

Hastings Area Public Schools - ISD 200
School Board Meeting Agenda

Wednesday, May 26, 2021
Regular Meeting
Virtual-Zoom

- I. **Call Meeting to Order**
 - a. Attendance
- II. **Motion to approve the agenda/table file**
 - a. Approval of the minutes from the April 28th, 2021 Regular Board Meeting.
- III. **Recognition of visitors**
- IV. **Announcements and Recognitions**
- V. **Items for Discussion**
 - a. Policies:
 - i. First Reading
 - 1. 406 Public and Private Personnel Data
 - 2. 430 Employee Recognition Compensation
 - ii. Third Reading
 - 1. 100 Equity and Diversity
- VI. **Administrative Reports**
 - a. Superintendent
 - b. Building Construction Fund Project Update
 - c. Student Enrollment
 - d. Summer Food Program
 - e. Policy Committee
 - f. Finance Committee
 - g. Community Engagement Committee
 - h. Facility Committee
 - i. Insurance Committee
- VII. **Action Items**
 - a. Consent Agenda
 - i. Change Orders
 - 1. Change Order 3 - Pinecrest Deferred Maintenance
 - ii. Bills Payable
 - iii. Personnel Report
 - iv. Construction Bid Awards
 - v. 21-22 Meal Prices
 - vi. Accounting & Financial Procedures Manual
 - b. Items for Individual Action
 - i. Hastings ISD 200 Facemask Policy
 - ii. 20-21 Revised #2 Budget
 - iii. ISD 917 LTFM
 - iv. Property & Liability, workers comp
 - v. Additional Bond Projects
 - vi. 100 Equity and Diversity
- 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 No. 200, Hastings, Minnesota, was held on Wednesday, April 28th, 2021 via Zoom video conferencing.

The meeting was called to order by Chairperson Kelsey Waits at 6:02 PM.

The following Board members were present: Brian Davis, Scott Gergen, Lisa Hedin, Stephanie Malm, Dave Pemble, Becky Beissel, and Kelsey Waits. Superintendent McDowell was also present at the meeting.

A motion to approve the agenda 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 the minutes for the March 24th, 2021 Regular Board Meeting was made by Lisa Hedin and seconded by Becky Beissel. 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 Jim Jacobs who provided the Board with details regarding those students who qualified for All-State Band, Symphony, and Choir for the 20-21 school year as well as the award for "Best Communities for Music Education" that Hastings received for the second year in a row.

Superintendent McDowell then introduced Amanda Sappa from Communities in Schools of the Twin Cities to provide the Board with an update of their program in the Hastings Schools. There were also Policies available for a second reading. A motion to move Policy 428 Ethical Behavior - Employees to an action item was made by Dave Pemble and seconded by Lisa Hedin. The vote was: 7 ayes, and 0 nays, motion carried unanimously.

A motion to move Policy 429 - Conflict of Interest to an action item was made by Stephanie Malm and seconded by Lisa Hedin. The vote was: 7 ayes, and 0 nays, motion carried unanimously.

Superintendent McDowell proceeded to give the Board an update on other topics pertaining to the Hastings Public School District.

Following the Superintendent's report, Jennifer Seubert the Director of Business updated the Board on the building construction fund project and student enrollment.

Cathy Moen, the Director of Human Resources, shared an update with the Board regarding the Self Funded Insurance Committee meeting that occurred in April.

Lisa Hedin provided the Board with an update on the Facility Committee Meeting and Kelsey Waits provided an update on the Policy Committee.

The first item of business was the approval of the consent agenda which included the McAuliffe Deferred Maintenance Construction and the Kennedy Deferred Maintenance construction bids. It also included a change order for the Hastings High School Early Childhood Improvement Project for an addition of \$7,230.00. A motion to approve the consent agenda was made by Dave Pemble and seconded by Lisa Hedin. The vote was: 7 ayes, and 0 nays, motion carried unanimously.

The following resolution was read to accept the quarterly donations:

I, Stephanie Malm, introduce the following resolution and move for its adoption:

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts and donations to the District;

WHEREAS, Minnesota Statutes Section 465.03 states that the School Board may accept a gift, grant, or devise of real or personal property in accordance with the terms prescribed by the donor only by the adoption of a resolution approved by two-thirds of its members; and

WHEREAS, the referenced donations in the District 200 Donations Report from October to December 2020 have been generously donated.

