tennis	
5	13	232	(G) Volleyball	
6	12	122	(B) Cross Country	
7	15	285	(B) Football	
8	12	185	(B) Soccer	
9	18	519	(G) Basketball	
10	15	326	(G) Gymnastics	
11	14	376	(G) Nordic Ski	
12	14	420	(G) Alpine Ski	
13	14	209	(G) Swim/Dive	
14	14	341	(B) Alpine Ski	
15	14	265	(B) Nordic Ski	
16	18	248	(B) Basketball	
17	15	374	(B) Wrestling	
18	11	172	(G) Lacrosse	
19	13	97	(G) Golf	
20	13	248	(G) Softball	
21	13	182	(G) Track & Field	
22	11	213	(B) Lacrosse	
23	13	176	(B) Baseball	
24	11	163	(B) Tennis	
25	13	119	(B) Track & Field	
26	13	146	(B) Golf	

Collection 1

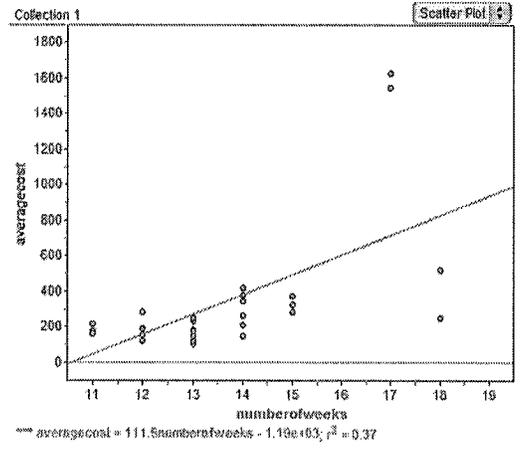
Scatter Plot





Collection 1

	number...	average...	sport	<new>
1	14	150	(G) Swim/Dive	
2	12	263	(G) Cross Country	
3	12	154	(G) Soccer	
4	11	160	(G) Tennis	
5	13	232	(G) Volleyball	
6	12	122	(B) Cross Country	
7	15	285	(B) Football	
8	12	185	(B) Soccer	
9	18	519	(B) Basketball	
10	15	328	(G) Gymnastics	
11	14	376	(G) Nordic Ski	
12	14	420	(G) Alpine Ski	
13	14	209	(B) Swim/Dive	
14	14	341	(B) Alpine Ski	
16	14	285	(B) Nordic Ski	
16	18	248	(B) Basketball	
17	15	374	(B) Wrestling	
18	11	172	(G) Lacrosse	
19	13	87	(G) Golf	
20	13	248	(G) Softball	
21	13	182	(G) Track & Field	
22	11	213	(B) Lacrosse	
23	13	176	(B) Baseball	
24	11	163	(B) Tennis	
25	13	119	(B) Track & Field	
26	13	146	(B) Golf	
27	17	1627	(G) Hockey	
28	17	1543	(B) Hockey	



<u>School</u>	<u>One Fee?</u>	<u>High</u>	<u>Low</u>	<u>Average</u>	<u>Free/Reduced</u>	<u>Family Max</u>
E. Ridge/Park/Wdby	No	165	135	150	Free = 0, Red = \$30	505
Elk River	No	250	180	210	Waived w/letter	775
Farmington	No	265 (hockey only)	210 (all others)	215	Scholarships (free, partial)	No
Fridley	No	250 (hockey only)	150 (all others)	160	Free = 0, Red = \$25	No
Hastings	Yes	150	150 (all others)	150	Free/Red w/Request	450/indiv, 600/family
Hill-Murray	No	580	290	377	N/A	N/A
Mahtomedi	No	Hockey 320, FB 270	220 (all others)	220	Free = 0, Red = 1/2	No
Mounds View	No	330	190	197	N/A	700
New Prague	No	Hockey 280	180 (all others)	190	Free = 0, Red = 50%	475
North	No	225	145	170	Pay plan/scale	No
Northfield	No	260	75	135	Free = 20%, Red = 40%	605
Red Wing	Yes	175	175	175	Yes, via form	350
Roseville	200	N/A	N/A	200	Free = 0, Red = 100	600
Stillwater	No (\$15 x wks/season)	285	165	200	Free = 0, Red = Scale	No (but 3rd sport \$75)
White Bear Lake	No	250	125	160	Both waived	No
<b>AVERAGE</b>	<b>No, most are variable</b>	<b>280</b>	<b>170</b>	<b>200</b>	<b>0/Red</b>	<b>615</b>



