

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

Wednesday, February 23, 2022  
Regular Meeting  
Middle School Media Center

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- I. **Call Meeting to Order**
  - a. Attendance
- II. **Pledge of Allegiance**
- III. **Motion to approve the agenda/table file**
  - a. Approval of the minutes from the February 2, 2022 Special Board Meeting
- IV. **Recognition of visitors**
- V. **Announcements and Recognitions**
- VI. **Items for Discussion**
  - a. Legislative/Funding Discussion
  - b. February 22, 2022 PTA Book Fair Incident
  - c. Policies
    - i. First Reading
      - 1. Policy 213 School Board Committees
  - d. 2022-2023 & 2023 -2024 School Calendars
- VII. **Administrative Reports**
  - a. Superintendent
  - b. Building Construction Fund Project Update
  - c. Student Enrollment
  - d. Community Engagement Committee
  - e. Finance Committee
  - f. Policy Committee Meeting
- VIII. **Action Items**
  - a. Consent Agenda
    - i. Change Orders
      - 1. Change Order # 2 - Weber, Inc.
      - 2. Change Order #4 - Derau Construction
    - ii. Construction Bid Awards
      - 1. HHS Parking Lot Bid Recommendation
      - 2. HHS Lighting Bid Recommendation
      - 3. HMS Track Bid Recommendation
    - iii. Policies for Approval with minor changes by MSBA
      - 1. Policy 203.5 School Board Meeting Agenda
      - 2. Policy 205 Open Meetings and Closed Meetings
      - 3. Policy 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
      - 4. Policy 208 Development, Adoption, and Implementation of Policies
      - 5. Policy 210 Conflict of Interest
      - 6. Policy 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student
      - 7. Policy 408 Subpoena of a School District Employee
      - 8. Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
      - 9. Policy 419 Tobacco-Free Environment
      - 10. Policy 427 Workload Limits for Certain Special Education Teachers
      - 11. Policy 504 Student Dress and Appearance

12. Policy 514 Bullying Prohibition Policy
  13. Policy 516 Student Medication
  14. Policy 519 Interview of Students by Outside Agencies
  15. Policy 521 Student Disability Nondiscrimination
  16. Policy 603 Curriculum Development
  17. Policy 606 Textbook and Instruction Materials
  18. Policy 607 Organization of Grade Levels
  19. Policy 611 Home Schooling
  20. Policy 613 Graduation Requirements
  21. Policy 614 School District Testing Plan and Procedure
  22. Policy 615 Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodations, and LEP Students
  23. Policy 616 School District System Accountability
  24. Policy 623 Mandatory Summer School Instruction
  - iv. Personnel Report
  - v. Secondary Professional Development & Instructional Technology TOSA Position
  - vi. Non-Contract Rates of Pay
  - vii. Non-Public Transportation
  - b. Items for Individual Action
    - i. Health and Safety Resolution
    - ii. AIPAC Resolution of Concurrence
    - iii. Joint Facility Maintenance Purchase
    - iv. Storage Garage Project Budget Transfer
    - v. Water Tower Lettering
    - vi. Legislative/Funding
    - vii. Bills Payable
    - viii. Policy 520 Student Surveys
    - ix. Policy 609 Religion
- IX. **Future Meetings**
- X. **Adjournment**

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

A Special Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Wednesday, February 2, 2022, at the Hastings Middle School Media Center.

The meeting was called to order by School Board Chairperson Brian Davis at 6:00 PM.

The following board members were present: Becky Beissel, Brian Davis, Jessica Dressely, Lisa Hedin, Stephanie Malm, Mike Reis, and Carrie Tate. Superintendent McDowell was also present.

After the Pledge of Allegiance, the Board took a moment of silence for the victims of the shooting in Richfield, MN.

A motion to approve the agenda was made by Lisa Hedin and seconded by Stephanie Malm. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the minutes from the January 26th, 2022 Regular Board Meeting was made by Jessica Dressely and seconded by Stephanie Malm. 7 ayes, 0 nays, motion carried unanimously.

Chairperson Brian Davis recused himself from the remainder of the conversation and the voting. Vice Chairperson Stephanie Malm took over for Chairperson Davis in leading the meeting.

School Board Clerk Becky Beissel made a motion to approve the following motion:

**RESOLUTION APPROVING TEACHERS COLLECTIVE BARGAINING AGREEMENT FOR  
THE 2021-22 AND 2022-23 SCHOOL YEARS**

WHEREAS, the School Board of Independent School District No. 200 and Education Minnesota-Hastings have negotiated the terms and conditions of employment for teachers in the District for the period of July 1, 2021 through June 30, 2023 (the "Contract");

WHEREAS, the spouse of Board Chair Brian Davis is a teacher in the District and covered by the terms and conditions of the Contract;

WHEREAS, pursuant to Minnesota Statutes section 471.88, subdivision 21, the Board may contract with teachers where the spouse of a school board member is a teacher and the teacher receives no special monetary or other benefit that is substantially different from the benefits that other teachers receive under the employment contract;

WHEREAS, the spouse of Board Chair Davis has not derived any special monetary or other benefit that is substantially different from the benefits that other teachers receive under the Contract;

WHEREAS, Minnesota Statutes section 471.88, subdivision 21, sets forth procedures to follow when a school board is contracting with a class of employees and a spouse of a school board member is a member of the class of employees;

WHEREAS, there is a question as to whether Minnesota Statutes section 471.88, subdivision 21, applies to the Board's approval of the Contract as Minnesota Statutes Section 122A.40, subdivision 3, specifically authorizes the employment of a spouse of a board member;

WHEREAS, on November 23, 2021, the full Board unanimously approved the Contract on its consent agenda;

WHEREAS, given the ambiguity created by the different laws, the Board wishes to ratify its actions on November 23, 2021, and confirm its approval of the Contract and is thus taking this action in the event that Minnesota Statutes section 471.88, subdivision 21, applies.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 200, upon a majority vote of the disinterested Board members, as follows:

1. Board Chair Brian Davis is directed to abstain from the approval of the Contract.
2. The Board has determined that the Contract negotiated with Education Minnesota-Hastings and the approval of the same is in the District's best interests. The Summary of Tentative Agreement Between ED MN Teachers and ISD 200 is set forth in Exhibit 1.
3. The Board hereby approves the Contract, effective November 23, 2021.

The motion for the adoption of the foregoing resolution was duly seconded by Member Lisa Hedin, and upon vote being taken thereon, the following voted in favor thereof:

Becky Beissel, Lisa Hedin, and Stephanie Malm

and the following voted against:

Carrie Tate and Mike Reis

and the following abstained:

Brian Davis and Jessica Dressely

whereupon said resolution was declared duly passed and adopted.

With no further business, a motion to adjourn the meeting was made by Becky Beissel and seconded by Lisa Hedin. The meeting was adjourned by Vice Chairperson Stephanie Malm at 6:23 PM.



# Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200

1000 11<sup>TH</sup> STREET WEST  
HASTINGS, MN 55033-2597  
Phone (651) 480-7000  
Fax (651) 480-7004

BRIDGE TO SUCCESS

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February 10, 2022

Dear Elected Officials,

Thank you again for your support of the students, families, and staff of public schools across Minnesota.

Governor Walz released his supplemental budget recommendations with a \$788 million proposed increase in early education through grade 12 funding for next school year. His recommendations would also increase funding by \$1.7 billion for the following two school years. With the state's projected budget surplus of \$7.75 billion, please support a spending target of at least the Governor's target.

Although the session just started this week, we understand the timeline for passing bills is shorter this year. Supplemental budget bills will be assembled in late March or early April, and that is why we want to emphasize the need for a target big enough to allow us to meet the needs of all our students.

We urge you to prioritize public education funding this session by providing a target large enough to fully fund Special Education and English Learner cross subsidies.

Thanks for your advocacy on behalf of our schools. Please feel free to connect with us if you have questions.

Respectfully,

Brian Davis  
Board Chair  
ISD 200



## School Board Governance Workplan DRAFT

June 2021

Key Roles	2021/22 SY	2022/23 SY	2023/24 SY
District Policy	<ul style="list-style-type: none"> <li>1/3 District Policy Review</li> <li>Discipline Policy</li> </ul>	<ul style="list-style-type: none"> <li>1/3 District Policy Review</li> <li>Graduation Requirement Policy</li> </ul>	<ul style="list-style-type: none"> <li>1/3 District Policy Review</li> </ul>
Operations Oversight and Long-Range Planning	<ul style="list-style-type: none"> <li>Budget Approval</li> <li>District Long Range Model / Goals</li> <li>Operational Plan Monitoring Reports</li> <li>District Sizing to Enrollment and Trends</li> <li>Student / Staff Mental Health Resourcing</li> <li>Secondary (Gr 5-12) Programmatic Review</li> </ul>	<ul style="list-style-type: none"> <li>Budget Approval</li> <li>District Long Range Model / Goals</li> <li>Operational Plan Monitoring Reports</li> <li>District Sizing to Enrollment and Trends</li> <li>ALC</li> <li>Secondary (Gr 5-12) Programmatic Review</li> <li>Bond Expenditures Completed</li> <li>Facilities Building with City</li> </ul>	<ul style="list-style-type: none"> <li>Budget Approval</li> <li>District Long Range Model / Goals</li> <li>Operational Plan Monitoring Reports</li> <li>District Sizing to Enrollment and Trends</li> <li>Todd Field and Hwy 55 Planning Starts</li> </ul>
Board Operations and Development	<ul style="list-style-type: none"> <li>School Board Annual Evaluation (Design)</li> <li>Board 3 Year Governance Workplan</li> <li>3 Board Seats</li> <li>New Board Member Training</li> <li>Board Election Schedule</li> </ul>	<ul style="list-style-type: none"> <li>School Board Annual Evaluation</li> <li>Board 3 Year Governance Workplan</li> <li>Board Candidate Recruitment</li> <li>Board Member Deep Learning</li> </ul>	<ul style="list-style-type: none"> <li>School Board Annual Evaluation</li> <li>Board 3 Year Governance Workplan</li> <li>4 Board Seats</li> <li>New Board Member Training</li> <li>Board Member Deep Learning</li> </ul>
Superintendent Relations and Development	<ul style="list-style-type: none"> <li>Superintendent Evaluation</li> <li>District Quarterly Benchmark Reports</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent Evaluation</li> <li>District Quarterly Benchmark Reports</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent Evaluation</li> <li>District Quarterly Benchmark Reports</li> <li>Superintendent Agreement</li> </ul>
Public Engagement	<ul style="list-style-type: none"> <li>Legislative Action Committee (Design)</li> <li>Community Communications</li> <li>Choice Enrollment Engagement and Learning</li> <li>Technology Levy Option</li> </ul>	<ul style="list-style-type: none"> <li>Legislative Action Committee</li> <li>Community Communications</li> <li>Choice Enrollment Engagement</li> <li>Levy Renewal</li> <li>Schedule/Transportation/Budget Options</li> </ul>	<ul style="list-style-type: none"> <li>Legislative Action Committee</li> <li>Community Communications</li> <li>Choice Enrollment Engagement</li> </ul>



## 2022 MSBA LEGISLATIVE PLATFORM

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As school board members, we are committed to the work to get back to better. Increases to the basic funding formula and pandemic relief funding last year were helpful and appreciated; however, even with this significant funding, there are obligations and requirements that have not been addressed – MSBA asks the Governor and Legislature to:

### **Provide full funding - special education obligations**

- Every Minnesota school district has a cross-subsidy because federal and state revenue falls short of full funding while the statewide shortfall is expected to grow to \$806 million by FY 2025
- In FY 2020, this shortfall resulted in a funding gap of \$782 per student, resulting in increases to property tax levies and less general education funding for all students

### **Provide full funding - English learner (EL) requirements**

- Close the significant gap between EL revenue and the amount school districts spend on services for students who are not yet proficient in English
- The cross-subsidy for FY 2020 was \$118 million

### **Fully equalize property tax levies and index to inflation**

- State funding has not kept up with inflation creating a funding gap of \$598 per student
- Almost 70 percent of Minnesota schools are dependent on referendum revenue to make up this gap creating an inequity in funding across the state. Equalization levels the playing field.

### **Provide funding for facility improvements**

- Raise the cap and expand the uses of the Long-Term Facilities Maintenance Revenue (LTFMR)
- Fund facility improvements to support compliance with *N.H. v. Anoka Hennepin*

### **Address the critical staffing shortage**

- Provide the financial resources and additional flexibility needed to hire and retain school staff such as school nurses, bus drivers, tutors, educational assistants, paraprofessionals, and substitute teachers

### **Increase access and support to mental health services**

- Expand full-service community schools to reduce barriers and ensure students come ready to learn
- Lift the safe schools levy cap to hire support staff to address the mental health needs of students

### **Allow school boards the authority and flexibility to redesign schools for the future**

- Redefine “instructional hours” to accommodate where and when learning occurs
- Redesign assessments to complement individualized learning
- Redesign online learning opportunities to provide real-life post-secondary and work experiences

### **Maintain local decision-making and resist any new, unfunded mandates**

- Allow locally elected school boards to renew an existing operating levy
- Allow schools boards to recover all reasonable costs of fulfilling public data requests
- Link the basic formula to inflation which allows school boards to engage in long-range planning

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# Weekly Advocate empower, educate, engage

## Special Edition- January 25, 2022 Governor Walz Announces Education Priorities



As the 2022 draws closer and with a \$7.7 billion surplus today Governor Walz announced his budget package to support Minnesota children and families. A large part of that package contains education initiatives. His proposed package includes:

- investing an additional 2% on the general education formula;
- reducing cross subsidies for special education and English language learners;
- providing flexible aid to give school districts and charter schools the decision-making power to meet the unique needs of each student and school;
- creates educator pathways to address teacher shortages and recruit teachers of color and Indigenous teachers;
- establishes a Statewide Teacher Mentoring Program to support and improve experiences of professional educators;
- and expands the Grow You Own Teacher Training Programs to increase access to opportunities for people of color and Indigenous people to pursue a career in teaching;
- covering the costs for the Minnesota Teacher Licensure Exam and teachers' first Professional Teacher License and a teacher retention bonuses for those new to the profession; and
- \$15 million for education support professionals' (ESPs, also known as paraprofessionals) training and development.

Click on the graphic for more details on the entire proposal.

### THE WALZ-FLANAGAN BUDGET TO MOVE MINNESOTA FORWARD

#### SUPPORTING CHILDREN AND FAMILIES

Governor Walz and Minnesota Governor Flanagan of the Wisconsin Progressive Movement have united to the support for quality and equity for the state. They are investing in schools to ensure that students receive the best possible education, regardless of where they live. This investment will ensure that all children have the opportunity to succeed in the workforce of the future.

#### EXPAND ACCESS TO CHILD CARE AND EARLY LEARNING

"In our first year in office, we fought to protect 4,000 public jobs, and we will continue to do so. Plus, we're working to expand public jobs to 28,000 jobs."

Expand Access to Prekindergarten  
Invest in high-quality prekindergarten for all children from all backgrounds, regardless of their zip code or income level. This investment will fund more than 4,000 new public pre-K seats through a new state-funded pre-kindergarten program (PKIP). It will fund 100,000 child care centers and family child care programs (FCCP). The investment will also fund the creation of programming for working parents of young children. This investment will also fund more than 25,000 eligible young children to support the Governor and Legislature's commitment to ensure that every child has access to high-quality, affordable care. The program will ensure that all children and families have access to high-quality, affordable care through high-quality, affordable public programs.

"A family of four in Minnesota making \$45,000 a year will save about \$14,000 a year on child care. For a family of five making \$60,000 could be looking at a savings of over \$20,000 a year."

Make Child Care More Affordable for All Minnesota Families  
Significant work has been done in the past to ensure that all children have access to high-quality, affordable care. The proposal will fund thousands of new child care centers, including a new state-funded child care program (CCP). While changes to the program are necessary, the Walz-Flanagan proposal will ensure that all children have access to high-quality, affordable care. The program will ensure that all children and families have access to high-quality, affordable care through high-quality, affordable public programs.

### MSBA Bills Introduced

Yesterday afternoon, two bills that MSBA partnered with legislators on were released in early introductions. These bills reflect work done in the last session and the last two Delegate Assemblies. The fully funding of special education is a high priority of MSBA and we have met with almost every education committee member in the House and Senate to discuss the need to close the cross-subsidy in all Minnesota School districts.

- H. F. 2657, fully funding school district special education services; appropriating money
- H. F. 2726, modifying hours of instruction requirements .



## **213 SCHOOL BOARD COMMITTEES**

### **I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

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

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

### III. APPOINTMENT OF COMMITTEES

- A. The school board appoints standing committees at the School Board Organizational meeting held in January every year. ~~hereby appoints the following standing committees:~~
1. ~~Facilities Committee¶~~
  2. ~~Finance Committee¶~~
  3. ~~Community Engagement Committee¶~~
  4. ~~Policy Committee~~
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

### IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

***Cross References:*** MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
MSBA/MASA Model Policy 203 (Operation of the School Board  
–Governing Rules)  
MSBA Service Manual, Chapter 13, School Law Bulletin  
“C” (Minnesota’s Open Meeting Law)

*Policy Reviewed:* 02.08.2022

*Policy Adopted:* 09.22.2021

*Policy Revised:* 08.25.2021

### July 2022 (T0/S0)

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### August 2022 (T3/S0)

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

# 2022 - 2023 District Calendar



### September 2022 (T20/S18)

M	T	W	Th	F
			1	2
5	6*	7**	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### October 2022 (T19/S18)

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Key	
<span style="background-color: #e0e0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	No School / Teacher Workshop
<span style="background-color: #ffe0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	No School / New Teacher Workshop
<span style="background-color: #ffffe0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	No School / Staff Development
<span style="background-color: #ffe0e0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	No School / Conferences
<span style="background-color: #808080; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	No School / Students & Teachers
<b></b>	<b>Bold = Evening Conferences</b>

First Day = \*Gr 1-5 & 9 / \*\*Gr K, 6-8 & 10-12

### November 2022 (T20/S19)

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

### December 2022 (T16/S16)

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### Dates at a Glance

Date	Description
Aug. 25 & 26.....	New Teacher Workshop
Aug. 29 - 31.....	Teacher Workshop
Sept. 1.....	Staff Development
Sept. 2 - 5.....	No School
Sept. 6.....	First Day Grades 1-5 & 9
Sept. 7.....	First Day Grades Kindergarten, 6-8, & 10-12
Sept. 26.....	Staff Development
Oct. 17.....	Evening Conferences - Elementary Only
Oct. 18.....	Evening Conferences - All Grades
Oct. 19.....	No School/Conferences - All Grades
Oct. 20 & 21.....	Teacher Association Days
Nov. 24 & 25.....	Fall Holiday
Nov. 28.....	Staff Development
Dec. 23 - Jan. 2.....	Winter Break
Jan. 16.....	Martin Luther King Day
Jan. 23.....	Teacher Workshop
Feb. 20.....	Presidents' Day
Feb. 21.....	Staff Development
Mar. 1.....	Evening Conferences - Elementary Only
Mar. 2.....	Evening Conferences - All Grades
Mar. 3.....	No School/Conferences - All Grades
Mar. 13 - 17.....	Spring Break
April 7 - 10.....	Spring Holiday
May 29.....	Memorial Day
June 8.....	Last Day of School
June 9.....	Teacher Workshop
June 9.....	HHS Graduation

### January 2023 (T20/S19)

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20*
23	24	25	26	27
30	31			

### February 2023 (T19/S18)

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

\* End of Semester 1

### March 2023 (T18/S17)

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

### April 2023 (T18/S18)

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

### May 2023 (T22/S22)

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### June 2023 (T7/S6)

M	T	W	Th	F
			1	2
5	6	7	8*	9**
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

\* Last Day / End of Semester 2

\*\* HHS Graduation

### July 2023 (T0/S0)

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### August 2023 (T4/S0)

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

# 2023 - 2024 District Calendar



### September 2023 (T19/S18)

M	T	W	Th	F
				1
4	5*	6**	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

First Day = \*Gr 1-5 & 9 / \*\*Gr K, 6-8 & 10-12

### October 2023 (T20/S19)

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

### Key

- No School / Teacher Workshop
- No School / New Teacher Workshop
- No School / Staff Development
- No School / Conferences
- No School / Students & Teachers
- Bold = Evening Conferences**

### November 2023 (T20/S19)

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

### December 2023 (T16/S16)

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### Date Description

- Aug. 24 & 25 New Teacher Workshop
- Aug. 28 - 31 Teacher Workshop/Staff Development
- Sept. 1 - 4 No School
- Sept. 5 First Day for Grades: 1-5 & 9
- Sept. 6 First Day for Grades: Kindergarten, 6-8 & 10-12
- Sept. 15 Staff Development
- Oct. 16 Evening Conferences - Elementary Only
- Oct. 17 Evening Conferences - All Grades
- Oct. 18 No School/Conferences - All Grades
- Oct. 19 & 20 Teacher Association Days
- Nov. 23 & 24 Fall Holiday
- Nov. 27 Staff Development
- Dec. 25 - Jan. 2 Winter Break
- Jan. 15 No School
- Jan. 22 Teacher Workshop
- Feb. 19 No School
- Feb. 28 Evening Conferences - Elementary Only
- Feb. 29 Evening Conferences - All Grades
- Mar. 1 No School/Conferences - All Grades
- Mar. 11 - 15 Spring Break
- Mar. 29 Spring Holiday
- April 18 Staff Development
- April 19 No School
- May 27 No School
- June 6 Last Day of School
- June 7 Teacher Workshop
- June 7 HHS Graduation

### January 2024 (T20/S19)

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19*
22	23	24	25	26
29	30	31		

\* End of Semester 1

### February 2024 (T20/S20)

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

### March 2024 (T15/S14)

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### April 2024 (T21/S20)

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

### May 2024 (T22/S22)

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

### June 2024 (T5/S4)

M	T	W	Th	F
3	4	5	6*	7**
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

\* Last Day / End of Semester 2

\*\* HHS Graduation



# Superintendent Update- Strategic Planning

February 23, 2022

# Timeline

Sept 2020	Discussions and preparations for Strategic Planning
April 2021	Began Strategic Planning work
June 2021	School Board Strategic Planning, Mission, Vision, and Core Values
July 2021	School Board approved Strategic Plan components and 3 year work plan
July-August 2021	Administration solidified first Action Plans
October 2021	Superintendent evaluation including goal from Strategic Plan
November 2021	First board update as per the superintendent evaluation timeline
February 2022	Second board update as per the superintendent evaluation timeline





## Our Vision of Desired Daily Experiences for Students, Families, and Staff

### I am valued, respected, and accepted for who I am

- I feel safe physically and emotionally at school, and my gender, race, and language are accepted
- I have a voice and some choice in my learning and am listened to by adults and my peers
- My learning, mental health, emotional, and physical needs are known and supported in school
- I have good friends at school, and we have time to be together during the school day
- I am engaged in my learning and I enjoy it

### I have opportunities to engage in real and relevant learning for me

- I have a wide array of academic, activities, arts, athletics, and career choices, in a variety of learning venues,
- I am challenged in my learning and development as an individual, and supported to succeed
- I can take reasonable risks and use my mistakes and disappointments to learn
- I collaborate with others in projects and learning opportunities
- I feel ready and prepared for each next step in my learning at each grade, college, career, and life
- I have time and space to reflect, relax, and able to manage the stress of school and learning

### I am recognized and celebrated for my accomplishments in and out of school

- The staff know me, care about me, and easily interact with me
- School is fun, with recognition for both hard work and learning
- I have opportunities for involvement in my community

### I am valued, respected, and accepted for who I am

- I feel safe physically and emotionally at work
- I make a positive difference everyday in the lives of students and families
- I have the drive and tools to connect and guide every student with what they need
- I have time to collaborate with my colleagues and am prepared to do my work

### My work and development is real and relevant for me

- I have the needed resources and development to do my job well
- I feel empowered to take reasonable risks in innovation and improvement
- I'm a learner and am provided honest, effective, and consistent feedback
- I work within my circle of influence and circle of control.

### I feel that I am supported to do well and recognized for my contributions and gifts I bring

- I feel supported by colleagues, administration, and families
- I feel informed about my work and district and have easy, consistent access to information where and when I need it
- I feel empowered to take risks for innovation and continuous improvement
- My voice and input matters and is valued
- My work and contributions are recognized and celebrated



### I am valued, respected, and accepted for who I am

- I trust the people who are responsible for my child's learning
- I feel listened to, respected and safe when I interact with the school as a partner in my child's learning
- I am confident that my child's diversity and uniqueness is valued

### I am engaged in my child's learning and know my roles, expectations, and how to navigate the school district and its processes

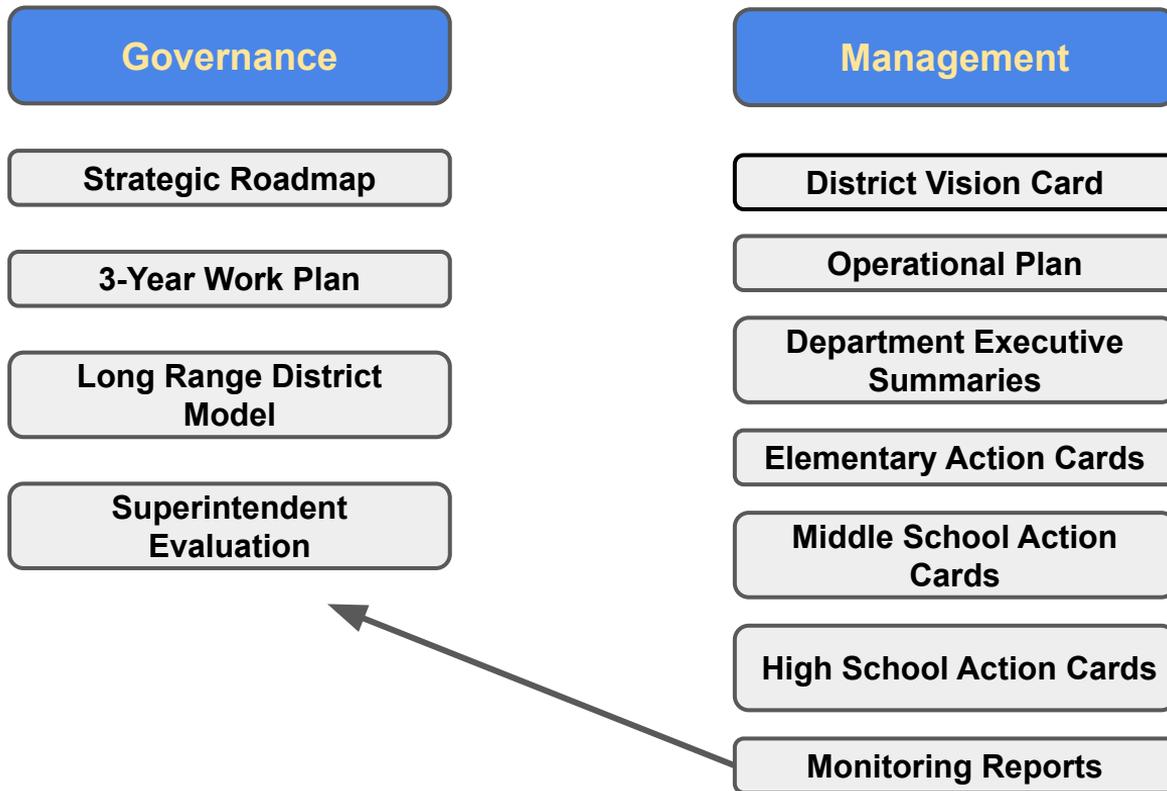
- I am invited to participate and welcomed
- I have a voice and my input is valued
- I am well informed about what's going on in my child's classroom and school, as well as the district with easy, consistent access to information
- I have a voice and choice in my child's learning options and venues
- I hear consistent messages from the staff, the school, and the district
- I feel supported and know how to access resources and information

### I am confident my child is safe, accepted, valued, cared for, and supported academically, socially, and emotionally by all staff in the district

- My child is safe, respected, and accepted
- I am confident that my child's teacher knows and cares about my child and supports their growth as a learner.
- My child's emotional, mental health, physical, and learning needs are known, supported, and addressed by staff and district services
- My student will be prepared and ready for each step in their learning
- My child is celebrated as an individual and for her/his accomplishments
- My child is excited about school on most days



# How Everything Fits Together...





INDEPENDENT  
SCHOOL  
DISTRICT 200

## STRATEGIC PLAN

ONE MISSION. SEVEN CORE VALUES. ALL LEARNERS.