Becky Beissel duly seconded the motion for adoption of the foregoing resolution.

Voting in favor of the resolution: Becky Beissel, Brian Davis, Scott Gergen, Lisa Hedin, Stephanie Malm, Dave Pemble, and Kelsey Waits.

THEREFORE, BE IT RESOLVED by the Hastings Public School District School Board to gratefully accept these gifts.

A motion to approve the 2022-2023 School Calendar was made by Dave Pemble and seconded by Stephanie Malm. The vote was: 7 ayes, and 0 nays, motion carried unanimously.

A motion to approve the bid for the McAuliffe Wall Project was made by Lisa Hedin and seconded by Becky Beissel. The vote was: 7 ayes, and 0 nays, motion carried unanimously.

A motion to adopt Policy 428 - Ethical Behavior - Employees was made by Becky Beissel and seconded by Lisa Hedin. The vote was: 7 ayes, and 0 nays, motion carried unanimously.

A motion to adopt Policy 429 - Conflict of Interest was made by Brian Davis and seconded by Scott Gergen. The vote was: 7 ayes, and 0 nays, motion carried unanimously.

With no further business to address, a motion to adjourn the meeting was made by Dave Pemble and seconded by Brian Davis. The vote was: 7 ayes, and 0 nays, motion carried unanimously. The Regular Meeting of the Board was adjourned at 7:10 PM.



406 PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data is not available to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion



shall have access to all data in the suggestion except the identity of the employee making the

suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;



11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;



2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;



- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.



- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or
 - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for



the employee to prepare for the proceeding.

- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the



school district will comply with all privacy requirements.

- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.



VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the following individual as the authority responsible for personnel data:

Cathy Moen
Director of Human Resources
1000 11th Street West
Hastings, MN 55033
651-480-7002

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)



*Hastings Public School District
ISD #200*

Policy Reviewed:

Policy Adopted:

Policy Revised:



*Hastings Public School District
ISD #200*

430 Employee Recognition Compensation

I. Purpose

The purpose of this policy is to provide guidance for the Hastings School District in providing proper incentives and improvement of employee morale through district recognition of staff.

II. General Statement of Policy

- A. The School District shall provide recognition awards for employees for exemplary work or effort and/or years of service whenever fiscally possible. This form of in-kind compensation shall include, but is not limited to, recognition meals, plaques and similar awards. It shall not include cash or gift card payments of any kind.
- B. The district, through the School Board, shall declare its intent to provide this recognition prior to the beginning of each school year. This declaration shall include a description of the types of incentives and the date they will be delivered. It is expected that the district will determine a list of priorities for each of the incentive types.
- C. The District shall be fiscally responsible in determining the level of incentive for recognition that will be provided each year. The district priorities will guide decisions on making the determinations.
- D. Nothing in this policy sets a precedent for the presence of absence of recognition awards on a year-to-year basis.
- E. ~~The funding source for employee recognition events and/or items will come from donations.~~

III. Definitions

- A. Recognition means the acknowledgement of exemplary work or effort and/or years of service.

Policy Reviewed: 04.26.2021

Policy Adopted:

Policy Revised:



Hastings Public School District
ISD #200

100 Equity and Diversity

I. Purpose

Hastings Public Schools is committed to the success of every student in each of our schools and to our mission and vision statements.

The Hastings Public School District believes that the responsibility for student success is broadly shared by District staff, families, the community, and our students' own efforts. The purpose of this policy is to establish a framework for the elimination of racism and bias, including cultural bias, as factors affecting student achievement and learning experiences, and to promote learning and work environments that welcome, respect, and value diversity.

II. General Statement of Policy

- a. The District welcomes, respects and values the diversity of its students, parents, staff and broader community, and understands that:
 - i. All students and their families have dignity and worth.
 - ii. All students deserve equitable treatment, opportunities, and education.
 - iii. Student potential can be unlocked by focusing on their talents; all students have assets.
 - iv. Inclusion of all students and families supports District goals to increase student engagement and academic performance.
 - v. Embracing our diversity through inclusion creates an environment that leverages that diversity and creates schools where students, families, community members and employees feel welcomed, valued, supported, and where students and staff can perform to their personal bests.
 - vi. Our collective understanding of diversity and equity must continue to evolve and increase to be well informed and ready to meet the needs of and celebrate our ever-changing population.
 - vii. Continuous reflective practices and education are necessary to address and eliminate barriers.
 - viii. Academic and engagement evidence, beyond intentions, shall be the measure of whether we are successful.



