

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

Wednesday, December 9, 2020  
Regular Meeting  
Virtual-Zoom

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- I. **Call Meeting to Order**
  - a. Attendance
- II. **Motion to approve the agenda/table file**
  - a. Approval of the minutes from the November 18th, 2020 Regular Board Meeting
- III. **Recognition of visitors**
- IV. **Announcements and Recognitions**
  - a. Employees of the Semester
- V. **Items for Discussion**
  - a. First Reading
    - i. Policy 524 Internet Acceptable Use and Safety Policy
  - b. Second Reading
    - i. Policy 416 - Drug and Alcohol Testing
    - ii. Policy 417 - Chemical Use and Abuse
    - iii. Policy 432 - Hastings Employee Social Media
    - iv. Policy 536 - Gender Inclusion Policy
    - v. Policy 601 - School District Curriculum and Instruction Goals
    - vi. Policy 603 - Curriculum Development
    - vii. Policy 606 - Textbooks and Instructional Materials
    - viii. Policy 607 - Organization of Grade Levels
  - c. 2021 School Board Meeting Calendar
- VI. **Administrative Reports**
  - a. Superintendent
  - b. Student Enrollment
  - c. World's Best Workforce  
**Speaker(s):** Jenn Reichel
  - d. Truth in Taxation  
**Speaker(s):** Jen Seubert
  - e. Policy Committee
- VII. **Action Items**
  - a. Consent Agenda
    - i. Personnel Report
  - b. Items for Individual Action
    - i. 20-21 Revised Budget
    - ii. 21-22 Budget Adjustments
    - iii. 2020 Payable 2021 Levy
    - iv. Policies for Approval
      - 1. Policy 416
      - 2. Policy 432
      - 3. Policy 536
      - 4. Policy 601
      - 5. Policy 603
      - 6. Policy 606
      - 7. Policy 607
- VIII. **Future Meetings**

IX. **Adjournment**

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

A Regular Meeting of the School Board of Independent School District 200, Hastings, Minnesota, was held on wednesday, November 18th, 2020 via Zoom video conference.

The meeting was called to order by Kelsey Waits at 6:03 PM. The following members of the School Board were present: Brian Davis, Scott Gergen, Lisa Hedin, Stephanie Malm, Dave Pemble, Kelsey Waits, and Superintendent Robert McDowell. Members absent: Becky Beissel.

A motion to approve the agenda was made by Stephanie Malm and seconded by Scott Gergen. The vote was 6 ayes, and 0 nays, motion carried unanimously.

Becky Beissel arrived at the meeting at 6:07 PM. At that time a motion was made to approve the minutes from the October 28th, 2020 Regular Board Meeting was made by Stephanie Malm and seconded by Lisa Hedin. The vote was 7 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 then turned over to Superintendent McDowell who introduced Sandra Hisakuni. She informed the Board of the team of people who have worked together to create a volunteer reading program for EL students who are attending Hastings Public Schools in grades 5-12.

The Board then proceeded to listen to the OPEB presentation as well as the 2020 Hastings ISD 200 Audit report. Superintendent McDowell then presented the School Board with the updated budget adjustments. A motion to move all of the recommended non-class size budget reductions to an action item was made by Dave Pemble and seconded by Scott Gergen. The vote was 7 ayes, and 0 nays, motion carried unanimously.

The Board then reviewed the following policies for a first reading: 416 - Drug and Alcohol Testing, 417 - Chemical Use and Abuse, 432 - Hastings Employee use of Social Media, 601 - School District Curriculum and Instruction Goals, 603 - Curriculum Development, 606 - Textbooks and Instructional Materials, and 607 - Organization of Grade Levels.

After a second reading of Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction, a motion to move the policy to an action item for approval was made by Dave Pemble and seconded by Becky Beissel. The vote was 7 ayes, and 0 nays, motion carried unanimously.

After a second reading of Policy 516 - Student Medication, a motion to move to an action item for approval was made by Lisa Hedin and seconded by Dave Pemble. The vote was 7 ayes, and 0 nays, motion carried unanimously.

After a second reading of Policy 609 - Religion, a motion to move to an action item was made by Lisa Hedin and seconded by Becky Beissel. The vote was 7 ayes, and 0 nays, motion carried unanimously.

After a second reading of Policy 616 - School District System Accountability, a motion to move to an action item was made by Dave Pemble and seconded by Scott Gergen. The vote was 7 ayes, and 0 nays, motion carried unanimously.

With no further items to discuss, Superintendent McDowell gave his Superintendent report which covered the following topics: update on the move to Distance Learning, update on the Equity Action Planning team, and highlighting some steps the High School is taking regarding student mental health.

The time was turned over to Jen Seubert to present the Board with the bi-annual school fundraising report, the building construction fund project update, and the student enrollment report.

Stephanie Malm presented the Board with a summary of the Policy Committee's meeting reports.

The Board moved onto business items which began with a motion to approve the consent agenda which was made by Dave Pemble and seconded by Becky Beissel. The vote was 7 ayes, and 0 nays, motion carried unanimously.

Motion to set the actuarial determined contribution for the PERA Irrevocable Trust (Fund 45) per the liability study for 20-21 & 21-22 to:

Amortization Period-Average Future Service 14:  
Unassigned General FUnd 1 - \$1,065,567  
Food Service Fund 2 - #31,009  
Community Ed. Fund 4 - 36,735

This motion was made by Dave Pemble and seconded by Scott Gergen. The vote was 7 ayes, and 0 nays, motion carried unanimously.

Motion to set the actuarial determined contribution for the Pension/ASL Funds per the liability study for 20-21 & 21-22 to:

Amortization Period-Average Future Service 9:  
Committed Gen. 01-418-000 - \$146,211  
Restricted CE 02-464-418 - \$10,791  
Restricted CE 04-464-418 - \$2,349

This motion was made by Scott Gergen and seconded by Dave Pemble. The vote was 7 ayes, and 0 nays, motion carried unanimously.

A motion to accept the 2019-2020 Audit report was made by Stephanie Malm and seconded by Dave Pemble. The vote was 7 ayes, and 0 nays, motion carried unanimously.

A motion to approve the non-class size budget reduction options was made by Dave Pemble and seconded by Becky Beissel. The vote was 7 ayes, and 0 nays, motion carried unanimously.

A motion to approve Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction, a motion to move the policy to an action item for approval was made by Scott Gergen and seconded by Dave Pemble. The vote was 7 ayes, and 0 nays, motion carried unanimously.

A motion to approve Policy 516 - Student Medication was made by Stephanie Malm and seconded by Becky Beissel. The vote was 7 ayes, and 0 nays, motion carried unanimously.

A motion to approve Policy 609 - Religion was made by Lisa Hedin and seconded by Becky Beissel. The vote was 7 ayes, and 0 nays, motion carried unanimously.

A motion to approve Policy 616 - School District System Accountability was made by Dave Pemble and seconded by Lisa Hedin.

Motion to approve the changes made to the following policies:

- Policy 102 - Equal Educational Opportunity
- Policy 401 - Equal Employment Opportunity
- Policy 402 - Disability Nondiscrimination
- Policy 413 - Harassment and Violence
- Policy 521 - Student Disability Nondiscrimination
- Policy 522 - Student Sec Nondiscrimination
- Policy 528 - Student Parental, Family, and Marital Status Nondiscrimination
- Policy 604 - Inclusive Education Program
- Policy 722 - Public Data Requests

This motion was made by Scott Gergen and seconded by Dave Pemble. The vote was 7 ayes, and 0 nays, motion carried unanimously.

With no further business, a motion to adjourn the meeting was made by Dave Pemble and seconded by Scott Gergen. The vote was 7 ayes, and 0 nays, motion carried unanimously. The meeting was adjourned at 9:17 PM.



## **524 INTERNET ACCEPTABLE USE AND SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school



Public School District

district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

## V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.



6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
    - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
  - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," and "Reddit," and similar websites or applications.



7. ~~Users must keep all account information and passwords on file with the designated school district official.~~ Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate

**Commented [1]:** The one current exception to this is the ISD200-Sales group which is an email distribution list that employees can opt into or out of. It is an email distribution list that is maintained for staff to use to email other staff when they have something for sale or are looking for something. Some staff see it as a nice service as it is a way of buying and selling things. It is also used sometimes when people are looking for recommendations (ex: looking for names of local electricians).



school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## VI. FILTER

### ALTERNATIVE NO. 1

~~For a school district which does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under state law, Minn. Stat. § 125B.15.~~

Commented [2]: Is this needed?

~~All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~

~~[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]~~

### ALTERNATIVE NO. 2

~~Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.~~

Commented [3]: Needed?

- A. ~~All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.~~
- B. ~~All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.~~
- C. ~~Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.~~



**ALTERNATIVE NO. 3**

***School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.***

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
  2. Child pornography; or
  3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

Commented [4]: Needed?

Commented [5]: We receive e-rate funding so I believe we should use all of the text provided under "Alternative No. 3"



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E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

*[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]*

## VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

## IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper



Internet use, is the joint responsibility of students, parents, and employees of the school district.

- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. ~~The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee.~~ The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

#### X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

#### XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

**Commented [6]:** The internet use agreement is signed annually by K-8 students and parents. At the high school level, we eliminated the annually signing a couple of years ago. At the time, we decided that the information was all outlined in the student handbook which students/parents are expected to know and therefore the annual sign off wasn't needed. We'll either need to word the policy to reflect this or revert back to having the annual sign off for grades K-12.

**Commented [7]:** We do not currently have an Internet Use Agreement form for employees that I'm aware of. We would need to either add a form or remove this statement.

**Commented [8]:** Regarding "User Notification" in this section and in section XII, I don't believe this is happening so we may need to look more at this. Could the notification happen via email or by placing it in student handbooks? Or does it need to go home via a paper handout? Or maybe a link in the user access agreement that they sign that outlines all of the notification requirements.



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3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user, the



parent or guardian, and the supervising teacher prior to use by the student.

5. A statement that the school district's acceptable use policy is available for parental review.

### XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
*Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)  
*R.S. v. Minnawaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Kowalski v. Berkeley County Sch.*, 652 F.3d 565 (4<sup>th</sup> Cir. 2011)  
*Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal



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of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored  
Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside  
Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School  
District Property by Nonschool Persons)

*Policy Reviewed:*

*Policy Adopted:*

*Policy Revised:*



## **416 DRUG AND ALCOHOL TESTING**

### **I. PURPOSE**

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

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

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.



- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

### **III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**

#### **A. General Statement of Policy**

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

#### **B. Definitions**

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means a designated school



district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.

6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
10. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination

has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to

undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k)



admits to the collector or MRO that the driver adulterated or substituted the specimen; or (I) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

11. “Safety-sensitive functions” are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. “Screening Test Technician” (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. “Stand Down” means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.
14. “Substance Abuse Professional” (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

#### C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement



should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a



licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a



conditional offer of employment.

- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

## 2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.



- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as a random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific,



contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.

- c. Alcohol testing shall be administered within two (2) hours

following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.

- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as

directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.

- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would



test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.

- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to

and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

## I. Testing Procedures

### 1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.

- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period

of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.

- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results



are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.

- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
  - (1) The donor expressly declines the opportunity to discuss the test results;
  - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
  - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor



within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor’s inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver’s or driver applicant’s expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
  - a. The school district has first given the employee an opportunity to participate in, at the employee’s own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and



- b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
- c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

A testing laboratory for controlled substances certified by the Department of Health and Human Services – SAMHSA, will be used to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual’s test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

- 1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
- 2. The required records shall be retained for the following minimum periods:

Basic records 5 years

“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Collection records	2 years
Negative and cancelled drug tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite



“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP’s evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.

d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be



subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.

- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

#### IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.



- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.



5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the



drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."

4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).
5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:
  - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
  - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. "Reasonable suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. "Safety-sensitive position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol



### Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

#### 3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

### E. Reliability and Fairness Safeguards

#### 1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

#### 2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

#### 3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

#### 4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the



right to explain the results and to submit additional information.

- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.
- d. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

- 6. If an employee or job applicant has a positive test result on a confirmatory



test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
  - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of



the confirmatory test or requested confirmatory retest is negative.

5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;



3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-



affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

## V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the

policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

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

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 43A (State Personnel Management)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. § 152.32 (Protections for Registry Program Participation)  
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)  
Minn. Stat. § 221.031 (Motor Carrier Rules)  
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)  
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)  
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

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

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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## **417 CHEMICAL USE AND ABUSE**

### **I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

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

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district, as necessary.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

### **III. DEFINITIONS**

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental,



emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

- B. "Chemicals" includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### IV. STUDENTS

##### A. Instruction

- 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
- 2. Each school shall have age-appropriate and developmentally based activities that:
  - a. address the consequences of violence and the illegal use of drugs, as appropriate;
  - b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;



- f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
  - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
  - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
  - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
  - d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
  - e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and



illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
  - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:
  - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
  - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening,



assessment, and treatment planning; participation in support groups; or other appropriate measures.