### MISSION

*Our Core Purpose*

We Care  
We Empower  
We Achieve

Students are the heart of all we do

### OUR CORE VALUES

*Drivers of Our Words and Actions*

- 1 **Student-Centered** - Students at the heart of our words, actions, and decisions
- 2 **Compassion and Respect** - How we treat each other daily
- 3 **Agility** - Building capacity and skill to proactively respond to the signs of the times, the conditions, and the needs of oneself and others
- 4 **Innovation** - Constantly striving to improve and to creatively address challenges and opportunities
- 5 **Voice and Choice** - Expressing one's experiences and pursue one's passions
- 6 **Partnership** - Seeking to connect, to engage, to leverage the assets and interests of others to improve our students, schools, and communities
- 7 **Empathy** - Aspiring to understand and share the feelings of another

### VISION

*What We Intend to Create*

**Hastings Public Schools is The Choice of Families for:**

#### A Caring and Inclusive Culture for All

- Safe, accepting, and respectful schools where individual uniqueness, talents, and interests are nurtured
- One's voice is expressed, heard, and valued
- A united and resilient culture of family and community

#### That Empowers Students, Families, and Staff

- Opportunities and choices are accessible and diverse
- Community collaborations and connections are abundant, robust, and engaging
- Service and support to school and community is energized, recognized, and celebrated

#### Focused on Achievement and Engagement in All We Do

- All students and staff realize the depth and breadth of their passions and are supported academically, socially, and emotionally to achieve
- Learning and development as a whole person is energizing, empowering, engaging, and excelling for students and staff

### STRATEGIC ANCHORS

*Drivers of Our Continuous Improvement*

- A. Engaged Learners
- B. Effective Operations
- C. Communication and Collaboration



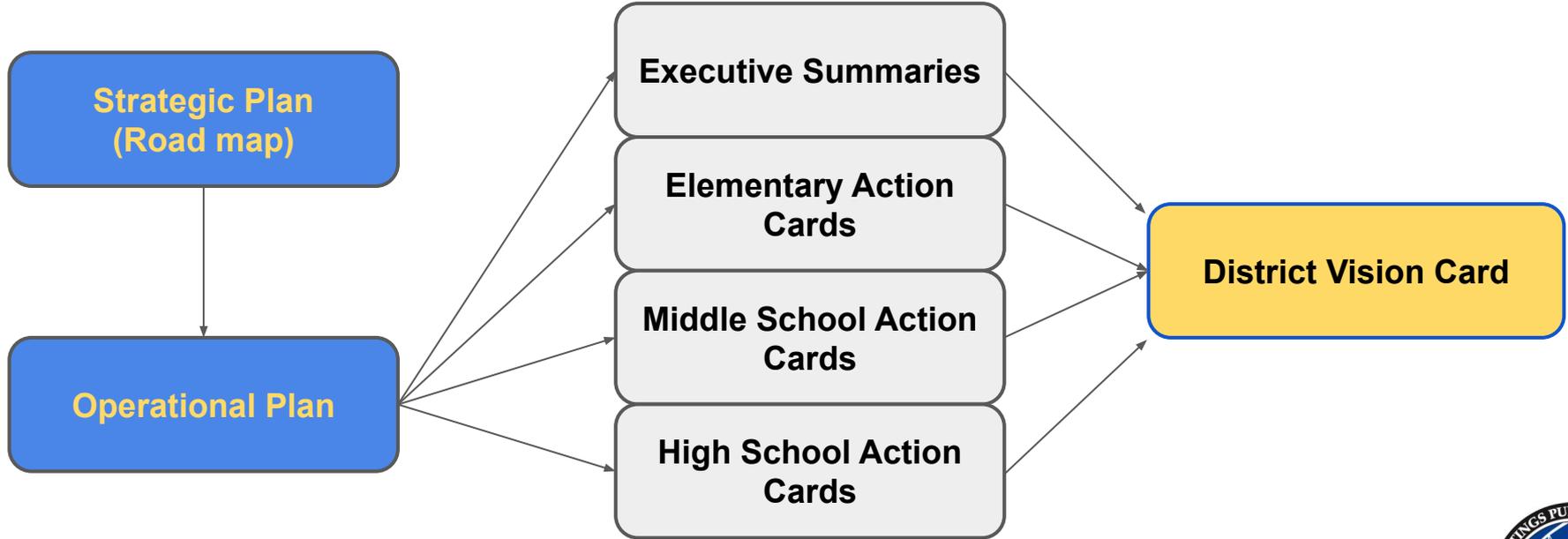


## School Board Governance Workplan July 2021

Key Roles	2021/22 SY	2022/23 SY	2023/24 SY
<b>District Policy</b>	<ul style="list-style-type: none"> <li>• 1/3 District Policy Review</li> <li>• Discipline Policy</li> </ul>	<ul style="list-style-type: none"> <li>• 1/3 District Policy Review</li> <li>• Graduation Requirement Policy</li> </ul>	<ul style="list-style-type: none"> <li>• 1/3 District Policy Review</li> </ul>
<b>Operations Oversight and Long- Range Planning</b>	<ul style="list-style-type: none"> <li>• Budget Approval</li> <li>• District Long Range Model / Goals</li> <li>• Operational Plan Monitoring Reports</li> <li>• District Sizing to Enrollment and Trends</li> <li>• Student / Staff Mental Health Resourcing</li> <li>• Secondary (Gr 5-12) Programmatic Review</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Approval</li> <li>• District Long Range Model / Goals</li> <li>• Operational Plan Monitoring Reports</li> <li>• District Sizing to Enrollment and Trends</li> <li>• ALC</li> <li>• Secondary (Gr 5-12) Programmatic Review</li> <li>• Bond Expenditures Completed</li> <li>• Facilities Building with City</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Approval</li> <li>• District Long Range Model / Goals</li> <li>• Operational Plan Monitoring Reports</li> <li>• District Sizing to Enrollment and Trends</li> <li>• Todd Field and Hwy 55 Planning Starts</li> </ul>
<b>Board Operations and Development</b>	<ul style="list-style-type: none"> <li>• School Board Annual Evaluation (Design)</li> <li>• Board 3 Year Governance Workplan</li> <li>• 3 Board Seats</li> <li>• New Board Member Training</li> <li>• Board Election Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• School Board Annual Evaluation</li> <li>• Board 3 Year Governance Workplan</li> <li>• Board Candidate Recruitment</li> <li>• Board Member Deep Learning</li> </ul>	<ul style="list-style-type: none"> <li>• School Board Annual Evaluation</li> <li>• Board 3 Year Governance Workplan</li> <li>• 4 Board Seats</li> <li>• New Board Member Training</li> <li>• Board Member Deep Learning</li> </ul>
<b>Superintendent Relations and Development</b>	<ul style="list-style-type: none"> <li>• Superintendent Evaluation</li> <li>• District Quarterly Benchmark Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent Evaluation</li> <li>• District Quarterly Benchmark Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent Evaluation</li> <li>• District Quarterly Benchmark Reports</li> <li>• Superintendent Agreement</li> </ul>
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Legislative Action Committee (Design)</li> <li>• Community Communications</li> <li>• Choice Enrollment Engagement and Learning</li> <li>• Technology Levy Option</li> </ul>	<ul style="list-style-type: none"> <li>• Legislative Action Committee</li> <li>• Community Communications</li> <li>• Choice Enrollment Engagement</li> <li>• Levy Renewal</li> <li>• Schedule/Transportation/Budget Options</li> </ul>	<ul style="list-style-type: none"> <li>• Legislative Action Committee</li> <li>• Community Communications</li> <li>• Choice Enrollment Engagement</li> </ul>



# How Everything Fits Together...



# Internal Components

## Operational Plan

- Strategic Anchors
  - Engaged Learners
  - Effective Operations
  - Communication and Collaboration

## Executive Summaries

- Each Director
  - Past 12 months
  - Next 90 days
  - Next 12-15 months

## Elementary Action Cards

- Literacy
- Social Emotional Learning
- Student Engagement

## Middle School Action Cards

- On Track Academically
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- Clarity of Direction

## High School Action Cards

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SCHOOL  
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### OPERATIONAL PLAN – Responsive by Design

We will strive to create an inclusive culture for all that empowers our students, families and staff in order to optimize options for student success, lean into creativity and innovation, and increase the district's ability to be nimble in response to emerging influences while aligning to our district mission.

#### STRATEGIC ANCHOR – Engaged Learners

We will align the World's Best Workforce, TDE, departmental executive summaries, and school improvement plans, to guide instructional practices and learning outcomes. We will also work to develop the mindsets of adults in our system to raise levels of engagement of students, as well as personalization, and responsiveness to students through:

- Mental Health** – Continue to align support for both students and staff. Continue to work with community agencies to strengthen prevention of, and response to, the social emotional/mental/chemical health needs of our students.
- Literacy** – Continue to strengthen alignment and practices in literacy curriculum and instruction.
- Culturally Responsive Classroom and Curriculum** – Continue to train our staff to be culturally responsive to the learning needs of our students while developing a focus on anti-racism and equity for all.
- Student Engagement** – Create accessible, flexible, and rigorous classroom experiences to meet the varied needs and learning styles of students throughout their journey from pre-k to career and college readiness.
- Access to Effective Instruction** – Develop and improve our learning and assessment practices through alignment of Teacher Development and Evaluation, coaching practices, and a focus on Professional Learning Communities.
- Aligned Continuum of Services** - Develop a strong multi-tiered system of tier I, II, and III supports preK-12 as well as positive behavioral support

#### STRATEGIC ANCHOR – Effective Operations

We will improve the effective management and alignment of human, financial, and physical resources through:

- Program Alignment** - Develop K-12 alignments of content areas. Coordinate and align educational experiences between early childhood services and elementary schools.
- Teacher Recruitment and Retainment** – Design and develop innovative ways to attract excellent candidates. Focus on recruiting a diverse staff.
- Resource Alignment with Programs** – Find efficiencies in and develop systemic alignment between resources and program design, curriculum, instruction, and assessment.
- Technology and Design** - Improve desirable utilization of technologies for learning in a sustainable manner. Support technology for learning, while promoting just-in-time accessibility for all. Define LMS and Data warehousing.
- Access to Professional Development** - Design timely and innovative professional development with a focus for continuous improvement.
- Facilities** - Ensure facilities and grounds reflect the level of care and attention we have for learning.

#### STRATEGIC ANCHOR – Communication and Collaboration

We will expand and strengthen connections with our community and families, as a means to support the engagement of students in an equitable experience through:

- Social Media** - Expand outreach opportunities to the community while positively promoting the district.
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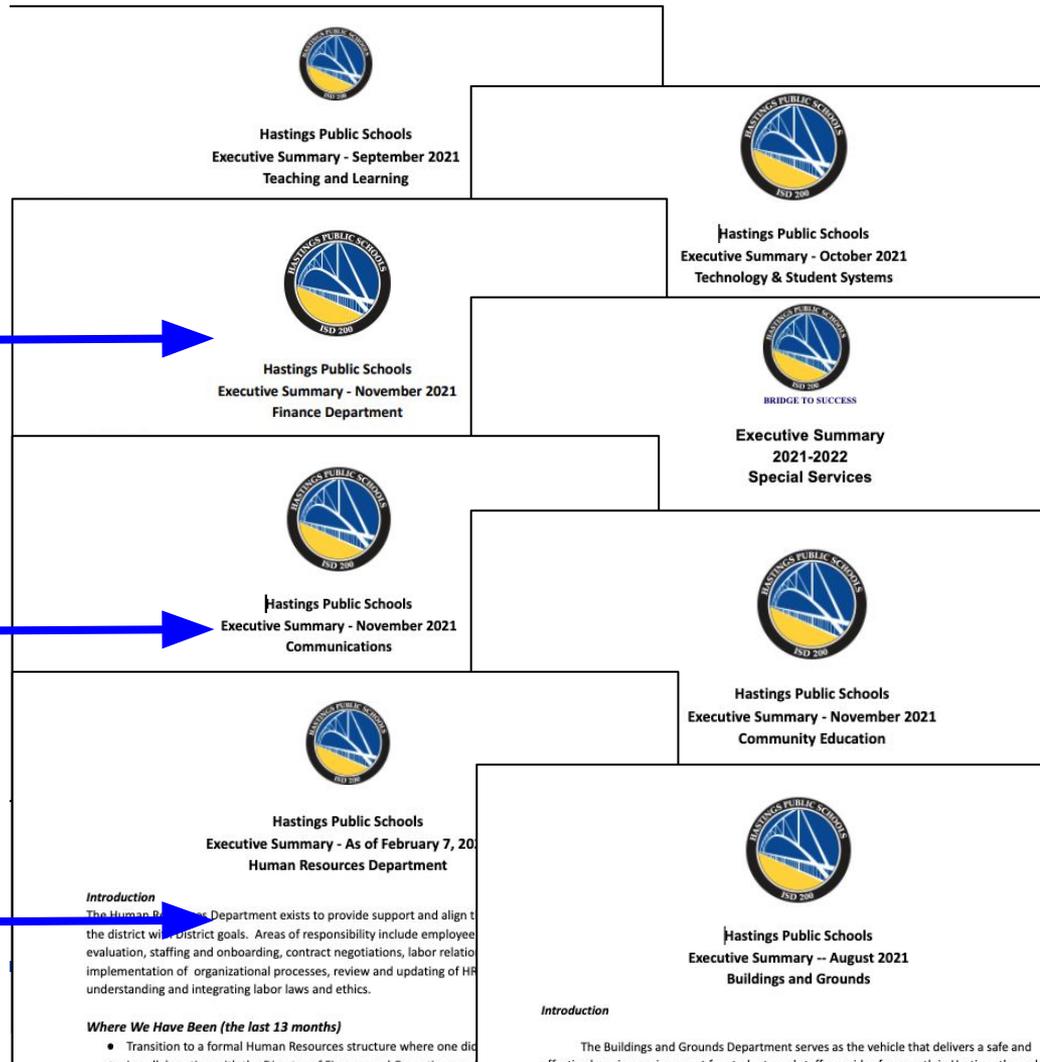
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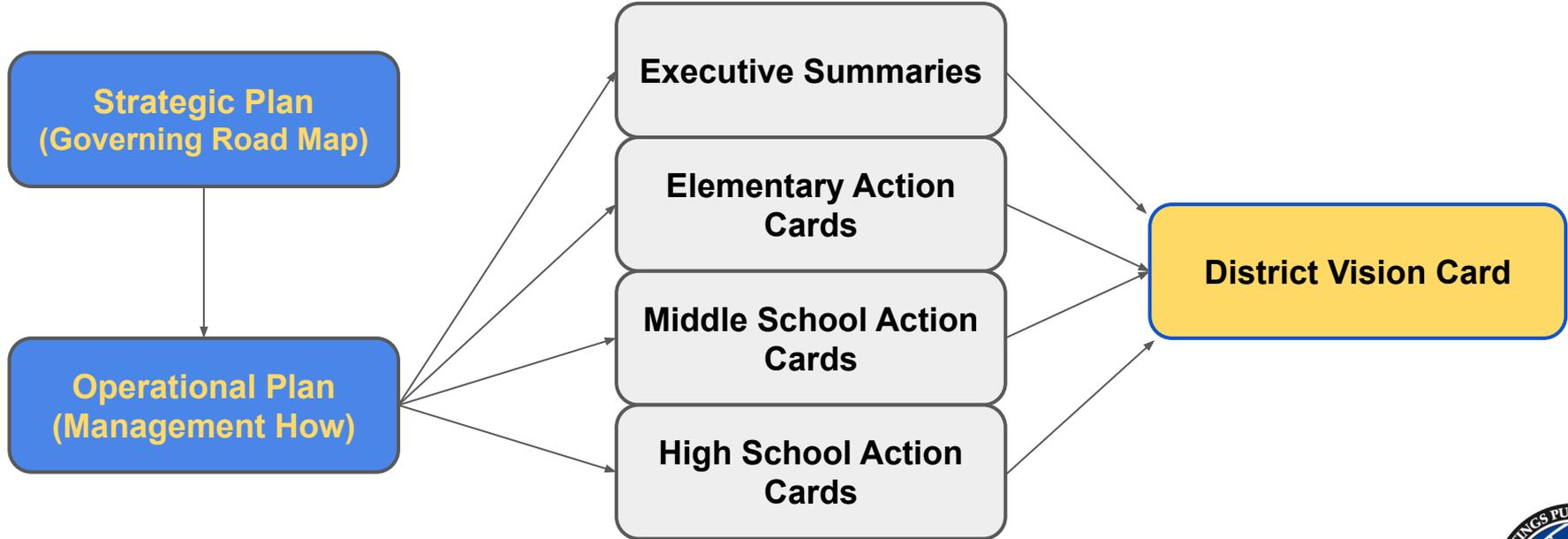
School or Department Name: <b>Pinecrest Elementary School</b>	
<b>ACTIONCARD for Key Strategic Initiatives</b>	
<b>Step 1: Name of Initiative / Project: Literacy</b> Owner:	
<b>Step 3: Vision at Completion of Initiative / Project (Narrative and Numbers)</b>	<b>Behaviors, practices, language, beliefs, assumptions that need to change for implementation success</b>
<ul style="list-style-type: none"> <li>Teachers have a clear vision of what is expected/best practice in whole-group instruction, guided reading time, word study time, and for foundational skills.</li> <li>Students are highly engaged in literacy activities throughout the school day that meet their needs and keep them moving forward in reading.</li> <li>Closure of the achievement gap</li> <li>Increased percentage of on-grade level reading performance on common assessments, MCAs, BAS, FastBridge, etc.</li> <li>Students love reading - read for enjoyment successfully!</li> <li>Literacy environment</li> </ul>	<ol style="list-style-type: none"> <li>It's another grade's problem.</li> <li>Not using just a curriculum to teach *Making Meaning does not hit all of the standards</li> <li>Reading/Writing is stand alone-not a part of everything</li> <li>Growth is based on starting point, not believing student growth can be accelerated.</li> <li>Not all students can read at grade level.</li> <li>We just need the right resources and everything will be fine.</li> </ol>

School or Department Name: <b>Hastings Middle School</b>	
<b>ACTIONCARD for Key Strategic Initiatives</b>	
<b>Name of Initiative / Project: <u>Students On-Track Academically (aligns with Vision Card item #1)</u></b>	
Owner: <b>HMS Admin Team and HMS Leadership Team</b>	
<b>Step 3: Vision at Completion of Initiative / Project (Narrative and Numbers)</b>	<b>Behaviors, practices, language, beliefs, assumptions that need to change for implementation success</b>
<ul style="list-style-type: none"> <li>95% of our students at HMS are passing all of their classes.</li> </ul>	<ol style="list-style-type: none"> <li>What does a grade mean?</li> <li>Changing the percentage instead of the practice.</li> <li></li> <li></li> </ol>
<b>Step 4: Key Steps</b>	<b>Who</b>
<b>When</b>	<b>Speed Bumps and Contradictions</b>

School or Department Name: <b>HHS</b>	
<b>ACTIONCARD for Key Strategic Initiatives</b>	
<b>Step 1: Name of Initiative / Project: 9th Grade Success</b> Owner: <b>Mike Johnson, Site Leadership Team &amp; Goals Team at strategic planning</b>	
<b>Step 3: Vision at Completion of Initiative / Project (Narrative and Numbers)</b>	<b>Behaviors, practices, language, beliefs, assumptions that need to change for implementation success</b>
<ul style="list-style-type: none"> <li>Reduction in grades of No Credit and missing work</li> <li>More engagement in academics, athletics, activities, clubs</li> <li>Better attendance, increased grades</li> <li>More students in higher level classes</li> <li>Students “know how” to do school</li> <li>Students have confidence in college/career readiness</li> </ul>	<ul style="list-style-type: none"> <li>9th teachers “all in” and together</li> <li>Planner, focused notes, organization, etc. not optional</li> <li>Use common AVID and WICOR strategies</li> <li>Owning data of student work - completion/performance</li> <li>Staff collaboration not optional</li> <li>Students and parents orientation together to learn how to do school at HHS</li> </ul>
<b>Step 4: Key Steps</b>	<b>Who</b>
<b>When</b>	<b>Speed Bumps and Contradictions</b>
Increase capacity of Raider Study Center	Mike J & Anne S
Summer vision group of staff to plan	Goals Team
Fall training	Mike, SD Team
ID 9th grade teachers	Paul, Jodi
PLC and collaboration structure	SD Team, new T&L director, admin
Why to staff	Mike, 9th team
Shift from skill acquisition to higher level thinking and WICOR use	9th team and SD team
Gather data - NC's attendance for 2020-21	Mike, admin, Julie
Develop efficacy student survey	9th team
<b>Step 2: Current Reality</b>	<b>Narrative and Numbers</b>
<i>Use the Whole System View</i>	



# How Everything Fits Together...



	<b>What We Are Tracking</b>	<b>How We Are Measuring</b>	<b>Data Reports Available</b>	<b>Baseline (2021-22)</b>	<b>Trend Line</b>
<b>Success With Students</b>	<b>Percent Of K-12 Students "On-Track To Graduation"</b>	MCA Reading Grades 3-10	Summer		
		NWEA Reading Grades 5-8	Spring		
		PSAT Grade 11	Summer		
		ACT Grades 11 and 12	Summer		
		Graduation Rate	Summer		
		Passing/Failure Rates Grades 5 - 9	Spring		
	<b>Achievement Gap</b>	MCA Math, Reading, Science	Summer		
		Secondary Credit Recovery	Summer		
		Student Enrollment: College In the Schools, Career & Tech, Advanced Placement	Spring		
	<b>Student Attendance</b>	Chronic Absences	Spring		
<b>Read Well By 3rd Grade</b>	Benchmark Assessment System	Spring			
<b>Student Engagement</b>	Annual Survey and Walk-through Longitudinal Data	Spring			
<b>Mental Health</b>	Students Accessing Recurrent Support Services, Depression Screener	Spring			
<b>Student Participation In Activities/Athletics</b>	Percentage of Student Participation	Spring			
<b>Success With Staff</b>	<b>Staff Satisfaction</b>	Annual Staff Survey	Spring		
	<b>Staff Attendance</b>	Measurement of Absenteeism- (certified and non-certified)	Spring		
	<b>Highly Trained Staff</b>	Percentage of Highly Trained Staff	Spring		
<b>Success With Families</b>	<b>Family Engagement / Untapped Families</b>	Annual Family Survey, Yearly Points of Contact, Engagement in School Activities	Spring		

# Kennedy, McAuliffe, Pinecrest Elementary Action Card Update

1. Literacy - Read Well by 3rd Grade and Achievement Gap
  - a. Curriculum alignment
  - b. Word study
  - c. Whole group instructional practices
  - d. Small group instructional practices
  
2. Social/Emotional Learning - Mental Health
  - a. Second Step Social/Emotional curriculum
  - b. School-wide behavior expectations
  
3. Student Engagement
  - a. Districtwide walkthroughs using 5D+ Rubric



# Hastings Middle School Action Card Update

1. Students academically on track—On Track to Graduation
  - a. Students earning passing grades in all their classes
  - b. Recovery Services for students behind
  - c. Revisiting & clarifying our pyramid of interventions
  
2. Student Engagement
  - a. Districtwide walkthroughs using 5D+ Rubric
  
3. Clarity of communication/direction (Stakeholders, staff, HMS community)--Staff Satisfaction, Family Engagement
  - a. HMS Happenings newsletter to families
  - b. Staff Raider Wrap newsletter
  - c. Focus on most effective ways to communicate with students and families



# Hastings High School Action Card Updates

1. 9th Grade Success - College-Career Ready - On Track to Graduation and Achievement Gap
  - a. 9th Grade Success - reduced failure rates
  - b. Secondary Credit Recovery options
  - c. Raider Connect Time - flexibility for student agency
  
2. Advisory - Connecting Students and Adults - Mental Health and Student Participation in Activities/Athletics
  - a. Daily advisory time and activities
  - b. Students as role models and leaders
  - c. Activities Fair and promotion of all student organizations and sports
  
3. Student Engagement
  - a. Districtwide walkthroughs using 5D+ Rubric
  - b. AVID program implementation and training of staff members



# Next Steps

1. Data collection
2. Action Card and goal reflections
3. Operational Plan reflections and adjustments
4. Vision Card reflections and adjustments
5. 2022-2023 goal establishment



# Questions?



### Building Construction Fund Projects as of 1/31/2022

	A	B	C	D	E	A-C-D-E	
Project	Project Budget	Vendor Bid Amount +/- Change Orders	Vendor Contract Expenses to Date	Wold Fees to Date	Other Expenses Less Rebates to Date	Remaining Funds	Status
High School Roof Replacement	4,645,800	2,944,318	2,944,318	294,530	11,568	1,395,384	Complete
High School & Pinecrest Chillers	1,182,000	753,551	753,551	74,842	(34,273)	387,879	Complete
Multi-Site Exterior Lighting	468,500	246,483	246,483	30,569	(26,321)	217,770	Complete
High School & McAuliffe Parking Lot	1,516,540	1,084,851	1,084,851	116,970	22,836	291,883	Complete
High School Track Resurfacing	360,000	286,864	286,864	23,219	3,323	46,593	Complete
High School BAS Replacement	1,951,100	606,642	606,642	123,429	28,570	1,192,459	Complete
Pinecrest Partial Roof Replacement	373,000	289,800	289,800	23,757	248	59,194	Complete
McNamara Stadium Improvements	3,370,000	2,688,639	2,688,639	216,215	286,531	178,615	Complete
Pinecrest Deferred Maintenance	968,000	602,279	602,279	62,055	248	303,418	Complete
Early Childhood Improvements (High School)	445,000	275,513	275,513	28,362	1,414	139,711	Complete
District Wide Camera Project	382,000	192,975	192,975	24,421	22,175	142,429	Complete
Tilden Deferred Maintenance & Roof	828,746	691,944	691,944	49,803	29,121	57,878	Complete
Board Room Renovations	100,000	-	-	-	63,193	36,807	Complete
High School Athletic Field Parking Lot	506,000	426,038	426,038	27,646	20,549	31,766	Complete
Contingency	1,240,554	-	-	-	-	1,240,554	Contingency
Reallocations to projects	(7,632,884)	-	-	-	-	(7,632,884)	Reallocation
Interest Earnings	-	-	-	-	-	2,136,003	Interest Earnings
<b>Subtotal</b>	<b>10,704,356</b>	<b>11,089,897</b>	<b>11,089,897</b>	<b>1,095,818</b>	<b>429,183</b>	<b>225,461</b>	

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

	A	B	C	D	E	A-C-D-E	
Middle School Improvements	23,653,924	22,176,323	22,070,281	1,385,892	249,068	(51,318)	In Process
Water Coolers (Tilden & Middle School)	182,000	137,990	-	11,559	-	170,441	In Process
McAuliffe Deferred Maintenance & Water Coolers	336,731	272,483	242,473	11,793	42,869	39,596	In Process
Kennedy Deferred Maintenance	576,576	486,687	456,000	28,106	6,731	85,739	In Process
Kennedy & McAuliffe Partial Roof Replacement	533,200	394,000	343,425	33,873	3,259	152,643	In Process
Middle School Partial Roof Replacement	717,200	417,000	306,850	45,778	3,533	361,039	In Process
District Office Renovations	330,000	124,464	118,241	18,392	89,117	104,250	In Process
Middle School Privacy Improvements	362,500	251,800	-	-	714	361,786	In Process
HHS Privacy Improvements	1,250,000	568,149	-	41,365	7,028	1,201,607	In Process
Door & Glass Improvements	500,000	31,450	27,978	-	3,000	469,023	In Process
High School Tennis Court Replacement	542,000	495,345	495,345	34,683	29,847	(17,874)	In Process
<b>Subtotal</b>	<b>28,984,131</b>	<b>25,355,690</b>	<b>24,060,592</b>	<b>1,611,442</b>	<b>435,165</b>	<b>2,876,932</b>	

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

	A	B	C	D	E	A-B-D-E	
High School Retaining Wall	50,000	-	-	-	-	50,000	In Design
Tilden Asbestos	18,400	-	-	-	-	18,400	In Design
High School Deferred Maintenance	604,400	-	-	30,545	-	573,855	In Design
Middle School Track	493,750	-	-	23,355	10,950	459,445	In Design
HHS Team Locker Privacy Improvements	856,563	-	-	-	-	856,563	In Design
High School Lecture Hall	140,000	-	-	-	69,765	70,235	In Design
High School Baseball Drainage	200,000	-	-	-	-	200,000	In Design
ALC Renovation	1,421,640	-	-	9,102	-	1,412,538	In Design
Entrance Security Improvements	85,000	-	-	-	-	85,000	In Design
High School Parking Lot Improvement - Phase 3	324,760	-	-	-	-	324,760	In Design
Pinecrest Exterior Emergency Lighting	10,000	-	-	-	4,780	5,220	In Design
Middle School Storage Building	290,000	-	-	7,159	4,150	278,691	In Design
<b>Subtotal</b>	<b>4,494,513</b>	<b>-</b>	<b>-</b>	<b>70,160</b>	<b>89,645</b>	<b>4,334,708</b>	

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

	A	B	C	D	E	A	
District Wide Fire Alarm/Alert System Replacement	365,000	-	-	-	-	365,000	Future
High School Fire Alarm/Alert System Replacement	435,000	-	-	-	-	435,000	Future

**Subtotal** **800,000** - - - - - **800,000**

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

**Other District Projects**

	A	B	C	D	E	A-B-E	
Technology Improvements	1,500,000	-	-	na	1,135,688	364,312	Not Completed
Flexible Learning Furniture	600,000	-	-	na	257,519	342,481	Not Completed
Interior Locks Allowance	300,000	-	-	na	-	300,000	Not Completed
Replace Middle School Softball & Baseball Backstops	160,000	-	-	na	-	160,000	Not Completed
Replace High School Carpet	662,100	-	-	na	-	662,100	Not Completed
Miscellaneous Deferred Maintenance Projects <\$100,000	394,900	-	-	na	135,856	259,044	Not Completed

**Subtotal** **3,617,000** - - - **1,529,064** **2,087,936**

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

**Total** **48,600,000** **36,445,588** **35,150,489** **2,777,420** **2,483,056** **10,325,038**

Complete and In Process (does not include contingency)	46,080,817
Project Total	48,600,000
%	95%

Transfers from Contingency:

- \$445,000 Early Childhood Improvements (High School)
- \$ 87,000 High School Athletic Field Parking Lot
- \$ 44,300 High School Retaining Wall
- \$113,024 Middle School Bathrooms near Auditorium
- \$300,000 Technology
- \$244,500 Water Coolers (\$50,000 Tilden, \$62,500 McAuliffe, \$132,000 Middle School)
- \$746,250 High School Privacy Improvements (Athletic Locker Rooms)
- \$160,476 Kennedy Deferred Maintenance
- \$167,131 McAuliffe Deferred Maintenance
- \$290,000 Middle School Storage Building
- \$542,000 High School Tennis Court Replacement
- \$330,000 District Office Renovations
- \$100,000 Board Room Renovations
- \$85,000 Entrance Security Improvements
- \$503,750 Additional to HHS Privacy Improvements (Bathrooms)
- \$362,500 Middle School Privacy Improvements
- \$140,000 High School Lecture Hall
- \$200,000 HHS Baseball Field Drainage
- \$493,750 Middle School Track Replacement
- \$856,563 HS Team Locker Privacy Improvements
- \$1,421,640 ALC Renovation

<b>Student Enrollment</b>	
<i>February 20-21</i>	4102
<i>February 21-22</i>	4057
<i>First Day of School 20-21</i>	4165
<i>First Day of School 21-22</i>	4106

Enrollment as of February 1, 2022

<u>GRADE</u>	<u>COUNT</u>	<u>HOA</u>
K	264	
1	274	
2	278	
3	266	
4	302	
5	289	
6	282	
7	319	
8	348	
9	375	9 (includes 3 part-time students)
10	348	11 (includes 1 part-time student)
11	273	35 (includes 13 part-time students and 6 full-time PSEO students)
12	322	26 (includes 9 part-time students and 3 full-time PSEO students)
HALC	36	(NOT enrolled at HHS)
<b>TOTAL</b>	<b>4057</b>	

\*Students are full-time or part-time in PSEO, ALTERNATIVE or ALC

<u>SCHOOL</u>	<u>COUNT</u>
HALC	36
High School HOA	81
High School	1318
Middle School	1238
Elementary:	1384
Kennedy	434
Pinecrest	463
McAuliffe	487
<b>TOTAL</b>	<b>4057</b>

<u>RACE/ETHNICITY</u>	<u>TOTALS</u>
Hispanic/Latino	262
American Indian/Alaska Native	25
Asian	52
Black	112
Native Hawaiian/Pacific Islander	2
White	3356
Two or more races	248

<u>New Students - January</u>
Total = 17

<u>Transfers/Withdrawals - January</u>	
Transfer to a public district =	5
Transfer to a nonpublic =	1
Transfer to care/treatment =	3
Moved outside the district =	8
15 day drop =	3
Graduated =	1

Other Counts:

- Home School Students = 170
- Students attending non-public school in ISD 200 (SEAS, St Johns, Pine Harbor) = 301
- Students attending non-public school outside ISD 200 = 87
- Students attending ISD 200 through Open Enrollment (SAC 01,11) = 89
- Students Attending another MN school district through Open Enrollment (SAC 01,08,11) = 416
- Special Education Students attending another district through a Tuition Agreement (SAC 19) = 37
- Special Education Students attending ISD 200 through a Tuition Agreement (SAC 19) = 1
- Students attending Care/Treatment Program (ie.JSC, dist 917, dist 287, etc /SAC 27) = 4
- Students attending Dakota County Area Learning School (District 917/SAC 3) = 27
- Students attending STAARS Program = 7
- Early Childhood Special Education Students = 103
- Handicap Kindergarten Students = 40

Elementary Counts

	<u>KENNEDY</u>	<u>PINECREST</u>	<u>MCAULIFFE</u>
<b>Kindergarten</b>	<b>86</b>	<b>85</b>	<b>93</b>
<b>1st Grade</b>	<b>84</b>	<b>104</b>	<b>86</b>
<b>2nd Grade</b>	<b>92</b>	<b>86</b>	<b>100</b>
<b>3rd Grade</b>	<b>88</b>	<b>86</b>	<b>92</b>
<b>4th Grade</b>	<b>84</b>	<b>102</b>	<b>116</b>
<b>TOTALS</b>	<b>434</b>	<b>463</b>	<b>487</b>

GRADE TOTALS

K	264
1	274
2	278
3	266
4	302

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1384



BRIDGE TO SUCCESS

# Hastings Public Schools

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

## 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 more effectively articulate the district's goals with community stakeholders. The committee seeks opportunities for shared learning, knowledge, awareness, experience, and growth in order to create a stronger, more united community.

### Community Engagement Committee Meeting:

Time: January 25, 2022 6:00 PM Central Time

#### 1. Narrowing down our ideas to a tangible project

- Grow connections with HMS PTA to support what they are doing and work towards common goals.
- Invite HMS PTA, councilors, and administrators to our next meeting to share ideas
- Interest in developing a list of HS student volunteer groups available to help out in the community. Make the list available on our website. Look to include Middle schoolers to this list as well as students that are not typically engaged.

#### 2. Key Communicator Network

##### a. Preference for delivering information

- Start connecting with members that are listed in the potential member list.
- Ask them how best they would like to receive information
- Tri-County Reporter from KDWA

##### b. The first use of Key Communicators/Focus Groups

- Keep this topic for our next meeting

c. Continue development of the [request for potential members](#) (please contact Kari Gorr if you are unable to access the link).

#### 4. Next committee meeting is Tuesday, February 22<sup>nd</sup> at 6pm.

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BRIDGE TO SUCCESS

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

## Finance Committee Mission

The mission of the Finance Committee is to provide strategic oversight of budget and financial 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 handle its financial affairs through the communication of the results of its work to the School Board, and by educating the public regarding the financial position and outlook for the District.

