

Hastings Area Public Schools - ISD 200
School Board Meeting Agenda

Wednesday, May 20, 2020
Regular Meeting
Video Conference through Zoom

- I. **Call Meeting to Order**
 - a. Attendance
- II. **Motion to approve the agenda/table file**
 - a. Approval of the minutes from the April 22nd, 2020 Regular Meeting of the Board
 - b. Superintendent Memo
- III. **Recognition of visitors**
- IV. **Announcements and Recognitions**
 - a. Good News Items
- V. **Items for Discussion**
 - a. Official District Postings
 - b. Summer community food security update
 - c. Class of 2020 graduation events
 - d. District wide end of year events calendar
- VI. **Administrative Reports**
 - a. Superintendent
 - i. Fundraising Report
 - ii. Building Construction Fund Project Update
 - iii. Student Enrollment
 - b. School Board Committee Reports
 - i. Facility Committee
 - ii. Policy Committee
 - iii. Finance Committee
 - iv. Self-funded Insurance
- VII. **Action Items**
 - a. Consent Agenda
 - i. Bills Payable
 - ii. Change Orders
 - iii. Personnel Report
 - iv. Appointment of Dave Pemble as the Board representative for ISD 917
 - b. Items for Individual Action
 - i. Policies
 - 1. Policies for approval (3rd reading)
 - i. Policy 534
 - ii. Policy 710A
 - 2. Mandatory policies for first reading
 - i. Policy 721
 - ii. Policy 620
 - iii. Policy 616
 - iv. Policy 612
 - v. Policy 427
 - 3. New or substantially revised policies for first reading
 - i. Policy 408
 - ii. Policy 419
 - iii. Policy 515

- iv. Policy 535
 - v. Policy 540
 - ii. Non-contract rates of pay
 - iii. ISD 917 LTFM 10-year plan
 - iv. Pinecrest Roof/Deferred Maintenance Bids
 - v. Low Bid for the Hastings High School 2020 Parking Lot
 - vi. Modification of Student Handbooks Regarding Grading
 - vii. Meal prices for the 20/21 school year
 - viii. Resolution relating to the termination and non-renewal of the teaching contract of the probationary teachers
 - ix. Proposal to Increase High School Student Participation Fees for Fiscal Year 2021
 - x. Hastings High School graduation plans
- VIII. **Future Meetings**
- IX. **Adjournment**

**Board of Education
Independent School District 200
Hastings, Minnesota**

A regular meeting of the School Board of Independent School District 200, Hastings, Minnesota, was held on Wednesday, April 22nd, 2020 via Zoom conference.

The meeting was called to order by Kelsey Waits at 6:00 PM. The following members of the School Board were present: Kelsey Waits, Lisa Hedin, Scott Gergen, Brian Davis, Stephanie Malm, Becky Beissel, and Dave Pemble. Members absent, none.

A motion was made to approve the agenda by Dave Pemble and seconded by Becky Beissel. Ayes all, nays none, motion carried.

A motion to approve the minutes from the March 24th, 2020 Special Meeting of the Board, the March 25th, 2020 Regular Meeting of the Board, the March 30th, 2020 Special Meeting of the Board, the March 31st, 2020 Special Meeting of the Board, the April 2nd, 2020 Special Meeting of the Board, and the April 8th, 2020 Special Meeting of the Board was made by Scott Gergen and seconded by Dave Pemble.

After Kelsey Waits took time to welcome and acknowledge those who were at the Board Meeting via Zoom as well as those viewing remotely, she turned the time over to Superintendent Pesta.

Superintendent Pesta took time to acknowledge the good work occurring across the district then proceeded to recognize the following individuals for being nominated as Employees of the Semester:

Rachel Haider, Media Specialist – Hastings High School
Danelle Lewis, Special Services Secretary – District Wide
Megan Loesch, Kids Campus Lead – Community Education
Kris Mamer, Cook Manager – Hastings High School
Jenn Reichel, Director of Teaching & Learning – District Wide
Bobbie Seleski, Dean of Students – Hastings Middle School

The first item of discussion was the status of outdoor facilities use and steps that are currently being taken by the District and the City of Hastings.

The next two items of discussion were potential for the for High School parking lot refunds for spring 2020 and the potential for secondary school activity fee refunds for spring 2020.

Next was a brief discussion around the status of the official newspaper designation as the currently designated paper will be going out of business in May.

Time was turned over to Dave Haveman, the Director of Special Services, to discuss the final topic regarding the recommendations from the district mental health task force. A motion was made at this time by Dave Pemble to move this recommendation to an action item. This motion was seconded by Brian Davis. Ayes all, nays none, motion carried.

There was further brief discussion regarding the different Administrative reports from both the Superintendent as well as the Facility Committee that was able to meet in March.

The first order of business for the School Board which was to address the consent agenda. A motion was made by Becky Beissel to approve the consent agenda. This included the approval of change order number 11 – Corval Constructors for the Hastings Middle School improvements projects in the amount of \$85,766.00. The motion was seconded by Lisa Hedin. Ayes all, nays none, motion carried.

The Board then moved on to the items for individual action.

The first item of business was a motion to accept donations with the gratitude of the Hastings School Board via a roll call vote was made by Stephanie Malm and seconded by Becky Beissel. Ayes all, nays none, motion carried.

A motion was made to adopt Policy 206 Addendum A and Policy 210, and to defer Policy 534 and Policy 710 Addendum A to a third reading in order to allow the policy committee time to make final edits to these policies. The motion was made by Lisa Hedin and seconded by Dave Pemble.

A motion to approve the agreement with the Minnesota Department of Transportation to take ownership of the disputed parcel beneath the Todd Field concession stand was made by Dave Pemble and seconded by Scott Gergen. Ayes all, nays none, motion carried.

A motion to approve the lease to own agreement with the Minnesota Department of Transportation for the disputed parcel beneath the Todd Field parking lot was made by Dave Pemble and seconded by Lisa Hedin. Ayes all, nays none, motion carried.

A motion to introduce the resolution for the termination and non-renewal of the teaching contract of the probationary teachers was made by Stephanie Malm and seconded by Scott Gergen. The vote was six ayes – Stephanie Malm, Brian Davis, Scott Gergen, Lisa Hedin, Dave Pemble, and Kelsey Waits. There was one vote nay – Becky Beissel. Motion carried.

A motion to table the action item relating to the return to a regular fee schedule for extended day and preschool childcare provided for the families of emergency workers definitely until the May 20th, 2020 Regular Meeting of the Board with the understanding that it will be discussed at the May 13th, 2020 Work Session was made by Scott Gergen and seconded by Dave Pemble. Ayes all, nays none, item tabled.

A motion to introduce the resolution to support the Community Education Fund in recognition of its staff's contribution to the mandated and unfunded childcare of emergency workers was made by Dave Pemble and seconded by Lisa Hedin. Ayes all, nays none, motion carried.

A motion to table the action item relating to the proposal to increase high school student participation fees for fiscal year 2021 definitely until the May 20th, 2020 Regular Meeting of the Board with the understanding that it will be discussed at the May 13th, 2020 Work Session was made by Scott Gergen and seconded by Lisa Hedin. Ayes all, nays none, item tabled.

A motion to approve the proposal as put forth by Dave Haveman as stated for the short term staff additions as outlined in his proposal was made by Scott Gergen and seconded by Lisa Hedin. Ayes all, nays none, motion carried.

With no further business to discuss, a motion to adjourn the meeting was made by Scott Gergen and seconded by Dave Pemble. Ayes all, nays none, motion carried. The meeting was adjourned at 8:10 PM.

Hastings Area Public Schools – ISD 200
School Board Meeting Agenda

Wednesday, May 20th, at 6:00 PM

Regular Meeting

Held via Zoom Meeting and Streamed Live to Facebook

- I. **Call Meeting to Order.**
 - a. Attendance roll call

- II. **Motion to approve the agenda/table file.**
 - a. Approval of the minutes from the April 22nd, 2020 Regular Meeting of the Board. [attachment](#)
 - b. Superintendent Memo [attachment](#)

- III. **Recognition of Visitors.**

- IV. **Announcements and Recognitions**
 - a. Good News Items
 - * Governor Walz declared May 7 as School-Age Care Workers Day. This is an excellent opportunity to recognize the amazing job that various HPS staff members have done in providing care for the children of emergency workers since March 23. Over 100 families have been served in a safe environment.

 - * Our HPS food service staff has consistently averaged 4500 meals per day prepared and delivered since March 23. Their work conditions and expectations have changed dramatically, yet they have consistently been amazing in providing structure and food security throughout the district. Hastings Bus Company has served admirably as their delivery partner.

 - * The High School Drama Club displayed their resilience and ingenuity by presenting “The Pirates of Penzance” on May 14 entirely through a remote video platform. More proof that the show must go on!

- V. **Items for Discussion**
 - a. Official district postings [attachments](#)
 - b. Summer community food security update
 - c. Class of 2020 graduation events [attachment](#)
 - d. Districtwide end of year events calendar [attachment](#)

- VI. **Administrative Reports**
 - a. Superintendent
 - i. Fundraising Reports [attachment](#)
 - ii. Building Construction Fund Project Update [attachment](#)
 - iii. Student Enrollment [attachment](#)
 - b. School Board Committee Reports
 - i. Facilities Committee [attachment](#)
 - ii. Policy Committee [attachment](#)

- iii. Finance Committee [attachment](#)

VII. **Action Items**

- a. Consent Agenda
 - i. Bills Payable [attachment](#)
 - ii. Change Order [attachment](#)
 - iii. Personnel Report [attachment](#)
 - iv. Appointment of Dave Pemble as the Board representative for ISD 917

- b. Items for Individual Action

- i. Policies
 - 1. Policies for approval upon third reading
 - Policy 534 [attachment](#)
 - Policy 710A [attachment](#)

Superintendent's Recommendation: Review and motion to approve Policy 534 and 710A following their third reading to include any modifications offered by the Policy Committee.

- 2. New mandatory policies for first reading
 - Policy 721 [attachment](#)
 - Policy 620 [attachment](#)
 - Policy 616 [attachment](#)
 - Policy 612 [attachment](#)
 - Policy 427 [attachment](#)

- 3. New or substantially revised policies for first reading
 - Policy 408 [attachment](#)
 - Policy 419 [attachment](#)
 - Policy 515 [attachment](#)
 - Policy 535 [attachment](#)
 - Policy 540 [attachment](#)
 -

- ii. Non-contract Rates of Pay [attachment](#)

Superintendent's Recommendation: Motion to approve non-contract rates of pay for Fiscal Year 2021.

- iii. ISD 917 LTFM 10-year Plan [attachment](#)

Superintendent's Recommendation: Motion to introduce the resolution and approve by roll call vote.

- iv. Pinecrest Roof/Deferred Maintenance Bids [attachment](#)

Superintendent's Recommendation: Motion to accept the recommended qualifying bid with alternates 1-3 for Pinecrest Elementary School deferred maintenance project and the recommended qualifying bid for roof replacement.

- v. Low Bid for the Hastings High School Athletic Field Parking Lot [attachment](#)

Superintendent's Recommendation: Motion to accept the recommended qualifying bid for construction of the Hastings High School athletic field parking lot.

- vi. Modification of Student Handbooks Regarding Grading [attachment](#)

Superintendent’s Recommendation: Motion to modify the elementary, middle, and high school student handbooks to reflect guidance from the Minnesota Department of Education for equitable grading practices during the required distance learning period.

vii. Meal prices for the 20/21 school year.

Superintendent’s Recommendation: Motion to approve recommended increases in meal prices for Fiscal Year 2021.

viii. Resolution Relating to the Termination and Non-renewal of the Teaching Contract of a Probationary Teacher.

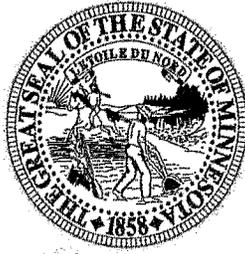
Superintendent’s Recommendation: Motion to introduce the resolution and approve by roll call vote.