3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
  - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information,



records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
  - a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and
  - b. develop a written procedure clarifying the notification process to be used by the chemical abuse pre assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

**V. EMPLOYEES**

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
  1. The dangers and health risks of chemical abuse in the workplace/school.
  2. The school district's drug-free workplace/drug-free school policy.
  3. Any available drug or alcohol counseling, treatment, rehabilitation, re-



entry, and/or assistance programs available to employees and/or students.

4. The penalties that may be imposed on employees for drug abuse violations.

- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 138.163 (Records Management Act)  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

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## 432 Employee Use of Online Social Media

### I. Purpose

District 200 recognizes the value and increasing role of online social media. The purpose of this regulation is to address the use of social media in the classroom and also to provide guidance to employees on the maintenance of professional ethics and boundaries when utilizing social media in their personal and professional lives.

### II. Definitions

- A. **Public online social media** are defined to include: Websites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other interactive social media generally available to the public on the Internet (e.g., Facebook, Twitter, LinkedIn, Flickr, YouTube,, etc.).
- B. **District-approved, password-protected online social media** are interactive media within the district's electronic technologies network or which the district has approved for educational use. The district has greater authority and responsibility to protect minors from inappropriate content and can limit public access within this forum.

### III. Classroom Use of Online Social Media

Teachers may elect to utilize district-approved, password-protected online social media in the classroom for purposes of instruction. Teachers may also elect to use public online social media in the classroom for purposes of instruction. Use of online social media in the classroom is subject to the following:

- A. When using either type of online social media in the classroom, teachers shall instruct students on the appropriate use of such sites as described in Policy 524 Acceptable Use, Each site must ensure that a signed, permission for Student Access to the Internet, is on file for each student using the Internet in the classroom.
- B. Teachers should use caution that private student data, as outlined in Policy 515 Protection and Privacy of Pupil Records, and work is not made public on public online social media sites without written permission.
- C. When utilizing either type of online social media in the classroom, teachers shall ensure compliance with any applicable terms of use of the online social media site.

### IV. Personal Use of Public Online Social Media By Employees



The decision to make personal use of public online social media is left to the discretion of each employee. District 200 does not affirmatively monitor employee use of public online social media; however, it may take appropriate responsive action when it becomes aware of, or suspects, conduct or communication on a public online social media site that adversely affects the workplace or violates applicable professional codes of ethics. Employees will be held responsible for their disclosure, whether purposeful or inadvertent, of confidential or private information, information that violates the privacy rights or other rights of a third party, or for the content of anything communicated by the employee on any online social media site. An employee who fails to comply with the guidance set forth in this regulation may be subject to disciplinary and other consequences, up to and including termination, subject to applicable collective bargaining agreements. For that reason, employees shall observe the following when using public online social media:

- A. Employees must consider their role as school personnel before posting or communicating content that is obscene, profane, vulgar, harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior or sexual harassment.
- B. Views expressed on a public online social media site are the employee's alone and do not necessarily reflect the views of District 200. Employees may not act as a spokesperson for the district or post comments as a representative of the district, except as authorized by the superintendent or the superintendent's designee.
- C. Employees may not disclose information on any public online social media site that is private, confidential or proprietary to District 200, its students, or employees or that is protected by data privacy laws or Policy 515, Protection and Privacy of Pupil Records.
- D. Employees may not use or post the District 200 or a school logo on any public online social media site without permission from the superintendent, the school principal, or designee.
- E. District 200 recognizes that student groups or members of the public may create public online social media representing students or groups within the district. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the district.
- F. Employees have responsibility for maintaining appropriate employee-student relationships at all times. This includes using professional judgment when necessary for the safety of students online and responding appropriately as a mandated reporter when applicable.



**V. Official School or District Public Online Social Media Sites**

District 200 and individual schools and departments may choose to establish an official presence on public online social media sites with prior administrative approval. When such a presence is established, an employee shall be designated as the website manager and log-in credentials must be shared with the website manager's supervisor and the school district's coordinator of technology. The website manager is responsible for keeping the website updated and monitoring the content on the website.

Sites may be linked from the school district or school's official District 200 homepage and must otherwise comply with applicable provisions for District Websites. The website manager is responsible for ensuring compliance with applicable records retention requirements.

*References:* Minnesota Administrative Rule 3512.5200, Code of Ethics For School Administrators  
Minnesota Administrative Rule 8700.7500, Code of Ethics For Minnesota Teachers  
47 U.S.C § 254 (h), Children's Internet Protection Act - Administrative Regulation  
Policy 524 Acceptable use of Internet  
Policy 515, Protection and Privacy of Pupil Records.

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## 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 Non-Binary” is an umbrella term for people who transcend commonly held concepts of gender through their own expressions and identities. Other terms for this include gender diverse, gender expansive, gender creative, gender nonconforming or genderqueer. Some non-binary people also identify as transgender. 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.

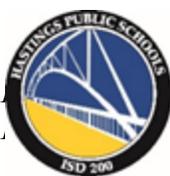


- F. Sex refers to a person's biology and is generally categorized as male, female, or intersex.
- G. Intersex refers to a combination of features that distinguish male and female anatomy.
- H. Transgender is an adjective describing persons whose gender identity or expression is different from that traditionally 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.
- E. Respect the safety and privacy of all students, pursuant to district policy 515 (Protection & Privacy of Pupil Records) and state and federal privacy laws.
- F. Ensure that all district policies, including but not limited to policies 102 Equal Education Opportunity, 413 Harassment and Violence, 514 Bullying Prohibition, 515 Protection & Privacy of Pupil Records, 522 Student Sex Nondiscrimination, 526 Hazing Prohibition, and 610 Field Trips apply to all students, regardless of their gender identity or gender expression.



#### IV. Reporting Procedures

A. Any person who believes there has been a violation of this policy shall report the alleged violation immediately to an appropriate school district official designated by this policy.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of a violation of this policy at the building level. Any person may report a violation directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. The building report taker shall ensure that this policy and its procedures, practices, consequences and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation.

#### *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  
Behavior  
~~505.00~~ Bullying Prohibition



*lic School District*

*Policy Reviewed:*

*Policy Adopted:*

*Policy Revised:*



## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

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

The policy of the school district is to establish the "World's Best Workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### **III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Resources" means the textbooks, online programs and supplementary materials used by educators to deliver the defined curriculum.
- E. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- F. "Performance measures" are measures to determine school district and school site progress in striving to create the World's Best Workforce and must include at least the following:
  - 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;



2. student performance on the Minnesota Comprehensive Assessments;
3. high school graduation rates; and
4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.

G. “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. LONG-TERM STRATEGIC PLAN**

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
  2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
  3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students’ access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;



4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.\* These skills include the following:
  - a. reading, writing, speaking, listening, and viewing in the English language;
  - b. mathematical and scientific concepts;
  - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
  - d. creative and critical thinking, decision making, and study skills;
  - e. work readiness skills;
  - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
  - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
  - b. bring many perspectives, including historical, to contemporary issues;
  - c. develop an appreciation and respect for democratic institutions;
  - d. communicate and relate effectively in languages and with cultures other than the student's own;



- e. practice stewardship of the land, natural resources, and environment;
    - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
  3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
  4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
    - a. establishing and achieving personal and career goals;
    - b. adapting to change;
    - c. leading a healthy and fulfilling life, both physically and mentally;
    - d. living a life that will contribute to the well-being of society;
    - e. becoming a self-directed learner;
    - f. exercising ethical behavior.
  5. Students will be given the opportunity to acquire human relations skills necessary to:
    - a. appreciate, understand, and accept human diversity and interdependence;
    - b. address human problems through team effort;
    - c. resolve conflicts with and among others;
    - d. function constructively within a family unit;
    - e. promote a multicultural, gender-fair, disability-sensitive society.
- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic



awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.
4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph
  - a. the report must include:
    - i. a summary of the district's efforts to screen for dyslexia;
    - ii. the number of students screened for that reporting year; and
    - iii. the number of students demonstrating characteristics of dyslexia for that year.
5. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:



- a. the student's reading proficiency as measured by a locally adopted assessment;
- b. reading-related services currently being provided to the student and the student's progress; and
- c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.
8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

***Legal References:*** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)



Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
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.147, Subd. 3 (Principals)  
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)

20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)  
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 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

*Policy Reviewed: 11.18.2020*

*Policy Adopted:*

*Policy Revised: 11.10.2020*



## **603 CURRICULUM DEVELOPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

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

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### **III. RESPONSIBILITY**

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
  - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
  - 2. Identify minimum objectives for each course and at each elementary grade level.
  - 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.



4. Provide a program for ongoing monitoring of student progress.
  5. Provide for specific, particular, and special needs of all members of the student community.
  6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
  7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
  8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minn. Stat. § 120B.12, Subd. 2.
- E. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.
- F. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

**Legal References:** Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)  
Minn. Rules Part 3500.0550 (Inclusive Educational Program)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)



Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
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 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 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)  
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

*Policy Reviewed: 11.18.2020*

*Policy Adopted:*

*Policy Revised: 11.10.2020*



## **606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

### **I. PURPOSE**

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

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

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

### **III. RESPONSIBILITY OF SELECTION**

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:
1. support the goals and objectives of the education programs;
  2. consider the needs, age, and maturity of students;
  3. foster respect and appreciation for cultural diversity and varied opinion;
  4. fit within the constraints of the school district budget;
  5. are in the English language. Another language may be used, pursuant to Minn. Stat. § 124D.61;
  6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited



government, the Bill of Rights, our free-market economic system, and patriotism; and

7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.

- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

#### **IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

#### **V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS**

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)  
Minn. Stat. § 120B.235 (American Heritage Education)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)



Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
Minn. Stat. § 124D.59-124D.61 (Limited English Proficiency)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

***Cross References:*** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)

*Policy Reviewed: 11/18/2020*

*Policy Adopted:*

*Policy Revised: 11/10/2020*



## 607 ORGANIZATION OF GRADE LEVELS

### I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

*Preschool: Any programming offered for students prior to kindergarten*  
*Elementary: Kindergarten through grade 4*

*Middle: Grades 5-8*

*High School: Grades 9-12*

*Transitional: Programming based on Individual Education Plan for students ages 18-21*

- B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.
- C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

### III. DEFINITIONS

- A. "Kindergarten" means a program designed for students five years of age on



lic School District

September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

- B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

**Legal References:** Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)  
Minn. Stat. § 120A.20, Subd. 4 (Verification of Age for Admission to Public School)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

**Cross References:**

*Policy Reviewed: 11.18.2020*

*Policy Adopted:*

*Policy Revised: 11.10.2020*





<b>Dates with Meeting Restrictions</b>		
January 1, 2021	New Year's Day	No school, no meetings
January 18, 2021	*Martin Luther King, Jr.'s Birthday Observed	No meetings
February 15, 2021	*Presidents' Day	No meetings
March 9, 2021	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 31, 2021	Memorial Day	No school, no meetings
July 4, 2021	Independence Day	No school, no meetings
August 10, 2021	Primary Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
September 6, 2021	Labor Day	No school, no meetings
October 11, 2021	**Columbus Day Observed (Optional Holiday)	No meetings unless board determines this is not a school district holiday
November 2, 2021	Election Day	No meetings or activities 6:00 p.m. – 8:00 p.m.
November 11, 2021	*Veterans Day	No meetings
November 25, 2021	Thanksgiving Day	No school, no meetings
November 26, 2021	Day After Thanksgiving (Optional Holiday)	No meetings if this is a school district holiday
December 25, 2021	Christmas Day	No school, no meetings
January 1, 2022	New Year's Day	No school, no meetings
January 17, 2022	*Martin Luther King, Jr.'s Birthday Observed	No meetings
February 1, 2022	Precinct Caucus Day	No meetings or activities after 6:00 p.m.
February 21, 2022	*Presidents' Day	No meetings
March 8, 2022	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 31, 2022	Memorial Day	No school, no meetings

**Minnesota Statutes Sections 120A.42 & 645.44, Subd. 5**

\* If determined a school day and so reflected in the teacher's contract, at least one hour of the school program must be devoted to a patriotic observance of the day. For more information, please see Minnesota Statutes Section 120A.42 (Conduct of School on Certain Holidays).

\*\* If determined a school day, must be so reflected in the teacher's contract. For more information, please see Minnesota Statutes Section 120A.42 (Conduct of School on Certain Holidays).

**December 2020 Enrollment  
Snapshot**

<i>December 2019</i>	4248
<b><i>December 2020</i></b>	<b>4102</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



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  
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## 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).