## Finance Committee Meeting:

Time: February 1, 2022 10:00 AM Central Time District Office Meeting Room A

Attendees: Superintendent Bob McDowell, Director of Business Jen Seubert, Lisa Hedin, and Carrie Tate

1. District's Financial/Municipal Advisor - Jen and Bob reviewed information that they have gathered comparing advisors. Hastings ISD has been using Baker Tilly for a number of years. Through a professional group of Dakota County school district finance officers, Jen learned about the higher level of service available from Ehlers. Since the District is beginning a levy renewal, the time to consciously consider advisor selection is at hand. Following presentations to Bob and Jen by Baker Tilly, Ehlers, and Baird and comparisons of price, services, and value the district will be going forward with Ehlers. This selection does not require Board approval, but was presented to the committee to demonstrate the District Office's daily commitment to value based decision making.
2. ESSER Funding Brief - Jen reviewed the ISD 200 COVID-19 Relief Federal Funding Plan report as of 12/31/2021. This report is available on the District Website as the second bullet at the following link and is updated monthly.
  - a. [hastings.k12.mn.us/about\\_us/2021\\_return\\_to\\_in-person\\_learning\\_plan](https://hastings.k12.mn.us/about_us/2021_return_to_in-person_learning_plan)
3. 2018 School Building Bonds - \$48,600,000 District-wide Renovations/Todd Field Upgrades - This information was provided for the background of the committee. More detail was shared than is usually available during Bond Updates during Board meetings. It was reinforced that the projects for this bond have been identified and the vast majority

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have been completed, awarded, let for construction, or are in final design. The Board took action at the 27 October 2021 meetings to approve what is anticipated to be the final projects for this bond. A prioritized list of those projects is available in BoardBook. Depending on the final project bids and because of very slow supply timelines, the Board may be asked to make a commitment of funds for technology which was the project immediately below the anticipated funding line. Note that recent bid openings have continued to be favorable, as have contingency requirements for on-going projects.

(NOTE: At this time Lisa left the committee meeting to go scrub pans. Students are at the heart of all we do.)

4. Budget Process/Timeline - Jen reviewed the annual timeline for developing, completing, revising, and auditing the District budget.
5. Legislative Update - \$7.7 billion surplus (legislative session began 28 January 2022) - Bob reviewed the Walz-Flanagan Budget, and House and Senate identified education priorities.
6. March Finance Committee Meeting - Due to spring break, it is anticipated that the next committee meetings will be held the first full week of March. Becky Garcia will send out a doodle poll to establish a time (March 8, 2022 9AM-10AM). Meeting that week will allow for any committee recommendations requiring Board action to be taken up at the March meeting. Likely agenda items include: adopted budget assumptions, and Ehlers introduction. Topics request by Board members should be provided to Jen and Bob as soon as possible.

Committee Action Items - No action items for the committee or board were identified.

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BRIDGE TO SUCCESS

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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: February 8, 2022 4:30 PM Central Time (US and Canada)

Attendees: Jessica Dressely, Lisa Hedin, Stephanie Malm, Superintendent McDowell, and Becky Garcia

## 02.08.2022 Meeting

- Overview of the Policy Committee
    - Mission of the committee
    - What was done over the last two years, what we're currently working on, and what we need to do.
  - Policy 213: School Board Committees
    - recommended changes: Initially discussed striking facilities committee. Or... we can add verbiage to the policy does not specifically identify the standing committees by name. This would eliminate the need to bring this policy back to the policy committee and the board every time we add, eliminate, or modify a standing committee.
    - Policy Committee recommendation: Strike IIIA, 1-4, the school board appoints committees at the organizational meeting at the beginning of the new year. No other changes recommended for this policy.
  - Policy 499: COVID-19 Vaccination Emergency Temporary Standard: Vaccination, Testing, and Face Covering Policy
    - This policy is not active and will remain inactive so long as there is a stay on the decision.
    - Policy Committee recommendation: no action required at this time, if the courts decide to act on the ETS, we're good to go because we have the policy in place already and if the courts decide to dismiss the ETS, we will bring it to the board to remove it entirely.
  - Policy 616: School District System Accountability:
    - This policy is tied to a series of 600 series policies.
    - Wording change: World's Best Workforce Committee vs Curriculum Advisory Committee, need to change this throughout the policy.
    - Policy Committee recommendation: suggest Rachel Larson take on this series. Noting this could take up to a year to analyze, write, and review before it comes to the Board for approval. We will provide updates as this series progresses through the review.
  - MSBA Policy Audit
    - Cost is \$1,200.00 to request MSBA to come in and do an audit of our policies.
    - Policy Committee recommendation: we are comfortable with where we are and where we're going. Concerned if we ask MSBA to come do an audit, we're spending \$1,200.00 for them to tell us what we already know. We are creating a clear plan moving forward regarding what the Board will review and recommend after a certain amount of time (ex. 5 years) we approach this option to make sure the District is on track.
-

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- Policy 403: Disproportionate Enrollment Policy Counseling, Pre-Career and Technical Programs
    - Duplicate policy (see Policy 540).
    - Policy Committee recommendation: Cathy Moen will review these policies and bring a recommendation/update to the Policy Committee. Anticipate we can get rid of 403 but will wait until Cathy Moen can complete a review of the policy(ies) so we can make an appropriate decision.
  
  - Policy Services Newsletter
    - In January 2022, we receive a newsletter from MSBA with a summary of policy changes. Most changes are updated references and two are legislative changes (Policies 605 and 609).
    - These changes can be made without a first or second read, in accordance with Policy 208 IV.d.
    - Policy Committee recommendation: we are comfortable with these changes and recommend adoption.
  
  - Policy 206: Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
    - A bill was introduced and expected to pass that makes asking for addresses or names of citizens who wish to speak to the board, optional. We anticipate we will still have a sign-up sheet at our regular board meetings so we can follow-up with citizens however, it's not a requirement.
    - Option: have numbers available during the listening session and the two board members can call their number when it's their turn to address the board members with their concern(s).
    - Policy Committee recommendation: no action on this until we can discuss it further at our Policy Committee meeting in March.
  
  - Policy 604: Inclusive Education Program
    - MSBA policy 604 is Instructional Curriculum.
    - Policy Committee recommendation: Rachel Larson will review the policy and bring her recommendations to a later Policy Committee meeting.
  
  - Policy Committee Meeting Close
    - Committee and Supt. McDowell agree the 600 series are the appropriate policies for review. This coincides with where we anticipated we would be with policy as it relates to our Strategic Plan and Board goals.
    - Decided we will meet once a month, agreed upon the first Tuesday of each month at 5pm. Next three meetings are scheduled: March 1, April 5, and May 3, 2022.
-



# AIA Document G701™ – 2017

## Change Order

**PROJECT:** *(Name and address)*  
McAuliffe 2021 Deferred Maintenance  
(202185)  
McAuliffe Elementary School  
1601 West 12th Street  
Hastings, Minnesota 55033

**CONTRACT INFORMATION:**  
Contract For: General Construction  
  
Date: April 28, 2021

**CHANGE ORDER INFORMATION:**  
Change Order Number: Two (2)  
  
Date: January 26, 2022

**OWNER:** *(Name and address)*  
Independent School District #200  
1000 West 11th Street  
Hastings, Minnesota 55033

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

**CONTRACTOR:** *(Name and address)*  
Weber, Inc.  
2497 Seventh Avenue East, Suite 110  
North Saint Paul, Minnesota 55109

**THE CONTRACT IS CHANGED AS FOLLOWS:**

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

PCO #08: Plumbing Inspector's Revisions. Add \$4,660.45

PR #05: EWC Modifications at Gym. Add \$4,849.15

**TOTAL CHANGE ORDER NO. 2 ADD \$9,509.60**

The original Contract Sum was	\$ 257,000.00
The net change by previously authorized Change Orders	\$ 15,483.23
The Contract Sum prior to this Change Order was	\$ 272,483.23
The Contract Sum will be increased by this Change Order in the amount of	\$ 9,509.60
The new Contract Sum including this Change Order will be	\$ 281,992.83
The Contract Time will be unchanged by Zero (0) days.	

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

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

Wold Architects and Engineers  
\_\_\_\_\_  
**ARCHITECT** *(Firm name)*  
  
\_\_\_\_\_  
**SIGNATURE**  
  
DOUGLAS KAHL, PROJECT MANAGER  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**  
  
01/26/2022  
\_\_\_\_\_  
**DATE**

Weber, Inc.  
\_\_\_\_\_  
**CONTRACTOR** *(Firm name)*  
  
\_\_\_\_\_  
**SIGNATURE**  
  
George Sinn Project Manager  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**  
  
02/02/2022  
\_\_\_\_\_  
**DATE**

Independent School District #200  
\_\_\_\_\_  
**OWNER** *(Firm name)*  
  
\_\_\_\_\_  
**SIGNATURE**  
  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**  
  
\_\_\_\_\_  
**DATE**



Date:12/20/2021

Proposed Change Order (PCO) #008

McAuliffe 2021 Deferred Maintenance  
1601 West 12th Street  
Hastings, MN 55033

Re: PCO #008

**DESCRIPTION:**

**Unforeseen Code Item: Rework Urinal Flush Valve That Does Not Meet Code Per Requirement Of Plumbing Inspector. Supply Line C-103 Boys Is Located In The Wall.**

Plumbing - Labor & Material		\$1,710.50 Spriggs
Tile - Labor & Material		\$1,974.00 Advance T
Demo CT & Block, Repair Block - Labor & Material		\$550.00 Weber
Supervision 1 Hour At \$100/Hour		\$100.00 Weber
<hr/>		
<b>Subtotal</b>		<b>\$4,334.50</b>
Commission	5.00%	\$216.73 Weber
<hr/>		
<b>Subtotal For Proposed Change</b>		<b>\$4,551.23</b>
Bond	1.25%	<b>\$56.89</b>
Insurance	1.15%	<b>\$52.34</b>
~~~~~ <b>Total For Proposed Change</b>		<b>\$4,660.45</b>

If you have any questions, please call.

Sincerely,

**WEBER, INC.**

*George Sinn*

George Sinn  
Project Manager



Douglas Kahl <dkahl@woldae.com>

---

## Re: Mc Auliffe

1 message

---

**Douglas Kahl** <dkahl@woldae.com>  
To: Cameron Peterson <cpeterson@isd200.org>

Tue, Dec 21, 2021 at 10:41 AM

Good morning, Cam:

Per our phone conversation, earlier this morning, I will let George know that the costs for PCO #008 are acceptable and for him to proceed with the work. Please let me know if there are any questions. Thank you!

### Wold Architects and Engineers

**Douglas Kahl | AIA**  
Associate

332 Minnesota Street, Suite W2000  
Saint Paul, Minnesota 55101

t 651 227 7773 | [woldae.com](http://woldae.com)

Comm No: 202185

On Mon, Dec 20, 2021 at 3:49 PM George Sinn <[gsinn@webercompanies.com](mailto:gsinn@webercompanies.com)> wrote:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Doug , I have attached PCO #008 . This is fix the exposed copper pipe in the boys room that the plumbing inspector wants installed per code. This work needs to be completed to receive a final on the plumbing once the gym fountain is installed next week. We will be on site Thursday to remove the gym block so the plumbing changes can be done on Monday the 27<sup>th</sup>. We have the head rails and will begin the partitions later this week and they will be completed next week.

Thank you, George



George Sinn  
Project Manager/Estimator  
Weber, Inc. ■ Weber Consulting Associates, Inc.



phone: 651-770-5350  
cell: 651-755-0268  
fax: 651-770-5385  
[www.webercompanies.com](http://www.webercompanies.com)



## Plumbing Inspection Report

Name: ISD 200 Mcauliffe Elementary 2021 Deferred Maintenancece Project Number: PB-P2105-0096

Project location/address: 1601 12th St W, Hastings, Dakota County, MN, 55033

Contractor: Phone:

Project Contact: Mat Lohman Phone:

Scheduled for 9/2/2021 Time:

---

### Inspector Report

Inspection Type: Partial Final

Result: Pass with Conditions

Knowingly providing inaccurate or fraudulent information to the department or failure to comply with a reasonable request for information, may constitute a violation of Minn. Stat. §326B.082, subd. 11 (b) (2) (2018). A violation of either of these statutes may result in formal administrative action being taken, including the assessment of monetary penalties of up to \$10,000 per violation.

#### Specify Work Inspected and Tested:

4714, 712.0: Final air test held 1-inch water column for duration of inspection.

For new restrooms by front office and drinking fountains.

Need ADA bathrooms with handle on correct side at a later date Plumber will be alternating water piping in the walls and I will come back to see that the flushometer is done correctly and the new ada stalls, and need urinal per photo changed to code.

Inspected By: Kara Topper

Region: Southeast

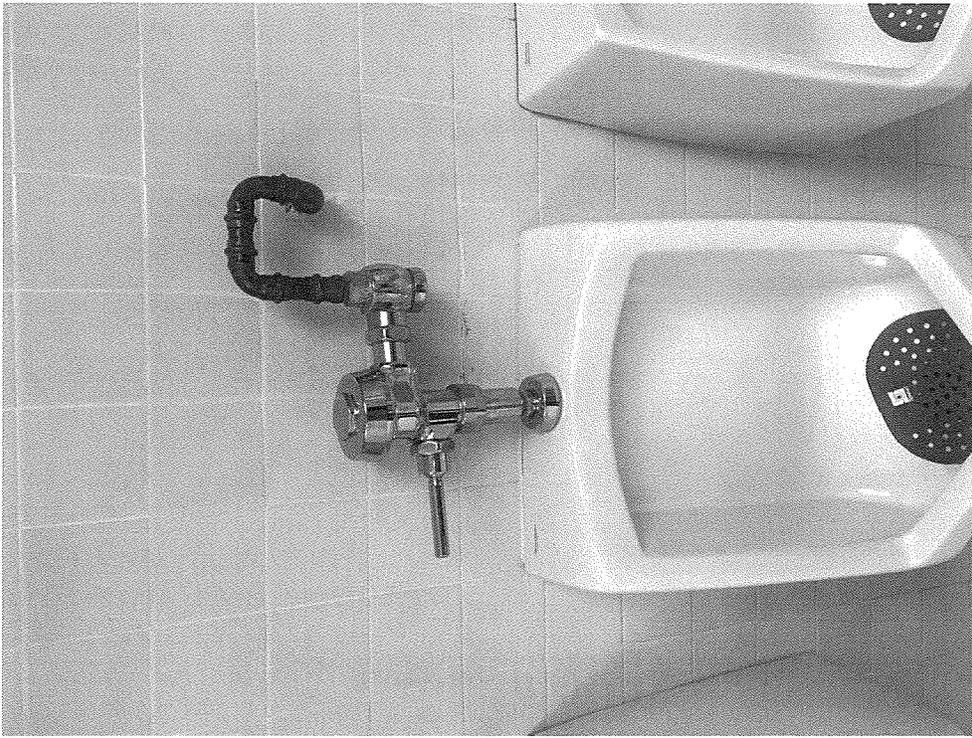
Date: 9/2/2021

Phone: (651) 279-3418

Email: kara.topper@state.mn.us



## Plumbing Inspection Report





Since 1908

**PLUMBING ■ HEATING ■ PROCESS PIPING**

3260 FANUM ROAD, ST. PAUL, MN 55110

PH. 651-224-5616

FAX 651-228-9877

**December 9, 2021**

George Sinn  
Weber, Inc  
110 Franklyn Center  
North St. Paul, MN 55109

Re: McAuliffe Elementary School – COR 02 Urinal Flush Valve Correction

George,

The following is the cost breakdown to rework the urinal flush valve that does not meet code and was called out for on the plumbing inspectors report. The piping is located within the wall, and we will need to have the wall opened to access the pipe and bring it over to the proper location. The price includes the cost of a new Regal 186 flush valve.

Labor 12 hours @ \$115.00/ hr	\$1,380.00
Material	\$ 175.00
Markup 10%	<u>\$ 155.50</u>
<b>Spriggs ADD</b>	<b>\$1,710.50</b>

**Exclude:**

- Overtime
- Block demo
- Painting
- Tile

Sincerely,

Mat Lohman  
Project Manager

## George Sinn

---

**From:** Andy Scardigli <Andy@advtrz.com>  
**Sent:** Tuesday, December 14, 2021 1:32 PM  
**To:** George Sinn  
**Subject:** RE: McAuliffe Spriggs COR 02 Urinal Flush Valve Replacement

George,

To repair that area in the bathroom (approximately 16" x 16") the price would be \$1,974.00.

Another option is doing it time and material. Let me know if the price is acceptable or if you would prefer T&M.

Thank you,

**Andy Scardigli**  
Office Manager

**Advance Terrazzo & Tile Co., Inc.**  
425 Coon Rapids Boulevard  
Coon Rapids, MN 55433

Office: 763-780-5590  
Fax: 763-780-9869

**From:** George Sinn <gsinn@webercompanies.com>  
**Sent:** Friday, December 10, 2021 7:04 AM  
**To:** Andy Scardigli <Andy@advtrz.com>  
**Subject:** FW: McAuliffe Spriggs COR 02 Urinal Flush Valve Replacement

Andy, See the attached photo on page 2 of the inspection report. The pipe to the urinal must be corrected . The pipe must be in the block so the tile and block will need to be removed to make the correction . I would assume at least a 16"x 16" tile replacement. Can you provide a cost ?

Thanks you , George



George Sinn  
Project Manager/Estimator  
Weber, Inc. ■ Weber Consulting Associates, Inc.

phone: 651-770-5350  
cell: 651-755-0268  
fax: 651-770-5385  
[www.webercompanies.com](http://www.webercompanies.com)



**From:** Mat Lohman <matl@spriggssph.com>  
**Sent:** Thursday, December 09, 2021 4:47 PM  
**To:** George Sinn

<[gsinn@webercompanies.com](mailto:gsinn@webercompanies.com)>  
**Subject:** McAuliffe Spriggs COR 02 Urinal Flush Valve Replacement

George,

Please see attached pricing to fix urinal called out for in inspection report. We will need to correct this during winter break regardless of the drinking fountain to avoid our permit from getting closed out.

Thanks,





Date: 12/02/2021

Proposal Request (PR) # 005

McAuliffe Deferred Maintenance  
 1601 12 St West  
 Hastings ,MN 55033

**DESCRIPTION:**

**Owner Added Extras: PR #05 Attached For Reference Of Items Involved. See Backup For Details On Pricing.**

Plumbing - Labor & Material		\$1,397.00 Spriggs
Masonry - Labor & Material		\$1,200.00 General C
Electrical - Labor and Material		\$943.00 Gerrety
Removals & Cover - Labor & Material		\$550.00 Weber
Paint New Block - 2 Hrs. - Labor		\$220.00 Weber
Supervision 2 Hrs. at \$100/Hr.		\$200.00 Weber
<hr/>		
<b>Subtotal</b>		<b>\$4,510.00</b>
Commission	5.00%	\$225.50 Weber
<hr/>		
<b>Subtotal For Proposed Change</b>		<b>\$4,735.50</b>
Bond	1.25%	<b>\$59.19</b>
Insurance	1.15%	<b>\$54.46</b>
~~~~~ <b>Total For Proposed Change</b>		<b>\$4,849.15</b>

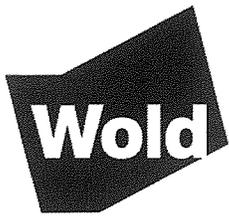
If you have any questions, please call.

Sincerely,

**WEBER, INC.**

*George Sinn*

George Sinn  
 Project Manager



# PROPOSAL REQUEST

ISD 200	McAuliffe 2021 Deferred Maintenance
Weber, Inc.	Attn: George Sinn
2497 7 <sup>th</sup> Avenue East	
North Saint Paul, Minnesota 55109	
P: 651-770-5350	F: 651-770-5385
E: gsinn@webercompanies.com	

Submit an itemized (labor and material) quotation for the proposed modifications to the contract documents as described herein within 21 days of receipt. If a cost is not submitted within 21 days, this Proposal Request can be accepted at no additional cost. Written approval is required prior to proceeding with this change.  COST EXPECTATIONS: <input type="checkbox"/> DEDUCT <input type="checkbox"/> NO COST <input checked="" type="checkbox"/> ADD	<b>PR: #05</b>
	<b>Comm: 202185</b>
	<b>Const. Pkg:</b>

### Distribution:

- Cameron Peterson, ISD 200
- Douglas Kahl, Wold
- Nick Pieper, Wold
- Kyle Edsten, Wold
- Sitha Chhum, Wold
- Fu Xiong, Wold
- Reide Weber, Weber

Item	Description
	Provide detailed cost changes (material and labor) per item for work described below:
5.1	Install drinking fountain and bottle filler at locations noted on attached drawings.
5.2	Modify existing mechanical, to accommodate the drinking fountain locations, as noted on the attached architectural and mechanical drawings.
5.3	Modify existing electrical, to accommodate the drinking fountain locations, as noted on the attached architectural and electrical drawings. Intent is to limit and partially eliminate surface-mounted boxes and conduit.
5.4	Remove faces of existing masonry units in order to modify existing mechanical and electrical. New mechanical and electrical work to be recessed and concealed within the block wall. Coordinate exact extents with all associated trades. Whole block faces shall be removed, instead of half- or cut-faces.
5.5	Patch masonry openings with whole-faced blocks/soaps, as required, once mechanical and electrical modifications are made, to accommodate the new drinking fountain locations.
5.6	Paint new masonry patching, as required, to match existing adjacent conditions.
5.7	Plans attached to this PR are based upon Architect's measurements and site verifications, but contractor shall reconfirm and field verify all dimensions and conditions. Report any conflicts to the Architect for review. Clear space requirements are unwavering, per code.
5.8	Coordination between all associated trades and installers is required.

Attachments: A2.001, A4.101, M2.01b, E2.001

Issued By: Douglas Kahl | DK

Date: 10/25/2021

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

**PLANNERS  
 ARCHITECTS  
 ENGINEERS**



Since 1908

PLUMBING ▪ HEATING ▪ PROCESS PIPING

3260 FANUM ROAD, ST. PAUL, MN 55110

PH. 651-224-5616

FAX 651-228-9877

October 28, 2021

George Sinn  
Weber, Inc  
110 Franklyn Center  
North St. Paul, MN 55109

Re: McAuliffe Elementary School – PR 05

George,

The following is the cost breakdown of what we anticipate it taking to move the drinking fountain over. The time includes time to move the water, waste, and vent over to accommodate the new location.

Labor 8 hours @ \$115.00/ hr	\$ 920.00
Material	\$ 350.00
Markup 10%	\$ <u>127.00</u>
<b>Spriggs ADD</b>	<b>\$1,397.00</b>

**Exclude:**

- Overtime
- Block demo
- Painting

Sincerely,

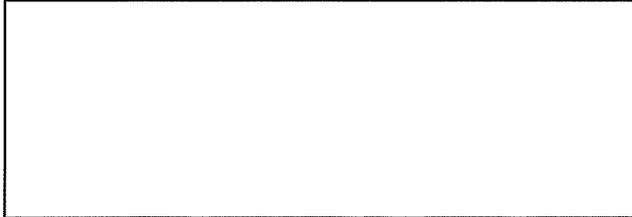
Mat Lohman  
Project Manager

**General Concrete & Masonry, LLC**

150 3rd Street South Unit A  
Stillwater, MN 55082

**Estimate**

Date	Estimate #
11/18/2021	265



Description	Qty	Rate	Total
Macauliffe school lay soap blks @ drinking fountian in gym		1,200.00	1,200.00
<b>Total</b>			\$1,200.00

## Mcauliffe Deferred Maintenance : PR # 5 Gym Drinkng Fountains

## Totals (Summary) - Bid Summary: Default

<b>Material</b>	
Non-Quoted	\$155.62
Quotes	0.00
Sales Tax (8.00%)	12.45
<b>Total Material</b>	<b>\$168.07</b>
<b>Labor</b>	
Direct (6.00 hours @ \$114.50)	\$687.00
Non-Productive Labor	0.00
<b>Total Labor (6.00 hours)</b>	<b>\$687.00</b>
Direct Job Expenses	\$0.00
Tools and Miscellaneous Materials	0.00
Subcontracts	0.00
<b>Job Subtotal (Prime Cost)</b>	<b>\$855.07</b>
Overhead (5.00%)	42.75
Profit (5.00%)	44.89
<b>Job Total</b>	<b>\$942.71</b>
<b>Actual Bid Price</b>	
	<b>\$943.00</b>
<b>Material to Direct Labor ratio: 0.20</b>	
Prime Cost per square foot	\$0.00
Job Total per square foot	\$0.00
Actual Bid Price per square ft	\$0.00
Labor cost per square foot	\$0.00
Labor hours per square foot	0.00
Gross Profit %	9.32
Gross Profit \$	\$87.93
Net Profit %	4.79

## Mcauliffe Deferred Maintenance : PR # 5 Gym Drinkng Fountains

Bid Summary: Default

Material List By Phase

Item #	Description	Quantity
--- 04 Light Fixtures & Lamps ---		
1000	1/2" EMT	10
1484	1/2" Compression Steel Connector	4
1564	1/2" Compression Steel Coupling	1
2359	1/2" Conduit Hanger w/Bolt	1
2471	4" Square x 2-1/8" Deep Box (1/2 & 3/4 KO's)	2
4900	4" Square-1 Gang Plaster Ring-1-1/4"D	2
--- 06 Underground/Site ---		
2681	#12 THHN CU Solid Wire	32
--- 09 Remodel/Demolition ---		
4972	1G SS Blank Plate	3
--- 15 Phase #15 ---		
9945	Remove #12 wire (per foot)	20
10173	Demo 20A Receptacle	4

RECAPITULATION

JOB McAuliffe  
 LOCATION Hastings  
 ARCH.-ENGR. Wold  
 SUBJECT PR#05



ESTIMATE NO. PR#05  
 SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_  
 ESTIMATOR \_\_\_\_\_  
 BONDSMAN \_\_\_\_\_  
 DATE 11-9-21

ITEM	QUANTITY	UNIT	UNIT PRICE	Total Estimated Material	UNIT PRICE	Total Estimated Labor	Total Estimated Sub Contract
Cover Floor tent demp Blocks Remove tent	5	MH	100. <sup>00</sup>			500-	
Poly for Floor & tent			20. <sup>00</sup>	+10%			
				22.00			
Paint Block at fountain	2	MH	100. <sup>00</sup>			200-	
Total				22.00		700-	
						+10%	
						770.00	
Supervision	2	MH	100. <sup>00</sup>			200.00	



# AIA Document G701™ – 2017

## Change Order

**PROJECT:** *(Name and address)*  
District Office 2021 Renovation (212188)  
1000 West 11th Street  
Hastings, Minnesota 55033

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: August 5, 2021

**CHANGE ORDER INFORMATION:**  
Change Order Number: Four (4)  
Date: February 9, 2022

**OWNER:** *(Name and address)*  
Independent School District #200  
1000 West 11th Street  
Hastings, Minnesota 55033

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

**CONTRACTOR:** *(Name and address)*  
Derau Construction  
1407 East Cliff Road  
Burnsville, Minnesota 55337

**THE CONTRACT IS CHANGED AS FOLLOWS:**

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

- GCPR #06: Remove unused data outlet. *Add \$2,643.00*
- GCPR #07: New exit lights, per inspector. *Add \$0.00*
- GCPR #08: Make-up air at restrooms, per inspector. *Add \$693.00*
- GCPR #09: Repaint accent walls. *Add \$3,552.00*
- GCPR #10: Replace select act units. *Add \$2,590.00*
- GCPR #12: Sealant and door frames. *Add \$3,539.00*
- GCPR #13: Additional corner guards. *Add \$961.00*

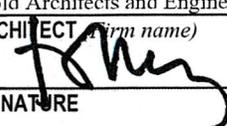
**TOTAL CHANGE ORDER NO. 4 ADD \$13,978.00**

The original Contract Sum was	\$ 67,800.00
The net change by previously authorized Change Orders	\$ 56,664.00
The Contract Sum prior to this Change Order was	\$ 124,464.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 13,978.00
The new Contract Sum including this Change Order will be	\$ 138,442.00

The Contract Time will be unchanged by Zero (0) days.  
The new date of Substantial Completion will be October 15, 2021

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

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

Wold Architects and Engineers  
 ARCHITECT *(Firm name)*  
  
 SIGNATURE  
 DOUGLAS KAHL, PROJECT MANAGER  
 PRINTED NAME AND TITLE  
 02/09/2022  
 DATE

Derau Construction  
 CONTRACTOR *(Firm name)*  
  
 SIGNATURE  
 Far Farah President  
 PRINTED NAME AND TITLE  
 2/10/2022  
 DATE

Independent School District #200  
 OWNER *(Firm name)*  
 \_\_\_\_\_  
 SIGNATURE  
 \_\_\_\_\_  
 PRINTED NAME AND TITLE  
 \_\_\_\_\_  
 DATE

## Change proposal pricing worksheet

Date: 10/28/2021  
 Contractor: Derau Construction, LLC.  
 Project: Hastings District Office - Remodel  
 Location: Hastings, MN

Description: **Patch (16) abandoned outlets, (1) fire extinguisher cabinet, and (3) cracks in drywall.**

**GCPR #: 6**

Description	Quantity	Labor Rate	Labor Sub-total	FICA Taxes 23%	Support & Burden 28%	OH & P 10%	Total
<b>Labor</b>							
Working Foreman	2 hrs	\$95.00	\$190.00	\$43.70	\$53.20	\$28.69	\$316

	Quantity	Unit Price	M/ E/ S Sub-total	7.775% Sales Tax	Equipment Sub	OH & P 10%	Total
<b>Materials/ Equipment/ Sub</b>							
Patch (16) outlets, Fire cabinet		\$2,000.00	\$0.00	\$0.00	\$0.00	\$200.00	\$2,200

Add days of construction due to added item.  
 0 days

Sub Total	\$2,516
2% Insurance	\$50
3% Bond Cost	\$77
<b>Grand Total</b>	<b>\$2,643</b>

## Change proposal pricing worksheet

Date: 10/28/2021  
 Contractor: Derau Construction, LLC.  
 Project: Hastings District Office - Remodel  
 Location: Hastings, MN

Description: **Install fresh air intake for Mens and Womens restroom from hallway.**

**GCPR #: 8**

Description	Quantity	Labor Rate	Labor Sub-total	FICA Taxes 23%	Support & Burden 28%	OH & P 10%	Total
<b>Labor</b>							
Working Foreman		hrs	\$95.00	\$0.00	\$0.00	\$0.00	\$0

	Quantity	Unit Price	M/ E/ S Sub-total	7.775% Sales Tax	Equipment Sub	OH & P 10%	Total
<b>Materials/ Equipment/ Sub</b>							
Mechanical			\$600.00	\$0.00	\$0.00	\$60.00	\$660

Add days of construction due to added item.  
 0 days

Sub Total	\$660
2% Insurance	\$13
3% Bond Cost	\$20
Grand Total	\$693

## Change proposal pricing worksheet

Date: 11/22/2021  
 Contractor: Derau Construction, LLC.  
 Project: Hastings District Office - Remodel  
 Location: Hastings, MN

Description: **Paint accent walls around areas per drawing given.  
 Re-paint accent walls with correct color.**

**GCPR #: 9**

Description	Quantity	Labor Rate	Labor Sub-total	FICA Taxes 23%	Support & Burden 28%	OH & P 10%	Total
<b>Labor</b>							
Working Foreman	4 hrs	\$95.00	\$380.00	\$87.40	\$106.40	\$57.38	\$631

	Quantity	Unit Price	M/ E/ S Sub-total	7.775% Sales Tax	Equipment Sub	OH & P 10%	Total
<b>Materials/ Equipment/ Sub</b>							
Painting		\$1,000.00	\$0.00	\$0.00	\$0.00	\$100.00	\$1,100
Re-Paint accent walls with correct color		\$1,500.00	\$0.00	\$0.00	\$0.00	\$150.00	\$1,650

Add days of construction due to added item.  
 0 days

Sub Total	\$3,381
2% Insurance	\$68
3% Bond Cost	\$103
<b>Grand Total</b>	<b>\$3,552</b>

## Change proposal pricing worksheet

Date: 11/19/2021  
 Contractor: Derau Construction, LLC.  
 Project: Hastings District Office - Remodel  
 Location: Hastings, MN

Description: **Replace ceiling tiles marked at various locations throughout office area approximatley 60 tiles.**

**GCPR #: 10**

Description	Quantity	Labor Rate	Labor Sub-total	FICA Taxes 23%	Support & Burden 28%	OH & P 10%	Total
<b>Labor</b>							
Working Foreman	4 hrs	\$95.00	\$380.00	\$87.40	\$106.40	\$57.38	\$631
Dumpster	0.5 ea	\$475.00	\$237.50	\$54.63	\$0.00	\$29.21	\$321

	Quantity	Unit Price	M/ E/ S Sub-total	7.775% Sales Tax	Equipment Sub	OH & P 10%	Total
<b>Materials/ Equipment/ Sub</b>							
Acoustical Ceilings		\$1,375.00	\$0.00	\$0.00	\$0.00	\$137.50	\$1,513
			\$0.00	\$0.00	\$0.00	\$0.00	\$0

Add days of construction due to added item.  
 0 days

Sub Total	\$2,465
2% Insurance	\$49
3% Bond Cost	\$75
Grand Total	\$2,590

## Change proposal pricing worksheet

Date: 11/17/2021  
 Contractor: Derau Construction, LLC.  
 Project: Hastings District Office - Remodel  
 Location: Hastings, MN

Description: **Install sealant around all public faced door frames and inside offices and work areas.**

**GCPR #: 12**

Description	Quantity	Labor Rate	Labor Sub-total	FICA Taxes 23%	Support & Burden 28%	OH & P 10%	Total
<b>Labor</b>							
Working Foreman	2 hrs	\$95.00	\$190.00	\$43.70	\$53.20	\$28.69	\$316

Description	Quantity	Unit Price	M/ E/ S Sub-total	7.775% Sales Tax	Equipment Sub	OH & P 10%	Total
<b>Materials/ Equipment/ Sub</b>							
Sealants		\$2,775.00	\$0.00	\$0.00	\$0.00	\$277.50	\$3,053
			\$0.00	\$0.00	\$0.00	\$0.00	\$0

Add days of construction due to added item.	Sub Total	\$3,368
0 days	2% Insurance	\$67
	3% Bond Cost	\$103
	Grand Total	\$3,539

## Change proposal pricing worksheet

Date: 12/3/2021  
 Contractor: Derau Construction, LLC.  
 Project: Hastings District Office - Remodel  
 Location: Hastings, MN

Description: **Add (6) cornerguards per Cam**

**GCPR #: 13**

Description	Quantity	Labor Rate	Labor Sub-total	FICA Taxes 23%	Support & Burden 28%	OH & P 10%	Total
<b>Labor</b>							
Working Foreman	0 hrs	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0

Description	Quantity	Unit	Price	M/ E/ S Sub-total	7.775% Sales Tax	Equipment Sub	OH & P 10%	Total
<b>Materials/ Equipment/ Sub</b>								
Cornerguards	6	ea	\$150.00	\$900.00	\$0.00	\$0.00	\$15.00	\$915
				\$0.00	\$0.00	\$0.00	\$0.00	\$0

Add days of construction due to added item.  
 0 days

	Sub Total	\$915
	2% Insurance	\$18
	3% Bond Cost	\$28
	Grand Total	\$961



February 11, 2022

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

Re: Independent School District #200  
Hastings High School Parking Improvements  
Commission No. 182011

Dear Board of Education:

On Tuesday, February 1, 2022, bids were received from seven (7) contractors for the Hastings High School Parking Lot Improvements project. The project's overall scope is to remove and replace the aging bituminous pavement at both the tennis court lot and the small lot immediately north of the track, at the high school.

