

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

Wednesday, October 26, 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 September 28th, 2022, Regular Board meeting and the October 12th, 2022, Special Board Meeting
- IV. **Recognition of visitors**
- V. **Announcements and Recognitions**
- VI. **Listening Session Summary**
- VII. **Reports and Discussions**
  - a. Superintendent
    - i. MTSS Report
  - b. Demographic Student Counts
  - c. Building Construction Fund Project Update
  - d. Policy Committee Report
- VIII. **Action Items**
  - a. Consent Agenda
    - i. Change Orders
      - 1. Change Order No. 1 - Pine Bend Paving
      - 2. Change Order No. 3 - CM Construction Company, Inc.
      - 3. Change Order No. 4 - CM Construction Company Inc.
      - 4. Change Order No. 7 - Derau Construction
    - ii. Personnel Report
    - iii. Bills Payable
    - iv. MOU-Rate of Pay for Loss of Prep Time to Cover Colleague's Classroom
    - v. Policies
      - 1. 602 Organization of School Calendar and School Day
      - 2. 612 Development of Parent and Family Engagement Policies for Title I Programs
  - b. Items for Individual Action
    - i. Donations
    - ii. Custodian Group Contract
    - iii. Requests for Future Topics
- 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, October 12, 2022, at the Hastings District Office Conference Room A.

The meeting was called to order by Chairperson Brian Davis at 5:23 PM.

The following board members were present: Carrie Tate, Lisa Hedin, Stephanie Malm, and Brian Davis. Other individuals present at the meeting were: Superintendent McDowell and Jennifer Seubert, Director of Finance and Operations.

A motion to close the open meeting to a closed session to discuss labor negotiations strategy in accordance with Minnesota Statutes Section 13D.03 was made by Stephanie Malm and seconded by Lisa Hedin. Those in favor were: Lisa Hedin, Carrie Tate, Stephanie Malm, and Brian Davis. Those opposed: None. Motion carried unanimously. The meeting was closed at 5:25 pm.

A motion to adjourn to an open meeting was made by Stephanie Malm and seconded by Lisa Hedin. Those in favor were: Lisa Hedin, Carrie Tate, Stephanie Malm, and Brian Davis. Those opposed: None. Motion carried unanimously.

A motion to adjourn the Special Meeting was made by Stephanie Malm and seconded by Carrie Tate. Those in favor were: Lisa Hedin, Carrie Tate, Stephanie Malm, and Brian Davis. Those opposed: None. Motion carried unanimously. The Special Meeting was adjourned at 5:57 pm.

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

A Regular Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota was held on Wednesday, September 28, 2022, at the Hastings Middle School Media Center.

The meeting was called to order by School Board Chairperson Brian Davis at 6:02 PM.

The following board members were present: Jessica Dressely, Carrie Tate, Lisa Hedin, Stephanie Malm, and Brian Davis. Members absent: Becky Beissel. Superintendent McDowell was also present at the meeting.

After the Pledge of Allegiance, a motion to approve the agenda was made by Stephanie Malm and seconded by Carrie Tate. Becky Beissel was marked as present at 6:05 PM.

A motion to amend the agenda to move the Non-Contract Rates of Pay from the consent agenda to an individual action item was made by Lisa Hedin and seconded by Jessica Dressely. The vote was: 6 ayes, 0 nays, the motion was carried unanimously.

A motion to amend the agenda to move policies 509, 532, 613, and 522 from the consent agenda to individual action items was made by Carrie Tate. The motion was seconded by Jessica Dressely. The vote was: 5 ayes, 1 nay with Lisa Hedin voting against, motion carried.

A motion to approve the agenda as amended was made by Stephanie Malm and seconded by Jessica Dressely. The vote was: 6 ayes, 0 nays, the motion was carried unanimously.

A motion to approve the minutes from August 24, 2022, Regular Board Meeting was made by Becky Beissel and seconded by Stephanie Malm. A motion was made by Carrie Tate to have the meeting minutes amended from the August 24, 2022, Regular Board Meeting to reflect her request to have a future discussion topic regarding when the board would contact the lawyer and when to contact MSBA to include and the process for communication back to all board members. The amendment was seconded by Jessica Dressely. The vote was 3 ayes and 3 nays with Stephanie Malm, Lisa Hedin, and Becky Beissel voting against, the motion to amend the minutes failed. The vote to approve the minutes as written was: 6 ayes, 0 nays, the motion was carried unanimously.

A motion to approve the minutes from the September 19, 2022, Special Board Meeting was made by Lisa Hedin and seconded by Stephanie Malm. The vote was: 6 ayes, 0 nays, the motion was carried unanimously.

Superintendent McDowell presented Craig Beissel to the School Board who then took some time to share with the School Board the good work that was accomplished by the Hastings Students at the Rivertown Live event. Commissioner Mike Slavik and Craig Beissel then presented the district with a donation of \$1500.00 on behalf of the Hastings Rotary Club. Superintendent McDowell then presented Rene Sternau to the board who took time to thank the board for their commitment to students and employees in the district and announced his retirement.

Stephanie Malm took time to share a summary of the community listening session with the rest of the school board.

Superintendent McDowell presented the school board with the Superintendent's report which included expanding the classroom connections the district has been sharing to include other staff members in the district, the recent Take a Hike Mike episode which included the marching band, upcoming staff flu shot clinics, water tower signage, October 1, 2022 enrollment numbers will be reviewed at the October board meeting and the upcoming homecoming week.

Jennifer Seubert, the Director of Finance and Operations, provided the Board with an update on the building construction fund projects.

Lisa Hedin shared an update with the school board regarding ISD 917's most recent meeting.

Stephanie Malm shared an update from the Policy Committee from their most recent policy committee meeting.

The Board moved on to a first reading of the following policies: 209 Code of Ethics, 210 Conflict of Interest, 416 Drug and Alcohol Testing, 418 Drug-Free Workplace/School, 515 Protection of Pupil Records, 603 Curriculum Development, 709 Student Transportation, and 721 Uniform Grant.

There was a second reading of the following policies: 428 Ethical Behavior, 429 Conflict of Interest, 602 Organization of School Calendar and School Day, 612 Development of Parent and Family Engagement Policies for Title I Programs, 903 Visitors to School District Buildings and Sites.

With no further reports, the Board moved on to items of business beginning with the consent agenda. A motion to approve the consent agenda was made by Stephanie Malm and seconded by Lisa Hedin. The vote was: 6 ayes, 0 nays, motion was carried unanimously.

A motion to approve the bills payable was made by Lisa Hedin and seconded by Stephanie Malm. The vote was: 4 ayes, 2 nays with Carrie Tate and Jessica Dressely voting against, motion carried.

A motion to move the bills payable from an individual action item back to the consent agenda for future regular board meetings was made by Becky Beissel and seconded by Stephanie Malm. The vote was: 4 ayes, 2 nays with Carrie Tate and Jessica Dressely voting against, motion carried.

A motion to approve the Non-Contract Rates of Pay for the 2022-2023 school year was made by Stephanie Malm and seconded by Becky Beissel. The vote was: 5 ayes, 0 nays, Lisa Hedin abstained from the vote, motion carried.

A motion to approve Policy 509 Enrollment of Nonresident Students with the requested changes was made by Stephanie Malm and seconded by Becky Beissel. The vote was: 6 ayes, 0 nays, motion carried unanimously.

A motion to approve Policy 522 Title IX Sex Nondiscrimination with the indicated legal reference changes by MSBA was made by Carrie Tate and seconded by Stephanie Malm. The vote was: 5 ayes, 1 nay with Carrie Tate voting against, motion carried.

A motion to approve Policy 532 Use of Peace Officers with the indicated changes was made by Becky Beissel and seconded by Lisa Hedin. The vote was: 6 ayes, 0 nays, motion carried unanimously.

A motion to approve policy 613 Graduation with the indicated MSBA changes to the policy was made by Carrie Tate and seconded by Becky Beissel. The vote was: 5 ayes, 1 nay with Carrie Tate voting against, motion was carried.

A motion to approve the proposed maximum levy limitations was made by Becky Beissel and seconded by Stephanie Malm. The vote was: 6 ayes, 0 nays, motion carried unanimously.

A motion to approve the Community Education Licensed Coordinator Contract was made by Stephanie Malm and seconded by Jessica Dressely. The vote was: 5 ayes, 1 nay with Carrie Tate voting against, motion carried.

A motion for the board to have a conversation about when to contact legal counsel vs. MSBA and the process for following up with board members was made by Carrie Tate and seconded by Jessica Dressely. The vote was 4 ayes, 2 nays with Lisa Hedin and Becky Beissel voting against, motion carried.

A motion was made for the board to have a discussion regarding replacing Rupp, Anderson, Squire, Waldspurger, and Mace as general counsel was made by Carrie Tate and seconded by Jessica Dressely. The vote was: 3 ayes and 3 nays. Those voting in favor were: Jessica Dressely, Carrie Tate, and Becky Beissel. Those voting against were: Lisa Hedin, Stephanie Malm, and Brian Davis. Motion failed.

A motion for the board to direct the policy committee to come up with an appeals process for books that are brought up through the curriculum materials review process was made by Carrie Tate and seconded by Jessica Dressely. The

vote was 3 ayes and 3 nays. The following voted in favor: Jessica Dressely, Brian Davis, and Carrie Tate. Those voting against were: Becky Beissel, Lisa Hedin, and Stephanie Malm. Motion failed.

A motion for the board to have a discussion about explicit materials in schools at a future meeting or work session was made by Brian Davis and seconded by Jessica Dressely. The vote was: 4 ayes, 2 nays with Stephanie Malm and Lisa Hedin voting against, motion carried.

With no further business to discuss, a motion to adjourn the meeting was made by Becky Beissel and seconded by Jessica Dressely. The vote was: 6 ayes, 0 nays, motion carried unanimously. The meeting was adjourned at 9:10 PM.



## MISSION

*Our Core Purpose*

**We Care**

**We Empower**

**We Achieve**

Students are the heart of all we do

# Hastings Teaching & Learning Department Growing Our Multi-tiered Systems of Support

October 26, 2022

*Students are the heart of all we do*



# COVID-19 ESSER RELIEF FUNDS

## Multi-tiered Systems of Support Specialists (MTSS)

Brienna McNamara	Elementary
Madeline Wieneke	Secondary

## Student Success Coaches

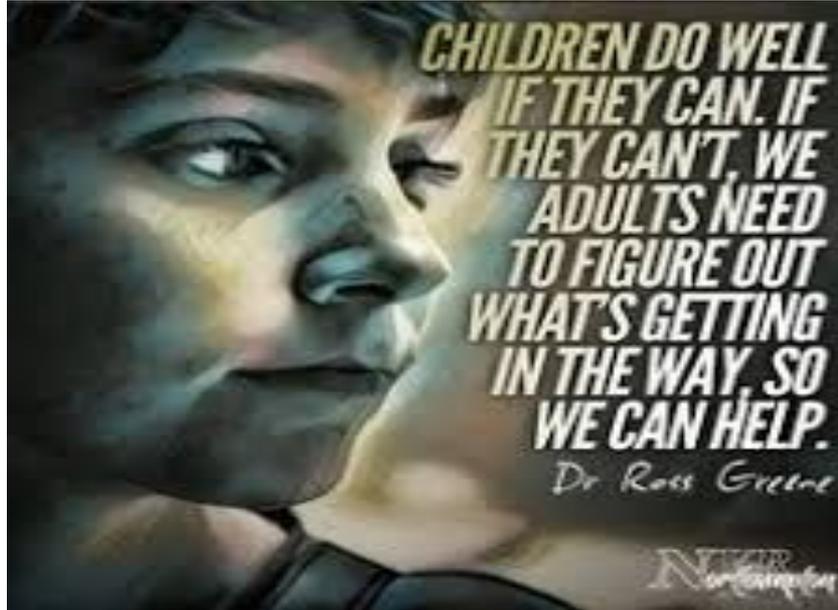
Katie Nye	KES
Tina Hauer	MES
Scott Addyman	PES
Emilie Scott	HMS
Tom Fritze	HHS

## Additional Support Staff

Social Worker	HHS
Chemical Health Specialist	Secondary
TAP Therapist	Elementary
TAP Therapist	Secondary
School Accountability Monitors	Secondary



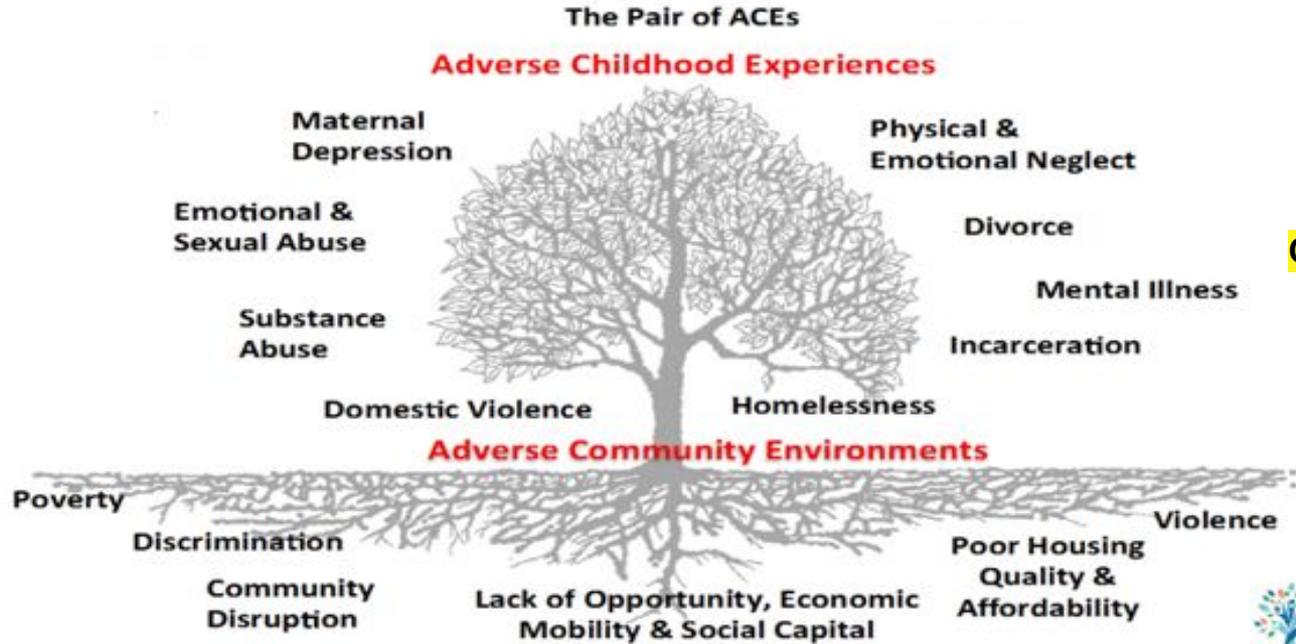
# MTSS Mindset



<https://quotefancy.com/ross-w-greene-quotes>



# ADVERSE CHILDHOOD EXPERIENCES (ACES)



**COVID-19 Crisis**

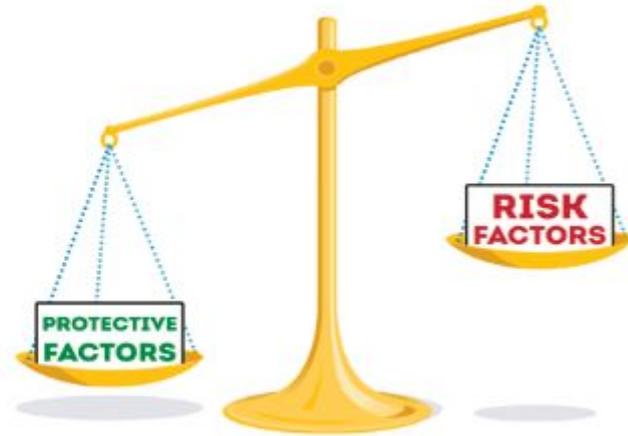
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# RELATIONSHIPS MATTER!!!

## 10 Protective Factors (Individual, Societal/Community, Relational)

- Relational Skills**
- Problem-Solving Skills**
- Involvement in Positive Activities**
- Parenting Competencies**
- Caring Adults**
- Positive Peers**
- Positive Community**
- Positive Schools Environments**
- Economic Opportunities**



Child Welfare Information Gateway [https://www.childwelfare.gov/pubs/issue\\_briefs/protective\\_factors.cfm](https://www.childwelfare.gov/pubs/issue_briefs/protective_factors.cfm)

# MTSS: Practices, Systems, Data

## Multi-Tiered Systems of Support (MTSS)



## OUR GOALS

**Now** - support students and staff

**On-going** - develop systems and strategically align supports and processes

# Core MTSS Staff

## Student Success Coach and Multi-tiered Systems of Support (MTSS) Specialists

<u>Our Why</u>	<ul style="list-style-type: none"><li>• We CARE about supporting teachers to meet the needs of each student.</li><li>• We EMPOWER staff to navigate resources and systems.</li><li>• We ACHIEVE through collaboration and data informed practices.</li></ul> <p><i>Students are the HEART of all we do. /</i></p>
<u>Our What</u>	<ul style="list-style-type: none"><li>• Provide specialized support for students who are experiencing academic, behavioral, social, and/or emotional challenges within the school environment. Along with support for students, this position will also assist staff with implementing strategies to help all students be successful within the classroom.</li></ul>
<u>The How</u>	<p style="text-align: center;"><b>Tier 1</b> <b>For ALL 85%</b> <b>Academic, Social, Emotional &amp; Behavioral Development</b></p> <ul style="list-style-type: none"><li>• Collegial support</li><li>• Brainstorming areas of growth and proactive problem solving</li><li>• Incorporate 5D+ instructional practices</li><li>• Link supports and resources amongst staff</li><li>• Help identifying what type of support is needed and next steps for a student</li><li>• Data analysis support</li><li>• Share professional insights and connections between building and district committees</li><li>• Support PLC work when applicable</li></ul>

# Core MTSS Staff

## Tier 2

For SOME 10-15%

Academic, Social, Emotional & Behavioral Development

- Coaching and modeling strategies in the classroom for students and staff
- Support implementing evidence-based interventions
- Support collecting data for improved outcomes
- Classroom engagement and management strategies
- Model and support skills and strategies
- Incorporate proactive behavior support systems
- Assist with instructional differentiation and accommodations
- Support implementation of professional development

## Tier 3

For FEW 5% or less

Academic, Social, Emotional & Behavioral Development

- Design and support implementation of structured intensive programming and interventions.



# MISSION

*Our Core Purpose*

**We Care**

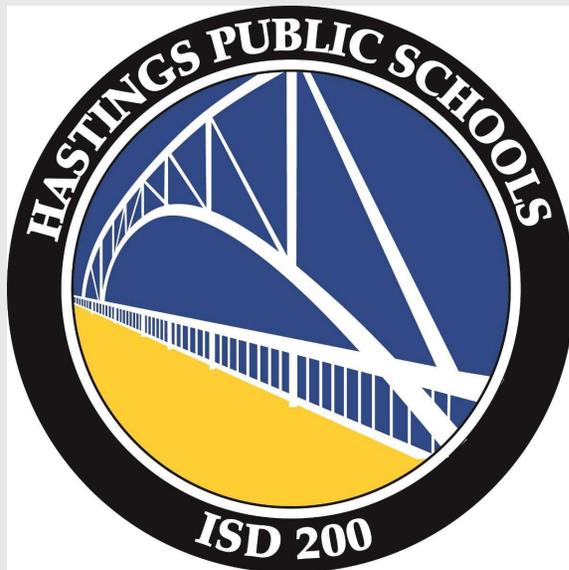
**We Empower**

**We Achieve**

Students are the heart of all we do



# Enrollment Report 2022



October 1<sup>st</sup> Snapshot  
Hastings Public Schools

Prepared by:  
Jennifer Seubert  
Director of Finance & Operations

# Introduction

## Why a Snapshot?

The October 1 snapshot describes our K-12 enrollment demographics at a single point in time, the actual recorded enrollment at the beginning of October. Historical trends have been included to help illustrate the enrollment changes over the past 10 years.



