

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

Wednesday, October 28, 2020  
Regular Meeting  
Virtual-Zoom

---

- I. **Call Meeting to Order**
  - a. Attendance
- II. **Approval of the Agenda**
  - a. Minutes from the September 23rd, 2020 Regular Board Meeting and the minutes from the October 23rd, 2020 Special Meeting
- III. **Announcements and Recognitions**
- IV. **Items for Discussion**
  - a. Policies for First Reading
    - i. Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction
    - ii. Policy 516 - Student Medication
    - iii. 536 - Gender Inclusion
    - iv. Policy 609 - Religion
    - v. Policy 616 - School District System Accountability
  - b. Policy for Second Reading
    - i. Policy 522 - Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process
- V. **Reports for Information**
  - a. Superintendent
  - b. Building Construction Fund Project Update
  - c. Student Enrollment
  - d. Policy Committee
  - e. Facility Committee
  - f. Self-Funded Insurance Committee
- VI. **Action Items**
  - a. Consent Agenda
    - i. Change Orders
      - 1. Change Order 15
    - ii. Bills Payable
    - iii. Personnel Report
    - iv. Donations
    - v. Director HR Position
  - b. Items for Individual Action
    - i. Contracts for Approval
      - 1. HESA Contract
      - 2. Health Services Contract
    - ii. Technology Set-Aside
    - iii. Fund Balance Designation
    - iv. Policy 522 - Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process
- VII. **Future Meetings**
- VIII. **Adjournment**

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

A Special Meeting of the School Board of Independent School District 200, Hastings, Minnesota, was held on Friday, October 23<sup>rd</sup>, 2020 via Zoom video conference.

The meeting was called to order by Kelsey Waits at 4:32 PM. The following member of the School board were present: Becky Beissel, Brian Davis, Scott Gergen, Lisa Hedin, Stephanie Malm, Dave Pemble, Kelsey Waits and Superintendent Robert McDowell.

A motion to move into a closed session was made by Kelsey Waits and seconded by Dave Pemble. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to adjourn the meeting was made by Kelsey Waits and seconded by Scott Gergen. The vote was: 7 ayes, and 0 nays, motion carried unanimously. Meeting adjourned at 5:40 PM.

**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, September 23<sup>rd</sup>, 2020 via Zoom video conference.

The meeting was called to order by Kelsey Waits at 6:04 PM. The following members of the School Board were present: Becky Beissel, Brian Davis, Lisa Hedin, Stephanie Malm, Dave Pemble, Kelsey Waits and Superintendent Robert McDowell. Members absent: Scott Gergen.

A motion to approve the agenda was made by Becky Beissel and seconded by Lisa Hedin. The vote was: 6 ayes, 0 nays, motion carried unanimously.

A motion to approve the minutes from the August 26<sup>th</sup>, 2020 Regular School Board Meeting was made by Becky Beissel and seconded by Lisa Hedin. The vote was: 6 ayes, and 0 nays, motion carried unanimously.

Kelsey Waits took time to welcome and acknowledge those who were attending the Board Meeting via Zoom as well as those watching the meeting remotely.

The time was turned over to Superintendent McDowell who introduced Hastings High School Principal Mike Johnson. Principal Johnson introduced Emily Chandler, the Band Director and spoke about the marching band event that occurred on Saturday, September 19<sup>th</sup> 2020. Emily took time to acknowledge the marching band seniors as well.

The Board then moved on to do a first read through of Policy 522 – Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process. This Policy will be moved to a second reading at the October 28<sup>th</sup> Regular School Board Meeting.

The Board then proceeded to discuss budget adjustments again and addressed the Guiding Change document to make further changes.

The Board then received an update from Jennifer Seubert, the Director of Business, on the Building Construction Fund Project. The next update was from Jennifer Riechel, the Director of Teaching and Learning, who provided an update on the science programming report. Jennifer Riechel turned the time over to Gabriel Moreno, Hastings Equity Coordinator, to discuss the IEPP report. Megan Miller, the Director of Special Services, then provided an update to the Board on how the district is meeting the needs of students.

Time was turned over to Stephanie Malm to discuss an update on the recent Policy Committee meetings. Then Kelsey Waits took time to provide an update on the Facility Committee meeting.

With no further reports or discussion items, the Board moved on to the action items for the meeting.

A motion to approve the consent agenda was made by Dave Pemble and seconded by Lisa Hedin. The vote was: 6 ayes, and 0 nays, motion carried unanimously.

Per Resolution 2020-1, a motion to approve the transfer of \$140,562.77 from the General Fund to the Community Education Fund for 50% of the actual cost incurred in Fund 04 as a result of the compliance with Executive Orders 20-02 and 20-19 was made by Brian Davis and seconded by Dave Pemble. The roll call vote was as follows: Becky Beissel – aye, Brian Davis – aye, Lisa Hedin – aye, Stephanie Malm – aye, Dave Pemble – aye, Kelsey Waits – aye, and Scott Gergen was absent. With 6 ayes, and 0 nays, motion carried unanimously.

A motion to approve the 2020-2022 collective bargaining agreement with the SEIU Local 284, Hastings Food Services Employees was made by Brian Davis and seconded by Dave Pemble. The vote was: 6 ayes, and 0 nays, motion carried unanimously.

Motion to approve the proposed maximum Levy Limitations and Certification of the 2019 payable 2020 Levy. The Budget and Levy will be discussed at the 12/9/2020 Regular Board Meeting. The Public is welcome and will be allowed to speak at this December meeting. The Final Levy will be adopted at the 12/9/2020 Board Meeting. This motion was made by Dave Pemble and seconded by Lisa Hedin. The vote was: 6 ayes, and 0 nays, motion carried unanimously.

With no further business to discuss, a motion to adjourn the meeting was made by Dave Pemble and seconded by Brian Davis. The vote was: 6 ayes, and 0 nays, motion carried unanimously. The meeting was adjourned at 8:07 PM.



**419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION**

**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.

**III. DEFINITIONS**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, 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 aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices



manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. “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 drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “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 aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. “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.
- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.”

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an American Indian adult lights tobacco on school district property as a part of a traditional American Indian spiritual or cultural ceremony. An American Indian is a person who is a member of an American Indian tribe as defined under Minnesota law.



- B. A violation of this policy does not occur when an adult non student 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. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

## VI. 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



Hastings Public School District  
ISD #200

environment provided by the Freedom to Breathe Act of 2007 or other law.

## VII. 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.

**Legal References:** Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)  
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

*Policy Reviewed: 10.13.2020*

*Policy Adopted:*

*Policy Revised: 10.13.2020*



## **516 STUDENT MEDICATION**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).



- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K. Specific Exceptions:
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;



4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
  - b. the inhaler is properly labeled for that student; and
  - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the



school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
  - L. "Parent" for students 18 years old or older is the student.
  - M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.



A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this

paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's

procedure for transporting drugs.

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)



Hastings Public School District  
ISD #200

Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

*Policy Reviewed: 10.13.2020*

*Policy Adopted:*

*Policy Revised: 10.13.2020*



**536 Gender inclusion**

**I. Purpose**

The students of Hastings Public Schools deserve respectful and inclusive learning environments that value students' gender identity and gender expression. Hastings Public Schools ensures that all students have access to programming and facilities in which they feel comfortable, supported, and safe.

This policy addresses the inequities some students, including intersex, transgender, and gender nonconforming students, confront as they navigate a system designed using a gender binary model.

**II. Definitions**

- A. Gender refers to the socially constructed roles, behaviors, activities, and attributes that a given society attaches to femininity or masculinity.
- B. Gender Binary refers to the social construction of a gender dichotomy between masculinity and femininity. The gender binary often ignores or denigrates alternate gender constructions.
- C. Gender Expression refers to the manner in which persons represent or express gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- D. Gender Identity refers to a person's deeply held sense or knowledge of their own gender.
- E. Gender Nonconforming is a term for persons whose gender expression differs from stereotypical expectation. This includes persons who identify outside traditional gender categories or identify as both genders.
- F. Sex refers to a person's biology and is generally categorized as male, female, or intersex.
- G. Intersex refers to a combination of features that distinguish male and female anatomy.
- H. Transgender is an adjective describing persons whose gender



Hastings Public School District

identity or expression is different from that traditionally associated with the sex at birth.

### III. Ensure Gender Inclusiveness

Hastings Public Schools staff and systems ensure inclusive access to programming and facilities. In accordance with procedure, the District will:

- A. Respect all students' gender identity and gender expression by honoring the right of students to be identified and addressed by their preferred name and pronoun.
- B. Within academic programming, prohibit the separation of students and/or curricular materials based upon gender unless it serves as a compelling pedagogical tool.
- C. Provide all students the opportunity to participate in co-curricular and extracurricular activities in a manner consistent with their gender identity, including but not limited to intramural and interscholastic athletics.
- D. Provide all students with access to facilities that best align with students' gender identity.

**Commented [1]:** Do we want to add making this in line with the MSHSL policy?

#### *Legal References:*

Minn. Stat. ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 121A.031 (Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.03, subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
20 U.S.C. § 1681 et seq. (Title IX) 20 U.S.C. § 1701 et seq. (Equal Educational Opportunities)

#### *Cross References:*

102.00 Equal Opportunity/Non-Discrimination  
415.00 Harassment, Violence and Other Offensive



*Hastings Public School District*

Behavior  
505.00 Bullying Prohibition

*Policy Reviewed: 10.13.2020*

*Policy Adopted:*

*Policy Revised: 10.13.2020*



## **609 RELIGION**

### **I. PURPOSE**

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

### **III. RESPONSIBILITY**

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
  - 1. The proposed activity must have a secular purpose.
  - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.



3. The activity must not foster excessive governmental relationships with religion.
  4. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

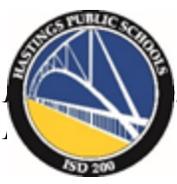
- Legal References:**
- U. S. Const., amend. I
  - Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
  - Minn. Stat. § 120A.35 (Absence From School for Religious Observance)
  - Minn. Stat. § 121A.10 (Moment of Silence)
  - Good News Club v. Milford Central School*, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)
  - Santa Fe Indep. Sch. Dist. v. Doe*, 530 U.S. 290, 120 S.Ct. 2266 (2000)
  - Tangipahoa Parish Bd. of Educ. v. Freiler*, 530 U.S. 1251, 120 S.Ct. 2706 (2000)
  - Lemon v. Kurtzman*, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)
  - Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1*, 690 F.3d 996 (8<sup>th</sup> Cir. 2012)
  - Wigg v. Sioux Falls Sch. Dist.*, 382 F.3d 807 (8<sup>th</sup> Cir. 2004)
  - Doe v. School Dist. of City of Norfolk*, 340 F.3d 605 (8<sup>th</sup> Cir. 2003)
  - Stark v. Independent Sch. Dist. No. 640*, 123 F.3d 1068 (8<sup>th</sup> Cir. 1997)
  - Florey v. Sioux Falls Sch. Dist. 49-5*, 619 F.2d 1311 (8<sup>th</sup> Cir. 1980)
  - Roark v. South Iron R-1 Sch. Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)
  - Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728*, 599 F.Supp.2d 1136 (D. Minn. 2009)
  - LeVake v. Independent Sch. Dist. No. 656*, 625 N.W.2d 502 (Minn. App. 2001)
  - Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
  - Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
  - Minn. Op. Atty. Gen. 63 (1940)
  - Minn. Op. Atty. Gen. 120 (1924)
  - Minn. Op. Atty. Gen. 121 (1924)

- Cross References:** MSBA/MASA Model Policy 801 (Equal Access to School Facilities)



*Hastings Public School District  
ISD #200*

*Policy Reviewed: 10.13.2020  
Policy Adopted:  
Policy Revised: 10.13.2020*



## **616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

### **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 school district's World's Best Workforce (WBWF) Committee.
2. The WBWF Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The school district-wide improvement goals should address recommendations identified through the WBWF Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.
4. Recommendations of the WBWF 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.
5. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations.
6. 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.

D. Comprehensive Continuous Improvement of Student Achievement

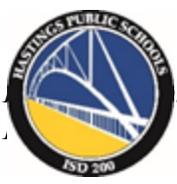
1. By October 15 of each year, the WBWF Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The WBWF Committee, working in cooperation with other committees of the school district [*District Staff Development, Pre-K Leadership team, American Indian Parent Advisory Committee, Elementary Literacy Committee and Achievement and Integration Implementation Committee*], will provide active community participation in:
  - a. Reviewing the WBWF plan



- b. Identifying district and school 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 WBWF Committee shall meet the following criteria:
    - a. The WBWF Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
    - b. 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.
    - c. 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 WBWF Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
  4. The WBWF Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the WBWF Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:
    - a. The Director of Teaching and Learning (or similar educational leader)
    - b. At least one elementary and secondary Principal representative
    - c. School Board Member
    - d. Student Representative
    - e. One teacher from each instructional level



- f. Two parents from Parent Curriculum Advisory Committee
  - g. At least one resident without school-aged children, non-representative of local business or industry
  - h. At least one resident representative of local business or industry
  - i. District Assessment Coordinator (if different from “a.” above)
5. Translation services should be provided to the extent appropriate and practicable.
  6. The Advisory Committee shall meet the following timeline each year:
    - By October 15: Organizational meeting of the Committee to review the authorizing legislation and/or statutes and the roles and responsibilities of the Committee as determined by the school board; approve annual WBWF goals.
    - By December 15: Share annual WBWF report (outlining progress made in previous school year)
    - Spring/Summer: Review evaluation results and prepare recommendations for revised WBWF goals.
- 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 WBWF 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 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)



*lic School District*

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: 10.13.2020*

*Policy Adopted:*

*Policy Revised: 10.13.2020*



## **522 SEX NONDISCRIMINATION POLICY, TITLE IX GRIEVANCE PROCEDURE AND PROCESS**

### **I. GENERAL STATEMENT OF POLICY**

- A. The school district prohibits discrimination on the basis of sex in all forms, including sexual harassment.
- B. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex , including sexual harassment.

### **II. SEX DISCRIMINATION COMPLAINTS NOT INVOLVING SEXUAL HARASSMENT**

Complaints of sex discrimination that do not constitute sexual harassment, as defined below, or retaliation from making a complaint of sexual harassment should be reported to the building principal or building supervisor. The building principal or supervisor is then responsible for notifying the school district's Title IX Coordinator of the complaint. If a complaint involves the building principal or supervisor, it should be reported directly to the Title IX Coordinator. The Title IX Coordinator will ensure an investigation is completed in accordance with the requirements of applicable school district policies. The District's Title IX Coordinator is the Athletic Director. The Title IX Coordinator's contact information is:

**Trent Hanson**  
**200 General Sieben Dr.**  
**Hastings, MN 55033**  
**651-480-7597**  
**thanson@hastings.k12.mn.us**



*Hastings Public School District*  
*ISD #200*

### III. GENERAL POLICY PROHIBITING SEXUAL HARASSMENT

- A. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- B. This policy applies to sexual harassment that occurs within the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- C. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

**Trent Hanson**  
**200 General Sieben Dr.**  
**Hastings, MN 55033**  
**651-480-7597**  
**thanson@hastings.k12.mn.us**

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- D. The effective date of this policy is August 14, 2020 and it applies to alleged violations of this policy occurring on or after August 14, 2020.