## Policy Committee Meeting

Time: November 24, 2020 6:00 PM Central Time (US and Canada)

Time: December 3, 2020 6:00 PM Central Time (US and Canada)

## 11.24.2020 Meeting

- Starting with oldest to newest, we are reviewing the 400 series policies.
  - 410 - Cathy Moen will review this policy when she starts in her new position
  - 421 and 430: recognition policies, 421 was revised in 2019, we didn't see any concerns with these policies at initial review. No requirement for adoption/approval from the board, the revision date will now reflect 2020.
  - Considering a Respect in the Workplace policy – Provides the Board the ability to define exactly how they expect employees to treat one another. Behavior in the workplace as it relates to ethical conduct, harassment, bullying, and retaliation. See WBL's policy for reference: [498 - Respectful Workplace - WBLAS - District Site \(isd624.org\)](#)
  - Policies 428 and 429 ethical behavior and conflict of interest policies: There are no MSBA policies so we are going to explore these policies a little more.
  - Policy 424 License Status: looking at adding this as a policy

## 12.03.2020 Meeting

- [Policy 524 - Internet Acceptable Use and Safety Policy](#): Missy was able to join us and walked us through what she's been working on with this policy. She compared our current policy with MSBA's model policy and past policies. Recommending this go to first reading in December.
- [Equity Policy \(Policy # TBD\)](#): The Equity Action Planning team met twice to establish district values. They provided their input/recommendations. They provided great feedback and the policy committee will review their suggestions and will provide our input at our January meeting.
  - The policy committee will review the examples provided before our December 15 meeting in hopes of getting these to a first read in January.
    - [428 - Ethical Behavior](#):
      - See Hopkins below
      - The following are more geared towards administrators specifically:
        - [Red Wing](#)
        - [Eden Prairie](#)
    - [429 - Conflict of Interest](#):
      - [Minnetonka](#)

- 
- [Minneapolis Public Schools](#)
    - All [Code of Ethics](#) policies
  - [Hopkins](#)
  - [Edina](#)
  - [PiM Arts HS](#)
  - [Rosemount-Apple Valley-Eagen](#)
  - Respectful Workplace Policy
    - [White Bear Lake](#)
    - [North St. Paul-Maplewood-Oakdale](#)
    - [Princeton](#)
    - [Bloomington](#)
    - [Cambridge-Isanti](#)
    - [Stillwater](#)

**Policies needing further review/discussion:**

- For discussion in January:
  - Policy 903A – Procedures for Visitors to School District Buildings and Sites. We will look at this one in January. examples available
- 806 - Crisis Management
  - Suicide prevention may be rolled up

**Policy 506 (Discipline)** Committee begins in November/December

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## Personnel Information for Approval

### Employee Resignations/Retirements/Terminations

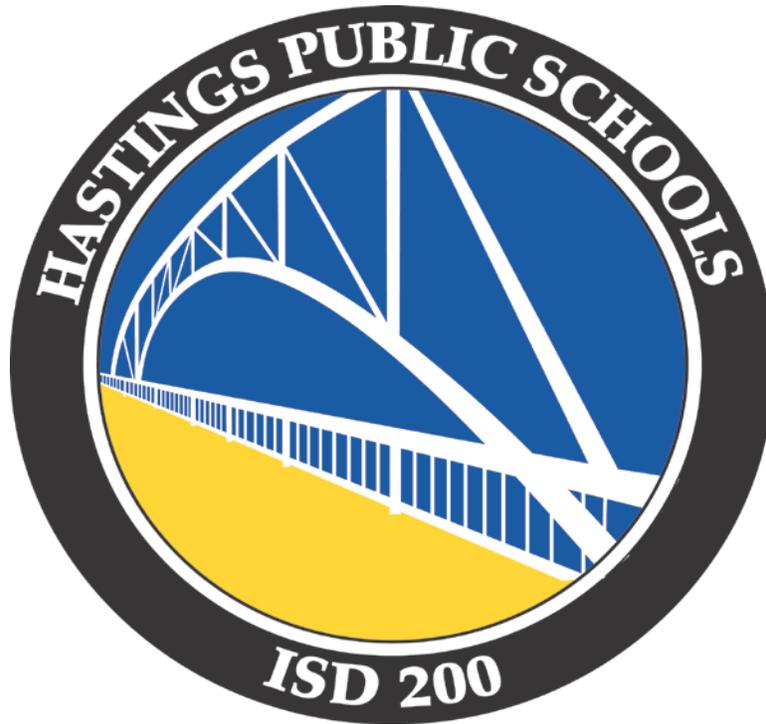
Effective Date	Name	Reason	Building/Position
11/25/2020	Delores Ritter	Retirement	Secretary/HHS
01/04/2021	Brenda McGrath	Retirement	Cook/MEL
11/24/2020	Alyssa Fairbanks	Resignation	Student Asst., Secretary 1/HMS
11/26/2020	Jacob Bloomstrand	Resignation	Custodian

### Employee Leaves

Effective Date(s)	Name	Leave Type	Building/Position
08/23/2021 - 06/03/2022	Amy Mitchell	General Leave of absence (for 2021- 22 school year)	Teacher/KEL
01/07/2021 - 01/21/2021	Christi Opseth	Medical Leave	Teacher/MEL
12/01/2020 - 01/04/2021	Brenda McGrath	FMLA	Cook/KEL

### Employment of the folowing individuals

Start Date	Name	Position/Building	Salary/Rate of Pay
12/21/2020	Cathy Moen	Director of Human Resources/DO	\$136,594.00



REVISED BUDGET  
2020-2021  
December 2020

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## **Budget Timeline Hastings ISD 200**

### **January**

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

### **February**

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

### **March**

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

### **March/April**

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

### **April**

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

### **May**

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

### **May/June**

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

### **July/Sept**

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

### **Sept/Oct**

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

### **Oct**

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

### **Nov/Dec**

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

**Revenue/Expenditure/Fund Balance Changes- Adopted VS Revised Budget 20-21**

<u>Revenues General Fund Unassigned</u>	<u>Amount</u>
APU Adp 4,710 to Rev 4,648 (-62), Prior Yr. Final 4,738-Prior Yr (-41)	
<b>PU</b> 4,285 4,222 4,315	(334,715)
Liability Study-Transfer to Pension/ASL (146,211)	86,452
Solar Garden Payment	40,000
Other Misc Rev	(18,000)
Athletic Participation Fees	(50,000)
<b>Total Revenue Budget Increase F1-Unassigned</b>	<b>(276,263)</b>

<u>Expenditures General Fund Unassigned</u>	
Utilities, Work Comp, Prop & Liability, Unemployment	(101,602)
DW Operations/Programs	27,535
Supply Budget Reductions	(211,475)
Payroll/Benefit Annual Budget Calc (includes the following)	(1,404,121)
* 0.032 FTE increase	
* Covid related hires coded to CRF	
* Recoded eligible salaries to restricted reserves (G/T, LTFM, Operating Capital)	
* Reduction in Paraprofessional unfilled positions	
* New hires updated from estimated to actual	
* Principals updated to actuals	
* Administrators & Supervisors estimates	
Liability Study-OPEB Payment to Trust (1,065,567)	60,581
<b>Total Expenditure Budget Increase F1-Unassigned</b>	<b>(1,629,082)</b>
	1,352,820

**Fund Balances-Projected Ending Balances General Fund**

Change reflects audited 19-20 ending fund balances and adjustments above.

	<u>Net Change</u>	<u>Revised</u>	<u>Adopted</u>
Restricted -Capital, Def Maint, H&S, GT,St Dev, Tchr Eval	315,376	9,230,048	8,914,672
Committed- Pension/ASL, Technology	(242,798)	1,166,962	1,409,760
Unassigned	1,956,673	13,867,194	11,910,521
<b>Total Projected Fund Balance Changes F1</b>	<b>2,029,251</b>	24,264,204	22,234,953

<b>Unassigned</b>	<b>1,956,673</b>
19-20 Positive Variance	603,853
20-21 Adopted vs Revised Changes	1,352,820

Actual Unassigned Ending Fund Balance 15-16	13,513,739	
Actual Unassigned Ending Fund Balance 16-17	13,021,874	(491,865)
Actual Unassigned Ending Fund Balance 17-18	12,451,549	(570,325)
Actual Unassigned Ending Fund Balance 18-19	13,543,177	1,091,628
Actual Unassigned Ending Fund Balance 19-20	14,195,982	652,805
Projected Unassigned Ending Fund Balance 20-21	13,867,194	(328,788)

Hastings ISD # 200

2020-2021

Revised

		Audited				
		Balance 6/30/20	Revenues	Expenditures	Net Budget	Balance 6/30/21
1/10/11/12	<b>GENERAL FUND</b>					
460-130	Inventories	0.00	0.00	0.00	0.00	0.00
460-131	Prepaid Expenditures	0.00	0.00	0.00	0.00	0.00
	<b>NONSPENDABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
403	Staff Development	254,767.42	610,409.22	865,235.32	(254,826.10)	(58.68)
467	LTFM (old def maint and H&S)	3,901,880.38	1,786,810.08	737,789.51	1,049,020.57	4,950,900.95
424	Operating Capital	4,010,090.18	1,078,054.44	1,251,766.78	(173,712.34)	3,836,377.84
424-287	Lease Levy Capital	(48,479.30)	508,615.16	551,003.86	(42,388.70)	(90,868.00)
428	Learning & Development	0.00	894,682.57	894,682.57	0.00	0.00
434	Area Learning Center	15,791.00	375,000.00	390,791.00	(15,791.00)	0.00
438	Gifted & Talented	225,169.73	60,418.15	162,050.00	(101,631.85)	123,537.88
441	Basic Skills	0.00	579,059.33	579,059.33	0.00	0.00
459	Basic Skills Extended Time	0.00	45,133.78	45,133.78	0.00	0.00
441-620	Basic Skills-ECSE	0.00	8,053.57	8,053.57	0.00	0.00
441-630	Basic Skills-Staars	2,970.28	0.00	100.00	(100.00)	2,870.28
449	Safe Schools-Crime Levy	0.00	242,625.87	242,625.87	0.00	0.00
449	Safe Schools-Crime Levy Supplemental	152,048.60	0.00	152,048.60	(152,048.60)	0.00
401	Student Activities (Fund 10 - tied to fund 1)	131,565.80	350,000.00	350,000.00	0.00	131,565.80
402	Scholarships (Fund 12 - tied to fund 1)	214,276.61	95,000.00	95,000.00	0.00	214,276.61
448	Achievement & Integration	0.00	299,274.36	299,274.36	0.00	0.00
472	MA/3rd Party	141,933.56	190,949.00	271,437.00	(80,488.00)	61,445.56
	<b>RESTRICTED</b>	<b>9,002,014.26</b>	<b>7,124,085.53</b>	<b>6,896,051.55</b>	<b>228,033.98</b>	<b>9,230,048.24</b>
418	Pension and ASL (trnsf from 422)	309,795.12	151,211.00	228,588.05	(77,377.05)	232,418.07
			includes \$5,000 interest			
461-403	Staff Development	0.00	0.00	0.00	0.00	0.00
461-392	Technology (trnsf from 422) <small>no e-rate, no expenses until bond \$ are spent</small>	934,543.50	0.00	0.00	0.00	934,543.50
	<b>COMMITTED</b>	<b>1,244,338.62</b>	<b>151,211.00</b>	<b>228,588.05</b>	<b>(77,377.05)</b>	<b>1,166,961.57</b>
462-001	Subsequent Year's Expenditures	480,678.48	0.00	480,678.48	(480,678.48)	0.00
462-xxx	Other Assigned	0.00	0.00	0.00	0.00	0.00
	<b>ASSIGNED</b>	<b>480,678.48</b>	<b>0.00</b>	<b>480,678.48</b>	<b>(480,678.48)</b>	<b>0.00</b>
397,891 Co	GASB 68 TRA/State contribution	0.00	161,867.00	161,867.00	0.00	0.00
	Fed. Title-Spec Ed, AI Aid, LCTS R=E	0.00	1,489,867.23	1,489,867.23	0.00	0.00
	Subsequent Year's Expenditures	0.00	0.00	0.00	0.00	0.00
	Technology/Pension, ASL	0.00	(146,211.00)	0.00	(146,211.00)	(146,211.00)
	Basic Skills-ECSE (JE Year end)	0.00	0.00	12,279.43	(12,279.43)	(12,279.43)
	Area Learning Center	0.00	0.00	131,308.47	(131,308.47)	(131,308.47)
	Safe Schools/Crime Levy	0.00	0.00	134,248.53	(134,248.53)	(134,248.53)
	Spec. Ed. State/Misc	0.00	6,104,829.74	8,988,958.45	(2,884,128.71)	(2,884,128.71)
	Transportation <small>(does not include extra curr. budgeted at sites)</small>	0.00	1,950,208.14	3,800,494.65	(1,850,286.51)	(1,850,286.51)
	Unassigned	14,195,981.56	40,439,587.78	35,609,912.78	4,829,675.00	19,025,656.56
	Donations Fund 11 (tied to fund 1)	0.00	750,930.00	750,930.00	0.00	0.00
	<small>Fund 1 includes pmt. to OPEB Trust (\$1,065,567) 20-21 &amp; 21-22</small>					
			includes trnsf(\$111,930) oasis 108,008 wellness \$3,580, ship \$342			
422	<b>UNASSIGNED</b>	<b>14,195,981.56</b>	<b>50,751,078.89</b>	<b>51,079,866.54</b>	<b>(328,787.65)</b>	<b>13,867,193.91</b>
1/10/11/12	<b>TOTAL GENERAL FUND</b>	<b>24,923,012.92</b>	<b>58,026,375.42</b>	<b>58,685,184.62</b>	<b>(658,809.20)</b>	<b>24,264,203.72</b>
			58,026,375.42	58,685,184.62	(1,681,607.63)	20-21 Adp
			0.00	0.00	(1,352,819.98)	(SpEd Aid-6,063,830)