April 8, 2020

Update on Executive Order 20-19 Implementation  
Effective through April 30, 2020

**Food Service:** We have been operating an open, federal summer food program. This requires that we offer a meal to every child 18 and under. There is no eligibility test. The Minnesota Department of Education (MDE) has encouraged districts to provide food security for those in need. This encouragement creates some confusion between the actual requirements of the federally reimbursed program that we are operating. The summer program is open to all while supplies last. We have a choice whether to offer pick up or delivery. Since March 23, we have been utilizing our transportation contract to deliver meals to bus routes and school pick up sites. By the second week, we were serving an average of 2150 students per day (4300 total meals breakfast and lunch).

4000 meals per day was our initial estimate for maximum production. The food supply chain has not been disrupted to date and we have a waiver to vary nutrition requirements temporarily should one occur. Starting April 8, all food service workers are engaged in meal preparation and Hastings Bus Company (HBC) employees (plus a few helping hands when necessary) are staffing the delivery effort. Therefore, we can raise our maximum number of meals produced and will do so on April 9 as we provide two days of meals simultaneously to stock up for the holiday weekend.

Under the executive order we must retain and compensate our food service staff at their regular rate at the district's expense. Maintaining the highest delivery of reimbursable meals reduces the amount of general fund transfer (Fund 01 to Fund 02) necessary to close the fiscal year.

**Transportation:** Under the executive order, we must maintain our transportation contract. There are very few variables, fuel use being one of them. At current low fuel prices, we may possibly receive reimbursement if the cost falls below the fuel escalation clause. Otherwise, we are paying the full contract amount regardless of the services provided. That could be negotiated if HBC is willing. We are not paying for activities and field trips at this time, which reduces the overall value of the contract for Hastings Bus Company. As a business, HBC is also impacted by the loss of coach transportation.

Since March 23, HBC has run 3 custom routes for the childcare of emergency workers. They have also run 25 regular and 3 special education routes for morning meal delivery. Starting April 8, HBC is providing bus aide staff to essentially cover the labor for our delivery program. We have the option of

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coordinating with HBC for novel services such as Wi-Fi hotspots, curriculum courier service, etc. At this time, we are not running buses unless they are actually contributing to the overall mission under the executive order. This means we are paying for services such as most special education routes and regular afternoon routes that are not occurring. Although we are paying the full cost, we don't control the staffing at HBC. They merely need to provide the staff to perform the services that we are requesting. Therefore, we cannot state that all transportation employees will be retained through this and subsequent executive orders. We are continuing to receive formula aid for transportation and special education reimbursement (up to the cap that we were already exceeding). Therefore the net impact on our transportation budget should be neutral or favorable.

**Childcare:** Since March 23, we have offered school day childcare for the children of emergency workers living within ISD 200 boundaries. This service is mandated and solely at district expense. Guided by school board consensus at the emergency school board meeting of March 18, we have extended service to Tier 2 emergency workers and the children of our employees. We have maintained a unique registration list of 100 children and have increased our average number served this week to 40 per day (typically 2/3 for Tier 1). The second executive order opened up the option for districts to offer preschool childcare for Tiers 1 and 2 emergency workers. On April 6, we expanded on-line registration to include children who meet the regular preschool attendance requirements. To date, one student has enrolled. We are prepared to serve one classroom of preschool at Pinecrest. A future additional section would lead to opening Tilden as the preschool site.

Initially, a combination of administrators, teachers, paraprofessionals, and community education staff was used to provide childcare. Following the implementation of the Families First Coronavirus Response Act (FFCRA) on April 1, we have begun to regularly assign all available community education staff to the childcare site. All non-contract, hourly community education staff have been notified that there are no available assignments until further notice.