### IV. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. This standard is not met when the only official of the school district with actual knowledge is the respondent.



*Hastings Public School District*  
*ISD #200*

- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A parent or guardian of a minor complainant, or a legal guardian of an adult complainant, may act on behalf of a complainant, including through the filing of a formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. “Education program or activity” means locations, events, or circumstances over which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment. In the formal complaint, a complainant must state they are participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. The phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant.
- G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.



Hastings Public School District  
ISD #200

- H. “Party” refers interchangeably to a complainant or respondent.
- I. “Relevant questions” and “relevant evidence” are questions, documents, statements, physical items, or information that are related to the allegations raised in a formal complaint and have any tendency to make the allegations more or less likely to be true. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions or evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- J. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible for sexual harassment. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- K. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- L. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
  2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
  3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).



*Hastings Public School District*  
*ISD #200*

- M. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work or school locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- N. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of the school district that is designated and authorized to coordinate the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
  2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Title IX Coordinator, Decision-maker or the Appellate Decision-maker in that formal complaint. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
  3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker for a formal complaint cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-



maker in that formal complaint. The Decision-maker may be an administrator, supervisor, or other individual qualified to determine and impose appropriate remedies if a determination of responsibility is made.

4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker for a formal complaint cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker in that formal complaint. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. “Informal resolution facilitator” means a person who facilitates the informal resolution process if desired by the parties. The Informal resolution facilitator may be the Title IX Coordinator, but may not be the Investigator, Decision-maker or Appellate Decision-maker in the formal complaint proposed for informal resolution.
6. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and informal resolution facilitator, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and Informal resolution facilitator.

## **V. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS**

### **A. Equitable Treatment**

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take



*Hastings Public School District*  
*ISD #200*

any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.

3. The school district will provide appropriate remedies to the complainant when a determination of responsibility for sexual harassment has been made against a respondent.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

To the extent permitted by governing law and regulations, the school district will not release private educational or personnel data about complainants, respondents, witnesses, allegations of sexual harassment, investigations, decisions, dismissals, and/or findings of responsibility. However, the school district's obligations under the implementing regulations for Title IX may require disclosure of certain private educational or personnel data to other parties and/or witnesses.

E. Right to an Advisor

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in



*Hastings Public School District*  
*ISD #200*

lieu of complainant or respondent, participate as a witness, or participate directly during any phase of the grievance process. An advisor to a complainant or respondent may prepare written submissions on behalf of the party.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent



*Hastings Public School District*  
*ISD #200*

engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) calendar days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-



related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in transportation, changes in work or school locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will impose or recommend appropriate remedies, including disciplinary sanctions/consequences. The discipline of a student-respondent must comply with the applicable provisions of Policy 506 – Student Discipline, the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

## **VI. REPORTING PROHIBITED CONDUCT**

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the



school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

## **VII. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR**

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation against the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
  - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
  - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;



4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

## **VIII. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT**

### **A. Emergency Removal of a Student**

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
  - a. The school district undertakes an individualized safety and risk analysis;
  - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
  - c. If the school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

### **B. Employee Administrative Leave**



*Hastings Public School District*  
*ISD #200*

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration requirements of any applicable collective bargaining agreement or individual contract, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

**IX. INFORMAL RESOLUTION OF A FORMAL COMPLAINT**

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent to participate in the informal resolution process. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

**X. DISMISSAL OF A FORMAL COMPLAINT**



*Hastings Public School District*  
*ISD #200*

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
  - 1. Would not meet the definition of sexual harassment, even if proven;
  - 2. Did not occur in the school district's education program or activity; or
  - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
  - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
  - 2. The respondent is no longer enrolled or employed by the school district; or
  - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal and grounds upon which an appeal may be made.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate, including an investigation pursuant to other school district policies.

**XI. INVESTIGATION OF A FORMAL COMPLAINT**

- A. If a formal complaint is received by the school district, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties,



*Hastings Public School District*  
*ISD #200*

the school district must provide notice of the additional allegations to the known parties.

- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The investigative report may include recommended findings of fact and conclusions. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

## **XII. DETERMINATION REGARDING RESPONSIBILITY**

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness. The time allowed for submitting questions and answers is at the



*Hastings Public School District*  
*ISD #200*

discretion of the Decision-maker.

- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

When the exchange of questions and answers has concluded, and the parties have been provided at least ten days to review and submit a written response to the investigative report, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:

1. Identification of the allegations potentially constituting sexual harassment;
  2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  3. Findings of fact supporting the determination;
  4. Conclusions regarding the application of the school district's code of conduct to the facts;
  5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
  6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- D. In determining appropriate disciplinary sanctions, the Decision-maker



*Hastings Public School District*  
*ISD #200*

should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

- E. The written determination of responsibility must be provided to the parties simultaneously.
- F. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- G. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

**B. APPEALS**

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
  - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
  - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-



*Hastings Public School District*  
*ISD #200*

maker must issue a written decision describing the result of the appeal and the rationale for the result.

- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

#### **XIV. RETALIATION PROHIBITED**

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation to the Title IX Coordinator in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

#### **XV. TRAINING**



*Hastings Public School District*  
*ISD #200*

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
1. The Title IX definition of sexual harassment;
  2. The scope of the school district's education program or activity;
  3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
  4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
  5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
  6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.

Materials used to train Title IX Personnel must be posted on the school district's website.

## **XVI. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:



*Hastings Public School District*  
*ISD #200*

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

## **XVII. RECORDKEEPING**

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
  1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
  2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
  3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
  4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.



*Hastings Public School District*  
*ISD #200*

- B. The school district must also maintain for a period of seven calendar years records of:
  - 1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
  - 2. Any appeal and the result therefrom;
  - 3. Any informal resolution and the result therefrom; and
  - 4. All materials used to train Title IX Personnel.

## **XVII. APPLICATION OF LAWS OTHER THAN TITLE IX**

- A. If a formal complaint is dismissed because the allegations, if true, would not constitute sexual harassment as described above or if a Decision-maker or Appellate decision-maker makes a determination that a respondent is not responsible for sexual harassment under these procedures, the Title IX Coordinator will consider whether the alleged conduct may constitute a violation of one or both of the alternative definitions below. If an investigation has already been conducted, the Title IX Coordinator may review the investigation to determine whether prohibited sexual harassment has occurred. If the Title IX Coordinator concludes that it has, the Title IX Coordinator shall report those findings to the Decision-maker and the Decision-maker shall impose or recommend remedies. If no investigation has taken place, the complaint shall be investigated consistent with Policy 103.
- B. Alternative Definitions of Sexual Harassment
  - i. Minnesota Human Rights Act (Applicable to Employees and Students)

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education;



*Hastings Public School District*  
*ISD #200*

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment, or educational environment.

ii. Title VII (Applicable to Employees)  
"Sexual harassment" mean unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)  
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))



*Hastings Public School District*  
*ISD #200*

***Cross References:*** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

*Policy Reviewed:* 09.15.2020

*Policy Adopted:*

*Policy Revised:* 09.08.2020

**Building Construction Fund Projects as of 9/30/2020**

Org	Crs	A	B	C	D	E	A-C-D-E		
		Project Budget	Vendor Bid Amount +/- Change Orders	Vendor Contract Expenses to Date	Wold Fees to Date	Other Expenses Less Rebates to Date	Remaining Funds	Status	
		Project							
		High School Roof Replacement	4,645,800	2,944,318	2,944,318	294,530	11,568	1,395,384	Complete
129	082	High School & Pinecrest Chillers	1,182,000	753,551	753,551	74,842	(34,273)	387,879	Complete
129/610	070	Multi-Site Exterior Lighting	478,500	246,483	246,483	30,569	(26,321)	227,770	Complete
xxx	071	High School & McAuliffe Parking Lot	1,841,300	1,084,851	1,084,851	116,970	22,836	616,643	Complete
129/612	078	High School Track Resurfacing	360,000	286,864	286,864	23,219	3,323	46,593	Complete
129	088	Contingency	1,240,554	-	-	-	-	1,240,554	Contingency
		Reallocations to projects	(1,591,949)	-	-	-	-	(1,591,949)	Reallocation
		Interest Earnings	-	-	-	-	-	2,094,944	Interest Earnings
		<b>Subtotal</b>	<b>8,156,205</b>	<b>5,316,067</b>	<b>5,316,067</b>	<b>540,130</b>	<b>(22,867)</b>	<b>4,417,819</b>	

Remaining funds from complete projects are available for excess costs on other identified projects or reallocation for new projects.

Org	Crs	A	B	C	D	E	A-B-D-E		
xxx	023	District Wide Camera Project	382,000	192,975	192,198	24,421	12,636	152,746	In Process
129	041	High School BAS Replacement	1,951,100	606,642	596,642	123,429	28,570	1,202,459	In Process
130	070/046/047	Middle School Improvements	23,812,049	21,992,550	20,642,477	1,335,231	373,288	1,461,053	In Process
009	063/064	McNamara Stadium Improvements	3,370,000	2,688,639	2,684,639	216,215	283,718	185,429	In Process
610	045	Pinecrest Deferred Maintenance	968,000	517,400	261,440	54,823	248	651,488	In Process
129	079	High School Athletic Field Parking Lot	506,000	416,124	201,714	27,417	19,768	257,100	In Process
610	082	Pinecrest Partial Roof Replacement	373,000	289,800	186,485	18,865	248	167,401	In Process
129	(611) 051	HS Entrance/Bathroom Improvements	445,000	264,690	42,655	27,685	1,414	151,211	In Process
611	045/048/082	Tilden Deferred Maintenance & Roof	828,746	688,400	553,584	54,290	29,121	191,751	In Process
		<b>Subtotal</b>	<b>32,635,895</b>	<b>27,657,220</b>	<b>25,361,834</b>	<b>1,882,376</b>	<b>749,011</b>	<b>4,420,639</b>	

Remaining funds from in process projects are not available for excess costs on other identified projects or reallocation for new projects.

Org	Crs	A	B	C	D	E	A-B-D-E		
612	045/050	McAuliffe Deferred Maintenance	107,100	-	-	-	42,595	64,505	In Design
129	078	High School Retaining Wall	50,000	-	-	-	-	50,000	In Design
611	045	Tilden Asbestos	18,400	-	-	-	-	18,400	In Design
I/612/130	077	Water Coolers	244,500	-	-	-	-	244,500	In Design
609/612	082	Kennedy & McAuliffe Partial Roof Replacement	533,200	-	-	-	-	533,200	In Design
		<b>Subtotal</b>	<b>953,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>42,595</b>	<b>910,605</b>	

Remaining funds from in design projects are not available for excess costs on other identified projects or reallocation for new projects.

Org	Crs	A	B	C	D	E	A		
129	045	High School Deferred Maintenance	604,400	-	-	-	-	604,400	Future
130	082	Middle School Partial Roof Replacement	717,200	-	-	-	-	717,200	Future
609	045	Kennedy Deferred Maintenance	416,100	-	-	-	-	416,100	Future
130	037	District Wide Fire Alarm/Alert System Replacement	365,000	-	-	-	-	365,000	Future
129	037	High School Fire Alarm/Alert System Replacement	435,000	-	-	-	-	435,000	Future
		High School Bathrooms	200,000	-	-	-	-	200,000	Future
		<b>Subtotal</b>	<b>2,737,700</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,737,700</b>	

Remaining funds from future projects are not available for excess costs on other identified projects or reallocation for new projects.

Org	Crs	A	B	C	D	E	A-B-E		
xxx	022	Technology Improvements	1,500,000	-	-	na	728,374	771,626	Not Completed
xxx	038	Flexible Learning Furniture	600,000	-	-	na	116,528	483,472	Not Completed
xxx	086	Interior Locks Allowance	300,000	-	-	na	-	300,000	Not Completed
xxx	084	Door & Glass Improvements	500,000	-	-	na	-	500,000	Not Completed
xxx	043	Replace Middle School Softball & Baseball Backstops	160,000	-	-	na	-	160,000	Not Completed
xxx	066	Replace High School Carpet	662,100	-	-	na	-	662,100	Not Completed
083,052,053,		Miscellaneous Deferred Maintenance Projects <\$100,000	394,900	-	-	na	133,776	261,124	Not Completed
		<b>Subtotal</b>	<b>4,117,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>978,677</b>	<b>3,138,323</b>	

Remaining funds from not completed projects are not available for excess costs on other identified projects or reallocation for new projects.

<b>Total</b>	<b>48,600,000</b>	<b>32,973,287</b>	<b>30,677,901</b>	<b>2,422,506</b>	<b>1,747,416</b>	<b>15,625,086</b>
--------------	-------------------	-------------------	-------------------	------------------	------------------	-------------------

Transfers from Contingency:

\$445,000 Early Childhood Improvements  
 \$ 87,000 High School Athletic Field Parking Lot  
 \$ 44,300 High School Retaining Wall  
 \$113,024 Middle School Bathrooms near Auditorium  
 \$200,000 High School Bathrooms  
 \$158,125 Middle School Bathrooms  
 \$300,000 Technology  
 \$244,500 Water Coolers  
 TBD High School Privacy Showers (PE Complex)  
 TBD High School Privacy Showers (Athletic Locker Rooms)  
 TBD Tilden Toilet Piping

Complete and In Process (does not include contingency)  
 Project Total  
 %

41,143,495  
 48,600,000  
 85%

## October Enrollment Snapshot

<i>October 1, 2019</i>	4262
<b><i>October 1, 2020</i></b>	<b>4133</b>

<i>20-21 First Day Enrollment</i>	4165
<i>19-20 First Day Enrollment</i>	4322
<i>19-20 Last Day Enrollment</i>	4218

<b>Enrollment Adjustment in 20-21 Revised Budget</b>				
	20-21	20-21		
	Adopted	Revised		
	<u>Budget</u>	<u>Budget</u>	<u>Difference</u>	
Adjusted Pupil Units	4,710	4,648	(62)	
Adopted budget is based on prior year Oct 1 MARSS data projected forward based on prior year trends. Revised budget is based on current year Oct 1 MARSS data projected forward based on prior year trends.				