## Hastings ISD # 200

2020-2021 Revised

		Audited				
		Balance 6/30/20	Revenues	Expenditures	Net Budget	Balance 6/30/21
<b>2</b>	<b>FOOD SERVICE FUND</b>					
460-130	Inventories	0.00	0	0	0	0.00
460-131	Prepaid Expenditures	0.00	0	0	0	0.00
	<b>NONSPENDABLE</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
464-418	Pension and ASL (trnsf from 464)	44,858.41	10,851	0	10,851	55,709.41
			includes \$30 interest			
464	Food Service Program	661,881.91	2,386,917	2,465,539	(78,621)	583,260.48
	Includes pmt to OPEB Trust (\$31,009) 20-21 & 21-22 & GASB 68 Rev/Exp \$710					
	<b>RESTRICTED</b>	<b>706,740.32</b>	<b>2,397,768</b>	<b>2,465,539</b>	<b>(67,770)</b>	<b>638,969.89</b>
463	<b>UNASSIGNED</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
	<b>TOTAL FOOD SERVICE FUND</b>	<b>706,740.32</b>	<b>2,397,768</b>	<b>2,465,539</b>	<b>(67,770)</b>	<b>638,969.89</b>

<b>4</b>	<b>COMMUNITY SERVICE FUND</b>					
460-130	Inventories	0.00	0	0	0	0.00
460-131	Prepaid Expenditures	0.00	0	0	0	0.00
	<b>NONSPENDABLE</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
431	Community Education General	407,754.92	1,424,355	1,607,326	(182,971)	224,784.11
432	ECFE	154,746.65	286,212	370,767	(84,555)	70,191.82
444	School Readiness	63,084.17	452,273	686,019	(233,746)	(170,661.57)
447	ABE	0.00	12,967	12,967	0	0.00
	Includes pmt to OPEB Trust (\$36,735) 20-21 & 21-22 & GASB 68 Rev/Exp \$4,422					
464-418	Pension and ASL (trnsf from trust 18 & above GL)	8,737.53	27,429	25,080	2,349	11,086.53
464-599	Screening	0.00	14,585	24,854	(10,269)	(10,269.07)
464	Non Public	24,629.30	87,888	87,888	0	24,629.30
	<b>RESTRICTED</b>	<b>658,952.57</b>	<b>2,305,709</b>	<b>2,814,900</b>	<b>(509,191)</b>	<b>149,761.12</b>
463	<b>UNASSIGNED</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
	<b>TOTAL COMMUNITY SERVICE FUND</b>	<b>658,952.57</b>	<b>2,305,709</b>	<b>2,814,900</b>	<b>(509,191)</b>	<b>149,761.12</b>

<b>6</b>	<b>BUILDING CONSTRUCTION FUND</b>					
460-131	Prepaid Expenditures	0	0	0	0	0.00
	<b>NONSPENDABLE</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
464	Building Construction	20,674,351.43	210,272	8,006,710	(7,796,438)	12,877,913.33
	<b>RESTRICTED</b>	<b>20,674,351.43</b>	<b>210,272</b>	<b>8,006,710</b>	<b>(7,796,438)</b>	<b>12,877,913.33</b>
	<b>TOTAL BLDG CONSTRUCTION FUND</b>	<b>20,674,351.43</b>	<b>210,272</b>	<b>8,006,710</b>	<b>(7,796,438)</b>	<b>12,877,913.33</b>

<b>7</b>	<b>DEBT SERVICE FUND</b>					
425	Refunding HS Building Bonds	0.00	0	0	0	0.00
451	QSCB Sinking Fund (GL JE)	9,902,964.24	440,592	(812,000)	1,252,592	11,155,556.24
464	Debt Service	1,133,968.34	4,662,640	4,684,963	(22,323)	1,111,645.34
	<b>RESTRICTED</b>	<b>11,036,932.58</b>	<b>5,103,232</b>	<b>3,872,963</b>	<b>1,230,269</b>	<b>12,267,201.58</b>
	<b>TOTAL DEBT SERVICE FUND</b>	<b>11,036,932.58</b>	<b>5,103,232</b>	<b>3,872,963</b>	<b>1,230,269</b>	<b>12,267,201.58</b>

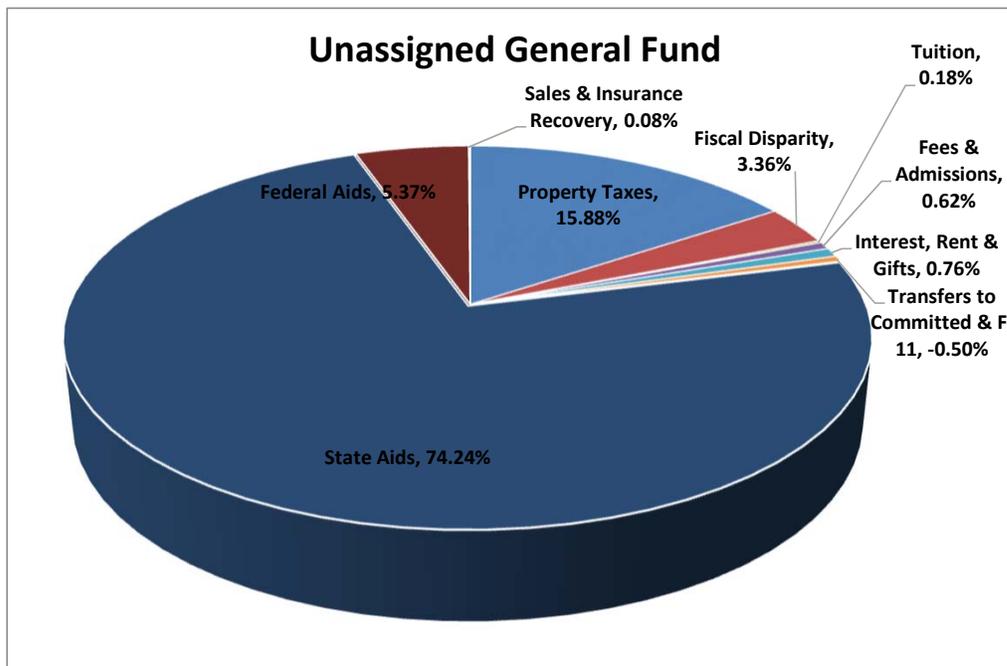
	<b>TRUST FUNDS</b>					
18	CE Pension and ASL	110,907.41	2,500	25,080	(22,580)	88,327.69
20	Dental Self-Funded	813,397.16	738,442.00	615,124.00	123,318	936,715.16
21	Health Self-Funded	4,784,178.07	8,674,800.00	8,827,901.00	(153,101)	4,631,077.07
45---000	IRR-OPEB- PERA	3,873,602.71	1,153,311	199,250	954,061	4,827,663.99
	<b>TOTAL TRUST FUNDS</b>	<b>9,582,085.35</b>	<b>10,569,053</b>	<b>9,667,354</b>	<b>901,699</b>	<b>10,483,783.91</b>

<b>TOTAL ALL FUNDS</b>	<b>67,582,075.17</b>	<b>78,612,409</b>	<b>85,512,651</b>	<b>(6,900,242)</b>	<b>60,681,834</b>
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	78,612,409.43	85,512,651.05
	0	0

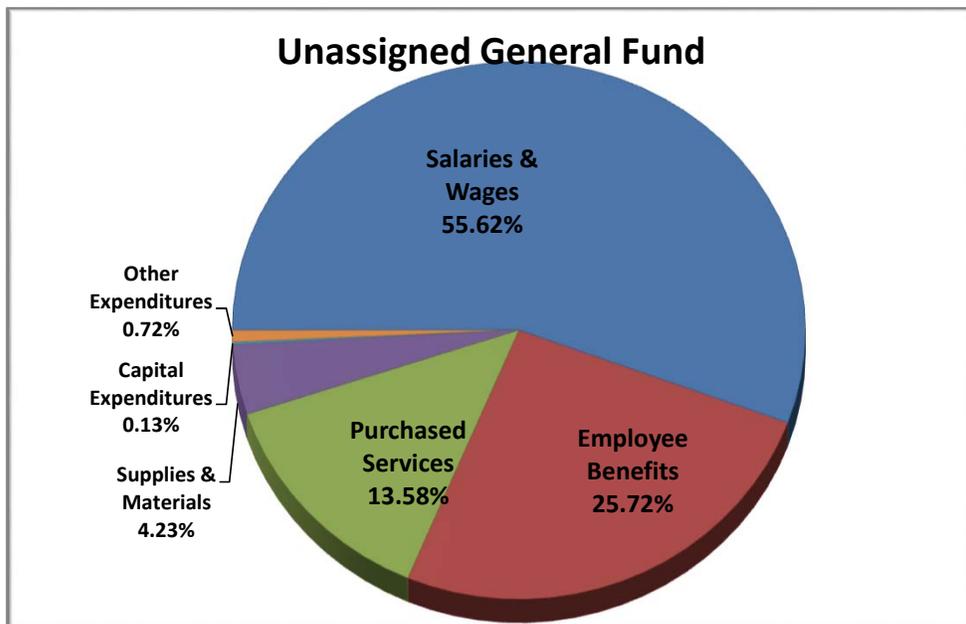
# HASTINGS ISD # 200 REVENUES by SOURCE

<b>General Fund (1)</b>	<b>Final 18-19</b>	<b>Final 19-20</b>	<b>Adopted 20-21</b>	<b>Revised 20-21</b>
<b>Restricted</b>				
001-020 Property Taxes	2,309,254	2,497,303	2,492,222	2,493,382
050-069 Fees/Admissions	97,633	102,000	102,000	0
070-079 3rd Party Medical Asst.	128,858	174,949	190,949	190,949
090-099 Interest, Rent & Gifts	35,110	30,000	30,000	30,000
200-399 State Aids	1,768,012	1,881,544	1,849,866	1,828,253
600-630 Sales & Insurance Recovery	37,498	0	0	0
	<b>4,376,366</b>	<b>4,685,796</b>	<b>4,665,037</b>	<b>4,542,584</b>
<b>Committed</b>				
090-099 Interest	7,109	12,000	12,000	5,000
090-099 E-Rate	0	0	0	0
090-099 Transfer from Unassigned	332,663	344,663	332,663	146,211
	<b>339,772</b>	<b>356,663</b>	<b>344,663</b>	<b>151,211</b>
<b>Unassigned</b>				
001-020 Property Taxes	8,382,067	8,679,363	8,551,038	8,279,054
001-020 Fiscal Disparity	1,418,037	1,667,626	1,753,481	1,753,481
021-049 Tuition	280,998	276,000	96,000	96,000
050-069 Fees & Admissions	328,482	337,623	372,629	322,629
090-099 Interest, Rent & Gifts	674,110	404,246	415,691	397,691
090-099 Transfers to Committed & F-11	(444,398)	(444,593)	(444,593)	(258,141)
200-399 State Aids	37,733,952	38,576,686	39,003,200	38,704,098
400-599 Federal Aids	1,383,806	1,394,740	1,380,915	2,801,839
600-630 Sales & Insurance Recovery	81,853	40,000	0	40,000
	<b>49,838,905</b>	<b>50,931,691</b>	<b>51,128,361</b>	<b>52,136,650</b>
<b>Student Activities Fund (10)</b>				
050-069 Fees/Admissions		206,000	206,000	206,000
090-099 Interest/Rent/Gifts/Grant		6,800	22,500	22,500
600-630 Sales		137,200	121,500	121,500
	<b>0</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>
<b>Deferred Accounts-Donations/Misc (11)</b>				
050-069 Fees/Admissions	114,726	125,000	125,000	125,000
090-099 Deferred Donations	(25,434)	0	0	0
090-099 Transfer from Unassigned	111,735	111,930	111,930	111,930
090-099 Interest/Rent/Gifts/Grant	485,837	384,000	384,000	384,000
600-630 Sales	94,361	130,000	130,000	130,000
	<b>781,224</b>	<b>750,930</b>	<b>750,930</b>	<b>750,930</b>
<b>Scholarships Fund (12)</b>				
090-099 Interest/Rent/Gifts/Grant		78,000	95,000	95,000
600-630 Sales		2,000	0	0
	<b>0</b>	<b>80,000</b>	<b>95,000</b>	<b>95,000</b>
<b>General Fund (01/10/11/12) Total</b>	<b>55,336,267</b>	<b>57,155,080</b>	<b>57,333,991</b>	<b>58,026,375</b>