Hastings Public School District
ISD #200

- b. The District is committed to advancing equitable participation in, contribution to, benefit from and enjoyment of learning and work experiences by diverse students, parents, staff, and community.
- c. The District is committed to promoting and providing equitable distribution of resources, opportunities, facilities, and support, even when this means differentiating resource allocations on the basis of student needs. Resource allocation shall support the definition of educational equity adopted in this policy while complying with state and federal funding mandates.
- d. The District is committed to the recruitment and retention of highly qualified diverse staff. The District is committed to fostering a learning environment where diversity is encouraged and to recruiting and retaining a workforce that, at a minimum, reflects the diversity of our students and community.

III. Definitions

For the purposes of this policy the following terms shall have these meanings:

- a. “Diversity” includes characteristics of persons including, but not limited to:
 - 1. Race
 - 2. Culture
 - 3. Color
 - 4. Creed or religion
 - 5. National origin
 - 6. Biological sex
 - 7. Mental and physical ability
 - 8. Age
 - 9. Marital status
 - 10. Family structure
 - 11. Citizenship status
 - 12. Sexual orientation or affectional preference
 - 13. Gender identity or expression
 - 14. Economic status
 - 15. Military/Veteran's status
 - 16. Any other protected class in conformance with federal, state and local laws.
 - 17. Ethnicity
- b. “District staff” includes all employees, consultants and contractors of Hastings Public Schools
- c. “Educational equity” means raising the achievement of all students while
 - i. Narrowing the achievement gaps between the lowest and highest performing students,
 - ii. Narrowing the opportunity gap between all students, and



Hastings Public School District
ISD #200

- iii. Eliminating the racial or cultural predictability and disproportionality of which student groups occupy the highest and lowest achievement categories including rates of graduation.

IV. Responsibility

- a. The School Board and Superintendent may establish specific goals to implement this policy as permitted by law.
- b. The Superintendent shall establish in accordance with this policy such plans and procedures as may be necessary and appropriate to accomplish its purpose and intent. Plans and procedures established shall include clear accountability for actions and oversight, and shall include metrics for evaluation.
- c. District staff are responsible to make suggestions to the appropriate authority to improve the ability of the district to reduce the achievement and opportunity gaps that exist.
- d. Hastings School Board, Superintendent and employees will work with students and families to identify assets and barriers to achievement and opportunities for academic success.
- e. The District shall offer opportunities for all staff to improve their cultural competencies in serving our diverse student body and community, and strengthen employee's knowledge and skills for eliminating opportunity and achievement gaps between groups of students.
- f. Practices, procedures and programs that result in over or under representation of any group of students compared to peers shall be subject to close review to assure that such results are due to meeting student legitimate educational, social or emotional needs. Practices that do not meet this close review shall be eliminated.
- g. Teachers, administrators and district staff shall collaborate to establish and implement culturally responsive instructional practices, curriculum and assessments.



*Hastings Public School District
ISD #200*

Cross References:

HPS Policy 206 Public Participation in School Board Meetings/Complaints About Persons at School
Board Meetings and Data Privacy Considerations

HPS Policy 902A Hastings Public Schools Community Use of School Facilities Philosophy, Rules and
Regulations, Building Use Charges

HPS Policy 401 Equal Employment Opportunity

HPS Policy 402 Disability Nondiscrimination

HPS Policy 413 Harassment and Violence

HPS Policy 102 Equal Educational Opportunity

HPS Policy 522 Sex Nondiscrimination

HPS Policy 609 Religion

HPS Policy 606 Textbook and Instruction Materials

Policy Reviewed: 05.26.2021

Policy Adopted:

Policy Revised: 05.04.2021

May 2021 Enrollment Snapshot

<i>May 2020</i>	<i>4221</i>
<i>May 2021</i>	<i>4113</i>
<i>20-21 First Day Enrollment</i>	<i>4165</i>
<i>19-20 First Day Enrollment</i>	<i>4322</i>
<i>19-20 Last Day Enrollment</i>	<i>4218</i>

Summer Food Program

No paperwork. No financial requirements. All kids eat free!