Each of our bids fell within the established construction budget of \$282,400.00, on what was a competitive bid day. After having reviewed bids, it is our recommendation to award the contract to Pine Bend Paving, for the base bid amount of \$142,600.00. The project's bid tabulation is attached for your review.

Upon Board approval, we will forward contracts to Pine Bend Paving to allow them to begin the project.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "DKahl", written over a light gray horizontal line.

Douglas Kahl | AIA  
Associate

Enclosure

cc: Robert McDowell, ISD #200  
Jen Seubert, ISD #200  
Cameron Peterson, ISD #200  
Scott McQueen, Wold  
Sal Bagley, Wold  
Kyle Edsten, Wold

KK/ISD\_200/182011/crsp/feb22

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

**PLANNERS  
ARCHITECTS  
ENGINEERS**



**Project Name:** HASTINGS HIGH SCHOOL  
**PARKING LOT IMPROVEMENTS**

**BID TABULATION**

**Commission No.:** 182011  
**Date:** 2/1/2022  
**Time:** 2:00p

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

<b>BIDDERS' NAMES:</b>	<b>ADDENDUM NUMBERS:</b>	<b>BID SECURITY:</b>	<b>BASE BID:</b>				<b>REMARKS:</b>
ASPHALT & CONCRETE, INC 10285 89TH AVENUE N MAPLE GROVE, MN 55369 P: 763 424 9191	X	X	\$187,900.00				
BITUMINOUS ROADWAYS 1520 COMMERCE DRIVE MENDOTA HEIGHTS, MN 55120 P: 651 686 7001	X	X	\$159,303.00				
FPI PAVING 3230 RICE STREET ST PAUL, MN 55126 P: 651 484 0385	X	X	\$164,955.00				
GOODMANSON CONSTRUCTION 600 KASOTA AVENE SE MINNEAPOLIS, MN 55414 P: 651 636 4996	X	X	\$188,450.00				
MINNESOTA PAVING & MATERIALS 14475 QUIRAM DRIVE ROGERS, MN 55374 P: 763 428 8886	X	X	\$182,200.00				
PARK CONSTRUCTION 1481 81ST AVENUE NE MINNEAPOLIS, MN 55432 P: 763 786 9800	X	X	\$167,048.00				
PINE BEND PAVING 16500 FISCHER AVENUE HASTINGS, MN 55033 P: 651 437 2333	X	X	\$142,600.00				



February 11, 2022

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

Re: Independent School District #200  
Hastings High School 2022 Lighting Replacements  
Commission No. 202189

Dear Board of Education:

On Tuesday, February 1, 2022, bids were received from six (6) contractors for the Hastings High School 2022 Lighting Replacement project. The scope of the project includes the removal of existing light fixtures at the main circulation and commons spaces, throughout the high school, and replacing them with new and more-efficient LED fixtures.

We had a competitive bid day and all of our bids fell within the established construction budget of \$328,800.00. After having reviewed the bids, we recommend the contract be awarded to Neo Electrical Solutions, for the base bid amount of \$116,800.00. The project's bid tabulation is attached for your review.

Upon Board approval, we will forward contracts to Neo Electrical Solutions to allow them to begin the project.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "DKahl", written over a light blue horizontal line.

Douglas Kahl | AIA  
Associate

Enclosure

cc: Robert McDowell, ISD #200  
Jen Seubert, ISD #200  
Cameron Peterson, ISD #200  
Scott McQueen, Wold  
Sal Bagley, Wold  
Kyle Edsten, Wold

KK/ISD\_200/202189/crsp/feb22

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

**PLANNERS  
ARCHITECTS  
ENGINEERS**



**Project Name:** HASTINGS HIGH SCHOOL  
**2022 LIGHTING REPLACEMENTS**  
**Commission No.:** 202189  
**Date:** 2/1/2022  
**Time:** 2:00p

**BID TABULATION**

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

BIDDERS' NAMES:	ADDENDUM NUMBERS:	BID SECURITY:	BASE BID:				REMARKS:
AJ MOORE ELECTRIC 12707 CHOWEN AVENUE, #104B BURNSVILLE, MN 55337 P: 952 303 4865	X	X	\$140,000.00				
APADANA 3401 NEVADA AVENUE NEW HOPE, MN 55427 P: 612 547 9980	X	X	\$167,777.00				
B&B ELECTRIC 310 COUNTY ROAD D EAST ST PAUL, MN 55117 P: 651 490 2926	X	X	\$140,000.00				
CHOICE ELECTRIC 3080 4TH AVENUE E SHAKOPEE, MN 55379 P: 952 445 2625	X	X	\$138,900.00				
DIVISION 16 ELECTRIC 7875 BEECH STREET NE FRIDLEY, MN 55432 P: 763 279 0067	X	X	\$233,000.00				
NEO ELECTRICAL SOLUTIONS 2180 JACK BREAUULT DRIVE HUDSON, WI 54016 P: 715 808 0463	X	X	\$116,800.00				



February 11, 2022

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

Re: Independent School District #200  
Hastings Middle School Track Replacement  
Commission No. 212085

Dear Board of Education:

On Tuesday, January 25, 2022, bids were received from five (5) contractors for the Hastings Middle School Track Replacement project. The project's overall scope is to remove and replace the existing track at the middle school.

A competitive bid day resulted in all of our bids falling below our established construction budget of \$395,000.00. After having reviewed the bids, it is our recommendation to award the contract to Park Construction Company, for the base bid amount of \$297,565.00. The project's bid tabulation is attached for your review.

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

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "DKahl", written over a light gray horizontal line.

Douglas Kahl | AIA  
Associate

Enclosure

cc: Robert McDowell, ISD #200  
Jen Seubert, ISD #200  
Cameron Peterson, ISD #200  
Scott McQueen, Wold  
Sal Bagley, Wold  
Kyle Edsten, Wold

KK/ISD\_200/212085/crsp/feb22

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

**PLANNERS  
ARCHITECTS  
ENGINEERS**



**Project Name:** HASTINGS MIDDLE SCHOOL  
TRACK REPLACEMENT

**BID TABULATION**

Commission No.: 212085  
Date: 1/25/2022  
Time: 2:00p

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

BIDDERS' NAMES:	ADDENDUM NUMBERS:	BID SECURITY:	BASE BID:				REMARKS:
Bituminous Roadways 1520 Commerce Drive Mendota Heights, MN 55120	1	Y	\$329,933.00				
Minnesota Paving and Materials 14475 Quiram Drive Rogers, MN 55374	1	Y	\$378,840.00				
Park Construction Company 1481 81st Ave NE Minneapolis, MN 55432	1	Y	\$297,565.00				
Pine Bend Paving PO Box 72 Vermillion, MN 55085	1	Y	\$339,440.00				
Upper Midwest Athletic Construction 3017 161st Ave NW Andover, MN 55304	1	Y	\$299,870.00				



## **203.5 SCHOOL BOARD MEETING AGENDA**

### **I. PURPOSE**

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

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

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

### **III. PROCEDURES**

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The agenda and supporting documents will routinely be provided to board directors five days in advance of the meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers



*Hastings Public School District*  
*ISD #200*

their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

***Legal References:*** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
[Dept. of Admin. Advisory Op. No. 13-015 \(December 23, 2013\)](#)

***Cross References:*** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 207 (Public Hearings)

*Policy Reviewed: 02.08.2022*

*Policy Adopted: 02.26.2020*

*Policy Revised: 03.12.2020*



## **205 OPEN MEETINGS AND CLOSED MEETINGS**

### **I. PURPOSE**

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

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

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

### **III. DEFINITION**

“Meeting” means a gathering of at least a quorum ~~or more members of the school board members;~~ - or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include email.

### **IV. PROCEDURES**

A. Meetings

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office~~its primary offices~~. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. ~~This notice shall be posted and mailed or delivered at least three days before the date of the meeting.~~ As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of

circumstances that, in the judgment of the school board, require immediate consideration.

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose, ~~and the~~ The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices. ~~shall be available to the public during all normal business hours at the administrative offices of the school district.~~

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

1. Meetings may not be closed to discuss data thare not public data, except as provided under Minnesota law. ~~merely because the data to be discussed are not public data.~~
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the

evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or non-licensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.

- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose~~closed meeting~~ must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. Data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. Active investigative data collected or created by a law enforcement agency;
- c. Educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. An individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) To determine the asking price for real or personal property to be sold by the school district;
  - (2) To review confidential or nonpublic appraisal data; and
  - (3) To develop or consider offers or counteroffers for the purchase or sale of real or personal property.

- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three

years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. Ch. 13D (Open Meeting Law)  
~~Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)~~  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)  
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)  
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)  
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)  
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)  
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)  
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18,

2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:*** MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
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 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)  
~~MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)~~¶¶

*Policy Reviewed:* 02.08.2022

*Policy Adopted:* 02.26.2020

*Policy Revised:*



**206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

**I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

**III. DEFINITIONS**

- A. "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.
- B. Personnel data on current and former employees that is "public" includes:  
  
Name; employee identification number, which must not be the employee's social

security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; 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 public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used 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.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multi member agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public

body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. 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.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. Right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  2. Right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  3. Right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  4. Right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. Right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  2. Right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  3. Right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. ~~Ch. 260E§ 626.556~~ (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

#### **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and

subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

## **VI. PROCEDURES FOR REQUESTING TO ADDRESS BOARD**

### **A. School Board Listening Sessions**

1. There will be at least two school board members available fifteen minutes prior to the start of each Regular Board Meeting. This time is for citizens who wish to address the board regarding a subject that is or is not on the Regular Board Agenda. A maximum of five speakers will be allowed during each listening session. The school board will not engage in discussion or provide responses during this time, however may respond at a later time and/or direct administration to provide a response.
2. To be recognized, citizens must sign up on the listening session document no later than 5:40 pm, on the day of the corresponding board meeting. Speakers must provide, on the document, their name, address, topic to which they are speaking, and their relationship to the district. Speakers may provide email addresses and phone numbers, if they choose.
3. In order to speak, the citizen must meet one of the following connections to the district: Resident of the district, family member/guardian of a student in the district, or local taxpayer of the district.
4. The school board will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the school board will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, school board, or the proceedings may be directed to leave.
5. The school board retains the discretion to limit each speaker to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
6. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
7. The school board shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
8. Personal attacks by anyone addressing the school board are unacceptable.

Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

9. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

#### B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

#### C. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

### **VI. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing) Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. ~~Ch. 260E~~ ~~§ 626.556~~ (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) Minn. Op. Atty. Gen. 852 (July 14, 2006)

**Cross References:** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

*Policy Reviewed:* 02.08.2022  
*Policy Adopted:* 08.25.2021  
*Policy Revised:* 07.28.2021



## 208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

### I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

### II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

### III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy ~~for the school district~~ with the force and effect of law ~~for the school district~~. School ~~district~~board policy provides the ~~school board's~~ general direction ~~for the school district as to what the school board wishes to accomplish~~ while delegating implementation of ~~policy~~ to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the ~~formulation of~~ guidelines and directives ~~created~~ by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

### IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action. The Board may vote after the second policy reading.

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In ~~the case of~~ an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

## V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. All School Board policies will be posted on the official district website. Each school board member shall have access to this policy manual. A copy shall be placed in the office of each school attendance center. A physical copy of the policy manual will be maintained at the District Office and made available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping ~~the policy manuals current.~~ **policies current.**
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis

Management Policy.

- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the **mission**, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

**Cross References:** MSBA/MASA Model Policy 305 (Policy Implementation)

*Policy Reviewed:* 02.23.2022  
*Policy Adopted:* 08.26.2020  
*Policy Revised:* 02.21.2020



## **210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

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

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

### **III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS**

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
  - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
  - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only

newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
  - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
  - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
  - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
    - (1) The name of the school board member and the office held;
    - (2) An itemization of the goods or services furnished;
    - (3) The contract price;
    - (4) The reasonable value;
    - (5) The interest of the school board member in the contract; and
    - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract.

6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
  - D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

#### **IV. LIMITATIONS ON RELATED EMPLOYEES**

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

#### **V. CONFLICTS PRIOR TO TAKING OFFICE**

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract.

At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated

exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

## **VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS**

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

**Legal References:** Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)  
Minn. Stat. § 123B.195 (Board Member’s Right to Employment)  
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)  
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 437-A-4, March 15, 1935  
Op. Atty. Gen. 90-C-5, July 30, 1940  
Op. Atty. Gen. 90-A, August 14, 1957

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School Board)  
MSBA/MASA Model Policy 209 (Code of Ethics)  
~~MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties~~

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*Policy Revised:* 03.12.2020



## **211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT**

### **I. PURPOSE**

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

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

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

### **III. CIVIL ACTIONS**

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The

school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

The policy of the school district is that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

#### IV. **CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to

defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. ~~Ch. 260E-§ 626.556, Subd. 10~~), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

**V. STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in

consultation with legal counsel.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)  
Minn. Stat. § 123B.25(b) (Actions Against Teachers)  
Minn. Stat. § 466.07, Subd. 1 (Indemnification)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 1983 (Civil Action for Depriving Rights)  
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)  
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)  
*Dyppress v. School Committee of Boston*, 446 N.E.2d 1099 (Mass. App. Ct. 1983)  
*Wood v. Strickland*, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

***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 408 (Subpoena of a School District Employee)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

*Policy Reviewed:* 02.08.2022

*Policy Adopted:* 02.26.2020

*Policy Revised:*



## 408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DATA CLASSIFICATION

#### A. Educational Data

##### 1. State Law

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

##### 2. Federal Law

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

#### B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for

certain data specifically classified as public, as private data on individuals. The

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

#### IV. APPLICATION AND PROCEDURES

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

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

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

*Policy Reviewed:* 02.08.2022

*Policy Adopted:* 06.24.2020

*Policy Revised:* 06.10.2020



414            **MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

**I.      PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

**II.     GENERAL STATEMENT OF POLICY**

- A.      The policy of the school district is to fully comply with Minn. Stat. ~~Ch. 260E § 626.556~~ **Ch. 260E §** requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B.      A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

**III.    DEFINITIONS**

- A.      “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1.      is not likely to occur and could not have been prevented by exercise of due care; and
  - 2.      if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B.      “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C.      “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical care, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
  3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
  4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
  5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
  6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);
  7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
  8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Non Maltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility

or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a current or recent position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- L. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person

responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.

- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

## V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

## **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

## **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

## **VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. ~~Ch. 260E § 626.556 et seq.~~ (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

***Cross References:*** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

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

### **I. PURPOSE**

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

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

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

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used

by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.

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

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult non student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices

on school property or at off-campus events sponsored by the school district.

## **V. ENFORCEMENT**

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

## **VI. DISSEMINATION OF POLICY**

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

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

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)

~~MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior~~

*Policy Reviewed:* 02.08.2022

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*Policy Revised:* 06.19.2020



## 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

### I. PURPOSE

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

### II. DEFINITIONS

#### A. Special Education Staff; Special Education Teacher

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

#### B. Direct Services

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

#### C. Indirect Services

“Indirect services” means special education services provided by a special education teacher or a related service professional which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe children with disabilities to monitor and observe.

#### D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education

programs (IEPs), travel time, parental contact, and other services required in the IEPs.

### **III. GENERAL STATEMENT OF POLICY**

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

### **IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

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

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

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

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*Policy Revised:* 06.10.2020



## 504 STUDENT DRESS AND APPEARANCE

### I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
  - 1. Clothing appropriate for the weather.
  - 2. Clothing that does not create a health or safety hazard.
  - 3. Clothing appropriate for the activity (e.g.i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
  - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
  - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
  - 3. Apparel promoting products or activities that are illegal for use by minors.
  - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
  - 5. Any apparel or footwear that would damage school property.

- D. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.
- E. “Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

**Legal References:** U. S. Const., amend. I  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Community School District*, 110 F.3d 1303 (8th Cir. 1997)  
*Hicks v. Halifax County Board of Educ.*, 93 F.Supp. 649 (E.D.N.C. 1999)  
*McIntire v. Bethel School, I.S.D. No. 3*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ. L. Rep. 205 (N.D. Ill. 1987)

***Cross References:*** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

Policy Reviewed: 02.08.2022

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Policy Revised: 11.15.2006



## 514 BULLYING PROHIBITION POLICY

### I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is

objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other

vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- 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 bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct 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.

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. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action.

Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing

conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. Ch. 124E (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (~~Student~~ Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

*Policy Reviewed: 02.08.2022*

*Policy Adopted: 07.28.2021*

*Policy Revised: 07.15.2020*



## **516 STUDENT MEDICATION**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering medications to students.

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

The Hastings school district acknowledges that some students may require medication during the school day. Medications that can be administered to the student appropriately before or after school will be the responsibility of the parent(s) or guardian. Medications must be Federal Drug Administration (FDA) approved; no dietary or herbal supplements will be administered. School Nursing staff or RN delegated school personnel will administer medications in accordance with law and school district procedures.

### **III. REQUIREMENTS**

#### **A. CONSENT TO GIVE MEDICATIONS**

Prescription medication can only be administered according to the written order of a licensed prescriber (MS 151.01 subd 23) and written authorization of a parent or guardian. Over-the-counter medication needs written authorization of a parent or guardian. If more than 10 doses of an over-the-counter medication are required in a school year, a licensed prescriber's signature is necessary in addition to parent signature.

Appropriate written authorization must be completed each school year and/or when a change in the prescription or requirements for administration occurs.

The school must be notified immediately by the parent of any changes in the student's medication. A new container with the new pharmacy/physician instructions shall be required within two days of the change.

#### **B. MEDICATION CONTAINERS**

Prescription medications must be brought to school in an original pharmacy labeled container that includes the student's name, medication name, dosage,

route of administration, and time(s) to be given. (Parent should ask the pharmacist to divide the prescription into two bottles; one for school and one for home). Nonprescription medication must come to school in the original container.

#### **C. STORAGE AND TRANSPORTATION OF MEDICATION**

All medications are to be stored in locked cabinets in the health office unless noted in a written agreement between school district, parent, and physician, i.e. Action Plans or Individual Health Plans (IHP).

Controlled substances must always be kept in a locked cabinet in the health office and shall not be self administered.

#### **D. DOCUMENTATION OF MEDICATION**

A record of the administration of the medication at school shall be kept. School Nursing staff or designated person shall be responsible for the filing of the permission forms in the health folder portion of the student record.

Whenever a controlled substance is brought to school, the amount of the medication will be counted and documented in the student's health record by School Nursing staff.

### **IV. SPECIFIC EXCEPTIONS**

- A. Special health treatments such as catheterization, tracheotomy suctioning, and gastrostomy feeding do not constitute administration of drugs and medicine.
- B. Drugs or medicine provided by a public health agency to prevent or control an illness or disease outbreak are not governed by this policy.
- C. Medications that are used in connection with activities that occur before or after the regular school day (including athletics or extracurricular activities) are not governed by this policy.

#### **D. SELF-CARRY INHALER**

Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an inhaler if:

1. the school district has received a written authorization from a licensed prescriber and parent permitting the student to self-administer the medication;
2. the inhaler is properly labeled for that student; and

3. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. The parent must submit written verification from the licensed prescriber which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

School Nursing staff must assess the student's knowledge and skills to safely possess and use an inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of inhalers.

If the parent, licensed prescriber or School Nursing staff determine the student is unable to possess the inhaler, the student will have immediate access to the inhaler which will be kept in the health office.

Each school year the parent, School Nursing staff, and the licensed prescriber must develop and implement an individualized written health plan for a student who is prescribed inhalers for use during the school day. The plan must designate the School Nursing staff or RN delegated school personnel responsible for implementing the student's health plan, including recognizing asthma exacerbation and administering inhalers when required, consistent with state law.

#### **E. SELF CARRY NON-PRESCRIPTION MEDICATION**

Prescription medications are not to be carried by the student. A secondary student may possess and use nonprescription pain relief medication in a manner consistent with the labeling, if the school district has received written authorization from the student's parent permitting the student to self-administer the medication. The parent must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudo ephedrine as its sole active ingredient or as one of its active ingredients.

#### **F. SELF CARRY NON-SYRINGE INJECTORS OF EPINEPHRINE**

Non-syringe injectors of epinephrine that are prescribed for anaphylactic reactions can be self-administered or carried by a student if:

- a. the school district has received a written authorization from a licensed prescriber and the parent permitting the student to self-administer/carry the medication;

- b. the non-syringe injector of epinephrine is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer/carry the medication each school year. The parent must submit written verification from the licensed prescriber which documents that an assessment of the student's knowledge and skills to safely possess and use a non-syringe injector of epinephrine in a school setting has been completed.

School Nursing staff must assess the student's knowledge and skills to safely possess and use a non-syringe injector of epinephrine in a school setting and enter into the student's school health record a plan to implement safe possession and use of non-syringe injectors of epinephrine.

If the parent, licensed prescriber or School Nursing staff determine the student is unable to possess the epinephrine, the student will have immediate access to non-syringe injectors of epinephrine which will be kept in the health office.

Each school year the parent, School Nursing staff, and the licensed prescriber must develop and implement an individualized written health plan for a student who is prescribed non-syringe injectors of epinephrine. The plan must designate the School Nursing staff and/or RN delegated school personnel responsible for implementing the student's health plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law.

G. The school district reserves the right to not administer any medication that is not recommended or whose dosage exceeds recommended levels as noted in designated drug reference resource.

H. "Parent" for students 18 years old or older is the student.

**Legal References:** [Minn. Stat. § 120A.00 \(Admission to Public School\)](#)  
[Minn. Stat. § 120A.22 \(Compulsory Instruction\)](#)  
[Minn. Stat. § 120B.12 \(Reading Proficiently no Later than the End of Grade 3\)](#)  
[Minn. Stat. § 123B.02 \(General Powers of Independent School Districts\)](#)  
[Minn. Stat. § 123B.09 \(Boards of Independent School Districts\)](#)  
[Minn. Stat. § 123B.88 \(Independent School Districts; Transportation\)](#)  
[Minn. Stat. § 125A.50 \(Alternative Delivery of Specialized Instructional](#)

Services)

Minn. Rules Chapter 3501 (Graduation Standards)

~~Minn. Stat. § 13.32 subd. 2 (Student Health Data)¶¶~~

~~Minn. Stat. § 121A.21 (School Health Services)¶¶~~

~~Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)¶¶~~

~~Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)¶¶~~

~~Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)~~

~~Minn. Stat. § 121A.2205 (Possession and Use of Non-syringe Injectors of Epinephrine; Model Policy)¶¶~~

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

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

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

***Cross References:***

MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 605 (Alternative Programs)

MSBA/MASA Model Policy 707 (Transportation of Public School Students)

~~MSBA/MASA Model Policy 418 (Drug Free Workplace/Drug Free School)~~

Policy Reviewed: 02.08.2022

Policy Adopted : 5/9/74

Policy Revised : 10/25/06



## 519 INTERVIEW OF STUDENTS BY OUTSIDE AGENCIES

### I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

### II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. When prudent, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, ~~Minnesota Statutes Chapter 260E § 626.556, Subd. 10~~, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to ~~Minnesota Statutes Chapter 260E, § 626.556, Subd. 10 (c)~~ may specify that school district officials may not disclose to the

parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- D. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
~~Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)~~  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Policy Reviewed: 02.08.2022

Policy Adopted: 11/15/06

Policy Revised:



## **521 STUDENT DISABILITY NONDISCRIMINATION**

### **I. PURPOSE**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

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

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; or
  - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### **III. COORDINATOR**

Persons who have questions or comments should contact Megan Miller, Director of Special Services, 1000 W. 11<sup>th</sup> St., Hastings, MN 55033, (651) 480-7009, [mmiller@isd200.org](mailto:mmiller@isd200.org). This person is the school district's Americans with Disabilities Act (ADA)/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the attached Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

**Legal References:** 42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disabilities)  
~~Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)~~  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

**Cross References:** Policy 402 (Disability Nondiscrimination)

*Policy Reviewed:* 02.08.2022

*Policy Adopted:* 09.22.2021

*Policy Revised:* 09.22.2021

INDEPENDENT SCHOOL DISTRICT NO. 200

STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 200 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because \_\_\_\_\_

\_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Name of person you believe discriminated against you or another person: \_\_\_\_\_

\_\_\_\_\_

If the alleged discrimination was toward another person, identify that person: \_\_\_\_\_

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of the incident(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by: \_\_\_\_\_

\_\_\_\_\_  
(Date)



## **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 3501.0820 ~~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:* 02.08.2022  
*Policy Adopted:* 12/09/2020  
*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 ([Education for English Learners Act](#))~~(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 (1988), 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:* 02.08.2022  
*Policy Adopted:* 12/09/2020  
*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:

<i>Preschool:</i>	<i>Any programming offered for students prior to kindergarten</i>
<i>Elementary:</i>	<i>Kindergarten through grade 4</i>
<i>Middle:</i>	<i>Grades 5-8</i>
<i>High School</i>	<i>Grades 9-12</i>
<i>Transitional</i>	<i>Programming based on Individual Education Plan for students ages 18-21</i>

- 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 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 (~~Definitions–Public Schools~~  
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:** None

*Policy Reviewed:* 02.08.2022  
*Policy Adopted:* 12.09.2020  
*Policy Revised:* 11.10.2020



## **611 HOME SCHOOLING**

### **I. PURPOSE**

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

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

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

### **III. CONDITIONS FOR HOME SCHOOLING**

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

### **IV. IMMUNIZATION**

The parent of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3 and 4, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of each school year. (Minn. Stat. § 121A.15)

### **V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS**

Upon formal request as required by law, the school district will provide textbooks, individualized instructional materials and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

### **VI. PUPIL SUPPORT SERVICES**

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

## **VII. EXTRACURRICULAR ACTIVITIES**

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

## **VIII. SHARED TIME PROGRAMS**

### **Enrollment in class offerings of the school district.**

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

## **IX. OPTIONAL COOPERATIVE ARRANGEMENTS**

### **A. Activities**

- 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota

State High School League.

- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
- c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.

2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

## **B. Transportation Services**

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

***Legal References:*** [Minn. Stat. § 120A.22 \(Compulsory Instruction\)](#)  
[Minn. Stat. § 120A.24 \(Reporting\)](#)  
[Minn. Stat. § 120A.26 \(Enforcement and Prosecution\)](#)  
[Minn. Stat. § 121A.15 \(Health Standards; Immunizations; School Children\)](#)  
[Minn. Stat. § 123B.36 \(Authorized Fees\)](#)  
[Minn. Stat. § 123B.41 \(Definitions\)](#)  
[Minn. Stat. § 123B.42 \(Textbooks, Individual Instruction or Cooperative Learning Material; Material, Standard Tests\)](#)  
[Minn. Stat. § 123B.44 \(Provision of Pupil Support Services\)](#)  
[Minn. Stat. § 123B.49 \(Extracurricular Activities; Insurance\)](#)

~~Minn. Stat. § 123B.86 (Equal Treatment - Transportation)~~  
~~Minn. Stat. § 123B.92 (Transportation Aid Entitlement)~~  
~~Minn. Stat. § 124D.03 (Enrollment Options Program)~~  
~~Minn. Rules Ch. 3540 (Nonpublic Schools)~~  
~~Minn. Stat. § 120A.22 (Compulsory Instruction)~~  
~~Minn. Stat. § 120A.24 (Reporting)~~  
~~Minn. Stat. § 120A.26 (Enforcement and Prosecution)~~  
~~Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)~~  
~~Minn. Stat. § 121A.15 (Health Standards, Immunizations, School-Children)~~  
~~Minn. Stat. § 123B.36 (School Boards May Require Fees)~~  
~~Minn. Stat. § 123B.41 (Definitions)~~  
~~Minn. Stat. § 123B.42 (Textbooks, Individual Instruction or Cooperative Learning Material, Material, Standard Tests)~~  
~~Minn. Stat. § 123B.44 (Provision of Pupil Support Services)~~  
~~Minn. Stat. § 123B.86 (Equal Treatment - Transportation)~~  
~~Minn. Stat. § 123B.92 (Transportation Aid Entitlement)~~  
~~Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)~~

***Cross References:*** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA/MASA Model Policy 510 (School Activities)

*Policy Review: 02.08.2022*  
*Policy Adopted: 12/13/06*  
*Policy Revised:*



## **613 Graduation Requirements**

### **I. Purpose**

The purpose of this policy is to set forth requirements for graduation from the school district.

### **II. General Statement of Policy**

It is the policy of the school district that all students must pass the Minnesota Graduation Basic Standards tests or the Minnesota Comprehensive Assessments Second Edition (MCA-II's,) per state requirements or higher guidelines, and must satisfactorily complete all course requirements as established by the school district and the State of Minnesota in order to graduate.

The school district also recognizes that there are some students who have met the graduation requirements as defined in their IEP or Section 504 accommodation plan.

- A. "Course credit" is equivalent to a student's successful completion of one semester of study or a student's mastery of the applicable subject matter, as determined by the school district. (Two semester credits equals one academic year.)

### **III. Test Administrator**

The Curriculum Director shall be named the school district test administrator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

### **IV. Graduation Requirements**

- A. All students must satisfactorily complete, as determined by the school district and the State of Minnesota either the basic skills requirements for students enrolled in grade 8 before the 2005-2006 school year or the MCA-II's for students enrolled in grade 8 in the 2005-2006 school year.
- B. Students beginning ninth grade in the 2004-2005 school year and later must successfully complete high school level course credits for graduation as follows:

Students beginning the ninth grade prior in the 2004-2005 school year and beyond must have forty-four (44) high school level course credits for graduation as follows:

1. Eight (8) credits of language arts; English
2. Six (6) credits of mathematics, encompassing at least algebra, geometry, statistics and probability.
3. Six (6) credits of science, including at least two (2) credits in biology;
4. Eight (8) credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics.
5. Three (3) credits of physical education and health.
6. Two (2) credits in the arts; and
7. A minimum of eleven (11) elective course credits.

#### **V. Early Graduation**

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07.

- A. All course of standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

#### **VI. Notice**

The school district will notify students and their parents of the school district's graduation requirements within 30 working days of a student's entry into ninth grade.