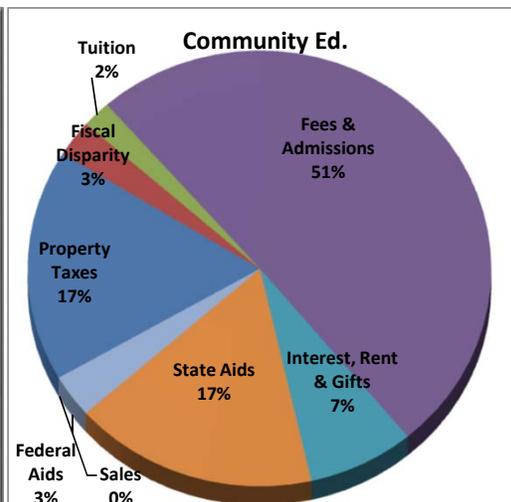
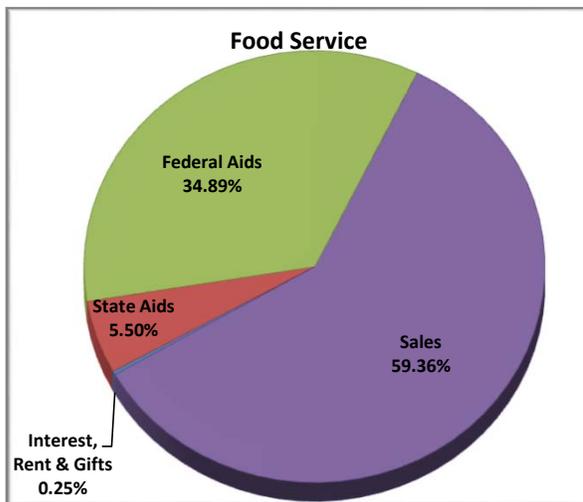
**HASTINGS ISD # 200 EXPENDITURES BY OBJECT**

<u>General Fund (1)</u>	<u>Final 18-19</u>	<u>Final 19-20</u>	<u>Adopted 20-21</u>	<u>Revised 20-21</u>
<b>Restricted</b>				
100-199 Salaries & Wages	645,391	764,420	780,136	1,063,194
200-299 Employee Benefits	259,171	293,791	307,035	435,996
300-399 Purchased Services	565,977	921,317	720,783	975,550
400-499 Supplies & Materials	306,762	677,438	623,054	623,054
500-599 Capital Expenditures	871,765	1,071,047	1,061,196	1,061,196
800-899 Other Expenditures	105	0	0	0
	<u>2,649,172</u>	<u>3,728,013</u>	<u>3,492,204</u>	<u>4,158,990</u>
<b>Committed</b>				
100-199 Salaries & Wages	42,760	18,251	51,664	51,664
200-299 Employee Benefits	454,548	324,328	90,741	176,925
300-399 Purchased Services	0	0	0	0
400-499 Supplies & Materials	0	0	0	0
500-599 Capital Expenditures	0	0	0	0
	<u>497,308</u>	<u>342,579</u>	<u>142,404</u>	<u>228,588</u>
<b>Unassigned</b>				
100-199 Salaries & Wages	27,612,825	28,566,928	30,029,387	29,532,932
200-299 Employee Benefits	12,773,962	13,143,060	13,872,914	13,660,216
300-399 Purchased Services	6,611,338	7,230,671	7,310,778	7,209,964
400-499 Supplies & Materials	1,339,216	1,324,502	1,323,547	2,244,795
500-599 Capital Expenditures	114,412	62,233	67,033	70,149
800-899 Other Expenditures	431,368	372,972	380,472	383,621
	<u>48,883,120</u>	<u>50,700,366</u>	<u>52,984,132</u>	<u>53,101,677</u>
<b>Student Activities Fund (10)</b>				
300-399 Purchased Services		98,000	136,500	136,500
400-599 Supplies & Capital		165,000	208,500	208,500
800-899 Other Expenditures		87,000	5,000	5,000
	<u>0</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>
<b>Deferred Accounts-Donations/Misc (11)</b>				
100-199 Salaries & Wages	150,143	130,000	130,000	130,000
200-299 Employee Benefits	19,685	23,352	23,352	23,352
300-399 Purchased Services	198,274	194,317	194,317	194,317
400-499 Supplies & Materials	244,872	378,261	378,261	378,261
500-599 Capital Expenditures	163,325	25,000	25,000	25,000
800-899 Other Expenditures	4,926	0	0	0
	<u>781,224</u>	<u>750,930</u>	<u>750,930</u>	<u>750,930</u>
<b>Scholarships Fund (12)</b>				
800-899 Other Expenditures		80,000	95,000	95,000
	<u>0</u>	<u>80,000</u>	<u>95,000</u>	<u>95,000</u>
<b>General Fund (01/10/11/12) Total</b>	<b>52,810,825</b>	<b>55,951,888</b>	<b>57,814,670</b>	<b>58,685,185</b>



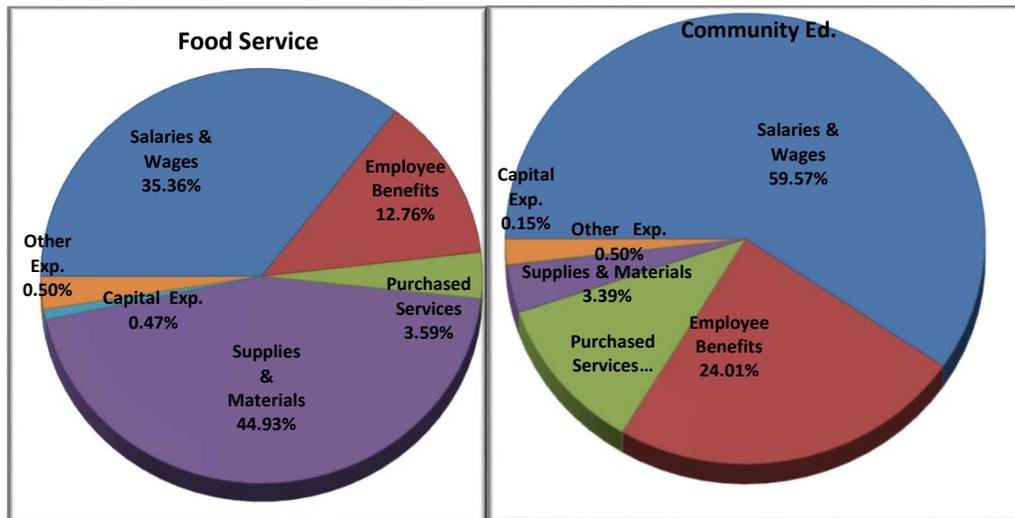
## HASTINGS ISD # 200 REVENUES by SOURCE

	Final <u>18-19</u>	Final <u>19-20</u>	Adopted <u>20-21</u>	Revised <u>20-21</u>
<b><u>Food Service (2)</u></b>				
090-099 Interest, Rent & Gifts	13,433	6,030	6,030	6,030
200-399 State Aids	126,780	125,144	131,898	131,898
400-599 Federal Aids	809,546	811,940	836,550	836,550
600-630 Sales	<u>1,409,572</u>	<u>1,413,097</u>	<u>1,423,290</u>	<u>1,423,290</u>
<b>Food Service Fund (2) Total</b>	<b>2,359,331</b>	<b>2,356,211</b>	<b>2,397,768</b>	<b>2,397,768</b>
<b><u>Community Service Fund (4)</u></b>				
001-020 Property Taxes	397,620	394,026	395,870	395,870
001-020 Fiscal Disparity	57,985	61,715	62,402	62,402
021-049 Tuition	49,859	46,249	46,249	46,249
050-069 Fees & Admissions	1,320,195	1,280,069	1,410,569	1,163,244
090-099 Interest, Rent & Gifts	250,681	190,016	181,589	171,589
200-399 State Aids	338,351	395,528	392,637	392,637
400-599 Federal Aids	0	0	0	73,718
600-630 Sales	<u>8,637</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Community Service Fund (4) Total</b>	<b>2,423,329</b>	<b>2,367,603</b>	<b>2,489,316</b>	<b>2,305,709</b>
<b><u>Building Construction Fund (6)</u></b>				
090-099 Interest/Misc Rev	1,323,108	422,108	210,272	210,272
631-640 Sale of Bonds & Loans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Building Construction Fund (6) Total</b>	<b>1,323,108</b>	<b>422,108</b>	<b>210,272</b>	<b>210,272</b>
<b><u>Debt Service Fund (7)</u></b>				
001-020 Property Taxes	3,828,028	3,788,000	3,912,020	3,912,020
001-020 Fiscal Disparity	583,889	583,889	618,821	618,821
090-099 Interest/Misc Rev	450,304	387,244	440,592	440,592
200-399 State Aids/Credits	295,967	319,865	131,799	131,799
400-599 Federal Aids	0	0	0	0
631-640 Sale of Bonds & Loans	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Debt Service Fund (7) Total</b>	<b>5,158,188</b>	<b>5,078,998</b>	<b>5,103,232</b>	<b>5,103,232</b>
<b><u>Trust Fund (8 &amp; 18 - 8 moved to General Fund in 19-20)</u></b>				
090-099 Interest/Scholarship Receipts	113,800	5,000	2,500	2,500
600-630 Sales	<u>534</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Trust Fund (8 &amp; 18) Total</b>	<b>114,334</b>	<b>5,000</b>	<b>2,500</b>	<b>2,500</b>
<b><u>Self-Funded Insurance (20-21)</u></b>				
080-099 Interest/Premiums/Prescription Rebates	<u>9,050,061</u>	<u>8,978,078</u>	<u>9,413,242</u>	<u>9,413,242</u>
<b>Self-Funded Insurance (20-21) Total</b>	<b>9,050,061</b>	<b>8,978,078</b>	<b>9,413,242</b>	<b>9,413,242</b>
<b><u>OPEB Irrevocable Trust Fund (45)</u></b>				
092 Interest	78,525	20,000	20,000	20,000
614 Contribution for Post Employment Benefit	<u>1,070,485</u>	<u>1,070,485</u>	<u>1,070,485</u>	<u>1,133,311</u>
<b>OPEB Irrevocable Trust Fund (45) Total</b>	<b>1,149,010</b>	<b>1,090,485</b>	<b>1,090,485</b>	<b>1,153,311</b>
<b>TOTAL ALL FUNDS</b>	<b>76,913,627</b>	<b>77,453,563</b>	<b>78,040,806</b>	<b>78,612,409</b>



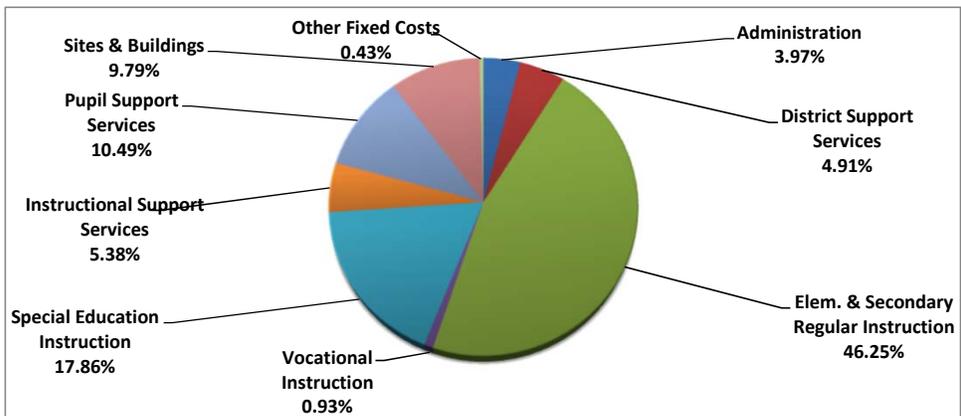
## HASTINGS ISD # 200 EXPENDITURES BY OBJECT