Under the current executive order, we may charge the regular fee for extended day and preschool childcare. A recommendation to begin charging a fee for both will likely be included in the April 22 board meeting agenda. The statewide average support that will continue under the executive order for Fund 04 is 15%. This means that we are retaining the remaining community education staff without the 85% of revenue typically generated by fees. Only the licensed preschool teachers must be retained based on current master agreements and the current executive order. Therefore, we must decide if the district will charge any optional fees and prepare for a general fund transfer (Fund 01 to Fund 04) to retain these employees. Laying off the employees would take approximately three weeks to complete, thus saving money for approximately three more weeks. This layoff would be detrimental if community education were able to resume summer operations on time. It would also have an adverse impact on quality staffing for fall programs. A recommendation is likely forthcoming on April 22 to resolve to support community education staff by committing to a June 24 transfer in the amount necessary to begin Fiscal Year 21 with a 10% Fund 04 operating balance. Under the current executive order, school districts may approve transfers of any unencumbered district funds.

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# Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200  
1000 11<sup>TH</sup> STREET WEST  
HASTINGS, MN 55033-2597  
Phone (651) 480-7000  
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BRIDGE TO SUCCESS

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Dr. Jeff Pesta  
INTERIM SUPERINTENDENT

**Distance Learning:** In preparing for the announcement of the original executive order, we acknowledged that our staff had never delivered e-learning and was not prepared to implement a practice day in anticipation of an extended school closure. Fortunately, the timing of spring break and the terms of the order provided two-weeks of preparation time prior to commencing mandated distance learning on March 30. As a result of this preparation, the first days have gone fairly well. An unintended benefit will be a very experienced and well prepared staff that can deliver alternate instruction for all weather impacted or novel disruptions in the future.

Since, we are not truly a 1:1 device district there was a need to improvise device distribution. The secondary schools immediately issued and redistributed technology to meet student needs. The elementary schools began issuing iPads on April 7. Since March 30, direct conversations with students and their families have decreased the number of unconnected students. Our first estimates indicated approximately 400 students in need of devices and 150 without an internet connection. As of April 7, there were still 184 students working toward obtaining an electronic device and 32 in locations without access to the internet. Under the current executive order, teachers are expected to report to schools on May 1 and 4 to prepare for the return of students to regular classes on May 5. This is likely to change with the issuance of the next executive order. Providing an equitable education with regards to technology access, special needs, and English Learner support is expected of all school districts.

Effective April 8, all of our available paraprofessionals are now assigned to support distance learning instruction and related services. All special education funded staff have been eligible for coding as such, regardless of the actual service they provided. The FFCRA implementation has organized our human capital. Those employees that have or will qualify for leave under FFCRA are excluded from our daily assignments. Those that are able to work are more closely aligned with their skill set and experience. Under the executive order, the district has expanded managerial rights to assign employees to an area of need based on our modified mission.

Student attendance is being recorded based on contact with instructional staff. Any student who does not participate for 15 consecutive school days must be withdrawn. Our general formula funding will continue based on our average daily membership weighting. Based on initial student participation rates, we are not expecting a significant shift in funding during this distance learning scenario. Students are not locked into their enrollment pattern during distance learning. They may utilize all statutory enrollment options including non-public school, open enrollment, and PSEO.

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BRIDGE TO SUCCESS

# Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200  
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**The federal government enacted the Families First Coronavirus Response Act (FFCRA) effective April 1, 2020 and is available for use through December 31, 2020 for employees unable to work from home.**

The two provisions provided under the FFCRA are:

### Emergency Paid Sick Leave

- Provides employees up to 10 days of additional paid sick leave
- Must be specific reason related to COVID-19
- No minimum employment time, all employees are eligible at average scheduled hours

### Emergency Family and Medical Leave Act Expansion

- FMLA benefits up to 12 weeks to care for a son or daughter under 18 if school or place of care is closed due to COVID-19
- Must be employed 30 days prior to leave
- **\*Please note: District employees are eligible to access the Emergency Worker Childcare Program for ages 5-12, please register at: <https://hastings.ce.eleyo.com/child-care/1/kids-campus/site/166/pinecrest-emergency-child-care>**

### Notice:

- All ISD 200 employees are expected to report for work assignments. If you do not meet the leave requirements under FFCRA you must use your own available leave or pay deduction if you have no leave available
- Anyone with previously approved time-off related to COVID-19 will need to complete the below leave request
- Existing COVID Leave codes will not be used after 3/31/2020. See instructions below on how to request leave

## **INSTRUCTIONS TO REQUEST A LEAVE UNDER FFCRA:**

- You must complete the FFCRA leave of absence form below and submit it to Jenny Burg at [jburg@hastings.k12.mn.us](mailto:jburg@hastings.k12.mn.us) or via fax at 651-480-7004
- Send the requested documentation with the form
  - If you have previously submitted documentation please indicate this on the form
- You will receive an email notification once your leave request has been processed
- If you are unsure if you qualify for leave, please contact a healthcare provider.