## October Enrollment Snapshot

### 20-21 Open Enrolled Out

District/School	Count
Bloomington Schools	1
Brooklyn Center Schools - Insight School	4
Cannon Falls Schools	8
Charter School	87
Eden Prairie Schools	1
Farmington Schools	49
Fergus Falls Schools - IQ Academy	5
HOMESCHOOL	158
Houston Schools - MN Virtual Academy	19
Intermediate 916	1
Intermediate 917	41
Inver Grove Heights Schools	7
Lakeville Schools	7
Nonpublic - Out of District	76
PINE HARBOR	56
Randolph Schools	120
Red Wing Schools	8
Rosemount-Apple Valley-Eagan Schools	23
SEAS	200
South St Paul Schools	7
South Washington County Schools	38
ST JOHNS	47
St Paul Schools	7
Stillwater Schools	17
Wabasha-Kellogg Schools	1
West St Paul-Mendota Heights-Eagan Schools	8
<b>Grand Total</b>	<b>996</b>

### 20-21 Open Enrolled In

District	Count
Bloomington	2
Cannon Falls	2
Farmington	4
Inver Grove Heights	4
Minneapolis	1
Red Wing	39
Rochester	1
Rosemount-Apple Valley-Eagan	12
Sleepy Eye	1
South St. Paul	1
South Wash	21
St Paul	2
Stillwater	6
<b>Grand Total</b>	<b>96</b>



BRIDGE TO SUCCESS

# Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200  
1000 11<sup>TH</sup> 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).

### Topic: Policy Committee Meeting

Time: October 12, 2020 6:00 PM Central Time (US and Canada)

Time: October 20, 2020 6:00 PM Central Time (US and Canada)

## Committee Agenda & Minutes for October 2020

November Policy Plan with intent to move to first reading at the November 18, 2020 meeting:

- 601 - Curriculum Jenn reviewed and commented on this policy
- 603 - Curriculum Development
- 606 - Textbooks and Materials
- 607 - Organization of Grade Levels: Jenn reviewed and commented on this policy
- 407 - Social Media

Priorities for November New Policy:

- Equity Policy (policy # TBD): statement of intent and expectations for the district as it relates to equity. This policy will also tie all our equity policies together. We intend to have this ready for a first reading at the November 18, 2020 board meeting.
- 410 – FMLA
- 524 – Acceptable Use: Missy has this copy; we need to let her know when to come so she can walk through this policy with the committee
- 903A – Visitors to Schools: we need to develop the addendum
- 806 – Crisis Management: will include suicide prevention

For cycle process reviews, we are going to start with the oldest policies, assuming they will have significant updates, and work our way to the newest policies. Once this is complete, we should be up to date on all our policies. This will allow us to have a consistent review cycle and make changes to policy with statutes changes as they are passed at the state and federal levels.

---





BRIDGE TO SUCCESS

# Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200  
1000 11<sup>TH</sup> 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.*

### **October 12, 2020**

1. LTFM list was updated into an easy to read Excel document. The committee spent time going over what is currently “not funded” and determining what remains a priority.
  - a. A new issue that came up was boiler room valves at the high school. While we need an estimate of what the actual cost will be, this is a priority over the next 12 months.
  - b. Cam and Kyle will continue to work on the list to see what needs to be done 1<sup>st</sup>. They will also be getting costs and priorities to put into a 10-year plan. The board’s work will be determining what uses bond dollars and what will use LTFM.
2. We continued to spend time discussing the repairs to the bleachers in Todd Field.
  - a. As mentioned before, some of the bleachers are on DOT land. We had looked at installing crash rated fencing on the school property, but given the site conditions and how high the fence would need to be, our needs do not line up with any available product.
  - b. We do not believe that DOT will be doing a study on that land until 2026 or beyond, so we need a solution. We do not want to create a solution that will just have to be redone in 6 years.
  - c. For now, the facilities committee believes that the best option is to remove the damaged bleachers as well as the bleachers in that section as wait for the DOT study. We would make that section “unseatable”, perhaps by adding a privacy fence to block it off using our remaining insurance dollars.

### **Health Insurance**

Our current reserve balance is approximately 5.5 million.

The Total Costs to Funding Ratio for health after September claims was 88%, and our approximate goal at the end of the year is 80%.

### **Dental Insurance**

Our current estimated reserve balance is approximately \$808,000.

The Total Costs to Funding Ratio for dental after September claims was 114%, and our approximate goal at the end of the year is 95%.

### **Wellness Credits**

Looking to lead a healthier lifestyle? Try Wellbeats and/or Omada! Both are a FREE benefit if you are enrolled in the district's health insurance. Click on the below links to learn more

- **[Wellbeats](#)**
- **[Omada](#)**

**EXPENDITURE TOTALS**

	<b>FY 2021 Budget (ADP)</b>	<b>**Monthly Expenditures</b>	<b>Year-to-Date Expenditures</b>	<b>Remaining Balance</b>
General Fund (1)	56,618,740	4,171,486	6,757,227	49,861,513
Food Service Fund (2)	2,453,693	100,088	224,300	2,229,393
Community Service Fund (4)	2,757,156	177,418	355,740	2,401,416
Building Construction Fund (6)	8,006,710	1,378,883	4,054,482	3,952,228
Debt Service Fund (7)	3,872,963	0	339,325	3,533,638
Student Activities Fund (10)	350,000	1,472	3,945	346,055
Deferred Accounts- Donations/Misc Fund (11)	750,930	41,900	96,717	654,213
Scholarships Fund (12)	95,000	4,000	6,000	89,000
<b>Totals</b>	<b>\$74,905,192</b>	<b>\$5,875,248</b>	<b>\$11,837,736</b>	<b>\$63,067,456</b>

\*\* Monthly expenditures include payroll, finance and encumbrances.

\*\* Some payments are coded to revenue codes and are not included in above monthly expenditures.

**TRANSFERS**

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
9/1/2020	MSDLAF General	MSDLAF Health Self Funded	1,706.62	Health Insurance
9/3/2020	MSDLAF General	MSDLAF AP	51,879.27	Accounts Payable
9/4/2020	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
9/4/2020	MSDLAF General	MSDLAF Payroll	1,349,922.49	Payroll
9/4/2020	MSDLAF General	MSDLAF Flex	8,964.74	Payroll
9/8/2020	MSDLAF General	MSDLAF Payroll	1,514.22	Payroll
9/10/2020	MSDLAF General	MSDLAF Payroll	7,572.40	Payroll
9/11/2020	MSDLAF Flex	MSDLAF General	28,394.85	Payroll
9/11/2020	MSDLAF General	MSDLAF AP	121,988.00	Accounts Payable
9/14/2020	MSDLAF General	Vermillion Bank	632.64	Local Receipts
9/14/2020	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
9/15/2020	MSDLAF General	MSDLAF AP	161,455.12	Accounts Payable
9/18/2020	MSDLAF General	MSDLAF AP	57,066.64	Accounts Payable
9/18/2020	MSDLAF General	MSDLAF Flex	8,961.86	Payroll
9/18/2020	MSDLAF General	MSDLAF Payroll	1,445,799.47	Payroll
9/21/2020	MSDLAF Bond ProceedsMAX	MSDLAF Bond Proceeds	2,000,000.00	Exchange
9/21/2020	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
9/21/2020	MSDLAF General	MSDLAF Payroll	5,852.66	Payroll
9/28/2020	MSDLAF General	MSDLAF AP	47,451.35	Accounts Payable
9/30/2020	MSDLAF General	MSDLAF Health Self Funded	597,127.96	Health Insurance
9/30/2020	MSDLAF General	MSDLAF Dental Self Funded	54,008.13	Dental Insurance
9/30/2020	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
9/30/2020	MSDLAF General	MSDLAF Bond Proceeds	274,913.00	Accounts Payable
9/30/2020	MSDLAF Bond Proceeds	MSDLAF Bond ProceedsMAX	2,000,000.00	Exchange
9/30/2020	MSDLAF General	MSDLAF Scholarship	13,626.00	Local Receipts
9/30/2020	MSDLAF General	MSDLAF AP	230,652.63	Accounts Payable
			<b>\$8,594,490.05</b>	

**PAYROLL DISBURSEMENTS**

Checks & Direct Deposits	9/1/2020	9/30/2020	1,618,493	Pay dates 9/4 and 9/18
Liability Checks & Wires	9/1/2020	9/30/2020	1,191,752	Bd. Share \$358,763
<b>Total</b>			<b>\$2,810,245</b>	

**FINANCE DISBURSEMENTS**

Checks & Wires	9/1/2020	9/30/2020	673,248
<b>Total</b>			<b>\$673,248</b>

**SELF-FUNDED INSURANCE**

	<b>Revenue YTD</b>	<b>Expenses YTD</b>	<b>YTD Balance</b>
Dental	160,258	202,141	(\$41,883)
Health	1,744,740	2,395,537	(\$650,797)

**INDEPENDENT SCHOOL DISTRICT NO. 200**  
**Hastings High School and Middle School**  
 Extra Curricular Student Activity Accounts  
 Statement of Receipts and Disbursements  
 Year ended June 30, 2021  
 Current Statement as of 9/30/2020

<b>Course Code</b>	<b>Activity Account</b>	<b>Balance 7/1/2020</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Subtotal (Less Interest)</b>	<b>Interest Earned</b>	<b>Balance 6/30/2021</b>
600	Alpine Ski Team	3.79	0.00	0.00	3.79	0.0094	<b>3.80</b>
601	Art Club	646.11	0.00	0.00	646.11	1.6099	<b>647.72</b>
602	Band	3,488.81	334.50	0.00	3,823.31	9.3388	<b>3,832.65</b>
604	Baseball	6,207.31	0.00	0.00	6,207.31	15.4668	<b>6,222.78</b>
605	Basketball - Boys	552.87	0.00	0.00	552.87	1.3776	<b>554.25</b>
609	Choir Tour	536.35	0.00	0.00	536.35	1.3364	<b>537.69</b>
610	Cross Country Running	3.34	0.00	0.00	3.34	0.0083	<b>3.35</b>
612	Culinary Club	979.74	0.00	0.00	979.74	2.4412	<b>982.18</b>
613	Fellowship Christian Athletes (FCA)	641.80	0.00	0.00	641.80	1.5992	<b>643.40</b>
614	Football	4,814.12	0.00	0.00	4,814.12	11.9953	<b>4,826.11</b>
615	Gymnastics	3,504.85	0.00	0.00	3,504.85	8.7330	<b>3,513.59</b>
616	French Honor Society (FHS)	1,754.87	0.00	0.00	1,754.87	4.3726	<b>1,759.24</b>
619	Golf - Boys	4,412.63	0.00	0.00	4,412.63	10.9950	<b>4,423.62</b>
624	Golf - Girls	4,049.34	0.00	0.00	4,049.34	10.0897	<b>4,059.43</b>
622	Marching Band	24,262.82	9,868.52	3,681.34	30,450.00	73.6327	<b>30,523.63</b>
<b>675</b>	<b>INTEREST EARNED</b>	<b>0.00</b>	<b>347.42</b>	<b>0.00</b>	<b>347.42</b>	<b>-</b>	<b>0.00</b>
623	National Honor Society (NHS)	2,475.06	0.00	0.00	2,475.06	6.1671	<b>2,481.23</b>
625	Nordic Skiing	4,224.34	0.00	0.00	4,224.34	10.5258	<b>4,234.87</b>
627	Outdoor Club	406.30	0.00	0.00	406.30	1.0124	<b>407.31</b>
618	Peer Helpers	250.39	0.00	0.00	250.39	0.6239	<b>251.02</b>
628	Prism	7.99	0.00	0.00	7.99	0.0199	<b>8.01</b>
631	Raiders Digest	137.27	0.00	0.00	137.27	0.3420	<b>137.61</b>
632	Show Choir	1,981.11	0.00	0.00	1,981.11	4.9363	<b>1,986.05</b>
643	Soccer - Boys	263.59	3,334.84	0.00	3,598.43	7.0486	<b>3,605.48</b>
644	Soccer - Girls	329.14	0.00	219.98	109.16	0.3563	<b>109.52</b>
647	Spanish Club	11,957.41	0.00	0.00	11,957.41	29.7943	<b>11,987.21</b>
650	Student Council	20,377.24	0.00	0.00	20,377.24	50.7740	<b>20,428.01</b>
651	Swimming - Girls	226.39	0.00	0.00	226.39	0.5641	<b>226.95</b>
652	Tennis - Boys	2,584.16	0.00	0.00	2,584.16	6.4390	<b>2,590.60</b>
653	Tennis - Girls	107.62	0.00	0.00	107.62	0.2682	<b>107.89</b>
655	Thespians	578.92	0.00	0.00	578.92	1.4425	<b>580.36</b>
656	Track - Boys	8,969.52	0.00	0.00	8,969.52	22.3494	<b>8,991.87</b>
654	Ultimate Frisbee (NEW 20-21)	671.52	0.00	0.00	671.52	1.6732	<b>673.20</b>
658	Volleyball	521.03	0.00	0.00	521.03	1.2983	<b>522.33</b>
659	Wrestling	8,865.61	0.00	0.00	8,865.61	22.0904	<b>8,887.70</b>
664	Middle School Speech	269.58	0.00	0.00	269.58	0.6717	<b>270.25</b>
665	Middle School Yearbook	2,696.59	0.00	0.00	2,696.59	6.7191	<b>2,703.31</b>
666	Middle School Student Council	7,806.25	0.00	80.00	7,726.25	19.2975	<b>7,745.55</b>
		<b>131,565.80</b>	<b>13,885.28</b>	<b>3,981.32</b>	<b>141,469.76</b>	<b>347.4200</b>	<b>141,469.76</b>

INDEPENDENT SCHOOL DISTRICT NO. 200  
HASTINGS, MINNESOTA  
TREASURER'S REPORT TO SCHOOL BOARD

September 2020 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	0.00	0.00	0.00	0.00
BOND FUND - 06	10,396,074.41	0.00	2,350,848.92	8,045,225.49
SCHOLARSHIP FUND - 12	10,000.00	0.00	0.00	10,000.00
DENTAL SELF FUNDED - 20	248,000.00	0.00	0.00	248,000.00
HEALTH SELF FUNDED - 21	1,000,000.00	0.00	0.00	1,000,000.00
<b>TOTALS</b>	11,654,074.41	0.00	2,350,848.92	<u><u>9,303,225.49</u></u>