**Legal References:** [Minn. Stat § 120B.018](#)  
[Minn. Stat. § 120B.02 \(Educational Expectations for Minnesota's Students\)](#)  
[Minn. Stat. § 120B.021 \(Required Academic Standards\)](#)  
[Minn. Stat. § 120B.023 \(Benchmarks\)](#)  
[Minn. Stat. § 120B.024 \(~~Graduation Requirements~~; Course Credits\)](#)

Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement, Striving for the World's Best Workforce)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
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 Part 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
~~Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading) ¶¶~~  
~~Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation Standards - Written Composition) ¶¶~~  
~~Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards) 3~~  
20 U.S.C. § 6301, et seq. (Every Child Succeeds Act) ~~No Child Left Behind Act)~~

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 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) ~~Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)~~  
MSBA/MASA Model Policy 616 (School District System Accountability)

Policy Reviewed: 02.08.2022  
Policy Adopted: 05.09.1974  
Policy Revised: 01.26.2022



## **614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE**

### **I. PURPOSE**

It is the purpose of this policy to set forth the school district's testing plan and procedure.

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

It is the policy of the school district to implement procedures for testing, test security, reporting, documentation, notification to students and parents and student record keeping in accordance with Minnesota law.

### **III. DUTIES OF SCHOOL DISTRICT TEST ADMINISTRATOR**

The school district test administrator as named in Policy 613, Graduation Requirements, shall be responsible for preparing and presenting annually to the school board for approval, and overseeing the publishing of, the basic standards test administration plan. The school district test administrator shall file the plan with the Department of Education ("Department") and deliver the plan to all households in the school district by October 15 of each year. The plan shall include, at a minimum, the following:

- A. The graduation requirements;
- B. The number of opportunities a student shall have to retake tests of basic standards during each year;
- C. The opportunities for remediation for a student who has not passed tests of basic standards;
- D. The process for requesting an additional testing opportunity and accommodations for a senior who has met all other graduation requirements but has not passed one or more basic standards;
- E. The process for appealing the school district's response to requests in item C.;
- F. The method to report breaches in test security procedures to the school district and the Department; and

- G. Procedures for meeting the needs of Limited English Proficient students, students who require an IEP or students who require Section 504 Accommodation.

#### IV. TEST SECURITY

- A. **Security Requirements.** When administering tests for the basic standards, the school district shall observe the following test security measures in addition to any requirements imposed by the Minnesota Department of Education:

1. All test booklets, answer sheets, and test materials shall be placed in locked storage before and after the test administration;
2. The tests, testing materials, and answer sheets are nonpublic data under Minn. Stat. § 13.34;
3. No copies of test booklets or answer sheets shall be made; and
4. The school district shall report any violations of test security to the Department. The Department shall receive reports of violations of test security from anyone with knowledge of such an incident.

- B. **Security Violations.** The Department shall investigate any reported incidents of breaches in test security. The consequences of a violation of test security may include:

1. The invalidation of test scores if a violation is found to justify serious questions about the integrity of the results of the test administration; or
2. Other reasonable sanctions that are necessary to preserve the security and confidentiality of future tests and test administrations.

#### V. SCHOOL DISTRICT REPORTING TO THE DEPARTMENT AND PUBLIC

- A. The school district shall report the information specified below to the Department annually by October 15 in a format to be determined by the Department.

- B. The school district shall prepare and disseminate annually by October 15 a public report of the information specified below through the official newspaper or through publications sent to all households in the school district.

- C. The reports required above shall include:

1. The number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student

System (MARSS) report;

2. The number of students at each grade level 9 through 12 passing each basic standard at the state standards level;
  3. The number of students at each grade level 9 through 12 passing each basic standard at an individualized level under an IEP or a Section 504 Accommodation plan;
  4. The number of students at each grade level 9 through 12 passing tests in each basic standard with tests that have been translated into a language other than English;
  5. The number of students at each grade level 9 through 12 exempt from testing in each basic standard; and
  6. For grade 12 of the previous year only, the number of students currently denied a high school diploma because of not passing the state standard for a basic standard when all other graduation requirements have been met.
- D. The superintendent shall submit reports identifying expenditures related to basic standards testing, to the Department as required by law.

## **VI. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

The school district shall maintain records necessary for program audits conducted by the Department. The records must include documentation that:

- A. Required notifications to parents and students meet the requirements of Minn. Rules Part 3501.0120;
- B. Required student records meet the requirements of Minn. Rules Part 3501.0130;
- C. The school district's process for additional testing of students meets the requirements of Minn. Rules Part 3501.0050;
- D. Test security procedures comply with Minn. Rules Part 3501.0150;
- E. The school district's decisions regarding testing accommodations, modifications, and granting exemptions are in compliance with Minn. Rules Parts 3501.0090 and 3501.0100;
- F. The school district's curriculum and instruction provides appropriate learning opportunities in the basic standards in compliance with Minn. Rules Part 3501.0110;

- G. Remediation plans for students are on file consistent with Minn. Rules Part 3501.0110;
- H. The basic standards test administration plan complies with Minn. Rules Part 3501.0140, subpart 2;
- I. The documentation for students granted accommodations or exempted from testing complies with Minn. Rules Part 3501.0090;
- J. The assessments and documentation of performance for students granted modifications of statewide standards comply with Minn. Rules Part 3501.0090, subpart 2, item C; and
- K. The school district's process for testing considerations for LEP students complies with Minn. Rules Part 3501.0100.

## VII. REQUIRED NOTIFICATION TO PARENTS AND STUDENTS

- A. **Written Notice.** The school district shall establish and maintain a system to provide written notice to parents and students about graduation requirements.
- B. **Notice of Graduation Requirements.** No later than thirty (30) working days after the date of the entrance into the 9th grade or transfer of a student into the school district during or after 9th grade, the school district shall provide to the parents and the student written notice of:
  - 1. The graduation requirements; and
  - 2. The grade in which the student shall have the first opportunity to take a test in basic standards.
- C. **Notice of Test Results and Remediation Opportunities.** The school district shall provide no later than ninety (90) days after a student takes a test of basic standards, written notice to the parents and the student of:
  - 1. Basic standards test results; and
  - 2. Consistent with Minn. Rules Part 3501.0050, subpart 3, if the student is in the graduating year:
    - a. The process by which a parent or student can request additional testing and testing accommodations after April 1; and
    - b. The process by which a parent or student can appeal the school district's decision if additional testing or testing accommodation is denied.

- D. Notice Pertaining to Adequate Yearly Progress. If the school district is proposed for identification for school improvement, for corrective action, or for restructuring by the Minnesota Department of Education, the school district shall provide to parents of students in the school district sufficiently detailed summary data of its academic assessments or other academic indicators reviewed to determine whether the school is making adequate yearly progress to permit parents to appeal the Department’s proposal.

## VIII. STUDENT RECORD KEEPING

- A. Test Results. The school district shall keep a record on each student that includes:
1. The basic standards tests taken; and
  2. The results of the most recent basic standards tests given.
- B. Student Progress. Individual student progress shall be reported on a student record as described in items 1. to 4. below.
1. “Pass-state level” shall be noted on the record of a student who passes a basic standards test under standard conditions or with an accommodation. The records for students passing with an accommodation shall not be different from the records of students passing the test under standard conditions.
  2. “Pass-individual level” shall be noted on the record of a student who passes a basic standards test with a modification established in the IEP or Section 504 Accommodation plan in accordance with Minn. Rules Part 3501.0090.
  3. “Pass-translation” shall be noted on the record of a student who passes a basic standards test that has been translated into a language other than English and has not been validated by the state as a state test with a set passing score.
  4. “Exempt” shall be noted on the record of a student who has been exempted from a basic standards test.

**Legal References:** Minn. Stat. § 13.34 (Examination Data)  
Minn. Stat. § 120B.11 (School District Process [for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World’s Best Workforce](#))  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
[Minn. Stat. § 120B.30 \(School Accountability\)](#)  
[Minn. Rules Parts 3501.0640-3501.0655 \(Academci Standards\)](#)

for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Part 3501.082 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
¶  
~~Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)~~  
~~Minn. Stat. § 123B.143, Subd. 1 (Superintendent)¶~~  
~~Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)¶~~  
~~Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation Standards - Written Composition)¶~~  
~~Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards)~~  
~~20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)~~

**Cross References:** MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
~~Basic Standards - Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)~~  
MSBA/MASA Model Policy 616 (School District System Accountability)

*Policy Reviewed: 02.08.2022*

*Policy Adopted: 12/13/06*

*Policy Revised:*



## **615 BASIC STANDARDS TESTING, ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEP, SECTION 504 ACCOMMODATIONS, AND LEP STUDENTS**

### **I. PURPOSE**

The purpose of the policy is to provide adequate opportunity for students identified as having IEP, Section 504 Accommodation, or LEP needs to meet the graduation requirements of basic skills testing.

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

- A. The school district will utilize the existing annual review of Individualized Education Programs (IEPs) or Section 504 Accommodation plans to review, on a case-by-case basis, the extent of student participation in basic standards testing.
- B. Students with LEP needs must be identified and accommodations made.

### **III. DEFINITION OF TERMS**

See “Guidelines for Accommodations in the Minnesota Assessment System” document which can be found on the Minnesota Department of Education’s website at: <http://education.state.mn.us/mde/static/000782.pdf>.

### **IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR BASIC STANDARDS TESTING**

See “Guidelines for Accommodations in the Minnesota Assessment System” document which can be found on the Minnesota Department of Education’s website at: <http://education.state.mn.us/mde/static/000782.pdf>.

### **V. RECORDS**

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. This will be done annually by December 1. Testing results will be documented and reported.

**Legal References:** Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat. § 125A.08 (Individualized Education Programs)  
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 Part 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS),  
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>  
Alternate ACCESS for ELLs Participation Guidelines,  
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>  
~~Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)¶¶~~  
~~Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation Standards - Written Composition)¶¶~~  
~~Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards)~~

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 616 (School District System Accountability)

*Policy Reviewed: 02.08.2022*

*Policy Adopted: 12/13/06*

*Policy Revised:*



## 616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

### I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic K-12 Standards and federal law.

### II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic K-12 Standards and federal law ~~requires will~~ ~~require a new level of~~ accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic K-12 Standards. The school district also ~~will established~~ a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

### III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic K-12 Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

### IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic **K-12** Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's World's Best Workforce (WBWF) Committee.
2. The WBWF Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The school district-wide improvement goals should address recommendations identified through the WBWF Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.
4. Recommendations of the WBWF Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
5. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations.
6. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement.

**BD.** Comprehensive Continuous Improvement of Student Achievement

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

- a. Reviewing the WBWF plan
  - b. Identifying district and school improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
  - d. Advising the school board about development of the annual budget.
3. The WBWF Committee shall meet the following criteria:
- a. The WBWF Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
  - b. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - c. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the WBWF Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The WBWF Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the WBWF Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:
- a. The Director of Teaching and Learning (or similar educational leader)
  - b. At least one elementary and secondary Principal representative
  - c. School Board Member

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

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

**DE.** Reporting

- 1. Consistent with Minn. Statutes section ~~Stat. § 120B.36, Subd. 1~~, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to

review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

***Legal References:***

Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth Levels)  
Minn. Stat. § 120B.36 (School Accountability; ~~Appeals Process~~)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, ~~Subd. 5~~ (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making; ~~Agreement~~ Individualized Learning Agreement; Other Agreements)  
Minn. Stat. § 123B.147, ~~Subd. 3~~ (Principals)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.082000-~~3501.0815~~ (Academic Standards for the Arts)  
~~Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)~~  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:*** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)

*Policy Reviewed: 02.08.2022*

*Policy Adopted: 07.28.2021*

*Policy Revised: 10.13.2020*



## **623 MANDATORY SUMMER SCHOOL INSTRUCTION**

### **I. PURPOSE**

The purpose of this policy is to establish program parameters and student attendance guidelines and requirements for the school district relating to the provision of mandatory summer school educational services.

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

Summer school educational services and instruction shall be directed toward the fulfillment of the goals and objectives of the educational program and graduation standards of the school district.

### **III. PROCEDURES**

- A. The school district shall offer summer school instruction providing opportunities for:
- B. All services of the summer school program will be free to residents of the school district whose need for a summer program has been identified by teachers or the school principal and who are required to attend pursuant to established school district criteria and the provisions of this policy.
- C. The summer school curriculum will be established in line with the needs of students and in accordance with rules of the Department of Education. Remedial, make-up and review courses shall provide opportunities for students to qualify for promotion and/or credit in areas and subjects where previous work has not met promotion/credit standards. It shall further be designed to assist students who have not passed one or more basic requirements tests and who are in need of remediation services relating to the school district's graduation standards or who have been identified as at risk of not learning to read before the end of second grade.
- D. Summer school provides the opportunity for students to improve basic skills, further their academic progress, and/or accelerate in designated academic areas. It is the intent of the school district to ensure that courses taught during the summer session are of the same level of instructional breadth and difficulty as

provided during the regular school year.

#### **IV. MANDATORY SUMMER SCHOOL INSTRUCTION**

The school board will direct the administration to identify and develop specific criteria and standards for determining which students must receive summer school instruction. These will be provided to the school board for review and approval on no less than an annual basis. Following school board approval, the criteria and standards for mandatory summer school instruction will be included in this policy as Attachment A and incorporated herein by reference.

#### **V. TRANSPORTATION SERVICES**

- A. The school district shall make available transportation services for all students required to receive instruction in the school district's summer school program in accordance with Minn. Stat. § 120A.22, Subd. 5(b). The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.
- B. The school board shall retain sole discretion, control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

#### **VI. SCHOOL BOARD REVIEW**

The superintendent or designated representative shall report at least annually to the school board regarding the status and utilization of programs under this policy. All summer school programs will be subject to annual review and approval by the school board.

- Legal References:**
- Minn. Stat. § 120A.20 (Admission to Public School)
  - Minn. Stat. § 120A.22 (Compulsory Instruction)
  - Minn. Stat. § 120B.12 (Reading **Proficiently no Later than the End of Grade 3 Intervention**)
  - Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
  - Minn. Stat. § 123B.09 (Boards of Independent School Districts)
  - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
  - Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)
  - Minn. Rules Part 3501 (**Graduation Standards**)

***Cross References:*** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 707 (Transportation of Public School Students)

*Policy Reviewed: 02.08.2022*

*Policy Adopted: 12/13/06*

*Policy Revised:*

**HR PERSONNEL REPORT**

**Board Meeting Date:**

**2/23/2022**

**RETIREMENT/RESIGNATION/TERMINATION**

<b>NAME</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>EMPLOYEE GROUP</b>	<b>EFFECTIVE DATE</b>
Foster, Scott	Retirement	Grade 5 Lang. Art & Soc. Studies Tchr; 1.0 FTE Hastings Middle School	Ed MN - Teachers	June 15, 2022
Hisakuni, Sandra	Retirement	EL Teacher; 1.0 FTE Hastings High School	Ed MN - Teachers	June 10, 2022
Schaffer, Amy	Resignation	Marketing Specialist; 4 hours / day Tilden	Individual	March 11, 2022
Seleski, Lisa	Resignation	Cook Asst; 3 hours / day Hastings High School	Food Services	December 22, 2021

**HIRES**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>SALARY PLACEMENT/HOURLY RATE</b>	<b>EMPLOYEE GROUP</b>	<b>EFFECTIVE DATE</b>
Anger, Rachel	Special Ed Paraprofessional - Recovery Services; 2.5 hrs/wk Hastings High School	\$25.75 / Hour	Ed MN - ESP	February 1, 2022 - June 5, 2022
Atkins, Miki	PE Department Chair Hastings Middle School	\$1,016	Ed MN - Teachers	January 31, 2022 - June 10, 2022
Bagwill, Bethany	Special Ed Teacher - Recovery Services Hastings High School	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Baldwin, Dana	Paraprofessional; 5.75 hours / day Hastings Middle School	\$17.84 / Hour	ED MN - ESP	February 2, 2022
Barry, Amber	Grade 2 Teacher - Recovery Services McAuliffe Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Bergstedt, Amanda	Paraprofessional - Recovery Services 2.5 hrs/wk Kennedy Elementary	\$25.75 / Hour	ED MN - ESP	February 1, 2022 - June 5, 2022
Brandt, Juliana	Grade 1 Teacher - Recovery Services McAuliffe Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Brenny, Tom	Kindergarten Teacher - Recovery Services Pinecrest Elementary	\$1,350	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Butler, John	Phy Ed Teacher; 1.0 FTE Hastings Middle School	\$49,228 Annually	Ed MN - Teachers	January 28, 2022
Butler, Temira	Special Ed Teacher - Recovery Services Hastings High School	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Byers, Katie	Special Ed Teacher - Recovery Services McAuliffe Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Cody, Erin	Special Ed Teacher - Recovery Services Hastings Middle School	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Corneliussen, Briana	Kindergarten Teacher - Recovery Services Kennedy Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022

Ellson, Nicole	Grade 2 Teacher- Recovery Services McAuliffe Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Erickson, Angela	Grade 3 Teacher - Recovery Services McAuliffe Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Foreman, Trisha	Paraprofessional - Recovery Services 2.5 hrs/wk Hastings Middle School	\$25.75 / Hour	ED MN - ESP	February 1, 2022 - June 5, 2022
Gegen, Jeffrey	Cleaner; 4 hours / day Hastings Middle School	\$15.05 / Hour	Custodian	January 28, 2022
Haberkorn, Kristyn	Teacher - Recover Services Hastings Middle School	\$2,531	Ed MN - Teachers	February 8, 2022 - June 5, 2022
Hagen, Kelly	Grade 3 & 4 Teacher - Recovery Services Kennedy Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Hanson, Annette	Kindergarten Teacher - Recovery Services McAuliffe Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Hoffman, Jeff	Athletic Director Hastings Middle School	\$3,425	Ed MN -Teachers	January 31, 2022 - June 10, 2022
Hoffman, Jeff	Equipment Manager; Hastings Middle School	\$3,287.50	Ed MN - Teachers	January 31, 2022 - June 10, 2022
Kimbell, Rebecca	Paraprofessional - Recovery Services 2.5 hrs/wk Hastings High School	\$25.75 / Hour	ED MN - ESP	February 1, 2022 - June 5, 2022
Kolta, Manal	Paraprofessional - Recovery Services 2.5 hrs/wk Middle School	\$25.75 / Hour	ED MN - ESP	February 1, 2022 - June 5, 2022
Larson, Gretchen	Paraprofessional - Recovery Services 2.5 hrs/wk McAuliffe Elementary	\$25.75 / Hour	ED MN - ESP	February 1, 2022 - June 5, 2022
Latch, Megan	Teacher - Recover Services Hastings Middle School	\$2,531	Ed MN - Teachers	February 8, 2022 - June 5, 2022
Leontovich, Kelcey	Kindergarten Teacher - Recovery Services Pinecrest Elementary	\$1,350	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Lester, Megan	Special Ed Paraprofessional - Recovery Services 2.5 hrs/wk Kennedy Elementary	\$25.75 / Hour	ED MN - ESP	February 1, 2022 - June 5, 2022
Mathern, Brittany	Special Ed Paraprofessional - Recovery Services 2.5 hrs/wk McAuliffe Elementary	\$25.75 / Hour	ED MN - ESP	February 1, 2022 - June 5, 2022
Matzek, Katherine	Grade 1 Teacher - Recovery Services Pinecrest Elementary	\$1,350	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Mulder, Todd	Dean of Students Hastings Middle School	\$451.43 / Day	Principals	February 22, 2022 - June 17, 2022
Munson, Hannah	Grade 4 Teacher - Recovery Services McAuliffe Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022

Niedermayer, Elizabeth	Grade 1 Teacher - Recovery Services Kennedy Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Niedermayer, Jessica	Grade 1 Teacher - Recovery Services Kennedy Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Olson, Greg	Teacher - Recover Services Hastings Middle School	\$2,531	Ed MN - Teachers	February 8, 2022 - June 5, 2022
Parmeter, Hope	Paraprofessional; 5.75 hours / day Pinecrest Elementary	\$17.84 / Hour	ED MN - ESP	February 2, 2022
Peterson, David	Grade 2 Teacher - Recovery Services Pinecrest Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Pick-Bowes, Bethany	Special Ed Teacher - Recovery Services Hastings Middle School	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Rova-Hegener, Emily	Grade 3 & 4 Teacher - Recovery Services Pinecrest Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Rumley, Morgan(Cunningham)	Grade 2 Teacher - Recovery Services Kennedy Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Samuelson, Lindsey	Paraprofessional - Recovery Services 2.5 hrs/wk Kennedy Elementary	\$25.75 / Hour	ED MN - ESP	February 1, 2022 - June 5, 2022
Schluessler, Valerie	Special Ed Paraprofessional - Recovery Services 2.5 hrs/wk Hastings Middle School	\$25.75 / Hour	ED MN - ESP	February 1, 2022 - June 5, 2022
Stephens, Dawn	Special Ed Teacher - Recovery Services McAuliffe Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Strub, Kris	Special Ed Teacher - Recovery Services Kennedy Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Swenson, Sara	Special Ed Teacher - Recovery Services Hastings High School	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Thole, Sadie	Special Ed Teacher- Recovery Services Kennedy Elementary	\$2,700	Ed MN -Teachers	February 1, 2022 - June 5, 2022
Waite, Jill	Grade 1 Teacher - Recovery Services Pinecrest Elementary	\$1,350	Ed MN - Teachers	February 1, 2022 - June 5, 2022
Yares, Lauren	Special Ed OT - Recovery Services Kennedy Elementary	\$2,700	Ed MN - Teachers	February 1, 2022 - June 5, 2022

**LEAVE APPROVAL**

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Gorr, Kari	Approval	Dir. of Comm. Ed. & Communications; 8 hours / day Tilden	Administrators	November 29, 2021 - February 1, 2022 (Revised Dates)

**ASSIGNMENT CHANGES**

NAME	FROM	TO	EMPLOYEE GROUP	EFFECTIVE DATE(S)
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Doran, Scott	Assistant Principal; 1.0 FTE Hastings High School	Principal; 1.0 FTE Hastings High School	Principals	February 14, 2022 - June 17, 2022
Fritze, Tom	Math Teacher; 1.0 FTE Hastings High School	Dean of Students Hastings High School	Principals	February 11, 2022 - June 17, 2022
Hanson, Trent	Athletic Director Hastings High School	Interim Assistant Principal Hastings High School	Administrators	February 14, 2022 - June 17, 2022
McGinnis, Pete	Phy Ed Teacher / MS Athletic Director Hastings Middle School	TOSA - Interim Athletic Director Hastings High School	Ed MN - Teachers	January 31, 2022 - June 17, 2022

<b>Community Education Employees not on contract for 7/1/2021 - 6/30/2022</b>			
<b>Position</b>	<b>Rate Year 1</b>	<b>Rate Year 2</b>	<b>Rate Year 3</b>
Adult and Youth Enrichment Instructors	Independent contractors--coordinator negotiates wage		
Adults w/Disabilities Instructors/Asst.	Independent contractors--coordinator negotiates wage		
Adults w/Disabilities--district PSA	current hourly rate of pay		
Light/Sound Student or Assistant (Facilities)	Minimum Wage	-	-
Light/ Sound Technician (Facilities)	\$26.00	-	-
Building & Field House Supervisors	Negotiated by Coordinator		
Cook	\$20 or OT per Food Srv Contract		
Custodian	OT per Custodial Contract		
Driver Education Behind the Wheel Teacher	\$34.00	-	-
Driver Ed Classroom Teacher	\$34.00	-	-
ECP Asst. less than 10.5 hrs week	Grade 6, Beginning Step	Sib Care	
ECFE Home Visiting Staff	\$25.00 per hr.		
HS Youth Srv Course for Credit	1/4 of overload per quarter taught per Teacher's Contract		
Open Gym Supervisor	Minimum Wage		
SAC Program Asst. less than 10.5 hrs week	Grade 4, Beginning Step		
SAC Special Ed Aide required for student - School Year	current hourly rate of pay		
School Readiness Interpreter	\$30.00	-	-
Summer SAC Program Lead current employee	current hourly rate of pay		
Summer SAC Program Lead other	Grade 8, Beginning Step		
Summer SAC Asst. current employee	current hourly rate of pay		
Summer SAC Asst. other	Grade 4, Beginning Step		
Summer Band Instructor	\$34.00	-	-
Summer Orchestra Instructor	\$34.00	-	-
Summer Phy Ed/Health for credit	\$34.00	-	-
Minimum Wage: 7/1/21-12/31/21 \$10.08, 1/1/22-6/30/22 \$10.33			
		Changes or additions appear in red	2/23/2022

<b>Other Rates for 7/1/2021 to 6/30/2022</b>			
<b>General Fund 1/11</b>			
<b>Service</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3 and Beyond</b>
Custodial-Summer/Temporary	Minimum Wage	Minimum Wage + \$0.25	Minimum Wage + \$0.50
Grounds- Summer/Temporary	Minimum Wage + \$0.75	Minimum Wage + \$1.00	Minimum Wage + \$1.25
Grounds - Large Mower	Minimum Wage + 5.00 per/hr.		
Student Workers	Minimum Wage		
Accounting/Technology - Summer/Temporary	Minimum Wage + \$0.50 per/hr.		
Clerical-College Summer/Temporary	Minimum Wage		
Snow Plow /Temporary	Grade 8, Beginning Step		
Crossing Guards (per session) Paid through City of Hastings	\$13.25		
Interpreters- Payroll - Guanteed minimum of 2 hours	\$30.00		
Interpreters- Contracted - Guaranteed minimum of 2 hours	\$30.00		
<b>Instructional Assts.</b>			
Oasis	\$17.25	Elem. After School , SS, Saturday School.	MS Afterschool, SS,
Summer School	\$17.25	Elem. After School , SS, Saturday School.	MS Afterschool, SS,
Targeted Srv. Programs	\$17.25	Elem. After School , SS, Saturday School.	MS Afterschool, SS,
IEP Driven After School Program	Current Hourly Rate of Pay		
Teacher Substitute Daily Rate 7/1/21-12/31/21 \$140.00, 1/1/22-6/30/22 \$155.00			
<b>Testing Proctor-Remediation</b>			
Current teacher per contract	See Current Teacher's Contract		
PSA/Other non-exempt employee	Hourly Rate		
Non-contract employee/retired teacher	\$18.00		
Tutor-Gifted and Talented	\$25.00		
Accompanist	\$35.00		
Athletic Trainer	\$25.00		
Site Managers/Athletic Tournaments < 3 Hours	\$75.00		
Site Managers/Athletic Tournaments 3 - 6 Hours	\$125.00		
Site Managers/Athletic Tournaments 6 Hours	\$150.00		
School Activity < 3 Hours	\$40.00		
School Activity 3+-6 Hours	\$80.00		
School Activity 6+-9 Hours	\$120.00		
School Activity 9+-12 Hours	\$160.00		
AVID Tutors	Minimum Wage + \$2.00 per/hr.		
Minimum Wage: 7/1/21-12/31/21 \$10.08, 1/1/22-6/30/22 \$10.33			
		Changes or additions appear in red	2/23/2022

**Hastings Public Schools #200**

**Health and Safety Measures as of February 24, 2022 for the 2021-2022 School Year**

**WHEREAS**, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

**WHEREAS**, the Superintendent of Independent School District 200 [hereinafter the “Superintendent”] is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board of Independent School District 200 [hereinafter the “School Board”]; and

**WHEREAS**, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District policy; and

**WHEREAS**, the Centers for Disease Control and Prevention (“CDC”) and the Minnesota Department of Health (“MDH”) have determined that the COVID-19 pandemic is currently ongoing and may remain ongoing for an unknown time; and

**WHEREAS**, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

**WHEREAS**, the MDH has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

**WHEREAS**, the Superintendent has conferred with the School Board regarding COVID-19 health and safety measures, the current CDC, MDE, and MDH requirements for each, and other relevant information; and

**WHEREAS**, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that health and safety measures listed in this document be implemented as of February 24, 2022.

**WHEREAS**, the Health and Safety Measures for the 2021-2022 School Year Resolution adopted by the School Board on August 25, 2021 is terminated,

**NOW, THEREFORE, BE IT RESOLVED**, by the School Board of Independent School District No. 200 as follows:

Section 1: The Superintendent is hereby directed to implement the following health and safety measures, beginning February 24, 2022.

At all times, in all locations, for all ages, as long as practical, Hastings Public Schools will employ the following health and safety mitigation strategies:

- Increased ventilation and air flow inside buildings
- Cleaning and disinfecting of high touch surfaces
- Emphasis on handwashing and hygiene
- Emphasis on respiratory etiquette
- Social distancing when practicable
- All persons, **except for preK programming**, are recommended to wear face masks when inside school buildings.
- All persons must wear face masks when riding on school buses as required by federal order.
- Athletics will continue to follow additional guidance from the MSHSL.
- School Health offices will continue to implement separation strategies, masking, and sanitation strategies.
- Individuals testing positive for COVID-19 will follow CDC isolation guidelines. Individuals exposed to someone with COVID-19 are expected to follow CDC quarantine guidelines.
- **Visitors will be restricted during the school day to essential personnel, such as volunteers or visitors for operational or academic support. Visitors will not be allowed to join students for lunch.**

Should the COVID-19 cases reach three (3) students (prek and elementary classroom) or five (5) percent or more of the total population of students and staff in an individual school building, the administration will closely monitor the situation to determine next steps.

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement different health and safety measures for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of different health and safety measures is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The health and safety measures selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement different health and safety measures.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Adopted this 23rd day of February 2022.

Roll Call Vote:

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School Board Chair

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School Board Clerk

## Annual Compliance Overview

Minnesota Statutes, section 124D.78 requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

## The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

## Completing and Submitting the Documents

***The following items are required when submitting annual compliance:***

- ✓ The annual compliance/vote of concurrence or nonconcurrence document
- ✓ The AIPAC resolution document
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage)

***All items are fillable PDF forms. When completing, remember to:***

- Include the district or school name and identifying number.
- Place a check mark next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. *\*Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

***The District or School Does Not Have an AIPAC:***

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark next to “Does Not Have an AIPAC”.
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

***Submission Deadline:***

Email all three required items **by March 1** to: [MDE.AnnualCompliance@state.mn.us](mailto:MDE.AnnualCompliance@state.mn.us).

# Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name:

## The American Indian Parent Advisory Committee Vote

**The AIPAC Issued a Vote of Concurrence**

Date of Concurrent Vote:

Date the AIPAC presented to the school board:

**The AIPAC Issued a Vote of Nonconcurrence**

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote:

Date the AIPAC presented to the school board:

Date the written response from the school board is due:

**The District/School Does Not Have an AIPAC**

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

## Required signatures

*\*Digital signatures are accepted*

\_\_\_\_\_  
School Board Chairperson Date

\_\_\_\_\_  
Superintendent or Charter/Tribal School Director Date

*Michele Corneliusen* *2/15/2022*  
\_\_\_\_\_  
AIPAC Chairperson Date

# The American Indian Parent Advisory Committee Resolution

**WHEREAS**, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

**WHEREAS**, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

**WHEREAS**, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

**WHEREAS**, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

**THEREFORE BE IT RESOLVED**, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

**We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

**We, the American Indian Parent Advisory Committee**, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

Michelle Corneliusen

AIPAC Chairperson Printed Name and Signature

Michelle Corneliusen

2/15/2022

Date



# Hastings Public Schools

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

BRIDGE TO SUCCESS

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Dr. Robert McDowell  
SUPERINTENDENT

February 24, 2022

*Via US. Certified Mail*

City of Hastings  
Attn: Director of Parks and Recreation  
101 Fourth Street East  
Hastings, MN 55033

City Attorney  
Fluegel & Moynihan P.A.  
1303 South Frontage Road, Suite 5  
Hastings, MN 55033

Re: Written Notice to Exercise Option to Buy 45% Interest in Joint Park Maintenance Facility

Dear Mr. Jenkins:

As you know, the City of Hastings (“City”) and Independent School District No. 200 (“District”) are parties to a Lease Agreement for the Joint Park Maintenance Facility dated June 14, 2001 (“Agreement”). Pursuant to Section 5.13 of the Agreement, at any time after the Series 2001A Bonds addressed in the Agreement have been paid in full, the District can elect to become an owner of an undivided 45% interest in the Project, excluding real estate. The Series 2001A Bonds have been paid in full. This letter and the accompanying payment of \$1.00 constitute written notice that the District is exercising its option to purchase the undivided 45% interest in the Project, excluding real estate.

Sincerely,

Dr. Robert McDowell  
Superintendent

Encl.