VIII. **Future Meetings** [attachment](#)

Future Board Meetings

Date	Time	Location	Description
5/21/2020	6:00 PM - 7:00 PM	Zoom Meeting	Negotiation Committee Meeting
5/29/2020	4:00 PM - 5:00 PM	Zoom Meeting	Policy Committee Meeting
6/1/2020	11:00 AM - 12:00 PM	Zoom Meeting	Facility Committee Meeting
6/10/2020	6:00 PM	Zoom Meeting	Board Work Session
6/24/2020	6:00 PM	Zoom Meeting	Regular Board Meeting

IX. **Motion to Adjourn Meeting**



STATE *of* MINNESOTA

Proclamation

- WHEREAS:** From the start of distance learning planning during the state's COVID-19 response, Minnesota's schools have provided care for thousands of children of critical workers each day; and
- WHEREAS:** This care is essential so that our frontline workers can continue serving Minnesotans in industries such as health care, emergency response, retail, food, transportation, and more; and
- WHEREAS:** Staff in our schools, from paraprofessionals to teachers to school-age care specialists, are providing this service while also managing other aspects of their jobs; and
- WHEREAS:** School-age care providers are working tirelessly to eliminate the opportunity gap and improve education outcomes for all our children; and
- WHEREAS:** The families of our students in these school-age care programs are grateful for this assistance so that they can continue working; and
- WHEREAS:** School-age care provided to critical workers is a significant contribution to Minnesota's statewide effort to build our health capacity to address the COVID-19 pandemic; and
- WHEREAS:** This incredible, important work by our school-age care providers deserves our praise, gratitude, and recognition.

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, do hereby proclaim Thursday, May 7, 2020 as:

SCHOOL-AGE CARE WORKERS DAY

in the State of Minnesota.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 4th day of May.

Handwritten signature of Tim Walz in black ink.

GOVERNOR

We're Proud To Be Your Hometown Newspaper!



HASTINGS

THE JOURNAL
ADVERTISING RATES 2020

The LOCAL newspaper serving vibrant, historic Hastings and surrounding communities! The Journal is published every Thursday, and is available on newsstands each Wednesday.

We're proud to be YOUR HOMETOWN NEWS SOURCE!

DISPLAY ADVERTISING

OPEN RATE: \$9.25 Per Column Inch

10% Discount for Repeat Ads each subsequent week!

Page Dimensions: 11" wide by 21" deep

6 columns

Standard Sizes

3x3	\$83.25
5" wide	
3x5 (Eighth page)	\$138.75
3x10 (Quarter page)	\$277.50
Half Page	\$525 *
10.123" wide	
Full Page	\$895 *

*Special Price

All Rates Are Net

CONTRACT RATES

Contract rates are available for frequent advertising. Save up to 25%! Ask us!

FULL COLOR - \$75 Additional

CALL US TODAY!
651-347-1623

Business & Service Directory

1 column by 2 inches - \$15/week

2 column by 2 inches - \$25/week

2 column by 3 inches - 35/week

FRONT OR BACK

PAGE ADVERTISING

Top Of The Page

2" x 3" - \$50

Side Of Page

1 col. x 10" - \$125

Bottom of Page

6 col. x 2 inches - \$175

INSERTS

Standard Flyer Full Run - \$195

Larger Size: Call for Pricing

CLASSIFIED/LEGAL RATES

Open Rate \$9.25 Per Column Inch

Legal Notice Rate: \$6.25 Per Column Inch

E-mail: jack@thepaperboy.news

The Journal

P.O. Box 291, Hastings, MN 55033



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

District Service Center

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

Phone: 651-425-6300 Fax: 651-425-6318

ADMINISTRATIVE REPORT

TO: Members of the School Board
Keith Jacobus, Superintendent

FROM: Dan Pyan, Director of Finance & Operations

DATE: April 30, 2020

TOPIC/PURPOSE OF REPORT: Designate Official Newspaper

REFERENCE TO POLICY/STRATEGIC PLAN: Policy 203, Operation of the School Board

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: May 7, 2020

REPORT

The Bulletin was designated as the District's official newspaper in January 2020. The Bulletin is ceasing publication and circulation in the school district.

According to Minnesota Statute 331A.04, the District must designate a newspaper for publication of its public notices.

Administration recommends that the School Board designate the St. Paul Pioneer Press as the District's official newspaper as the newspaper has widespread circulation in the School District.

Daniel Pyan
South Washington County Schools
Daniel –

Thank you for the opportunity to bid on the public notice publications for South Washington County Schools.

The Saint Paul Pioneer Press is a Daily Newspaper located in Saint Paul, MN, primarily serving Ramsey, Dakota, Washington, and Anoka counties and Western Wisconsin.

Our Legal Publication rates for all notices for 2020 are as follows:

\$6.00 per column inch per publication *(this = \$0.43 per line, there are 14 lines per column inch)

Our circulation number below is for Sunday Full Run, however you can publish a notice any day of the week.

Full Run – 170,663

*All notices will be published full run.

Deadline to submit a standard text notice is 12pm the day prior to the day you'd like your notice to run. Friday at 12pm is the deadline to submit a notice running on Saturday, Sunday, or Monday. If your notice includes a chart, graph, map, or any special formatting, the deadline is 12pm **two** days prior to the publication day, and Thursday at 12pm for a Saturday, Sunday, or Monday publish date. All legal notices should be emailed to legals@pioneerpress.com after doing so, you'll be sent an email confirming receipt of your information and you'll be contacted shortly. You will be emailed a proof (which includes the cost). An affidavit will be emailed after the notice publishes.

Thank you for considering the Saint Paul Pioneer Press as the official legal newspaper for South Washington County Schools. Please let me know if you have any questions, we look forward to partnering with you.

Thank you,

Taylor Hafner – Advertising
thafner@pioneerpress.com



**WE
ARE
ALL
IN
THIS
TOGETHER**

- HHS Class of 2020



***Senior
Send-Off***



School board members and administrators have been collaborating to provide a meaningful graduation that is safe for all. Graduation plans and senior events are planned to meet executive orders, social distancing guidelines and directives specifically for schools. As a school district we value – safety as the priority, recognition of seniors, honoring traditions and the community, and a reflection that we are not in normal times. The school board will formally act on these two events at the May 20 school board meeting.



The Last Day for Seniors is Friday, May 29

Seniors drive on campus for “Senior Drive Through” event at the assigned time by student last name – see enclosed map

A-C	11:00 a.m.	M-N	12:00 p.m.	D-G	11:15 a.m.	O-R	12:15 p.m.
H-J	11:30 a.m.	S	12:30 p.m.	K-L	11:45 a.m.	T-Z	12:45 p.m.

- Pick up “Graduation Bin,” – diploma, diploma cover, cap/gown/tassel, Graduation Program, Graduate with Honors plaques, Honor Cords, National Honor Society and Youth in Government stoles, academic and athletic awards, Senior Banner, Yearbook, Senior T-Shirt, personal items.
- Turn in books and Chromebooks.
- Receive a “Drive Through Lunch” from the cooks.
- Seniors will complete a survey indicating the personal items or projects they have in school. These items will be collected for the “Graduation Bin” to be picked up Friday, May 29. If items are not found or accessible (student-owned lock) an administrator will contact those students to schedule an appointment to get those specific items.

Graduation Parade Friday, June 5 – “The 150th Graduating Class of HHS”

Schedule by senior’s last name: 3:00 p.m. A-G, 4:00 p.m. H-L, 6:00 p.m. M-R, 7:00 p.m. S-Z - see enclosed map.

- Vehicles may only include the student and family members – all must stay in the vehicle.
- Line up down Featherstone Road from General Sieben Drive with the “Senior Banner” attached to the passenger side of the car.
- Parade through the main road of the HHS campus, staff members will line the road and the student’s name will be announced as they drive by the staff entrance.
- Seniors wear their caps & gowns and display their diploma as they drive through campus.
- Hastings Community TV and KDWA will present the event live.
- A video including the parade, a student graduation speech, student song, messages from the board chair and principal will be created after graduation.
- All members of the Class of 2020 are invited to participate and transportation - if needed - will be provided.
- Rain dates June 4 or June 6.

Senior Events and Honors

- “Seniors Banners” for each graduate hung on Schaffer Field outfield fence.
- Senior scholarships totaling \$225,000 – Local Scholarships and Doffing Fund.
- “Senior Yard Signs” and “Senior T-Shirts” – parent and student-led.
- Yearbook “Senior Slideshow” posted to HHS website May 26, 27 & 28.
- Raiders Digest “Most Likely To…” Video posted May 29.
- HHS staff “Remembering Class of 2020” video posted May 29.
- Seniors last day of school is Friday, May 29.
- “Senior Drive Through” Friday, May 29. Seniors drive on campus for “Senior Drive Through” event over a 2-hour block to pick up the “Graduation Bin,” turn in books/Chromebooks, and receive a “Drive Through Lunch.”
- Graduation Parade Friday, June 5. Rain dates would be June 4 or June 6.

Graduation Parade Friday, June 5 – “The 150th Graduating Class of HHS”

Schedule by senior’s last name

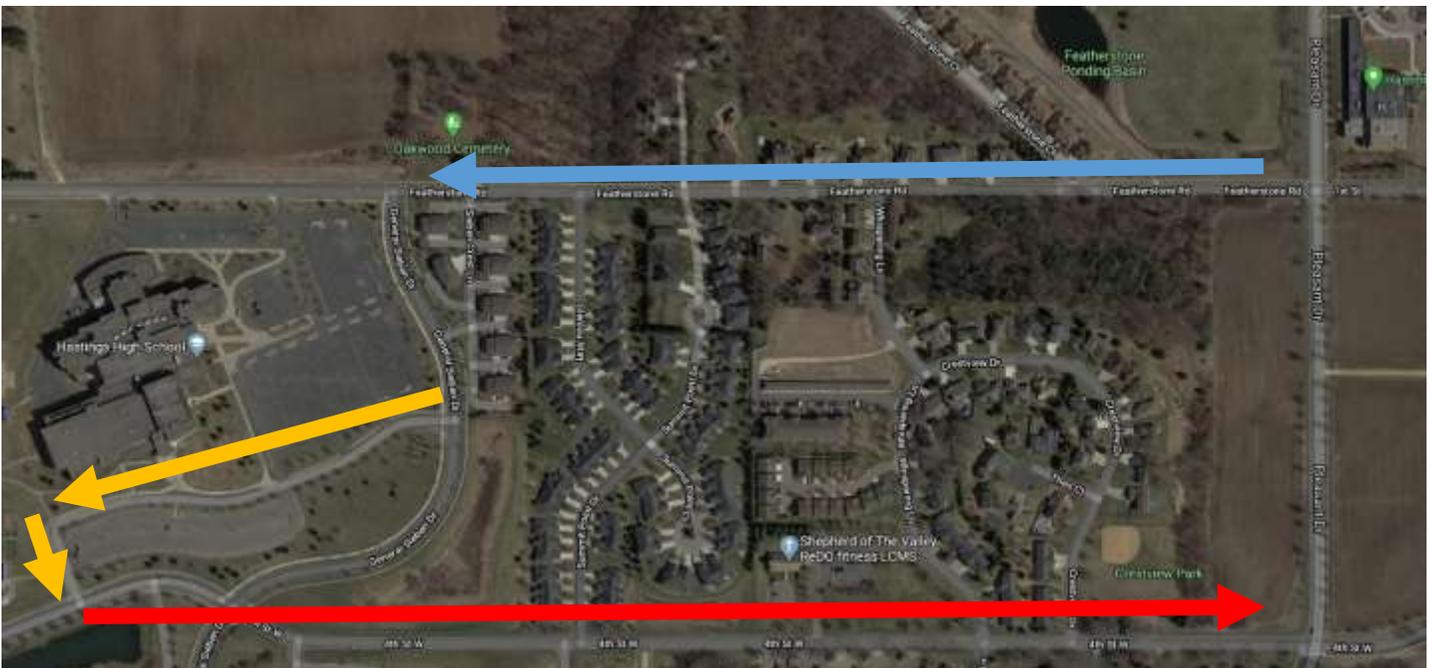
3:00 p.m. A-G

4:00 p.m. H-L

6:00 p.m. M-R

7:00 p.m. S-Z

- Vehicles may only include the student and family members – all must stay in the vehicle.
- Line up down Featherstone Road from General Sieben Drive with the “Senior Banner” attached to the passenger side of the car.
- Parade through the main road of the HHS campus, staff members will line the road and the student’s name will be announced as they drive by the staff entrance.
- Seniors wear their caps & gowns and display their diploma as they drive through campus.