	<u>Final 18-19</u>	<u>Final 19-20</u>	<u>Adopted 20-21</u>	<u>Revised 20-21</u>
<b><u>Food Service (2)</u></b>				
100-199 Salaries & Wages	833,893	843,705	872,233	871,831
200-299 Employee Benefits	250,332	268,357	302,392	314,640
300-399 Purchased Services	103,743	112,200	88,500	88,500
400-499 Supplies & Materials	1,041,978	1,061,426	1,107,858	1,107,858
500-599 Capital Expenditures	23,106	40,000	20,000	20,000
800-899 Other Expenditures	<u>60,835</u>	<u>62,710</u>	<u>62,710</u>	<u>62,710</u>
<b>Food Service Fund (2) Total</b>	<b>2,313,888</b>	<b>2,388,398</b>	<b>2,453,693</b>	<b>2,465,539</b>
<b><u>Community Service Fund (4)</u></b>				
100-199 Salaries & Wages	1,429,657	1,433,287	1,623,159	1,676,884
200-299 Employee Benefits	533,248	596,890	667,067	675,846
300-399 Purchased Services	326,408	329,164	329,164	312,914
400-499 Supplies & Materials	94,534	83,991	83,991	95,481
500-599 Capital Expenditures	11,808	2,001	2,001	2,001
800-899 Other Expenditures	<u>52,777</u>	<u>51,774</u>	<u>51,774</u>	<u>51,774</u>
<b>Community Service Fund (4) Total</b>	<b>2,448,431</b>	<b>2,497,108</b>	<b>2,757,156</b>	<b>2,814,900</b>
<b><u>Building Construction Fund (6)</u></b>				
300-399 Purchased Services	1,153,612	2,360,874	2,254,195	2,254,195
400-499 Supplies & Materials	280,995	397,000	668,431	668,431
500-599 Capital Expenditures	10,237,771	13,521,668	5,084,084	5,084,084
790 Other Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Building Construction Fund (6) Total</b>	<b>11,672,378</b>	<b>16,279,542</b>	<b>8,006,710</b>	<b>8,006,710</b>
<b><u>Debt Service Fund (7)</u></b>				
500-599 Capital Expenditures	0	0	0	0
700-799 Debt Service	3,855,963	3,871,663	3,872,963	3,872,963
900-999 Other Financing Uses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Debt Service Fund (7) Total</b>	<b>3,855,963</b>	<b>3,871,663</b>	<b>3,872,963</b>	<b>3,872,963</b>
<b><u>Trust Fund (8 &amp; 18 - 8 moved to General Fund in 19-20)</u></b>				
300-399 Purchased Services	0	0	0	0
400-499 CE Retirement Payments	23,903	29,178	25,080	25,080
800-899 Scholarship Payments	<u>84,439</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Trust Fund (8 &amp; 18) Total</b>	<b>108,342</b>	<b>29,178</b>	<b>25,080</b>	<b>25,080</b>
<b><u>Self-Funded Insurance Fund (20&amp;21)</u></b>				
300-499 Purchased Services/Supplies	<u>8,244,533</u>	<u>8,804,630</u>	<u>9,443,025</u>	<u>9,443,025</u>
<b>Self-Funded Insurance Fund (20&amp;21) Total</b>	<b>8,244,533</b>	<b>8,804,630</b>	<b>9,443,025</b>	<b>9,443,025</b>
<b><u>OPEB Irrevocable Trust Fund (45)</u></b>				
200-299 Employee Benefits	<u>674,328</u>	<u>240,706</u>	<u>93,172</u>	<u>199,250</u>
<b>OPEB Irrevocable Trust Fund (45) Total</b>	<b>674,328</b>	<b>240,706</b>	<b>93,172</b>	<b>199,250</b>
<b>TOTAL ALL FUNDS</b>	<b>82,128,686</b>	<b>90,063,112</b>	<b>84,466,468</b>	<b>85,512,651</b>



**HASTINGS ISD # 200 EXPENDITURES BY PROGRAM**

	Final 18-19	Final 19-20	Adopted 20-21	Revised 20-21
<b>General Fund (1)</b>				
000-099 Administration	2,081,046	2,286,768	2,114,250	2,282,394
100-199 District Support Services	2,362,116	2,164,636	2,255,186	2,821,393
200-299 Elem. & Secondary Regular Instruction	24,610,942	25,697,861	26,446,356	26,586,417
300-399 Vocational Instruction	458,064	526,701	544,019	531,880
400-499 Special Education Instruction	9,672,321	10,034,532	11,041,641	10,267,319
600-699 Instructional Support Services	2,462,236	2,862,316	2,479,345	3,090,733
700-799 Pupil Support Services	5,207,794	5,741,255	5,994,028	6,033,154
800-899 Sites & Buildings	5,041,037	5,298,930	5,492,320	5,629,473
900-999 Other Fixed Costs	134,046	157,959	251,594	246,492
<b>General Fund (1) Total</b>	<b>52,029,600</b>	<b>54,770,958</b>	<b>56,618,740</b>	<b>57,489,255</b>
<b>Student Activities Fund (10)</b>				
200-299 Elem. & Secondary Regular Instruction		350,000	350,000	350,000
<b>Student Activities Fund (10) Total</b>	<b>0</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>
<b>Donations Fund (11)</b>				
100-199 District Support Services	480	0	0	0
200-299 Elem. & Secondary Regular Instruction	604,937	750,930	750,930	750,930
300-399 Vocational Instruction	17,775	0	0	0
400-499 Special Education Instruction	53,393	0	0	0
600-699 Instructional Support Services	25,073	0	0	0
700-799 Pupil Support Services	79,567	0	0	0
800-899 Sites & Buildings	0	0	0	0
<b>Donations Fund (11) Total</b>	<b>781,224</b>	<b>750,930</b>	<b>750,930</b>	<b>750,930</b>
<b>Scholarships Fund (12)</b>				
960 Other Non-Recurring		80,000	95,000	95,000
<b>Scholarships Fund (12) Total</b>	<b>0</b>	<b>80,000</b>	<b>95,000</b>	<b>95,000</b>
<b>Food Service Fund (2)</b>				
700-799 Pupil Support Services	2,313,888	2,388,398	2,453,693	2,465,539
<b>Food Service Fund (2) Total</b>	<b>2,313,888</b>	<b>2,388,398</b>	<b>2,453,693</b>	<b>2,465,539</b>
<b>Community Service Fund (4)</b>				
500-599 Community Education & Services	2,404,516	2,449,950	2,709,999	2,767,743
700-799 Pupil Support Services	43,915	47,157	47,157	47,157
<b>Community Service Fund (4) Total</b>	<b>2,448,431</b>	<b>2,497,108</b>	<b>2,757,156</b>	<b>2,814,900</b>
<b>Building Construction Fund (6)</b>				
800-899 Sites & Buildings	11,672,378	16,279,542	8,006,710	8,006,710
<b>Building Construction Fund (6) Total</b>	<b>11,672,378</b>	<b>16,279,542</b>	<b>8,006,710</b>	<b>8,006,710</b>
<b>Debt Service Fund (7)</b>				
900-999 Other Fixed Costs	3,855,963	3,871,663	3,872,963	3,872,963
<b>Building Construction Fund (6) Total</b>	<b>3,855,963</b>	<b>3,871,663</b>	<b>3,872,963</b>	<b>3,872,963</b>
<b>Trust Fund (8 &amp; 18 - 8 moved to General Fund in 19-20)</b>				
960 Other Non-Recurring	108,342	29,178	25,080	25,080
<b>Trust Fund (8 &amp; 18) Total</b>	<b>108,342</b>	<b>29,178</b>	<b>25,080</b>	<b>25,080</b>
<b>Self-Funded Insurance (20 &amp; 21)</b>				
105 District Support Services	8,244,533	8,804,630	9,443,025	9,443,025
<b>Self-Funded Insurance (20 &amp; 21) Total</b>	<b>8,244,533</b>	<b>8,804,630</b>	<b>9,443,025</b>	<b>9,443,025</b>
<b>OPEB Irrevocable Trust Fund (45)</b>				
935 Post Employment Benefits	674,328	240,706	93,172	199,250
<b>Trust Fund (45) Total</b>	<b>674,328</b>	<b>240,706</b>	<b>93,172</b>	<b>199,250</b>
<b>TOTAL ALL FUNDS</b>	<b>82,128,686</b>	<b>90,063,112</b>	<b>84,466,468</b>	<b>85,512,651</b>



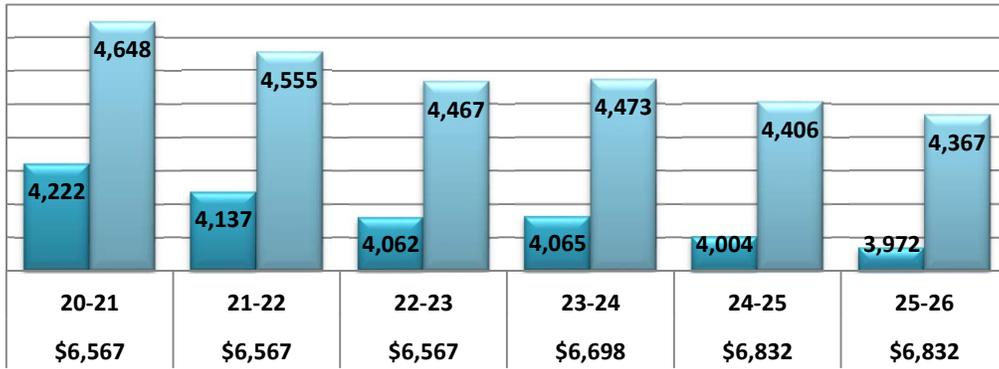
	<b>16-17</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>20-21</b>	
<b>Staffing Summary</b>	<b>Final</b>	<b>Final</b>	<b>Final</b>	<b>Final</b>	<b>Adopted</b>	<b>Revised</b>	
(includes overload)							
Kennedy	23.33	22.53	24.53	25.53	25.53	24.975	
McAuliffe	26.34	25.54	25.54	26.54	27.54	29.985	
Pinecrest	28.33	28.53	25.53	25.53	25.53	25.975	
Tilden	0	0	0	0	0	0	
<b>Total Elementary</b>	<b>78.00</b>	<b>76.60</b>	<b>75.60</b>	<b>77.60</b>	<b>78.60</b>	<b>80.94</b>	<b>2.3350</b>
<b>Middle School</b>	<b>63.915</b>	<b>62.815</b>	<b>63.3</b>	<b>63.9</b>	<b>63.3</b>	<b>64.3</b>	<b>1.0000</b>
<b>High School</b>	<b>72.203</b>	<b>70.636</b>	<b>71.952</b>	<b>73.169</b>	<b>72.402</b>	<b>71.935</b>	<b>(0.4670)</b>
<b>Special Education</b>	<b>58.4374</b>	<b>59.5131</b>	<b>59.8131</b>	<b>61.096</b>	<b>65.9</b>	<b>63</b>	<b>(2.9000)</b>
<b>Spec Ed 3rd Party</b>	<b>0.5</b>	<b>2</b>	<b>2</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0000</b>
<b>Special Ed ADSIS Grant</b>	<b>3.2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0.0000</b>
<b>ALC-HS</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>2.8</b>	<b>3</b>	<b>3</b>	<b>0.0000</b>
<b>ESL</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>	<b>2.7</b>	<b>2.7</b>	<b>0.0000</b>
Harbor Shelter	2.168	2.168	2.25	0	0	0	
New Connections	0	0	0	0	0	0	
<b>Total New Con/Harbor</b>	<b>2.168</b>	<b>2.168</b>	<b>2.25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0000</b>
<b>Title/Gifted/Gen Fund</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0.0000</b>
<b>Teacher Spec Assign.</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>0.0000</b>
<b>Community Education</b>	<b>6.24</b>	<b>5.7</b>	<b>4.44</b>	<b>4.95</b>	<b>5.95</b>	<b>5.95</b>	<b>0.0000</b>
<b>Grand Total FTE's</b>	<b>293.6634</b>	<b>291.4321</b>	<b>291.3551</b>	<b>297.2150</b>	<b>302.3520</b>	<b>302.3200</b>	<b>(0.0320)</b>
	0.187	-2.2313	-0.0770	6.8599	5.1370	-0.0320	

# Projected Pupil Units

## General Education Revenue

(used 0% for 21-22 and 22-23 then 2% annual increase)

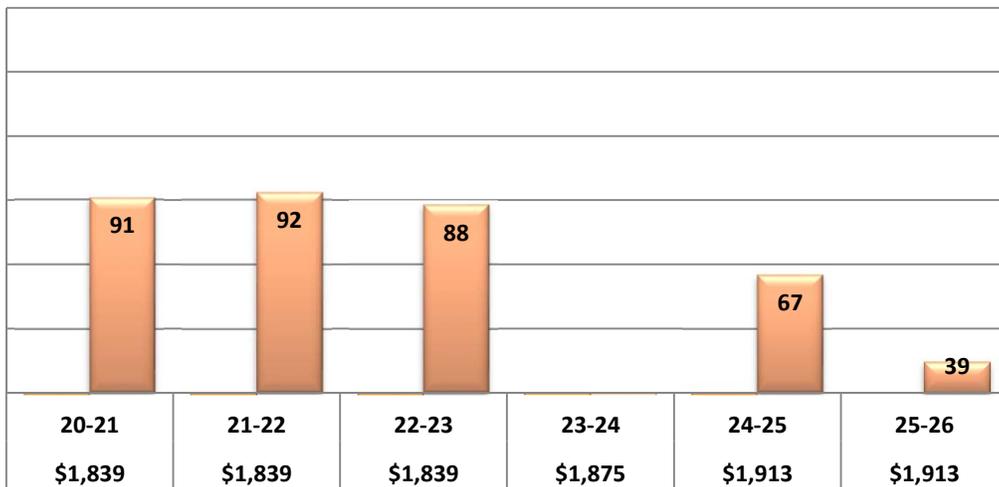
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## Declining Enrollment Revenue

(28% of Gen. Ed.)