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# LEASE AGREEMENT

## Joint Park Maintenance Facility

**THIS AGREEMENT** is by and between the City of Hastings, a Minnesota Municipal Corporation (the "City") and Independent School District No. 200, Hastings, Minnesota (the "School").

**NOW, THEREFORE**, in consideration of the promises of the parties to this Agreement, the parties recite and agree as follows:

### ARTICLE I

#### RECITALS

**Section 1.01. Recitals.** As a basis for the obligations undertaken by the parties to this Agreement, the parties recite and agree as follows:

(1) The parties desire to provide for the planning, design and construction of a joint park maintenance facility, all of which is referred to in this Agreement as the "Project".

(2) The purpose of this Agreement is (a) to establish the obligations of each of the parties with respect to the Project, including but not limited to, the payment of the capital cost of the Project and operation and maintenance costs of the facility; (b) to establish procedures governing the planning, design, construction and reconstruction of the Project; and (c) to establish a time schedule for the Project and the various elements thereof.

(3) Each of the parties has authority to enter into this Agreement pursuant to Minn. Stat. §471.59 and has duly authorized its execution and delivery; and, upon due authorization, execution and delivery by the other parties hereto, represents and warrants that this Agreement will be a valid and binding obligation of such party.

(4) The Project will be constructed on land belonging to the City and currently utilized as its park maintenance facility on property legally described on attached *Exhibit "A"*. The School will be permitted access to the facility at all times (24 hours per day, 365 days per year) for the purpose of using the park maintenance facility.

### ARTICLE II

#### THE IMPROVEMENTS

**Section 2.01. Lead Agency.** The City shall be responsible for the detailed planning, design, construction and reconstruction of the Project, subject to the terms and conditions of this Agreement and applicable State law.

**Section 2.02. Compliance With State Law, Etc.** The Work shall be performed by the City in accordance with all applicable federal, State and local laws, rules, regulations and ordinances.

**Section 2.03. Consulting Engineer.** The City shall employ a Consulting Engineer to plan, design, prepare Construction Plans for, evaluate construction bids for, and supervise the construction of the Project, subject to the terms and conditions of this Agreement.

**Section 2.04. Subsequent Approvals.** The City, through its Consulting Engineer, shall keep the School advised as to the progress of the Work. The School shall give requests by the City for approvals under this Agreement its immediate attention and shall act upon such requests within not more than 30 days or such other mutually agreed upon period to enable the City to comply with this Agreement.

**Section 2.05. Supplemental Agreements and Change Orders.** Each party shall appoint a member of its staff who will be authorized to give consent to Change Orders of up to \$500.00.

### ARTICLE III

#### PROJECT FUNDING

**Section 3.01. Project Cost.** It is anticipated that the Project will not exceed \$2,535,000.00.

**Section 3.02. Funding.** City agrees to issued its Series 2001A twenty year General Obligation Improvement Bonds in the approximate amount of \$2,535,000.00 to be used for the construction of the Project.

**Section 3.03. School Lease Costs.** During the term of this Agreement, School's annual lease payment shall be equal to 45 percent of the annual bond payments for the Series 2001A Bonds or any successor bonds. School shall make its payment to the City in a timely fashion so that the School's payment is available to the City to be used to make the annual bond payment.

**Section 3.04. City Costs.** The remaining 55 percent of the annual bond payment for Series 2001A Bonds shall be paid by the City. Attached to this Agreement as "*Exhibit B*" is a proposed bond payment schedule for the Series 2001A Bonds.

**Section 3.05. Refinancing and Prepayment of Bonds.** City shall not cause the Series 2001A bonds to be refinanced or prepaid without the prior consent of School, which consent shall not be unreasonably withheld.

## ARTICLE IV

### CLAIMS

**Section 4.01. Independent Contractor.** In entering into this Agreement, the City is acting on its own behalf, and neither the City nor any officer, employee, consultant, agent or contractor of the City are or shall be deemed to be an agent or employee of the School. All claims that arise under the Worker's Compensation Act of the State on behalf of the employees of the City or its consultants, agents or contractors while engaged in doing Work under this Agreement and all claims made by any third parties as a consequence of any act or omission on the part of the employees of the City or its consultant, agents or contractors while so engaged shall in no way be the obligation or responsibility of the School.

**Section 4.02. Contamination.** Each party shall be responsible for the clean up costs of any contamination that is caused by that party. In the event that contamination is discovered and it cannot be determined which party is responsible for the contamination, the cost of clean up shall be shared equally by the parties.

**Section 4.03. Other Liability.**

(1) Each party to this Contract shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other parties, their officers, employees or agents.

(2) Liability of the City or School shall be governed by the provisions of the Municipal Tort Claims Act, Mimm. Stat. Ch. 466, and other applicable laws.

## ARTICLE V

### ADMINISTRATIVE PROVISIONS

**Section 5.01. Books and Records.** The City shall keep full, accurate and complete books and records relating to the planning, design, construction and reconstruction of the Project and the receipt, investment and expenditure all City and School moneys with respect to the Project, in accordance with generally accepted accounting principles. Such books and records and all related documents and accounting procedures are subject to review and examination by the School.

**Section 5.02. Conflicts of Interest.** No member of the governing body or other official of any party shall have any financial interest, direct or indirect, in this Agreement or any contract, agreement or other transaction contemplated to occur or be undertaken hereunder, nor shall any such member of the governing body or other official participate in any decision relating to this Agreement which affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested.

**Section 5.03. Insurance.** City shall cause the Project to be properly insured. The cost of insuring the Project shall be paid 55% by City and 45% by School.

**Section 5.04. Damage or Loss.** In the event there is damage to the Project, which damage is covered by insurance, insurance proceeds shall be used to repair or replace the damaged property. If the insurance proceeds are insufficient to fully cover the cost of repair or replacement, and the parties both agree to repair or replace the property, the parties shall make up the difference in the percentages of 55% City; 45% School.

If the Project is totally destroyed and the parties agree not to rebuild the Project, all insurance proceeds received shall be applied first to any bonds outstanding which were used to construct or improve the Project and which bonds have not been repaid. After insurance proceeds have been set aside to repay any such bonds, any excess insurance proceeds shall be divided City 55%; School 45%.

**Section 5.05. Law Governing.** This Agreement shall be governed and construed in accordance with the laws of the State of Minnesota.

**Section 5.06. Benefit of this Agreement.** This Agreement and the provisions hereof shall inure to the benefit only of the City and the School and shall not be construed to confer any rights or benefits upon any other persons as third party beneficiaries or otherwise.

**Section 5.07. Severability; Interpretation.**

(1) If any provision of this Agreement shall be held to be unenforceable to contrary to law by any court or competent jurisdiction, or shall be mutually determined to be unenforceable by the parties upon the advice of their legal counsel, the remaining provisions hereof shall remain in full force and effect.

(2) This Agreement shall be construed to give the fullest effect to the intentions of the parties as expressed herein.

**Section 5.08. Entire Agreement.** This Agreement supersedes any prior written memorandum or oral understanding among the parties relating to the Project. Amendments to Agreement must be in writing.

**Section 5.09. Unavoidable Delay.** The date specified in this Agreement for the performance of any action by any party shall be extended by a period equal to the period of any Unavoidable Delay relating thereto; provided that an Unavoidable Delay with respect to one performance date shall not automatically extend the time of performance by a subsequent date of any other action required of either party.

**Section 5.10. Effective Date.** This Agreement shall become effective upon execution and delivery by all of the parties and shall remain in effect for a term of 21 years thereafter, unless terminated by any of the parties as set forth in Section 5.12.

**Section 5.11. Termination.** This Agreement may not be terminated by either party until any and all bonds issued for the construction of the building have been paid in full. When such bonds have been paid in full, this Agreement may be terminated by either party upon at least twelve months written notice to the other party.

**Section 5.12. Completion of Bond Payments.** Once the Series 2001A Bonds, or their successors, have been paid in full, School shall not be required to make any annual payment as required under Section 3.03. School shall pay only those other costs called for by this Agreement and any subsequent Agreement that may be made between the parties.

**Section 5.13. Option to Buy 45% Interest.** At any time after the Series 2001A Bonds, or their successors, are paid in full, School can elect to become the owner of an undivided 45% interest in the Project, excluding the real estate. School can exercise this option by delivering written notice to the City and tendering payment of \$1.00. Upon the exercise of this option to buy, the terms of this Agreement will remain in effect, including the provisions regarding termination of the Agreement.

**Section 5.14. Effect of Termination.** If School exercises its option to buy a 45% interest in the Project, upon termination of this Agreement by either party after the bonds have been paid, the parties shall agree on the value of only the building as of the last date of this Agreement, i.e., the last day after the twelve month notice. No land value will be included in this value. It is agreed the land value will not be included since the City owned the land prior to this Project. The School's share shall be 45 percent of the value of only the building determined as of the last date of this Agreement. The School's 45 percent shall be paid within ninety days after such time that the City sells the property to a third party. The School's 45 percent share shall not accrue interest from the last date of the Agreement until such time as it is paid pursuant to this Agreement. It is the intent of both parties that upon the termination of this Agreement, the City shall not be required to pay the School District for its share until such time the City sells to a third party the property on which this Project is located.

**Section 5.15. Amendment of Agreement.** This Agreement cannot be amended except by written agreement of both parties.

**Section 5.16. Capital Improvements and Repairs.** During the term of this Agreement, if any capital improvements or structural repairs are needed to preserve or protect the integrity of the Project, the costs thereof shall be paid 55 percent by the City and 45 percent by the School. No capital improvements or structural repairs shall occur unless both parties agree. Both parties agree that they will not unreasonably withhold their consent to any reasonable request for capital improvements or structural repairs.

**Section 5.17. Operating Agreement.** The parties may, by separate agreement, provide for the daily routine maintenance of the Project and providing for the day to day operation of the Project.

**Section 5.18. Assignment and Subletting Prohibition.** This Agreement may not be assigned or sublet by School District to any third party without the prior written consent of City. City will have no obligation to consent to any such request from School.

**Section 5.19. Titles of Articles and Sections.** Any titles of the several articles and sections of this Agreement are inserted for convenience or reference only and shall be disregarded in construing or interpreting any of its provisions.

**Section 5.20. Notices and Demands.** Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any party to any other shall be sufficiently given or delivered if and when it is dispatched by certified mail, postage prepaid, return receipt requested, or delivered personally, and

(1) in the case of the City, is addressed to or delivered personally to the following individuals:

*City of Hastings  
101 East 4<sup>th</sup> Street  
Hastings, Minnesota 55033  
Attn: Director of Parks and Recreation*

*With a copy to:*

*City Attorney  
Fluegel & Moynihan P.A.  
1303 South Frontage Road, Suite 5  
Hastings, Minnesota 55033*

(2) in the case of the School, is addressed to or delivered personally to the School at:

*Independent School District No. 200  
9th and Vermillion Streets  
Hastings, MN 55033  
Attn: Superintendent*

*With a copy to:*



## **Exhibit "A"**

**That part of the Northeast quarter of the Southwest quarter of Section 28, Township 115, Range 17, commencing at the Northwest corner of Lot 4, Block 15, William Allison's Addition to the Town of Hastings; thence North 225 feet to the Northwest corner of Lot 1, Block 15 of said William Allison's Addition to the Town of Hastings; thence West 207.82 feet; thence South 225 feet to a point 207.82 feet West of the Northwest corner of said Lot 4, Block 15, William Allison's Addition to the Town of Hastings; thence East 207.82 feet to the point of beginning in Dakota County, Minnesota.**



**To:** Board of Education, Hastings Public Schools

**From:** Sal Bagley | SB

**Date:** February 17, 2022

**Comm. No:** 9999

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**Subject:** Independent School District #200  
Hastings Middle School Storage Building  
Commission No. 212085

Please see the below information regarding the proposed storage building, the current project design status, budget, and recommendation for how to proceed.

**Project Description:**

- 3,000 square foot unheated storage facility on the HMS campus near the track

**Project Rationale:**

- This space will be cold storage used to house grounds equipment, equipment attachments, irrigation piping and supplies, grass seed, graduation event equipment, and miscellaneous attic stock materials for both buildings and grounds. This building will also house seasonal equipment and attachments such as snow plows, mowers, and heavy equipment that are not required during the opposite seasons. With the addition of artificial turf, the district has a need for additional storage for graduation equipment.

**Project Funding:**

- The project was originally recommended to have a total project budget of \$290,000 at the predesign phase (before design was started). With full engineering, input from users on required equipment and heights, and building systems determined, estimates were received that ranged from \$500,000-\$550,000 for construction cost. The below are the key factors that are influencing costs:
  - Material cost inflation. Building materials have seen significant cost increases over the past 6-12 months and are projected to continue to increase, with estimates for the next 12 months ranging from 7-12%.
  - Building height to accommodate required vehicle(s) leading to design requiring oversize garage door. The perimeter-wall studs are required to be continuous from floor to roof, making them longer/taller; these longer members are less common materials.



- The wood trusses are designed to span the entire width of the building, making it so the interior is free of support columns for flexibility in storage of equipment and materials.
- A pre-engineered metal building was also explored, but based upon feedback from multiple manufacturers, lead times on product deliveries are likely to push outside of the project schedule.

Wold Architects and Engineers have worked with the Administration on a recommended funding plan now that several of the additional bond projects approved by the BOE have bid. In summary, it is recommended that \$397,500 be transferred from the HHS Privacy Improvement project which has already bid. Due to the highly competitive nature of this bid, there are planned excess funds in this project of approximately \$406,250. After the transfer to the HMS Storage Building project, there will be approximately \$100,000 in additional construction dollars as well as sufficient project contingency in the HHS Privacy Improvements project. Please see below for recommended financing plan.

Project	Recommended Construction Estimate	Recommended Project Budget	Bid Results <i>(To Be Compared to Construction Budget)</i>	Proposed Revised Construction Budget	Proposed Revised Project Budget	Delta - Recommended Changes	Notes
HHS Privacy Improvements	\$1,000,000	\$1,250,000	\$568,149	\$ 675,000	\$ 843,750	-\$406,250	<i>Transfer funds to Storage Facility</i>
HMS Privacy Improvements	\$ 290,000	\$ 362,500	\$251,800	\$ 290,000	\$ 362,500	\$0	<i>No change</i>
HMS Track Replacement	\$ 395,000	\$ 493,750	\$297,565	\$ 395,000	\$ 493,750	\$0	<i>Maintain budget for potential soil corrections</i>
Entrance Security Improvements	\$ 68,000	\$ 85,000	TBD	\$ 68,000	\$ 85,000	\$0	<i>Has not bid yet - no recommended changes</i>
ALC	\$1,184,700	\$1,421,640	TBD	\$1,184,700	\$1,421,640	\$0	<i>Has not bid yet - no recommended changes</i>
Storage Facility	\$ 232,000	\$ 290,000	TBD	\$550,000	\$687,500	\$397,500	<i>Fund transfer from HHS Privacy</i>



cc: Jennifer Seubert, ISD #200  
Cameron Peterson, ISD #200  
Robert McDowell, ISD #200  
Douglas Kahl, Wold Architects and Engineers  
Kyle Edsten, Wold Architects and Engineers

TD/Promo/ISD\_200/crsp/feb22

**EXPENDITURE TOTALS**

	<b>FY 2022 Budget (REV)</b>	<b>**Monthly Expenditures</b>	<b>Year-to-Date Expenditures</b>	<b>Remaining Balance</b>
General Fund (1)	59,589,149	6,276,908	27,762,816	31,826,333
Food Service Fund (2)	2,643,668	253,694	1,227,609	1,416,059
Community Service Fund (4)	2,415,907	228,736	1,221,472	1,194,434
Building Construction Fund (6)	8,464,174	443,650	3,435,364	5,028,810
Debt Service Fund (7)	3,871,863	3,605,456	3,870,913	951
Student Activities Fund (10)	350,000	11,288	99,327	250,673
Deferred Accounts- Donations/Misc Fund (11)	643,892	21,295	219,096	424,796
Scholarships Fund (12)	95,000	79,100	89,600	5,400
<b>Totals</b>	<b>\$78,073,652</b>	<b>\$10,920,127</b>	<b>\$37,926,197</b>	<b>\$40,147,455</b>

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

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

**TRANSFERS**

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
1/4/2022	MSDLAF General	MSDLAF Payroll	5,284.13	Payroll
1/5/2022	MSDLAF General	MSDLAF Payroll	1,647,382.01	Payroll
1/5/2022	MSDLAF General	MSDLAF Flex	10,826.16	Payroll
1/7/2022	MSDLAF General	MSDLAF AP	427,740.69	Accounts Payable
1/10/2022	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
1/10/2022	MSDLAF General	Vermillion Bank	14,081.29	Local Receipts
1/14/2022	MSDLAF General	MSDLAF Health Self Funded	25,100.00	Health Insurance
1/14/2022	MSDLAF GeneralMAX	MSDLAF General	3,000,000.00	Exchange
1/14/2022	MSDLAF General	MSDLAF AP	710,268.85	Accounts Payable
1/14/2022	MSDLAF General	MSDLAF Health Self Funded	700.00	Health Insurance
1/14/2022	MSDLAF ScholarshipMAX	MSDLAF Scholarship	30,000.00	Exchange
1/18/2022	MSDLAF General	MSDLAF Health Self Funded	800.00	Health Insurance
1/19/2022	MSDLAF Dental Self FundedMAX	MSDLAF Dental Self Funded	100,000.00	Exchange
1/19/2022	MSDLAF Health Self FundedMAX	MSDLAF Health Self Funded	1,000,000.00	Exchange
1/20/2022	MSDLAF General	MSDLAF Payroll	1,553,837.90	Payroll
1/20/2022	MSDLAF General	MSDLAF Flex	10,825.60	Payroll
1/21/2022	MSDLAF General	MSDLAF AP	1,133,311.00	Accounts Payable
1/21/2022	MSDLAF GeneralMAX	MSDLAF General	1,000,000.00	Exchange
1/21/2022	MSDLAF General	MSDLAF AP	151,346.03	Accounts Payable
1/24/2022	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
1/24/2022	MSDLAF General	MSDLAF Scholarship	23,568.00	Local Receipts
1/25/2022	MSDLAF General	MSDLAF GeneralMAX	2,000,000.00	Exchange
1/26/2022	MSDLAF General	MSDLAF AP	4,416,493.75	Accounts Payable
1/27/2022	MSDLAF General	MSDLAF Payroll	5,483.63	Payroll
1/28/2022	MSDLAF General	MSDLAF AP	31,635.50	Accounts Payable
1/31/2022	MSDLAF General	MSDLAF Scholarship	7,614.00	Local Receipts
1/31/2022	MSDLAF General	MSDLAF AP	403,814.94	Accounts Payable
1/31/2022	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
1/31/2022	MSDLAF General	MSDLAF Dental Self Funded	63,000.39	Dental Insurance
1/31/2022	MSDLAF General	MSDLAF Health Self Funded	669,397.86	Health Insurance
			\$18,542,511.73	

**PAYROLL DISBURSEMENTS**

Checks & Direct Deposits	1/1/2022	1/31/2022	1,826,143	Pay dates 1/5 and 1/20
Liability Checks & Wires	1/1/2022	1/31/2022	1,336,788	Bd. Share \$376,119
<b>Total</b>			<b>\$3,162,932</b>	

**FINANCE DISBURSEMENTS**

Checks & Wires	1/1/2022	1/31/2022	7,278,754
<b>Total</b>			<b>\$7,278,754</b>

**SELF-FUNDED INSURANCE**

	<b>Revenue YTD</b>	<b>Expenses YTD</b>	<b>YTD Balance</b>
Dental	409,708	355,487	\$54,221
Health	5,110,874	4,694,200	\$416,675

**INDEPENDENT SCHOOL DISTRICT NO. 200**  
**Hastings High School and Middle School**  
 Extra Curricular Student Activity Accounts  
 Statement of Receipts and Disbursements  
 Year ended June 30, 2022  
 Current Statement as of 1/31/2022

<b>Course Code</b>	<b>Activity Account</b>	<b>Balance 7/1/2021</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Subtotal (Less Interest)</b>	<b>Interest Earned</b>	<b>Balance 6/30/2022</b>
601	Art Club	577.55	0.00	0.00	577.55	2.0043	579.55
608	AVID	1,941.12	0.00	0.00	1,941.12	6.7363	1,947.86
602	Band	3,478.25	3,956.31	4,025.11	3,409.45	13.9707	3,423.42
604	Baseball	5,725.92	0.00	71.00	5,654.92	19.6434	5,674.56
605	Basketball - Boys	481.76	0.00	55.93	425.83	1.5674	427.40
609	Choir Tour	540.20	0.00	0.00	540.20	1.8747	542.07
610	Cross Country Running	283.04	0.00	260.52	22.52	0.3906	22.91
612	Culinary Club	986.78	0.00	986.78	0.00	1.0537	1.05
613	Fellowship Christian Athletes (FCA)	784.69	660.00	394.90	1,049.79	3.5654	1,053.36
614	Football	2,372.56	20.00	0.00	2,392.56	8.2763	2,400.84
615	Gymnastics	3,530.03	0.00	751.46	2,778.57	11.0467	2,789.62
616	French Honor Society (FHS)	1,678.98	79.10	19.99	1,738.09	5.9159	1,744.01
624	Golf - Girls	916.61	0.00	93.00	823.61	2.8830	826.49
621	Military Club (New 2021)	0.00	0.00	0.00	0.00	-	0.00
622	Marching Band	43,359.84	28,182.61	54,762.09	16,780.36	90.5343	16,870.89
<b>675</b>	<b>INTEREST EARNED</b>	<b>0.00</b>	<b>534.43</b>	<b>0.00</b>	<b>534.43</b>	<b>-</b>	<b>0.00</b>
623	National Honor Society (NHS)	2,181.15	710.00	68.20	2,822.95	9.3133	2,832.26
625	Nordic Skiing	5,293.58	0.00	1,420.81	3,872.77	15.7155	3,888.49
626	Orchestra (closed 2020, reopened 2021)	0.00	236.41	0.00	236.41	-	236.41
627	Outdoor Club	403.52	200.00	275.28	328.24	1.2595	329.50
618	Peer Helpers	226.35	0.00	32.06	194.29	0.7855	195.08
632	Show Choir	7,717.28	70,519.38	44,624.01	33,612.65	78.8220	33,691.47
643	Soccer - Boys	3,622.33	1,830.00	4,826.99	625.34	5.0317	630.37
647	Spanish Club	12,731.52	1,815.30	668.34	13,878.48	45.6082	13,924.09
650	Student Council	25,827.65	7,399.00	3,391.83	29,834.82	100.0178	29,934.84
652	Tennis - Boys	2,547.73	0.00	0.00	2,547.73	8.8414	2,556.57
653	Tennis - Girls	109.89	348.03	165.13	292.79	0.8488	293.64
655	Thespians	583.08	0.00	89.44	493.64	1.8325	495.47
656	Track	10,757.25	0.00	206.00	10,551.25	36.6712	10,587.92
654	Ultimate Frisbee	1,042.47	0.00	92.28	950.19	3.3467	953.54
658	Volleyball	524.78	0.00	0.00	524.78	1.8212	526.60
659	Wrestling	6,466.58	0.00	691.21	5,775.37	21.1495	5,796.52
664	Middle School Speech	271.52	0.00	0.00	271.52	0.9423	272.46
665	Middle School Yearbook	2,528.73	0.00	41.91	2,486.82	8.6524	2,495.47
666	Middle School Student Council	7,686.78	0.00	903.00	6,783.78	24.3078	6,808.09
		<b>157,179.52</b>	<b>116,490.57</b>	<b>118,917.27</b>	<b>154,752.82</b>	<b>534.4300</b>	<b>154,752.82</b>

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

January 2022 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	25,500,000.00	6,000,000.00	7,000,000.00	24,500,000.00
BOND FUND - 06	0.00	0.00	0.00	0.00
SCHOLARSHIP FUND - 12	10,000.00	0.00	0.00	10,000.00
DENTAL SELF FUNDED - 20	248,000.00	250,000.00	0.00	498,000.00
HEALTH SELF FUNDED - 21	3,500,000.00	2,000,000.00	1,500,000.00	4,000,000.00
<b>TOTALS</b>	<b>29,258,000.00</b>	<b>8,250,000.00</b>	<b>8,500,000.00</b>	<b><u>29,008,000.00</u></b>

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Certificates of Deposit - MSDLAF - General	0.00	0.00	0.00
Term - MSDLAF - General	24,500,000.00	0.00	24,500,000.00
Term - MSDLAF - Bond	0.00	0.00	0.00
Managed Account - MSDLAF - Bond	0.00	0.00	0.00
Scholarship CD	10,000.00	0.00	10,000.00
Certificates of Deposit - MSDLAF - Dental	248,000.00	0.00	248,000.00
Term - MSDLAF - Dental	250,000.00	0.00	250,000.00
Term - MSDLAF - Health	4,000,000.00	0.00	4,000,000.00
<b>TREASURER'S BALANCE</b>	<b>29,008,000.00</b>	<b>0.00</b>	<b><u>29,008,000.00</u></b>

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

January 2022 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND- 01	2,658,986.34	5,739,536.84	(5,983,321.90)	2,415,201.28
FOOD SERVICE FUND - 02	660,873.04	248,487.07	(228,731.80)	680,628.31
COMMUNITY ED - 04	824,895.59	131,477.62	(165,753.82)	790,619.39
BUILDING CONSTRUCTION - 06	10,963,255.15	217.33	(336,943.56)	10,626,528.92
DEBT REDEMPTION - 07	17,335,583.42	0.00	(2,873,444.11)	14,462,139.31
STUDENT ACTIVITY FUND -10	146,999.72	18,240.81	(11,287.71)	153,952.82
DEFERRED ACCOUNTS - 11	749,721.16	19,543.01	(29,618.92)	739,645.25
SCHOLARSHIP - 12	233,509.27	31,186.28	(79,100.00)	185,595.55
TRUST - 18	88,418.45	0.00	(19,573.82)	68,844.63
DENTAL SELF FUNDED - 20	728,355.07	11.08	(231,469.40)	496,896.75
HEALTH SELF FUNDED -21	2,419,965.28	4,740.06	(617,487.69)	1,807,217.65
OPEB PERA/CE TRUST - 45	4,563,540.28	0.00	1,058,279.98	5,621,820.26
<b>TOTALS</b>	41,374,102.77	6,193,440.10	(9,518,452.75)	<b>38,049,090.12</b>

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Merchants Bank	62,117.81	0.00	480.90	38.07	62,636.78
MSDLAF AP	595,580.48	(552,768.73)	0.00	6,914.76	49,726.51
MSDLAF Payroll	155,975.25	(57,591.11)	0.00	937.96	99,322.10
MSDLAF Scholarship	221,595.55	(36,000.00)	0.00	0.00	185,595.55
MSDLAF General	6,230,654.91	0.00	28,639.80	0.00	6,259,294.71
MSDLAF Flex	73,062.25	0.00	0.00	0.00	73,062.25
MSDLAF Dental Self Funded	496,896.75	0.00	0.00	0.00	496,896.75
MSDLAF Health Self Funded	1,818,840.15	(1,302.00)	0.00	0.00	1,817,538.15
MSDLAF Bond Proceeds	10,709,943.11	(83,414.19)	0.00	0.00	10,626,528.92
Vermillion Bank	145,032.50	(889.42)	0.00	0.00	144,143.08
MidAmerica - CE Trust	68,844.63	0.00	0.00	0.00	68,844.63
OPEB PERA/CE Trust Account	5,952,799.57	0.00	0.00	0.00	5,952,799.57
US Bank Escrow	12,380,201.12	0.00	0.00	(167,500.00)	12,212,701.12
<b>TREASURER'S BALANCE</b>	38,911,544.08	(731,965.45)	29,120.70	(159,609.21)	<b>38,049,090.12</b>

# HASTINGS PUBLIC SCHOOLS

## Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USAP	P20715	97161		Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)	S Corporation	No	Yes	No	01/14/2022	1,109.87
USAP	P20715	97162		Wire	1	2976	SALES TAX (MN DEPT REVENUE)	Other	No	Yes	No	01/14/2022	163.00
USAP	P20715	97163		Wire	1	9935	ELEYO FEES	S Corporation	No	Yes	No	01/14/2022	3,137.29
USAP	P20702	97271		Wire	1	2855	US BANK	C Corporation	No	Yes	No	01/21/2022	4,416,493.75
USAP	P20702	97272		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	01/21/2022	1,133,311.00
USAP	P20730	97389		Wire	1	3167	MSDLAF BANK FEES	Other	No	Yes	No	01/31/2022	120.80
USAP	P20730	97390		Wire	1	9012	PITNEY BOWES POSTAGE BY PHONE	C Corporation	No	Yes	No	01/31/2022	3,000.00
USAP	P20730	97391		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	No	No	01/31/2022	73,007.50
USAP	P20701	97081	827254	Check	1	11198	ADVANTAGE EDUCATIONAL PROGRAM	Ind/Sole Proprietor	Yes	Yes	No	01/07/2022	1,071.00
USAP	P20701	97070	827255	Check	1	10720	ANDERSON, BRENT		Yes	Yes	No	01/07/2022	207.99
USAP	P20701	97076	827256	Check	1	10946	R1 BIMBO BAKERIES USA	C Corporation	Yes	Yes	No	01/07/2022	698.20
USAP	P20701	97112	827257	Check	1	7937	BROTHERS FIRE PROTECTION CO	C Corporation	Yes	Yes	No	01/07/2022	1,857.71
USAP	P20701	97069	827258	Check	1	10626	CATER, SAMANTHA		Yes	No	No	01/07/2022	9.24
USAP	P20701	97102	827259	Check	1	3748	CENTERPOINT ENERGY	C Corporation	Yes	Yes	No	01/07/2022	23,060.42
USAP	P20701	97108	827260	Check	1	7295	CENTURYLINK	C Corporation	Yes	Yes	No	01/07/2022	166.39
USAP	P20701	97116	827261	Check	1	9895	CLIMATE MAKERS INC	S Corporation	Yes	Yes	No	01/07/2022	8,980.00
USAP	P20701	97087	827262	Check	1	1251	COMMERCIAL KITCHEN SERVICES	S Corporation	Yes	Yes	No	01/07/2022	985.59
USAP	P20701	97088	827263	Check	1	1257	COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	Yes	No	01/07/2022	1,976.00
USAP	P20701	97119	827264	Check	1	9999	CORNERSTONE ON THE VERMILLION	Ind/Sole Proprietor	Yes	Yes	No	01/07/2022	504.00
USAP	P20701	97107	827265	Check	1	6745	CULLIGAN OF STILLWATER	S Corporation	Yes	Yes	No	01/07/2022	401.50
USAP	P20701	97100	827266	Check	1	3399	R1 DALCO	S Corporation	Yes	Yes	No	01/07/2022	1,563.46
USAP	P20701	97080	827267	Check	1	11190	R22 DEB HOLDGRAFER		Yes	Yes	No	01/07/2022	10.00
USAP	P20701	97114	827268	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	01/07/2022	147.08
USAP	P20701	97078	827269	Check	1	10960	DEWITT, LAURA		Yes	Yes	No	01/07/2022	34.05
USAP	P20701	97117	827270	Check	1	9926	DOOR SERVICE COMPANY OF THE TW	S Corporation	Yes	Yes	No	01/07/2022	1,385.50
USAP	P20701	97106	827271	Check	1	6183	R1 ECSI INC	S Corporation	Yes	Yes	No	01/07/2022	744.50
USAP	P20701	97109	827272	Check	1	7636	EDEL, MARSHA		Yes	Yes	No	01/07/2022	12.88
USAP	P20701	97089	827273	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	Yes	No	01/07/2022	2,098.52
USAP	P20701	97101	827274	Check	1	3504	HAGEN, KELLY		Yes	Yes	No	01/07/2022	10.52
USAP	P20701	97118	827275	Check	1	9998	HIRTE, DIANA	Ind/Sole Proprietor	Yes	Yes	No	01/07/2022	259.20
USAP	P20701	97110	827276	Check	1	7721	R2 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	01/07/2022	1,046.65
USAP	P20701	97090	827277	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	Yes	No	01/07/2022	300,495.35
USAP	P20701	97105	827278	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	Yes	No	01/07/2022	300.00
USAP	P20701	97111	827279	Check	1	7804	KIDCREATE STUDIO	LLC - S Corp	Yes	Yes	No	01/07/2022	357.00
USAP	P20701	97104	827280	Check	1	5667	KREHBIEL, GWEN		Yes	Yes	No	01/07/2022	158.26
USAP	P20701	97086	827281	Check	1	11315	LAVOLD, MARIAH		Yes	Yes	No	01/07/2022	30.41
USAP	P20701	97115	827282	Check	1	9776	R1 LOFFLER COMPANIES	S Corporation	Yes	Yes	No	01/07/2022	550.00
USAP	P20701	97091	827283	Check	1	1949	METRO ECSU	Other	Yes	Yes	No	01/07/2022	70.00
USAP	P20701	97092	827284	Check	1	1993	MINNESOTA SCHOOL BOARDS ASS'N.	Other	Yes	Yes	No	01/07/2022	630.00