Parade Line Up



Parade Route



Leaving the Area



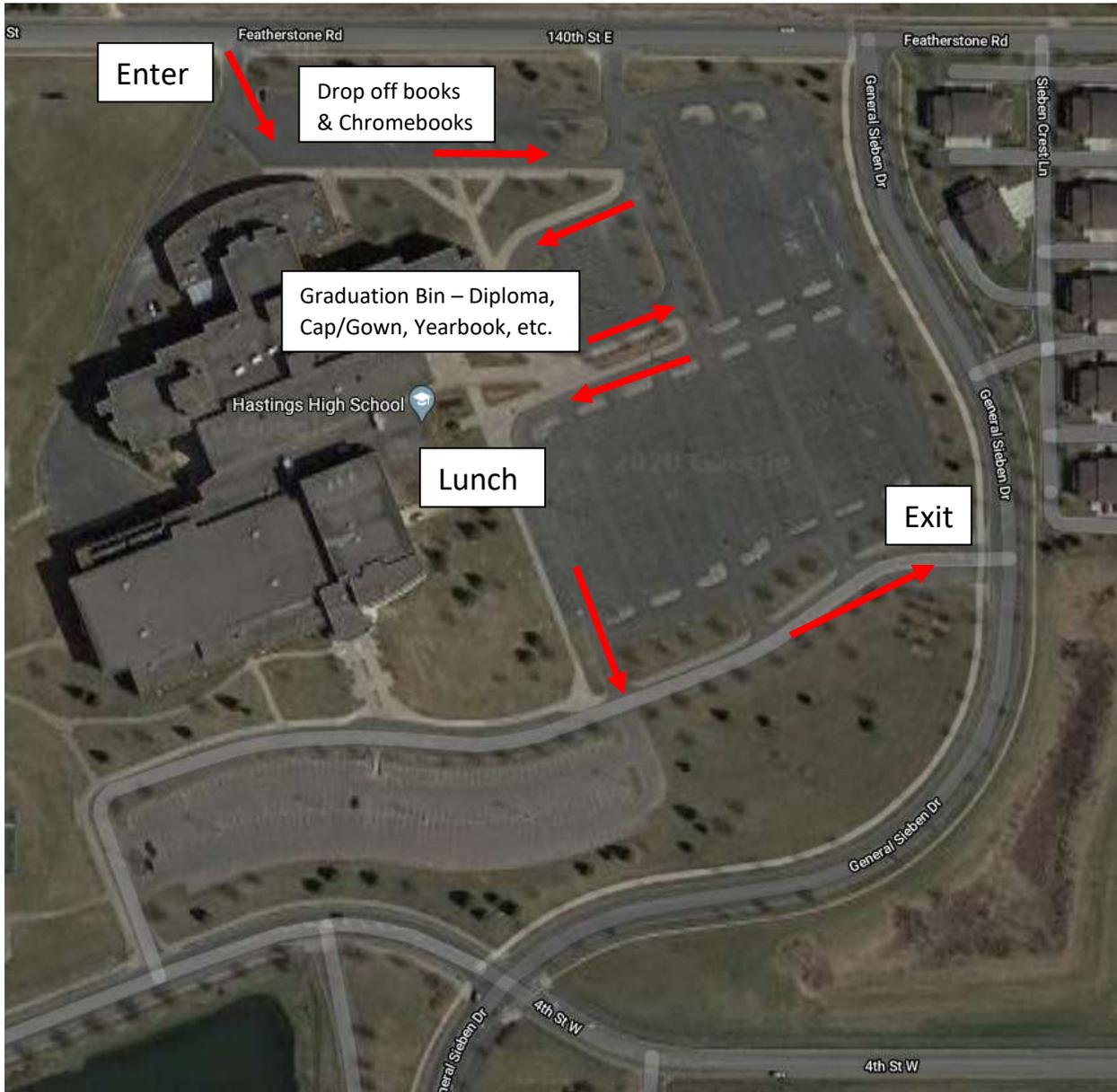
Please exit east on 4th Street and do not drive south on General Sieben Drive to Highway 55, due to safety at a busy intersection.

Senior's Last Day – Friday, May 29
“Drive Through at HHS”

Schedule by last name

A-C	11:00 a.m.	M-N	12:00 p.m.
D-G	11:15 a.m.	O-R	12:15 p.m.
H-J	11:30 a.m.	S	12:30 p.m.
K-L	11:45 a.m.	T-Z	12:45 p.m.

Please remember that all Social Distancing Guidelines apply to all activities on May 29.



Event	Site	Date
Virtual Trivia Night - Simulcast by HCTV Facebook Live	Middle School	5/26/2020
Senior Drive Through	High School	5/29/2020
Yearbook Pick-Up/Supply Pick-Up	All Elementary Sites	6/2/2020
End of the Year Parade	Middle School	6/3/2020
District Wide Retirement & Recognition Drive By Open House	Middle School Campus	6/4/2020
End of the Year Parade	All Elementary Sites	6/4/2020
Graduation Parade	High School Campus	6/5/2020
Materials Drop Off	Middle/High School	6/8/2020
Materials Drop Off	Middle/High School	6/9/2020
Materials Drop Off	Middle/High School	6/10/2020

Safety Guidelines for all Events

All events not being conducted virtually will follow the recommended safety protocols including:

Sites Parades will only involve appropriate vehicles. Floats, tractors, or other non-traditional vehicles

Time
7:00 PM
11:00 AM - 1:00 PM
All Day
Afternoon
4:00 PM - 5:00 PM
Afternoon
3:00 PM - 8:00 PM
8:00 AM - 3:00 PM
8:00 AM - 3:00 PM
8:00 AM - 3:00 PM

appropriate social dis

cles will not be includ

Special Information
Last Day for Seniors - Seniors will drive on campus for the Drive Through
Student supplies, pre-ordered years and 4th grade T-shirt all in 1 bag for pick-up.
Staff will be lined up along the set parade routes to wave and greet students/parents.
All Staff is invited to drive by, Retirees will be seated along 11th street in front of the Middle School. Staff may drive by to wish them well, there will be music and decorations to celebrate and thank all of our staff who attend and treat bags will be distributed to staff members who attend. Precautions will be taken, the bags will be set-out on tables so there will be no direction contact between
Staff will be lined up along the set parade routes to wave and greet students/parents.
Four (4) one hour blocks with seniors assigned by last name.
Drop-off time assigned by last name
Drop-off time assigned by last name
Drop-off time assigned by last name

standing as well as staff wearing gloves and masks when collecting or distributing items.

led in the parades. Individuals participating in parades must remain inside the vehicle at all times.

Fundraiser Description	How funds are raised	Time of year for fundraiser	Funds used for:	Net Amount Fundraised	Site
Art Club Empty Bowls Dinner - CANCELLED	Donations collected at Empty Bowls	April	Donated to Heiffer International.	\$0	HHS
Band Cub Foods Bagging	Student bag groceries for tips at Cub Foods	December	Band program expenses, student trips	\$1,000	HHS
French Honor Society Fruit Sale	Students sell fruit products	November	French Honor Society activities after school	\$500	HHS
French Honor Society Mardis Gras	Games and food at community Mardis Gras in commons	February	French Honor Society activities after school	\$800	HHS
Marching Band Meat Raffle at Dugarel's 4 months a year			\$400 goes to student's accounts for trip fundraising. \$600 goes to the marching band to cover operating expenses of the program.	\$1000 total from American Legion	HHS
Spanish Club - Fruit Fundraiser	Parents sell tickets to adults during the hour.	Every Sunday in February	Club events and activities outside of the school day: Examples include Boca Chica field trip, Day of the Dead event, Fiestas navideñas (holidays) event, Top and the Chef Salsa competition.	\$2,969	HHS
Spanish Honor Society Ping Pong Tournament	Students sell Fruit and take orders from families and neighbors	October 28 - November 12, 2019	Student scholarship	\$200	HHS
Student Council - Toy Drive	Students pay an entry fee to compete in the tournament	12-Nov	No funds - toys go to Hastings Family Service	100 toys	HHS
Student Council - Tug of War	Students bring in toys to donate to families in need	December	Donation to Hastings Family Service	\$750	HHS
	Students donate \$1 to go watch the Tug of War	January			

Fundraiser Description	How funds are raised	Time of year for fundraiser	Funds used for:	Net Amount Fundraised	Site
Student Council Dances - Snow Week and Sadie Hawkins - CANCELLED	Admission to dances	February and April - CANCELLED	Student activities - Street Party - after school events	\$750	HHS
Student Council Matchmakers	Students complete survey and see who they match with	February	Student activities - Street Party - after school events Drama events, going to	\$2,000	HHS
Thespians (Drama Club)	Selling of Kiss-O-Grams	February	shows, meetings	\$500	HHS
YMCA/Youth First Planning Council Adopt-a-Family Coin Drive	Each period 4 class donates money in a jar	December	YMCA donation to Hastings Family Service	\$2,500	HHS
Youth Impact Council - Raider Nation Carnations	Flower sale at lunch	February	Scholarships	\$350	HHS
Read-a-thon - students were going to read thirty minutes per day in class in addition to reading more at home	Parents and relatives sponsored students on www.read-a-thon.com website using a credit card.	Spring	support costs associated with field trips and school assemblies	\$6,993.04	Pinecrest
Club's Choice Fundraising: Food items, gift wraps, chocolates, etc..	Students share brochure or website with relatives and neighbors to have them order items.	Fall/September	Additional funding for OASIS after school program for students	\$15,000-20,000	HMS

May 2019 Enrollment	4255
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May 2020 Enrollment	4221
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18-19 Last Day Enrollment	4254
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19-20 First day Enrollment	4322
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BRIDGE TO SUCCESS

Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
1000 11TH STREET WEST
HASTINGS, MN 55033-2597
Phone (651) 480-7000
Fax (651) 480-7004

Facilities Committee Summary

Committee Mission: The Standing Facilities Committee will provide guidance for proper administration of stated projects and provide information and ensure value to the board:

- 1) Architectural Vision and Advice: The Committee, in conjunction with the Administration, will undertake specific assignments from the Board to develop a consensus for architectural vision to govern specific construction projects, establish building criteria, conduct design reviews, make recommendations and/or establish an approvals process*
- 2) Facilities Improvements and Tactical Planning: The Committee, in conjunction with the Administration, will make recommendation on needed and/or required improvements, maintenance and general upkeep of the facilities.*

May 1, 2020

The Facilities Committee met in order to review the updated bid calendar, continue discussions around High School Security entrances, continue discussion around High School restroom and locker room privacy enhancements, discuss upcoming space needs for Tilden, and review our updated priority list for remaining bond funds.

- 1) For Tilden, the Facilities Committee recommended that although there are a number of unknowns regarding preschool registrations during this time, we should continue to move forward with the whole project in the C1 pod. The improvements that we have discussed adding for the preschool are seen as positive improvements for the high school should preschool no longer move to that location. Furthermore, ECSE will need space next year regardless of the how many registrations that we have for preschool. Continuing this project would leave open the possibility of freeing space at Tilden by moving classes to the high school. The Committee recommends continuing ongoing conversations around district space needs so that we can work towards developing long-term solution.
- 2) Regarding privacy enhancements, bathrooms would include full-partitions on the stalls. For increased supervision of the entire restroom space, WOLD discussed removing the outer bathroom to give staff better visibility. For cleaning and maintenance purposes, this may not be the best solution and we will continue discussions at our next committee meeting. For locker rooms, we expect an increase in privacy to lead to an increase in shower usage. Due to this, the committee as asked WOLD to develop a new locker room design that does not decrease the number of shower stalls in the locker room. They will be coming back to us with that information for our next Facility meeting.
- 3) The committee also discussed privacy enhancements to the bathrooms near the auditorium at the Middle School. Due to the location of these bathrooms, Middle School administrators do not believe that this would be the right location to install privacy bathrooms if we are intending students to be the primary users. However, because this was one of the top priorities in our community survey and because adjusting these bathrooms would also allow us to make needed ADA improvements, the committee is recommending that we continue to move forward. We have also asked MS administrators to make recommendations about which bathroom location they believe would be a priority at their location to have privacy enhancements.