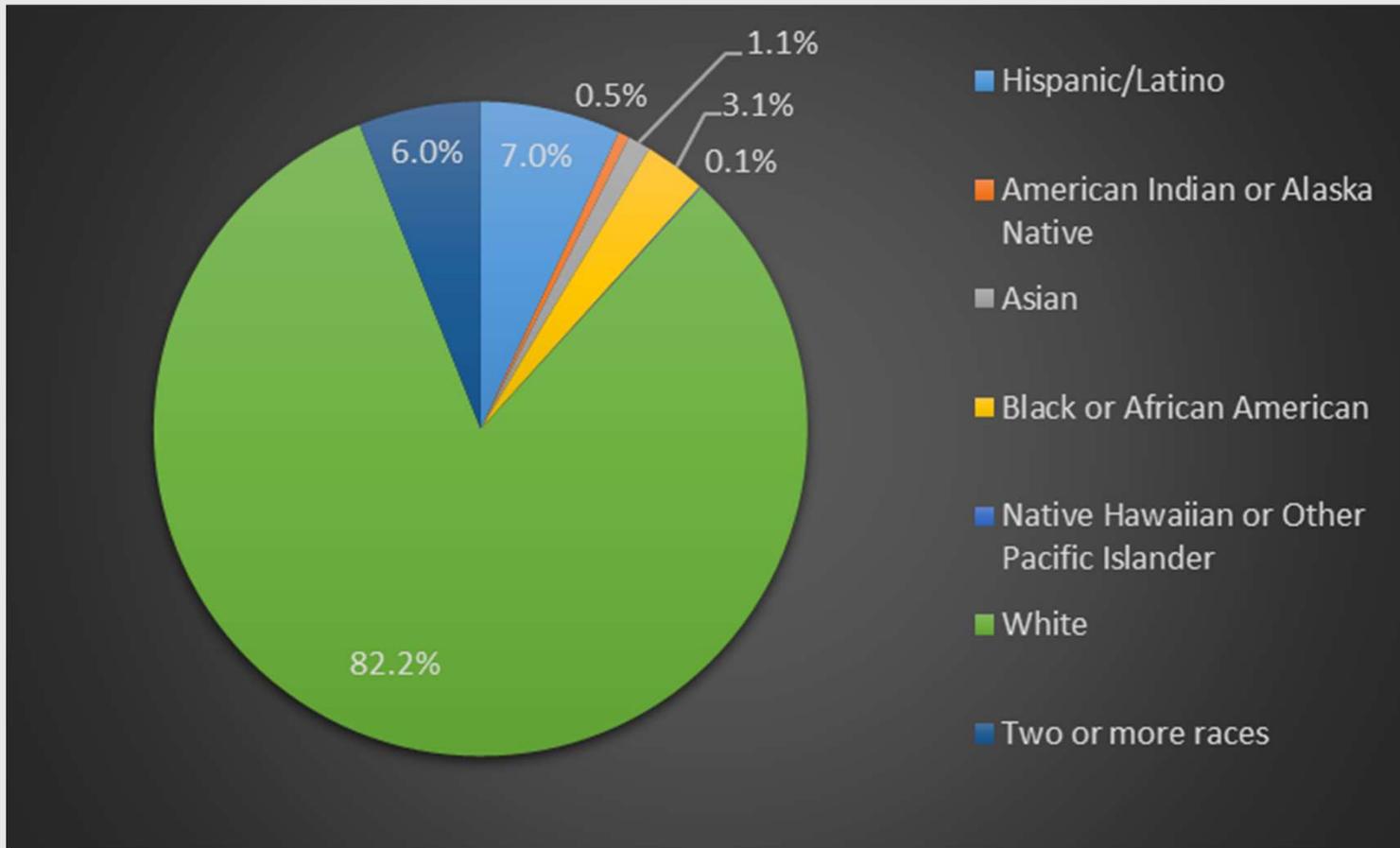
# Enrollment Information Summary - 2022

District-Wide Enrollment				
	Oct. 1 2020	Oct. 1 2021	Oct. 1 2022	Difference from Last Year
Grades K-4	1,420	1,383	1,383	-
Grades 5-8	1,280	1,240	1,216	(24)
Grades 9-12	1,440	1,456	1,439	(17)
K-12	4,140	4,079	4,038	(41)

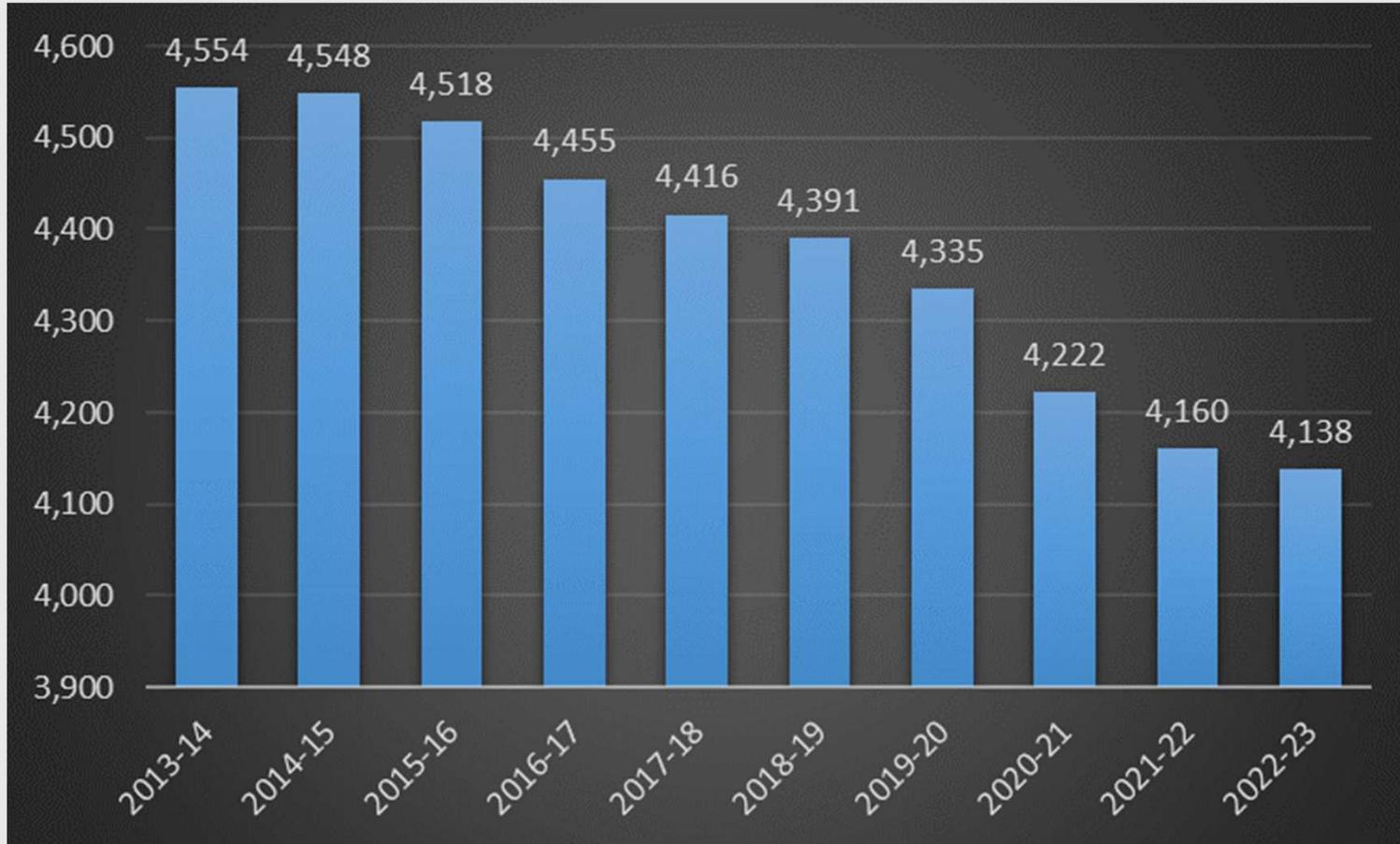
Elementary Schools Enrollment					
	Kennedy	McAuliffe	Pinecrest	Special Services	Total
10/1/20 Actual	452	507	456	5	1,420
10/1/21 Actual	438	489	455	1	1,383
10/1/22 Actual	451	471	449	12	1,383

Secondary Schools Enrollment						
	Middle School	High School	Hastings Online Academy	ALC	STAARS	Total
10/1/20 Actual	1,280	1,404		29	7	2,720
10/1/21 Actual	1,240	1,343	68	37	8	2,696
10/1/22 Actual	1,216	1,354	48	31	6	2,655

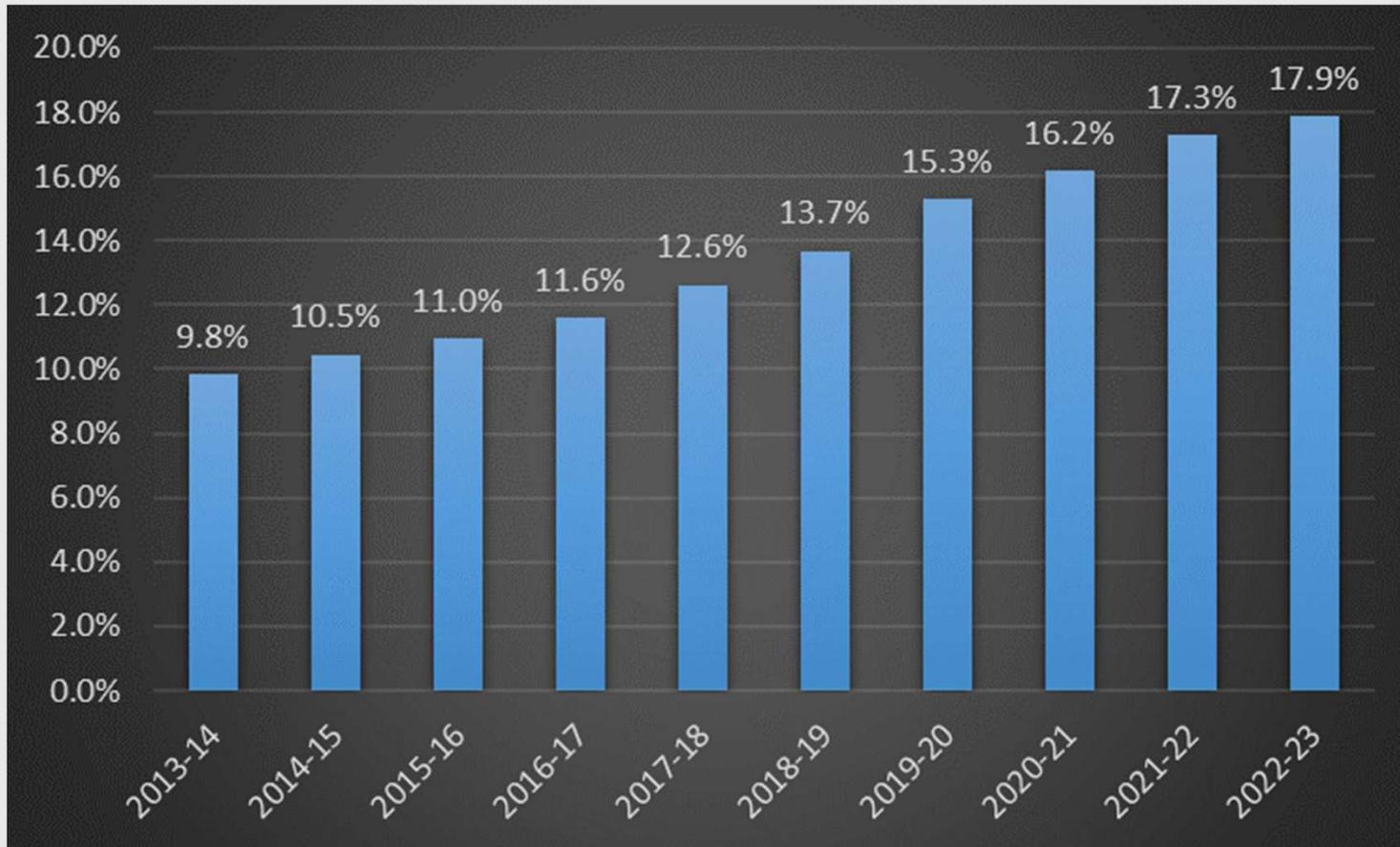
# District Ethnic Diversity



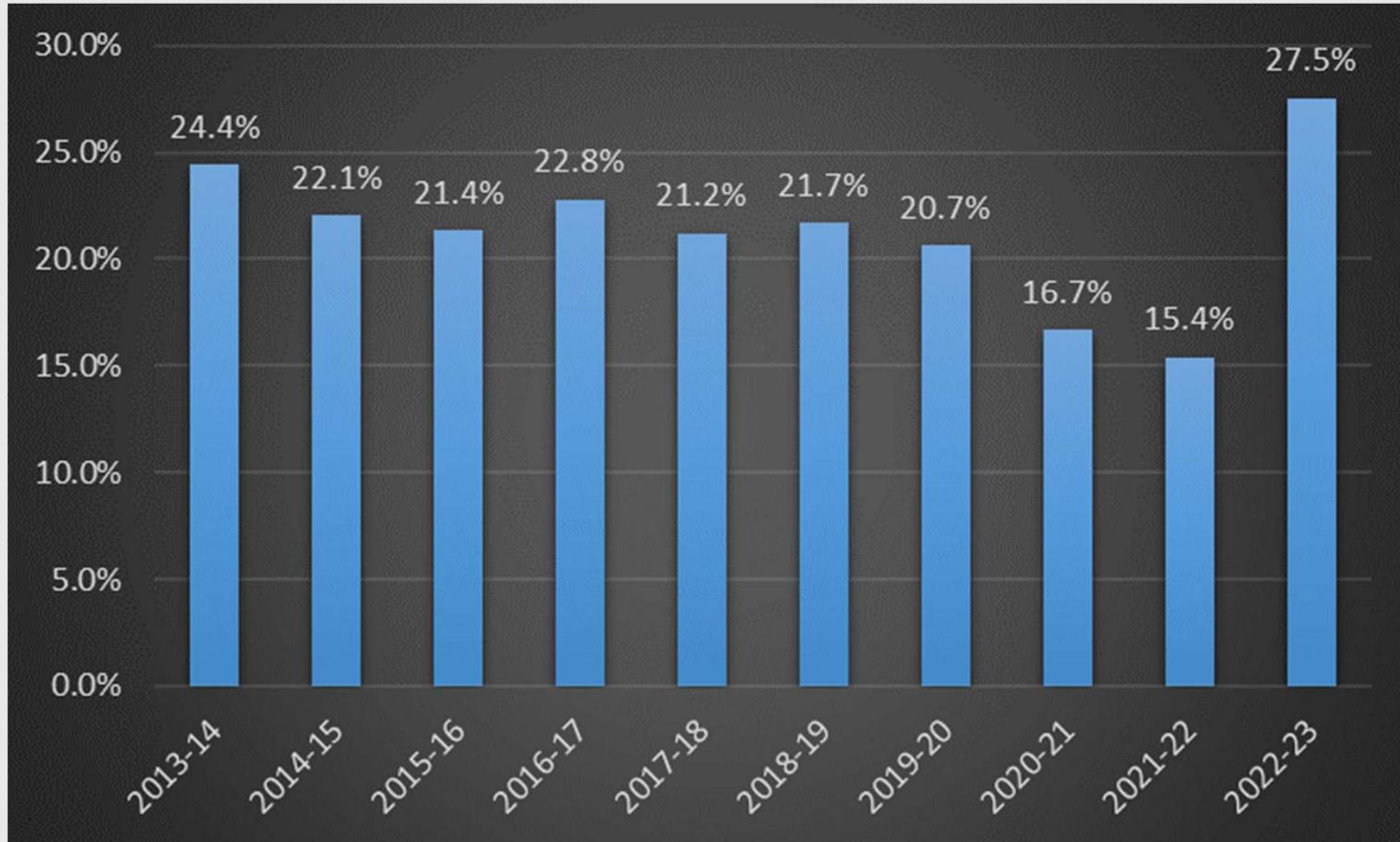
# Enrollment – Past Ten Years



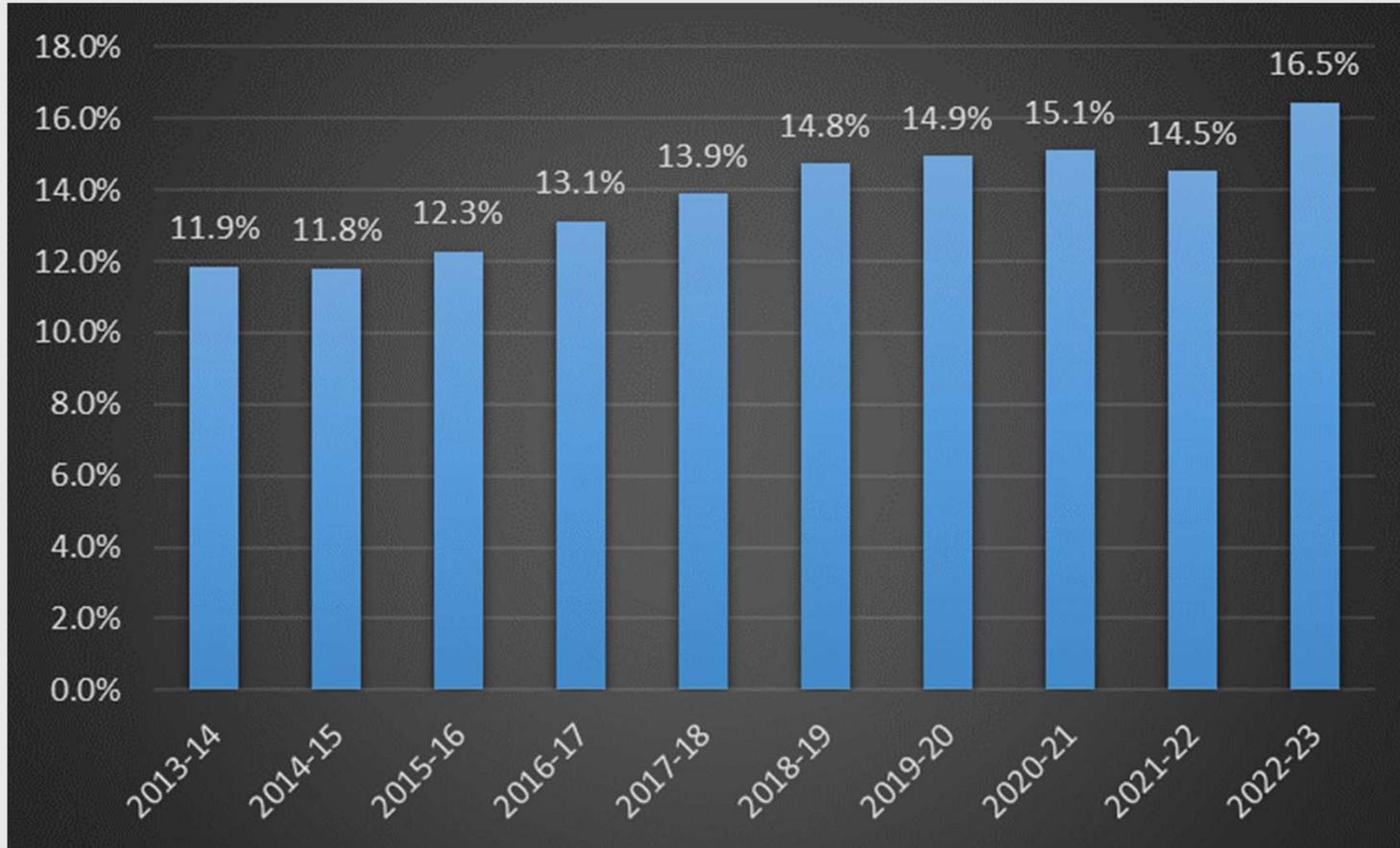
# Ethnic Diversity – Past Ten Years



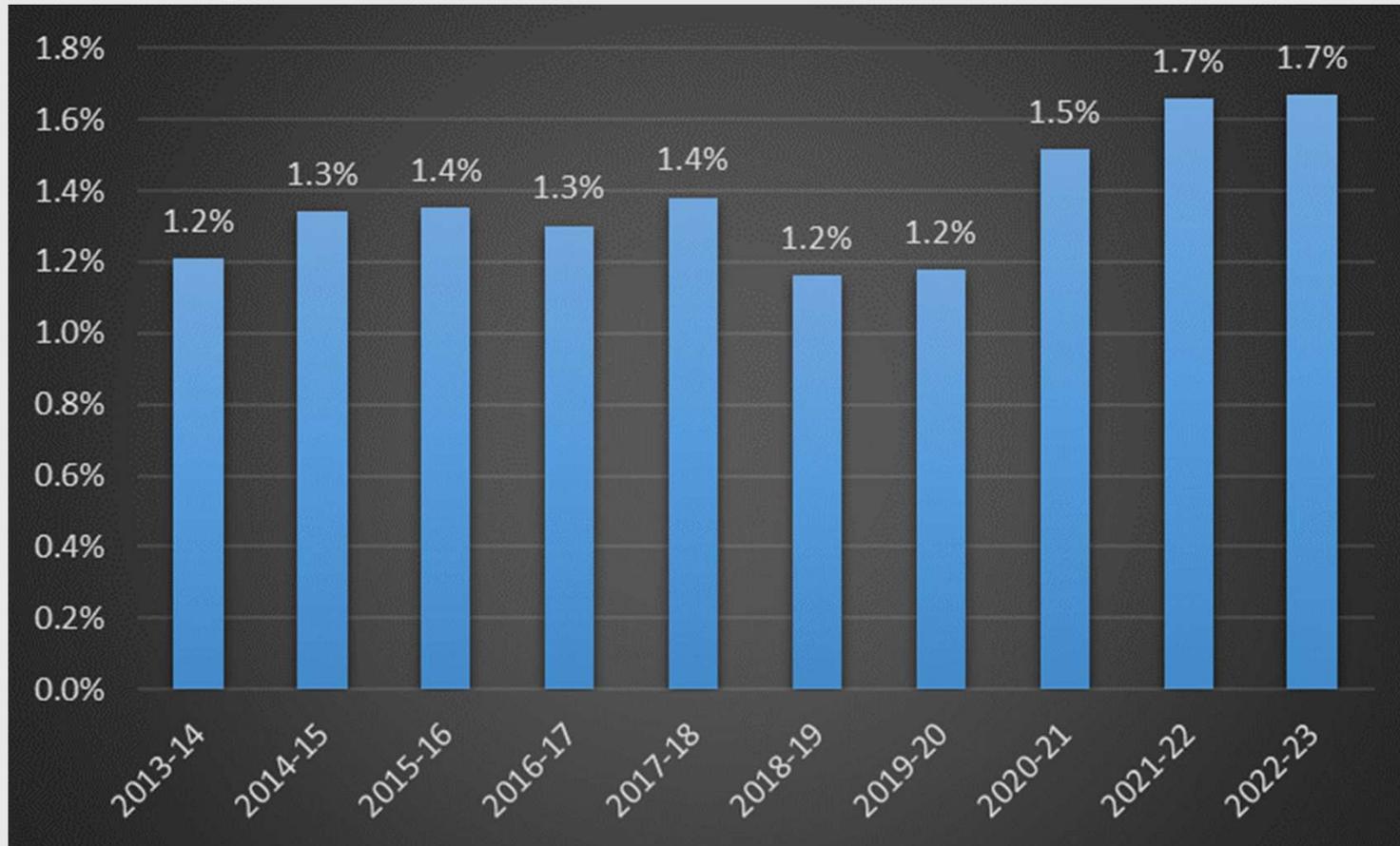
# Free & Reduced Eligibility – Past Ten Years