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Certificates of Deposit - MSDLAF - General	0.00	0.00	0.00
Term - MSDLAF - General	0.00	0.00	0.00
Term - MSDLAF - Bond	0.00	0.00	0.00
Managed Account - MSDLAF - Bond	8,045,225.49	0.00	8,045,225.49
Scholarship CD	10,000.00	0.00	10,000.00
Certificates of Deposit - MSDLAF - Dental	248,000.00	0.00	248,000.00
Term - MSDLAF - Health	1,000,000.00	0.00	1,000,000.00
<b>TREASURER'S BALANCE</b>	9,303,225.49	0.00	<u><u>9,303,225.49</u></u>

INDEPENDENT SCHOOL DISTRICT NO. 200  
HASTINGS, MINNESOTA  
TREASURER'S REPORT TO SCHOOL BOARD

September 2020 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	29,685,058.22	4,287,553.47	(4,111,601.32)	29,861,010.37
FOOD SERVICE FUND - 02	668,796.51	94,218.98	(98,991.05)	664,024.44
COMMUNITY ED - 04	873,819.75	110,146.93	(174,979.14)	808,987.54
BUILDING CONSTRUCTION - 06	7,571,412.38	627.87	997,159.03	8,569,199.28
DEBT REDEMPTION - 07	13,830,559.46	23,530.13	217,666.73	14,071,756.32
STUDENT ACTIVITY FUND -10	135,441.99	7,950.90	(2,723.13)	140,669.76
DEFERRED ACCOUNTS - 11	678,017.41	44,049.62	(26,163.43)	695,903.60
SCHOLARSHIP - 12	202,529.10	13,645.49	(4,000.00)	212,174.59
TRUST - 18	111,241.50	0.00	164.14	111,405.64
DENTAL SELF FUNDED - 20	537,317.36	37.61	6,692.18	544,047.15
HEALTH SELF FUNDED -21	3,521,620.10	7,957.44	101,222.17	3,630,799.71
OPEB PERA/CE TRUST - 45	3,747,889.35	0.00	(6,336.64)	3,741,552.71
<b>TOTALS</b>	<b>61,563,703.13</b>	<b>4,589,718.44</b>	<b>(3,101,890.46)</b>	<b>63,051,531.11</b>

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Merchants Bank	75,671.35	0.00	0.00	35.01	75,706.36
MSDLAF AP	332,095.95	(281,029.01)	0.00	0.00	51,066.94
MSDLAF Payroll	116,374.01	(16,369.06)	0.00	0.00	100,004.95
MSDLAF Scholarship	216,174.59	(4,000.00)	0.00	0.00	212,174.59
MSDLAF General	35,561,416.62	0.00	11,756.15	0.00	35,573,172.77
MSDLAF Flex	37,044.53	0.00	0.00	0.00	37,044.53
MSDLAF Dental Self Funded	544,047.15	0.00	0.00	0.00	544,047.15
MSDLAF Health Self Funded	3,646,318.16	0.00	0.00	(2,400.00)	3,643,918.16
MSDLAF Bond Proceeds	8,570,749.28	(1,550.00)	0.00	0.00	8,569,199.28
Vermillion Bank	138,851.34	(1,145.00)	0.00	0.00	137,706.34
MidAmerica - CE Trust	111,405.64	0.00	0.00	0.00	111,405.64
OPEB PERA/CE Trust Account	3,875,453.43	0.00	0.00	0.00	3,875,453.43
US Bank Escrow	10,120,630.97	0.00	0.00	0.00	10,120,630.97
<b>TREASURER'S BALANCE</b>	<b>63,346,233.02</b>	<b>(304,093.07)</b>	<b>11,756.15</b>	<b>(2,364.99)</b>	<b>63,051,531.11</b>

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount	
													Date		
0200	MB	P103MB	91947		Wire	1	10229	MERCHANTS BANK FEES	No	Yes	No	USD	09/18/2020	6.49	
													Bank Total:	\$6.49	
0200	USAP		91583		Wire	1	6190	R2	EDUCATORS BENEFIT CONSULTANTS	Yes	Yes	Yes	USD	09/11/2020	(461.63)
0200	USAP	P10302	91816		Wire	1	9557		BMO HARRIS BANK NA	No	Yes	No	USD	09/11/2020	7,225.89
0200	USAP	P10315	91847		Wire	1	10920		AFFINETY - MERCH BANK FEES (WIRE)	No	Yes	No	USD	09/15/2020	1,646.04
0200	USAP	P10315	91848		Wire	1	6190	R2	EDUCATORS BENEFIT CONSULTANTS	No	No	No	USD	09/15/2020	461.63
0200	USAP	P10315	91849		Wire	1	9935		ELEYO FEES	No	Yes	No	USD	09/15/2020	2,137.27
0200	USAP	P10304	91965		Wire	1	3167		MSDLAF BANK FEES	No	Yes	No	USD	09/25/2020	112.01
0200	USAP	P10330	92000		Wire	1	9860		MINNESOTA STATE RETIREMENT SYST	No	No	No	USD	09/30/2020	2,787.60
0200	USAP	P01202	90932	822505	Check	1	10562	R52	PATRICIA JOHNSON	Yes	Yes	Yes	USD	09/11/2020	(106.90)
0200	USAP	P10301	91800	823135	Check	1	7295		CENTURYLINK	Yes	Yes	No	USD	09/03/2020	164.10
0200	USAP	P10301	91797	823136	Check	1	3055		CONTINENTAL CLAY COMPANY	Yes	Yes	No	USD	09/03/2020	418.83
0200	USAP	P10301	91801	823137	Check	1	8840		DEFINITIVE TECHNOLOGY SOLUTIONS	Yes	Yes	No	USD	09/03/2020	2.37
0200	USAP	P10301	91791	823138	Check	1	1482		GRAINGER, W.W..	Yes	Yes	No	USD	09/03/2020	4,708.08
0200	USAP	P10301	91805	823139	Check	1	1664		INTERMEDIATE DIST 287	Yes	Yes	No	USD	09/03/2020	28,488.54
0200	USAP	P10301	91806	823140	Check	1	1665		INTERMEDIATE SCHOOL DIST 917	Yes	Yes	No	USD	09/03/2020	7,450.28
0200	USAP	P10301	91799	823141	Check	1	6786		KOEHLER & DRAMM	Yes	Yes	No	USD	09/03/2020	148.01
0200	USAP	P10301	91787	823142	Check	1	10573		KOLPIN, AMANDA	Yes	Yes	No	USD	09/03/2020	59.00
0200	USAP	P10301	91789	823143	Check	1	10895	R3	KRISTINA VIKTORA-CROKE	Yes	Yes	No	USD	09/03/2020	71.15
0200	USAP	P10301	91790	823144	Check	1	10927		MCDOWELL, ROBERT	Yes	Yes	No	USD	09/03/2020	59.44
0200	USAP	P10301	91792	823145	Check	1	1942		MENARDS	Yes	Yes	No	USD	09/03/2020	843.09
0200	USAP	P10301	91788	823146	Check	1	10794		SAFE FOOD TRAINING	Yes	Yes	No	USD	09/03/2020	300.00
0200	USAP	P10301	91803	823147	Check	1	9479	r1	SAF-GARD SAFETY SHOE CO	Yes	Yes	No	USD	09/03/2020	132.98
0200	USAP	P10301	91793	823148	Check	1	2330		SANDKAMP, GREGORY	Yes	Yes	No	USD	09/03/2020	114.31
0200	USAP	P10301	91798	823149	Check	1	4449		SEUBERT, JENNIFER	Yes	No	No	USD	09/03/2020	157.44
0200	USAP	P10301	91802	823150	Check	1	9414		SITEONE LANDSCAPE SUPPLY LLC	Yes	Yes	No	USD	09/03/2020	109.60
0200	USAP	P10301	91794	823151	Check	1	2500		SUPREME SCHOOL SUPPLY CO	Yes	Yes	No	USD	09/03/2020	145.72
0200	USAP	P10301	91795	823152	Check	1	2544		THRUSH, LAURIE	Yes	Yes	No	USD	09/03/2020	11.46
0200	USAP	P10301	91796	823153	Check	1	2569		U.S. TOY CO./CONSTRUCTIVE PLAY	Yes	Yes	No	USD	09/03/2020	244.87
0200	USAP	P10301	91804	823154	Check	1	9961		VALLEY ATHLETICS	Yes	Yes	No	USD	09/03/2020	8,250.00
0200	USAP	P10302	91826	823155	Check	1	10895	R6	AMANDA GREGOR	Yes	Yes	No	USD	09/11/2020	57.20
0200	USAP	P10302	91819	823156	Check	1	1086	R1	ARROW BUILDING CENTER	Yes	Yes	No	USD	09/11/2020	115.84
0200	USAP	P10302	91824	823157	Check	1	10895	R4	AYSHA DEWITT	Yes	No	No	USD	09/11/2020	184.60
0200	USAP	P10302	91814	823158	Check	1	1235		CITY OF HASTINGS	Yes	Yes	No	USD	09/11/2020	14,989.88
0200	USAP	P10302	91829	823159	Check	1	1286		CUB FOODS	Yes	No	No	USD	09/11/2020	26.36
0200	USAP	P10302	91842	823160	Check	1	6745		CULLIGAN OF STILLWATER	Yes	Yes	No	USD	09/11/2020	519.30
0200	USAP	P10302	91822	823161	Check	1	10893	R14	DAKOTA CO FINANCIAL SERVICE	Yes	No	No	USD	09/11/2020	90.00
0200	USAP	P10302	91844	823162	Check	1	8840		DEFINITIVE TECHNOLOGY SOLUTIONS	Yes	Yes	No	USD	09/11/2020	0.63

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount	
													Date		
0200	USAP	P10302	91828	823163	Check	1	10913	R1	EDGENUITY INC.	Yes	Yes	No	USD	09/11/2020	44,000.00
0200	USAP	P10302	91841	823164	Check	1	6190	R2	EDUCATORS BENEFIT CONSULTANTS	Yes	Yes	No	USD	09/11/2020	461.63
0200	USAP	P10302	91821	823165	Check	1	10893	R13	ERNA TAYLOR	Yes	Yes	No	USD	09/11/2020	45.00
0200	USAP	P10302	91838	823166	Check	1	5479		ESTR PUBLICATIONS	Yes	Yes	No	USD	09/11/2020	214.00
0200	USAP	P10302	91845	823167	Check	1	9084		HD SUPPLY FACILITIES MAINTENANCE	Yes	Yes	No	USD	09/11/2020	975.07
0200	USAP	P10302	91843	823168	Check	1	7721	R2	INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	09/11/2020	350.55
0200	USAP	P10302	91815	823169	Check	1	1665		INTERMEDIATE SCHOOL DIST 917	Yes	Yes	No	USD	09/11/2020	2,164.56
0200	USAP	P10302	91825	823170	Check	1	10895	R5	JEAN BAUER	Yes	Yes	No	USD	09/11/2020	18.50
0200	USAP	P10302	91817	823171	Check	1	10552		LEE, CODY	Yes	Yes	No	USD	09/11/2020	225.00
0200	USAP	P10302	91837	823172	Check	1	3072		MCAULIFFE PETTY CASH ACCOUNT	Yes	Yes	No	USD	09/11/2020	500.00
0200	USAP	P10302	91818	823173	Check	1	10562	R52	PATRICIA JOHNSON	Yes	Yes	No	USD	09/11/2020	106.90
0200	USAP	P10302	91836	823174	Check	1	3070		PINECREST PETTY CASH ACCOUNT	Yes	Yes	No	USD	09/11/2020	500.00
0200	USAP	P10302	91830	823175	Check	1	2231		PRO ED	Yes	Yes	No	USD	09/11/2020	415.80
0200	USAP	P10302	91835	823176	Check	1	2819		REPUBLIC SERVICES #923	Yes	Yes	No	USD	09/11/2020	9,669.07
0200	USAP	P10302	91831	823177	Check	1	2350	R1	SCHOLASTIC INC.	Yes	Yes	No	USD	09/11/2020	909.50
0200	USAP	P10302	91832	823178	Check	1	2352		SCHOOL HEALTH CORPORATION	Yes	Yes	No	USD	09/11/2020	956.68
0200	USAP	P10302	91820	823179	Check	1	10893	R12	TARA KOCHENDORFER	Yes	Yes	No	USD	09/11/2020	50.00
0200	USAP	P10302	91833	823180	Check	1	2546		THYSSENKRUPP ELEVATOR	Yes	Yes	No	USD	09/11/2020	689.78
0200	USAP	P10302	91823	823181	Check	1	10893	R15	TONY OR PHYLLIS REILLY	Yes	Yes	No	USD	09/11/2020	45.00
0200	USAP	P10302	91839	823182	Check	1	5557	R1	ULINE SHIPPING SUPPLIES	Yes	Yes	No	USD	09/11/2020	126.84
0200	USAP	P10302	91827	823183	Check	1	10895	R7	VANESSA HORSCH	Yes	Yes	No	USD	09/11/2020	167.60
0200	USAP	P10302	91840	823184	Check	1	6076		WERNER, DEANNA	Yes	No	No	USD	09/11/2020	297.63
0200	USAP	P10302	91834	823185	Check	1	2677		XCEL ENERGY	Yes	Yes	No	USD	09/11/2020	36,795.51
0200	USAP	P10315	91850	823186	Check	1	1012		ACCLAIM SERVICES, INC	Yes	Yes	No	USD	09/15/2020	1,345.00
0200	USAP	P10315	91852	823187	Check	1	10500	R2	ALBIN ACQUISITION CORP	Yes	Yes	No	USD	09/15/2020	50.00
0200	USAP	P10315	91854	823188	Check	1	10630		ALL STRINGS ATTACHED	Yes	Yes	No	USD	09/15/2020	376.00
0200	USAP	P10315	91901	823189	Check	1	7110		APPLE EDUCATION INC	Yes	Yes	No	USD	09/15/2020	24,263.00
0200	USAP	P10315	91858	823190	Check	1	10919	R1	ARVIG	Yes	Yes	No	USD	09/15/2020	1,205.95
0200	USAP	P10315	91859	823191	Check	1	1156		BIX PRODUCE COMPANY LLC	Yes	No	No	USD	09/15/2020	875.79
0200	USAP	P10315	91891	823192	Check	1	4426		BLICK ART MATERIALS	Yes	Yes	No	USD	09/15/2020	373.38
0200	USAP	P10315	91905	823193	Check	1	8681		CANVAS HEALTH	Yes	Yes	No	USD	09/15/2020	3,709.56
0200	USAP	P10315	91860	823194	Check	1	1214		CDW GOVERNMENT	Yes	Yes	No	USD	09/15/2020	829.98
0200	USAP	P10315	91903	823195	Check	1	7911		CENTURYLINK	Yes	Yes	No	USD	09/15/2020	89.40
0200	USAP	P10315	91907	823196	Check	1	9128		CESO TRANSPORTATION LLC	Yes	Yes	No	USD	09/15/2020	86.43
0200	USAP	P10315	91861	823197	Check	1	1235		CITY OF HASTINGS	Yes	Yes	No	USD	09/15/2020	2,204.09
0200	USAP	P10315	91862	823198	Check	1	1235		CITY OF HASTINGS	Yes	Yes	No	USD	09/15/2020	2,833.34
0200	USAP	P10315	91863	823199	Check	1	1250		COMCAST	Yes	Yes	No	USD	09/15/2020	110.42
0200	USAP	P10315	91864	823200	Check	1	1257		COMPUTER INTEGRATION TECHNOLO	Yes	Yes	No	USD	09/15/2020	37.00
0200	USAP	P10315	91911	823201	Check	1	9999		CORNERSTONE ON THE VERMILLION	Yes	No	No	USD	09/15/2020	175.00