-
- 4) The committee also briefly discussed the High School retaining wall that is crumbling in some places. Estimates to repair this wall are around \$50,000 when we had initially estimated them to be at \$5,700. Some of our options to consider are adding a veneer to the existing rock or replacing the wall with brick. WOLD is going to continue looking at our options and we will also continue to discuss this at our next Facility Committee meeting.
-



BRIDGE TO SUCCESS

Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
1000 11TH STREET WEST
HASTINGS, MN 55033-2597
Phone (651) 480-7000
Fax (651) 480-7004

Policy Committee Mission

This ad-hoc board committee serves to review current policies and make recommendations for revision or adoption of new policies. The current goal of the committee is to add critical new policies, insure the mandatory annual review of specific policies per statute, and complete a cycle of policy review to insure that the district policy manual is complete and in a standardized format within a two-year period (January, 2022).

Committee Report for May 7, 2020

Policies with recommended edits for the third reading on May 20:

- 534 – Unpaid Meal Charges
- 710A – Co-curricular and Extra-curricular Alternate Transportation Permission

First read of mandatory policies missing from Hastings policy book:

- 427 – Workload Limits for Certain Special Education Teachers
- 612 – Development of Parent and Family Engagement Policies for Title I Programs
- 616 – School District System Accountability
- 620 – Credit for Learning
- 721 – Uniform Grant Guidance Policy Regarding Federal Revenue Sources

First read of new or substantially revised policies:

- 408 – Subpoena of a School District Employee (new)
- 419 – Tobacco Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices. (revise to include electronic delivery devices)
- 515 – Protection & Privacy of Pupil Records (revise to allow library card option)
- 535 – Service Animals in Schools (new)

Renumbering of existing policy to align with MSBA nomenclature:

- 540 – Review Disproportionate Enrollment (minor revision can be adopted on first read May 20)

Annual review of Mandatory Policies on June 24:

- 410 – Family and Medical Leave Policy
- 413 – Harassment and Violence
- 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 415 – Mandated Reporting of Maltreatment of Vulnerable Adults
- 514 – Bullying Prohibition Policy
- 522 – Student Sex Nondiscrimination
- 524 – Internet Acceptable Use and Safety Policy
- 806 – Crisis Management Policy (May need pandemic related updates)

Recommended placeholder for June 10 work session with full board participation:

510 – Student Travel (May need pandemic related updates)

610 – Field Trips

Priority for next policy committee meeting:

506 – Review Student Discipline and Notice of Suspension Addendum (Annual Review also required)

Queue of priority policies for summer committee meetings:

901 – Community Education

902 – Use of School District Facilities and Equipment

903 – Visitors to School District Buildings and Sites (Mandatory, but a customized Hastings policy is needed)

418 – Review Drug Free Workplace – Drug Free School

428 – Employee Use of Social Media

XX – Model Policy on Suicide Prevention



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Finance Committee Mission

DRAFT

This standing committee serves to represent all stakeholders in the community, promote transparency in financial operations, and support the administration in providing efficient and effective budgetary direction for the District.

Committee Agenda for May 18, 2020

Topic: Finance Committee Meeting

Time: May 18, 2020 01:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/78408796227?pwd=c09tTk1aMFBML0tmeHpFam9SNHFDdz09>

Meeting ID: 784 0879 6227

Password: 4Y7akb

- I. Identify Committee Mission – we’re working on rewording the mission statement to reflect the intent of the finance committee and our role with the board as a whole and with the district.
- II. Goals for Adopted Budget Recommendation
 - a. Proposed Finance Calendar Modifications - Adding a mid-August meeting and financial plan updates
 - b. School Safety Expenses
 - c. Facility Safety Enhancements
 - d. School Resource Officer & Crossing Guards – move forward with city discussion but adding verbiage to the contract to include a pro-rated amount if school is not in session; looking at one or two-year contract
 - e. HHS Parking Lot Security, Greeters, & Parking Permits
 - f. Recommendation for FY21 Meal Prices - increase of \$0.05
- III. Budget Transfer Options Under Executive Order 20-57 – last update was that we needed to make the fund transfer by June, this has been extended to November 30, 2020.
- IV. Miscellaneous Budget Considerations
 - a. Activities Budget - creating a MOU for coaches/advisors for cancelled or prorated season.
 - b. Additional Staffing Requests – recommendation to hold off on staffing changes because we don’t know what fall will look like at this time.
 - c. Filling Current & Future Vacancies - suggesting working within the current FTE and pausing on new hire fills; need to prioritize new hire positions.



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Phone (651) 480-7000
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Self-Insured Healthcare/Dental Committee Mission

This committee serves to review and guide our district self-insured healthcare and dental insurance.

Committee Report of May 20, 2020

Committee members Best, Burg, Butler, Gergen, Hedin, Holm, Malm, Raway, and Seubert were in attendance along with Interim Superintendent Pesta, incoming Superintendent McDowell, and George Vander Weit and Alex Graves from OneDigital. The focus was on review of plan results to date.

Healthcare Summary Notes:

- Plan year to date, claims are running at 96% of expected, compared to 94% this time the prior plan year.
- Total plan year to date claims are up 12% from the previous plan year at this time.
- Claims on a per member basis are up 8% from this time the previous year.
- Reviewed the 9 anonymous high claimants for both current spend and forecast spend.

Dental Summary Notes:

- Plan year to date, there has been an estimated reserve gain of \$159k for a rolling balance total of \$746k or the equivalent of 16.48 months of annualized plan costs.
- Total costs on a per subscriber basis are down 12% over this time last year.
- April spend was low due to Covid-19 closures of dental offices. Anticipating May spend to be low as well.
- Overall, the plan is very stable.



AIA[®] Document G701[™] – 2017

Change Order

PROJECT: *(Name and address)*
ISD #200 - McNamara Field and Building
Improvements (182016)
101 Tenth Street West
Hastings, Minnesota 55033

CONTRACT INFORMATION:
Contract For: General Construction

Date: April 10, 2019

CHANGE ORDER INFORMATION:
Change Order Number: Six (6)

Date: May 19, 2020

OWNER: *(Name and address)*
Independent School District #200
1000 Eleventh Street West
Hastings, Minnesota 55033

ARCHITECT: *(Name and address)*
Wold Architects and Engineers
332 Minnesota Street W2000
St. Paul, Minnesota 55101

CONTRACTOR: *(Name and address)*
Peterson Companies, Inc.
8326 Wyoming Trail
Chisago City, Minnesota 55013

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

GCPR MnDOT planning and permitting Add \$1,200.00

TOTAL CHANGE ORDER NO. 6 ADD \$1,200.00

The original Contract Sum was	\$	2,061,500.00
The net change by previously authorized Change Orders	\$	190,802.08
The Contract Sum prior to this Change Order was	\$	2,252,302.08
The Contract Sum will be increased by this Change Order in the amount of	\$	1,200.00
The new Contract Sum including this Change Order will be	\$	2,253,502.08

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be Phase 1: July 22, 2019
Phase 2: August 19, 2019

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wold Architects and Engineers
ARCHITECT *(Firm name)*

Peterson Companies, Inc.
CONTRACTOR *(Firm name)*

Independent School District #200
OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE

DATE

Personnel Information for Approval

Employee Resignations/Retirements/Terminations

Name	Position	Effective Date	Reason
Kathy Kies	PSA	5/12/2020	Retirement
Kathy Olson	Special Ed. Teacher	6/7/2020	Retirement
Mike Schlottman	Instructional Asst - SpEd	6/7/2020	Resignation
Darrell Pipo Jr.	Special Ed. Teacher	6/5/2020	Resignation
Megan Kittleson	CE Para (ECP and SAC)	5/13/2020	Resignation
Tom Weber	HHS Art Teacher	6/8/2020	Resignation
Jane Mattson	HR/PR Administrative Assistant	6/30/2020	Retirement

Employee Leaves

Name	Position	Leave Type	Dates
Keri Behnke	Reading Teacher, Pinecrest & JFK	FMLA	11/2/2020 - 03/8/2021
Jackie Buechner	PSA	Medical Leave	9/2/2020 - 11/25/2020
Abby Olson	Certified Occupational Therapy Assistant	FMLA	09/03/2020 - 11/12/2020
Ali Fairbanks	Athletic Secretary/Student Asst. - HMS	FMLA	09/03/2020 - 10/30/2020
Randy Ficker	Lead Custodian	FMLA - Medical Leave	05/27/2020 - 08/19/2020
Christine Schweich	Cook	Medical Leave	04/06/2020 - 06/20/2020
Andrea Scheuzger	Teacher - HHS/HMS	Medical Leave	8/2020 - 6/2021
Laurie Thrush	Community Ed. Coordinator	Medical Leave	05/19/2020 - 07/21/2020

Employee Change in Position

Name	Current Position	New Position	Effective
Kelly Holt	3rd Grade Teacher	4th Grade Teacher	8/24/2020
Jessica Nidermayer	Kindergarten Teacher	3rd Grade Teacher	8/24/2020
Sandy Majchrzak	2nd Grade Teacher	3rd Grade Teacher	8/24/2020
Temira Butler	HHS Center-based	HHS Resource/ALC Teacher	8/20/2020

Employment of the following individuals

Name	Position	Date of Employment	Salary/Rate of Pay
Megan Miller	Assistant Director of Special Services	7/1/2020	\$ 110,000.00
Robert McDowell	Superintendent	7/1/2020	\$ 175,000.00

All policies are first retrieved from MSBA which are being used as a source document and then changes are made to the source document. These are the changes that are being indicated in the rough draft.

The following key is meant to help those reviewing policy changes to understand the different changes being made.

Policy Change Key

	Legal Verbiage that is being added to the source.
ABCEFG	Verbiage that is being removed from the source document.
	Verbiage that is being added to the source document.



534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. GENERAL STATEMENT

Students will receive a breakfast and lunch of their choice regardless of the child's account balance; however, parents will continue to be responsible to pay for all meal charges, including negative balances. Students with negative balances will not be allowed to purchase ala carte items or additional milk, entrees, or side items. School Employees with a meal balance that exceeds negative \$10.00 will not be able to purchase meals.

III. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

- A. The school district will utilize a prepaid system for food service program meals. We encourage families and employees to keep a positive balance in their account(s) to ensure that students and employees have sufficient funds.
- B. It is the parent/guardian's or employee's responsibility to monitor their meal account balances and send money on a regular basis to keep the meal accounts current. The district encourages all participants to sign up for and utilize the district's online school meal prepayment system.
- C. ~~¶~~ The school district receives school lunch aid under Minn. Stat. § 124D.111. Therefore, it must make lunch available without charge to all participating



students who qualify for free or reduced-price meals regardless of account balance. Families may apply for free or reduced-price meals anytime during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes. Applications are also available at the District Office, in the Main Office of each school building, as well as on the district website. If household income or size changes, families can apply for meal benefits anytime during the school year.

- D. ~~A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.~~
- E. ~~The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (\$*insert amount*) will be charged to the student's account or otherwise charged to the student.~~
- F. ~~When a student has a negative account balance, the student will not be allowed to charge a snack item.~~
- G. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

IV. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families and employees of a low account balance when the account is at or below \$9.00, via the district's automated alert notification system. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. **A meal will not be taken away from a student with an overdrawn account.**
- B. Families Parents will be notified of an outstanding ~~receive a~~ negative balance notification when their student's account ~~once the negative~~ balance reaches is below \$0.00, twice per week via the district's automated alert notification system. or *[insert number of meals]*. Families will be notified by *[insert the method used to notify families (e.g., automated calling system, email, letters sent home)]*.