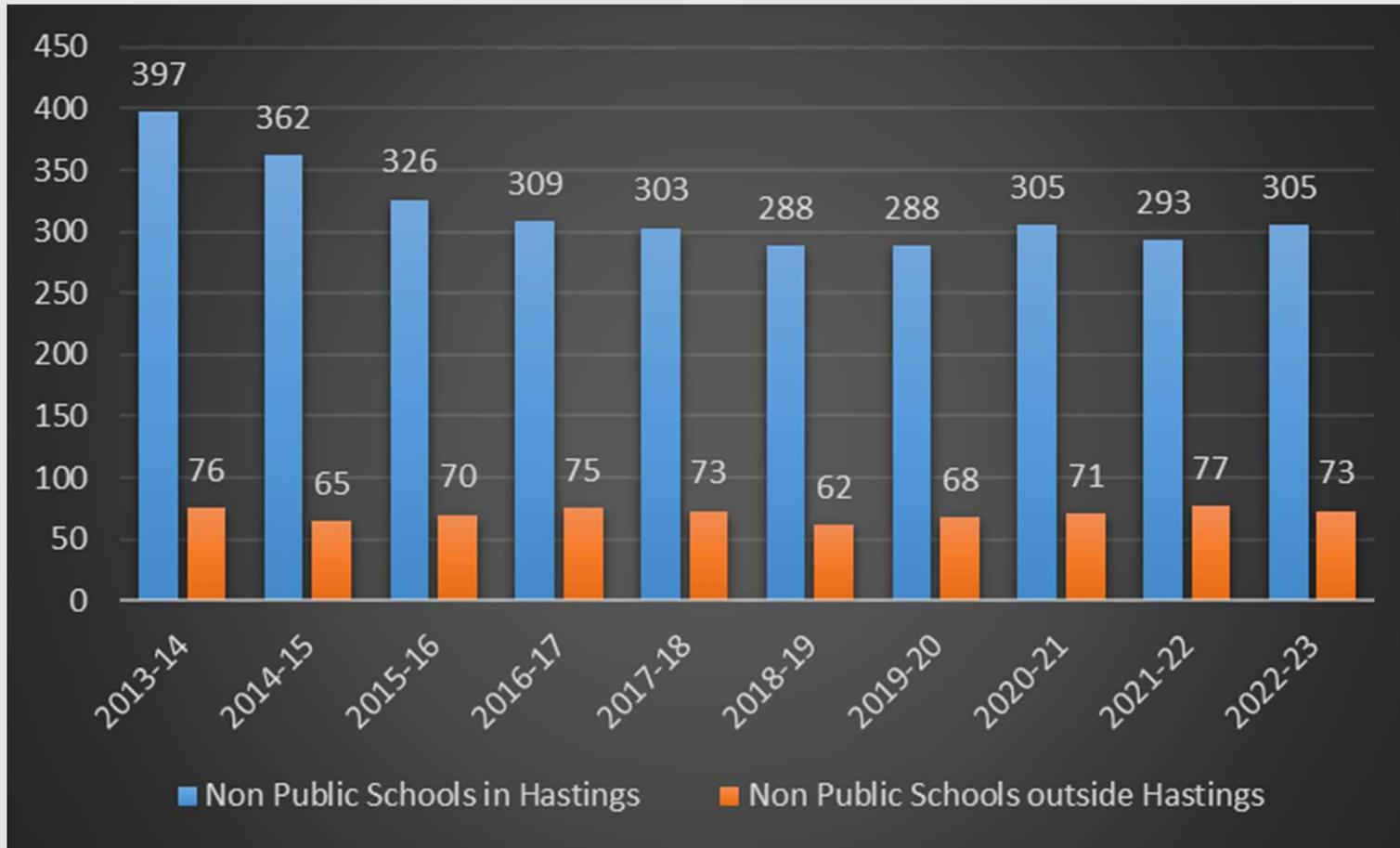
# Special Education – Past Ten Years



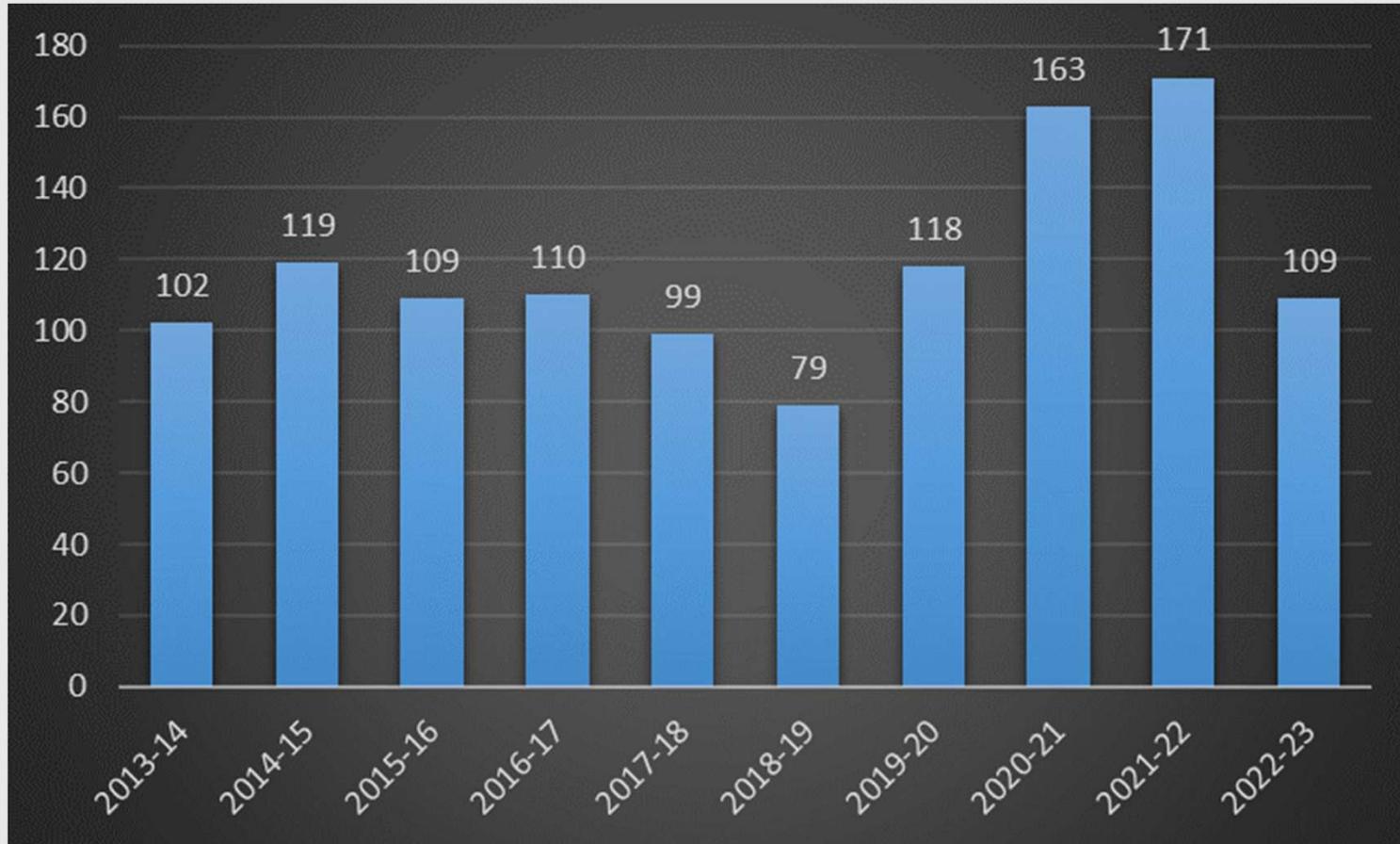
# English Learners – Past Ten Years



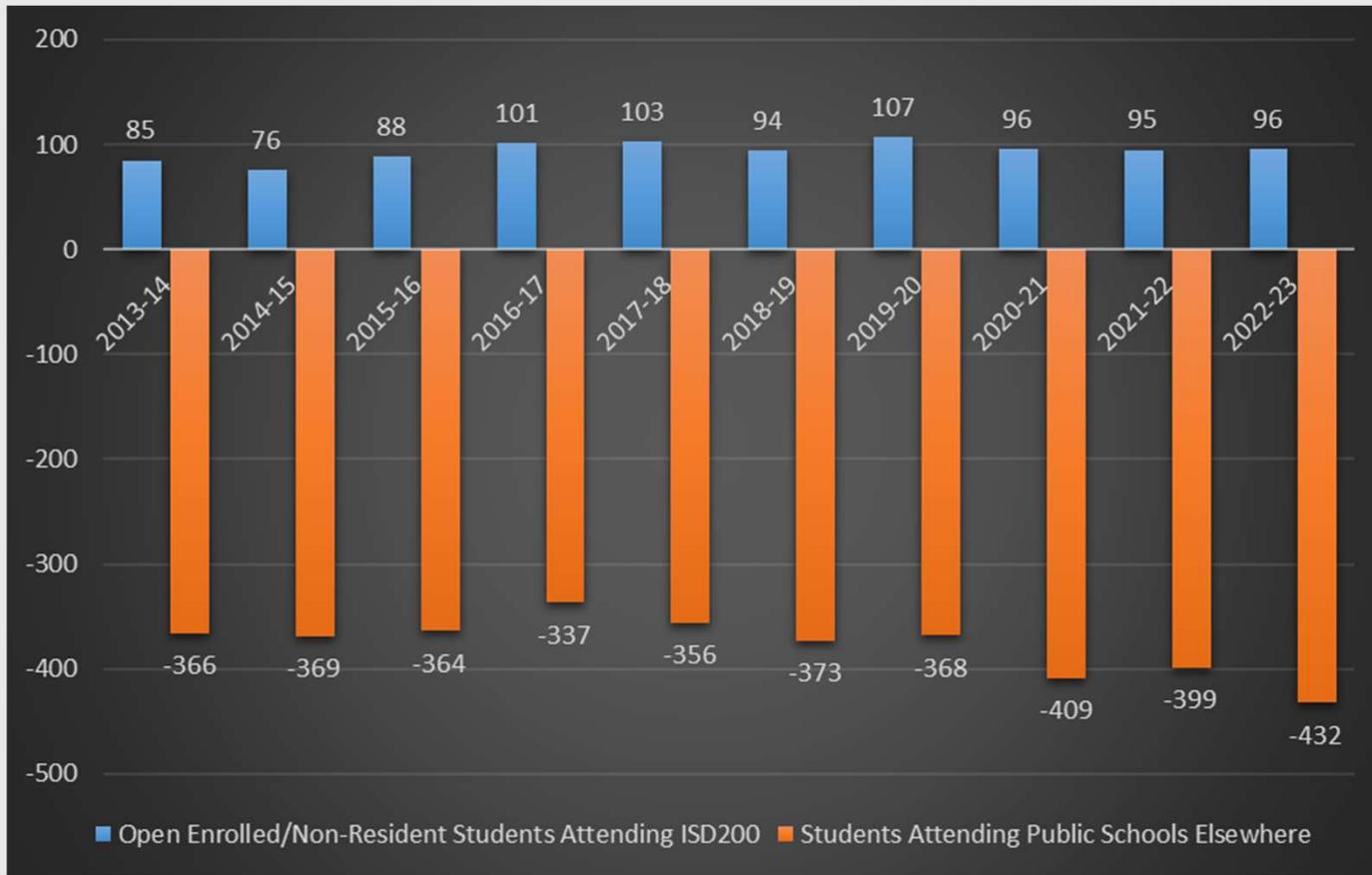
# Non Public School Students – Past Ten Years



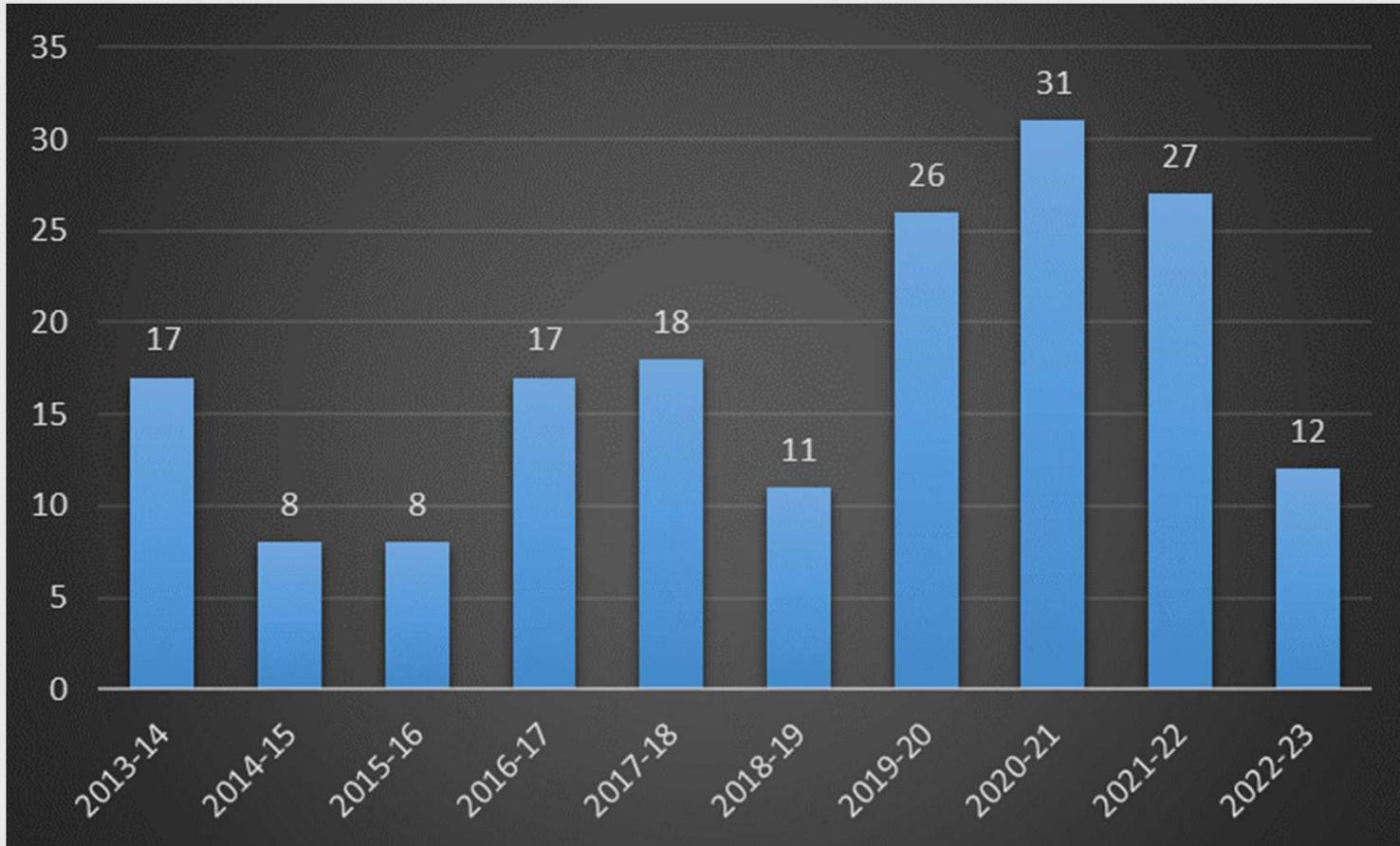
# Home School Students – Past Ten Years



# Open Enrollment – Past Ten Years



# Dakota County ALC – Past Ten Years



### Building Construction Fund Projects as of 9/31/2022

	A	B	C	D	E	A-C-D-E	
Project	Project Budget	Vendor Bid Amount +/- Change Orders	Vendor Contract Expenses to Date	Wold/Loeffler 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	62,183	248	303,290	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
Pinecrest Exterior Emergency Lighting	10,000	-	-	-	4,780	5,220	Complete
High School Tennis Court Replacement	542,000	495,345	495,345	34,683	34,647	(22,674)	Complete
Kennedy & McAuliffe Partial Roof Replacement	533,200	405,900	405,900	33,978	3,154	90,168	Complete
High School Lecture Hall	140,000	-	-	-	139,530	470	Complete
Replace Middle School Softball & Baseball Backstops	160,000	-	-	-	84,647	75,353	Complete
Miscellaneous Deferred Maintenance Projects <\$100,000	367,100	-	-	-	135,856	231,244	Complete
Contingency	2,007,858	-	-	-	-	2,007,858	Contingency
Reallocations from/to projects	(8,590,784)	-	-	-	-	(8,590,784)	Reallocation
Interest Earnings	-	-	-	-	-	2,195,637	Interest Earnings
<b>Subtotal</b>	<b>12,266,060</b>	<b>11,991,142</b>	<b>11,991,142</b>	<b>1,164,606</b>	<b>831,797</b>	<b>474,152</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	23,814,024	22,189,111	22,070,281	1,385,892	251,768	106,082	In Process
Water Coolers (Tilden & Middle School)	182,000	137,990	-	11,559	-	170,441	In Process
McAuliffe Deferred Maintenance & Water Coolers	336,731	281,993	267,893	12,216	42,869	13,752	In Process
Kennedy Deferred Maintenance	662,576	486,687	481,820	19,106	6,731	154,919	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	153,305	145,640	19,086	98,904	66,370	In Process
Middle School Privacy Improvements	324,300	261,758	248,670	14,787	933	59,909	In Process
HHS Privacy Improvements	1,109,063	869,759	716,714	120,499	4,065	267,786	In Process
Door & Glass Improvements	500,000	31,450	27,978	28,997	3,000	440,025	In Process
Middle School Track	493,750	341,274	99,368	30,535	17,334	346,513	In Process
High School Lighting (split from HS Deferred Maintenance)	411,000	124,549	106,125	2,473	203	302,200	In Process
High School Parking Lot Improvement - Phase 3	324,760	143,208	88,092	5,412	4,654	226,602	In Process
Middle School Storage Building	687,500	415,000	257,985	14,769	12,224	402,522	In Process
Replace High School Carpet	612,100	376,700	353,148	41,387	16,808	200,757	In Process
District Wide Fire Alarm/Alert System Replacement	365,000	161,250	-	21,268	-	343,732	In Process
High School Fire Alarm/Alert System Replacement	435,000	355,000	-	25,541	-	409,459	In Process
High School Baseball Drainage	200,000	-	-	-	61,770	138,230	In Process
ALC Renovation	1,421,640	1,141,516	776,476	111,443	117,115	416,606	In Process
<b>Subtotal</b>	<b>32,926,644</b>	<b>27,887,549</b>	<b>25,947,038</b>	<b>1,910,750</b>	<b>641,909</b>	<b>4,426,947</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	-	-	339	-	49,661	In Design
Tilden Asbestos	18,400	-	-	-	-	18,400	In Design
High School Deferred Maintenance	193,400	-	-	36,172	-	157,228	In Design
Entrance Security Improvements	385,000	-	-	-	-	385,000	In Design
Interior Locks Allowance	300,000	-	-	16,968	-	283,032	In Design
Monument Signs	200,000	-	-	-	-	200,000	In Design

**Subtotal** **1,146,800** - - **53,479** - **1,093,321**

*Remaining funds from in design 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	1,900,000	-	-	na	1,504,690	395,310	Not Completed
Grounds/Site Improvements	500,000	-	-	-	-	500,000	Not Completed
Flexible Learning Furniture	600,000	-	-	na	385,609	214,391	Not Completed
Miscellaneous Deferred Maintenance Projects <\$100,000	27,800	-	-	na	-	27,800	Not Completed

**Subtotal** **3,027,800** - - - **1,890,299** **1,137,501**

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

<b>Total</b>	<b>49,367,304</b>	<b>39,878,691</b>	<b>37,938,180</b>	<b>3,128,835</b>	<b>3,364,004</b>	<b>7,131,921</b>
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Complete and In Process (does not include contingency)	50,575,330
Project Total	49,367,304
%	102%

Transfers from/(to) 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
- \$397,500 Transferred from HHS Privacy Improvements to Middle School Storage Building
- \$160,100 Additional to Middle School Improvements
- (\$38,200) from Middle School Privacy Improvements
- (\$600,000) from High School Privacy Improvements
- (\$50,000) from High School Carpet
- \$86,000 Additional to Kennedy Deferred Maintenance
- \$400,000 Technology
- \$200,000 Monument Signs
- \$500,000 Grounds/Site Improvements
- \$300,000 Additional to Entrance Security Improvements



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

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## Policy Committee Mission

The Hastings School Board Policy Committee serves to review and revise current policies, and propose policy changes for adoption based on statute, at the direction of the School Board or administrator, and as identified for the benefit for the students and staff of ISD 200.

## Policy Committee Meeting

Time: October 5 and 19, 2022 4:00PM Central Time (US and Canada)

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

## Committee Agenda

**1. Policy 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations:** Majority board is open to having public comment at the table, heard by the entire board, before a business meeting. Considerations: time/place/manner, recorded or not, sign-up requirements. The policy draft reflects the feedback from the board and will go to another committee meeting on November 2<sup>nd</sup> with the intent to bring to the November board meeting.

**2. Policy 208 Development, Adoption, and Implementation of Policies:** cross referencing this with policies 205 and 207. Will be reviewed again in November by the committee with intent to present proposed changes to the board at the November board meeting.

### **3. 600 Series Update:**

**Policy 604 Inclusive Education Program / 604 Instruction Curriculum:** Under administrative review to identify the portions of the MSBA and our district policies 604 that are in other policies. Likely recommendation will be to remit policy 604 completely. Administration will provide their updates to the committee on November 30<sup>th</sup>.

**Policy 616 School District System Accountability:** Under administrative review, will provide us their recommended changes at our November 30<sup>th</sup> committee meeting.

**Policies 601, 601.1 Curriculum & Instruction:** likely recommendation is to adopt MSBA's 2022 updated policy 601 with clarifying verbiage specific to our district and recommendation to not change policy 601.1. Administration will provide the committee an update on this policy with intent to bring this to the board in November.

**Policy 603 Curriculum Development:** likely recommendation is to adopt MSBA's 2022 updated policy 603 with minor changes, specifically in reference to "site teams" which are a district team for ISD 200. Administration will provide the committee an update on this policy with intent to bring this to the board in November.

**Policies 606, 606.1, 606.2 Textbooks:** likely recommendation is to adopt MSBA's 2022 606 policy updates, there are a few proposed changes by administration for 606.1 and 606.2. Administration will provide the committee an update on this policy with intent to bring this to the board in November.

**614 Testing Plans & Procedures:** Recommend removing this policy since it's procedural and referenced in statute, although MSBA recommends having this policy. If we choose to keep the policy, recommendation is to keep sections I and II only. Committee will review this policy further with intent to bring to the board in November.

**615 Basic Skills Testing:** Recommend removing this policy since it's procedural and referenced in statute. If we choose to keep the policy, recommendation is to keep sections I and II only. Committee will review this policy further with intent to bring to the board in November.

**623 Mandator Summer School Learning:** Recommend adopting MSBA's 2022 update. Committee will review this policy one more time before bringing it to the board for consideration in November or December.

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#### **4. First Reading Follow up from September 28<sup>th</sup> Board Meeting:**

**Policy 209 Code of Ethics:** Received and reviewed the Osseo Policy 209. Current changes are non-substantive change, and this policy will go to review in 2023. Committee recommendation is to approve this policy with the non-substantive changes and understanding that the policy will be reviewed in 2023 with the other 200 series policies.

**210 Conflict of Interest:** There are procedures listed in this policy and we can work through what this looks like during the scheduled 2023 review. Committee recommends approval with non-substantive changes and understanding that the policy will be reviewed in 2023 with the 200 series policies.

**416 Drug and alcohol Testing:** The question brought up was that B1 and B7 were interpreted as duplicative and do we need both. They are not duplicative. Policy is under administrative review. Intend to bring this to the November board meeting for board consideration.

**418 Drug-Free Workplace/School:** Question was why do we exclude smoking, and do we need to include specific verbiage about vaping? Policy is under administrative review. Intend to bring this to the November board meeting for board consideration.

**603 Curriculum Development:** Committee reference clean up, intend to bring this to the November board meeting for board consideration.

**709 Student Transportation Safety:** Rules are not listed on the website - this has been addressed as of 9/29/2022. Intend to bring this to the November board meeting for board consideration.

#### **5. Second Readings from September 28<sup>th</sup> Board Meeting:**

**Policies 428 Ethical Behavior, 429 Conflict of Interest, 903 Visitors to School District Buildings and Sites:** will review at the November committee meeting and bring to the board with recommendations.0

**6. Policy Committee:** Next meetings are November 2<sup>nd</sup> from 4-5:30pm, November 30<sup>th</sup> from 4-5pm, and December 15<sup>th</sup> from 3-4pm at the District Office.