## HASTINGS PUBLIC SCHOOLS

### Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0200	USAP	P10315	91886	823202	Check	1 3399	R1	DALCO	Yes	Yes	No	USD	09/15/2020	4,233.43
0200	USAP	P10315	91906	823203	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	Yes	Yes	No	USD	09/15/2020	281.29
0200	USAP	P10315	91884	823204	Check	1 3191	R1	FASTENAL COMPANY INC	Yes	Yes	No	USD	09/15/2020	983.31
0200	USAP	P10315	91888	823205	Check	1 3921		FOLLETT SCHOOL SOLUTIONS INC	Yes	Yes	No	USD	09/15/2020	10,995.01
0200	USAP	P10315	91892	823206	Check	1 4842	R1	GOODIN CO	Yes	Yes	No	USD	09/15/2020	818.17
0200	USAP	P10315	91865	823207	Check	1 1482		GRAINGER, W.W..	Yes	Yes	No	USD	09/15/2020	391.87
0200	USAP	P10315	91882	823208	Check	1 3030		GROTH MUSIC	Yes	Yes	No	USD	09/15/2020	952.49
0200	USAP	P10315	91868	823209	Check	1 1845		HORIZON COMMERCIAL POOL SUPPLY	Yes	Yes	No	USD	09/15/2020	201.21
0200	USAP	P10315	91894	823210	Check	1 5254		HORIZON SOFTWARE INTERNATIONAL	Yes	Yes	No	USD	09/15/2020	5,319.57
0200	USAP	P10315	91902	823211	Check	1 7721	R2	INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	09/15/2020	2,367.68
0200	USAP	P10315	91866	823212	Check	1 1679	R1	J.W. PEPPER & SON INC	Yes	Yes	No	USD	09/15/2020	7.98
0200	USAP	P10315	91867	823213	Check	1 1688		JEFF'S PIANO SERVICE	Yes	No	No	USD	09/15/2020	500.00
0200	USAP	P10315	91899	823214	Check	1 5828		JIM CARLSON LEASING CO.	Yes	Yes	No	USD	09/15/2020	600.00
0200	USAP	P10315	91883	823215	Check	1 3071		KENNEDY PETTY CASH ACCOUNT	Yes	Yes	No	USD	09/15/2020	500.00
0200	USAP	P10315	91900	823216	Check	1 6786		KOEHLER & DRAMM	Yes	Yes	No	USD	09/15/2020	114.50
0200	USAP	P10315	91909	823217	Check	1 9914	R1	LEARN BY DOING INC	Yes	Yes	No	USD	09/15/2020	1,200.00
0200	USAP	P10315	91875	823218	Check	1 2256	R1	LEARNING A-Z	Yes	Yes	No	USD	09/15/2020	2,254.92
0200	USAP	P10315	91869	823219	Check	1 1876		MALLOY, MONTAGUE, KARNOWSKI,	Yes	Yes	No	USD	09/15/2020	1,315.00
0200	USAP	P10315	91890	823220	Check	1 4314		MASPA	Yes	Yes	No	USD	09/15/2020	250.00
0200	USAP	P10315	91871	823221	Check	1 1942		MENARDS	Yes	Yes	No	USD	09/15/2020	1,100.61
0200	USAP	P10315	91856	823222	Check	1 10887	R1	MN OCCUPATIONAL HEALTH - LOCKBC	Yes	Yes	No	USD	09/15/2020	372.00
0200	USAP	P10315	91897	823223	Check	1 5528		MSC INDUSTRIAL SUPPLY INC	Yes	Yes	No	USD	09/15/2020	967.16
0200	USAP	P10315	91872	823224	Check	1 2055		NASCO	Yes	Yes	No	USD	09/15/2020	888.60
0200	USAP	P10315	91873	823225	Check	1 2105		NORTHWEST GRAPHIC SUPPLY	Yes	Yes	No	USD	09/15/2020	239.75
0200	USAP	P10315	91895	823226	Check	1 5339		NWEA	Yes	Yes	No	USD	09/15/2020	17,187.50
0200	USAP	P10315	91870	823227	Check	1 1882		OFFICE OF MN IT SERVICES	Yes	Yes	No	USD	09/15/2020	173.90
0200	USAP	P10315	91855	823228	Check	1 10811	R1	ONSITE APPAREL LLC	Yes	Yes	No	USD	09/15/2020	56.00
0200	USAP	P10315	91910	823229	Check	1 9966	R1	PC PARTS PLUS LLC	Yes	Yes	No	USD	09/15/2020	149.97
0200	USAP	P10315	91851	823230	Check	1 10394		PLAINVIEW MILK PRODUCTS CO-OP	Yes	Yes	No	USD	09/15/2020	1,635.28
0200	USAP	P10315	91874	823231	Check	1 2221		PRAXAIR DISTRIBUTION INC.	Yes	Yes	No	USD	09/15/2020	33.83
0200	USAP	P10315	91880	823232	Check	1 2552		PUSH PEDAL PULL	Yes	Yes	No	USD	09/15/2020	7,737.00
0200	USAP	P10315	91893	823233	Check	1 5123		RED BALLOON BOOKSHOP	Yes	Yes	No	USD	09/15/2020	2,246.25
0200	USAP	P10315	91904	823234	Check	1 8633		RUPP ANDERSON SQUIRES & WALDSF	Yes	Yes	No	USD	09/15/2020	2,306.67
0200	USAP	P10315	91876	823235	Check	1 2341		SCHINDLER ELEVATOR CORP.	Yes	Yes	No	USD	09/15/2020	1,676.27
0200	USAP	P10315	91853	823236	Check	1 10535		SEESAW	Yes	No	No	USD	09/15/2020	450.00
0200	USAP	P10315	91887	823237	Check	1 3570		SNA	Yes	Yes	No	USD	09/15/2020	182.50
0200	USAP	P10315	91857	823238	Check	1 10908	R1	SPHERO INC	Yes	Yes	No	USD	09/15/2020	5,966.51
0200	USAP	P10315	91877	823239	Check	1 2449	R1	ST. PAUL PIONEER PRESS	Yes	Yes	No	USD	09/15/2020	209.84
0200	USAP	P10315	91878	823240	Check	1 2461		STATE CHEMICAL SOLUTIONS	Yes	Yes	No	USD	09/15/2020	479.05

## HASTINGS PUBLIC SCHOOLS

### Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0200	USAP	P10315	91896	823241	Check	1 5445	R1	SUMMIT FIRE PROTECTION INC.	Yes	Yes	No	USD	09/15/2020	195.00
0200	USAP	P10315	91879	823242	Check	1 2548	R1	T-MOBILE	Yes	Yes	No	USD	09/15/2020	9,600.00
0200	USAP	P10315	91881	823243	Check	1 2559		TRIO SUPPLY	Yes	Yes	No	USD	09/15/2020	5,758.65
0200	USAP	P10315	91898	823244	Check	1 5557	R1	ULINE SHIPPING SUPPLIES	Yes	Yes	No	USD	09/15/2020	11,992.89
0200	USAP	P10315	91908	823245	Check	1 9280		UNITED PROMOTIONS	Yes	Yes	No	USD	09/15/2020	252.65
0200	USAP	P10315	91885	823246	Check	1 3277		UPPER LAKES FOODS, INC	Yes	Yes	No	USD	09/15/2020	12,520.38
0200	USAP	P10315	91889	823247	Check	1 3997		WAGNER CONST. OF HAMPTON INC	Yes	Yes	No	USD	09/15/2020	3,300.00
0200	USAP	p10303	91940	823248	Check	1 3753		AFFINITY SOLUTIONS INC	Yes	Yes	No	USD	09/18/2020	75.00
0200	USAP	p10303	91942	823249	Check	1 7110		APPLE EDUCATION INC	Yes	Yes	No	USD	09/18/2020	299.00
0200	USAP	p10303	91943	823250	Check	1 7665	R1	ARC DOCUMENT SOLUTIONS LLC	Yes	Yes	No	USD	09/18/2020	1,876.50
0200	USAP	p10303	91931	823251	Check	1 1156		BIX PRODUCE COMPANY LLC	Yes	Yes	No	USD	09/18/2020	3,706.49
0200	USAP	p10303	91932	823252	Check	1 1214		CDW GOVERNMENT	Yes	Yes	No	USD	09/18/2020	404.99
0200	USAP	p10303	91933	823253	Check	1 1257		COMPUTER INTEGRATION TECHNOLO	Yes	Yes	No	USD	09/18/2020	2,108.50
0200	USAP	p10303	91939	823254	Check	1 3399	R1	DALCO	Yes	Yes	No	USD	09/18/2020	2,634.68
0200	USAP	p10303	91945	823255	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	Yes	Yes	No	USD	09/18/2020	8.37
0200	USAP	p10303	91929	823256	Check	1 10410		FINKEN WATER SOLUTIONS	Yes	Yes	No	USD	09/18/2020	24.27
0200	USAP	p10303	91934	823257	Check	1 1482		GRAINGER, W.W..	Yes	Yes	No	USD	09/18/2020	543.00
0200	USAP	p10303	91944	823258	Check	1 7721	R2	INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	09/18/2020	5,440.10
0200	USAP	p10303	91935	823259	Check	1 1660		INSTITUTE FOR ENVIRONMENTAL ASS	Yes	Yes	No	USD	09/18/2020	365.94
0200	USAP	p10303	91936	823260	Check	1 1977		MINNESOTA COACHES INC	Yes	Yes	No	USD	09/18/2020	2,493.13
0200	USAP	p10303	91930	823261	Check	1 10923		NPARALLEL LLC	Yes	Yes	No	USD	09/18/2020	36,627.00
0200	USAP	p10303	91937	823262	Check	1 2146		ORKIN PEST CONTROL INC.	Yes	Yes	No	USD	09/18/2020	387.25
0200	USAP	p10303	91938	823263	Check	1 2387		SHERWIN WILLIAMS CO	Yes	No	No	USD	09/18/2020	29.10
0200	USAP	p10303	91941	823264	Check	1 4252	R1	VIKING ELECTRIC SUPPLY INC	Yes	Yes	No	USD	09/18/2020	43.32
0200	USAP	P10304	91993	823265	Check	1 8940		ANDERSON, SARAH	Yes	No	No	USD	09/25/2020	58.31
0200	USAP	P10304	91982	823266	Check	1 3155		BEHNKE, RON	Yes	No	No	USD	09/25/2020	44.74
0200	USAP	P10304	91985	823267	Check	1 5226		BJORKLUND COMPENSATION CONSUL	Yes	No	No	USD	09/25/2020	435.00
0200	USAP	P10304	91988	823268	Check	1 6687		CLARK, DAVID	Yes	No	No	USD	09/25/2020	107.66
0200	USAP	P10304	91971	823269	Check	1 1257		COMPUTER INTEGRATION TECHNOLO	Yes	Yes	No	USD	09/25/2020	220.00
0200	USAP	P10304	91972	823270	Check	1 1286		CUB FOODS	Yes	No	No	USD	09/25/2020	33.85
0200	USAP	P10304	91984	823271	Check	1 3399	R1	DALCO	Yes	Yes	No	USD	09/25/2020	212.96
0200	USAP	P10304	91992	823272	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	Yes	No	No	USD	09/25/2020	170.11
0200	USAP	P10304	91969	823273	Check	1 10860		DEPARTMENT OF TRANSPORTATION	Yes	No	No	USD	09/25/2020	743.00
0200	USAP	P10304	91991	823274	Check	1 8638	R1	BIMBO BAKERIES USA	Yes	Yes	Yes	USD	09/25/2020	172.70
0200	USAP	P10304	91991	823274	Check	1 8638	R1	BIMBO BAKERIES USA	Yes	Yes	Yes	USD	09/30/2020	(172.70)
0200	USAP	P10304	91973	823275	Check	1 1374		EMILY'S BAKERY & DELI INC	Yes	No	No	USD	09/25/2020	439.00
0200	USAP	P10304	91983	823276	Check	1 3191	R1	FASTENAL COMPANY INC	Yes	No	No	USD	09/25/2020	177.87
0200	USAP	P10304	91989	823277	Check	1 7322	R1	FERGUSON ENTERPRISES INC # 1657	Yes	No	No	USD	09/25/2020	217.07
0200	USAP	P10304	91970	823278	Check	1 10939		GANDRUD, JILL	Yes	No	No	USD	09/25/2020	133.92