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
												Date		
USAP	P20701	97077	827285	Check	1	10958	MIRACLE RECREATION EQUIPMENT CO	C Corporation	Yes	Yes	No	01/07/2022	3,042.30	
USAP	P20701	97103	827286	Check	1	5528	MSC INDUSTRIAL SUPPLY INC	C Corporation	Yes	Yes	No	01/07/2022	86.80	
USAP	P20701	97071	827287	Check	1	10721	R3 NORTHFIELD SOLAR LLC	LLC - Partnership	Yes	No	No	01/07/2022	19,829.42	
USAP	P20701	97083	827288	Check	1	11301	PETE'S PIANO TUNING	Ind/Sole Proprietor	Yes	Yes	No	01/07/2022	130.00	
USAP	P20701	97098	827289	Check	1	2819	REPUBLIC SERVICES #923	C Corporation	Yes	Yes	No	01/07/2022	7,123.27	
USAP	P20701	97084	827290	Check	1	11310	ROCK SOLID PRODUCTIONS INC	C Corporation	Yes	Yes	No	01/07/2022	714.00	
USAP	P20701	97113	827291	Check	1	8633	RUPP ANDERSON SQUIRES & WALDSF	C Corporation	Yes	No	No	01/07/2022	8,155.83	
USAP	P20701	97099	827292	Check	1	3023	R1 SAFETY-KLEEN SYSTEMS	C Corporation	Yes	Yes	No	01/07/2022	1,460.46	
USAP	P20701	97075	827293	Check	1	10903	R1 SECURITAS ELECTRONIC SECURITY IN	C Corporation	Yes	Yes	No	01/07/2022	159.50	
USAP	P20701	97093	827294	Check	1	2393	SIEMENS INC.	C Corporation	Yes	Yes	No	01/07/2022	1,942.26	
USAP	P20701	97085	827295	Check	1	11311	SILL, KIM		Yes	Yes	No	01/07/2022	23.52	
USAP	P20701	97082	827296	Check	1	11244	SOURIYATHAY, BRENDAN		Yes	No	No	01/07/2022	47.71	
USAP	P20701	97074	827297	Check	1	10898	R1 SYMMETRY ENERGY SOLUTIONS	LLC - Partnership	Yes	Yes	No	01/07/2022	13,188.39	
USAP	P20701	97079	827298	Check	1	11169	TECH ACADEMY	S Corporation	Yes	No	No	01/07/2022	90.00	
USAP	P20701	97094	827299	Check	1	2522	TERRY'S HARDWARE	S Corporation	Yes	Yes	No	01/07/2022	639.25	
USAP	P20701	97095	827300	Check	1	2548	R1 T-MOBILE	C Corporation	Yes	Yes	No	01/07/2022	172.81	
USAP	P20701	97096	827301	Check	1	2548	R1 T-MOBILE	C Corporation	Yes	Yes	No	01/07/2022	1,600.00	
USAP	P20701	97097	827302	Check	1	2584	VALLEY SALES OF HASTINGS	S Corporation	Yes	Yes	No	01/07/2022	1,893.73	
USAP	P20701	97072	827303	Check	1	10722	R3 WALCOTT SOLAR LLC	LLC - Partnership	Yes	No	No	01/07/2022	9,727.02	
USAP	P20701	97073	827304	Check	1	10723	R3 WARSAW SOLAR LLC	LLC - Partnership	Yes	No	No	01/07/2022	7,893.00	
USAP	P20715	97164	827305	Check	1	1012	ACCLAIM SERVICES, INC	C Corporation	Yes	Yes	No	01/14/2022	613.00	
USAP	P20715	97235	827306	Check	1	5098	ADVANCED SPORTSWEAR	S Corporation	Yes	Yes	No	01/14/2022	628.00	
USAP	P20715	97169	827307	Check	1	10500	R2 ALBIN ACQUISITION CORP	C Corporation	Yes	No	No	01/14/2022	42.00	
USAP	P20715	97255	827308	Check	1	8518	ARONSON, ANTHONY	Ind/Sole Proprietor	Yes	No	No	01/14/2022	171.00	
USAP	P20715	97183	827309	Check	1	11204	ASLIS	S Corporation	Yes	Yes	No	01/14/2022	4,441.50	
USAP	P20715	97232	827310	Check	1	4660	R1 ASPEN EQUIPMENT	S Corporation	Yes	Yes	No	01/14/2022	507.10	
USAP	P20715	97167	827311	Check	1	10471	R1 BAKER TILLY MUNICIPAL ADVISORS LL	LLC - Partnership	Yes	Yes	No	01/14/2022	9,700.00	
USAP	P20715	97264	827312	Check	1	9698	BAUMAN, LYNN	Ind/Sole Proprietor	Yes	No	No	01/14/2022	96.00	
USAP	P20715	97246	827313	Check	1	7560	BELL, ROYCE	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	101.00	
USAP	P20715	97175	827314	Check	1	10946	R1 BIMBO BAKERIES USA	C Corporation	Yes	Yes	No	01/14/2022	160.68	
USAP	P20715	97197	827315	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	Yes	No	01/14/2022	1,098.63	
USAP	P20715	97192	827316	Check	1	11314	BREWSTER, GEORGE	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	101.00	
USAP	P20715	97171	827317	Check	1	10688	BURKE, JACOB	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	154.00	
USAP	P20715	97262	827318	Check	1	9443	BURROWS, KELLI	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	150.00	
USAP	P20715	97256	827319	Check	1	8681	CANVAS HEALTH	C Corporation	Yes	Yes	No	01/14/2022	4,084.56	
USAP	P20715	97233	827320	Check	1	4811	CENTER FOR EFFECTIVE SCHOOL OPI	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	17,875.00	
USAP	P20715	97199	827321	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	01/14/2022	2,833.33	
USAP	P20715	97251	827322	Check	1	8062	CLARK, CORY	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	82.00	
USAP	P20715	97241	827323	Check	1	6687	CLARK, DAVID		Yes	Yes	No	01/14/2022	59.50	

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USAP	P20715	97188	827324	Check	1	11290	CLARKE, DANIEL		Yes	No	No	01/14/2022	5.49	
USAP	P20715	97189	827325	Check	1	11293	CODY, ERIN		Yes	Yes	No	01/14/2022	13.44	
USAP	P20715	97200	827326	Check	1	1250	COMCAST	C Corporation	Yes	Yes	No	01/14/2022	143.03	
USAP	P20715	97190	827327	Check	1	11307	COOPER, KEN	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	64.00	
USAP	P20715	97201	827328	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	No	No	01/14/2022	8.98	
USAP	P20715	97226	827329	Check	1	3399	R1 DALCO	S Corporation	Yes	Yes	No	01/14/2022	429.14	
USAP	P20715	97257	827330	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	01/14/2022	6,835.23	
USAP	P20715	97253	827331	Check	1	8112	DEISTING, ASHLEY	Ind/Sole Proprietor	Yes	No	No	01/14/2022	82.00	
USAP	P20715	97180	827332	Check	1	11150	DIVERSE CONSTRUCTION SERVICES I	S Corporation	Yes	Yes	No	01/14/2022	16,369.00	
USAP	P20715	97261	827333	Check	1	9356	EASY GARDENS BY JOHN	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	150.00	
USAP	P20715	97178	827334	Check	1	11095	EDPUZZLE INC	C Corporation	Yes	Yes	No	01/14/2022	771.00	
USAP	P20715	97194	827335	Check	1	11322	ENGEL, COURTNEY	Ind/Sole Proprietor	Yes	No	No	01/14/2022	96.00	
USAP	P20715	97244	827336	Check	1	7457	R1 EXPERIENCE SHOWS INC.	C Corporation	Yes	Yes	No	01/14/2022	50.00	
USAP	P20715	97242	827337	Check	1	6796	FICKER, RANDALL		Yes	Yes	No	01/14/2022	19.00	
USAP	P20715	97165	827338	Check	1	10410	FINKEN WATER SOLUTIONS	S Corporation	Yes	Yes	No	01/14/2022	23.44	
USAP	P20715	97265	827339	Check	1	9863	R2 GENUINE PARTS COMPANY	C Corporation	Yes	Yes	No	01/14/2022	124.18	
USAP	P20715	97234	827340	Check	1	4842	R1 GOODIN CO	C Corporation	Yes	Yes	No	01/14/2022	446.03	
USAP	P20715	97202	827341	Check	1	1478	GOPHER SPORT	S Corporation	Yes	Yes	No	01/14/2022	72.74	
USAP	P20715	97203	827342	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	Yes	No	01/14/2022	319.61	
USAP	P20715	97222	827343	Check	1	3030	GROTH MUSIC	S Corporation	Yes	Yes	No	01/14/2022	18.00	
USAP	P20715	97179	827344	Check	1	11133	HASTINGS CREAMERY LLC	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	8,558.53	
USAP	P20715	97195	827345	Check	1	11323	HAZEL REINHARDT CONSULTING SERV	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	3,000.00	
USAP	P20715	97204	827346	Check	1	1569	HERC U LIFT INC.	C Corporation	Yes	Yes	No	01/14/2022	87.85	
USAP	P20715	97267	827347	Check	1	9972	HIGGINS, COLTON	Ind/Sole Proprietor	Yes	No	No	01/14/2022	248.00	
USAP	P20715	97205	827348	Check	1	1582	HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	Yes	No	01/14/2022	591.00	
USAP	P20715	97260	827349	Check	1	9329	HOMETOWN ACE HARDWARE	S Corporation	Yes	Yes	No	01/14/2022	511.67	
USAP	P20715	97198	827350	Check	1	1183	R1 IND SCHOOL DISTRICT 191 DIAMONDH	Other	Yes	Yes	No	01/14/2022	1,399.68	
USAP	P20715	97250	827351	Check	1	7958	INGRAM, BRIAN	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	513.00	
USAP	P20715	97247	827352	Check	1	7721	R2 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	01/14/2022	209.45	
USAP	P20715	97248	827353	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	01/14/2022	2,995.27	
USAP	P20715	97173	827354	Check	1	10718	JAKACKI, DOUGLAS	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	82.00	
USAP	P20715	97249	827355	Check	1	7922	JOHNSON, ZACHARY	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	164.00	
USAP	P20715	97177	827356	Check	1	11054	JONES, TREMAYNE	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	101.00	
USAP	P20715	97206	827357	Check	1	1740	KIEMEL, TIM	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	118.00	
USAP	P20715	97263	827358	Check	1	9459	R1 KONICA MINOLTA	C Corporation	Yes	Yes	No	01/14/2022	2,705.18	
USAP	P20715	97230	827359	Check	1	4372	KOVARIK, DANIEL	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	94.00	
USAP	P20715	97227	827360	Check	1	3420	LALIBERTE, DAMON	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	118.00	
USAP	P20715	97186	827361	Check	1	11232	LEHNER, KENNETH	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	101.00	
USAP	P20715	97228	827362	Check	1	3537	LIKES LANDSCAPING	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	3,502.11	

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
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USAP	P20715	97187	827363	Check	1	11287	LINDE GAS & EQUIPMENT INC	C Corporation	Yes	Yes	No	01/14/2022	37.70	
USAP	P20715	97221	827364	Check	1	2999	LIVINGSTON, TYLER	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	200.00	
USAP	P20715	97258	827365	Check	1	8950	LUCID DATA CORP	S Corporation	Yes	Yes	No	01/14/2022	2,832.00	
USAP	P20715	97225	827366	Check	1	3363	R1 MATH MASTERS OF MINNESOTA	C Corporation	Yes	Yes	No	01/14/2022	462.00	
USAP	P20715	97266	827367	Check	1	9885	MATT HENNING TECH	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	500.00	
USAP	P20715	97243	827368	Check	1	6864	MAUER, BRIAN	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	82.00	
USAP	P20715	97207	827369	Check	1	1914	MCEA EXECUTIVE OFFICE	Other	Yes	No	No	01/14/2022	1,438.00	
USAP	P20715	97185	827370	Check	1	11216	MCNAUGHTON, NATE	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	200.00	
USAP	P20715	97208	827371	Check	1	1942	MENARDS	S Corporation	Yes	Yes	No	01/14/2022	432.90	
USAP	P20715	97229	827372	Check	1	4191	METRO DINING CLUB	C Corporation	Yes	Yes	No	01/14/2022	8,250.00	
USAP	P20715	97168	827373	Check	1	10476	MILLER, DANA		Yes	Yes	No	01/14/2022	199.90	
USAP	P20715	97176	827374	Check	1	1104	MINNESOTA AG GROUP		Yes	Yes	No	01/14/2022	65.70	
USAP	P20715	97209	827375	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	01/14/2022	520,748.71	
USAP	P20715	97236	827376	Check	1	5114	MN DEPT OF AGRICULTURE	Other	Yes	Yes	No	01/14/2022	20.00	
USAP	P20715	97238	827377	Check	1	5324	PARAMOUNT AUTO SERVICE	S Corporation	Yes	Yes	No	01/14/2022	312.05	
USAP	P20715	97237	827378	Check	1	5194	PERKINS, JASON	Ind/Sole Proprietor	Yes	No	No	01/14/2022	82.00	
USAP	P20715	97210	827379	Check	1	2204	PINE HARBOR CHRISTIAN ACADEMY	C Corporation	Yes	No	No	01/14/2022	2,271.50	
USAP	P20715	97193	827380	Check	1	11316	PINE ISLAND HIGH SCHOOL	Other	Yes	Yes	No	01/14/2022	100.00	
USAP	P20715	97223	827381	Check	1	3070	PINECREST PETTY CASH ACCOUNT		Yes	Yes	No	01/14/2022	487.28	
USAP	P20715	97181	827382	Check	1	11154	R1 PRODUCTIVITY INC	S Corporation	Yes	Yes	No	01/14/2022	231.96	
USAP	P20715	97174	827383	Check	1	10925	REMMERT EDUCATIONAL CONSULTING	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	11,551.50	
USAP	P20715	97211	827384	Check	1	2275	RENT & SAVE	S Corporation	Yes	Yes	No	01/14/2022	396.90	
USAP	P20715	97170	827385	Check	1	10576	R1 RIVERSIDE INSIGHTS	LLC - Partnership	Yes	Yes	No	01/14/2022	7,310.40	
USAP	P20715	97254	827386	Check	1	8128	RSCHOOLTODAY (DWC)	C Corporation	Yes	No	No	01/14/2022	595.00	
USAP	P20715	97220	827387	Check	1	2850	R1 SCHOOL SPECIALTY	C Corporation	Yes	No	No	01/14/2022	123.52	
USAP	P20715	97184	827388	Check	1	11209	SCOTT, RYAN	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	101.00	
USAP	P20715	97212	827389	Check	1	2461	STATE CHEMICAL SOLUTIONS	S Corporation	Yes	Yes	No	01/14/2022	493.42	
USAP	P20715	97231	827390	Check	1	4405	R1 STEP SAVER INC	S Corporation	Yes	Yes	No	01/14/2022	16.59	
USAP	P20715	97213	827391	Check	1	2476	STERNAU & ASSOCIATES	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	2,352.60	
USAP	P20715	97196	827392	Check	1	11325	STERNBERG, ZOE	Ind/Sole Proprietor	Yes	No	No	01/14/2022	154.00	
USAP	P20715	97252	827393	Check	1	8109	STRATEGIC STAFFING SOLUTIONS	Ind/Sole Proprietor	Yes	No	No	01/14/2022	9,082.50	
USAP	P20715	97239	827394	Check	1	5445	R1 SUMMIT FIRE PROTECTION INC.	C Corporation	Yes	Yes	No	01/14/2022	195.00	
USAP	P20715	97214	827395	Check	1	2559	TRIO SUPPLY	C Corporation	Yes	Yes	No	01/14/2022	1,337.00	
USAP	P20715	97215	827396	Check	1	2567	U.S. BANK	C Corporation	Yes	Yes	No	01/14/2022	962.50	
USAP	P20715	97240	827397	Check	1	5557	R1 ULINE SHIPPING SUPPLIES	S Corporation	Yes	Yes	No	01/14/2022	230.82	
USAP	P20715	97245	827398	Check	1	7490	UNIVERSITY LANGUAGE CTR INC	C Corporation	Yes	Yes	No	01/14/2022	225.92	
USAP	P20715	97224	827399	Check	1	3277	UPPER LAKES FOODS, INC	S Corporation	Yes	Yes	No	01/14/2022	31,708.29	
USAP	P20715	97216	827400	Check	1	2592	VEITH, DOUGLAS	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022	164.00	
USAP	P20715	97182	827401	Check	1	11187	R1 VISTAR	C Corporation	Yes	Yes	No	01/14/2022	5,748.79	

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USAP	P20715	97191	827402	Check	1	11313	VOIT, TAYLOR	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022		82.00
USAP	P20715	97166	827403	Check	1	10452	WAYNE PETERSON ENTERPRISES	S Corporation	Yes	Yes	No	01/14/2022		1,147.00
USAP	P20715	97259	827404	Check	1	9166	WILLIAMS, ANTHONY	Ind/Sole Proprietor	Yes	No	No	01/14/2022		118.00
USAP	P20715	97217	827405	Check	1	2663	WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	Yes	No	01/14/2022		819.50
USAP	P20715	97172	827406	Check	1	10704	WOLTERS, JOSEPH	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022		154.00
USAP	P20715	97218	827407	Check	1	2665	WOLTERS, MICHAEL	Ind/Sole Proprietor	Yes	Yes	No	01/14/2022		94.00
USAP	P20715	97219	827408	Check	1	2683	YMCA CAMP ST. CROIX	C Corporation	Yes	Yes	No	01/14/2022		1,668.82
USAP	P20702	97281	827409	Check	1	11213	ANDERSON, ERIN		Yes	No	No	01/21/2022		68.99
USAP	P20702	97280	827410	Check	1	10919	R1 ARVIG	S Corporation	Yes	Yes	No	01/21/2022		1,205.95
USAP	P20702	97275	827411	Check	1	10641	BAYCOM INC	S Corporation	Yes	Yes	No	01/21/2022		2,559.94
USAP	P20702	97276	827412	Check	1	10701	BTR OF MINNESOTA LLC	S Corporation	Yes	No	No	01/21/2022		703.46
USAP	P20702	97298	827413	Check	1	3748	CENTERPOINT ENERGY	C Corporation	Yes	No	No	01/21/2022		32,901.11
USAP	P20702	97285	827414	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	01/21/2022		33,795.68
USAP	P20702	97278	827415	Check	1	10837	CLASS CREATOR	LLC - Partnership	Yes	No	No	01/21/2022		499.80
USAP	P20702	97294	827416	Check	1	3055	CONTINENTAL CLAY COMPANY	C Corporation	Yes	No	No	01/21/2022		124.05
USAP	P20702	97273	827417	Check	1	10245	CSTMN LLC	LLC - S Corp	Yes	Yes	No	01/21/2022		14,812.96
USAP	P20702	97286	827418	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	No	No	01/21/2022		38.06
USAP	P20702	97309	827419	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	01/21/2022		617.42
USAP	P20702	97310	827420	Check	1	8840	R1 DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	01/21/2022		144.11
USAP	P20702	97279	827421	Check	1	10860	DEPARTMENT OF TRANSPORTATION	Other	Yes	Yes	No	01/21/2022		743.00
USAP	P20702	97306	827422	Check	1	7457	R1 EXPERIENCE SHOWS INC.	C Corporation	Yes	Yes	No	01/21/2022		200.00
USAP	P20702	97304	827423	Check	1	6421	R1 GALE - CENGAGE	C Corporation	Yes	No	No	01/21/2022		50.00
USAP	P20702	97301	827424	Check	1	4842	R1 GOODIN CO	C Corporation	Yes	Yes	No	01/21/2022		214.14
USAP	P20702	97282	827425	Check	1	11220	GOPHERMODS LLC	LLC - S Corp	Yes	No	No	01/21/2022		188.00
USAP	P20702	97297	827426	Check	1	3718	HASTINGS PARKS & RECREATION	Other	Yes	No	No	01/21/2022		14,118.04
USAP	P20702	97302	827427	Check	1	5535	HENNING, ANNE		Yes	Yes	No	01/21/2022		104.97
USAP	P20702	97289	827428	Check	1	1845	HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	Yes	No	01/21/2022		1,107.83
USAP	P20702	97307	827429	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	01/21/2022		2,580.29
USAP	P20702	97287	827430	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	Yes	No	01/21/2022		9,173.34
USAP	P20702	97305	827431	Check	1	6741	IVY GARTH SEEDS & PLANTS INC	C Corporation	Yes	No	No	01/21/2022		828.25
USAP	P20702	97288	827432	Check	1	1679	R1 J.W. PEPPER & SON INC	S Corporation	Yes	No	No	01/21/2022		14.50
USAP	P20702	97300	827433	Check	1	4530	JOHNSTONE SUPPLY	LLC - S Corp	Yes	Yes	No	01/21/2022		140.58
USAP	P20702	97283	827434	Check	1	11261	R1 LAFORCE LLC	S Corporation	Yes	Yes	No	01/21/2022		31.50
USAP	P20702	97284	827435	Check	1	11309	LESSONPIX, INC	S Corporation	Yes	No	No	01/21/2022		1,162.80
USAP	P20702	97290	827436	Check	1	1946	MESPA	Other	Yes	No	No	01/21/2022		395.00
USAP	P20702	97291	827437	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	01/21/2022		22,255.42
USAP	P20702	97295	827438	Check	1	3410	MUSIC THEATRE INTERNATIONAL	C Corporation	Yes	Yes	No	01/21/2022		20.00
USAP	P20702	97308	827439	Check	1	8410	RED WING GLASS INC	S Corporation	Yes	No	No	01/21/2022		699.75
USAP	P20702	97303	827440	Check	1	5650	R1 SYNCHRONY BANK/AMAZON	C Corporation	Yes	Yes	No	01/21/2022		5,341.33

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
												Date		
USAP	P20702	97292	827441	Check	1 2519		TEAM SPORTING GOODS	S Corporation	Yes	No	No	01/21/2022	774.23	
USAP	P20702	97293	827442	Check	1 2522		TERRY'S HARDWARE	S Corporation	Yes	Yes	No	01/21/2022	637.75	
USAP	P20702	97311	827443	Check	1 9850		TWIN CITY FILTER SERVICE INC	C Corporation	Yes	No	No	01/21/2022	1,170.36	
USAP	P20702	97274	827444	Check	1 10513		VOGE, BRENDA		Yes	Yes	No	01/21/2022	123.12	
USAP	P20702	97299	827445	Check	1 3999		WESTMARK PRODUCTIONS	Ind/Sole Proprietor	Yes	Yes	No	01/21/2022	1,446.30	
USAP	P20702	97296	827446	Check	1 3652		WESTRE, MARGARET		Yes	Yes	No	01/21/2022	112.00	
USAP	P20702	97277	827447	Check	1 10791		ZPAF	Other	Yes	No	No	01/21/2022	242.00	
USAP	P20703	97355	827448	Check	1 10946	R1	BIMBO BAKERIES USA	C Corporation	Yes	No	No	01/28/2022	1,516.78	
USAP	P20703	97379	827449	Check	1 8241	R1	CAPSTONE PUBLISHERS	LLC - Partnership	Yes	No	No	01/28/2022	1,708.14	
USAP	P20703	97361	827450	Check	1 1214		CDW GOVERNMENT	LLC - C Corp	Yes	No	No	01/28/2022	210.92	
USAP	P20703	97380	827451	Check	1 8581		CIRILLO, MOLLY		Yes	No	No	01/28/2022	42.73	
USAP	P20703	97381	827452	Check	1 8741		CLARK, JAMIE		Yes	No	No	01/28/2022	7.62	
USAP	P20703	97353	827453	Check	1 10837		CLASS CREATOR	LLC - Partnership	Yes	No	No	01/28/2022	518.00	
USAP	P20703	97362	827454	Check	1 1281		CRISIS PREVENTION INSTITUTE	C Corporation	Yes	No	No	01/28/2022	51.98	
USAP	P20703	97363	827455	Check	1 1300		DAKOTA COUNTY TREASURER-AUDITF	Other	Yes	No	No	01/28/2022	529.30	
USAP	P20703	97352	827456	Check	1 10792		DAVIS, BRIAN		Yes	No	No	01/28/2022	352.76	
USAP	P20703	97373	827457	Check	1 4842	R1	GOODIN CO	C Corporation	Yes	No	No	01/28/2022	10,885.97	
USAP	P20703	97374	827458	Check	1 4980		HANSON, TRENT		Yes	No	No	01/28/2022	67.76	
USAP	P20703	97370	827459	Check	1 2879		HASTINGS AREA ROTARY CLUB	Other	Yes	No	No	01/28/2022	150.00	
USAP	P20703	97378	827460	Check	1 7724		HASTINGS AUTOMOTIVE	S Corporation	Yes	No	No	01/28/2022	1,000.27	
USAP	P20703	97377	827461	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	01/28/2022	98.70	
USAP	P20703	97375	827462	Check	1 5447		LOVING GUIDANCE INC	LLC - S Corp	Yes	No	No	01/28/2022	373.75	
USAP	P20703	97360	827463	Check	1 11334		MALM, STEPHANIE		Yes	No	No	01/28/2022	331.76	
USAP	P20703	97371	827464	Check	1 3072		MCAULIFFE PETTY CASH ACCOUNT		Yes	No	No	01/28/2022	471.19	
USAP	P20703	97354	827465	Check	1 10927		MCDOWELL, ROBERT		Yes	No	No	01/28/2022	263.29	
USAP	P20703	97359	827466	Check	1 11333		MILLER, HEIDI	Ind/Sole Proprietor	Yes	No	No	01/28/2022	290.00	
USAP	P20703	97372	827467	Check	1 4772		MINNESOTA DNR - OMB	Other	Yes	No	No	01/28/2022	375.43	
USAP	P20703	97357	827468	Check	1 11138		MISKA, CONRAD	Ind/Sole Proprietor	Yes	No	No	01/28/2022	230.00	
USAP	P20703	97364	827469	Check	1 2054		NARDINI FIRE EQUIPMENT	LLC - Partnership	Yes	No	No	01/28/2022	1,281.00	
USAP	P20703	97356	827470	Check	1 10987		NICOL, BARBARA	Ind/Sole Proprietor	Yes	No	No	01/28/2022	1,125.00	
USAP	P20703	97365	827471	Check	1 2146		ORKIN PEST CONTROL INC.	C Corporation	Yes	No	No	01/28/2022	774.50	
USAP	P20703	97376	827472	Check	1 7466		QUALITY ONE WOODWORK	LLC - C Corp	Yes	No	No	01/28/2022	1,820.00	
USAP	P20703	97358	827473	Check	1 11191	R8	STEPHANIE MALM		Yes	No	No	01/28/2022	8.98	
USAP	P20703	97366	827474	Check	1 2476		STERNAU & ASSOCIATES	Ind/Sole Proprietor	Yes	No	No	01/28/2022	2,323.17	
USAP	P20703	97367	827475	Check	1 2519		TEAM SPORTING GOODS	S Corporation	Yes	No	No	01/28/2022	700.20	
USAP	P20703	97368	827476	Check	1 2548	R1	T-MOBILE	C Corporation	Yes	No	No	01/28/2022	172.22	
USAP	P20703	97369	827477	Check	1 2633		ZAYO GROUP HOLDINGS INC	C Corporation	Yes	No	No	01/28/2022	3,954.08	
USAP	P20730	97462	827478	Check	1 5510		ACCELERATED TECHNOLOGIES LLC	Ind/Sole Proprietor	Yes	No	No	01/31/2022	443.80	
USAP	P20730	97485	827479	Check	1 9568		AGUILERA, TERRYNN	Ind/Sole Proprietor	Yes	No	No	01/31/2022	118.00	

# HASTINGS PUBLIC SCHOOLS

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											Void	Date	
USAP	P20730	97412	827480	Check	1 11192	R8	AMY KAISER		Yes	No	No	01/31/2022	91.10
USAP	P20730	97421	827481	Check	1 11336		ANDERSON, ERIC	Ind/Sole Proprietor	Yes	No	No	01/31/2022	154.00
USAP	P20730	97470	827482	Check	1 7665	R1	ARC DOCUMENT SOLUTIONS LLC	LLC - C Corp	Yes	No	No	01/31/2022	284.76
USAP	P20730	97414	827483	Check	1 11204		ASLIS	S Corporation	Yes	No	No	01/31/2022	4,812.50
USAP	P20730	97422	827484	Check	1 1156		BIX PRODUCE COMPANY LLC	Partnership	Yes	No	No	01/31/2022	3,413.87
USAP	P20730	97473	827485	Check	1 8036		BOLAND, WILLIAM	Ind/Sole Proprietor	Yes	No	No	01/31/2022	118.00
USAP	P20730	97419	827486	Check	1 11330		BORGEN, MATT	Ind/Sole Proprietor	Yes	No	No	01/31/2022	94.00
USAP	P20730	97413	827487	Check	1 11203		BOUGIE-SCHMIDT, JODI	Ind/Sole Proprietor	Yes	No	No	01/31/2022	1,100.00
USAP	P20730	97396	827488	Check	1 10373		BRONNER, CHRISTIAN	Ind/Sole Proprietor	Yes	No	No	01/31/2022	164.00
USAP	P20730	97472	827489	Check	1 7937		BROTHERS FIRE PROTECTION CO	C Corporation	Yes	No	No	01/31/2022	1,820.00
USAP	P20730	97397	827490	Check	1 10688		BURKE, JACOB	Ind/Sole Proprietor	Yes	No	No	01/31/2022	154.00
USAP	P20730	97398	827491	Check	1 10778		CANEFF, JAKE	Ind/Sole Proprietor	Yes	No	No	01/31/2022	154.00
USAP	P20730	97423	827492	Check	1 1197		CAPOCASA, JOSEPH	Ind/Sole Proprietor	Yes	No	No	01/31/2022	171.00
USAP	P20730	97394	827493	Check	1 10365		CATTRYSSE, JAMES	Ind/Sole Proprietor	Yes	No	No	01/31/2022	82.00
USAP	P20730	97468	827494	Check	1 7295		CENTURYLINK	C Corporation	Yes	No	No	01/31/2022	163.14
USAP	P20730	97469	827495	Check	1 7332		CENTURYLINK	C Corporation	Yes	No	No	01/31/2022	3,529.17
USAP	P20730	97477	827496	Check	1 8581		CIRILLO, MOLLY		Yes	No	No	01/31/2022	44.44
USAP	P20730	97424	827497	Check	1 1235		CITY OF HASTINGS	Other	Yes	No	No	01/31/2022	16,062.74
USAP	P20730	97425	827498	Check	1 1235		CITY OF HASTINGS	Other	Yes	No	No	01/31/2022	82,215.00
USAP	P20730	97474	827499	Check	1 8062		CLARK, CORY	Ind/Sole Proprietor	Yes	No	No	01/31/2022	82.00
USAP	P20730	97486	827500	Check	1 9600		CODDINGTON, MICHAEL	Ind/Sole Proprietor	Yes	No	No	01/31/2022	127.00
USAP	P20730	97426	827501	Check	1 1251		COMMERCIAL KITCHEN SERVICES	S Corporation	Yes	No	No	01/31/2022	427.50
USAP	P20730	97427	827502	Check	1 1286		CUB FOODS	LLC - S Corp	Yes	No	No	01/31/2022	26.81
USAP	P20730	97455	827503	Check	1 3399	R1	DALCO	S Corporation	Yes	No	No	01/31/2022	1,827.80
USAP	P20730	97481	827504	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	01/31/2022	78.59
USAP	P20730	97395	827505	Check	1 10369		DOYLE, GREG	Ind/Sole Proprietor	Yes	No	No	01/31/2022	154.00
USAP	P20730	97405	827506	Check	1 11167	R1	EDUCATION WEEK	Other	Yes	No	No	01/31/2022	97.00
USAP	P20730	97464	827507	Check	1 6241		GANDER PUBLISHING	S Corporation	Yes	No	No	01/31/2022	393.95
USAP	P20730	97487	827508	Check	1 9863	R2	GENUINE PARTS COMPANY	C Corporation	Yes	No	No	01/31/2022	1,758.84
USAP	P20730	97428	827509	Check	1 1469		GLYNN, THOMAS	Ind/Sole Proprietor	Yes	No	No	01/31/2022	318.00
USAP	P20730	97429	827510	Check	1 1482		GRAINGER, W.W..	C Corporation	Yes	No	No	01/31/2022	293.95
USAP	P20730	97453	827511	Check	1 3030		GROTH MUSIC	S Corporation	Yes	No	No	01/31/2022	183.72
USAP	P20730	97430	827512	Check	1 1500		GUERIN, KERRY	Ind/Sole Proprietor	Yes	No	No	01/31/2022	118.00
USAP	P20730	97433	827513	Check	1 1550		H&B SPECIALIZED PRODUCTS INC	S Corporation	Yes	No	No	01/31/2022	890.00
USAP	P20730	97431	827514	Check	1 1510		HANSON, RUSSELL KIRBY	Ind/Sole Proprietor	Yes	No	No	01/31/2022	127.00
USAP	P20730	97432	827515	Check	1 1538		HASTINGS MOTOR VEHICLE REGISTR		Yes	No	No	01/31/2022	346.50
USAP	P20730	97482	827516	Check	1 9147	R3	HEARTLAND BUSINESS SYSTEMS	LLC - S Corp	Yes	No	No	01/31/2022	2,000.00
USAP	P20730	97475	827517	Check	1 8063		HOLT JR., JAMES	Ind/Sole Proprietor	Yes	No	No	01/31/2022	118.00
USAP	P20730	97434	827518	Check	1 1600		HOLT, MICHELLE	Ind/Sole Proprietor	Yes	No	No	01/31/2022	96.00