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# AIA®

# Document G701™ – 2017

## Change Order

**PROJECT:** *(Name and address)*  
 Hastings High School Parking Lot  
 Improvements (182011)  
 200 General Sieben Drive  
 Hastings, Minnesota 55033

**CONTRACT INFORMATION:**  
 Contract For: General Construction  
  
 Date: February 28, 2022

**CHANGE ORDER INFORMATION:**  
 Change Order Number: One (1)  
  
 Date: August 18, 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)*  
 Pine Bend Paving  
 16500 Fischer Avenue  
 Hastings, Minnesota 55033

**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.)*

COR #01: Additional Surveying. Add \$607.50

**TOTAL CHANGE ORDER NO. 1 ADD \$607.50**

The original Contract Sum was	\$	142,600.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	142,600.00
The Contract Sum will be increased by this Change Order in the amount of	\$	607.50
The new Contract Sum including this Change Order will be	\$	143,207.50

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

08/18/2022  
DATE

Pine Bend Paving  
CONTRACTOR *(Firm name)*

SIGNATURE

Max Jacoby (Project Manager)  
PRINTED NAME AND TITLE

8.19.2022  
DATE

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

SIGNATURE

PRINTED NAME AND TITLE

DATE

## Request For Change Order

Total Change Order Request: **\$607.50**

**Project Name:** Hastings High School - 2022 Parking Lot Improvements  
**Job #:** 22-3209  
**Owner:** ISD #200: Hastings Public Schools  
**Contact:** Cameron Dahlin  
 Email: [cdahlin@loefflerconstruction.com](mailto:cdahlin@loefflerconstruction.com)

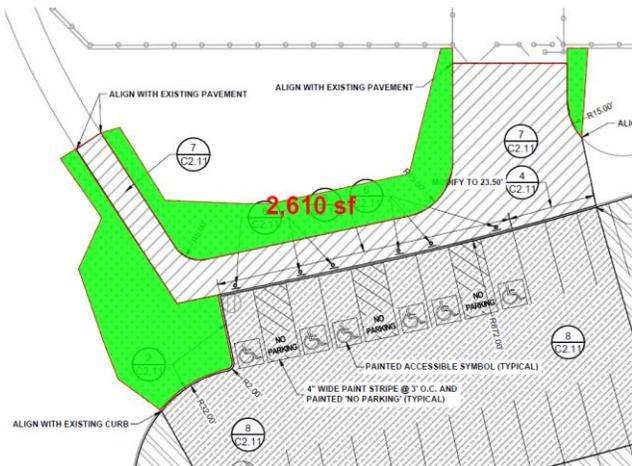
**Reason for Change:** Additional surveying/staking hours due do plan errors  
 Reduction in sodding scope

### Pricing Breakdown:

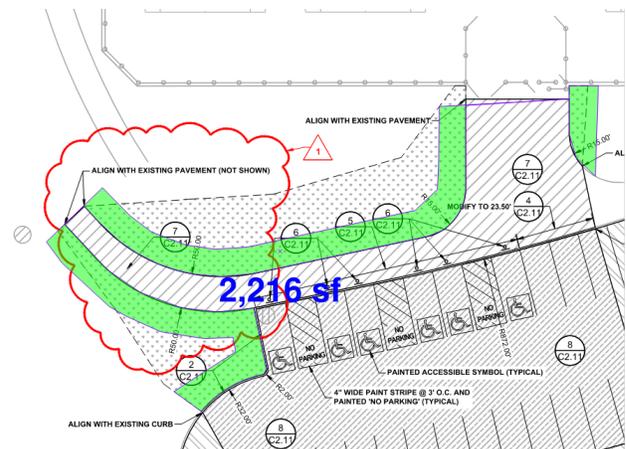
Item	Quantity	Units	Unit Price	Amount
Additional Surveying/Staking	1	LS	\$ 1,100.00	\$ 1,100.00
Reduction in Sodding	-394	SF	\$ 1.25	\$ (492.50)

**Total CO Amount: \$ 607.50**

**Original Bid = 2,610 sf**



**Revised Scope = 2,216 sf**





**AIA**<sup>®</sup>

# Document G701™ – 2017

## Change Order

**PROJECT:** *(Name and address)*  
Hastings Middle School Privacy  
Improvements (202181)  
Hastings Middle School  
1000 West 11th Street  
Hastings, Minnesota 55033

**CONTRACT INFORMATION:**  
Contract For: General Construction  
  
Date: January 27, 2022

**CHANGE ORDER INFORMATION:**  
Change Order Number: Three (3)  
  
Date: October 6, 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)*  
CM Construction Company, Inc.  
12215 Nicollet Avenue South  
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 #03: Power Supply For Mortise Lock *Add \$1,313.00*

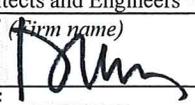
**TOTAL CHANGE ORDER NO. 3      ADD \$1,313.00**

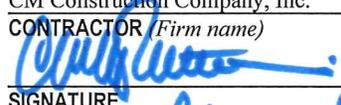
The original Contract Sum was	\$	<u>251,800.00</u>
The net change by previously authorized Change Orders	\$	<u>9,958.00</u>
The Contract Sum prior to this Change Order was	\$	<u>261,758.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>1,313.00</u>
The new Contract Sum including this Change Order will be	\$	<u>263,071.00</u>

The Contract Time will be unchanged by Zero (0) days.  
The date of Substantial Completion will be unchanged.

**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  
10/06/2022  
DATE

CM Construction Company, Inc.  
CONTRACTOR *(Firm name)*  
  
SIGNATURE  
Charles M. Peterson VP.  
PRINTED NAME AND TITLE  
10/7/22  
DATE

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



12215 NICOLLET AVENUE SOUTH, BURNSVILLE, MN 55337 • (952) 895-8223 • FAX (952) 895-8183

August 3, 2022

Wold Architects & Engineers  
332 Minnesota Street, #W2000  
St. Paul, MN 55101

Attn: Doug Kahl

Re: Hastings Middle School Privacy Improvements

Dear Doug

CM Construction is pleased to provide the following pricing on the above referenced project as follows:

1. GCPR #3 (8/3/22); add power supply for mortise lock functioning.

A. door / hardware power supply work

	material	\$795.00
	labor	\$375.00
B. P & O.H. (GC)	10%	\$117.00
C. P & O.H. (Sub)	5%	\$0.00
D. Bond	2%	\$26.00

**Add**

**\$1,313.00**

\* This proposal may be revised or withdrawn if not accepted within 7 calendar days.

\* Time extension required: 0 calendar days after written approval.

\* The cost and/or time to do the work in this proposal is solely for the work contemplated in the proposal; the effects of this and other change order work on the project cannot be assessed at this time; and CM Construction reserves the right to claim additional time and compensation for the cumulative impacts of multiple changes on the project.

Exclusions:

Anything not specifically listed as included above.

If there are any questions, or if you need additional information, please don't hesitate to contact me.

Thank you,

Charles Peterson  
CM CONSTRUCTION COMPANY, INC.  
Vice President



# Johnson Hardware Company LLC

14 First Avenue S.W. ~ P.O. Box 599  
 Dodge Center, Minnesota 55927  
 Phone: 507-374-2425 ~ Fax: 507-374-2405

Project: Hastings Middle School  
 Attention: Chuck Peterson

Date: 8.2.2022

## CO#1

Johnson Hardware  
 Omaha  
 1201 Pacific St.  
 PO Box 3628  
 Omaha, NE 68103  
 402-444-1650

**Includes:**

PS906 Power Supply	\$742.00
Labor to help install 4 mortise locks on site	\$375.00

Johnson Hardware  
 Grand Island  
 1004 N. Diers Ave.  
 Suite 214A  
 Grand Island, NE  
 68803  
 308-381-4366

Johnson Hardware  
 Lincoln  
 3939 N. 48th St.  
 Lincoln, NE 68504  
 402-464-6404

CO#1 Subtotal:	\$1,117.00
Tax 7.125%	\$79.59
<b>CO#1 Total</b>	<b>\$1,196.59</b>

Johnson Hardware  
 North Platte  
 1320 East 4th St.  
 North Platte, NE  
 69101  
 308-532-9748

Original Contract Amount:	\$11,120.00
Tax 7.125%	\$792.30

---

**New Contract Amount: \$13,108.89**

*Only the PR's/RFI's that I have approval for and the current PR are listed in the above breakdown, if you do not see a PR listed I do not have written approval for and those changes have not been made.*

Johnson Hardware  
 Minnesota  
 14 1st. Ave. SW  
 PO Box 599  
 Dodge Center, MN  
 55927  
 507-374-2425

**I am waiting for approval or rejection for**

**Thank you!**  
 Matt Heller



# AIA Document G701™ – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> ALC Renovation at Hastings High School (212253) Hastings High School 200 General Sieben Drive Hastings, Minnesota 55033	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: March 25, 2022	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: Four (4)  Date: October 19, 2022
<b>OWNER:</b> <i>(Name and address)</i> Independent School District #200 1000 West 11th Street Hastings, Minnesota 55033	<b>ARCHITECT:</b> <i>(Name and address)</i> Wold Architects and Engineers 332 Minnesota Street, Suite W2000 Saint Paul, Minnesota 55101	<b>CONTRACTOR:</b> <i>(Name and address)</i> CM Construction Company, Inc. 12215 Nicollet Avenue South 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.)*

- PR #10: Tile Work and Trim. *Add \$2,161.00*
- PR #12: Additional Louver Blinds. *Add \$720.00*
- GCPR #03: Signage Revisions. *Add \$2,463.00*
- GCPR #10: Install Monitor Mounts. *Add \$359.00*
- GCPR #11: Tackable Wall Covering at Reception. *Add \$1,258.00*

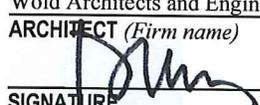
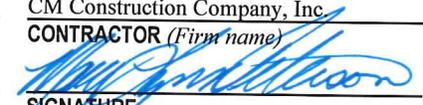
**TOTAL CHANGE ORDER NO. 4 ADD \$6,961.00**

The original Contract Sum was	\$ 1,095,800.00
The net change by previously authorized Change Orders	\$ 45,716.00
The Contract Sum prior to this Change Order was	\$ 1,141,516.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 6,961.00
The new Contract Sum including this Change Order will be	\$ 1,148,477.00

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

**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.**

<u>Wold Architects and Engineers</u> <b>ARCHITECT</b> <i>(Firm name)</i>	<u>CM Construction Company, Inc.</u> <b>CONTRACTOR</b> <i>(Firm name)</i>	<u>Independent School District #200</u> <b>OWNER</b> <i>(Firm name)</i>
 <b>SIGNATURE</b>	 <b>SIGNATURE</b>	 <b>SIGNATURE</b>
<u>DOUGLAS KAHL, PROJECT MANAGER</u> <b>PRINTED NAME AND TITLE</b>	<u>MARY LYNN PETERSON</u> <b>PRINTED NAME AND TITLE</b> <i>President</i>	 <b>PRINTED NAME AND TITLE</b>
<u>10/19/2022</u> <b>DATE</b>	<u>10/19/22</u> <b>DATE</b>	 <b>DATE</b>



12215 NICOLLET AVENUE SOUTH, BURNSVILLE, MN 55337 • (952) 895-8223 • FAX (952) 895-8183

August 26, 2022

Wold Architects & Engineers  
332 Minnesota Street, Suite W2000  
St. Paul, MN 55101

Attn: Doug Kahl

Re: ALC Renovation at Hasintgs High School

Dear Doug,

CM Construction is pleased to provide the following pricing on the above referenced project as follows:

1. PR #010 (8/8/22) tile clarifications & add schluter base to toilet rooms.

A. Tile work		\$2,018.00
B. P & O.H. (GC)	10%	\$0.00
C. P & O.H. (Sub)	5%	\$101.00
D. Bond	2%	<u>\$42.00</u>

**ADD**

**\$2,161.00**

- \* This proposal may be revised or withdrawn if not accepted within 7 calendar days.
- \* Time extension required: **to be determined** calendar days after written approval.
- \* The cost and/or time to do the work in this proposal is solely for the work contemplated in the proposal; the effects of this and other change order work on the project cannot be assessed at this time; and CM Construction reserves the right to claim additional time and compensation for the cumulative impacts of multiple changes on the project.

Exclusions:

Anything not specifically listed as included above.

If there are any questions, or if you need additional information, please don't hesitate to contact me.  
Thank you,

Charles Peterson  
CM CONSTRUCTION COMPANY, INC.  
Vice President



MULTIPLE  
CONCEPTS  
INTERIORS

26 1<sup>ST</sup> Avenue North, Waite Park MN 56387  
(320) 253-5078  
Toll Free 1-800-770-2948  
Fax (320) 258-8345

8/25/2022

Attn: Mr. Chuck Peterson  
CM Construction  
12215 Nicollet Ave  
Burnsville, MN 55337

Project: ALC Renovation

RE: PR 10

Bid Division: Tile Work

Mr. Peterson,

Here is the requested pricing for PR #10

Item 10.1	
Material	\$ 600.00
OH&P @ 10%	\$ 60.00
Total	\$ 660.00

Item 10.2	
Material	\$ 560.00
9 Hours @ \$75/HR	\$ 675.00
Subtotal	\$1,235.00
OH&P @ 10%	\$ 123.00
Total	\$1,358.00

Total	\$2,018.00
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Feel free to call if you have any questions or concerns. Thank You.

Sincerely,  
Multiple Concepts Interiors, Inc.

*Manuel Cuevas*

Manuel Cuevas  
Project Manager

*Total Professional Design*



12215 NICOLLET AVENUE SOUTH, BURNSVILLE, MN 55337 • (952) 895-8223 • FAX (952) 895-8183

September 29, 2022

Wold Architects & Engineers  
332 Minnesota Street, Suite W2000  
St. Paul, MN 55101

Attn: Doug Kahl

Re: ALC Renovation at Hasintgs High School

Dear Doug,

CM Construction is pleased to provide the following pricing on the above referenced project as follows:

1. PR #012 (9/26/22) additional louver blinds.

A. Louver blind work		\$672.00
B. P & O.H. (GC) 10%		\$0.00
C. P & O.H. (Sub) 5%		\$34.00
D. Bond 2%		\$14.00

**ADD**

**\$720.00**

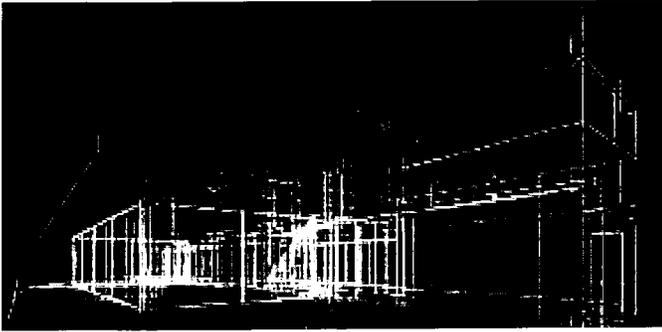
- \* This proposal may be revised or withdrawn if not accepted within 7 calendar days.
- \* Time extension required: **to be determined** calendar days after written approval.
- \* The cost and/or time to do the work in this proposal is solely for the work contemplated in the proposal; the effects of this and other change order work on the project cannot be assessed at this time; and CM Construction reserves the right to claim additional time and compensation for the cumulative impacts of multiple changes on the project.

Exclusions:

Anything not specifically listed as included above.

If there are any questions, or if you need additional information, please don't hesitate to contact me.  
Thank you,

Charles Peterson  
CM CONSTRUCTION COMPANY, INC.  
Vice President



Warren Drapery Company (DBA)

**Business Window Coverings**

2905 E Hennepin

Minneapolis, MN 55413

Contact: Warren Blechert

[warren@businesswindowcoverings.com](mailto:warren@businesswindowcoverings.com)

(612) 751-0512

Businesswindowcoverings.com

September 28, 2022

Charles M Peterson

CM Construction Company, Inc

Re: Bid for PR# 012 for the Hastings High School Project

This is a bid for additional blinds to cover sidelites in four offices in the Hastings High School project..

- Our price includes measure and installation.
- The bid includes four 1" horizontal metal blinds (see accompanying data).
- Our price is subject to a field measure.

**Total bid is \$672.00 (including sales tax) material- \$422, labor- \$200**

Warren Blechert

Business Window Coverings

2905 E Hennepin Av

Minneapolis, MN 55413

612-751-0512

Businesswindowcoverings.com

[warren@businesswindowcoverings.com](mailto:warren@businesswindowcoverings.com)

These are the rooms, quantities, and sizes used to determine our bid:

ROOM	QTY	WIDTH	LENGTH	STYLE
A111 OFFICE	1	21	96	S3000 1" MINI BLINDS
A112 OFFICE/FLEX	1	21	96	S3000 1" MINI BLINDS
A113 OFFICE/FLEX	1	21	96	S3000 1" MINI BLINDS
A114 OFFICE/FLEX	1	21	96	S3000 1" MINI BLINDS

Chuck,

I have reviewed all of my correspondence related to this project and cannot find a color selection for the metal blinds. If I have missed something I apologize but if you have that information please forward it to me. I'm told the window covering that is missing is because that window had not been installed at the time we measured. We can take care of that when we measure for the sidelites if our bid is approved.



12215 NICOLLET AVENUE SOUTH, BURNSVILLE, MN 55337 • (952) 895-8223 • FAX (952) 895-8183

June 24, 2022

Wold Architects & Engineers  
332 Minnesota Street, Suite W2000  
St. Paul, MN 55101

Attn: Doug Kahl

Re: ALC Renovation at Hasintgs High School

Dear Doug,

CM Construction is pleased to provide the following pricing on the above referenced project as follows:

1. GCPR #3 (6/2422) signage changes per reviewed shop drawings.

A. Signage		\$2,300.00
B. P & O.H. (GC)	10%	\$0.00
C. P & O.H. (Sub)	5%	\$115.00
D. Bond	2%	<u>\$48.00</u>
	<b>Add</b>	<b><u>\$2,463.00</u></b>

- \* This proposal may be revised or withdrawn if not accepted within 7 calendar days.
- \* Time extension required: 0 calendar days after written approval.
- \* The cost and/or time to do the work in this proposal is solely for the work contemplated in the proposal; the effects of this and other change order work on the project cannot be assessed at this time; and CM Construction reserves the right to claim additional time and compensation for the cumulative impacts of multiple changes on the project.

Exclusions:

Anything not specifically listed as included above.

If there are any questions, or if you need additional information, please don't hesitate to contact me.  
Thank you,

Charles Peterson  
CM CONSTRUCTION COMPANY, INC.  
Vice President

## Chuck Peterson

---

**From:** Jim Davis <nichevisualsign@gmail.com> on behalf of Jim Davis  
**Sent:** Tuesday, June 7, 2022 7:28 PM  
**To:** Chuck Peterson  
**Cc:** Kris Durant  
**Subject:** Re: FW: ISD #200 - ALC Renovation - Signage Submittal  
**Attachments:** Hastings HS ALC Renovation 6-7-22.pdf

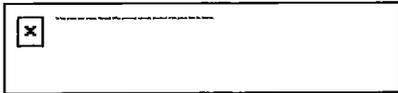
Chuck,

Sign Type B - 2 Signs Added

Sign Type C - 2 Signs Deleted

Dimensional Lettering changed from "THE LEARNING CENTER" changed to "HASTINGS ALTERNATIVE HIGH SCHOOL" and at two other elevations, "ALTERNATIVE LEARNING CENTER" changed to "HASTINGS ALTERNATIVE HIGH SCHOOL"

There are more letters in this change than the original drawings. I will put a change order request together. The revised shop drawings are attached.



**Jim Davis**  
1561 Suzanne Drive NE  
Longville, MN 612-408-3826

On Tue, Jun 7, 2022 at 1:45 PM Chuck Peterson <[chuck.peterson@cmconstructionco.com](mailto:chuck.peterson@cmconstructionco.com)> wrote:

Jim,

What changed?

**Charles M. Peterson**

Vice President

**CM Construction Company, Inc.**

Phone: 952-895-8223 / fax: 952-895-8183

[chuckp@cmconstructionco.com](mailto:chuckp@cmconstructionco.com)

## Chuck Peterson

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**From:** Kris Durant <kris.durant@cmconstructionco.com> on behalf of Kris Durant  
**Sent:** Thursday, June 9, 2022 9:49 AM  
**To:** Chuck Peterson  
**Subject:** FW: FW: ISD #200 - ALC Renovation - Signage Submittal  
**Attachments:** Hastings HS ALC Renovation - Change Order Request #1 6-8-2022.pdf

Chuck,

See attached CO request

Kris Durant  
**CM Construction Company**

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**From:** Jim Davis <nichevisualsign@gmail.com>  
**Sent:** Wednesday, June 8, 2022 9:35 PM  
**To:** Kris Durant <kris.durant@cmconstructionco.com>  
**Subject:** Re: FW: ISD #200 - ALC Renovation - Signage Submittal

Kris,

Here is the change order request for the changes requested by the architect through the shop drawing revision.

Please let me know if you have any questions.



Jim Davis  
1561 Suzanne Drive NE  
Longville, MN 612-408-3826

On Tue, Jun 7, 2022 at 8:17 AM Kris Durant <kris.durant@cmconstructionco.com> wrote:

Thanks Jim,

I'll watch for the drawings and samples. Send over revised pricing and I will get it to Chuck for review.

Thanks,





12215 NICOLLET AVENUE SOUTH, BURNSVILLE, MN 55337 • (952) 895-8223 • FAX (952) 895-8183

September 29, 2022

Wold Architects & Engineers  
332 Minnesota Street, Suite W2000  
St. Paul, MN 55101

Attn: Doug Kahl

Re: ALC Renovation at Hasintgs High School

Dear Doug,

CM Construction is pleased to provide the following pricing on the above referenced project as follows:

1. GCPR #10 (9/29/22) install monitor mounts in classrooms & the lodge (5) total.

A. carpentry work	material		\$20.00
	labor	3hrs @ \$100/hr	\$300.00
B. P & O.H. (GC)	10%		\$32.00
C. P & O.H. (Sub)	5%		\$0.00
D. Bond	2%		\$7.00
		<b>Add</b>	<b><u>\$359.00</u></b>

- \* The cost and/or time to do the work in this proposal is solely for the work contemplated in the proposal; the effects of this and other change order work on the project cannot be assessed at this time; and CM Construction reserves the right to claim additional time and compensation for the cumulative impacts of multiple changes on the project.

Exclusions:

Anything not specifically listed as included above.

If there are any questions, or if you need additional information, please don't hesitate to contact me.

Thank you,

Charles Peterson  
CM CONSTRUCTION COMPANY, INC.  
Vice President



12215 NICOLLET AVENUE SOUTH, BURNSVILLE, MN 55337 • (952) 895-8223 • FAX (952) 895-8183

September 30, 2022

Wold Architects & Engineers  
332 Minnesota Street, Suite W2000  
St. Paul, MN 55101

Attn: Doug Kahl

Re: ALC Renovation at Hasintgs High School

Dear Doug,

CM Construction is pleased to provide the following pricing on the above referenced project as follows:

1. GCPR #11 (9/30/22) Tackable wall covering at reception desk.

A. tackable surface work		\$1,174.00
B. P & O.H. (GC) 10%		\$0.00
C. P & O.H. (Sub) 5%		\$59.00
D. Bond 2%		<u>\$25.00</u>

**Add**

**\$1,258.00**

\* The cost and/or time to do the work in this proposal is solely for the work contemplated in the proposal; the effects of this and other change order work on the project cannot be assessed at this time; and CM Construction reserves the right to claim additional time and compensation for the cumulative impacts of multiple changes on the project.

Exclusions:

Anything not specifically listed as included above.

If there are any questions, or if you need additional information, please don't hesitate to contact me.  
Thank you,

Charles Peterson  
CM CONSTRUCTION COMPANY, INC.  
Vice President



4570 196<sup>th</sup> Street W.  
Farmington, MN 55024

CM Construction Company

*ALC Renovations at  
Hastings High School*  
200 General Sieben Drive  
Hastings, MN 55033  
September 30<sup>th</sup>, 2022  
Addendum 1 Noted  
Addendum 1 Plans Dated: 3/9/2022

**\*\*Tackable Wall Coverings at Reception Desk\*\***

North Star Commercial Finishes, Inc., proposes to furnish all labor, material, and equipment necessary on the above-mentioned project.

**Section 09 72 60 Tackable Wall Coverings:**

- Furnish and install Koroseal Tackable Wall Coverings at 2 backside elevations of reception desk
- Furnish and install J-trim at bottom transition for clean finish/break between tackwall and paint
- Labor Cost.... \$485.00
- Material Cost.... \$689.00

**For the Sum**

of.....\$1,174.00

For questions or clarifications, please call Shawn Buckingham #612-735-1428 cell or e-mail shawn@northstarcommercialfinishes.com. Thank you for the opportunity!

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Shawn Buckingham*

Shawn Buckingham, President  
North Star Commercial Finishes, Inc.