### Prior to your return to work:

- Contact Jenny Burg at [jburg@hastings.k12.mn.us](mailto:jburg@hastings.k12.mn.us) or 651-480-7006 **prior** to your return to work.

Please contact Jenny Burg should you have questions:

Email: [jburg@hastings.k12.mn.us](mailto:jburg@hastings.k12.mn.us)

Office: 651-480-7006

# FAMILIES FIRST CORONAVIRUS RESPONSE ACT LEAVE REQUEST FORM

(You must complete this form if asking for benefits under the FFCRA)

<u>Name</u>		<u>Employee #</u>		<u>Home Phone</u>	
<u>Position</u>		<u>Location</u>		<u>Supervisor</u>	
<b>Absence Information:</b> <input type="checkbox"/> This is a new request <input type="checkbox"/> This is an update/a change to an existing request <input type="checkbox"/> Previously submitted documentation					
<b>Requested Dates: Start</b>		– <b>End</b>		<b>Anticipated Return:</b>	
Type of leave: <input type="checkbox"/> Medical <input type="checkbox"/> Child Care					
M E D I C A L	<b>Employee's Leave</b> (please check 1 box)				
	1. <input type="checkbox"/> Subject to Quarantine by Federal/State/Local Quarantine order <input type="checkbox"/> Advised to Self-Quarantine <b>Documents Requested: Copy of Quarantine Notice or recommendation to self-quarantine</b>				
	2. <input type="checkbox"/> Have an underlying condition that puts you at high-risk per the CDC, except age (unless you have a different underlying condition in addition to age) <b>Documents Requested: Anything that would show that diagnosis, including past visit summaries from on-line medical charts</b>				
	3. <input type="checkbox"/> Have been diagnosed with COVID-19 or are seeking diagnosis <b>Documents Requested: If possible, Dr's visit summary/appointment notice</b>				
	4. <input type="checkbox"/> Family Medical to care for _____ who is subject to quarantine, or advised to self-quarantine due to concerns related to COVID-19 (state relationship of person to you-must meet FMLA guidelines of Immediate Family Members (Spouse, Parent, Son or Daughter under 18, or in Loco Parentis) <b>Documents Requested: Copy of Quarantine Notice or recommendation to self-quarantine</b>				
5. <input type="checkbox"/> Experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. <b>Documents Requested: Copy of Quarantine Notice or recommendation to self-quarantine</b>					
<b>Pay: Additional 10 sick leave days</b>					
<b>For medical reason 1-3: employees will receive their regular rate of pay up to the cap of \$511 per day/\$5,110 total.</b>					
<b>For medical reason 4 &amp; 5: 2/3 regular rate of pay up to cap of \$200 per day/\$2,000 total</b>					
C H I L D C A R E	6. <input type="checkbox"/> Childcare Leave to care for employee's own child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons				
	<b>Documents Requested: Documentation of child care closing</b>				
<b>Pay: First 10 days can be unpaid (may use Emergency Paid Sick Leave for family medical and childcare, or other available leave) followed by up to 10 weeks of paid expanded family and medical leave paid at 2/3 regular rate of pay (paid cap: \$200 per day/\$12,000 over 12-week period)</b>					

I certify that all information on this form is correct and that the leave requested is for the purpose(s) indicated. I must comply with my Labor Agreement regarding the eligibility and procedures for a Leave of Absence and this request is subject to district approval. Any change in this leave must be communicated in writing.