Hastings Public School District
ISD #200

- ~~C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. A meal will not be taken away from a student with an overdrawn account.~~
- C. When an account balance reaches negative \$50, the Food & Nutrition Services Department shall notify the family via letter. Such letter shall notify the family of the expectation that the account be brought to a positive balance within ten days or as specified in a repayment plan, and will include a meal application (if one is not already on file).
- D. When an account balance reaches negative \$75, building principals shall contact the family via phone to communicate the expectation that the account be brought to a positive balance within ten days or as specified in a repayment plan.
- E. The following individuals may personally call students' parents/guardians, mail letters, or send letters home in students' backpacks if necessary:
- Food & Nutrition Services Department Director or secretary
 - Individual school buildings principals, secretaries, social workers, or community support social workers.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt **from families**. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$100, not paid prior to **the end of the school year**, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.



Hastings Public School District
ISD #200

- E. ~~The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.~~

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back to school packet, student handbook, etc.) [or via the student handbook](#) to:
1. All households at or before the start of each school year;
 2. Students and families who transfer into the school district, at the time of enrollment; and
 3. All school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A
Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)

Policy Reviewed: 03.10.2020

Policy Adopted:

Policy Revised: 03.12.2020

**CO-CURRICULAR AND EXTRACURRICULAR ALTERNATIVE TRANSPORTATION
PERMISSION FORM
PARENT/GUARDIAN PERMISSION FOR**

Student Name: _____

As the parent/guardian of the above-named student of Independent School District #200, Hastings (hereinafter “District”). My child is a member or participant in the co-curricular activity and/or extracurricular activity of the District set forth above, which engages in organized activities/practices/games at other off-campus locations.

ACKNOWLEDGMENT AND WAIVER: I understand that the District may provide transportation to co-curricular and/or extracurricular practices, games, and activities of which my child is a participant and for which transportation its employees supervise, control, and arrange. When provided, I understand that my child is expected to ride to and from their activity accordingly. If extenuating circumstances may prevent this, I will follow District protocol with regard to advance, written notice and permission.

I also understand that the District may not provide transportation to co-curricular and extracurricular practices, games or activities for which my child is a participant. In consideration for my child being allowed to use alternative transportation for his/her or our family’s convenience or in order to participate in this co-curricular and/or extracurricular activity due to the lack of District transportation, I hereby acknowledge and agree to the following:

I understand that, while District employees will direct students in complying with the permissions provided herein, the District will not participate in arranging such alternative transportation or otherwise supervise or instruct student behavior while using the alternative transportation I have authorized below. Further, I understand that, with respect to the alternative transportation I have authorized herein, the District makes no representations or assurances regarding the safety or condition of any vehicles used, insurance coverage, the driving skill or licensure of any driver, the legalities of passengers riding with any driver, any driver’s compliance with relevant traffic or other laws, or the availability of any insurance for the alternative transportation I have authorized. I represent that my child is capable of safely participating in the activities I have permitted. I understand that the District, despite not supervising or controlling the alternative transportation, may unilaterally revoke the permission granted below if it believes that it is in the best interests of the student(s), driver, passenger, or public. I further understand that this waiver and acknowledgment applies to all co-curricular activities and extracurricular activities in which my child chooses to participate, including any circumstance in which my child chooses to participate in activities of the team/activity for which no District-arranged transportation is provided, including practices, meets, matches, games, or other organized activities at other locations, in consideration for being permitted to participate in said activities, or for which I provide or authorize another family member or participant’s parent to provide my child with transportation for purposes of our convenience.

I recognize and understand that these activities have inherent risks including the potential loss of personal property and the risk of physical injury or death. Knowing these inherent risks, I am voluntarily assuming such risks and granting permission for my child to participate in the activities identified below.

I, on behalf of myself, the above-named student of the District, and any personal representatives, heirs, executors, administrators, agents, and assigns of myself or the above-named student, hereby voluntarily and forever release, waive, discharge, and covenant not to sue the District, its board members, administrators, employees, agents, representatives, and volunteers (“the Released Parties”), jointly and/or severally, from any kind of liability, including any and all claims, demands, injuries, damages, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys’ fees), arising from any injury, property damage, or death that any undersigned may suffer as a result of participating in the activity identified below, regardless of whether the injury, damage, or death is caused, in whole or in part, by the Released Parties or the Released Parties’ negligence, unless the injury, damage, or death arises from the Released Parties’ gross negligence, willful misconduct, or claims that cannot be waived under Minnesota law.

I further agree to indemnify, and save and hold harmless the Released Parties, jointly and severally, from any and all claims, causes of action, liabilities, damages, costs, and expenses, including attorney's fees, arising from the above-named student's participation in the activity identified.

PERMISSION FOR ALTERNATIVE TRANSPORTATION: Acknowledging the foregoing, I give the above-named student permission to use all of the following alternative transportation options noted below when district transportation **IS NOT** provided. Please only check those items that you **DO NOT** give permission for. If you do not check any items, that means you give permission to all the options listed below.

I **DO NOT** give permission for my child to ride to or (*check any that apply*):

- Practices, meets, matches, games, or other organized activities
- Inside or outside the Hastings city limits
- In a vehicle driven by their own parent/guardian
- In a vehicle driven by another authorized family member
- In a vehicle driven by another participant's parent/guardian
- In a vehicle driven by the student themselves
- In a vehicle driven by another student-athlete

RIDE AUTHORIZATION PROCESS

When District transportation **IS** provided, a student participating in an activity must travel to and from events via District transportation. Exceptions to this practice may be extended as noted below.

1. The parent/guardian must submit requests at least 24-hours in advance, via a written note or email sent directly to the coach. Requests must identify the full name of authorized adult driver. The coach must confirm receipt prior to the team departing for the event.
2. The student will be released to the authorized driver by the coach/advisor when:(a) the authorized driver makes face-to-face contact with the coach/advisor and student following the event (b) the authorized driver signs the check-out list provided by the coach.
3. Students will not be left unsupervised at the site if the driver is not present at the time of departure from the event. If the driver has not arrived by the time the team/group is ready to depart, the student will need to return from the event with the rest of the group on District transportation.

I have read, acknowledge and agree to the Acknowledgement and Waiver set forth in this form.

(Signature of Parent/Guardian)

(Date)

(Printed Name of Parent/Guardian)



721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 1. a. The federal financial assistance that a non-federal entity receives



directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or

- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
 3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are



generally used when conditions are not appropriate for the use of sealed bids.

5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other



interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.



- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 - 3. Procurement by sealed bids (formal advertising).
 - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and



- e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.



- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. **MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results



reconciled with the property records at least once every two years.

3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).



The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.
- B. Definitions
1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
 2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
 3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
 4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism,



including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;



20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal



education programs);

15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least



50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.

- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students



that the school district provides with state or local funds to nonparticipating students.

4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.



Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.



5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.



In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

- Legal References:***
- 2 C.F.R. § 200.12 (Capital Assets)
 - 2 C.F.R. § 200.112 (Conflict of Interest)
 - 2 C.F.R. § 200.113 (Mandatory Disclosures)
 - 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
 - 2 C.F.R. § 200.212 (Suspension and Debarment)
 - 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
 - 2 C.F.R. § 200.302 (Financial Management)
 - 2 C.F.R. § 200.303 (Internal Controls)
 - 2 C.F.R. § 200.305(b)(1) (Payment)
 - 2 C.F.R. § 200.310 (Insurance Coverage)



- 2 C.F.R. § 200.311 (Real Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
- 2 C.F.R. § 200.338 (Remedies for Noncompliance)
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)
- 2 C.F.R. § 200.464 (Relocation Costs of Employees)
- 2 C.F.R. § 200.473 (Transportation Costs)
- 2 C.F.R. § 200.474 (Travel Costs)

- Cross References:***
- MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
 - MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
 - MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
 - MSBA/MASA Model Policy 412 (Expense Reimbursement)
 - MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
 - MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
 - MSBA/MASA Model Policy 702 (Accounting)
 - MSBA/MASA Model Policy 703 (Annual Audit)

Policy Reviewed:

Policy Adopted:

Policy Revised:

620 CREDIT FOR LEARNING

[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology

is used as a primary method to deliver instruction.

- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
 - 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
 - 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least *[insert number]* credits from the school district.
- B. Transfer of Academic Requirements from Other Schools
 - 1. The school district will accept secondary credits and grades awarded to a

student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.

- a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least *[insert number]* credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited,

nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
- e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]

- A. The school district does not offer weighted grades.

[or]

- ~~A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:~~

[List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.]

- ~~1. A grade awarded in an Advanced Placement course will be multiplied by a factor of _____ (i.e., 1.07).~~
 - ~~2. A grade awarded in an Honors course will be multiplied by a factor of _____.~~
 - ~~3. A grade awarded in a College In the Schools course will be multiplied by a factor of _____.~~
 - ~~4. A grade awarded in a course taken through a Post-Secondary Enrollment Options program will be multiplied by a factor of _____.~~
 - ~~5. A grade awarded in a course in a dual enrollment course will be multiplied by a factor of _____.~~
- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

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Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Learning Options)

Policy Reviewed: 05.07.2020

Policy Adopted:

Policy Revised: 05.07.2020



616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students



attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).
2. The improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

[Insert Local Cycle in this space]

C. Implementation of Graduation Requirements

1. The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The Graduation Standards Implementation Committee *[will/will not]* be comprised of the Advisory Committee for Comprehensive Continuous Improvement of



Student Achievement.

[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members, students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.]

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Graduation Standards Implementation Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Graduation Standards Implementation Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. By [date] of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.



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2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.

3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:



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- a. The Director of Curriculum (or similar educational leader)
- b. Principal
- c. School Board Member
- d. Student Representative
- e. One teacher from each building or instructional level
- f. Two parents from each building or instructional level
- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. District Assessment Coordinator (if different from “a.” above)

[Note: This Advisory Committee composition is a model only.]

5. Translation services should be provided to the extent appropriate and practicable.

6. The Advisory Committee shall meet the following timeline each year:

Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the



school board.

F. Reporting

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the



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Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

Policy Reviewed:

Policy Adopted:

Policy Revised:



612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

[Note: This policy reflects recent federal statutory changes made by the Every Student Succeeds Act (ESSA) which require school districts and schools to meet with parents and jointly develop parent and family engagement policies at both a district wide and school building level. This policy lists the required components of the parent and family engagement policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;



- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parent and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program



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will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her



child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.

3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:

1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating



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- children in a format and, to the extent practicable, in a language the parents can understand; and
6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
 4. Train parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;
 7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations



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of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (Parent and Family Engagement)

Cross References:

Policy Reviewed:

Policy Adopted:

Policy Revised:



427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the



environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)



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Policy Reviewed: 5.7.2020

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408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The



state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "P" (School Records – Privacy – Access to Data)



419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

- D. *The school district will not solicit or accept any contributions or gifts of money,*



curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural



ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.



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Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior



515 PROTECTION AND PRIVACY OF PUPIL RECORDS

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the



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school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, *district issued email address, student information (ID) number, user ID's or other unique personal identifiers used by a student for purposes of accessing or communicating in electronic systems or displayed on an ID badge*, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district



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may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, "education records," does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.



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- c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.



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Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not



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limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means *[designate title and actual name of individual]*.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer. Consultation with the school district’s legal counsel is recommended.]

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION



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State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first



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obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the



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- electronic consent; and
- b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
6. Eligible Student Consent
- Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.



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B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;



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4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or



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administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is



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issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent



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disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;

17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under



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Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.



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The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;



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2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and



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- c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[Note: Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. which specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information



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The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the



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parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

- a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the



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parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;



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- b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.



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- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE



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Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification



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The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records



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The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.



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3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS



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A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the



Hastings Public School District
ISD #200

parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.



Hastings Public School District
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4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.