Thanks to special federal funding, ALL KIDS 18 years old and under eat free this year both at school and at home.

We want all of our students (and their younger siblings not yet in school) to get their free meals!

Distribution Locations

Twice per week pickup: Monday (2 days of meals) & Wednesday (3 days of meals), June 14th – August 23rd, 2021

- Pinecrest 11:00AM-12:00PM
- Middle School 11:00AM-12:00PM
- High School 11:00AM-12:00PM
- McAuliffe 11:00AM-11:15AM
- Kennedy 11:25AM-11:40AM
- Lake Isabel Park 11:50AM-12:15PM

Once per week pickup: Mondays (Weekly Meal Kits) June 14th – August 23rd, 2021.

We are asking for parents to sign up for meals with how many meal kits needed and their pickup location. Link to signup: [Summer Meal Signup](#) (Also located on the Food Service page)

- Our Saviors Lutheran Church 5:00PM-6:00PM
- Crossroads Church 11:00AM-11:15AM
- St John the Baptist Catholic School- Vermillion, MN 11:00AM-11:15AM
- St Mathias- Hampton, MN 11:25AM-11:40AM
- Wiederholts – Miesville, MN 11:55AM-12:15AM

**August 23rd will be the last day of the summer meal program, with meals for 5 days being distributed.*



BRIDGE TO SUCCESS

Hastings Public Schools

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

Policy Committee Mission

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

Policy Committee Meetings

Time: May 4, 2021 6:00 PM Central Time

May 4 Meeting

- Policy 506: Student Discipline – The Committee received an update on the Student Discipline Policy. The working group has met four times and broken off into teams who have been working on different sections of the policy. Overall, the group has edited MSBA’s model policy, making it feel more positive than punitive but also more deliberate in verbiage. The group is looking at creating a matrix of disciplinary options that are divided by developmental level and progression of instance. To accomplish this, they are working with a lot of examples from other districts who have a similar matrix design already. The working group expects to bring their completed draft policy to the Policy Committee by our June 1 meeting and the Committee will bring it forward to the Board Work Session for a broader discussion on June 9.
- Policy 430: Graduation Requirements – Jenn Reichel went through and added comments to the MSBA model policy. At this point it is ready for the board to have a discussion regarding how we would like to move forward. The Policy Committee recommends that we have this discussion after strategic planning is completed.
- Policy 503.2: Kindergarten Age Policy – Like Policy 430, this policy will require full board input. Typically, one family per year asks for early entrance. The Committee discussed that there are multiple options forward; the board can change our policy regarding Kindergarten age, or we have the option of adding something to the student handbook and early entrance can work through that department rather than through policy. After reviewing other age policies, the Committee has requested that a draft policy be created based on White Bear Lake’s policy. This draft policy will then be brought to the full board at a work session to have a broader discussion about our preferred direction.

Reviewed for third reading in May

- Policy 100: Equity – The policy committee made another pass at this policy, incorporating feedback that board members supplied during our last work session. Overall, we made a number of changes in order to clarify and compress the policy. The Committee recommends this policy move forward for a third reading at the May Regular Board Meeting.
-



FINANCE COMMITTEE
May 6, 2021
AGENDA

1. PreK/ALC Space Discussion

- a. PreK - Evaluation determined that additional space is not needed. Moving some spaces at Tilden, and there is an approximate cost of \$10,000 for flooring in the new motor room.
- b. ALC - Plan to initiate a process similar to PreK to determine needs and form a recommendation.
- c. District Office Discussion

2. Budget Updates

- a. 20-21 Revised #2
 - i. Fund 01/11
 1. Safe Schools (\$100,203.25)
 2. OASIS (\$90,321.70)
 3. Title I/Compensatory (\$19,594.42)
 4. Utilities (\$60,000.00)
 5. Substitute Costs (\$200,000.00)
 6. COVID Budgets (Revenues = Expenditures)
 7. Safe Schools & Compensatory Coding
 8. Administrators/Principals reviewing their budgets
 9. Subsequent Year's Expenditures
 - ii. Fund 02
 1. 20-21 Expenditures > Revenues by \$280,000
 2. 20-21 Food Service Financial Summary
 3. Ending Fund Balance about \$380,000
 4. Possible additional funding
 - iii. Fund 04
 1. 20-21 Expenditures > Revenues by \$419,141
 2. 20-21 Community Education Financial Summary
 3. Ending Fund Balance about \$229,000
 4. Consider transfer of \$150,000 from General Fund/ESSER
- b. 21-22 Adopted
 - i. Expenditures > Revenues by \$627,000
 - ii. Transportation Contract Update
 - iii. Still other unknowns