## HASTINGS PUBLIC SCHOOLS

### Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0200	USAP	P10304	91974	823279	Check	1 1536		HASTINGS MIDDLE SCHOOL	Yes	Yes	No	USD	09/25/2020	300.00
0200	USAP	P10304	91994	823280	Check	1 9147	R1	HEARTLAND BUSINESS SYSTEMS	Yes	No	No	USD	09/25/2020	6,729.31
0200	USAP	P10304	91995	823281	Check	1 9329		HOMETOWN ACE HARDWARE	Yes	No	No	USD	09/25/2020	458.74
0200	USAP	P10304	91975	823282	Check	1 1645		IND. SCHOOL DIST 621	Yes	No	No	USD	09/25/2020	1,931.51
0200	USAP	P10304	91990	823283	Check	1 7721	R2	INNOVATIVE OFFICE SOLUTIONS	Yes	Yes	No	USD	09/25/2020	320.14
0200	USAP	P10304	91996	823284	Check	1 9459	R1	KONICA MINOLTA	Yes	No	No	USD	09/25/2020	3,896.96
0200	USAP	P10304	91968	823285	Check	1 10827		LOCKDOWN MAGNETS	Yes	No	No	USD	09/25/2020	32.50
0200	USAP	P10304	91976	823286	Check	1 1919	R01	MCGRAW HILL	Yes	No	No	USD	09/25/2020	195.30
0200	USAP	P10304	91967	823287	Check	1 10600		MCNAMARA, BRIENNA	Yes	No	No	USD	09/25/2020	724.00
0200	USAP	P10304	91981	823288	Check	1 2704	R2	SCHOLASTIC MAGAZINES	Yes	No	No	USD	09/25/2020	137.23
0200	USAP	P10304	91977	823289	Check	1 2387		SHERWIN WILLIAMS CO	Yes	No	No	USD	09/25/2020	114.96
0200	USAP	P10304	91978	823290	Check	1 2449	R1	ST. PAUL PIONEER PRESS	Yes	No	No	USD	09/25/2020	48.16
0200	USAP	P10304	91966	823291	Check	1 10270		SWANK MOVIE LICENSING USA	Yes	No	No	USD	09/25/2020	3,247.00
0200	USAP	P10304	91987	823292	Check	1 5650	R1	SYNCHRONY BANK/AMAZON	Yes	No	No	USD	09/25/2020	25,238.76
0200	USAP	P10304	91979	823293	Check	1 2519		TEAM SPORTING GOODS	Yes	No	No	USD	09/25/2020	355.57
0200	USAP	P10304	91980	823294	Check	1 2548	R1	T-MOBILE	Yes	No	No	USD	09/25/2020	270.39
0200	USAP	P10304	91986	823295	Check	1 5557	R1	ULINE SHIPPING SUPPLIES	Yes	No	No	USD	09/25/2020	175.86
0200	USAP	P10330	92011	823296	Check	1 1060		AMIDON, MICHAEL	Yes	No	No	USD	09/30/2020	75.00
0200	USAP	P10330	92082	823297	Check	1 9472		ANTHEM SPORTS LLC	Yes	No	No	USD	09/30/2020	2,269.73
0200	USAP	P10330	92066	823298	Check	1 7110		APPLE EDUCATION INC	Yes	No	No	USD	09/30/2020	890.00
0200	USAP	P10330	92001	823299	Check	1 10109		ARTS ALOFT, LLC	Yes	No	No	USD	09/30/2020	90.00
0200	USAP	P10330	92003	823300	Check	1 10143	R1	AVID CENTER	Yes	No	No	USD	09/30/2020	38,250.00
0200	USAP	P10330	92012	823301	Check	1 10622	R1	BARKLEY, NICHOLAS	Yes	No	No	USD	09/30/2020	69.00
0200	USAP	P10330	92014	823302	Check	1 10641		BAYCOM INC	Yes	No	No	USD	09/30/2020	11,490.00
0200	USAP	P10330	92074	823303	Check	1 8057		BFG SUPPLY CO	Yes	No	No	USD	09/30/2020	195.61
0200	USAP	P10330	92027	823304	Check	1 10946	R1	BIMBO BAKERIES USA	Yes	No	No	USD	09/30/2020	271.70
0200	USAP	P10330	92028	823305	Check	1 1156		BIX PRODUCE COMPANY LLC	Yes	No	No	USD	09/30/2020	2,450.02
0200	USAP	P10330	92024	823306	Check	1 10943		BRANDT, JULIANA	Yes	No	No	USD	09/30/2020	119.63
0200	USAP	P10330	92023	823307	Check	1 10941		BRENNY, NOAH	Yes	No	No	USD	09/30/2020	55.00
0200	USAP	P10330	92029	823308	Check	1 1214		CDW GOVERNMENT	Yes	No	No	USD	09/30/2020	2,633.30
0200	USAP	P10330	92058	823309	Check	1 3748		CENTERPOINT ENERGY	Yes	No	No	USD	09/30/2020	2,733.72
0200	USAP	P10330	92068	823310	Check	1 7332		CENTURYLINK	Yes	No	No	USD	09/30/2020	3,493.24
0200	USAP	P10330	92004	823311	Check	1 10250		CHARCHENKO, BRADLEY	Yes	No	No	USD	09/30/2020	125.00
0200	USAP	P10330	92052	823312	Check	1 3055		CONTINENTAL CLAY COMPANY	Yes	No	No	USD	09/30/2020	42.00
0200	USAP	P10330	92030	823313	Check	1 1281		CRISIS PREVENTION INSTITUTE	Yes	No	No	USD	09/30/2020	150.00
0200	USAP	P10330	92031	823314	Check	1 1299		DAKOTA COUNTY PROPERTY TAXATIO	Yes	No	No	USD	09/30/2020	316.00
0200	USAP	P10330	92055	823315	Check	1 3399	R1	DALCO	Yes	No	No	USD	09/30/2020	2,623.86
0200	USAP	P10330	92078	823316	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	Yes	No	No	USD	09/30/2020	528.99
0200	USAP	P10330	92013	823317	Check	1 10628		ECCO MIDWEST INC	Yes	No	No	USD	09/30/2020	400.00

## HASTINGS PUBLIC SCHOOLS

### Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0200	USAP	P10330	92064	823318	Check	1 6808		ECKROTH MUSIC	Yes	No	No	USD	09/30/2020	741.30
0200	USAP	P10330	92019	823319	Check	1 10932		EDELSTEIN, JOSH	Yes	No	No	USD	09/30/2020	138.00
0200	USAP	P10330	92018	823320	Check	1 10931		EDGAR, MATTHEW	Yes	No	No	USD	09/30/2020	69.00
0200	USAP	P10330	92016	823321	Check	1 10913	R1	EDGENUITY INC.	Yes	No	No	USD	09/30/2020	3,100.00
0200	USAP	P10330	92071	823322	Check	1 7691		ERICKSON, ANGELA	Yes	No	No	USD	09/30/2020	153.93
0200	USAP	P10330	92067	823323	Check	1 7322	R1	FERGUSON ENTERPRISES INC # 1657	Yes	No	No	USD	09/30/2020	220.79
0200	USAP	P10330	92005	823324	Check	1 10531		FIELDTURF USA INC	Yes	No	No	USD	09/30/2020	44,094.42
0200	USAP	P10330	92076	823325	Check	1 8718		FOOD SERVICE PETTY CASH ACCOUN	Yes	No	No	USD	09/30/2020	47.00
0200	USAP	P10330	92073	823326	Check	1 7892		FOOT, WILLIAM	Yes	No	No	USD	09/30/2020	375.00
0200	USAP	P10330	92021	823327	Check	1 10934	R1	FRANZ REPROGRAPHICS INC	Yes	No	No	USD	09/30/2020	170.00
0200	USAP	P10330	92081	823328	Check	1 9092		GAROFOLLO, JOEL DENIS	Yes	No	No	USD	09/30/2020	467.50
0200	USAP	P10330	92085	823329	Check	1 9863	R2	GENUINE PARTS COMPANY	Yes	No	No	USD	09/30/2020	18.99
0200	USAP	P10330	92032	823330	Check	1 1482		GRAINGER, W.W..	Yes	No	No	USD	09/30/2020	1,016.76
0200	USAP	P10330	92033	823331	Check	1 1483		GRAPHIC DESIGN INC	Yes	No	No	USD	09/30/2020	214.00
0200	USAP	P10330	92051	823332	Check	1 3030		GROTH MUSIC	Yes	No	No	USD	09/30/2020	403.84
0200	USAP	P10330	92034	823333	Check	1 1508		HANSON, ANNETTE	Yes	No	No	USD	09/30/2020	171.20
0200	USAP	P10330	92035	823334	Check	1 1582		HILLYARD INC-MINNEAPOLIS	Yes	No	No	USD	09/30/2020	1,039.17
0200	USAP	P10330	92008	823335	Check	1 10592		HOVEN, MARTY	Yes	No	No	USD	09/30/2020	300.00
0200	USAP	P10330	92080	823336	Check	1 8942		HUNT, MARYELLEN	Yes	No	No	USD	09/30/2020	103.33
0200	USAP	P10330	92057	823337	Check	1 3584		INFOPRO LEGAL RESOURCES INC	Yes	No	No	USD	09/30/2020	1,903.50
0200	USAP	P10330	92072	823338	Check	1 7721	R2	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	09/30/2020	1,202.80
0200	USAP	P10330	92062	823339	Check	1 6741		IVY GARTH SEEDS & PLANTS INC	Yes	No	No	USD	09/30/2020	388.42
0200	USAP	P10330	92015	823340	Check	1 10901	R1	JAMF SOFTWARE, LLC	Yes	No	No	USD	09/30/2020	1,650.00
0200	USAP	P10330	92063	823341	Check	1 6786		KOEHLER & DRAMM	Yes	No	No	USD	09/30/2020	747.51
0200	USAP	P10330	92084	823342	Check	1 9776	R1	LOFFLER COMPANIES	Yes	No	No	USD	09/30/2020	550.00
0200	USAP	P10330	92009	823343	Check	1 10597		MARIER, DANIEL	Yes	No	No	USD	09/30/2020	125.00
0200	USAP	P10330	92037	823344	Check	1 1942		MENARDS	Yes	No	No	USD	09/30/2020	468.36
0200	USAP	P10330	92020	823345	Check	1 10933		MEULEMANS, RYAN	Yes	No	No	USD	09/30/2020	250.00
0200	USAP	P10330	92038	823346	Check	1 1967	R1	MINITEX	Yes	No	No	USD	09/30/2020	1,244.00
0200	USAP	P10330	92039	823347	Check	1 1977		MINNESOTA COACHES INC	Yes	No	No	USD	09/30/2020	48,041.94
0200	USAP	P10330	92065	823348	Check	1 6981		MINNESOTA FFA	Yes	No	No	USD	09/30/2020	125.00
0200	USAP	P10330	92079	823349	Check	1 8876		MINUTEMAN PRESS	Yes	No	No	USD	09/30/2020	112.60
0200	USAP	P10330	92040	823350	Check	1 2055		NASCO	Yes	No	No	USD	09/30/2020	164.76
0200	USAP	P10330	92025	823351	Check	1 10944		NATHAN, JENNIFER	Yes	No	No	USD	09/30/2020	225.67
0200	USAP	P10330	92036	823352	Check	1 1882		OFFICE OF MN IT SERVICES	Yes	No	No	USD	09/30/2020	157.07
0200	USAP	P10330	92044	823353	Check	1 2477		PHOENIX SCHOOL COUNSELING	Yes	No	No	USD	09/30/2020	3,422.16
0200	USAP	P10330	92007	823354	Check	1 10576	R1	RIVERSIDE INSIGHTS	Yes	No	No	USD	09/30/2020	1,732.50
0200	USAP	P10330	92010	823355	Check	1 10599		SANCHEZ, YANDER	Yes	No	No	USD	09/30/2020	55.00
0200	USAP	P10330	92050	823356	Check	1 2704	R2	SCHOLASTIC MAGAZINES	Yes	No	No	USD	09/30/2020	521.95

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0200	USAP	P10330	92041	823357	Check	1	2387	SHERWIN WILLIAMS CO	Yes	No	No	USD	09/30/2020	256.48
0200	USAP	P10330	92056	823358	Check	1	3570	SNA	Yes	No	No	USD	09/30/2020	267.50
0200	USAP	P10330	92077	823359	Check	1	8776	STAARS PROGRAM PETTY CASH FUNI	Yes	No	No	USD	09/30/2020	100.00
0200	USAP	P10330	92042	823360	Check	1	2465	STATE SUPPLY CO INC	Yes	No	No	USD	09/30/2020	369.77
0200	USAP	P10330	92059	823361	Check	1	4405	R1 STEP SAVER INC	Yes	No	No	USD	09/30/2020	397.97
0200	USAP	P10330	92043	823362	Check	1	2476	STERNAU & ASSOCIATES	Yes	No	No	USD	09/30/2020	2,323.17
0200	USAP	P10330	92075	823363	Check	1	8109	STRATEGIC STAFFING SOLUTIONS	Yes	No	No	USD	09/30/2020	12,291.50
0200	USAP	P10330	92045	823364	Check	1	2522	TERRY'S HARDWARE	Yes	No	No	USD	09/30/2020	2,569.25
0200	USAP	P10330	92054	823365	Check	1	3342	R1 TIERNEY BROTHERS INC	Yes	No	No	USD	09/30/2020	11.40
0200	USAP	P10330	92069	823366	Check	1	7351	TOAY, GRETCHEN	Yes	No	No	USD	09/30/2020	70.00
0200	USAP	P10330	92017	823367	Check	1	10930	TREADWAY, RACHEL	Yes	No	No	USD	09/30/2020	225.00
0200	USAP	P10330	92046	823368	Check	1	2558	R1 TRIARCO ARTS & CRAFTS	Yes	No	No	USD	09/30/2020	611.93
0200	USAP	P10330	92047	823369	Check	1	2559	TRIO SUPPLY	Yes	No	No	USD	09/30/2020	1,653.75
0200	USAP	P10330	92006	823370	Check	1	10570	R1 TYSON FOODS INC	Yes	No	No	USD	09/30/2020	1,058.88
0200	USAP	P10330	92060	823371	Check	1	5557	R1 ULINE SHIPPING SUPPLIES	Yes	No	No	USD	09/30/2020	301.84
0200	USAP	P10330	92048	823372	Check	1	2571	UNIQUE SOFTWARE CORPORATION	Yes	No	No	USD	09/30/2020	1,507.00
0200	USAP	P10330	92070	823373	Check	1	7490	UNIVERSITY LANGUAGE CTR INC	Yes	No	No	USD	09/30/2020	360.00
0200	USAP	P10330	92053	823374	Check	1	3277	UPPER LAKES FOODS, INC	Yes	No	No	USD	09/30/2020	16,952.24
0200	USAP	P10330	92002	823375	Check	1	10116	USA CLEAN INC	Yes	No	No	USD	09/30/2020	340.48
0200	USAP	P10330	92026	823376	Check	1	10945	VELLEUX, ARABELLA	Yes	No	No	USD	09/30/2020	110.00
0200	USAP	P10330	92049	823377	Check	1	2641	WESTERN PSYCHOLOGICAL SERVICE:	Yes	No	No	USD	09/30/2020	69.30
0200	USAP	P10330	92022	823378	Check	1	10936	YANG, BENJAMIN	Yes	No	No	USD	09/30/2020	69.00
0200	USAP	P10330	92061	823379	Check	1	6727	ZEH TEK INC	Yes	No	No	USD	09/30/2020	792.00
0200	USAP	P10330	92083	823380	Check	1	9543	ZWART, BENJAMIN	Yes	No	No	USD	09/30/2020	125.00
0200	USAP	P10302	91846	1819376	Check	1	9096	GLAD, JASON	Yes	Yes	No	USD	09/11/2020	89.00