**AIA**<sup>®</sup>

# Document G701™ – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> District Office 2021 Renovation (212188) 1000 West 11th Street Hastings, Minnesota 55033	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: August 5, 2021	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: Seven (7) Date: October 13, 2022
<b>OWNER:</b> <i>(Name and address)</i> Independent School District #200 1000 West 11th Street Hastings, Minnesota 55033	<b>ARCHITECT:</b> <i>(Name and address)</i> Wold Architects and Engineers 332 Minnesota Street, W2000 Saint Paul, Minnesota 55101	<b>CONTRACTOR:</b> <i>(Name and address)</i> 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 #17: Protective wall covering. Add \$11,418.00

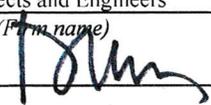
**TOTAL CHANGE ORDER NO. 7 ADD \$11,418.00**

The original Contract Sum was	\$ 67,800.00
The net change by previously authorized Change Orders	\$ 85,505.00
The Contract Sum prior to this Change Order was	\$ 153,305.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 11,418.00
The new Contract Sum including this Change Order will be	\$ 164,723.00

The Contract Time will be unchanged by Zero (0) days.  
The date of Substantial Completion will be unchanged.

**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  
 10/13/2022  
 DATE

Derau Construction  
 CONTRACTOR *(Firm name)*  
  
 SIGNATURE  
 Pat Raab President  
 PRINTED NAME AND TITLE  
 10/18/2022  
 DATE

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

**HR PERSONNEL REPORT**

**Board Meeting Date:**

**10/26/2022**

**RETIREMENT/RESIGNATION/TERMINATION**

<b>NAME</b>	<b>STATUS</b>	<b>ASSIGNMENT</b>	<b>EMPLOYEE GROUP</b>	<b>EFFECTIVE DATE</b>
Barry, Amber	Resignation	Title One Intervention Teacher; 1.0 FTE McAuliffe & Pinecrest Elementary	Ed MN - Teachers	October 18, 2022
Holler, Kathleen	Resignation	SAC Assistant; 5.25 Hours / Day District Wide	Comm Ed Para	September 2, 2022
McNaughton, Kellie	Resignation	SAC Assistant; 2.5 Hours / Day District Wide	Comm Ed Para	September 6, 2022
Myers, Mary Jo	Retirement	Social Studies Teacher; 1.0 FTE Hastings High School	Ed MN - Teachers	October 13, 2022
Niederkorn, Rose	Resignation	Paraprofessional; 5.75 Hours / Day Hastings Middle School	ED MN ESP	September 30, 2022
Shilts, Wendi	Resignation	Title One Assistant; 4 Hours / Day Kennedy Elementary	Ed MN - Teachers	September 27, 2022
Souriyathay, Brendan	Resignation	Computer Tech II; 8 Hours / Day District Wide	Technology	October 20, 2022
Vogelgesang, Jordan	Resignation	JV Girls Hockey Coach; Seasonal Hastings High School	N/A	September 22, 2022
Winter, Elizabeth	Resignation	Cook; 5.75 Hours / Day McAuliffe Elementary	Food Service	October 17, 2022

**HIRES**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>SALARY PLACEMENT/HOURLY RATE</b>	<b>EMPLOYEE GROUP</b>	<b>EFFECTIVE DATE</b>
Bauer, Sharon	Food Service Sub; Hours Vary District Wide	\$13.85 / Hour	N/A	October 10, 2022
Berry, April	Sub Cleaner; Hours Vary Hastings Middle School	\$15.05 / Hour	N/A	October 12, 2022
Bushberger, Lisa	Early Childhood Asst Sub; Hours Vary Tiiden	\$17.84 / Hour	N/A	September 29, 2022
Fox, Katie	SAC Assistant; 5.4 Hours / Day District Wide	\$15.05 / Hour	Comm Ed Para	September 29, 2022
Gomez, Steve	Comm Ed Building Supervisor; 5 Hours / Day Tiiden	\$15.00 / Hour	N/A	September 20, 2022
Horsch, Vanessa	Computer Lab Tech Sub; Hours Vary Pinecrest Elementary	\$17.84 / Hour	N/A	September 28, 2022
Human, Grace	Comm. Ed Building Supervisor; 5 Hours / Day Tiiden	\$15.00 / Hour	N/A	September 20, 2022
Humphrey, Karissa	Non Public Nurse; 488 Hours / Year St. Elizabeth Ann Seaton & St. Johns Lunch / Recess Aide Sub; Hours Vary	\$33.68 / Hour	N/A	October 4, 2022
Jablonske, Francee	Pinecrest Elementary	\$15.05 / Hour	N/A	October 14, 2022

Johnson, Laura	Paraprofessional; 5.75 Hours / Day McAuliffe Elementary	\$17.84 / Hour	ED MN ESP	October 6, 2022
Leeson, Jeannie	Kids Campus Nurse; Hours Vary Pinecrest Elementary	\$27.91 / Hour	Health Services	September 26, 2022
Manci, Tiffany	Title One Assistant; 4 Hours / Day McAuliffe Elementary	\$17.84 / Hour	ED MN ESP	September 27, 2022
Novalany, Renee	Paraprofessional; 5.75 Hours / Day Hastings Middle School	\$17.84 / Hour	ED MN ESP	October 18, 2022
Ritchie, Brennan	Computer Tech II; 8 Hours / Day District Wide	\$23.22 / Hour	Technology	October 10, 2022
Siebenaler, Lisa	Lunch / Recess Aide; 2.5 Hours / Day Kennedy Elementary	\$15.05 / Hour	ED MN ESP	October 3, 2022
Tatge, Kathleen	Lunch / Recess Aide Sub; Hours Vary District Wide	\$15.05 / Hour	N/A	October 10, 2022

**LEAVE APPROVAL**

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Behnke, Keri	Approved	ADSI Teacher; 1.0 FTE McAuliffe & Kennedy Elementary	Ed MN - Teachers	October 17, 2022 - November 1, 2022 (Approx Dates)
Erickson, Angilee	Approved	Grade 2 Teacher; 1.0 FTE McAuliffe Elementary	Ed MN - Teachers	November 14, 2022- February 6, 2022
Moen, Cathy	Approved	HR Director; 8 Hours / Day District Office	Administrators	September 6, 2022 - October 28, 2022
Scheuzger, Andrea	Approved	Orchestra Teacher; 1.0 FTE Hastings High School	Ed MN - Teachers	September 6, 2022 - June 9, 2023
Sill, Kim	Approved	Admin Support Asst; 8 Hours / Day District Office	HESA	October 14, 2022 - October 31, 2022

**ASSIGNMENT CHANGES**

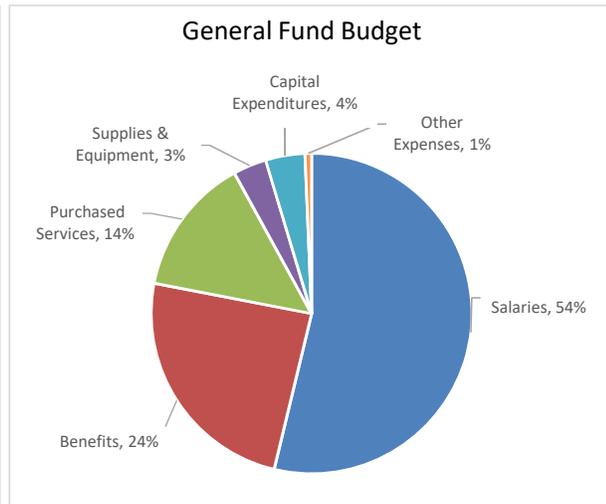
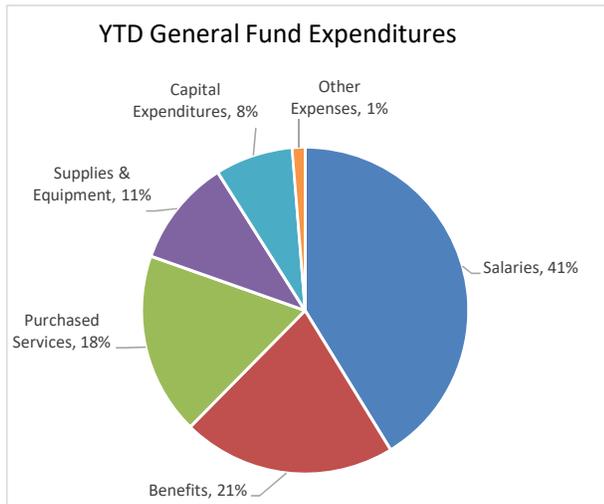
NAME	FROM	TO	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Behnke, Keri	ADSI Teacher; 1.0 FTE McAuliffe & Kennedy Elementary	Kindergarten Teacher; 1.0 FTE McAuliffe Elementary	Ed MN - Teachers	November 1, 2022

**EXPENDITURE TOTALS**

	<b>FY 2023 Budget (ADP)</b>	<b>**Monthly Expenditures</b>	<b>Year-to-Date Expenditures</b>	<b>Remaining Balance</b>	<b>% Spent</b>
General Fund (01)					
100 Salaries	31,760,365	2,303,176	3,121,206	28,639,159	10%
200 Benefits	14,349,213	995,794	1,600,301	12,748,912	11%
300 Purchased Services	8,255,668	397,221	1,362,453	6,893,215	17%
400 Supplies & Equipment	1,984,964	289,495	804,389	1,180,576	41%
500 Capital Expenditures	2,342,330	430,320	582,131	1,760,199	25%
800 Other Expenses	390,046	19,712	96,599	293,447	25%
	<b>59,082,586</b>	<b>4,435,719</b>	<b>7,567,078</b>	<b>51,515,508</b>	<b>13%</b>
Food Service Fund (02)	2,798,129	265,486	409,336	2,388,793	15%
Community Service Fund (04)	2,356,817	196,985	473,075	1,883,742	20%
Building Construction Fund (06)	9,870,562	1,093,983	2,891,618	6,978,944	29%
Debt Service Fund (07)	3,873,090	0	187,970	3,685,120	5%
Student Activities Fund (10)	350,000	32,391	39,810	310,190	11%
Deferred Accounts- Donations/Misc Fund (11)	640,619	46,529	72,485	568,134	11%
Scholarships Fund (12)	120,000	3,500	7,500	112,500	6%
<b>Totals</b>	<b>\$79,091,802</b>	<b>\$6,074,593</b>	<b>\$11,648,872</b>	<b>\$67,442,931</b>	

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

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



**PAYROLL DISBURSEMENTS**

Checks & Direct Deposits	9/1/2022	9/30/2022	1,605,939	Pay dates 9/2 and 9/20
Liability Checks & Wires	9/1/2022	9/30/2022	1,187,651	Bd. Share \$363,893
<b>Total</b>			<b>\$2,793,590</b>	

**FINANCE DISBURSEMENTS**

Checks & Wires	9/1/2022	9/30/2022	1,025,330
<b>Total</b>			<b>\$1,025,330</b>

**SELF-FUNDED INSURANCE**

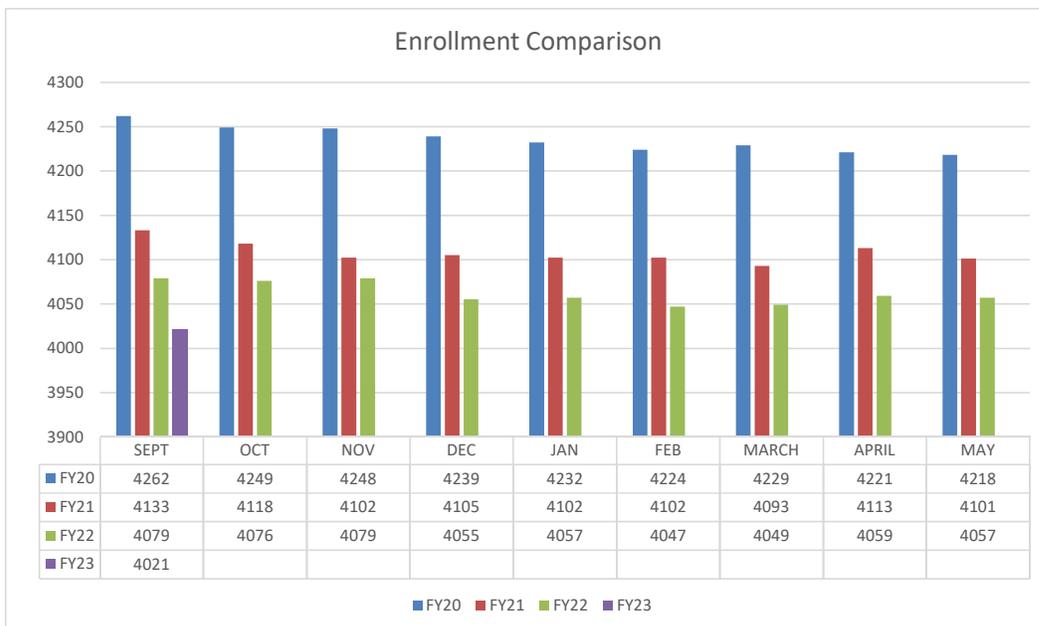
	<b>Revenue YTD</b>	<b>Expenses YTD</b>	<b>YTD Balance</b>
Dental	160,057	167,223	(\$7,165)
Health	1,745,460	1,823,474	(\$78,014)

**ELECTRONIC FUND TRANSFERS**

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
9/1/2022	MSDLAF General	MSDLAF Health Self Funded	2,000.00	Health Insurance
9/1/2022	MSDLAF Health Self Funded	MSDLAF General	2,000.00	Health Insurance
9/1/2022	MSDLAF General	MSDLAF Health Self Funded	22,133.38	Health Insurance
9/2/2022	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
9/2/2022	MSDLAF General	MSDLAF Payroll	1,365,408.37	Payroll
9/2/2022	MSDLAF General	MSDLAF Flex	12,098.92	Payroll
9/2/2022	MSDLAF General	MSDLAF AP	2,426.58	Accounts Payable
9/9/2022	MSDLAF General	MSDLAF AP	170,921.09	Accounts Payable
9/12/2022	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
9/15/2022	Vermillion Bank	MSDLAF General	1,865.38	Accounts Payable
9/15/2022	MSDLAF General	MSDLAF AP	275,331.23	Accounts Payable
9/16/2022	MSDLAF General	MSDLAF AP	8,497.38	Accounts Payable
9/19/2022	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
9/20/2022	MSDLAF General	MSDLAF Payroll	1,422,043.98	Payroll
9/20/2022	MSDLAF General	MSDLAF Flex	12,430.01	Payroll
9/21/2022	MSDLAF General	MSDLAF GeneralMAX	2,000,000.00	Exchange
9/22/2022	MSDLAF Bond ProceedsMAX	MSDLAF Bond Proceeds	1,000,000.00	Exchange
9/23/2022	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
9/23/2022	MSDLAF General	MSDLAF AP	73,732.45	Accounts Payable
9/23/2022	MSDLAF General	MSDLAF Health Self Funded	22,133.38	Health Insurance
9/26/2022	MSDLAF General	MSDLAF AP	19,321.42	Accounts Payable
9/28/2022	MSDLAF General	MSDLAF Bond Proceeds	465,812.53	Local Receipts
9/29/2022	MSDLAF General	MSDLAF Payroll	5,756.44	Payroll
9/29/2022	MSDLAF General	MSDLAF Dental Self Funded	52,982.01	Dental Insurance
9/29/2022	MSDLAF General	MSDLAF Health Self Funded	576,086.82	Health Insurance
9/30/2022	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
9/30/2022	MSDLAF General	MSDLAF AP	468,240.70	Accounts Payable
9/30/2022	MSDLAF General	MSDLAF Scholarship	9,086.00	Local Receipts
			\$8,140,308.07	

**ENROLLMENT**

<u>GRADE</u>	<u>COUNT</u>	<u>SCHOOL</u>	<u>COUNT</u>	<u>RACE/ETHNICITY</u>	<u>TOTALS</u>
K	273	ALC	27	Hispanic/Latino	280
1	272	High School HOA	48	American Indian/Alaska Native	22
2	284	High School	1361	Asian	46
3	274	Middle School	1212	Black	124
4	270	Elementary:		Native Hawaiian/Pacific Islander	3
5	305	Kennedy	451	White	3303
6	296	Pinecrest	450	Two or more races	243
7	284	McAuliffe	472		4021
8	327		4021		
9	417				
10	348				
11	358	Elementary	1373		
12	286	Middle School	1212		
ALC	27	High School/HOA/ALC	1436		
	4021	<b>Total District</b>	<b>4021</b>		



**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, 2023  
 Current Statement as of 9/30/2022

<b>Course Code</b>	<b>Activity Account</b>	<b>Balance 7/1/2022</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Subtotal (Less Interest)</b>	<b>Interest Earned</b>	<b>Balance 6/30/2023</b>
601	Art Club	580.76	0.00	0.00	580.76	0.9529	581.71
608	AVID	2,476.48	0.00	0.00	2,476.48	4.0635	2,480.54
602	Band	1,835.75	0.00	0.00	1,835.75	3.0122	1,838.76
604	Baseball	3,764.20	0.00	0.00	3,764.20	6.1765	3,770.38
605	Basketball - Boys	312.23	0.00	0.00	312.23	0.5123	312.74
609	Choir Tour	543.20	0.00	0.00	543.20	0.8913	544.09
610	Cross Country Running	23.15	0.00	0.00	23.15	0.0380	23.18
613	Fellowship Christian Athletes (FCA)	993.16	0.00	0.00	993.16	1.6296	994.79
614	Football	2,405.82	0.00	0.00	2,405.82	3.9476	2,409.77
615	Gymnastics	2,345.50	0.00	0.00	2,345.50	3.8486	2,349.35
616	French Honor Society (FHS)	1,733.07	0.00	0.00	1,733.07	2.8437	1,735.92
624	Golf - Girls (closed 9/2022)	6.14	0.00	6.14	0.00	0.0023	0.00
622	Marching Band	35,127.21	24,954.02	36,099.02	23,982.21	47.0974	24,029.31
<b>675</b>	<b>INTEREST EARNED</b>	<b>0.00</b>	251.15	0.00	<b>251.15</b>	-	<b>0.00</b>
623	National Honor Society (NHS)	2,487.83	0.00	0.00	2,487.83	4.0822	2,491.92
625	Nordic Skiing	3,508.25	0.00	0.00	3,508.25	5.7565	3,514.00
626	Orchestra (closed 2020, reopened 2021)	270.36	0.00	0.00	270.36	0.4436	270.81
627	Outdoor Club	50.22	0.00	0.00	50.22	0.0824	50.31
618	Peer Helpers	180.68	0.00	0.00	180.68	0.2965	180.98
632	Show Choir	19,683.21	0.00	0.00	19,683.21	32.2972	19,715.51
643	Soccer - Boys	633.40	0.00	0.00	633.40	1.0393	634.44
647	Spanish Club	12,645.00	0.00	0.00	12,645.00	20.7485	12,665.75
650	Student Council	41,636.89	0.00	3,193.29	38,443.60	64.2893	38,507.89
652	Tennis - Boys	3,290.90	0.00	0.00	3,290.90	5.3999	3,296.30
653	Tennis - Girls	294.15	720.00	720.00	294.15	0.4827	294.63
655	Thespians	545.84	0.00	0.00	545.84	0.8956	546.73
656	Track	10,097.35	0.00	256.00	9,841.35	16.1805	9,857.53
654	Ultimate Frisbee	524.38	0.00	0.00	524.38	0.8604	525.24
658	Volleyball	527.70	0.00	0.00	527.70	0.8659	528.56
659	Wrestling	5,358.49	0.00	0.00	5,358.49	8.7925	5,367.28
665	Middle School Yearbook	1,423.11	125.72	0.00	1,548.83	2.4938	1,551.33
666	Middle School Student Council	6,781.41	0.00	0.00	6,781.41	11.1273	6,792.54
		<b>162,085.85</b>	<b>26,050.89</b>	<b>40,274.45</b>	<b>147,862.29</b>	<b>251.1500</b>	<b>147,862.29</b>

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

September 2022 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	14,500,000.00	3,000,000.00	0.00	17,500,000.00
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	498,000.00	0.00	0.00	498,000.00
HEALTH SELF FUNDED - 21	1,500,000.00	0.00	0.00	1,500,000.00
<b>TOTALS</b>	<b>16,508,000.00</b>	<b>3,000,000.00</b>	<b>0.00</b>	<b><u>19,508,000.00</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	17,500,000.00	0.00	17,500,000.00
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	1,500,000.00	0.00	1,500,000.00
<b>TREASURER'S BALANCE</b>	<b>19,508,000.00</b>	<b>0.00</b>	<b><u>19,508,000.00</u></b>

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

September 2022 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND- 01	14,945,029.47	4,510,426.07	(6,985,069.20)	12,470,386.34
FOOD SERVICE FUND - 02	1,175,907.39	140,880.78	(194,629.52)	1,122,158.65
COMMUNITY ED - 04	879,192.41	252,996.66	(192,523.52)	939,665.55
BUILDING CONSTRUCTION - 06	7,739,636.50	480,764.81	(1,088,480.14)	7,131,921.17
DEBT REDEMPTION - 07	18,336,230.61	50,491.44	274,197.36	18,660,919.41
STUDENT ACTIVITY FUND -10	173,329.65	6,939.30	(33,206.66)	147,062.29
DEFERRED ACCOUNTS - 11	671,830.41	51,442.91	(37,038.63)	686,234.69
SCHOLARSHIP - 12	222,534.25	9,524.29	(3,500.00)	228,558.54
TRUST - 18	69,366.28	0.00	73.82	69,440.10
DENTAL SELF FUNDED - 20	561,338.64	1,006.56	(24,086.92)	538,258.28
HEALTH SELF FUNDED -21	3,444,565.69	5,872.53	(363,006.06)	3,087,432.16
OPEB PERA/CE TRUST - 45	5,244,525.13	0.00	(94,294.29)	5,150,230.84
<b>TOTALS</b>	<b>53,463,486.43</b>	<b>5,510,345.35</b>	<b>(8,741,563.76)</b>	<b>50,232,268.02</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	68,390.64	0.00	0.00	130.49	68,521.13
MSDLAF AP	603,483.11	(552,842.97)	0.00	0.00	50,640.14
MSDLAF Payroll	118,104.59	(17,767.56)	0.00	(76.30)	100,260.73
MSDLAF Scholarship	232,058.54	(3,500.00)	0.00	0.00	228,558.54
MSDLAF General	20,521,279.07	0.00	28,005.62	0.00	20,549,284.69
MSDLAF Flex	13,627.93	0.00	0.00	1,545.91	15,173.84
MSDLAF Dental Self Funded	548,902.38	(10,644.10)	0.00	0.00	538,258.28
MSDLAF Health Self Funded	3,217,451.60	0.00	0.00	(131,897.36)	3,085,554.24
MSDLAF Bond Proceeds	7,198,445.80	(66,524.63)	0.00	0.00	7,131,921.17
Vermillion Bank	173,225.68	(25,728.45)	0.00	0.00	147,497.23
MidAmerica - CE Trust	69,440.10	0.00	0.00	0.00	69,440.10
OPEB PERA/CE Trust Account	5,509,444.03	0.00	0.00	0.00	5,509,444.03
US Bank Escrow	12,737,713.90	0.00	0.00	0.00	12,737,713.90
<b>TREASURER'S BALANCE</b>	<b>51,011,567.37</b>	<b>(677,007.71)</b>	<b>28,005.62</b>	<b>(130,297.26)</b>	<b>50,232,268.02</b>