Hastings Public School District
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2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to



Hastings Public School District
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contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and



Hastings Public School District
ISD #200

reviewing education records;

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY



Hastings Public School District
ISD #200

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)



*Hastings Public School District
ISD #200*

Policy Reviewed: 5.20.2020

Policy Adopted:

Policy Revised: 5.20.2020



540 DISPROPORTIONATE ENROLLMENT POLICY COUNSELING, PRE-CAREER AND TECHNICAL PROGRAMS

I. PURPOSE

1. Counseling Materials: The purpose of this policy is to identify a procedure, tools and staff responsible to regularly evaluate whether District, Counselor, or teacher-developed promotional materials create or perpetuate stereotypes or limitations based on race, color, national origin, sex or disability.
2. Disproportionate Enrollment: The District shall evaluate whether the disproportionate enrollment is the result of discrimination, address instances of disproportionate enrollment and take steps to encourage nontraditional participation and equity with respect to race, sex and disability.

II. COUNSELING MATERIALS

Establishing Bias-Free Materials

- A. District staff shall ensure that counseling and counseling materials are free from bias and stereotypes on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homelessness, or English Learner status. District staff will encourage students to consider programs of study, courses, extracurricular activities, and occupational opportunities on the basis of individual interests, abilities, and skills rather than race, color, sex, gender identity, religion, national origin, disability, homelessness, or English Learner status. ~~Jennifer Reichel~~, The Director of Teaching & Learning shall yearly examine counseling and testing materials for bias and address any bias found therein.
- B. ~~Jennifer Reichel~~, The Director of Teaching & Learning will ensure compliance with our counseling practices via interviews with staff, a review of counseling materials, and discussions with students and parents/guardians on a yearly basis.
- C. If a particular class is disproportionately male or female, the District must make sure this situation did not result because of a sex-biased counseling, a hostile environment, or the use of discriminatory counseling and/or testing methods.

III. DISPROPORTIONATE ENROLLMENT

- A. After classes are set and students have registered, ~~Mike Johnson~~, the High School Principal will review enrollment numbers, determine if there is disproportionate enrollment, and consider what can be changed to increase enrollment in classes. When disproportionate enrollment occurs, the District must assess counseling



materials and activities and make appropriate revisions, address any instances of discrimination or bias, or identify a legitimate, nondiscriminatory rationale.

- B. The district needs to demonstrate valid and nondiscriminatory reasons for disproportionate enrollment and ensure that all students are provided nondiscriminatory counseling services. If a disparity is identified, the school district must take action to ensure that the disproportionate enrollment is not the result of discrimination. Such actions may include staff training, reviewing master schedule conflicts, assignments of students to courses, recruitment efforts and counseling information provided to students.

Examples of what can be done:

1. Analyze course enrollment data to identify disproportionate enrollment of minority, female and students with disabilities.
2. Identify discriminatory practices in existing programs, policies and procedures.
3. Review guidance materials for stereotypes.
4. Improve the process to ensure all students and parents are informed of all course and program offerings.
5. Make sure course catalogs and brochures are periodically reviewed for bias.
6. Is the process for developing student schedules reviewed to ensure that counselors and advisors are not discouraging any student from enrolling in a particular program or course based on factors not related to program criteria?
7. Consider taking specific steps to encourage students to enroll in courses that are non-traditional.
8. Consider approaches to reduce disproportionate enrollment in future years. Examples: bring in speakers to discuss non-traditional careers with students, holding open-houses, displaying student work, offering college credit for courses, conducting survey of parent/student interest, after-school clubs, renaming courses or rewriting course descriptions.
9. Support training of staff members or administration on non-traditional enrollment, particularly on strategies to engage female students in STEM courses.



*Hastings Public School District
ISD #200*

Policy Reviewed:

Policy Adopted:

Policy Revised: 05.05.2020

Community Education Employees not on contract for 7/1/2020 - 6/30/2021				
Effective Dates	Position	Rate Year 1	Rate Year 2	Rate Year 3
7/1/2019 - 6/30/2020	Adult and Youth Enrichment Instructors	Independent contractors--coordinator negotiates wage		
7/1/2019 - 6/30/2020	Adults w/Disabilities Instructors/Asst.	Independent contractors--coordinator negotiates wage		
7/1/2019 - 6/30/2020	Adults w/Disabilities--district PSA	current hourly rate of pay		
7/1/2019 - 6/30/2020	Light/Sound Student or Assistant (Facilities)	Minimum Wage	-	-
7/1/2019 - 6/30/2020	Light/ Sound Technician (Facilities)	\$26.00	-	-
7/1/2019 - 6/30/2020	Building & Field House Supervisors	Negotiated by Coordinator		
7/1/2019 - 6/30/2020	Cook	\$20 or OT per Food Srv Contract		
7/1/2019 - 6/30/2020	Custodian	OT per Custodial Contract		
7/1/2019 - 6/30/2020	Driver Education Behind the Wheel Teacher	\$34.00	-	-
7/1/2019 - 6/30/2020	Driver Ed Classroom Teacher	\$34.00	-	-
7/1/2019 - 6/30/2020	ECP Asst. less than 10.5 hrs week	Grade 6, Step 1	Books on Wheels, Sib Care	
7/1/2019 - 6/30/2020	ECFE Home Visiting Staff	\$25.00 per hr.		
7/1/2019 - 6/30/2020	HS Youth Srv Course for Credit	1/4 of overload per quarter taught per Teacher's Contract		
7/1/2019 - 6/30/2020	Open Gym Supervisor	Minimum Wage		
7/1/2019 - 6/30/2020	SAC Program Asst. less than 10.5 hrs week	Grade 4, Step 1		
7/1/2019 - 6/30/2020	SAC Special Ed Aide required for student - School Year	current hourly rate of pay		
7/1/2019 - 6/30/2020	School Readiness Interpreter	\$30.00	-	-
7/1/2019 - 6/30/2020	Summer SAC Program Lead current employee	current hourly rate of pay		
7/1/2019 - 6/30/2020	Summer SAC Program Lead other	Grade 8, Step 1		
7/1/2019 - 6/30/2020	Summer SAC Asst. current employee	current hourly rate of pay		
7/1/2019 - 6/30/2020	Summer SAC Asst. other	Grade 4, Step 1		
7/1/2019 - 6/30/2020	Summer Band Instructor	\$34.00	-	-
7/1/2019 - 6/30/2020	Summer Orchestra Instructor	\$34.00	-	-
7/1/2019 - 6/30/2020	Summer Phy Ed/Health for credit	\$34.00	-	-
	Minimum Wage: Current, \$10.00			
			Changes or additions appear in red	5/20/2020

Other Rates for 7/1/2020 to 6/30/2021				
General Fund 1/11				
Effective Date(s)	Service	Year 1	Year 2	Year 3 and Beyond
5/1/2020 - 4/20/2021	Custodial-Summer/Temporary	Minimum Wage	Minimum Wage + \$0.25	Minimum Wage + \$0.50
5/1/2020 - 4/20/2021	Grounds- Summer/Temporary	Minimum Wage + \$0.75	Minimum Wage + \$1.00	Minimum Wage + \$1.25
5/1/2020 - 4/20/2021	Grounds - Large Mower	Minimum Wage +5.00 per/hr.		
5/1/2020 - 4/20/2021	Student Workers	Minimum Wage		
5/1/2020 - 4/20/2021	Accounting/Technology - Summer/Temporary	Minimum Wage = \$0.50 per/hr.		
5/1/2020 - 4/20/2021	Clerical-College Summer/Temporary	Minimum Wage		
7/1/2020 - 6/30/2021	Snow Plow /Temporary	Grade 8, Step 1		
7/1/2020 - 6/30/2021	Crossing Guards (per session) Paid through City of Hastings	\$13.25		
7/1/2020 - 6/30/2021	Interpreters- Payroll - Minimum of 2 hours	\$30.00		
7/1/2020 - 6/30/2021	Interpreters- Contracted - Minimum of 2 hours	\$30.00		
7/1/2020 - 6/30/2021	Instructional Assts.			
7/1/2020 - 6/30/2021	Oasis	\$15.75	Elem. After School , SS, Saturday School.	MS Afterschool, SS,
7/1/2020 - 6/30/2021	Summer School	\$15.75	Elem. After School , SS, Saturday School.	MS Afterschool, SS,
7/1/2020 - 6/30/2021	Targeted Srv. Programs	\$15.75	Elem. After School , SS, Saturday School.	MS Afterschool, SS,
7/1/2020 - 6/30/2021	IEP Driven After School Program	Current Hourly Rate of Pay		
7/1/2020 - 6/30/2021	Outreach Coord.-Oasis	\$15.00		
7/1/2020 - 6/30/2021	Teacher Substitute Daily Rate	\$130.00		
7/1/2020 - 6/30/2021	Testing Proctor-Remediation			
7/1/2020 - 6/30/2021	Current teacher per contract	See Current Teacher's Contract		
7/1/2020 - 6/30/2021	PSA/Other non-exempt employee	Hourly Rate		
7/1/2020 - 6/30/2021	Non-contract employee/retired teacher	\$18.00		
7/1/2020 - 6/30/2021	Tutor-Gifted and Talented	\$25.00		
7/1/2020 - 6/30/2021	Accompanist	\$35.00		
7/1/2020 - 6/30/2021	Athletic Trainer	\$25.00		
7/1/2020 - 6/30/2021	Site Managers/Athletic Tournaments < 3 Hours	\$75.00		
7/1/2020 - 6/30/2021	Site Managers/Athletic Tournaments 3 - 6 Hours	\$125.00		
7/1/2020 - 6/30/2021	Site Managers/Athletic Tournaments 6 Hours	\$150.00		
7/1/2020 - 6/20/2021	AVID Tutors	Minimum Wage = \$2.00 per/hr.		
	Minimum Wage: Current, \$10.00			
			Changes or additions appear in red	5/20/2020

Intermediate School District No. 917
Levy by Member District, 2020 Payable 2021

Exhibit B

Participating Districts (9):

ISD #	Name	<u>Pay 2020 Taxable Net Tax Capacity</u>					<u>Combined Total</u>	<u>District %</u>
		<u>Dakota (19)</u>	<u>Scott (70)</u>	<u>Goodhue (25)</u>	<u>Washington (82)</u>	<u>Hennepin (27)</u>		
6	South St. Paul	16,269,130	-	-	-	-	16,269,130	3.11%
191	Burnsville	62,937,642	21,027,414	-	-	-	83,965,056	16.03%
192	Farmington	35,523,187	-	-	-	-	35,523,187	6.78%
194	Lakeville	69,631,561	14,972,116	-	-	-	84,603,677	16.15%
195	Randolph	4,844,959	706,248	-	-	-	5,551,207	1.06%
197	West St. Paul	74,618,676	-	-	-	-	74,618,676	14.25%
		<hr/>						
199	Inver Grove Heights	34,189,624	-	-	-	-	34,189,624	6.53%
200	Hastings	33,437,829	-	38,255	4,615,787	-	38,091,871	7.27%
271	Bloomington	-	116,215	-	-	150,873,003	150,989,218	28.83%
		<hr/>						
		331,452,608	36,821,993	38,255	4,615,787	150,873,003	523,801,646	

Note: The Taxable Net Tax Capacity (TNTC) consists of net tax capacity, less captured tax increment and fiscal disparities contribution.

FY22 Levy: \$27,053.00

ISD #	Name	APU Est 2020-21	APU District %	Combined TNTC	NTC District %	50/50 Blended %	District's Portion LTFM Levy	NTC Rate
6	South St. Paul	3665.58	6.14%	16,269,130	3.11%	4.62%	1,249.85	
191	Burnsville	9015.90	15.10%	83,965,056	16.03%	15.57%	4,212.15	
192	Farmington	7895.60	13.23%	35,523,187	6.78%	10.00%	2,705.30	
194	Lakeville	12800.40	21.44%	84,603,677	16.15%	18.80%	5,085.96	
195	Randolph	716.40	1.20%	5,551,207	1.06%	1.13%	305.70	
197	West St. Paul	5642.60	9.45%	74,618,676	14.25%	11.85%	3,205.78	
199	Inver Grove Heig	3929.92	6.58%	34,189,624	6.53%	6.56%	1,774.68	
200	Hastings	4725.20	7.92%	38,091,871	7.27%	7.59%	2,053.32	
271	Bloomington	11305.76	18.94%	150,989,218	28.83%	23.88%	6,460.26	
		<hr/>						
		59,697.36	100.0%	523,801,646	100.0%	100.0%	27,053.00	



April 28, 2020

Board of Education
Hastings Public Schools
1000 West 11th Street
Hastings, Minnesota 55033

Re: Independent School District #200
Pinecrest 2020 Deferred Maintenance
Commission No. 192191

Dear Board of Education:

On Tuesday, April 21, 2020, at 2:00 p.m., bids were received from twelve (12) contractors for the Pinecrest 2020 Deferred Maintenance project. A bid tabulation is attached for your review. The bid day was competitive and all bids are below the established budget. The selection of alternates does not affect the determination of low bidder. Parkos Construction from West Saint Paul, Minnesota submitted the low base bid in the amount of \$398,800.00.