Bank Total: \$673,241.89

Report Total: \$673,248.38

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0200	USPR	P213P1	91807		Wire	1 1984		MINNESOTA DEPT. OF REVENUE	No	Yes	No	USD	09/10/2020	45,481.31
0200	USPR	P213P1	91808		Wire	1 2016		MN TRA	No	Yes	No	USD	09/10/2020	156,504.76
0200	USPR	P213P1	91809		Wire	1 2705		EFTPS - TAX PAYMENT	No	Yes	No	USD	09/10/2020	273,888.39
0200	USPR	P213P1	91810		Wire	1 6190	R2	EDUCATORS BENEFIT CONSULTANTS	No	Yes	No	USD	09/10/2020	72,630.29
0200	USPR	P213P1	91811		Wire	1 7771		MINNESOTA PERA (WIRE TRANSFER)	No	Yes	No	USD	09/10/2020	25,591.95
0200	USPR	P213P1	91813		Wire	1 3283		MINNESOTA DEPT. OF REVENUE	No	Yes	No	USD	09/10/2020	0.00
0200	USPR	P213P2	91948		Wire	1 10929		EDUCATORS BENEFIT CONSULTANTS	No	Yes	No	USD	09/21/2020	74,189.09
0200	USPR	P213P2	91949		Wire	1 1984		MINNESOTA DEPT. OF REVENUE	No	Yes	No	USD	09/21/2020	46,724.48
0200	USPR	P213P2	91950		Wire	1 2016		MN TRA	No	Yes	No	USD	09/21/2020	155,979.34
0200	USPR	P213P2	91951		Wire	1 2705		EFTPS - TAX PAYMENT	No	Yes	No	USD	09/21/2020	285,887.25
0200	USPR	P213P2	91952		Wire	1 3166		BREMER BANK FEES	No	Yes	No	USD	09/21/2020	250.60
0200	USPR	P213P2	91953		Wire	1 3283		MINNESOTA DEPT. OF REVENUE	No	Yes	No	USD	09/21/2020	75.00
0200	USPR	P213P2	91954		Wire	1 7771		MINNESOTA PERA (WIRE TRANSFER)	No	Yes	No	USD	09/21/2020	36,632.31
0200	USPR	P213P1	91812	105155	Check	1 9449	R1	WISCONSIN SUPPORT COLLECTIONS	Yes	No	No	USD	09/10/2020	47.50
0200	USPR	P213P2	91959	105156	Check	1 5234		EDUCATION MINNESOTA	Yes	No	No	USD	09/21/2020	26.00
0200	USPR	P213P2	91958	105157	Check	1 4539		HASTINGS PUBLIC SCHOOLS FOUNDA	Yes	No	No	USD	09/21/2020	1,345.50
0200	USPR	P213P2	91961	105158	Check	1 7384		HIGH SCHL FACULTY SCHOLARSHIP	Yes	No	No	USD	09/21/2020	126.00
0200	USPR	P213P2	91956	105159	Check	1 2002		MINNESOTA TEAMSTERS LOCAL 320	Yes	No	No	USD	09/21/2020	1,992.00
0200	USPR	P213P2	91957	105160	Check	1 2010		NCPERS GROUP LIFE INS -157410	Yes	No	No	USD	09/21/2020	64.00
0200	USPR	P213P2	91960	105161	Check	1 6780		SEIU LOCAL 284	Yes	No	No	USD	09/21/2020	415.87
0200	USPR	P213P2	91955	105162	Check	1 10169		STANDARD INSURANCE COMPANY	Yes	No	No	USD	09/21/2020	13,653.20
0200	USPR	P213P2	91962	105163	Check	1 8906		WINGS FINANCIAL CREDIT UNION	Yes	No	No	USD	09/21/2020	200.00
0200	USPR	P213P2	91963	105164	Check	1 9449	R1	WISCONSIN SUPPORT COLLECTIONS	Yes	No	No	USD	09/21/2020	47.50

Bank Total: \$1,191,752.34

Report Total: \$1,191,752.34

## HASTINGS PUBLIC SCHOOLS

### Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
0200	USBP	P103B1	91925	894	Check	1 7110		APPLE EDUCATION INC	Yes	Yes	No	USD	09/18/2020	194,350.00
0200	USBP	P103B1	91921	895	Check	1 1257		COMPUTER INTEGRATION TECHNOLO	Yes	Yes	No	USD	09/18/2020	1,509.25
0200	USBP	P103B1	91919	896	Check	1 10937		CONSTRUCTION RESULTS CORP	Yes	Yes	No	USD	09/18/2020	42,655.00
0200	USBP	P103B1	91918	897	Check	1 10506		CORVAL CONSTRUCTORS INC	Yes	Yes	No	USD	09/18/2020	777,463.80
0200	USBP	P103B1	91920	898	Check	1 10938		DERAU CONSTRUCTION LLC	Yes	Yes	No	USD	09/18/2020	553,584.00
0200	USBP	P103B1	91926	899	Check	1 9964		FIREFLY COMPUTERS LLC	Yes	Yes	No	USD	09/18/2020	39,600.00
0200	USBP	P103B1	91923	900	Check	1 3050		ROBINSON TRANSFER INC	Yes	No	No	USD	09/18/2020	1,550.00
0200	USBP	P103B1	91924	901	Check	1 3997		WAGNER CONST. OF HAMPTON INC	Yes	Yes	No	USD	09/18/2020	3,150.00
0200	USBP	P103B1	91922	902	Check	1 2663		WOLD ARCHITECTS AND ENGNRS INC	Yes	Yes	No	USD	09/18/2020	18,933.97

Bank Total: \$1,632,796.02

Report Total: \$1,632,796.02

## HASTINGS PUBLIC SCHOOLS

### Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
0200	ACTV	PS1031	91782		Wire	1 9557		BMO HARRIS BANK NA	No	Yes	No	USD	09/03/2020	327.30
0200	ACTV	PS1032	91999		Wire	1 9557		BMO HARRIS BANK NA	No	No	No	USD	09/29/2020	665.00
0200	ACTV	PS1031	91780	37855	Check	1 3133		ISD 200	Yes	Yes	No	USD	09/03/2020	450.00
0200	ACTV	PS1031	91781	37856	Check	1 6737		STUDENT ACTIVITIES PETTY CASH	Yes	Yes	No	USD	09/03/2020	800.00
0200	ACTV	PS1032	91997	37857	Check	1 1894		MASSP	Yes	No	No	USD	09/29/2020	80.00
0200	ACTV	PS1032	91998	37858	Check	1 8775		WENTZLER, BRANDY LYNN	Yes	No	No	USD	09/29/2020	400.00
Bank Total:													\$2,722.30	
Report Total:													\$2,722.30	

## HASTINGS PUBLIC SCHOOLS

### Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
0200	SCHP	P0311P	91783	304308	Check	1 10926		GAHNZ,NOELLE / UNIVERSITY OF ST T	Yes	No	No	USD	09/03/2020	2,000.00
0200	SCHP	P0312P	91964	304309	Check	1 10072		UTECHT, MOLLY / UNIVERSITY OF MINN	Yes	No	No	USD	09/24/2020	2,000.00
													Bank Total:	\$4,000.00
													Report Total:	\$4,000.00

**HASTINGS PUBLIC SCHOOLS**  
**Dental Self-Funded Summary**  
**Period Ending September 30, 2020**

Sequence: Crs, Org, Fd

										21ADP			% YTD	Remaining		
										Annual Budget	Period 202103	Year To Date	% YTD	Encumbrances	+ Enc	Balance
										Description						
R	20	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	20	000	000	000	092	000	422	000	Interest-Dental	(3,727.00)	(6.01)	(668.98)	18%	0.00	18%	(3,058.02)
R	20	000	000	000	095	000	422	000	Employer Share/Premiums	(524,028.00)	(40,361.99)	(118,522.27)	23%	0.00	23%	(405,505.73)
R	20	000	000	000	097	000	422	000	Employee Share/Premiums	(117,849.00)	(6,151.26)	(18,196.80)	15%	0.00	15%	(99,652.20)
R	20	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(92,838.00)	(7,494.88)	(22,869.81)	25%	0.00	25%	(69,968.19)
E	20	005	105	000	301	000	422	000	Other Fees	0.00	0.00	0.00	0%	0.00	0%	0.00
E	20	005	105	000	302	000	422	000	Claims-Dental	583,038.00	24,211.28	173,673.47	30%	0.00	30%	409,364.53
E	20	005	105	000	307	000	422	000	Dental Carrier TPA \$4.15	22,958.00	1,817.70	5,677.20	25%	0.00	25%	17,280.80
E	20	005	105	000	311	000	422	000	Consultant-CHS \$1.65	9,128.00	722.70	2,257.20	25%	0.00	25%	6,870.80
<b>000 Districtwide</b>										<b>(123,318.00)</b>	<b>(27,262.46)</b>	<b>21,350.01</b>	<b>(17%)</b>	<b>0.00</b>	<b>(17%)</b>	<b>(144,668.01)</b>
<b>Report Totals:</b>										<b>(123,318.00)</b>	<b>(27,262.46)</b>	<b>21,350.01</b>	<b>(17%)</b>	<b>0.00</b>	<b>(17%)</b>	<b>(144,668.01)</b>

## HASTINGS PUBLIC SCHOOLS

### Health Self-Funded Summary

#### Period Ending September 30, 2020

Sequence: Crs, Org, Fd

										21ADP				% YTD		
										Annual Budget	Period 202103	Year To Date	% YTD	Encumbrances	+ Enc	Remaining Balance
R	21	000	000	000	097	000	422	000	Employee Share/Premiums	(1,136,940.00)	(66,316.00)	(190,159.63)	17%	0.00	17%	(946,780.37)
R	21	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(370,781.00)	(31,602.89)	(95,607.59)	26%	0.00	26%	(275,173.41)
R	21	000	000	000	099	000	422	000	ER/Trust Share for Retirees	(72,313.00)	(6,264.18)	(19,561.04)	27%	0.00	27%	(52,751.96)
R	21	000	000	000	095	000	422	000	Employer Share/Premiums	(6,357,720.00)	(492,944.89)	(1,436,296.68)	23%	0.00	23%	(4,921,423.32)
R	21	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	21	000	000	000	092	000	422	000	Interest -Health	(41,290.00)	(248.63)	(3,115.16)	8%	0.00	8%	(38,174.84)
E	21	005	105	000	314	000	422	000	Springbuk Fee \$1/pm/pm	5,460.00	0.00	1,383.00	25%	0.00	25%	4,077.00
E	21	005	105	000	307	000	422	000	Health Carrier TPA	234,780.00	18,877.00	58,781.00	25%	0.00	25%	175,999.00
E	21	005	105	000	308	000	422	000	StopLoss	393,793.00	31,223.92	106,414.24	27%	0.00	27%	287,378.76
E	21	005	105	000	309	000	422	000	Fitness reimbursements	16,700.00	460.00	760.00	5%	0.00	5%	15,940.00
E	21	005	105	000	310	000	422	000	VEBA/Flex Further Fees \$4.5l	19,440.00	1,557.00	4,810.50	25%	0.00	25%	14,629.50
E	21	005	105	000	311	000	422	000	Consultant-OneDigital \$40,00l	40,000.00	0.00	20,000.00	50%	0.00	50%	20,000.00
E	21	005	105	000	312	000	422	000	DeepView Fees \$5.40/pm/pm	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	317	000	422	000	Network Fees	21,690.00	273.57	3,505.29	16%	0.00	16%	18,184.71
E	21	005	105	000	300	000	422	000	Pharmacy Rebates/Admin Fex	(114,660.00)	(7,708.81)	(26,541.17)	23%	0.00	23%	(88,118.83)
E	21	005	105	000	301	000	422	000	TrustPoint-Other Fees	450.00	0.00	0.00	0%	0.00	0%	450.00
E	21	005	105	000	302	000	422	000	Claims-Medical	6,387,318.00	332,191.10	1,221,884.37	19%	0.00	19%	5,165,433.63
E	21	005	105	000	305	000	422	000	Claims-Pharmacy/RX	1,127,174.00	60,098.13	266,236.97	24%	0.00	24%	860,937.03
<b>000 Districtwide</b>										<b>153,101.00</b>	<b>(160,404.68)</b>	<b>(87,505.90)</b>	<b>(57%)</b>	<b>0.00</b>	<b>(57%)</b>	<b>240,606.90</b>
R	21	000	000	000	094	326	422	000	Employer-VEBA Trust Rev	(678,000.00)	0.00	0.00	0%	0.00	0%	(678,000.00)
R	21	000	000	000	089	326	422	000	Employer-PCORI-ACA \$2.45	(2,756.00)	0.00	0.00	0%	0.00	0%	(2,756.00)
E	21	005	105	000	301	326	422	000	Employer-VEBA Trust Pmt.	678,000.00	49,600.00	732,600.00	108%	0.00	108%	(54,600.00)
E	21	005	105	000	313	326	422	000	Employer-PCORI- ACA \$2.45	2,756.00	0.00	2,800.35	102%	0.00	102%	(44.35)
<b>326 District Additional R/E</b>										<b>0.00</b>	<b>49,600.00</b>	<b>735,400.35</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(735,400.35)</b>
R	21	000	000	000	088	331	422	000	P1 Wellness Credit	(15,000.00)	0.00	0.00	0%	0.00	0%	(15,000.00)
E	21	005	105	000	366	331	422	000	Participation Fees Wellness	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	370	331	422	000	Rentals & Leases Wellness	5,000.00	404.40	1,213.20	24%	0.00	24%	3,786.80
E	21	005	105	000	401	331	422	000	Supplies Wellness	7,400.00	938.95	1,055.35	14%	0.00	14%	6,344.65
E	21	005	105	000	314	331	422	000	Consultant Expense Wellness	500.00	0.00	0.00	0%	0.00	0%	500.00
E	21	005	105	000	305	331	422	000	Consult/Fees For Svc	0.00	114.90	114.90	0%	0.00	0%	(114.90)
E	21	005	105	000	309	331	422	000	Wellbeats/JE Fitness Reimb.	2,100.00	166.82	519.46	25%	0.00	25%	1,580.54
<b>331 P1/Trig Wellness R/E</b>										<b>0.00</b>	<b>1,625.07</b>	<b>2,902.91</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(2,902.91)</b>
<b>Report Totals:</b>										<b>153,101.00</b>	<b>(109,179.61)</b>	<b>650,797.36</b>	<b>425%</b>	<b>0.00</b>	<b>425%</b>	<b>(497,696.36)</b>