# HASTINGS PUBLIC SCHOOLS

## Payment Reg by Bank and Check

											Pay/Void			
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount	
MB	P303MB	99947		Wire	1	10229	MERCHANTS BANK FEES	C Corporation	No	Yes	No	09/15/2022	24.93	
Bank Total:												\$24.93		
USAP	P30315	99948		Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)	S Corporation	No	Yes	No	09/15/2022	3,780.70	
USAP	P30315	99949		Wire	1	2976	SALES TAX (MN DEPT REVENUE)	Other	No	Yes	No	09/15/2022	1,239.00	
USAP	P30315	99950		Wire	1	9935	ELEYO FEES	S Corporation	No	Yes	No	09/15/2022	3,979.33	
USAP	P30304	100071		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	09/23/2022	16,358.90	
USAP	P30304	100072		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	Yes	No	09/23/2022	4,809.51	
USAP	P30330	100149		Wire	1	3167	MSDLAF BANK FEES	Other	No	Yes	No	09/30/2022	126.32	
USAP	P30330	100150		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	No	No	09/30/2022	147,030.79	
USAP	P30102	99337	829032	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	Yes	Yes	09/23/2022	(700.00)	
USAP	P30115	99366	829104	Check	1	10981	OLSEN, KELLY		Yes	Yes	Yes	09/30/2022	(227.92)	
USAP	P30103	99484	829154	Check	1	11449	ORTON-GILLINGHAM OF MN	Other	Yes	Yes	Yes	09/16/2022	(8,000.00)	
USAP	P30301	99899	829460	Check	1	7110	APPLE EDUCATION INC	C Corporation	Yes	Yes	No	09/01/2022	1,898.84	
USAP	P30301	99896	829461	Check	1	11350	BLANCHARD, ALISON		Yes	Yes	No	09/01/2022	68.74	
USAP	P30301	99898	829462	Check	1	1180	R1 BUREAU OF EDUCATION AND RESEAR	S Corporation	Yes	Yes	No	09/01/2022	279.00	
USAP	P30301	99897	829463	Check	1	11507	R1 CLIA LABORATORY PROGRAM	Other	Yes	Yes	No	09/01/2022	180.00	
USAP	P30302	99911	829464	Check	1	11489	R4 ANGIE SIMPSON		Yes	Yes	No	09/09/2022	103.00	
USAP	P30302	99908	829465	Check	1	11056	ARCHER MECHANICAL LLC	S Corporation	Yes	Yes	No	09/09/2022	703.50	
USAP	P30302	99914	829466	Check	1	1281	CRISIS PREVENTION INSTITUTE	C Corporation	Yes	Yes	No	09/09/2022	389.85	
USAP	P30302	99910	829467	Check	1	11489	R3 DENISE POLEHNA		Yes	Yes	No	09/09/2022	10.40	
USAP	P30302	99930	829468	Check	1	9324	R1 DREAMBOX LEARNING	C Corporation	Yes	Yes	No	09/09/2022	17,203.20	
USAP	P30302	99928	829469	Check	1	6189	GLOVER, GALE		Yes	Yes	No	09/09/2022	27.08	
USAP	P30302	99915	829470	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	Yes	No	09/09/2022	148.86	
USAP	P30302	99925	829471	Check	1	3030	GROTH MUSIC	S Corporation	Yes	Yes	No	09/09/2022	245.28	
USAP	P30302	99927	829472	Check	1	6044	HOLM, JESSIE		Yes	Yes	No	09/09/2022	156.39	
USAP	P30302	99919	829473	Check	1	2256	R1 LEARNING A-Z	C Corporation	Yes	Yes	No	09/09/2022	2,508.00	
USAP	P30302	99912	829474	Check	1	11500	LEAVING THE VILLAGE LLC	LLC - S Corp	Yes	Yes	No	09/09/2022	1,500.00	
USAP	P30302	99926	829475	Check	1	4228	MCGINNIS, ANGELA		Yes	Yes	No	09/09/2022	23.96	
USAP	P30302	99916	829476	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	09/09/2022	96,624.50	
USAP	P30302	99917	829477	Check	1	1978	MINNESOTA COMMUNITY EDUCATION	Other	Yes	Yes	No	09/09/2022	45.00	
USAP	P30302	99918	829478	Check	1	1999	MN STATE HIGH SCHOOL LEAGUE	C Corporation	Yes	Yes	No	09/09/2022	8,744.25	
USAP	P30302	99909	829479	Check	1	11147	R2 PERFORMANCE HEALTH SUPPLY INC	C Corporation	Yes	Yes	No	09/09/2022	981.13	
USAP	P30302	99924	829480	Check	1	2819	REPUBLIC SERVICES #923	C Corporation	Yes	Yes	No	09/09/2022	10,043.08	
USAP	P30302	99920	829481	Check	1	2350	R1 SCHOLASTIC INC.	C Corporation	Yes	Yes	No	09/09/2022	120.88	
USAP	P30302	99923	829482	Check	1	2704	R2 SCHOLASTIC MAGAZINES	C Corporation	Yes	Yes	No	09/09/2022	121.00	
USAP	P30302	99913	829483	Check	1	1188	TAYLOR MUSIC	S Corporation	Yes	Yes	No	09/09/2022	1,300.00	
USAP	P30302	99921	829484	Check	1	2519	TEAM SPORTING GOODS	S Corporation	Yes	Yes	No	09/09/2022	352.14	
USAP	P30302	99907	829485	Check	1	10935	R1 THE DAVEY TREE EXPERT COMPANY	C Corporation	Yes	Yes	No	09/09/2022	14,635.35	

## 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		Amount
												Date		
USAP	P30302	99931	829486	Check	1	9819	THOME, COLLEEN		Yes	Yes	No	09/09/2022		36.10
USAP	P30302	99922	829487	Check	1	2548	T-MOBILE	C Corporation	Yes	Yes	No	09/09/2022		1,600.00
USAP	P30302	99906	829488	Check	1	10116	USA CLEAN INC	LLC - Partnership	Yes	Yes	No	09/09/2022		601.17
USAP	P30302	99929	829489	Check	1	6708	WOODWIND AND BRASSWIND	C Corporation	Yes	Yes	No	09/09/2022		12,696.97
USAP	P30315	99975	829490	Check	1	11380	A TOUCH OF MAGIC	S Corporation	Yes	No	No	09/15/2022		449.00
USAP	P30315	99951	829491	Check	1	1012	ACCLAIM SERVICES, INC	C Corporation	Yes	Yes	No	09/15/2022		1,766.50
USAP	P30315	100025	829492	Check	1	5098	ADVANCED SPORTSWEAR	S Corporation	Yes	Yes	No	09/15/2022		5,573.00
USAP	P30315	99957	829493	Check	1	1060	AMIDON, MICHAEL	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		75.00
USAP	P30315	100043	829494	Check	1	7665	ARC DOCUMENT SOLUTIONS LLC	LLC - C Corp	Yes	Yes	No	09/15/2022		169.00
USAP	P30315	99962	829495	Check	1	10919	ARVIG	S Corporation	Yes	Yes	No	09/15/2022		1,205.95
USAP	P30315	99984	829496	Check	1	11515	AUGUSTINE, THOMAS	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		56.00
USAP	P30315	100027	829497	Check	1	5433	BENSON, CYNTHIA		Yes	Yes	No	09/15/2022		142.27
USAP	P30315	99987	829498	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	Yes	No	09/15/2022		3,556.06
USAP	P30315	100048	829499	Check	1	7967	BLAZICK-PETERSON, PATRICIA	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		100.00
USAP	P30315	99964	829500	Check	1	10943	BRANDT, JULIANA		Yes	Yes	No	09/15/2022		295.90
USAP	P30315	99966	829501	Check	1	10962	BURNS, BRIAN	Ind/Sole Proprietor	Yes	No	No	09/15/2022		80.00
USAP	P30315	99980	829502	Check	1	11510	CARNEGIE LEARNING INC	C Corporation	Yes	Yes	No	09/15/2022		10,180.80
USAP	P30315	99988	829503	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	Yes	No	09/15/2022		10,552.33
USAP	P30315	99953	829504	Check	1	10250	CHARCHENKO, BRADLEY	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		71.00
USAP	P30315	99973	829505	Check	1	11236	CHORDS AND BOARDS LLC	LLC - S Corp	Yes	Yes	No	09/15/2022		780.00
USAP	P30315	99989	829506	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	09/15/2022		7,879.12
USAP	P30315	100046	829507	Check	1	7840	CLINICARE CORPORATION	S Corporation	Yes	Yes	No	09/15/2022		356.90
USAP	P30315	99990	829508	Check	1	1251	COMMERCIAL KITCHEN SERVICES	S Corporation	Yes	Yes	No	09/15/2022		465.00
USAP	P30315	99991	829509	Check	1	1257	COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	Yes	No	09/15/2022		679.50
USAP	P30315	99961	829510	Check	1	1089	CONJUGUEMOS	LLC - C Corp	Yes	Yes	No	09/15/2022		135.00
USAP	P30315	99952	829511	Check	1	10245	CSTMN LLC	LLC - S Corp	Yes	Yes	No	09/15/2022		726.63
USAP	P30315	99992	829512	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	Yes	No	09/15/2022		23.13
USAP	P30315	100037	829513	Check	1	6745	CULLIGAN OF STILLWATER	S Corporation	Yes	Yes	No	09/15/2022		406.60
USAP	P30315	100021	829514	Check	1	3399	DALCO	S Corporation	Yes	Yes	No	09/15/2022		3,760.02
USAP	P30315	100054	829515	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	09/15/2022		791.83
USAP	P30315	99993	829516	Check	1	1319	DEMCO	S Corporation	Yes	Yes	No	09/15/2022		133.10
USAP	P30315	99994	829517	Check	1	1330	DIAMOND VOGEL PAINTS	C Corporation	Yes	Yes	No	09/15/2022		452.04
USAP	P30315	99977	829518	Check	1	11473	Diane Abel		Yes	Yes	No	09/15/2022		13.00
USAP	P30315	100051	829519	Check	1	8407	DOW, BRIAN	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		92.00
USAP	P30315	100055	829520	Check	1	9324	DREAMBOX LEARNING	C Corporation	Yes	Yes	No	09/15/2022		20,300.00
USAP	P30315	99995	829521	Check	1	1362	EBSCO SUBSCRIPTION SERVICES	C Corporation	Yes	Yes	No	09/15/2022		468.09
USAP	P30315	100039	829522	Check	1	6808	ECKROTH MUSIC	C Corporation	Yes	Yes	No	09/15/2022		202.00
USAP	P30315	100033	829523	Check	1	6190	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	Yes	Yes	No	09/15/2022		493.37
USAP	P30315	100040	829524	Check	1	7322	FERGUSON ENTERPRISES	C Corporation	Yes	Yes	No	09/15/2022		312.75

## 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	P30315	99996	829525	Check	1 1482		GRAINGER, W.W..	C Corporation	Yes	Yes	No	09/15/2022	2,327.19
USAP	P30315	100016	829526	Check	1 3030		GROTH MUSIC	S Corporation	Yes	Yes	No	09/15/2022	3,149.50
USAP	P30315	99978	829527	Check	1 11508		HALTER, TROY	Ind/Sole Proprietor	Yes	No	No	09/15/2022	92.00
USAP	P30315	99968	829528	Check	1 11133		HASTINGS CREAMERY LLC	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022	366.20
USAP	P30315	100036	829529	Check	1 6602		HEINEMANN	LLC - C Corp	Yes	Yes	No	09/15/2022	422.40
USAP	P30315	100029	829530	Check	1 5535		HENNING, ANNE		Yes	Yes	No	09/15/2022	145.70
USAP	P30315	99997	829531	Check	1 1582		HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	Yes	No	09/15/2022	312.87
USAP	P30315	99960	829532	Check	1 10877		HOBART SERVICE	LLC - Partnership	Yes	Yes	No	09/15/2022	10,431.00
USAP	P30315	99999	829533	Check	1 1845		HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	Yes	No	09/15/2022	500.00
USAP	P30315	100050	829534	Check	1 8348		HOUSE OF PRINT	C Corporation	Yes	Yes	No	09/15/2022	3,102.89
USAP	P30315	99956	829535	Check	1 10592		HOVEN, MARTIN	Ind/Sole Proprietor	Yes	No	No	09/15/2022	152.00
USAP	P30315	99970	829536	Check	1 11180	R1	HUDL	C Corporation	Yes	Yes	No	09/15/2022	13,000.00
USAP	P30315	100032	829537	Check	1 5863		HUOT, JOHN D	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022	80.00
USAP	P30315	99982	829538	Check	1 11512	R1	IMAGINE LEARNING, LLC	LLC - C Corp	Yes	Yes	No	09/15/2022	35,000.00
USAP	P30315	100044	829539	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	09/15/2022	9,792.54
USAP	P30315	100031	829540	Check	1 5783		INTERMEDIA SYSTEMS GROUP	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022	165.00
USAP	P30315	99998	829541	Check	1 1679	R1	J.W. PEPPER & SON INC	S Corporation	Yes	Yes	No	09/15/2022	324.24
USAP	P30315	100019	829542	Check	1 3071		KENNEDY PETTY CASH ACCOUNT		Yes	Yes	No	09/15/2022	500.00
USAP	P30315	100045	829543	Check	1 7804		KIDCREATE STUDIO	LLC - S Corp	Yes	Yes	No	09/15/2022	217.00
USAP	P30315	99986	829544	Check	1 11517		KIM, JAEWON	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022	112.00
USAP	P30315	99983	829545	Check	1 11514		KIM, SUNGSOO	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022	56.00
USAP	P30315	100038	829546	Check	1 6786		KOEHLER & DRAMM	S Corporation	Yes	Yes	No	09/15/2022	277.76
USAP	P30315	99985	829547	Check	1 11516		LADUE, JACOB	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022	71.00
USAP	P30315	100007	829548	Check	1 2256	R1	LEARNING A-Z	C Corporation	Yes	Yes	No	09/15/2022	190.00
USAP	P30315	100028	829549	Check	1 5463	R1	LEARNING WITHOUT TEARS	S Corporation	Yes	Yes	No	09/15/2022	307.18
USAP	P30315	99969	829550	Check	1 11165	R1	LIBERTY SUPPLY LLC	LLC - S Corp	Yes	Yes	No	09/15/2022	1,671.81
USAP	P30315	100058	829551	Check	1 9776	R1	LOFFLER COMPANIES	S Corporation	Yes	Yes	No	09/15/2022	587.00
USAP	P30315	100049	829552	Check	1 8342		M JUDGE ELECTRIC LLC	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022	1,022.00
USAP	P30315	99981	829553	Check	1 11511		MANEUVERING THE MIDDLE LLC	LLC - S Corp	Yes	Yes	No	09/15/2022	867.00
USAP	P30315	100000	829554	Check	1 1942		MENARDS	S Corporation	Yes	Yes	No	09/15/2022	41.30
USAP	P30315	100056	829555	Check	1 9427		MERZER M.A., L.P., SHEILA	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022	1,750.00
USAP	P30315	100001	829556	Check	1 1977		MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	09/15/2022	11,540.44
USAP	P30315	100002	829557	Check	1 1982		MINNESOTA DEPT. OF HEALTH	Other	Yes	Yes	No	09/15/2022	90.00
USAP	P30315	99965	829558	Check	1 10958		MIRACLE RECREATION EQUIPMENT CO	C Corporation	Yes	Yes	No	09/15/2022	211.97
USAP	P30315	100003	829559	Check	1 1990		MN ORCHESTRA ASSOC.	Other	Yes	Yes	No	09/15/2022	150.00
USAP	P30315	100004	829560	Check	1 2027		MOORE, JAMES	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022	71.00
USAP	P30315	99955	829561	Check	1 10500	R4	MRI SOFTWARE LLC	LLC - Partnership	Yes	Yes	No	09/15/2022	2.00
USAP	P30315	100022	829562	Check	1 3410		MUSIC THEATRE INTERNATIONAL	C Corporation	Yes	Yes	No	09/15/2022	959.00
USAP	P30315	100047	829563	Check	1 7883		NAC MECHANICAL & ELECRICAL SERV	S Corporation	Yes	Yes	No	09/15/2022	1,474.00

## 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		Amount
												Date		
USAP	P30315	100006	829564	Check	1 2235	R1	NCS PEARSON INC	C Corporation	Yes	Yes	No	09/15/2022		840.00
USAP	P30315	99967	829565	Check	1 10987		NICOL, BARBARA	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		1,200.00
USAP	P30315	99974	829566	Check	1 11348		NORTHWEST PASSAGE LTD	C Corporation	Yes	Yes	No	09/15/2022		3,565.00
USAP	P30315	100026	829567	Check	1 5339	R1	NWEA	C Corporation	Yes	Yes	No	09/15/2022		17,225.00
USAP	P30315	100035	829568	Check	1 6426		PAPCO	C Corporation	Yes	Yes	No	09/15/2022		92.73
USAP	P30315	99976	829569	Check	1 11472		PEABODY ENTERPRISES INC	S Corporation	Yes	No	No	09/15/2022		3,922.04
USAP	P30315	99954	829570	Check	1 10357		PETTY CASH - SPECIAL SERVICES		Yes	Yes	No	09/15/2022		100.00
USAP	P30315	100011	829571	Check	1 2477		PHOENIX SCHOOL COUNSELING	LLC - S Corp	Yes	Yes	No	09/15/2022		3,278.55
USAP	P30315	100018	829572	Check	1 3070		PINECREST PETTY CASH ACCOUNT		Yes	Yes	No	09/15/2022		500.00
USAP	P30315	100057	829573	Check	1 9532		RATHER BEE CRAFTING	Ind/Sole Proprietor	Yes	No	No	09/15/2022		216.00
USAP	P30315	100052	829574	Check	1 8410		RED WING GLASS INC	S Corporation	Yes	Yes	No	09/15/2022		1,340.54
USAP	P30315	100034	829575	Check	1 6227		RICK, CHRIS	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		92.00
USAP	P30315	100053	829576	Check	1 8633		RUPP ANDERSON SQUIRES WALDSPU	C Corporation	Yes	Yes	No	09/15/2022		1,693.50
USAP	P30315	100015	829577	Check	1 3023	R1	SAFETY-KLEEN SYSTEMS	C Corporation	Yes	Yes	No	09/15/2022		1,293.23
USAP	P30315	100008	829578	Check	1 2341		SCHINDLER ELEVATOR CORP.	C Corporation	Yes	Yes	No	09/15/2022		2,259.38
USAP	P30315	99959	829579	Check	1 10865		SCHOOLMART	S Corporation	Yes	Yes	No	09/15/2022		1,428.84
USAP	P30315	100005	829580	Check	1 2194		SCHULTE, STACY		Yes	Yes	No	09/15/2022		108.81
USAP	P30315	99972	829581	Check	1 11209		SCOTT, RYAN	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		80.00
USAP	P30315	100017	829582	Check	1 3069		SENIOR HIGH PETTY CASH		Yes	Yes	No	09/15/2022		750.00
USAP	P30315	100023	829583	Check	1 4115		SKYHAWKS	LLC - S Corp	Yes	Yes	No	09/15/2022		1,761.20
USAP	P30315	100009	829584	Check	1 2461		STATE CHEMICAL SOLUTIONS	S Corporation	Yes	Yes	No	09/15/2022		508.28
USAP	P30315	100024	829585	Check	1 4405	R1	STEP SAVER INC	S Corporation	Yes	Yes	No	09/15/2022		69.60
USAP	P30315	100010	829586	Check	1 2476		STERNAU & ASSOCIATES	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		3,319.80
USAP	P30315	100012	829587	Check	1 2517		TEACHER'S DISCOVERY	C Corporation	Yes	Yes	No	09/15/2022		100.97
USAP	P30315	100041	829588	Check	1 7351		TOAY, GRETCHEN	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		90.00
USAP	P30315	100059	829589	Check	1 9870		TOP 20 TRAINING LLC	LLC - Partnership	Yes	No	No	09/15/2022		1,000.00
USAP	P30315	99958	829590	Check	1 10864	R1	TRANE U.S. INC	C Corporation	Yes	Yes	No	09/15/2022		1,322.12
USAP	P30315	99963	829591	Check	1 10930		TREADWAY, RACHEL	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		77.00
USAP	P30315	100013	829592	Check	1 2559		TRIO SUPPLY	C Corporation	Yes	Yes	No	09/15/2022		4,086.86
USAP	P30315	100030	829593	Check	1 5557	R1	ULINE SHIPPING SUPPLIES	S Corporation	Yes	Yes	No	09/15/2022		595.35
USAP	P30315	100042	829594	Check	1 7490		UNIVERSITY LANGUAGE CTR INC	C Corporation	Yes	Yes	No	09/15/2022		112.50
USAP	P30315	100020	829595	Check	1 3277		UPPER LAKES FOODS, INC	S Corporation	Yes	Yes	No	09/15/2022		38,488.79
USAP	P30315	99971	829596	Check	1 11187	R1	VISTAR	C Corporation	Yes	Yes	No	09/15/2022		6,641.20
USAP	P30315	100014	829597	Check	1 2645		WHISTLING WELL FARM	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		640.00
USAP	P30315	99979	829598	Check	1 11509		ZENNER, JEFF	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022		92.00
USAP	P30303	100066	829599	Check	1 7937		BROTHERS FIRE PROTECTION CO	C Corporation	Yes	Yes	No	09/16/2022		366.00
USAP	P30303	100067	829600	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	09/16/2022		4.68
USAP	P30303	100062	829601	Check	1 1328		DEWALL, JOHN		Yes	Yes	No	09/16/2022		682.17
USAP	P30303	100065	829602	Check	1 7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	09/16/2022		680.20