3. Budget Reductions

- a. Estimates vs. Actuals

4. ESSER II/ESSER III/Summer School Additional Funding

- a. ESSER II
 - i. \$1,334,649
 - ii. July 1, 2020-September 30, 2023
- b. ESSER III Summary
 - i. \$2,997,432.36
 - ii. 20% Requirement to spend on activities that address “learning loss”
 - iii. Timing TBD - July 1, 2020 - September 30,2024
- c. Guiding Change Document
- d. Summer School Additional Funding Estimates
 - i. High School \$79,800
 - ii. Middle School \$31,920
 - iii. Elementary \$66,500

5. Levy

- a. Next Steps
 - i. Linking to Strategic Planning
 - ii. Timing
 - iii. Consultant
 - iv. Community Survey

6. Legislative Summary

- a. House
 - i. Summary
 - ii. District Impact
- b. Senate
 - i. Summary
 - ii. District Impact



BRIDGE TO SUCCESS

Hastings Public Schools

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

Community Engagement Committee Mission

The Community Engagement Committee is a link between the Hastings School District and the ISD200 community. The committee focuses on identifying avenues to continuously improve the district’s communication process for increased transparency. It also aims to articulate the district’s goals more effectively with community stakeholders. The committee seeks opportunities for shared learning, knowledge, awareness, experience, and growth to create a stronger, more united community.

Community Engagement Committee Meeting

Time: May 6, 2021 6:00 PM Central Time (US and Canada)

Members/Attendees:

Becky Beissel – Board Member	Kari Gorr - District Communications Director
Stephanie Malm – Board Member	Marta Tierney, Marty Weber, Anthony Cournoyea – IDEA
Kelsey Waits – Board Member	Don Olson – Veterans Rep
Bob McDowell – Superintendent	Craig Beissel – Rotary
Mari Mellick – United Way	Kristy Barse – Chamber of Commerce
Jessica Monson – Hastings Parents Groups	Rachel Koenigs – Dakota County
Jen Fox and Tina Folch – City of Hastings	

5.6.2021 Meeting

The committee met for our first meeting and discussed the 5 W’s of this new committee. We introduced the concepts of the committee and how we as a school board wanted to get more involved in our extended community. We want to know what and how our community members, business owners, local government, local non-profits, and special demographic representatives play into the success of the district.

We discussed the concepts of what this committee is and what it is not. Primarily focusing on making community connections beyond parents and district staff. That we want this committee to be fluid and adapt to the needs of the community and the committee members, that we’re about collaboration and the opportunities we have, as a community, to connect, share our experiences, become more transparent in our operations, and focus on building a stronger, united community.

Becky Beissel facilitated introductions. Each member introduced themselves and provided insight on why they joined the committee.

Kelsey Waits provided an introduction to the district’s strategic plan and how this committee is integral to the strategic planning process. Stressed the importance of committee flexibility and introduced options for community feedback. Introduced options for a survey and/or a “Start/Stop/Improve” discussion.

The committee collectively decided a quick values survey is the best way to get a better understanding of how the community views the district and what they value (or don’t value) about how we contribute to the community. The committee plans to meet again before June 1st.



BRIDGE TO SUCCESS

Hastings Public Schools

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

Facilities Committee Summary

The mission of the Facilities Committee is to provide strategic oversight of substantial facilities investment activities on behalf of ISD 200. The Committee will support sustainability, transparency, and equity throughout the School Board and the community at large. This will in turn enhance public confidence in the district's ability to effectively manage, maintain and improve District facilities through communication of the results of its work to the School Board, and by educating the public regarding the facility usage, condition and outlook for the District.

May 17, 2021

Attendees – Bob McDowell, Jen Seubert, Cam Peterson, Sal Bagley, Kyle Edelstad, Lisa Hedin, Dave Pemble, and Kelsey Waits.