## Personnel Information for Approval

### Employee Resignations/Retirements/Terminations

Effective Date	Name	Reason	Building/Position
09/24/2020	Tamara Plumer	Resignation	SpEd para
9/30/2020	Holly Wick	Resignation	SpEd para
04/05/2021	Timothy Hasty Bambenek	Retirement	Teacher
11/20/2020	Deanna Werner	Retirement	Coord. of District Srvcs

### Employee Leaves

Effective Date(s)	Name	Leave Type	Building/Position
09/28/2020 - 06/10/2020	Cheryl Niebur	Intermittent FMLA	Secretary/PEL
03/14/2021 - 06/07/2021	Megan Koerner	FMLA	Teacher/HHS
09/16/2020 - 12/04/2020	Angie McGinnis	FMLA	Early Childhood Program Coordinator/Tilden
12/6/2020 - 3/12/2021	Brooke Johnson	FMLA	Teacher/HMS
3/30/2021 - 6/4/2021	Kelsey Paulson	FMLA	Teacher/MEL
4/25/2021 - 06/04/2021	Elizabeth Reinders	FMLA	Teacher/MEL

### Employee Change in Contracted Time

Effective Date	Name	Current Contract Work Week Hours	New Flex Day Work Week Hours
9/16/2020	Rodney Risch	28.75	23

### Employee Change in Hours

Effective Date	Name	Current Hours	New Hours
9/21/2020	Jennifer Lindblom	6.25	5.75
9/21/2020	Emily Kendall	6.25	5.75
9/21/2020	Lindsay Samuelson	6.25	5.75

### Employment of the following individuals

Start Date	Name	Position/Building	Salary/Rate of Pay
9/24/2020	Aaron Ruikka	SpEd Para/MEL	\$16.23
10/05/2020	Tonia Humble	Asst. Director of Special Services/DO	\$105,000.00

9/24/2020	Dana Winkler	School Age Care Program Asst. /Tilden	\$14.34
9/25/2020	Jacob Hammer	Sub. Custodian/District Wide	\$17.04
10/8/2020	Marianne Hart	SEAS - Non Public Nurse	\$32.86
10/1/2020	Megan Miller	Director of Special Services/DO	\$125,000.00
10/13/2020	Kelly Hackbarth	Kids' Campus Asst. Staff/Tilden	\$14.34
7/16/2020	Brent Anderson	Maintenance Specialist/DO	\$22.05
08/14/2020	Phillip Druszczak	Maintenance Specialist/HMS	\$22.05
10/19/2020	Philip Ruble	SpEd Para/PEL	\$16.23
10/12/2020	Leah Sturgeon	SpEd Para/MEL	\$16.23
10/21/2020	Mikayla Domonkos	Non Contract Kids Campus Asst. /Tilden	\$14.34
10/21/2020	Celeste Greeder	Kids' Campus Asst. Staff/Tilden	\$14.34
9/30/2020	Patricia Hammer	Non Contract Kids Campus Asst.	\$14.34
9/25/2020	Holly Wick	Para Sub/District Wide	\$16.23
10/5/2020	Susan Halfen	SpEd Para./PEL	\$16.23

**Approval of District 200 Donations****July-September 2020**

<u>Date</u>	<u>Building</u>	<u>Description</u>	<u>Amount</u>
7/2/20	Community Ed	Spark Donation	\$250.00
7/7/20	Community Ed	Disabilities Program - 2nd Qtr. 2020	\$375.00
	Community Ed	Youth STEAM - 2nd Qtr. 2020	\$375.00
			<hr/>
			\$750.00
7/28/20	High School	High School Faculty Scholarship	\$100.00
7/28/20	High School	Special Services	\$26.00
7/30/20	High School	Talking Tables	\$1,795.08
	High School	Free Voluntary Reading	\$370.00
	Middle School	STEAM Rolling in 7th Grade	\$5,967.00
	Middle School	Middle School Robots	\$1,635.00
	Kennedy	Let's Boogie Into Learning	\$9,175.00
			<hr/>
			\$18,942.08
8/6/20	High School	Girls Soccer Uniforms	\$1,707.60
8/18/20	Community Ed	Spark Donation	\$300.00
8/18/20	High School	Wells Fargo Community Support	\$140.00
8/21/20	Middle School	MS Choir Donation	\$400.00
8/26/20	High School	High School Faculty Scholarship	\$100.00
8/26/20	Kennedy	School supplies, field trips, fees	\$500.00
9/1/20	District Wide	Angel Fund	\$1,000.00
9/2/20	High School	Mpls Foundation Apple Autos Scholarship	\$2,500.00
9/2/20	High School	Ricky Berg Memorial Scholarship	\$2,000.00
9/3/20	High School	Muriel Scholarship Foundation	\$5,000.00
9/9/20	High School	Change to Chill	\$500.00
9/11/20	District Wide	COVID Donation	\$2,500.00
9/14/20	High School	Bahls Family Scholarship	\$4,000.00
9/14/20	High School	Soccer Backstop	\$1,572.27

9/15/20	High School	Boys Soccer	\$1,403.40
9/17/20	High School	Special Services	\$12.00
9/21/20	Pinecrest	Classroom Party	\$680.00
9/22/20	High School	High School Faculty Scholarship	\$126.00
9/22/20	Pinecrest	Classroom Party	\$440.00
9/23/20	McAuliffe	Coca Cola Give Donation	\$39.69
9/23/20	McAuliffe	Classroom Party	\$1,130.00
9/23/20	Kennedy	Classroom Party	\$1,160.00
9/28/20	Kennedy	Classroom Party	\$470.00
9/29/20	District Wide	Lunch Acct Balance to Angel Fund	\$11.00
9/30/20	Kennedy	Classroom Party	\$100.00
9/30/20	District Wide	Interactive Read Alouds	\$25,000.00
9/30/20	McAuliffe	Classroom Party	\$150.00
		<b>Total First Quarter Donations</b>	<b><u><u>\$73,010.04</u></u></b>

---

8/19/20	District Wide	Storage containers for student masks	\$4,000.00
---------	---------------	--------------------------------------	------------



# HASTINGS PUBLIC SCHOOLS

## POSITION DESCRIPTION

**Job Title:** Director of Human Resources

**Classification Title:** Director of Human Resources

**Last Classification Review:**

**Exempt Status:** Exempt

**Department:** Human Resources

**Reports To:** Superintendent

### **Job Summary:**

Under the direction of the Superintendent, the Director of Human Resources plans, directs, develops and administers employee/labor relations and human resources functions for the District. This position has the responsibility for formulating, developing and overseeing District human resource programs, policies and services. It is responsible for directing the HR operations and related staff including labor relations activities, recruitment, staffing and retention, compensation/classification and benefits administration. The Director of Human Resources provides leadership in establishing a vision for the school district's human resources management, guides the development of strategic plans to accomplish this vision, and provides consultation, resource, and advice to administration and principals regarding difficult human resources or employee relation issues, problems or concerns.

Essential duties outlined below are intended as "representative" examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

### **Supervisory Responsibilities:**

**Direct Supervision:** Payroll Benefits Supervisor, HR/Payroll and Benefits Administrative Assistant

**Indirect Supervision:** None

### **Essential Duties and Responsibilities:**

Oversees all labor relations activities including contract bargaining and other labor relations issues related to terms and conditions of employment in collective bargaining agreements and District policies and procedures.

- a) Serves as the Chief Negotiator in contract negotiations and contract settlements.
- b) Resolves disputes and handles formal grievances. Represents the District in any labor/management meetings.
- c) Collaborates and works closely with legal representatives regarding such issues as petitions or filings with the Bureau of Mediation Services, or other legal issues.
- d) Prepares and presents recommendations to Superintendent or School Board.
- e) Collaborates with Superintendent to discuss bargaining strategies or bargaining goals and objectives.
- f) Researches, recommends and negotiates language changes, additions or deletions.
- g) Interprets and administers collective bargaining agreements with respect to grievances, wages, and other terms and conditions of employment negotiated in the agreements.
- h) Advises and explains personnel policies, laws and collective bargaining agreements to staff.

Supervises and monitors the activities of the department staff. Determines work activities, work priorities, provides guidance, and evaluates staff performance. Oversees and supervises the functions associated with payroll operations and maintenance of benefit programs.

Consults with, provides advice and makes recommendations to the Superintendent, district administrators and school officials concerning HR issues, policies, laws, or human resources issues. Advises managers concerning performance management and employee relation issues. Serves as the District's Human Rights Officer.

- a) Monitors and ensures all laws and District and HR policies are followed in implementing disciplinary or

termination actions.

- b) Drafts and presents Board agenda items for approval. Responds to Board questions, emails and calls regarding HR issues.
- c) Investigates all student, parent and employee concerns and grievances.
- d) Documents investigations, drafts disciplinary letters, and provides final written summary.
- e) Liaisons with legal representation, on all issues that could lead to employee suspension or termination.
- f) Provides direction to principals and directors on personnel issues.
- g) Researches, writes and/or updates HR policies or actions for Superintendent and Board approval.

Administers and/or oversees all benefit programs for the District.

- a) Coordinates open enrollment process including vendor presentations and the preparation of open enrollment employee booklets and forms explaining benefit plans and enrollment processes.
- b) Collaborates and works with outside consultants to ensure a comprehensive benefit package provisions, plan reviews, rates, and to select and to implement plans.
- c) Facilitates retirement planning for all employees, including severance payments and continuation of benefits for retired staff members.
- d) Coordinates new employee orientation and open enrollment activities.
- e) Determines when changes should be made in plan design and their implementation.
- f) Oversees the OSHA reporting and daily workers compensation reporting.
- g) Coordinates new hire enrollments, qualifying changes, COBRA, and retirement benefits.
- h) Negotiates and selects plan administrators. Coordinates reporting and monitors plan compliance.
- i) Coordinates the District's Wellness, Employee Assistance, and Recognition programs.
- j) Oversees unemployment reporting.

Administers the District's classification and compensation programs.

- a) Administers all union and non-represented compensation plans. Implements and administers salary changes, application of FLSA, FMLA, or any changes resulting from job evaluation, reclassification of employment changes impacting compensation or classification.
- b) Monitors and assures the proper interpretation and application of all contract provisions impacting wages and benefits.
- c) Verifies lane changes, steps, years of service or other information pertaining to salary adjustments.
- d) Tracks and/or monitors district-wide evaluation processes.
- e) Oversees the administration of pay equity reporting and compliance functions.
- f) Oversees the preparation of job descriptions, changes to job descriptions and job evaluation processes and procedures of the District.

Coordinates selection, recruitment, staffing and training for the District.

- a) Ensures appropriate staffing, training and development concerning recruitment, hiring, training, leave administration and termination.
- b) Responsible for hiring and recruitment software used by all administrative staff.
- c) Posts open positions placing new staff on the correct lane/step or hourly rate.
- d) Issues employment letters and contracts for new employees.
- e) Oversees New Employee Orientation.
- f) Collection of required employment documentation for hire, background check verification, and benefit enrollment.
- g) Ensures flow of information for Board agenda and to all necessary departments.
- h) Update and maintain staffing allocations for all employees groups.
- i) Secures consultants for recruitment services, if appropriate.
- j) Develops and implements management and all employee trainings including OSHA trainings, Van III, Bullying, Wellness, and general HR trainings.

Manages and administers the HR budget and expenses.

Performs other duties of a comparable level or type, as required.

## **Minimum Qualifications:**

Requires a minimum of a Bachelor's Degree in Public Human Resources, Personnel Administration, Industrial Relations, Public Administration, Business or closely related area and at least 5 years of progressively responsible human resources supervisory or managerial experience in developing, implementing and administering human resource and employee relation programs; and/or an equivalent combination of education and experience. Requires a valid driver's in the State of MN.

## **Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:**

- Principles, fundamentals, practices, and current trends of personnel administration.
- Principles and practices of position classification, compensation, labor relations, selection, placement, and recordkeeping.
- Laws, rules, regulations and guidelines pertaining to employee relations and human resource programs and activities (EEO/AA, FLSA, FMLA, STARS, ADA, Pay Equity Act, etc.) including K-12 MN statutes.
- HRIS systems, programs and general business productivity software (i.e. word processing and spreadsheet programs).
- District functions, organization, and general management objectives.
- Organizational development, communication, and organizational change issues.
- District administrative and operational policies and procedures.
- Knowledge of benefit plan administration issues, trends, types and applicable laws.
- Knowledge and use of business productivity software, HR systems, and financial systems.

## **Essential Skills Necessary To Perform The Work:**

- Planning and implementing employee relations and human resource programs, policies and procedures.
- Exercising leadership in the administration of District HR policies, procedures, rules, regulations and contracts.
- Establishing and maintaining effective working relationships with employees, administrators, school officials, and the public.
- Supervising, delegating, evaluating and directing the work activities of human resources support personnel.
- Evaluating and assessing the effectiveness of human resource programs/policies and operations and developing approaches to improve, centralize, and implement employee relations and human resource programs, goals and operations.
- Advising, counseling and guiding District management in personnel management issues, tools and techniques for dealing with employee relations, personnel management and human resource issues and concerns.
- Organizing, presenting and delivering complex content in an understandable and clear manner.
- Conflict resolution.
- Preparing statistical and required local, state, or federal reports required of human resources.
- Performance management principles and procedures.
- Interpreting, negotiating with and resolving labor relation and employee relation issues in the best interest of the District and its employees.
- Analyzing facts and exercising sound judgment in arriving at conclusions.
- Clearly and concisely expressing orally and in writing.
- Researching, negotiating and administering benefit programs and contracted services/providers.

## **Work Environment:**

This is an administrative position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.

**Physical Job Requirements:**

Employee is continuously required to sit, uses hands to finger, handle or feel, talk and hear; intermittently stands, reaches with hands and arms, walks. Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

---

**Department Head's Signature**

---

**Date**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

***Future Meetings***

<b>Date - Time</b>	<b>Description</b>	<b>Location</b>
11/4/2020 - 6:00 PM	School Board Work Session	Zoom
11/10/2020 - 2:00 PM	Policy Committee Meeting	Zoom
11/10/2020 - 6:00 PM	Budget Adjustment Work Session	Zoom
11/18/2020 - 6:00 PM	Regular Board Meeting	Zoom
11/24/2020 - 6:00 PM	Policy Committee Meeting	Zoom
12/2/2020 - 6:00 PM	Budget Adjustment Work Session (Opt.)	Zoom
12/8/2020 - 6:00 PM	Policy Committee Meeting	Zoom
12/9/2020 - 6:00 PM	Regular Board Meeting	Zoom
12/11/2020 - 9:00 AM	Facility Committee Meeting	Zoom
12/16/2020 - 3:30 PM	Insurance Committee Meeting	Zoom
2/17/2021 - 3:30 PM	Insurance Committee Meeting	Zoom