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USAP	P30303	100063	829603	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	Yes	No	09/16/2022	2,311.85
USAP	P30303	100061	829604	Check	1	11196	R1 SHRED IT USA - C/O STERICYCLE INC.	C Corporation	Yes	Yes	No	09/16/2022	93.93
USAP	P30303	100060	829605	Check	1	10270	SWANK MOVIE LICENSING USA	S Corporation	Yes	Yes	No	09/16/2022	2,989.00
USAP	P30303	100064	829606	Check	1	3277	UPPER LAKES FOODS, INC	S Corporation	Yes	Yes	No	09/16/2022	9,369.55
USAP	P30304	100073	829607	Check	1	10143	R1 AVID CENTER	C Corporation	Yes	No	No	09/23/2022	8,625.00
USAP	P30304	100076	829608	Check	1	10946	R1 BIMBO BAKERIES USA	C Corporation	Yes	No	No	09/23/2022	378.00
USAP	P30304	100106	829609	Check	1	8681	CANVAS HEALTH	C Corporation	Yes	No	No	09/23/2022	9,416.58
USAP	P30304	100098	829610	Check	1	3748	CENTERPOINT ENERGY	C Corporation	Yes	No	No	09/23/2022	5,431.14
USAP	P30304	100105	829611	Check	1	7911	CENTURYLINK	C Corporation	Yes	No	No	09/23/2022	89.40
USAP	P30304	100084	829612	Check	1	11526	CHANGING PERSPECTIVES	Other	Yes	No	No	09/23/2022	140.00
USAP	P30304	100087	829613	Check	1	1281	CRISIS PREVENTION INSTITUTE	C Corporation	Yes	No	No	09/23/2022	200.00
USAP	P30304	100097	829614	Check	1	3399	R1 DALCO	S Corporation	Yes	No	No	09/23/2022	2,048.00
USAP	P30304	100107	829615	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	09/23/2022	85.77
USAP	P30304	100108	829616	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	09/23/2022	144.11
USAP	P30304	100074	829617	Check	1	10860	DEPARTMENT OF TRANSPORTATION	Other	Yes	Yes	No	09/23/2022	743.00
USAP	P30304	100102	829618	Check	1	7322	R1 FERGUSON ENTERPRISES	C Corporation	Yes	No	No	09/23/2022	13.51
USAP	P30304	100112	829619	Check	1	9863	R2 GENUINE PARTS COMPANY	C Corporation	Yes	No	No	09/23/2022	55.96
USAP	P30304	100109	829620	Check	1	9123	GOODHUE COUNTY ED DISTRICT 6051	Other	Yes	No	No	09/23/2022	1,813.63
USAP	P30304	100103	829621	Check	1	7464	GRAUMANN, KURT		Yes	Yes	No	09/23/2022	30.00
USAP	P30304	100100	829622	Check	1	6234	GROCHOW, AMANDA		Yes	No	No	09/23/2022	189.65
USAP	P30304	100096	829623	Check	1	3030	GROTH MUSIC	S Corporation	Yes	No	No	09/23/2022	1,720.10
USAP	P30304	100110	829624	Check	1	9329	HOMETOWN ACE HARDWARE	S Corporation	Yes	No	No	09/23/2022	748.03
USAP	P30304	100104	829625	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	09/23/2022	142.98
USAP	P30304	100088	829626	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	No	No	09/23/2022	17,126.44
USAP	P30304	100099	829627	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	No	No	09/23/2022	700.00
USAP	P30304	100089	829628	Check	1	1759	KNUTSON, FLYNN & DEANS P.A.	S Corporation	Yes	Yes	No	09/23/2022	100.00
USAP	P30304	100090	829629	Check	1	1799	LAKESHORE LEARNING MATERIALS	S Corporation	Yes	No	No	09/23/2022	47.98
USAP	P30304	100082	829630	Check	1	11520	MINNESOTA LIBRARY ASSOCIATION	Other	Yes	No	No	09/23/2022	225.00
USAP	P30304	100085	829631	Check	1	11529	OLSON, PAUL		Yes	No	No	09/23/2022	9.50
USAP	P30304	100101	829632	Check	1	6426	PAPCO	C Corporation	Yes	Yes	No	09/23/2022	10,450.00
USAP	P30304	100078	829633	Check	1	11219	PAUL H BROOKS PUBLISHING CO	S Corporation	Yes	No	No	09/23/2022	499.90
USAP	P30304	100111	829634	Check	1	9361	PYLE, TRACY		Yes	Yes	No	09/23/2022	145.05
USAP	P30304	100091	829635	Check	1	2275	RENT & SAVE	S Corporation	Yes	No	No	09/23/2022	497.00
USAP	P30304	100113	829636	Check	1	9923	RUNSEWE, TRACY		Yes	Yes	No	09/23/2022	200.00
USAP	P30304	100081	829637	Check	1	11492	R1 SAMANTHA TRUHLER		Yes	No	No	09/23/2022	2.50
USAP	P30304	100080	829638	Check	1	11489	R6 SARAH KOMPENIEN		Yes	No	No	09/23/2022	25.00
USAP	P30304	100095	829639	Check	1	2704	R2 SCHOLASTIC MAGAZINES	C Corporation	Yes	No	No	09/23/2022	39.53
USAP	P30304	100092	829640	Check	1	2352	R1 SCHOOL HEALTH CORPORATION	S Corporation	Yes	No	No	09/23/2022	608.72
USAP	P30304	100083	829641	Check	1	11521	SOUTHEAST LIBRARY SYSTEM	S Corporation	Yes	No	No	09/23/2022	1,000.00

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												Date		
USAP	P30304	100075	829642	Check	1	10898	R1 SYMMETRY ENERGY SOLUTIONS	LLC - Partnership	Yes	No	No	09/23/2022		1,456.84
USAP	P30304	100079	829643	Check	1	11489	R5 TAMMY HILDEBRANDT-CHORLTON		Yes	No	No	09/23/2022		19.35
USAP	P30304	100086	829644	Check	1	1188	TAYLOR MUSIC	S Corporation	Yes	No	No	09/23/2022		1,505.00
USAP	P30304	100093	829645	Check	1	2522	TERRY'S HARDWARE	S Corporation	Yes	Yes	No	09/23/2022		1,747.22
USAP	P30304	100094	829646	Check	1	2546	TK ELEVATOR CORPORATION	C Corporation	Yes	No	No	09/23/2022		446.17
USAP	P30304	100077	829647	Check	1	11047	R1 UNIVERSAL ATHLETIC, LLC	C Corporation	Yes	No	No	09/23/2022		3,719.40
USAP	P30330	100278	829648	Check	1	9568	AGUILERA, TERRY N	Ind/Sole Proprietor	Yes	No	No	09/30/2022		80.00
USAP	P30330	100277	829649	Check	1	9493	AHMED, TAUFIQ	Ind/Sole Proprietor	Yes	No	No	09/30/2022		127.00
USAP	P30330	100229	829650	Check	1	2942	ANDERSON, ERIC	Ind/Sole Proprietor	Yes	No	No	09/30/2022		80.00
USAP	P30330	100255	829651	Check	1	7110	APPLE EDUCATION INC	C Corporation	Yes	No	No	09/30/2022		598.99
USAP	P30330	100173	829652	Check	1	11056	ARCHER MECHANICAL LLC	S Corporation	Yes	No	No	09/30/2022		1,243.48
USAP	P30330	100171	829653	Check	1	1096	ATTAINMENT COMPANY	S Corporation	Yes	No	No	09/30/2022		874.65
USAP	P30330	100188	829654	Check	1	11515	AUGUSTINE, THOMAS	Ind/Sole Proprietor	Yes	No	No	09/30/2022		224.00
USAP	P30330	100151	829655	Check	1	10143	R1 AVID CENTER	C Corporation	Yes	No	No	09/30/2022		10,809.00
USAP	P30330	100156	829656	Check	1	10622	BARKLEY, NICHOLAS	Ind/Sole Proprietor	Yes	No	No	09/30/2022		127.00
USAP	P30330	100259	829657	Check	1	7312	R1 BATTERIES PLUS BULBS	C Corporation	Yes	No	No	09/30/2022		1,135.80
USAP	P30330	100274	829658	Check	1	9390	BAUER BUILT TIRE	S Corporation	Yes	No	No	09/30/2022		168.90
USAP	P30330	100185	829659	Check	1	11355	BENCHMARK EDUCATION COMPANY L	LLC - Partnership	Yes	No	No	09/30/2022		1,595.00
USAP	P30330	100169	829660	Check	1	10946	R1 BIMBO BAKERIES USA	C Corporation	Yes	No	No	09/30/2022		909.20
USAP	P30330	100197	829661	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	No	No	09/30/2022		9,950.46
USAP	P30330	100256	829662	Check	1	7120	R2 BSN SPORTS LLC	C Corporation	Yes	No	No	09/30/2022		1,935.00
USAP	P30330	100198	829663	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	No	No	09/30/2022		1,163.22
USAP	P30330	100260	829664	Check	1	7332	CENTURYLINK	C Corporation	Yes	No	No	09/30/2022		3,563.65
USAP	P30330	100180	829665	Check	1	11236	CHORDS AND BOARDS LLC	LLC - S Corp	Yes	No	No	09/30/2022		600.00
USAP	P30330	100199	829666	Check	1	1235	CITY OF HASTINGS	Other	Yes	No	No	09/30/2022		3,422.00
USAP	P30330	100200	829667	Check	1	1257	COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	No	No	09/30/2022		1,559.25
USAP	P30330	100201	829668	Check	1	1281	CRISIS PREVENTION INSTITUTE	C Corporation	Yes	No	No	09/30/2022		3,499.00
USAP	P30330	100152	829669	Check	1	10245	CSTMN LLC	LLC - S Corp	Yes	No	No	09/30/2022		162.23
USAP	P30330	100202	829670	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	No	No	09/30/2022		147.81
USAP	P30330	100191	829671	Check	1	11523	CURTIS BROWN, LTD	C Corporation	Yes	No	No	09/30/2022		630.00
USAP	P30330	100234	829672	Check	1	3399	R1 DALCO	S Corporation	Yes	No	No	09/30/2022		4,625.40
USAP	P30330	100203	829673	Check	1	1306	DAVENPORT, DAVID		Yes	No	No	09/30/2022		165.89
USAP	P30330	100272	829674	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	09/30/2022		106.51
USAP	P30330	100194	829675	Check	1	11533	DIETZMAN, WILL	Ind/Sole Proprietor	Yes	No	No	09/30/2022		80.00
USAP	P30330	100257	829676	Check	1	7125	ELECTRONIC DESIGN COMPANY	S Corporation	Yes	No	No	09/30/2022		226.00
USAP	P30330	100276	829677	Check	1	9411	ELLSON, NICOLE		Yes	No	No	09/30/2022		119.59
USAP	P30330	100281	829678	Check	1	9904	FEIKEMA, CHAD		Yes	No	No	09/30/2022		150.00
USAP	P30330	100266	829679	Check	1	7892	FOOT, WILLIAM	Ind/Sole Proprietor	Yes	No	No	09/30/2022		254.00
USAP	P30330	100195	829680	Check	1	11534	GARCIA-KUHLMANN, DIEGO	Ind/Sole Proprietor	Yes	No	No	09/30/2022		56.00

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											Void	Date	
USAP	P30330	100273	829681	Check	1	9092	GAROFOLO, JOEL DENIS	Ind/Sole Proprietor	Yes	No	No	09/30/2022	112.00
USAP	P30330	100154	829682	Check	1	10336	GEIB, JODY		Yes	No	No	09/30/2022	81.38
USAP	P30330	100193	829683	Check	1	11532	GELLERMAN, PATRICK	Ind/Sole Proprietor	Yes	No	No	09/30/2022	127.00
USAP	P30330	100280	829684	Check	1	9863	R2 GENUINE PARTS COMPANY	C Corporation	Yes	No	No	09/30/2022	74.06
USAP	P30330	100204	829685	Check	1	1479	GOPHER STAGE LIGHTING INC	S Corporation	Yes	No	No	09/30/2022	392.00
USAP	P30330	100205	829686	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	No	No	09/30/2022	5,491.34
USAP	P30330	100206	829687	Check	1	1483	GRAPHIC DESIGN INC	S Corporation	Yes	No	No	09/30/2022	624.00
USAP	P30330	100264	829688	Check	1	7862	GREEN COMPANIES LLC	Ind/Sole Proprietor	Yes	No	No	09/30/2022	1,800.00
USAP	P30330	100230	829689	Check	1	3030	GROTH MUSIC	S Corporation	Yes	No	No	09/30/2022	1,721.67
USAP	P30330	100247	829690	Check	1	6313	HARDGROVE, JOHN	Ind/Sole Proprietor	Yes	No	No	09/30/2022	92.00
USAP	P30330	100252	829691	Check	1	6784	HARTWELL, JOSHUA	Ind/Sole Proprietor	Yes	No	No	09/30/2022	198.00
USAP	P30330	100254	829692	Check	1	6818	HASTINGS CHRYSLER CENTER INC	S Corporation	Yes	No	No	09/30/2022	1,142.13
USAP	P30330	100207	829693	Check	1	1582	HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	No	No	09/30/2022	2,104.70
USAP	P30330	100181	829694	Check	1	11239	R1 HLS OUTDOOR	C Corporation	Yes	No	No	09/30/2022	1,501.64
USAP	P30330	100210	829695	Check	1	1845	HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	No	No	09/30/2022	954.90
USAP	P30330	100241	829696	Check	1	5254	HORIZON SOFTWARE INTERNATIONAL	C Corporation	Yes	No	No	09/30/2022	1,721.83
USAP	P30330	100155	829697	Check	1	10592	HOVEN, MARTIN	Ind/Sole Proprietor	Yes	No	No	09/30/2022	164.00
USAP	P30330	100162	829698	Check	1	10861	R1 ILLUMINATE EDUCATION INC	C Corporation	Yes	No	No	09/30/2022	10,693.75
USAP	P30330	100235	829699	Check	1	3584	INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	No	No	09/30/2022	3,195.00
USAP	P30330	100263	829700	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	09/30/2022	8,998.55
USAP	P30330	100245	829701	Check	1	5783	INTERMEDIA SYSTEMS GROUP	Ind/Sole Proprietor	Yes	No	No	09/30/2022	1,207.50
USAP	P30330	100239	829702	Check	1	4805	IOT	C Corporation	Yes	No	No	09/30/2022	93.60
USAP	P30330	100251	829703	Check	1	6741	IVY GARTH SEEDS & PLANTS INC	C Corporation	Yes	No	No	09/30/2022	725.85
USAP	P30330	100208	829704	Check	1	1679	R1 J.W. PEPPER & SON INC	S Corporation	Yes	No	No	09/30/2022	135.00
USAP	P30330	100246	829705	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	No	No	09/30/2022	700.00
USAP	P30330	100268	829706	Check	1	7922	JOHNSON, ZACHARY	Ind/Sole Proprietor	Yes	No	No	09/30/2022	92.00
USAP	P30330	100153	829707	Check	1	10267	KAMPHOFF, CINDRA	Ind/Sole Proprietor	Yes	No	No	09/30/2022	3,000.00
USAP	P30330	100275	829708	Check	1	9403	KILEN, KIP	Ind/Sole Proprietor	Yes	No	No	09/30/2022	71.00
USAP	P30330	100187	829709	Check	1	11514	KIM, SUNGSOO	Ind/Sole Proprietor	Yes	No	No	09/30/2022	56.00
USAP	P30330	100253	829710	Check	1	6786	KOEHLER & DRAMM	S Corporation	Yes	No	No	09/30/2022	1,132.96
USAP	P30330	100209	829711	Check	1	1799	LAKESHORE LEARNING MATERIALS	S Corporation	Yes	No	No	09/30/2022	228.85
USAP	P30330	100269	829712	Check	1	7981	LIEBOVICH BROS	C Corporation	Yes	No	No	09/30/2022	1,550.23
USAP	P30330	100161	829713	Check	1	10832	LIKES, CASEY		Yes	No	No	09/30/2022	13.88
USAP	P30330	100270	829714	Check	1	8342	M JUDGE ELECTRIC LLC	Ind/Sole Proprietor	Yes	No	No	09/30/2022	951.00
USAP	P30330	100211	829715	Check	1	1863	MACKIN EDUCATIONAL RESOURCES	S Corporation	Yes	No	No	09/30/2022	565.97
USAP	P30330	100182	829716	Check	1	11295	MAJESKI PLUMBING INC	S Corporation	Yes	No	No	09/30/2022	250.00
USAP	P30330	100212	829717	Check	1	1876	MALLOY, MONTAGUE, KARNOWSKI,	C Corporation	Yes	No	No	09/30/2022	1,830.00
USAP	P30330	100177	829718	Check	1	11221	MAR, KALEB	Ind/Sole Proprietor	Yes	No	No	09/30/2022	92.00
USAP	P30330	100236	829719	Check	1	3937	MAVO SYSTEMS INC.	C Corporation	Yes	No	No	09/30/2022	942.80

## 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	P30330	100232	829720	Check	1 3072		MCAULIFFE PETTY CASH ACCOUNT		Yes	No	No	09/30/2022	392.04
USAP	P30330	100214	829721	Check	1 1914		MCEA EXECUTIVE OFFICE	Other	Yes	No	No	09/30/2022	45.00
USAP	P30330	100215	829722	Check	1 1942		MENARDS	S Corporation	Yes	No	No	09/30/2022	431.01
USAP	P30330	100216	829723	Check	1 1949		METRO ECSU	Other	Yes	No	No	09/30/2022	70.00
USAP	P30330	100170	829724	Check	1 10948		METRO VOLLEYBALL OFFICIAL ASSOC	LLC - Partnership	Yes	No	No	09/30/2022	1,290.00
USAP	P30330	100217	829725	Check	1 1977		MINNESOTA COACHES INC	S Corporation	Yes	No	No	09/30/2022	11,762.20
USAP	P30330	100237	829726	Check	1 4206		MINNESOTA WRESTLING EVENTS	Ind/Sole Proprietor	Yes	No	No	09/30/2022	375.00
USAP	P30330	100231	829727	Check	1 3057	R1	MSNA	C Corporation	Yes	No	No	09/30/2022	300.00
USAP	P30330	100249	829728	Check	1 6671		MULCAHY CO	S Corporation	Yes	No	No	09/30/2022	835.87
USAP	P30330	100265	829729	Check	1 7883		NAC MECHANICAL & ELECRICAL SERV	S Corporation	Yes	No	No	09/30/2022	10,126.00
USAP	P30330	100218	829730	Check	1 2085		NEWS-2-YOU	LLC - Partnership	Yes	No	No	09/30/2022	640.46
USAP	P30330	100164	829731	Check	1 10880	R1	NILFISK INC.	C Corporation	Yes	No	No	09/30/2022	389.87
USAP	P30330	100158	829732	Check	1 10721	R3	NORTHFIELD SOLAR LLC	LLC - Partnership	Yes	No	No	09/30/2022	47,709.67
USAP	P30330	100213	829733	Check	1 1882		OFFICE OF MN IT SERVICES	Other	Yes	No	No	09/30/2022	6.30
USAP	P30330	100172	829734	Check	1 10981		OLSEN, KELLY		Yes	No	No	09/30/2022	227.92
USAP	P30330	100219	829735	Check	1 2146		ORKIN PEST CONTROL INC.	C Corporation	Yes	No	No	09/30/2022	387.25
USAP	P30330	100248	829736	Check	1 6426		PAPCO	C Corporation	Yes	No	No	09/30/2022	115.81
USAP	P30330	100174	829737	Check	1 11186	R1	PERFORMANCE FOOD SERVICE	C Corporation	Yes	No	No	09/30/2022	4,409.50
USAP	P30330	100190	829738	Check	1 11522		PLAYS FOR NEW AUDIENCES	Other	Yes	No	No	09/30/2022	255.00
USAP	P30330	100261	829739	Check	1 7466		QUALITY ONE WOODWORK	LLC - C Corp	Yes	No	No	09/30/2022	375.00
USAP	P30330	100179	829740	Check	1 11235		QUALY, SEAN	Ind/Sole Proprietor	Yes	No	No	09/30/2022	56.00
USAP	P30330	100176	829741	Check	1 11212		RABBIA, PIERRE	Ind/Sole Proprietor	Yes	No	No	09/30/2022	56.00
USAP	P30330	100258	829742	Check	1 7210		REINDERS INC	C Corporation	Yes	No	No	09/30/2022	1,344.43
USAP	P30330	100271	829743	Check	1 8618		REINISCH, MATTHEW	Ind/Sole Proprietor	Yes	No	No	09/30/2022	92.00
USAP	P30330	100166	829744	Check	1 10925		REMMERT EDUCATIONAL CONSULTING	Ind/Sole Proprietor	Yes	No	No	09/30/2022	5,170.00
USAP	P30330	100243	829745	Check	1 5553		RENNEBERG HARDWOODS INC	S Corporation	Yes	No	No	09/30/2022	1,136.10
USAP	P30330	100267	829746	Check	1 7918		RIESTER REFRIGERATION	S Corporation	Yes	No	No	09/30/2022	1,621.00
USAP	P30330	100184	829747	Check	1 11343		RYAN, DENIS	Ind/Sole Proprietor	Yes	No	No	09/30/2022	77.00
USAP	P30330	100183	829748	Check	1 11341		SAMSON, DARCY	Ind/Sole Proprietor	Yes	No	No	09/30/2022	77.00
USAP	P30330	100227	829749	Check	1 2704	R2	SCHOLASTIC MAGAZINES	C Corporation	Yes	No	No	09/30/2022	266.42
USAP	P30330	100228	829750	Check	1 2850	R1	SCHOOL SPECIALTY	C Corporation	Yes	No	No	09/30/2022	346.00
USAP	P30330	100220	829751	Check	1 2387		SHERWIN WILLIAMS CO	C Corporation	Yes	No	No	09/30/2022	40.35
USAP	P30330	100221	829752	Check	1 2398		SIMLEY HIGH SCHOOL	Other	Yes	No	No	09/30/2022	100.00
USAP	P30330	100242	829753	Check	1 5304		SMITH, MICHAEL	Ind/Sole Proprietor	Yes	No	No	09/30/2022	80.00
USAP	P30330	100178	829754	Check	1 11224		STROUD, IAN	Ind/Sole Proprietor	Yes	No	No	09/30/2022	92.00
USAP	P30330	100222	829755	Check	1 2499		SUPER DUPER SCHOOL COMPANY	C Corporation	Yes	No	No	09/30/2022	292.39
USAP	P30330	100240	829756	Check	1 4836	R1	TEACHING STRATEGIES LLC	LLC - C Corp	Yes	No	No	09/30/2022	1,916.25
USAP	P30330	100165	829757	Check	1 10888	R3	THE HOME DEPOT PRO	C Corporation	Yes	No	No	09/30/2022	375.21
USAP	P30330	100186	829758	Check	1 11378		THE JOURNAL	Ind/Sole Proprietor	Yes	No	No	09/30/2022	2,568.66

## 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		Amount
												Date		
USAP	P30330	100196	829759	Check	1	11536	TINUCCI, SAMANTHA	Ind/Sole Proprietor	Yes	No	No	09/30/2022		71.00
USAP	P30330	100223	829760	Check	1	2548	R1 T-MOBILE	C Corporation	Yes	No	No	09/30/2022		710.39
USAP	P30330	100163	829761	Check	1	10864	R1 TRANE U.S. INC	C Corporation	Yes	No	No	09/30/2022		109.56
USAP	P30330	100167	829762	Check	1	10930	TREADWAY, RACHEL	Ind/Sole Proprietor	Yes	No	No	09/30/2022		77.00
USAP	P30330	100224	829763	Check	1	2559	TRIO SUPPLY	C Corporation	Yes	No	No	09/30/2022		3,073.35
USAP	P30330	100157	829764	Check	1	10648	TWIN CITIES DOTS AND POP LLC	Ind/Sole Proprietor	Yes	No	No	09/30/2022		1,641.60
USAP	P30330	100192	829765	Check	1	11525	TWO RIVERS HIGH SCHOOL	Other	Yes	No	No	09/30/2022		200.00
USAP	P30330	100244	829766	Check	1	5557	R1 ULINE SHIPPING SUPPLIES	S Corporation	Yes	No	No	09/30/2022		916.50
USAP	P30330	100262	829767	Check	1	7490	UNIVERSITY LANGUAGE CTR INC	C Corporation	Yes	No	No	09/30/2022		235.00
USAP	P30330	100233	829768	Check	1	3277	UPPER LAKES FOODS, INC	S Corporation	Yes	No	No	09/30/2022		55,371.91
USAP	P30330	100189	829769	Check	1	11518	VERTEX PERFORMANCE GROUP LLC	Ind/Sole Proprietor	Yes	No	No	09/30/2022		3,838.00
USAP	P30330	100238	829770	Check	1	4252	R1 VIKING ELECTRIC SUPPLY INC	C Corporation	Yes	No	No	09/30/2022		179.00
USAP	P30330	100175	829771	Check	1	11187	R1 VISTAR	C Corporation	Yes	No	No	09/30/2022		4,298.47
USAP	P30330	100159	829772	Check	1	10722	R3 WALCOTT SOLAR LLC	LLC - Partnership	Yes	No	No	09/30/2022		24,613.28
USAP	P30330	100160	829773	Check	1	10723	R3 WARSAW SOLAR LLC	LLC - Partnership	Yes	No	No	09/30/2022		22,066.18
USAP	P30330	100279	829774	Check	1	9613	WASHINGTON COUNTY PARKS DIVISIC	Other	Yes	No	No	09/30/2022		1,174.04
USAP	P30330	100225	829775	Check	1	2645	WHISTLING WELL FARM	Ind/Sole Proprietor	Yes	No	No	09/30/2022		880.00
USAP	P30330	100226	829776	Check	1	2661	WINSOR LEARNING	S Corporation	Yes	No	No	09/30/2022		548.90
USAP	P30330	100168	829777	Check	1	10936	YANG, BENJAMIN	Ind/Sole Proprietor	Yes	No	No	09/30/2022		127.00
USAP	P30330	100250	829778	Check	1	6727	ZEH TEK INC	S Corporation	Yes	No	No	09/30/2022		112.00