Parkos Construction has informed us that they discovered an error in their bid and have requested the District allow them to withdraw their bid and have their bid bond returned per their attached letter. We believe it is in the best interest of the District to allow them to pull their bid from consideration for award.

The next low bidder is Ebert Construction of Corcoran, Minnesota with a base bid amount of \$463,300.

The following are individual recommendations on the alternates:

Alternate No. 1 Solid Surface Countertops **Add \$34,600**
This alternate allows more resilient solid surface countertop surfaces in lieu of more cost-effective plastic laminate countertop surfaces. After reviewing the bid day results and district preferences with administration, we recommend accepting this alternate.
Recommendation: Accept this Alternate

Alternate No. 2 Cafeteria Drinking Fountains **Add \$ 7,800**
This alternate includes additional replacement of the existing drinking fountain with a new water cooler in the cafeteria. After reviewing the bid day results and district preferences with administration, we recommend accepting this alternate.
Recommendation: Accept this Alternate

Alternate No. 3 Gymnasium Drinking Fountains **Add \$11,700**
This alternate includes additional replacement of the existing drinking fountains with new water coolers in the cafeteria. After reviewing the bid day results and district preferences with administration, we recommend accepting this alternate.
Recommendation: Accept this Alternate

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



Our recommendation for actions and award is as follows:

1. Allow Parkos Construction to remove their bid from consideration and return their bid bond.
2. Award the Pinecrest 2020 Deferred Maintenance contract to Ebert Construction as follows:

Base Bid		\$ 463,300
Alternate No. 1 Solid Surface Countertops	Accept	\$ 34,600
Alternate No. 2 Cafeteria Drinking Fountains	Accept	\$ 7,800
<u>Alternate No. 3 Gymnasium Drinking Fountains</u>	<u>Accept</u>	<u>\$ 11,700</u>
TOTAL CONTRACT		\$ 517,400

Upon Board approval, we will forward contracts to Ebert Construction to allow them to begin the project.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "Kyle Edsten".

Kyle Edsten | P.E.
Associate

Enclosures

cc: Jeff Pesta, ISD #200
Jen Seubert, ISD #200
Cameron Peterson, ISD #200
Scott McQueen, Wold
Douglas Kahl, Wold
Contract File

LW/ISD_200/192191/crsp/apr20



Project Name: Pinecrest ES 2020 Deferred Maintenance

BID TABULATION

Commission No.: 192191
 Date: 21-Apr-20
 Time: 2:00 PM

Wold Architects and Engineers
 332 Minnesota Street, Suite W2000
 Saint Paul, Minnesota 55101
 651.227.7773 Fax: 651.223.5646

Bidders Name	Addendum Numbers	Bid Security	Base Bid	Alternate #1: Solid Surface Countertops	Alternate #2: Cafeteria Drinking Fountains	Alternate #3: Gymnasium Drinking Fountains	Remarks
AVM Construction 2401 Pilot Knob Rd. #142 Mendota Heights, MN 55120	1,2,3	X	\$506,000.00	\$22,900.00	\$9,300.00	\$14,100.00	
CM Construction 12215 Nicollet Avenue South Burnsville, MN 55337	1,2,3	X	\$510,000.00	\$33,700.00	\$8,000.00	\$15,800.00	
Construction Results Corp. 5465 Highway 169 N Plymouth, MN 55442	1,2,3	X	\$487,731.00	\$36,499.00	\$6,950.00	\$16,575.00	
Corval Constructors 5465 Highway 169 N Plymouth, MN 55442	1,2,3	X	\$539,900.00	\$40,646.00	\$11,968.00	\$21,713.00	
Derau Construction 1407 East Cliff Road Burnsville, MN 55337	1,2,3	X	\$479,400.00	\$35,500.00	\$10,300.00	\$15,500.00	
Dering Pierson Group 22401 Industrial Blvd Rogers, MN 55374	1,2,3	X	\$564,000.00	\$37,000.00	\$8,200.00	\$18,000.00	



Project Name: Pinecrest ES 2020 Deferred Maintenance

BID TABULATION (CONT.)

Commission No.: 192191
 Date: 21-Apr-20
 Time: 2:00 PM

Wold Architects and Engineers
 332 Minnesota Street, Suite W2000
 Saint Paul, Minnesota 55101
 651.227.7773 Fax: 651.223.5646

Bidders Name	Addendum Numbers	Bid Security	Base Bid	Alternate #1: Solid Surface Countertops	Alternate #2: Cafeteria Drinking Fountains	Alternate #3: Gymnasium Drinking Fountains	Remarks
Ebert Construction 23350 County Road 10 Corcoran, MN 55357	1,2,3	X	\$463,300.00	\$34,600.00	\$7,800.00	\$11,700.00	
Jorgenson Construction 9255 E River Rd NW Coon Rapids, MN 55433	1,2,3	X	\$496,000.00	\$37,500.00	\$12,500.00	\$17,000.00	
JS Cates Construction 2400 Cates Ranch Drive, #1 Hamel, MN 55340	1,2,3	X	\$526,000.00	\$30,000.00	\$5,000.00	\$11,000.00	
Klar Dig Construction 632 Mendelssohn Ave. N. Minneapolis, MN 55427	1,2,3	X	\$494,000.00	\$36,500.00	\$6,600.00	\$13,900.00	
Parkos Construction 1010 South Robert Street West St. Paul, MN 55118	1,2,3	X	\$398,800.00	\$40,000.00	\$7,200.00	\$10,800.00	
Shaw-Lundquist 2757 West Service Road St. Paul, MN 55121	1,2,3	X	\$564,000.00	\$37,800.00	\$7,600.00	\$11,100.00	

PARKOS **CONSTRUCTION**

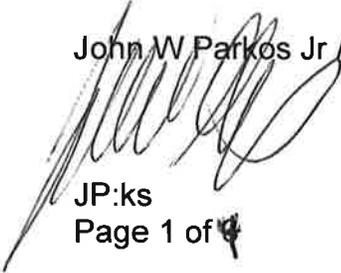
GENERAL CONTRACTOR
1010 SOUTH ROBERT STREET WEST ST. PAUL, MINNESOTA 55118
PHONE: (651) 455-0031 FAX: (651) 450-7740
"AN EQUAL OPPORTUNITY EMPLOYER"
OFFICE@PARKOSCONSTRUCTION.COM

Date: 4/23/2020
To: ISD # 200 / Hastings Public Schools
From: John W Parkos Jr / Vice President
RE: **Pinecrest 2020 Deferred Maintenance Remodel Project**

Parkos Construction regrets to inform the district that our HVAC subcontractor we used in assembling our quote made a mistake on his bid to us. He received two quotes for control work (See attached) and used the low cost which was for a roofing bid bidding on the same day.

Therefore, we request the School District reject our bid. We sincerely apologize for any inconvenience this has caused all involved.

John W Parkos Jr / Vice President



JP:ks
Page 1 of 4

Commercial



Residential

4/22/20

Parkcos Construction
1010 Robert St. S.
West St. Paul, MN 55118

To whom it concerns:

We would like to withdraw our bid for the 'Pinecrest 2020 Deferred Maintenance' project. Please review the bids that we received from our supplier that were drastically incorrect for the controls. Give me a call if you have any questions. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Gear", written over a horizontal line.

Robert Gear
Binder Heating & Air, Inc.
(612) 363-0945

222 HARDMAN AVENUE NORTH

SOUTH ST PAUL, MINNESOTA 55075

Phone 651-457-8781

Fax 651-457-7116

service@binderheating.com

SIEMENS

Siemens Industry, Inc.
 Building Technologies Division
 5939 Rice Creek Parkway
 Shoreview, MN 55126

PROPOSAL

CUSTOMER:		DATE:	4/21/2020
ATTENTION:		PAYMENT TERMS:	NET 30
PROJECT:	<u>PINECREST 2020 DEFERRED MAINTENANCE</u> ISD #200: Hasting Public Schools		

SIEMENS INDUSTRY, INC. IS PLEASED TO PROVIDE THE FOLLOWING PROPOSAL FOR THE BUILDING AUTOMATION SYSTEM WORK, AS OUTLINED IN THE PLANS & SPECIFICATIONS (SECTIONS 230900 & 230993) DATED MAR 27TH 2020 FOR THE 'PINECREST 2020 DEFERRED MAINTENANCE' PROJECT:

- NO. OF PAGES: 3 (TERMS & CONDITIONS ARE PART HEREOF TO THIS PROPOSAL & ATTACHED SEPARATELY)
- ADDENDUMS NOTED: 1, 2 & 3

PRICE: \$39,950⁰⁰

CUSTOMER ACKNOWLEDGEMENT

SIEMENS REPRESENTATIVE

I HAVE READ THE ATTACHED TERMS & CONDITIONS OF SALE, UNDERSTAND THEM FULLY, AND AGREE TO ABIDE BY THEM. I UNDERSTAND THAT PAYMENT IS DUE UPON RECEIPT OF INVOICE. EQUIPMENT WILL BE INVOICED UPON SHIPMENT FROM THE DESIGNATED SHIPPING POINT AND INSTALLATION CHARGES WILL BE INVOICED AS THE JOB PROGRESSES.

ROB HALLUM
ACCOUNT EXECUTIVE

DATE: 4/21/2020

AGREED TO:

COMPANY NAME: _____

PROPOSAL AMOUNT: _____

PURCHASE/WORK ORDER _____

SIEMENS	PRICES QUOTED ARE FIRM FOR 30 DAYS.
---------	-------------------------------------

SIEMENS

Siemens Industry, Inc.
 Building Technologies Division
 5939 Rice Creek Parkway
 Shoreview, MN 55126

PROPOSAL

CUSTOMER:		DATE:	4/21/2020
ATTENTION:		PAYMENT TERMS:	NET 30
PROJECT:	<u>PINECREST ROOF REPLACEMENT</u> ISD #200: Hastings Public Schools		

SIEMENS INDUSTRY, INC. IS PLEASED TO PROVIDE THE FOLLOWING PROPOSAL FOR THE CONTROLS SYSTEM WORK, AS OUTLINED IN THE PLANS SET DATED MAR 27TH 2020 FOR THE 'PINECREST ELEM ROOF REPLACEMENT' PROJECT; AND AS FURTHER DETAILED HEREIN...

- > NO. OF PAGES: 3 (TERMS & CONDITIONS ARE PART HEREOF TO THIS PROPOSAL & ATTACHED SEPARATELY)
- > ADDENDUMS NOTED: 1 & 2

PRICE: \$2,965⁰⁰

CUSTOMER ACKNOWLEDGEMENT

I HAVE READ THE ATTACHED TERMS & CONDITIONS OF SALE, UNDERSTAND THEM FULLY, AND AGREE TO ABIDE BY THEM. I UNDERSTAND THAT PAYMENT IS DUE UPON RECEIPT OF INVOICE. EQUIPMENT WILL BE INVOICED UPON SHIPMENT FROM THE DESIGNATED SHIPPING POINT AND INSTALLATION CHARGES WILL BE INVOICED AS THE JOB PROGRESSES.