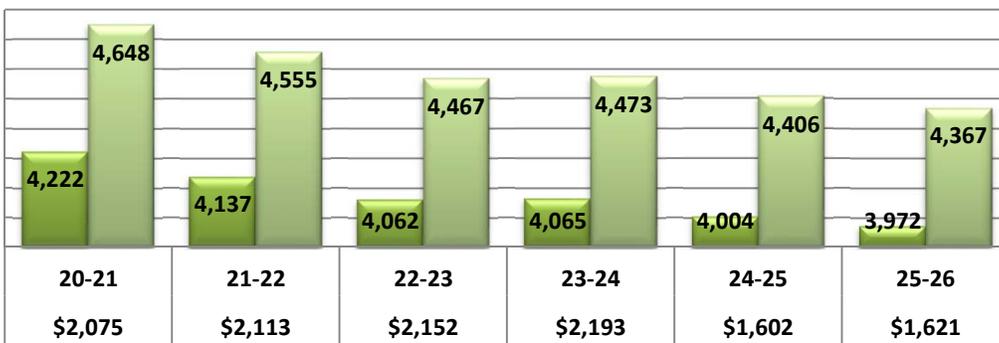
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## Referendum Revenue

(State Inflation Estimate Used)

■ PU ■ APU



<b>HASTINGS</b>		<b>200</b>					
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
EC	39.58	35.00	35.00	35.00	35.00	35.00	35.00
VPK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Handicapped K	34.59	24.95	24.00	24.00	24.00	24.00	24.00
Kindergarten	287.92	270.81	260.50	263.49	280.20	269.16	264.92
Grade 1	272.86	282.93	272.23	264.38	267.37	284.08	273.04
Grade 2	312.58	271.24	287.78	278.75	270.91	273.89	290.60
Grade 3	313.61	312.59	273.23	289.18	280.15	272.30	275.29
Grade 4	295.75	303.80	311.80	275.53	291.48	282.45	274.61
Grade 5	321.00	293.75	307.74	314.39	278.12	294.07	285.04
Grade 6	352.30	324.12	299.42	315.05	321.69	285.43	301.38
Grade 7	323.45	358.61	326.50	301.99	317.62	324.26	287.99
Grade 8	348.42	322.16	358.20	325.95	301.43	317.06	323.71
Grade 9	353.19	399.17	363.14	398.11	365.85	341.34	356.97
Grade 10	393.70	328.93	381.58	349.37	384.34	352.08	327.57
Grade 11	360.69	362.68	300.78	353.11	320.90	355.87	323.61
Grade 12	339.40	356.22	359.42	297.36	349.68	317.48	352.45
Area Learning Ctr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PreK-12	4,314.45	4,221.99	4,137.32	4,061.65	4,064.74	4,004.47	3,972.17
K-12	4,274.87	4,186.99	4,102.32	4,026.65	4,029.74	3,969.47	3,937.17
Grades K-4	1,482.72	1,441.36	1,405.53	1,371.33	1,390.10	1,381.88	1,378.45
917	9.69	10.00	10.00	10.00	10.00	10.00	10.00
Grades K-4 Elem. Site	1,473.03	1,431.36	1,395.53	1,361.33	1,380.10	1,371.88	1,368.45
Grades 5-8	1,345.17	1,298.63	1,291.86	1,257.37	1,218.86	1,220.82	1,198.11
917	8.96	10.00	10.00	10.00	10.00	10.00	10.00
Grades 5-8 MS Site	1,336.21	1,288.63	1,281.86	1,247.37	1,208.86	1,210.82	1,188.11
Grades 9-12	1,446.98	1,447.00	1,404.92	1,397.95	1,420.78	1,366.77	1,360.60
ALC-STAARS-917	83.79	58.00	58.00	58.00	58.00	58.00	58.00
Grades 9-12 HS Site	1,363.19	1,389.00	1,346.92	1,339.95	1,362.78	1,308.77	1,302.60
Prior Yr Proj K-12	4270.99	4250.41	4232.82	4170.80	4164.81	4123.66	
	3.88	-63.42	-130.50	-144.15	-135.07	-154.19	

This includes HK

20-21	20-21	
Adp Budget	Rev Budget	Difference
4,285.43	4,221.99	(63.44)
4,710.02	4,647.54	(62.48)

**ISD #200 Capital 2020-2021 Revised**

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**EQUIPMENT/BOOKS PLAN**

**Fixed Costs**

01-005-108-302-xxx-000	Network Adm Salary/Benefits	110,463	
01-005-690-302-xxx-000	Computer Technicians Salary/Benefits	169,040	
01-005-850-302-896-000	Txs/Assessments	0	
01-005-107-302-380-000	2 Copiers Copy Center-Loffler Lease	46,764	thru 6/2021
	<b>Total Fixed</b>		<b>326,267</b>

**Other Costs**

01-005-203/211-302-460-341	Text Books-Initial	380,000
01-005-203/211-302-xxx-342	Text Books-Reoccurring	105,000

**Site Allocations**

01-005-810-302-529/530-035	Maintenance	10,000
01-129-211-302-460/520/530-026	High School	50,000
01-130-211-302-460/520/530-027	Middle School	35,000
01-609-203-302-460/520-530-028	Kennedy	10,000
01-610-203-302-460/520-530-029	Pinecrest	10,000
01-612-203-302-460/520-530-030	McAuliffe	10,000
01-100-420-302-305/530/555-031	Spec Services	2,000
01-136-211-302-305/530/555-032	ALC-HS	2,000
01-129-292-302-530-033	Athletics HS	7,000
01-130-292-302-530-034	Athletics MS	2,500
01-005-770-302-530-036	Food Service	2,000

**Total Other 625,500**

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**FACILITIES PLAN**

**Fixed Costs**

01-xxx-xxx-302-xxx-280	DW Projects/Equipment	300,000
01-xxx-xxx-302-xxx-280	DW Proj/Equip -carryover	0
	<b>Total Fixed</b>	<b>300,000</b>

**Other Costs-reduces fund balance**

**Total Other 0**

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<b>Total Expenses</b>	<b>1,251,766.78</b>	
Aid	646,832.93	
Levy	401,221.51	
Sr Ctr Constr. Contribution	30,000.00	
HS Parking	0.00	
<b>Total Revenue</b>	<b>1,078,054.44</b>	-173,712
<b>Beginning Fund Balance</b>	<b>4,010,090.18</b>	
<b>Projected Ending Fund Balance</b>	<b>3,836,377.84</b>	-173,712

**(13)**

**Misc. Capital - LTFM - Committed**

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**Capital Building Lease Levy**

	<b>Beginning Fund Balance</b>	<b>(48,479.30)</b>	
	<b>Lease Levy Revenue</b>	<b>508,615.16</b>	
01-005-850-302-370-287	Building Lease Levy Pmts	328,901.02	Various
01-005-810-302-580/581-287	Maint. Lease Levy Pmts	85,860.00	Till FY 2022
01-609-850-302-580/581-287	JFK Media Lease Levy Pmts	136,242.84	Till FY 2022
	<b>Lease Levy Expenditures</b>	<b>551,003.86</b>	
	<b>Ending Fund Balance</b>	<b>(90,868.00)</b>	
			1,586,669.60
			1,802,770.64

**LTFM**

	<b>Beginning Fund Balance</b>	<b>3,901,880.38</b>	
	<b>Revenue</b>	<b>1,786,810.08</b>	
R 01-xxx-865/866-xxx-xxx-xxx	Planned expenditures	737,789.51	
E 01-xxx-865/866-xxx-xxx-xxx	<b>Ending Fund Balance</b>	<b>4,950,900.95</b>	

<b>HASTINGS CAPITAL 2020-21 for Revised</b>		
<b>Available Funds</b>		<b>300,000</b>
<b>SITE</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>
HS	Dark Room Project - Remove Walls	\$0.00
HS	LED Retrofit for scene shop	\$5,000.00
MS	Storage Racks/Drains	\$10,000.00
JKF	Drinking fountains	\$10,000.00
DW	Maintenance Vehicle&Boom Trailer	\$60,000.00
Tilden	Washer/Dryer	\$5,000.00
JMF	LED Retrofit for JMF	\$5,000.00
MS	Acoustic Shell	\$27,500.00
DW	Forecast 5 Analytics	\$15,557.00
DO	Office Furniture	\$1,583.56
Mc	Classroom Locks	\$21,800.00
<b>District To be determined</b>		<b>\$138,559.44</b>
<b>Total Budgeted 20-21</b>		<b>\$300,000.00</b>
<b>Reserve Carryover Next Year</b>		<b>\$0.00</b>



**Staff Development Detail**                      **20-21**  
**Revised Budget**

Estimated APU                                      4,648.00  
 Formula Allowance                                \$6,567.00  
 Basic Revenue                                      \$30,523,416.00  
**Revenue**    2% Set-Aside                      **\$610,468.32**

Designated Budget                                \$239,092.00 *See below*  
**Chbk Staff Budget**                                **\$371,376.32**  
 Designated Carryover                             \$254,767.00 *See below*  
**Expenditures**                                      **\$865,235.32**

		20-21	Prior Yr Carry Over	Total 20-21 Revised Budget
Mentoring Program	307/000	16,027	0	16,027
AFT Teach Academy	307/105	4,000	27,186	31,186
Supt	308/303	10,000	0	10,000
High School	306/000	20,552	0	20,552
Middle School	306/000	18,673	0	18,673
Kennedy	306/000	7,755	21,206	28,961
Pinecrest	306/000	7,755	24,004	31,759
McAuliffe	306/000	7,766	14,234	22,000
Curriculum Development	308/000	107,376	72,981	180,357
Related Services	308/299	1,000	6,843	7,843
District Technology Development	308/302	6,193	20,261	26,454
District Wide Initiatives (ema)	308/300	31,995	68,052	100,047
		<b>239,092</b>	<b>254,767</b>	<b>493,859.00</b>

Carryover budgets are not available until the Revised Budget

**PROPOSED SCHOOL PROPERTY TAX LEVY  
Hastings Public School # 200**

	2018 Pay 2019 for 19-20	2019 Pay 2020 for 20-21	<u>Change</u>
	<u>Levy</u>	<u>Levy</u>	
<b>PROPERTY TAXES DETERMINED BY STATE LEGISLATION</b>			
General Fund (Excludes Referendum)	6,347,821	6,363,327	15,506
Community Education & Services	<u>455,574</u>	<u>459,504</u>	<u>3,930</u>
<b>Total Based Upon State Legislation</b>	<b>6,803,395</b>	<b>6,822,831</b>	<b>19,436</b>
		0.29%	
<b>PROPERTY TAX AUTHORITY PROVIDED BY LOCAL VOTERS</b>			
Referendum Levy	<b>6,413,182</b>	<b>6,360,414</b>	<b>(52,768)</b>
<b>Total Based on Voter Authority</b>		-0.82%	
<b>DEBT REDEMPTION LEVY</b>			
Voter Approved Building Bonds	4,275,471	4,276,891	1,421
Alternative Facility H & S	<u>270,736</u>	<u>279,817</u>	<u>9,081</u>
<b>Total Debt Redemption Levy</b>	<b>4,546,207</b>	<b>4,556,708</b>	<b>10,502</b>
		0.23%	
<b>TOTAL PROPERTY TAXES</b>	<b>17,762,784</b>	<b>17,739,953</b>	<b>(22,830)</b>
<b>Percent Increase in Tax Levy</b>		<b>-0.13%</b>	
TAX BASE (Adjusted Net Tax Capacity for District)	40,120,004	42,816,507	2,696,503
		6.72%	
Referendum Market Value	3,008,697,650	3,225,713,396	217,015,746
		7.21%	