<b>Employee Signature</b>		<b>Date</b>	
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**For Administrative use:**

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Request More Information
Payroll/Benefits Supervisor	Date

Description
Paraprofessional staffing assignments
<b>Classification Review Cycle</b>
Meeting with Supervisory to review/update positions descriptions on cycle
New Teacher Workshop Schedule
Teacher Workshop Schedule
New Employee Meetings
Supervisor Annual Training
Support Staff Annual Training
Wellness Plan for coming year
Tenure and Evaluation Status to Principals
Employee of the Semester Nominations - Semester 1
Submit necessary changes to BCC for review
Approval for necessary updates
<b>Resolution directing administration to make recommendations for possible staff or program reductions</b>
Preliminary Seniority List Sent to Staff for Review and Changes
Projected numbers from elementary roll-up
Updates to job descriptions sent to affected employees
Calendar Committee - Changes to next year calendar & proposed following year calendar
Final Seniority List Posted
Projected numbers for Kindergarten
Email district with appeals process
Service Years to Staff for Review
Deadline for notification of return from Leave of Absence
Decisions regarding status of probationary staff
Non-Tenured Teachers notified of non-renewal
Postings for teacher vacancies for coming year
Employee of the Semester Nominations - Semester 2
Appeals Meeting with Supervisors
Discuss Language Items - Negotiations
<b>Program Reductions (if necessary)</b>
<b>Proposed Placement - ULA</b>
Appeals presented to Pay Equity Committee
<b>Placement - ULA</b>
Recognition & Retirement Program
<b>Board Approval of necessary changes to position descriptions</b>
Summative Evaluations Due to District Office
Support Staff Evaluations Due to District Office
Leave Reports

Target
July & August
July Regular Board Meeting
July - October
July-August
July-August
July -September
August
August
August
September
November
November
December
January Regular Board Meeting
January
January
January
February
February
February
February
March
March 1st
March
By the end of March
March - May
March
March
March
April Regular Board Meeting
April Regular Board Meeting
April
May Regular Board Meeting
May
May Regular Board Meeting
June
June
June

## **Budget Timeline Hastings ISD 200**

### **January**

- ❖ Capital requests for next fiscal year from Principals, Directors, Technology, Maintenance to Supt.
- ❖ Textbook adoption decision for capital.
- ❖ Capital projects for next fiscal year started.
- ❖ Adjust current budget due to negotiation settlements if needed.
- ❖ 2<sup>nd</sup> Revised budget for current year is approved by the board.
- ❖ LTFM projects determined for the next two years.
- ❖ Technology preliminary budget for next fiscal year.
- ❖ Staff Dev/Assessment/Testing preliminary budgets.

### **February**

- ❖ Contracts/bids for next year: Transportation, Snow Removal, Copiers, Phone, Waste Removal.
- ❖ Review current budget for Food Service.
- ❖ Food Service Budget for next fiscal year.
- ❖ Finalize Technology Budget for next fiscal year.
- ❖ Review any changes for Operations & Maintenance Budget for next fiscal year.

### **March**

- ❖ Community Education Budget for next fiscal year.
- ❖ Finalize Capital Budget for next fiscal year.
- ❖ Finalize LTFM Budget for next fiscal year.
- ❖ Finalize Operations & Maintenance Budget for next fiscal year.

### **March/April**

- ❖ Title Program Budgets for next fiscal year.
- ❖ Spec. Services programs finance budgets for next fiscal year.
- ❖ All district wide office budgets for next fiscal year.

### **April**

- ❖ Any redistribution of next year's budget \$'s for buildings and athletics to Business Office.
- ❖ Every department should review budgets and make final purchases for current year.

### **May**

- ❖ Send invoices to Business Office for payment of final purchases for current year.
- ❖ Clean up any outstanding PO's on the system for current year.

### **May/June**

- ❖ Application and board approval of Aid Anticipation Certificates of Indebtness for next fiscal year.
- ❖ Update APU projections according to first MARSS run for current year.
- ❖ Adopted Budget for next fiscal year approved by the board.

### **July/Sept**

- ❖ Audit completed.
- ❖ Preliminary local property tax levy information for next fiscal year submitted to Mn. Dept. of Ed. and approved by the school board.

### **Sept/Oct**

- ❖ Preliminary audit numbers for prior year should be available.

### **Oct**

- ❖ Revise current year budget based on audit information and other updated information. Update APU projections based on Oct. 1 count.

### **Nov/Dec**

- ❖ Auditor presentation to the board.
- ❖ Truth n Taxation hearing.
- ❖ Board certifies final property tax levy for next fiscal year.
- ❖ Revised Budget for current year is approved by the board.
- ❖ Principals report projected grade numbers for next fiscal year to Supt.