# HASTINGS PUBLIC SCHOOLS

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
												Date		
USAP	P20730	97437	827519	Check	1	1845	HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	No	No	01/31/2022	897.72	
USAP	P20730	97403	827520	Check	1	11068	IMSANDE, MONIQUE	Ind/Sole Proprietor	Yes	No	No	01/31/2022	96.00	
USAP	P20730	97435	827521	Check	1	1654	INDUSTRIAL APPRAISAL COMPANY	C Corporation	Yes	No	No	01/31/2022	645.00	
USAP	P20730	97457	827522	Check	1	3584	INFOPRO LEGAL RESOURCES INC	S Corporation	Yes	No	No	01/31/2022	2,892.00	
USAP	P20730	97471	827523	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	01/31/2022	922.49	
USAP	P20730	97436	827524	Check	1	1679	R1 J.W. PEPPER & SON INC	S Corporation	Yes	No	No	01/31/2022	13.00	
USAP	P20730	97445	827525	Check	1	2359	KAEHLER, MATTHEW	Ind/Sole Proprietor	Yes	No	No	01/31/2022	342.00	
USAP	P20730	97460	827526	Check	1	5085	KARNAS, MICHAEL	Ind/Sole Proprietor	Yes	No	No	01/31/2022	82.00	
USAP	P20730	97480	827527	Check	1	8809	KLEIN, JOHN	Ind/Sole Proprietor	Yes	No	No	01/31/2022	171.00	
USAP	P20730	97467	827528	Check	1	6786	KOEHLER & DRAMM	S Corporation	Yes	No	No	01/31/2022	64.50	
USAP	P20730	97402	827529	Check	1	11061	KOLTES, GREGORY	Ind/Sole Proprietor	Yes	No	No	01/31/2022	64.00	
USAP	P20730	97409	827530	Check	1	11190	R24 Laura Ashley Maher		Yes	No	No	01/31/2022	30.00	
USAP	P20730	97408	827531	Check	1	11190	R23 Lisa Sieben		Yes	No	No	01/31/2022	50.00	
USAP	P20730	97478	827532	Check	1	8622	MAHTOMEDI HIGH SCHOOL	Other	Yes	No	No	01/31/2022	125.00	
USAP	P20730	97411	827533	Check	1	11190	R26 Mary Northway		Yes	No	No	01/31/2022	10.00	
USAP	P20730	97439	827534	Check	1	1890	MASA (MN ASSN OF SCHOOL ADMIN)	C Corporation	Yes	No	No	01/31/2022	99.00	
USAP	P20730	97440	827535	Check	1	1891	R1 MASBO	C Corporation	Yes	No	No	01/31/2022	125.00	
USAP	P20730	97392	827536	Check	1	10020	MCKINLAY, SHANE	Ind/Sole Proprietor	Yes	No	No	01/31/2022	154.00	
USAP	P20730	97415	827537	Check	1	11216	MCNAUGHTON, NATE	Ind/Sole Proprietor	Yes	No	No	01/31/2022	118.00	
USAP	P20730	97420	827538	Check	1	11331	R1 MIDWEST MACHINERY CO	S Corporation	Yes	No	No	01/31/2022	733.20	
USAP	P20730	97441	827539	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	No	No	01/31/2022	90,033.08	
USAP	P20730	97458	827540	Check	1	4497	MINNESOTA TRUE TEAM TRACK	Other	Yes	No	No	01/31/2022	190.00	
USAP	P20730	97399	827541	Check	1	10780	MN CPR, LLC	Ind/Sole Proprietor	Yes	No	No	01/31/2022	810.00	
USAP	P20730	97465	827542	Check	1	6483	MN INTERSCHOLASTIC ACTIVITIES AD	Other	Yes	No	No	01/31/2022	365.00	
USAP	P20730	97456	827543	Check	1	3410	MUSIC THEATRE INTERNATIONAL	C Corporation	Yes	No	No	01/31/2022	1,845.00	
USAP	P20730	97442	827544	Check	1	2055	NASCO	C Corporation	Yes	No	No	01/31/2022	1,043.72	
USAP	P20730	97463	827545	Check	1	5717	NORTHEAST METRO DISTRICT 916	Other	Yes	No	No	01/31/2022	16,204.56	
USAP	P20730	97438	827546	Check	1	1882	OFFICE OF MN IT SERVICES	Other	Yes	No	No	01/31/2022	223.65	
USAP	P20730	97393	827547	Check	1	10359	OLIVE, MATTHEW	Ind/Sole Proprietor	Yes	No	No	01/31/2022	118.00	
USAP	P20730	97476	827548	Check	1	8546	PERRY, DWAIN	Ind/Sole Proprietor	Yes	No	No	01/31/2022	118.00	
USAP	P20730	97488	827549	Check	1	9889	PETERSON, CAMERON		Yes	No	No	01/31/2022	30.00	
USAP	P20730	97443	827550	Check	1	2084	PRILEY, ANDERS	Ind/Sole Proprietor	Yes	No	No	01/31/2022	342.00	
USAP	P20730	97444	827551	Check	1	2267	REGION V COMPUTER SERVICES	Other	Yes	No	No	01/31/2022	13,484.00	
USAP	P20730	97484	827552	Check	1	9521	RITEWAY BUSINESS FORMS	S Corporation	Yes	No	No	01/31/2022	422.47	
USAP	P20730	97479	827553	Check	1	8633	RUPP ANDERSON SQUIRES & WALDSF	C Corporation	Yes	No	No	01/31/2022	7,255.98	
USAP	P20730	97483	827554	Check	1	9439	SCHERPING, ROSS OR KATIE		Yes	No	No	01/31/2022	236.53	
USAP	P20730	97452	827555	Check	1	2704	R2 SCHOLASTIC MAGAZINES	C Corporation	Yes	No	No	01/31/2022	102.10	
USAP	P20730	97446	827556	Check	1	2465	STATE SUPPLY CO INC	S Corporation	Yes	No	No	01/31/2022	474.46	
USAP	P20730	97447	827557	Check	1	2476	STERNAU & ASSOCIATES	Ind/Sole Proprietor	Yes	No	No	01/31/2022	2,323.17	

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											Void	Date	
USAP	P20730	97417	827558	Check	1 11325		STERNBERG, ZOE	Ind/Sole Proprietor	Yes	No	No	01/31/2022	154.00
USAP	P20730	97410	827559	Check	1 11190	R25	Sue Hill		Yes	No	No	01/31/2022	24.00
USAP	P20730	97461	827560	Check	1 5445	R1	SUMMIT FIRE PROTECTION INC.	C Corporation	Yes	No	No	01/31/2022	205.00
USAP	P20730	97400	827561	Check	1 10898	R1	SYMMETRY ENERGY SOLUTIONS	LLC - Partnership	Yes	No	No	01/31/2022	19,375.95
USAP	P20730	97459	827562	Check	1 4836	R1	TEACHING STRATEGIES LLC	LLC - C Corp	Yes	No	No	01/31/2022	1,650.00
USAP	P20730	97406	827563	Check	1 11169		TECH ACADEMY	S Corporation	Yes	No	No	01/31/2022	45.00
USAP	P20730	97416	827564	Check	1 11284		TEN-O BY GMR	C Corporation	Yes	No	No	01/31/2022	650.00
USAP	P20730	97448	827565	Check	1 2559		TRIO SUPPLY	C Corporation	Yes	No	No	01/31/2022	3,403.77
USAP	P20730	97449	827566	Check	1 2563		TROPHIES PLUS	Ind/Sole Proprietor	Yes	No	No	01/31/2022	20.00
USAP	P20730	97454	827567	Check	1 3277		UPPER LAKES FOODS, INC	S Corporation	Yes	No	No	01/31/2022	30,979.63
USAP	P20730	97450	827568	Check	1 2592		VEITH, DOUGLAS	Ind/Sole Proprietor	Yes	No	No	01/31/2022	82.00
USAP	P20730	97407	827569	Check	1 11187	R1	VISTAR	C Corporation	Yes	No	No	01/31/2022	2,492.48
USAP	P20730	97404	827570	Check	1 11081		WEBER, ANDREW	Ind/Sole Proprietor	Yes	No	No	01/31/2022	94.00
USAP	P20730	97401	827571	Check	1 11032		WEVIDEO INC	C Corporation	Yes	No	No	01/31/2022	299.00
USAP	P20730	97451	827572	Check	1 2665		WOLTERS, MICHAEL	Ind/Sole Proprietor	Yes	No	No	01/31/2022	94.00
USAP	P20730	97418	827573	Check	1 11329		YOKOSE, EMIKO	Ind/Sole Proprietor	Yes	No	No	01/31/2022	96.00
USAP	P20730	97466	827574	Check	1 6727		ZEH TEK INC	S Corporation	Yes	No	No	01/31/2022	112.00
USAP	P20703	97385	9824539	Check	1 10038		TURNER, JEFFREY	Ind/Sole Proprietor	Yes	Yes	No	01/28/2022	177.00

Bank Total: \$7,278,754.19

Report Total: \$7,278,754.19

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
USPR	P226P2	97043		Wire	1 7771		MINNESOTA PERA (WIRE TRANSFER)	Other	Yes	Yes	Yes	01/04/2022	(41,722.63)
USPR	P227P1	97123		Wire	1 10929		EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	01/10/2022	78,142.69
USPR	P227P1	97124		Wire	1 1984		MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	01/10/2022	54,321.51
USPR	P227P1	97125		Wire	1 2016		MN TRA	Other	No	Yes	No	01/10/2022	166,664.47
USPR	P227P1	97126		Wire	1 2705		EFTPS - TAX PAYMENT		No	Yes	No	01/10/2022	326,290.73
USPR	P227P1	97127		Wire	1 3283		MINNESOTA DEPT. OF REVENUE	Other	No	No	No	01/10/2022	75.00
USPR	P227P1	97128		Wire	1 7771		MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	01/10/2022	52,388.46
USPR	P227P2	97339		Wire	1 10929		EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	01/25/2022	76,859.10
USPR	P227P2	97340		Wire	1 1984		MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	01/25/2022	50,752.30
USPR	P227P2	97341		Wire	1 2016		MN TRA	Other	No	Yes	No	01/25/2022	165,979.20
USPR	P227P2	97342		Wire	1 2705		EFTPS - TAX PAYMENT		No	Yes	No	01/25/2022	306,679.38
USPR	P227P2	97343		Wire	1 3166		BREMER BANK FEES	Other	No	Yes	No	01/25/2022	267.00
USPR	P227P2	97344		Wire	1 3283		MINNESOTA DEPT. OF REVENUE	Other	No	No	No	01/25/2022	75.00
USPR	P227P2	97345		Wire	1 7771		MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	01/25/2022	43,615.98
USPR	P227P1	97129	105351	Check	1 1529		HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	01/10/2022	16,390.75
USPR	P227P1	97130	105352	Check	1 9449	R1	WISCONSIN SUPPORT COLLECTIONS	Other	Yes	No	No	01/10/2022	47.50
USPR	P227P2	97334	105353	Check	1 5234		EDUCATION MINNESOTA	Other	Yes	No	No	01/25/2022	24.00
USPR	P227P2	97328	105354	Check	1 10975		EDUCATION MN HASTINGS ESP'S	Other	Yes	No	No	01/25/2022	2,197.17
USPR	P227P2	97329	105355	Check	1 1529		HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	01/25/2022	16,390.75
USPR	P227P2	97333	105356	Check	1 4539		HASTINGS PUBLIC SCHOOLS FOUNDA	Other	Yes	No	No	01/25/2022	1,119.00
USPR	P227P2	97336	105357	Check	1 7384		HIGH SCHOOL FACULTY SCHOLARSHII		Yes	No	No	01/25/2022	114.00
USPR	P227P2	97330	105358	Check	1 2002		MINNESOTA TEAMSTERS LOCAL 320	Other	Yes	No	No	01/25/2022	2,110.00
USPR	P227P2	97331	105359	Check	1 2010		NCPERS GROUP LIFE INS -157410	C Corporation	Yes	No	No	01/25/2022	64.00
USPR	P227P2	97335	105360	Check	1 6780		SEIU LOCAL 284	Other	Yes	No	No	01/25/2022	1,191.83
USPR	P227P2	97327	105361	Check	1 10169		STANDARD INSURANCE COMPANY	C Corporation	Yes	No	No	01/25/2022	15,453.73
USPR	P227P2	97332	105362	Check	1 2576		UNITED WAY	Other	Yes	No	No	01/25/2022	1,050.00
USPR	P227P2	97337	105363	Check	1 8906		WINGS FINANCIAL CREDIT UNION	C Corporation	Yes	No	No	01/25/2022	200.00
USPR	P227P2	97338	105364	Check	1 9449	R1	WISCONSIN SUPPORT COLLECTIONS	Other	Yes	No	No	01/25/2022	47.50

Bank Total: \$1,336,788.42

Report Total: \$1,336,788.42

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USBP	P207B1	97138	1025	Check	1 10938		DERAU CONSTRUCTION LLC	LLC - S Corp	Yes	Yes	No	01/11/2022	64,328.30
USBP	P207B1	97141	1026	Check	1 7721	R2	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	01/11/2022	69,765.00
USBP	P207B1	97140	1027	Check	1 7290		MIDWEST FENCE & MFG.	C Corporation	Yes	Yes	No	01/11/2022	29,730.00
USBP	P207B1	97139	1028	Check	1 2663		WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	Yes	No	01/11/2022	20,792.57
USBP	P207B2	97143	1029	Check	1 7110		APPLE EDUCATION INC	C Corporation	Yes	Yes	No	01/13/2022	2,659.00
USBP	P207B2	97142	1030	Check	1 4015	R1	VIRCO	C Corporation	Yes	Yes	No	01/13/2022	61,474.50
USBP	P207B3	97326	1031	Check	1 1214		CDW GOVERNMENT	LLC - C Corp	Yes	No	No	01/25/2022	128.00
USBP	P207B3	97324	1032	Check	1 10910		DAHNS CONSTRUCTION CO LLC	C Corporation	Yes	No	No	01/25/2022	21,301.91
USBP	P207B3	97325	1033	Check	1 11332		KILLMER ELECTRIC CO INC	C Corporation	Yes	Yes	No	01/25/2022	4,780.00
USBP	P207B4	97384	1034	Check	1 9506		BITUMINOUS ROADWAYS INC	C Corporation	Yes	No	No	01/28/2022	48,643.58
USBP	P207B4	97382	1035	Check	1 10937		CONSTRUCTION RESULTS CORP	S Corporation	Yes	No	No	01/28/2022	3,593.00
USBP	P207B4	97383	1036	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	01/28/2022	9,747.70
Bank Total:												\$336,943.56	
Report Total:												\$336,943.56	

## HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
ACTV	P22071	97068		Wire	1 9557		BMO HARRIS BANK NA	C Corporation	No	Yes	No	01/07/2022	101.36
ACTV	P22072	97136	37980	Check	1 7371		BOHLKEN, JAKE		Yes	Yes	No	01/11/2022	749.99
ACTV	P22072	97135	37981	Check	1 1483		GRAPHIC DESIGN INC	S Corporation	Yes	Yes	No	01/11/2022	1,031.00
ACTV	P22072	97137	37982	Check	1 9866		KUMMER, BUTCH		Yes	No	No	01/11/2022	87.96
ACTV	P22073	97269	37983	Check	1 6808		ECKROTH MUSIC	C Corporation	Yes	Yes	No	01/20/2022	235.00
ACTV	P22073	97270	37984	Check	1 7777		GRANDTOURS INC.	S Corporation	Yes	Yes	No	01/20/2022	3,038.00
ACTV	P22073	97268	37985	Check	1 5650	R1	SYNCHRONY BANK/AMAZON	C Corporation	Yes	Yes	No	01/20/2022	5,292.94
ACTV	P22074	97351	37986	Check	1 11284		TEN-O BY GMR	C Corporation	Yes	No	No	01/28/2022	751.46

Bank Total: \$11,287.71

Report Total: \$11,287.71

# HASTINGS PUBLIC SCHOOLS

## Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
SCH	P2071P	97065	304378	Check	1	11321	AUGUSTANA UNIVERSITY		Yes	No	No	01/07/2022	5,000.00
SCH	P2071P	97059	304379	Check	1	11306	DAKOTA COUNTY TECHNICAL COLLEG		Yes	No	No	01/07/2022	1,000.00
SCH	P2071P	97067	304380	Check	1	5340	GUSTAVUS ADOLPHUS COLLEGE	Other	Yes	No	No	01/07/2022	2,000.00
SCH	P2071P	97061	304381	Check	1	11317	LAKE SUPERIOR COLLEGE		Yes	No	No	01/07/2022	1,000.00
SCH	P2071P	97060	304382	Check	1	11312	SOUTH DAKOTA STATE UNIVERSITY		Yes	No	No	01/07/2022	5,500.00
SCH	P2071P	97064	304383	Check	1	11320	ST OLAF COLLEGE		Yes	No	No	01/07/2022	2,000.00
SCH	P2071P	97066	304384	Check	1	2579	UNIVERSITY OF MINNESOTA, TWIN CIT	Other	Yes	No	No	01/07/2022	2,500.00
SCH	P2071P	97063	304385	Check	1	11319	UNIVERSITY OF WISCONSIN - LA CROË		Yes	No	No	01/07/2022	1,500.00
SCH	P2071P	97062	304386	Check	1	11318	UNIVERSITY OF WISCONSIN - MADISO		Yes	No	No	01/07/2022	2,500.00
SCH	P2072P	97134	304387	Check	1	8048	NORTHWESTERN UNIVERSITY		Yes	No	No	01/11/2022	2,000.00
SCH	P2072P	97131	304388	Check	1	11312	SOUTH DAKOTA STATE UNIVERSITY		Yes	No	No	01/11/2022	2,000.00
SCH	P2072P	97132	304389	Check	1	11320	ST OLAF COLLEGE		Yes	No	No	01/11/2022	4,000.00
SCH	P2072P	97133	304390	Check	1	5809	THE COLLEGE OF ST SCHOLASTICA		Yes	No	No	01/11/2022	2,000.00
SCH	P2073P	97151	304391	Check	1	5293	CONCORDIA UNIVERSITY		Yes	No	No	01/14/2022	2,000.00
SCH	P2073P	97145	304392	Check	1	11306	DAKOTA COUNTY TECHNICAL COLLEG		Yes	No	No	01/14/2022	1,000.00
SCH	P2073P	97152	304393	Check	1	5340	GUSTAVUS ADOLPHUS COLLEGE	Other	Yes	No	No	01/14/2022	600.00
SCH	P2073P	97149	304394	Check	1	1670	INVER HILLS COMMUNITY COLLEGE		Yes	No	No	01/14/2022	2,000.00
SCH	P2073P	97147	304395	Check	1	11327	MINNESOTA STATE UNIVERSITY, MANK		Yes	No	No	01/14/2022	1,500.00
SCH	P2073P	97144	304396	Check	1	11259	NORMANDALE COMMUNITY COLLEGE	Other	Yes	No	No	01/14/2022	500.00
SCH	P2073P	97154	304397	Check	1	7572	NORTH DAKOTA STATE UNIVERSITY		Yes	No	No	01/14/2022	2,500.00
SCH	P2073P	97148	304398	Check	1	11328	RIDGEWATER COLLEGE		Yes	No	No	01/14/2022	1,000.00
SCH	P2073P	97153	304399	Check	1	5801	UNIVERSITY OF MINNESOTA, CROOKS		Yes	No	No	01/14/2022	1,000.00
SCH	P2073P	97150	304400	Check	1	2579	UNIVERSITY OF MINNESOTA, TWIN CIT	Other	Yes	No	No	01/14/2022	7,000.00
SCH	P2073P	97155	304401	Check	1	8096	UNIVERSITY OF WISCONSIN - EAU CLA		Yes	No	No	01/14/2022	1,000.00
SCH	P2073P	97146	304402	Check	1	11324	WINONA STATE UNIVERSITY		Yes	No	No	01/14/2022	3,000.00
SCH	P2074P	97317	304403	Check	1	7564	BETHEL UNIVERSITY		Yes	No	No	01/24/2022	2,500.00
SCH	P2074P	97312	304404	Check	1	11306	DAKOTA COUNTY TECHNICAL COLLEG		Yes	No	No	01/24/2022	1,500.00
SCH	P2074P	97318	304405	Check	1	7572	NORTH DAKOTA STATE UNIVERSITY		Yes	No	No	01/24/2022	2,500.00
SCH	P2074P	97316	304406	Check	1	5809	THE COLLEGE OF ST SCHOLASTICA		Yes	No	No	01/24/2022	1,500.00
SCH	P2074P	97314	304407	Check	1	2579	UNIVERSITY OF MINNESOTA, TWIN CIT	Other	Yes	No	No	01/24/2022	4,000.00
SCH	P2074P	97313	304408	Check	1	11319	UNIVERSITY OF WISCONSIN - LA CROË		Yes	No	No	01/24/2022	1,500.00
SCH	P2074P	97315	304409	Check	1	3576	UNIVERSITY OF WISCONSIN - RIVER F,		Yes	No	No	01/24/2022	2,500.00
SCH	P2075P	97346	304410	Check	1	1132	BEMIDJI STATE UNIVERSITY		Yes	No	No	01/28/2022	1,000.00
SCH	P2075P	97347	304411	Check	1	11328	RIDGEWATER COLLEGE		Yes	No	No	01/28/2022	1,000.00
SCH	P2075P	97350	304412	Check	1	8096	UNIVERSITY OF WISCONSIN - EAU CLA		Yes	No	No	01/28/2022	1,000.00
SCH	P2075P	97349	304413	Check	1	3576	UNIVERSITY OF WISCONSIN - RIVER F,		Yes	No	No	01/28/2022	2,500.00

# HASTINGS PUBLIC SCHOOLS

## Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
SCH	P2075P	97348	304414	Check	1	11339	UNIVERSITY OF WISCONSIN - STOUT		Yes	No	No	01/28/2022	1,500.00
										Bank Total:			\$79,100.00
										Report Total:			\$79,100.00

**HASTINGS PUBLIC SCHOOLS  
Dental Self-Funded Summary  
Period Ending January 31, 2022**

Sequence: Crs, Org, Fd

										22REV			% YTD	Remaining		
										Annual Budget	Period 202207	Year To Date	% YTD	Encumbrances	+ Enc	Balance
										Description						
R	20	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	20	000	000	000	092	000	422	000	Interest-Dental	(3,727.00)	(341.29)	66.95	(2%)	0.00	(2%)	(3,793.95)
R	20	000	000	000	095	000	422	000	Employer Share/Premiums	(528,754.00)	(43,687.68)	(293,964.71)	56%	0.00	56%	(234,789.29)
R	20	000	000	000	097	000	422	000	Employee Share/Premiums	(118,199.00)	(10,701.27)	(60,055.78)	51%	0.00	51%	(58,143.22)
R	20	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(88,543.00)	(8,611.44)	(55,754.40)	63%	0.00	63%	(32,788.60)
E	20	005	105	000	301	000	422	000	Fees-Carrier & Consultant	32,086.00	2,598.40	18,461.40	58%	0.00	58%	13,624.60
E	20	005	105	000	302	000	422	000	Claims-Dental	585,831.00	42,201.60	337,025.30	58%	0.00	58%	248,805.70
<b>000 Districtwide</b>										<b>(121,306.00)</b>	<b>(18,541.68)</b>	<b>(54,221.24)</b>	<b>45%</b>	<b>0.00</b>	<b>45%</b>	<b>(67,084.76)</b>
<b>Report Totals:</b>										<b>(121,306.00)</b>	<b>(18,541.68)</b>	<b>(54,221.24)</b>	<b>45%</b>	<b>0.00</b>	<b>45%</b>	<b>(67,084.76)</b>

# HASTINGS PUBLIC SCHOOLS

## Health Self-Funded Summary

### Period Ending January 31, 2022

Sequence: Crs, Org, Fd

										22REV			% YTD			
										Annual Budget	Period 202207	Year To Date	% YTD	Encumbrances	+ Enc	Remaining Balance
R	21	000	000	000	095	000	422	000	Employer Share/Premiums	(6,515,727.00)	(534,885.66)	(3,589,472.16)	55%	0.00	55%	(2,926,254.84)
R	21	000	000	000	097	000	422	000	Employee Share/Premiums	(1,163,385.00)	(100,307.62)	(587,875.43)	51%	0.00	51%	(575,509.57)
R	21	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(280,916.00)	(28,493.72)	(167,998.09)	60%	0.00	60%	(112,917.91)
R	21	000	000	000	099	000	422	000	ER/Trust Share for Retirees	(61,940.00)	(5,710.86)	(38,938.12)	63%	0.00	63%	(23,001.88)
R	21	000	000	000	092	000	422	000	Interest -Health	(41,290.00)	(671.16)	(1,395.63)	3%	0.00	3%	(39,894.37)
R	21	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	312	000	422	000	Consultant-OneDigital \$40,000	40,000.00	0.00	20,000.00	50%	0.00	50%	20,000.00
E	21	005	105	000	317	000	422	000	Network Fees	23,533.00	703.60	4,605.40	20%	0.00	20%	18,927.60
E	21	005	105	000	322	000	422	000	PaydHealth Fees	0.00	15,373.40	67,359.24	0%	0.00	0%	(67,359.24)
E	21	005	105	000	300	000	422	000	Pharmacy Rebates/Admin Fee	(114,660.00)	0.00	(31,081.72)	27%	0.00	27%	(83,578.28)
E	21	005	105	000	301	000	422	000	Veba/Flex/TrustPoint	19,898.00	1,597.50	11,475.00	58%	0.00	58%	8,423.00
E	21	005	105	000	302	000	422	000	Claims-Medical	6,792,437.00	633,832.98	3,089,169.37	45%	0.00	45%	3,703,267.63
E	21	005	105	000	305	000	422	000	Claims-Pharmacy/RX	1,198,665.00	68,561.97	443,011.60	37%	0.00	37%	755,653.40
E	21	005	105	000	314	000	422	000	Springbuk Fee \$1/pm/pm	5,532.00	1,302.00	4,026.00	73%	0.00	73%	1,506.00
E	21	005	105	000	307	000	422	000	Health Carrier TPA	237,876.00	18,490.00	164,109.13	69%	0.00	69%	73,766.87
E	21	005	105	000	308	000	422	000	StopLoss	401,830.00	31,003.70	197,670.99	49%	0.00	49%	204,159.01
E	21	005	105	000	309	000	422	000	Fitness reimbursements	16,700.00	560.00	4,039.24	24%	0.00	24%	12,660.76
<b>000 Districtwide</b>										<b>558,553.00</b>	<b>101,356.13</b>	<b>(411,295.18)</b>	<b>(74%)</b>	<b>0.00</b>	<b>(74%)</b>	<b>969,848.18</b>
R	21	000	000	000	089	326	422	000	Employer-PCORI-ACA \$2.54	(3,045.00)	0.00	(3,004.82)	99%	0.00	99%	(40.18)
R	21	000	000	000	094	326	422	000	Employer-VEBA Trust Rev	(722,400.00)	(1,500.00)	(714,000.00)	99%	0.00	99%	(8,400.00)
E	21	005	105	000	301	326	422	000	Employer-VEBA Trust Pmt.	722,400.00	17,200.00	714,000.00	99%	0.00	99%	8,400.00
E	21	005	105	000	313	326	422	000	Employer-PCORI- ACA \$2.54	3,045.00	0.00	3,004.82	99%	0.00	99%	40.18
<b>326 District Additional R/E</b>										<b>0.00</b>	<b>15,700.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(0.00)</b>
R	21	000	000	000	088	331	422	000	P1 Wellness Credit	(15,000.00)	(4,710.00)	(8,190.00)	55%	0.00	55%	(6,810.00)
E	21	005	105	000	335	331	422	000	Short-Term Lease/Rental	5,000.00	401.50	2,810.50	56%	0.00	56%	2,189.50
E	21	005	105	000	366	331	422	000	Participation Fees Wellness	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	401	331	422	000	Supplies Wellness	9,500.00	0.00	0.00	0%	0.00	0%	9,500.00
E	21	005	105	000	314	331	422	000	Consultant Expense Wellness	500.00	0.00	0.00	0%	0.00	0%	500.00
E	21	005	105	000	305	331	422	000	Consult/Fees For Svc	0.00	0.00	0.00	0%	0.00	0%	0.00
<b>331 Wellness R/E</b>										<b>0.00</b>	<b>(4,308.50)</b>	<b>(5,379.50)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>5,379.50</b>
<b>Report Totals:</b>										<b>558,553.00</b>	<b>112,747.63</b>	<b>(416,674.68)</b>	<b>(75%)</b>	<b>0.00</b>	<b>(75%)</b>	<b>975,227.68</b>



## **520 STUDENT SURVEYS**

### **I. PURPOSE**

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

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

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

### **III. STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her

responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

#### **IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent;
  2. mental and psychological problems of the student or the student's family;
  3. sex behavior or attitudes;
  4. illegal, antisocial, self-incriminating, or demeaning behavior;
  5. critical appraisals of other individuals with whom respondents have close family relationships;
  6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  7. religious practices, affiliations, or beliefs of the student or the student's parent; or
  8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
  - (a) college or other postsecondary education recruitment or military;
  - (b) book clubs, magazines, and programs providing access to low cost literary products;
  - (c) curriculum and instructional materials used by elementary and secondary schools;
  - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
  - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such

policies directly to parents of students enrolled in or served by the school district.

- a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
- b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
  - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
  - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
  - (3) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

D. The school district shall give parents and students notice of their rights under this section.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. 1232h (Protection of Pupil Rights)  
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273 (2002)

***Cross References:*** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination, [Title IX Grievance Procedure and Process](#))

*Policy Reviewed: 02.08.2022*

*Policy Adopted: 11/15/06*

*Policy Revised:*



## **609 RELIGION**

### **I. PURPOSE**

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

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

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

### **III. RESPONSIBILITY**

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

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

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

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

*Policy Reviewed:* 02.08.2022  
*Policy Adopted:* 11.18.2020  
*Policy Revised:* 11.10.2020

### ***Future Meetings***

<b>Date</b>	<b>Time</b>	<b>Description</b>	<b>Location</b>
03/01/2022	5:00 - 6:00 PM	Policy Committee Meeting	District Office Conference Room A
03/08/2022	9:00 - 10:00 AM	Finance Committee Meeting	District Office Conference Room A
03/09/2022	6:00 PM - 7:00 PM	School Board Work Session	HMS Media Center
03/23/2022	6:00 PM	Regular School Board Meeting	HMS Media Center
03/29/2022	6:00 PM - 7:00 PM	Community Engagement Committee Meeting	District Office Conference Room A
04/16/2022	9:00 AM - 3:30 PM	School Board Retreat	To Be Determined
04/26/2022	6:00 PM - 7:00 PM	Community Engagement Committee Meeting	District Office Conference Room A
05/31/2022	6:00 PM - 7:00 PM	Community Engagement Committee Meeting	District Office Conference Room A