Hastings ISD # 200

2019-2020

Final

		Audited				
		Balance 6/30/19	Revenues	Expenditures	Net Budget	Balance 6/30/20
1/10/11/12	<b>GENERAL FUND</b>					
460-130	Inventories	0.00	0.00	0.00	0.00	0.00
460-131	Nonspendable-Prepaid Expenditures	0.00	0.00	0.00	0.00	0.00
	<b>NONSPENDABLE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
403	Staff Development	293,272.05	613,113.35	651,617.98	(38,504.63)	254,767.42
467	LTFM (old def maint and H&S)	2,343,612.21	1,833,441.11	275,172.94	1,558,268.17	3,901,880.38
424	Operating Capital	3,419,346.88	1,198,186.82	607,443.52	590,743.30	4,010,090.18
424-287	Lease Levy Capital	(12,036.56)	503,928.52	540,371.26	(36,442.74)	(48,479.30)
428	Learning & Development	0.00	933,249.47	933,249.47	0.00	0.00
434	Area Learning Center	0.00	531,845.61	516,054.61	15,791.00	15,791.00
438	Gifted & Talented	206,146.83	61,598.29	42,575.39	19,022.90	225,169.73
441	Basic Skills	0.00	670,321.92	670,321.92	0.00	0.00
459	Basic Skills Extended Time	0.00	37,544.65	37,544.65	0.00	0.00
441-620	Basic Skills-ECSE	5,484.93	7,724.94	13,209.87	(5,484.93)	0.00
441-630	Basic Skills-Staars	2,911.55	158.73	100.00	58.73	2,970.28
449	Safe Schools-Crime Levy	0.00	245,272.67	245,272.67	0.00	0.00
449	Safe Schools-Crime Levy Supplemental	0.00	152,048.60	0.00	152,048.60	152,048.60
401	Student Activities (Fund 10 - tied to fund 1)	135,481.14	218,842.36	222,757.70	(3,915.34)	131,565.80
402	Scholarships (Fund 12 - tied to fund 1)	181,365.25	137,736.24	104,824.88	32,911.36	214,276.61
448	Achievement & Integration	0.00	267,074.69	267,074.69	0.00	0.00
472	MA/3rd Party	188,262.14	234,297.95	280,626.53	(46,328.58)	141,933.56
	<b>RESTRICTED</b>	<b>6,763,846.42</b>	<b>7,646,385.92</b>	<b>5,408,218.08</b>	<b>2,238,167.84</b>	<b>9,002,014.26</b>
418	Pension and ASL (trnsf from 422)	370,873.15	237,389.07	298,467.10	(61,078.03)	309,795.12
			includes 12,000 interest			
461-403	Staff Development	0.00	0.00	0.00	0.00	0.00
461-392	Technology (trnsf from 422) <small>no e-rate, no expenses until bond \$ are spent</small>	834,543.50	100,000.00	0.00	100,000.00	934,543.50
	<b>COMMITTED</b>	<b>1,205,416.65</b>	<b>337,389.07</b>	<b>298,467.10</b>	<b>38,921.97</b>	<b>1,244,338.62</b>
462-001	Subsequent Year's Expenditures 20-21	0.00	0.00	-480,678.48	480,678.48	480,678.48
462-xxx	Other Assigned	0.00	0.00	0.00	0.00	0.00
	<b>ASSIGNED</b>	<b>0.00</b>	<b>0.00</b>	<b>-480,678.48</b>	<b>480,678.48</b>	<b>480,678.48</b>
397,891 CO	GASB 68 TRA/State contribution	0.00	171,107.00	171,107.00	0.00	0.00
	Fed. Title-Spec Ed, AI Aid, LCTS R=E	0.00	1,606,808.16	1,606,808.16	0.00	0.00
	Subsequent Year's Expenditures	0.00	0.00	0.00	0.00	0.00
	Technology/Pension, ASL	0.00	(337,389.07)	0.00	(337,389.07)	(337,389.07)
F303	Area Learning Center	0.00	0.00	0.00	0.00	0.00
F830	Career & Technical Programs	0.00	82,956.08	478,090.52	(395,134.44)	(395,134.44)
F342	Safe Schools/Crime Levy	0.00	0.00	38,469.17	(38,469.17)	(38,469.17)
	Achievement & Integration	0.00	0.00	3,979.79	(3,979.79)	(3,979.79)
	Spec. Ed. State/Misc	0.00	6,029,009.51	8,477,064.93	(2,448,055.42)	(2,448,055.42)
	Transportation	0.00	1,934,966.79	3,757,372.69	(1,822,405.90)	(1,822,405.90)
	(does not include extra curr. budgeted at sites)					
	Unassigned	13,543,176.59	39,020,419.89	33,322,181.13	5,698,238.76	19,241,415.35
	Donations Fund 11 (tied to fund 1)	0.00	526,056.56	526,056.56	0.00	0.00
	<small>Fund 1 includes pmt. To OPEB Trust (\$1,004,986) 18-19 &amp; 19-20</small>		includes trnsf(\$111,930) oasis 108,008 wellness \$3,580, ship \$342			
422	<b>UNASSIGNED</b>	<b>13,543,176.59</b>	<b>49,033,934.92</b>	<b>48,381,129.95</b>	<b>652,804.97</b>	<b>14,195,981.56</b>
1/10/11/12	<b>TOTAL GENERAL FUND</b>	<b>21,512,439.66</b>	<b>57,017,709.91</b>	<b>53,607,136.65</b>	<b>3,410,573.26</b>	<b>24,923,012.92</b>
			57,017,709.91	53,607,136.65	48,952.22	19-20 Revised
			0.00	0.00	(603,852.75)	

# Hastings ISD # 200      2019-2020   Final

		Audited				
		Balance 6/30/19	Revenues	Expenditures	Net Budget	Balance 6/30/20
<b>2</b>	<b>FOOD SERVICE FUND</b>					
460-130	Inventories	0.00	0	0	0	0.00
460-131	Prepaid Expenditures	0.00	0	0	0	0.00
	<b>NONSPENDABLE</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
464-418	Pension and ASL (trnsf from 464) <small>includes 30 interest</small>	35,648.34	10,354	1,144	9,210	44,858.41
464	Food Service Program <small>Includes pmt. To OPEB Trust (\$29,040) 18-19 &amp; 19-20 &amp; GASB 68 Rev/Exp \$710</small>	479,264.18	2,548,432	2,365,814	182,618	661,881.91
	<b>RESTRICTED</b>	<b>514,912.52</b>	<b>2,558,786</b>	<b>2,366,958</b>	<b>191,828</b>	<b>706,740.32</b>
463	<b>UNASSIGNED</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
	<b>TOTAL FOOD SERVICE FUND</b>	<b>514,912.52</b>	<b>2,558,786</b>	<b>2,366,958</b>	<b>191,828</b>	<b>706,740.32</b>
<b>4</b>	<b>COMMUNITY SERVICE FUND</b>					
460-130	Inventories	0.00	0	0	0	0.00
460-131	Prepaid Expenditures	0.00	0	0	0	0.00
	<b>NONSPENDABLE</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
431	Community Education General	486,662.13	1,311,784	1,390,691	(78,907)	407,754.92
432	ECFE	127,751.61	312,888	285,893	26,995	154,746.65
444	School Readiness	161,255.59	471,363	569,535	(98,171)	63,084.17
447	ABE	0.00	14,161	14,161	0	0.00
	<small>Above include pmt to OPEB Trust (\$36,459) 18-19 &amp; 19-20 &amp; GASB 68 Rev/Exp \$4,422</small>					
464-418	Pension and ASL (trnsf from trust 18 & above GL)	2,741.83	71,327	65,332	5,996	8,737.53
464-599	Screening	0.00	16,243	16,243	0	0.00
464	Non Public	24,629.30	83,187	83,187	0	24,629.30
	<b>RESTRICTED</b>	<b>803,040.46</b>	<b>2,280,955</b>	<b>2,425,043</b>	<b>(144,088)</b>	<b>658,952.57</b>
463	<b>UNASSIGNED</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
	<b>TOTAL COMMUNITY SERVICE FUND</b>	<b>803,040.46</b>	<b>2,280,955</b>	<b>2,425,043</b>	<b>(144,088)</b>	<b>658,952.57</b>
<b>6</b>	<b>BUILDING CONSTRUCTION FUND</b>					
460-131	Prepaid Expenditures	0	0	0	0	0.00
	<b>NONSPENDABLE</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
464	Building Construction	36,936,074.74	656,823	16,918,546	(16,261,723)	20,674,351.43
	<b>RESTRICTED</b>	<b>36,936,074.74</b>	<b>656,823</b>	<b>16,918,546</b>	<b>(16,261,723)</b>	<b>20,674,351.43</b>
	<b>TOTAL BLDG CONSTRUCTION FUND</b>	<b>36,936,074.74</b>	<b>656,823</b>	<b>16,918,546</b>	<b>(16,261,723)</b>	<b>20,674,351.43</b>
<b>7</b>	<b>DEBT SERVICE FUND</b>					
425	Refunding HS Building Bonds	0.00	0	0	0	0.00
451	QSCB Sinking Fund (GL JE)	8,704,367.71	386,597	(812,000)	1,198,597	9,902,964.24
464	Debt Service	1,221,940.81	4,596,390	4,684,363	(87,972)	1,133,968.34
	<b>RESTRICTED</b>	<b>9,926,308.52</b>	<b>4,982,987</b>	<b>3,872,363</b>	<b>1,110,624</b>	<b>11,036,932.58</b>
	<b>TOTAL DEBT SERVICE FUND</b>	<b>9,926,308.52</b>	<b>4,982,987</b>	<b>3,872,363</b>	<b>1,110,624</b>	<b>11,036,932.58</b>
	<b>TRUST FUNDS</b>					
18	CE Pension and ASL	173,184.57	3,055	65,332	(62,277)	110,907.41
20	Dental Self-Funded	565,072.28	749,348.31	501,023.43	248,325	813,397.16
21	Health Self-Funded	4,376,897.64	8,556,118.38	8,148,837.95	407,280	4,784,178.07
45---000	IRR-OPEB- PERA	3,143,480.26	1,121,631	391,509	730,122	3,873,602.71
	<b>TOTAL TRUST FUNDS</b>	<b>8,258,634.75</b>	<b>10,430,152</b>	<b>9,106,702</b>	<b>1,323,451</b>	<b>9,582,085.35</b>
	<b>TOTAL ALL FUNDS</b>	<b>77,951,410.65</b>	<b>77,927,412</b>	<b>88,296,748</b>	<b>(10,369,335)</b>	<b>67,582,075</b>
			<u>77,927,412.22</u>	<u>88,296,747.70</u>		
			0	0		

Minnesota Department of Education  
Levy Limitation and Certification Report  
2020 Payable 2021

District Number-Type: 0200-01  
District Name: Hastings Public School District  
Home County: DAKOTA

Date Printed: 12/9/20  
Limits Updated: 11/12/20  
Certified Submitted: 12/9/20

	LIMIT	PROPOSED	CERTIFIED
<b>SUBTOTALS BY LEVY CATEGORY</b>			
GENERAL - RMV VOTER - JOBZ EXEMPT	6,149,281.31	6,149,281.31	6,149,281.31
GENERAL - RMV OTHER - JOBZ EXEMPT	3,523,546.81	3,523,546.81	3,523,546.81
GENERAL - NTC VOTER - JOBZ EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER GENED - EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER - JOBZ EXEMPT	2,897,601.34	2,897,601.34	2,897,601.34
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	457,989.76	457,989.76	457,989.76
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	4,201,495.96	4,201,495.96	4,201,495.96
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	281,213.50	281,213.50	281,213.50
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	0.00	0.00	0.00
<b>SUBTOTALS BY FUND</b>			
GENERAL FUND	12,570,429.46	12,570,429.46	12,570,429.46
COMMUNITY SERVICES FUND	457,989.76	457,989.76	457,989.76
GENERAL DEBT SERVICE FUND	4,482,709.46	4,482,709.46	4,482,709.46
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00
<b>SUBTOTALS BY TAX BASE</b>			
REFERENDUM MARKET VALUE	9,672,828.12	9,672,828.12	9,672,828.12
NET TAX CAPACITY	7,838,300.56	7,838,300.56	7,838,300.56
<b>SUBTOTALS BY TRUTH IN TAXATION CATEGORY</b>			
VOTER APPROVED	10,350,777.27	10,350,777.27	10,350,777.27
OTHER	7,160,351.41	7,160,351.41	7,160,351.41
<b>TOTAL LEVY</b>			
TOTAL LEVY	17,511,128.68	17,511,128.68	17,511,128.68

The school district must submit the completed original of this form to the home county auditor by December 28, 2020. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 1500 Highway 36 West, Roseville, MN 55113, by January 7, 2021.

The certified levy listed above is the levy voted by the school board for taxes payable in 2021.

Signature of School Board Clerk

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Date of Certification

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***Future Meetings***

<b>Date - Time</b>	<b>Description</b>	<b>Location</b>
12/9/2020 - 6:00 PM	Regular Board Meeting	Zoom
12/11/2020 - 9:00 AM	Facility Committee Meeting	Zoom
12/15/2020 - 6:00 PM	Policy Committee Meeting	Zoom
12/16/2020 - 3:30 PM	Insurance Committee Meeting	Zoom
2/17/2021 - 3:30 PM	Insurance Committee Meeting	Zoom