SIEMENS REPRESENTATIVE

ROB HALLUM
ACCOUNT EXECUTIVE

DATE: 4/21/2020

AGREED TO:

COMPANY NAME: _____

PROPOSAL AMOUNT: _____

PURCHASE/WORK ORDER _____

SIEMENS	PRICES QUOTED ARE FIRM FOR 30 DAYS.
---------	-------------------------------------



April 28, 2020

Board of Education
Hastings Public Schools
1000 West 11th Street
Hastings, Minnesota 55033

Re: Independent School District #200
Pinecrest 2020 Roof Replacement
Commission No. 202039

Dear Board of Education:

On Tuesday, April 21, 2020, at 2:00 p.m., bids were received from seven (7) contractors for the Pinecrest 2020 Roof Replacement project. A bid tabulation is attached for your review. The bid day was competitive and the low bid is below the established budget. Jackson & Associates, Inc. from White Bear Lake, Minnesota submitted the low base bid in the amount of \$289,800.00.

Our recommendation is to award the contract to Jackson & Associates, Inc. for the base bid amount of \$289,800.00.

Upon Board approval, we will forward contracts to Jackson & Associates, Inc. to allow them to begin the project.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "Kyle Edsten".

Kyle Edsten | P.E.
Associate

Enclosures

cc: Jeff Pesta, ISD #200
Jen Seubert, ISD #200
Cameron Peterson, ISD #200
Scott McQueen, Wold
Douglas Kahl, Wold
Contract File

LW/ISD_200/202039/crsp/apr20

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



Project Name: Pinecrest ES 2020 Roof Replacement

BID TABULATION

Commission No.: 202039
Date: 21-Apr-20
Time: 2:00 PM

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101
651.227.7773 Fax: 651.223.5646

Bidders Name	Addendum Numbers	Bid Security	Base Bid			Remarks
BL Dalsin 9201 52nd Ave N Minneapolis, MN 55428	1,2	X	\$352,014.00			
Central Roofing Company 4550 Main St NE Minneapolis, MN 55421	1,2	X	\$509,145.00			
Diverse Construction Services 82 38th Avenue NE Columbia Heights, MN 55421	1,2	X	\$341,000.00			
Jackson and Associates 1817 Buerkle Road White Bear Lake, MN 55110	1,2	X	\$289,800.00			
Neiman Roofing 2191 4th Ave SW New Prague, MN 56071	1,2	X	\$364,000.00			
Palmer West Construction 14595 James Road Rogers, MN 55374	1,2	X	\$356,400.00			



May 12, 2020

Board of Education
Hastings Public Schools
1000 West 11th Street
Hastings, Minnesota 55033

Re: Independent School District #200
Hastings High School 2020 Parking Lot
Commission No. 192192

Dear Board of Education:

On Thursday, May 7, 2020, at 2:00 p.m., bids were received from eight (8) contractors for the Hastings High School 2020 Parking Lot project. A bid tabulation is attached for your review. The bid day was competitive and the low bid is within the established budget. Dahn Construction Co., LLC from Rosemount, Minnesota submitted the low base bid in the amount of \$416,124.00.

Our recommendation is to award the contract to Dahn Construction Co., LLC for the base bid amount of \$416,124.00.

Upon Board approval, we will forward contracts to Dahn Construction Co., LLC to allow them to begin the project.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "Kyle Edsten".

Kyle Edsten | P.E.
Associate

Enclosures

cc: Jeff Pesta, ISD #200
Jen Seubert, ISD #200
Cameron Peterson, ISD #200
Scott McQueen, Wold
Douglas Kahl, Wold
Contract File

MW/ISD_200/192192/crsp/may20

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**



Project Name: HASTINGS HIGH SCHOOL 2020 PARKING LOT

BID TABULATION

Commission No.: 192192
Date: 05/07/2020
Time: 2:00 PM

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101
651.227.7773 Fax: 651.223.5646

BIDDERS' NAMES	ADDENDUM NUMBERS	BID SECURITY	BASE BID			REMARKS
BITUMINOUS ROADWAYS 1520 COMMERCE DRIVE MENDOTA HEIGHTS, MINNESOTA 651 686 7001, PHONE 651 687 9857, FAX	2	X	\$487,765.00			
DAHNS CONSTRUCTION CO, LLC 13135 DOYLE PATH ROSEMOUNT, MINNESOTA 651-480-1911, PHONE 651 480 1971, FAX	2	X	\$416,124.00			APPARENT LOW-BIDDER
DERAU CONSTRUCTION 1407 EAST CLIFF ROAD BURNSVILLE, MINNESOTA 952 697 5131, PHONE	2	X	\$443,800.00			
FRATTALONE COMPANIES, INC 3205 SPRUCE STREET ST PAUL, MINNESOTA 651 484 0448, PHONE 651 484 7839, FAX	2	X	\$440,803.00			
NORTHWEST ASPHALT, INC 1451 STAGECOACH ROAD SHAKOPEE, MINNESOTA 952 445 1003, PHONE 952 445 1056, FAX	2	X	\$477,750.00			
MAX STEININGER, INC 3080 LEXINGTON AVENUE S EAGAN, MINNESOTA 651 274 1759, PHONE 651 454 6716, FAX	2	X	\$446,750.00			

PARK CONSTRUCTION COMPANY 1481 81ST AVENUE NE MINNEAPOLIS, MINNESOTA 763 786 9800, PHONE 763 717 6237, FAX	2	X	\$467,785.00			
PINE BEND PAVING PO BOX 72 VERMILLION, MINNESOTA 651 437 2333, PHONE 651 437 7960, FAX	2	X	\$429,500.00			

Hastings Grading Practices for Distance Learning

Values about grading during Distance Learning:

- Any new grading system must be created with an [equity mindset](#)
- Grading during distance learning must “do no harm”
- Grading during distance learning must be mindful of differing support structures available than during a typical school day
- Operate in a state of asset-based communication; per MDE: Consider the prohibition of punitive terms like “failure” and “unsatisfactory” and the recommendation is a student should not be reported as a failure and retained or given an F during this unprecedented situation.
- Per MDE: Reporting and assessment models must provide choice for educators, students, and guardians while also realizing that all choices are not equal and all choices come with consequences.
- Per MDE: It is MDE’s recommendation that schools and districts not retain students in their current grade levels for next school year due to distance learning and interruptions in some students’ education as a result of the COVID-19 pandemic and distance learning.
- It’s important to honor work completed between January and March (prior to Distance Learning)

Recommendations:

Elementary:

- Report grades based on evidence collected between January and March
- Adjust only if grade improves due to distance learning activities
- Indicate Not Assessed if the content was not addressed prior to Distance Learning

Middle School:

- No “Summative” grades will be collected during Distance Learning.
- The default grade reported for all students during fourth quarter will be Pass/No Credit.
- Students/Parents/Guardians may opt out of the default option of Pass/No Credit and choose to accept the letter grade earned (A-D) for any individual class or all classes.
 - Communication regarding choosing grade earned can be done through email with course teachers.
- Final grades for high school aligned courses will follow the high school reporting practices.

High School:

- Students and teachers will continue to learn and teach, and submit and grade student work in an A, B, C, D, No Grade (A-NC) format for the remainder of the school year.
- Students and families will be given a choice of how each course will be reported (traditional A-D & NC or P/ NC); the default mark on a report card will be a letter grade.
- Teachers will communicate the A-NC grade and give students the option to select a Pass instead of a letter grade for any of their classes.
- Graduating with Honors will be calculated both at the end of the school year and the end of semester 1, using the highest GPA to determine the distinction of “graduating with honors”.
- The requirement that participants in the graduation ceremony be within 2 credits of earning their diploma will be waived - all members of the Class of 2020 will be invited to participate. It is worth noting that some students each year choose not to participate due to personal reasons. We will not require students to participate in the graduation ceremony.

Approve the School Breakfast/Lunch/Milk Prices for 2020-2021 School Year

		Current 19-20	Proposed 20-21	Increase
K-4 Sites	Lunch	\$2.70	\$2.75	\$0.05
5-8 Site	Lunch	\$2.85	\$2.90	\$0.05
9-12 Site	Lunch	\$3.00	\$3.05	\$0.05
Reduced	Lunch	\$0.00	\$0.00	\$0.00
Adult	Lunch	\$3.80	\$3.85	\$0.05
K-Sites	Breakfast	\$0.00	\$0.00	\$0.00
1-4 Sites	Breakfast	\$1.30	\$1.35	\$0.05
5-8 Site	Breakfast	\$1.30	\$1.35	\$0.05
9-12 Site	Breakfast	\$1.30	\$1.35	\$0.05
Reduced	Breakfast	\$0.00	\$0.00	\$0.00
Adult	Breakfast	\$1.80	\$1.90	\$0.10
All Sites	Milk	\$0.50	\$0.50	\$0.00

Adults 20-21 required price

Lunch	not yet	3.75 for 19-20
Breakfast	available	1.80 for 19-20

**RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE
TEACHING CONTRACT OF PROBATIONARY TEACHERS**

WHEREAS, Sara Wagner, a probationary teacher in Independent School District #200

BE IT RESOLVED, by the School Board of Independent School District #200, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of,

Sara Wagner, Middle School - reduced (0.2 of 1.0 FTE)

probationary teacher in Independent School District #200, is hereby terminated/reduced at the close of the current 2019-2020 school year as identified above.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of their contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION
AND NON-RENEWAL

Mr./Ms. _____

Dear Mr./Ms. _____:

You are hereby notified that at a Regular meeting of the School Board of Independent School District No. 200 held on April 22, 2020, a resolution was adopted by a majority roll call vote to terminate your contract or a portion of your contract effective at the end of the current school year and not to renew your contract or portion of your contract for the 2020–21 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 200

Clerk of the School Board

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 2nd-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:

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

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

Sport	16-17 Cost	16-17 Total Part.	16-17 Per Part.	17-18 Cost	17-18 Total Part.	17-18 Per Part.
(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
AVERAGE:	12,922	39	339	12848	38	340
MEDIAN:	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

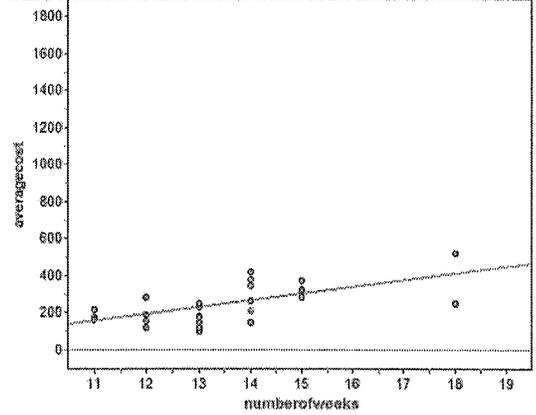


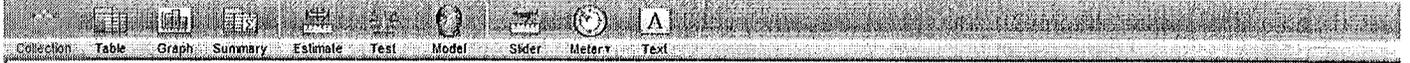
Collection 1

	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

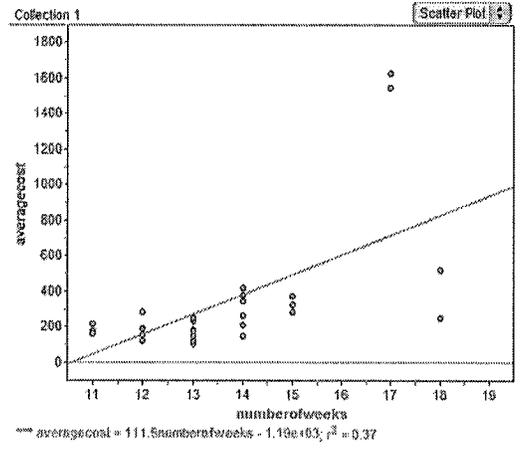
Scatter Plot





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
AVERAGE	No, most are variable	280	170	200	0/Red	615

Future Board Meetings

Date	Time	Location	Description
5/21/2020	6:00 PM - 7:00 PM	Zoom Meeting	Negotiation Committee Meeting
5/29/2020	4:00 PM - 5:00 PM	Zoom Meeting	Policy Committee Meeting
6/1/2020	11:00 AM - 12:00 PM	Zoom Meeting	Facility Committee Meeting
6/10/2020	6:00 PM	Zoom Meeting	Board Work Session
6/24/2020	6:00 PM	Zoom Meeting	Regular Board Meeting