Bond Contingency Document

A spreadsheet was developed to support tracking projects that remain to be bid; including those that were part of the original bond authorization and those that have been added at the discretion of the Board, against the available contingency dollars. As of 30 April 2021, approximately \$5,000,000 is available for projects, and upon initial consideration identified project costs exceed available dollars by over \$900,000. Significant project cost increases were associated with the HS privacy improvements (bathrooms, PE locker rooms, and athletic team locker rooms) MS track and potentially the HS baseball field.

Estimated project costs were updated to include current marketplace conditions and individual project scope revisions. Through the course of the meeting it was discovered that there were some inconsistent assumptions used to develop this spreadsheet, which overstate the extent to which potential project costs exceed available contingency dollars. Kyle and Jen S will resolve these inconsistencies, and an updated spreadsheet will be reviewed at the committee's June meeting.

Committee guidance:

There was substantive discussion regarding the remaining projects priority and scope. The committee guidance is as follows:

- Tilden bathroom piping and gym floor abatement will be accomplished with LTFM dollars. The LTFM project scheduling may have to be revised to accommodate these projects.
- Secured entrances; MS Media Center modifications to accommodate School Board Meetings; District Office updates not eligible for LTFM; HS tennis courts; MS storage building go forward.
- Privacy improvements to the HS PE locker rooms and 2 toilet areas are to be accomplished within a project budget of \$1,250,000.
- Privacy improvements to one bathroom location at the MS will go forward for a total project cost of \$362,500

-
- No work will be done on the MS track in the summer of 2021. This project's scope will be reconsidered closer to the end of the bond, and may be limited based on available funds.
 - No further design work will be done at this time on the HS athletic team locker room privacy improvements. This project's scope and inclusion will be reconsidered closer to the end of the bond and may be limited based on available funds.
 - Field data will continue to be collected at the HS baseball field to establish the scope and in turn cost work required.
 - ALC alternative team will continue working and a project scope and cost estimate will be brought forward in the future.

The topic areas below were on the meeting agenda, but time did not allow for them to be discussed. These items will be on the agenda for our next Facility Committee meeting.

Bidding Updates

- *HS Valve and Fitting Replacement*
- *HS Tennis Courts*

Construction Updates

- *MS Improvements*
- *Project Closeout*

Next Meeting Friday, June 25 9:00 am – Topics will include review of the Bidding and Construction Updates, Bond Contingency Document with inconsistent assumptions resolved, MS Track, HS privacy (especially Athletic Locker room improvements), and ALC modifications.

HR PERSONNEL REPORT

RETIREMENT/RESIGNATION/TERMINATION

NAME	STATUS
Terrance Mullaney	Retirement
Maria Sperl	Resignation
Sam Healy	Resignation
Charles Varley	Resignation
Courtney Rock	Resignation
Paula Wenker	Retirement
Erica Petersen	Resignation

HIRES

NAME	ASSIGNMENT
Teresa Thuet	Admin. Support Asst - Sub District Wide
Kelsey Dressely	School Age Care Program Coordinator Tilden
Staci Botz	Non Contract Kids Campus Assist - Sub Tilden
Julia Herber	Instructional Assistant Spec. Ed - Sub District Wide
Scott Doran	Assistant Principal, 10 months High School
Christian Brenny	Seasonal Grounds Worker District Wide
Jaclyn Hansey	Enrichment and Recreation Coordinator Tilden (.5 FTE)
Joan Ryan	1.0 FTE Floating Teacher Sub Middle School

LEAVE APPROVAL

NAME	STATUS
Jacqueline Kranz	Approval
Dominique Llndekugel	Approval
Andrea Scheuzger	Approval

ASSIGNMENT CHANGES

NAME	FROM
------	------

Andrea Caturia	Instructional Asst Spec Ed - Sub District Wide
Ashley Jaimson	Custodian - Sub District Wide
Manal Kolta	Instructional Asst Spec Ed, 5.75 hrs/ day Middle School

Board Meeting Date:

ASSIGNMENT	EMPLOYEE GROUP
Custodian, 8 hrs/day High School	Custodian
Speech Lang. Pathologist, 1.0 FTE Pinecrest	Ed MN Teachers
7th Grade Language Arts Teacher, 1.0 FTE Middle School	Ed MN Teachers
Special Ed Teacher, 1.0 FTE High School	Ed MN Teachers
Instructional Assistant-Spec. Ed, 5.75 hrs/day Pinecrest	Ed MN ESP
LPN, 7.5 hrs/day McAuliffe	Health Services
French/Global Language Teacher, .834 FTE High School	Ed MN Teachers

SALARY PLACEMENT/HOURLY RATE	EMPLOYEE GROUP
\$15.66 / Hour	N/A
\$29,983.20 / Year	Community Ed Coordinator
\$14.34 / Hour	N/A
\$17.04 / Hour	N/A
\$109,935.63 / Year	Principal
\$10.83 / Hour	N/A
\$27,560.00 / Year	Community Ed Coordinator
\$230.86 / Day	Ed MN Teachers

ASSIGNMENT	EMPLOYEE GROUP
HS Athletic Secretary 1.0 FTE	HESA
Custodian MS FT 1.0 (Night) High School - Orchestra Teacher 1.0 FTE	Custodian
	Teacher

TO	EMPLOYEE GROUP
-----------	-----------------------

Instructional Asst Spec Ed, 5.75 hrs/day Pinecrest	Ed MN ESP
Custodian, 8 hrs/day Middle School	Custodian
Instructional Asst Spec Ed, 6.25 hrs/day Middle School	Ed MN ESP

5/26/2021

EFFECTIVE DATE
July 16, 2021
June 4, 2021
June 4, 2021
June 4, 2021
June 4, 2021
June 4, 2021
June 4, 2021
June 4, 2021

EFFECTIVE DATE
April 15, 2021
May 10, 2021
May 7, 2021
May 13, 2021
July 1, 2021
May 17, 2021
May 12, 2021
May 3, 2021

EFFECTIVE DATE(S)
July 1, 2021 - June 30, 2022
May 11, 2021 - May 30, 2021
August 31, 2021 - June 9, 2021

EFFECTIVE DATE(S)

April 14, 2021
May 12, 2021
May 13, 2021 - June 4, 2021



808 COVID-19 FACE COVERING POLICY

I. PURPOSE

The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

II. GENERAL OF STATEMENT OF POLICY

- A. The policy of the school district is to comply with Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect other people in case the wearer does not know they are infected.
- C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

III. DEFINITION OF FACE COVERING

- A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:
 - 1. Paper or disposable mask;
 - 2. Cloth face mask;
 - 3. Scarf;
 - 4. Neck gaiter;



5. Bandana;
 6. Religious face covering; and
 7. Medical-grade masks and respirators
- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.
- C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING

- A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- B. A face shield does not provide the same level of protection as a face covering, and may only be used as an alternative to a face covering in the following situations:
1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.
 2. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.
 3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
 4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.
- C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:



1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;
2. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities should maintain six feet of distance to the extent possible;
3. During activities, such as swimming or showering, where the face covering will get wet;
4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
5. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
6. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
7. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities should maintain six feet of distance to the extent possible;
8. When required by school staff for the purposes of identification;
9. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;
10. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or
11. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

V. IMPLEMENTATION

- A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.



- B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.
- E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct.
- F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE

- A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.
- B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.
- C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning.
- D. The school district may, in its discretion, report violators of this policy to law



*Hastings Public School District
ISD #200*

enforcement. Any individual who willfully violates Emergency Executive Order 20-81 or 0-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

Legal References: Emergency Executive Order 20-81
 Emergency Executive Order 20-82
 Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)
 Minn. Stat. § 12.45 (Violations; Penalties)

Cross References: MSBA/MASA Model Policy 807 (Health and Safety Policy)
 MSBA/MASA Model Policy 504 (Student Dress and Appearance)

Policy Reviewed: 08.18.2020

Policy Adopted: 08.26.2020

Policy Revised: 08.13.2020

Future Meetings

Date	Time	Description	Location
06/01/2021	5:15 PM	Policy Committee	Board Room
06/09/2021	6:00 PM	School Board Work Session	HMS Media Center
06/16/2021	7:00 PM	Board Strategic Planning Work Session	HMS Media Center
06/23/2021	6:00 PM	Regular Board Meeting	Zoom
06/25/2021	9:00 AM	Facility Committee Meeting	Zoom