Bank Total: \$1,025,304.82

Report Total: \$1,025,329.75

## 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	
USPR	P233P1	100123		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	09/23/2022	134,336.33
USPR	P233P1	100124		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	09/23/2022	95,686.55
USPR	P233P1	100125		Wire	1	2016	MN TRA	Other	No	Yes	No	09/23/2022	326,676.84
USPR	P233P1	100126		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	09/23/2022	559,673.73
USPR	P233P1	100127		Wire	1	3166	BREMER BANK FEES	Other	No	Yes	No	09/23/2022	261.00
USPR	P233P1	100128		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	09/23/2022	52,241.16
USPR	P233P1	100129	105446	Check	1	10975	EDUCATION MN HASTINGS ESP'S	Other	Yes	No	No	09/23/2022	658.50
USPR	P233P1	100133	105447	Check	1	4539	HASTINGS PUBLIC SCHOOLS FOUNDA	Other	Yes	No	No	09/23/2022	984.00
USPR	P233P1	100135	105448	Check	1	7384	HIGH SCHOOL FACULTY SCHOLARSHII		Yes	Yes	No	09/23/2022	86.00
USPR	P233P1	100130	105449	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	Yes	No	09/23/2022	321.00
USPR	P233P1	100131	105450	Check	1	2002	MINNESOTA TEAMSTERS LOCAL 320	Other	Yes	Yes	No	09/23/2022	1,702.50
USPR	P233P1	100132	105451	Check	1	2010	NCPERS GROUP LIFE INS -157410	C Corporation	Yes	No	No	09/23/2022	48.00
USPR	P233P1	100134	105452	Check	1	6780	SEIU LOCAL 284	Other	Yes	No	No	09/23/2022	180.63
USPR	P233P1	100136	105453	Check	1	8906	WINGS FINANCIAL CREDIT UNION	C Corporation	Yes	No	No	09/23/2022	200.00
USPR	P233P3	100143	105454	Check	1	10169	STANDARD INSURANCE COMPANY	C Corporation	Yes	No	No	09/28/2022	14,594.49

Bank Total: \$1,187,650.73

Report Total: \$1,187,650.73

## 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	P303B1	99944	1108	Check	1	11519	MOHS CONTRACTING INC	S Corporation	Yes	Yes	No	09/15/2022	257,984.62
USBP	P303B1	99943	1109	Check	1	11494	NEO ELECTRICAL SOLUTIONS LLC	Ind/Sole Proprietor	Yes	Yes	No	09/15/2022	16,663.00
USBP	P303B1	99945	1110	Check	1	3910	PINE BEND PAVING INC	S Corporation	Yes	Yes	No	09/15/2022	88,092.36
USBP	P303B1	99946	1111	Check	1	4015	R1 VIRCO	C Corporation	Yes	Yes	No	09/15/2022	17,340.03
USBP	P303B2	100118	1112	Check	1	1169	R1 BRAUN INTERTEC CORPORATION	S Corporation	Yes	Yes	No	09/23/2022	9,820.00
USBP	P303B2	100116	1113	Check	1	11434	CM CONSTRUCTION COMPANY INC.	S Corporation	Yes	Yes	No	09/23/2022	387,810.90
USBP	P303B2	100114	1114	Check	1	10938	DERAU CONSTRUCTION LLC	LLC - S Corp	Yes	Yes	No	09/23/2022	66,452.50
USBP	P303B2	100122	1115	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	09/23/2022	56,105.10
USBP	P303B2	100117	1116	Check	1	11476	JT EGNER CONSTRUCTION	LLC - S Corp	Yes	Yes	No	09/23/2022	151,820.51
USBP	P303B2	100115	1117	Check	1	11391	LOEFFLER CONSTRUCTION & CONSUI	LLC - S Corp	Yes	Yes	No	09/23/2022	17,356.20
USBP	P303B2	100119	1118	Check	1	1942	MENARDS	S Corporation	Yes	No	No	09/23/2022	490.75
USBP	P303B2	100121	1119	Check	1	4015	R1 VIRCO	C Corporation	Yes	Yes	No	09/23/2022	8,615.39
USBP	P303B2	100120	1120	Check	1	2663	WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	No	No	09/23/2022	9,928.78
Bank Total:												\$1,088,480.14	
Report Total:												\$1,088,480.14	

## 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	P23031	99895		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	09/01/2022	1,970.52
ACTV	P23031	99891	38049	Check	1	11502	BLUE STARS	C Corporation	Yes	Yes	No	09/01/2022	2,599.00
ACTV	P23031	99893	38050	Check	1	2966	R1 EAGAN HIGH SCHOOL	Other	Yes	No	No	09/01/2022	175.00
ACTV	P23031	99892	38051	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	09/01/2022	1,424.78
ACTV	P23031	99894	38052	Check	1	7311	STEVE WEISS MUSIC INC.	S Corporation	Yes	Yes	No	09/01/2022	145.00
ACTV	P23032	99938	38053	Check	1	11496	CLIFFORD, MARY		Yes	Yes	No	09/13/2022	360.00
ACTV	P23032	99940	38054	Check	1	9863	R2 GENUINE PARTS COMPANY	C Corporation	Yes	Yes	No	09/13/2022	129.99
ACTV	P23032	99939	38055	Check	1	7311	STEVE WEISS MUSIC INC.	S Corporation	Yes	Yes	No	09/13/2022	33.50
ACTV	P23033	99942	38056	Check	1	6737	STUDENT ACTIVITIES PETTY CASH		Yes	Yes	No	09/15/2022	800.00
ACTV	P23034	100140	38057	Check	1	5340	GUSTAVUS ADOLPHUS COLLEGE	Other	Yes	No	No	09/27/2022	21,440.46
ACTV	P23034	100142	38058	Check	1	9280	UNITED PROMOTIONS	Ind/Sole Proprietor	Yes	No	No	09/27/2022	3,138.99
ACTV	P23034	100141	38059	Check	1	8775	WENTZLER, BRANDY LYNN & TOM	Ind/Sole Proprietor	Yes	No	No	09/27/2022	410.00
ACTV	P23035	100145	38060	Check	1	8694	KUMMER, CINDY		Yes	No	No	09/30/2022	262.82
ACTV	P23035	100144	38061	Check	1	4182	WAHLSTROM, JOSH		Yes	No	No	09/30/2022	301.18

Bank Total: \$33,191.24

Report Total: \$33,191.24

# 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	P3031P	99941	304430	Check	1 11306		DAKOTA COUNTY TECHNICAL COLLEG	Other	Yes	No	No	09/13/2022	3,500.00
										Bank Total:	\$3,500.00		
										Report Total:	\$3,500.00		

# HASTINGS PUBLIC SCHOOLS

## Dental Self-Funded Summary

### Period Ending September 30, 2022

Sequence: Crs, Org, Fd

										23ADP				% YTD		Remaining
Description										Annual Budget	Period 202303	Year To Date	% YTD	Encumbrances	+ Enc	Balance
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)	(1,006.56)	(1,486.53)	40%	0.00	40%	(2,240.47)
R	20	000	000	000	095	000	422	000	Employer Share/Premiums	(509,026.00)	(39,099.48)	(115,429.47)	23%	0.00	23%	(393,596.53)
R	20	000	000	000	097	000	422	000	Employee Share/Premiums	(109,325.00)	(5,679.28)	(16,833.12)	15%	0.00	15%	(92,491.88)
R	20	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(98,004.00)	(8,203.25)	(26,308.01)	27%	0.00	27%	(71,695.99)
E	20	005	105	000	301	000	422	000	Fees-Carrier & Consultant	31,320.00	2,465.00	7,598.00	24%	0.00	24%	23,722.00
E	20	005	105	000	302	000	422	000	Claims-Dental	597,548.00	56,559.58	159,624.50	27%	0.00	27%	437,923.50
<b>000 Districtwide</b>										<b>(91,214.00)</b>	<b>5,036.01</b>	<b>7,165.37</b>	<b>(8%)</b>	<b>0.00</b>	<b>(8%)</b>	<b>(98,379.37)</b>
<b>Report Totals:</b>										<b>(91,214.00)</b>	<b>5,036.01</b>	<b>7,165.37</b>	<b>(8%)</b>	<b>0.00</b>	<b>(8%)</b>	<b>(98,379.37)</b>

## HASTINGS PUBLIC SCHOOLS

### Health Self-Funded Summary

#### Period Ending September 30, 2022

Sequence: Crs, Org, Fd

										23ADP			% YTD			Remaining
										Annual Budget	Period 202303	Year To Date	% YTD	Encumbrances	+ Enc	Balance
										Description						
R	21	000	000	000	095	000	422	000	Employer Share/Premiums	(6,180,649.00)	(476,086.21)	(1,398,205.78)	23%	0.00	23%	(4,782,443.22)
R	21	000	000	000	097	000	422	000	Employee Share/Premiums	(1,043,111.00)	(62,653.43)	(183,010.36)	18%	0.00	18%	(860,100.64)
R	21	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(286,389.00)	(34,532.50)	(91,638.64)	32%	0.00	32%	(194,750.36)
R	21	000	000	000	099	000	422	000	ER/Trust Share for Retirees	(61,635.00)	(2,814.68)	(8,644.04)	14%	0.00	14%	(52,990.96)
R	21	000	000	000	092	000	422	000	Interest -Health	(41,290.00)	(5,872.53)	(13,296.68)	32%	0.00	32%	(27,993.32)
R	21	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
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	10,000.00	495.31	1,356.94	14%	0.00	14%	8,643.06
E	21	005	105	000	322	000	422	000	PaydHealth Fees	0.00	6,784.81	10,044.62	0%	0.00	0%	(10,044.62)
E	21	005	105	000	300	000	422	000	Pharmacy Rebates/Admin Fees	(200,000.00)	0.00	(28,474.90)	14%	0.00	14%	(171,525.10)
E	21	005	105	000	301	000	422	000	Veiba/Flex/TrustPoint	19,548.00	1,422.50	4,477.51	23%	0.00	23%	15,070.49
E	21	005	105	000	302	000	422	000	Claims-Medical	6,368,563.00	312,906.28	1,284,276.88	20%	0.00	20%	5,084,286.12
E	21	005	105	000	305	000	422	000	Claims-Pharmacy/RX	1,123,864.00	33,017.98	181,988.11	16%	0.00	16%	941,875.89
E	21	005	105	000	307	000	422	000	Health Carrier TPA	226,512.00	18,216.00	55,000.00	24%	0.00	24%	171,512.00
E	21	005	105	000	308	000	422	000	StopLoss	421,037.00	28,662.40	85,954.91	20%	0.00	20%	335,082.09
E	21	005	105	000	309	000	422	000	Fitness reimbursements	16,700.00	640.00	2,060.00	12%	0.00	12%	14,640.00
E	21	005	105	000	314	000	422	000	Springbuk Fee \$1/pm/pm	5,148.00	0.00	1,266.00	25%	0.00	25%	3,882.00
<b>000 Districtwide</b>										<b>418,298.00</b>	<b>(179,814.07)</b>	<b>(76,845.43)</b>	<b>(18%)</b>	<b>0.00</b>	<b>(18%)</b>	<b>495,143.43</b>
R	21	000	000	000	089	326	422	000	Employer-PCORI-ACA \$2.54	(3,045.00)	0.00	(3,037.72)	100%	0.00	100%	(7.28)
R	21	000	000	000	094	326	422	000	Employer-VEBA Trust Rev	(694,800.00)	(44,326.76)	(47,626.76)	7%	0.00	7%	(647,173.24)
E	21	005	105	000	301	326	422	000	Employer-VEBA Trust Pmt.	694,800.00	44,266.76	201,266.76	29%	0.00	29%	493,533.24
E	21	005	105	000	313	326	422	000	Employer-PCORI- ACA \$2.54	3,045.00	0.00	3,037.72	100%	0.00	100%	7.28
<b>326 District Additional R/E</b>										<b>0.00</b>	<b>(60.00)</b>	<b>153,640.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(153,640.00)</b>
R	21	000	000	000	088	331	422	000	P1 Wellness Credit	(15,000.00)	0.00	0.00	0%	0.00	0%	(15,000.00)
E	21	005	105	000	335	331	422	000	Short-Term Lease/Rental	5,000.00	406.60	1,219.80	24%	0.00	24%	3,780.20
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
E	21	005	105	000	309	331	422	000	Wellbeats/JE Fitness Reimb.	0.00	0.00	0.00	0%	0.00	0%	0.00
<b>331 Wellness R/E</b>										<b>0.00</b>	<b>406.60</b>	<b>1,219.80</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(1,219.80)</b>
<b>Report Totals:</b>										<b>418,298.00</b>	<b>(179,467.47)</b>	<b>78,014.37</b>	<b>19%</b>	<b>0.00</b>	<b>19%</b>	<b>340,283.63</b>



**MEMORANDUM OF UNDERSTANDING  
RATE OF PAY FOR LOSS OF PREP TIME  
TO COVER COLLEAGUE'S CLASSROOM**

This Memorandum of Understanding is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the "School District") and Education Minnesota Hastings (hereinafter referred to as the "Union").

WHEREAS, the School District continues to experience significant staff absences; and

WHEREAS, it has become difficult to secure substitutes to fill the vacancies of staff absent from work due to illness, and other types of leave; and

WHEREAS, the District has found it necessary, when no substitute has been secured, to assign staff from within a building to cover the class of a colleague(s), resulting in a loss of preparation time; and

WHEREAS, during the current school year, the need to assign staff to cover classes for a colleague(s), thereby missing their preparation time, has occurred on a frequent basis; and

WHEREAS, the Ed MN - Teacher Master Agreement currently provides a rate of \$34.00 per hour, rounded to the nearest half hour, for covering a colleague's classroom; and

WHEREAS, the parties mutually agree that, in an effort to incentivize teachers to voluntarily cover the class of a colleague(s), it would be beneficial to temporarily increase the rate of pay provided to such teachers.

NOW THEREFORE, it is mutually agreed by and between the parties as follows:

1. Teachers covering the class of a colleague, resulting in a loss of preparation time, shall be eligible to receive compensation at the rate of \$50.00 per hour (rounded to the nearest half hour); and
2. This change in pay rate shall be effective beginning October 31, 2022, and shall remain in effect through the end of the 2022-2023 school year; and
3. The rate of pay provided by this MOU will not be retroactive to any time worked prior to October 31, 2022; and
4. The terms of this MOU shall not establish a precedent, nor shall this MOU be used to seek or justify similar terms in any subsequent situation.

SCHOOL DISTRICT

UNION

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

FOR THE DISTRICT

UNION PRESIDENT



## **602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY**

### **I. PURPOSE**

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

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

The school calendar and schedule of the school day are important to parents, students, employees and the general public for advance, effective planning of the school year.

### **III. CALENDAR RESPONSIBILITY**

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff and parents.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
  - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
  - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
  - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

#### IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

#### V. E-Learning Days

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

**Legal References:** Minn. Stat. § 120A.40 (School Calendar)  
Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)  
Minn. Stat. § 120A.414 (E-Learning Days)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts;

Termination)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123A.32 (Interdistrict Cooperation)  
Minn. Stat. § 123A.35 (Cooperation and Combination)  
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)  
  
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

***Cross References:*** MSBA/MASA Model Policy 425 (Staff Development)

*Policy Reviewed:* 08.11.2022

*Policy Adopted:* 07.22.2020

*Policy Revised:*



## **DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS**

### **I. PURPOSE**

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

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

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

### **III. DEVELOPMENT OF DISTRICT LEVEL POLICY**

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

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging

parents and family members in education;

- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parent and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.
- G. Address the importance of communication between teachers and parents on an on-going basis through the use of:
  - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
  - b. Frequent progress reports to the parents; and
  - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
  - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- H. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:

- a. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
  - b. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
  - c. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
  - d. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
  - e. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
  - f. Provide such other reasonable support for parental involvement activities as requested by parents.
- I. The policy will also describe the process to be taken if the school district and school choose to:
- a. Involve parents in the development of training for school staff to improve the effectiveness of such training;
  - b. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
  - c. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

- d. Train parents to enhance the involvement of other parents;
  - e. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school- related activities;
  - f. Adopt and implement model approaches to improving parental involvement;
  - g. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
  - h. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- J. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- K. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

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

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

***Cross References:***

*Policy Reviewed:* 06.24.2020

*Policy Adopted:* 07.22.2020

*Policy Revised:* 06.10.2020

**Donation Acceptance Resolution**

I, \_\_\_\_\_, introduce the following resolution and move for its adoption:

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

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

WHEREAS, the referenced donations in the District 200 Donations Report from July 2022 to September 2022 have been generously donated.

\_\_\_\_\_ duly seconded the motion for adoption of the foregoing resolution.

Voting in favor of the resolution:

Voting against:

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

**Approval of District 200 Donations - Public  
July-September 2022**

<b><u>Date</u></b>	<b><u>Building</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
7/7/22	Pinecrest	Pinecrest Donation	\$75.00
7/28/22	High School	High School Faculty Scholarship	\$80.00
8/2/22	Pinecrest	Pinecrest Donation	\$30.00
8/23/22	High School	High School Faculty Scholarship	\$78.00
8/25/22	High School	Marching Band Marimba	\$1,500.00
8/25/22	High School	Athletic Dept - Hudl	\$3,000.00
8/30/22	High School	Boys Hockey Jerseys, Socks, Bags	\$6,928.00
8/30/22	High School	Peer Helpers Program	\$10,000.00
9/1/22	High School	Athletic Training Supplies	\$5,000.00
9/7/22	High School	Land Sign and Class Supplies	\$1,500.00
9/8/22	High School	Muriel Scholarship Foundation	\$5,000.00
9/12/22	High School	Girls Hockey - Hudl	\$1,000.00
9/12/22	High School	Girls Soccer - Hudl	\$1,000.00
9/12/22	High School	Basketball - Hudl	\$2,000.00
9/12/22	Middle School	Hootenanny Proceeds for MS Music Dept	\$10,000.00
9/12/22	High School	Special Education	\$112.30
9/13/22	McAuliffe	Classroom Party	\$2,508.00
9/14/22	Pinecrest	Classroom Party	\$2,010.00
9/15/22	High School	Volleyball - Hudl	\$1,000.00
9/15/22	Kennedy	School Supplies/Field Trips	\$750.00
9/15/22	Kennedy	Classroom Party	\$2,914.00

9/19/22	High School	Boys Basketball Reversible Practice Jerseys	\$845.00
9/20/22	District Wide	Lunch balance donated to Angel Fund	\$21.45
9/20/22	Pinecrest	Classroom Party	\$430.00
9/22/22	Kennedy	Classroom Party	\$190.00
9/23/22	Pinecrest	Pinecrest Donation	\$30.00
9/23/22	Pinecrest	Classroom Party	\$150.00
9/27/22	High School	Bahls Family Scholarship	\$4,000.00
9/27/22	High School	High School Faculty Scholarship	\$86.00
9/27/22	Kennedy	Classroom Party	\$20.00
9/27/22	McAuliffe	Classroom Party	\$420.00
9/27/22	High School	Boys Hockey - Hudl	\$1,000.00
9/30/22	High School (ALC)	Change to Chill	\$500.00
9/30/22	Middle School	Change to Chill	\$250.00
9/30/22	High School	Athletics Dept	\$1,500.00
9/30/22	Kennedy	Classroom Party	\$20.00
9/30/22	Community Ed	Disabilities Program	\$375.00
	Community Ed	Enrichment & Recreation	\$250.00
	Community Ed	School Age Care	\$1,000.00
			<u>\$1,625.00</u>
		<b>Total First Quarter Donations</b>	<b><u><u>\$67,572.75</u></u></b>

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9/1/22	Pinecrest	Bus subsidy grant toward ticket purchase	\$450.00
9/22/22	Middle School	Flute, French Horn, Trombone	\$900.00

# AGREEMENT

Between

**INDEPENDENT SCHOOL DISTRICT  
NO. 200**

And

**MINNESOTA TEAMSTERS PUBLIC  
and  
LAW ENFORCEMENT EMPLOYEES' UNION  
LOCAL NO. 320  
Representing  
*Custodial Employees***



Effective

July 1, ~~2020-2022~~ through June 30,  
~~2022~~2024

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## ARTICLE 1 PURPOSE

This Agreement is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the ~~Employer~~ District) and the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320, (hereinafter referred to as the Union), pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as the P.E.L.R.A.) to provide the terms and conditions of employment for custodial employees.

It is the intent and purpose of this Agreement to:

- 1.1 Assure sound and mutually beneficial working and economic relationships between the parties hereto:
- 1.2 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and
- 1.3 Place in written form the Parties' agreement upon terms and conditions of employment for the duration of this Agreement.

## ARTICLE 2 RECOGNITION OF EXCLUSIVE REPRESENTATIVE

**Section 1. Recognition:** In accordance with the P.E.L.R.A., the ~~employer~~ District recognizes the union as the exclusive representative for custodians.

**Section 2. Appropriate Unit:** All employees in the above categories are members of the appropriate unit except the following: employees whose service in the above positions do not exceed the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the work week in the employee bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in any calendar year, emergency employees, supervisory employees, and essential employees.

**Section 3. Inclusion or Exclusion:** In the event the ~~employer~~ District and the union are unable to agree as to the inclusion or exclusion of a new or modified job position, the issue shall be submitted to the Bureau of Mediation Services for determination.

## ARTICLE 3 DEFINITIONS

**Section 1. Union:** The Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320.

**Section 2. Union Members:** A member of the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320.

**Section 3. Employee:** A member of the exclusively recognized bargaining unit.

**Section 4.** **Employer District:** Independent School District  
No. 200, Hastings, Minnesota.

**Section 5.** **Superintendent:** Superintendent of Independent School District No.  
200.

**Section 6.** **Work Year:** The work year for regular employees shall be twelve  
(12) months, including paid vacations, paid sick leave, and paid holidays, and shall correspond  
to the school ~~D~~istrict's fiscal year of July 1st to the following June 30th. The school district may  
determine a shorter work year for some positions.

**Section 7.** **Terms and Conditions of Employment:** Terms and conditions of  
employment shall mean the hours of employment, the compensation therefore, including fringe  
benefits, except retirement contributions or benefits, and the ~~employer~~~~District~~'s personnel  
policies affecting the working conditions of the employees.

**Section 8.** **Other Terms:** Terms not defined in this Agreement shall have  
those meanings as defined by the P.E.L.R.A.

**Section 9.** **Seniority:** Seniority shall be the length of service with the  
~~school~~~~D~~istrict. Seniority shall start effective with the initial date of regular employment as  
approved by the Board of Education. ~~The seniority list shall contain all employees in the~~  
~~bargaining unit that have completed the probationary period in Article XIII, Section 1. The~~  
~~employer~~~~District~~ shall update and post the seniority list on July 1st of each calendar year. ~~Upon~~  
~~completion of the above, probationary period employees shall be added to the master list effective~~  
~~retroactive to their initial employment.~~

Section 10. Domestic Partner: Domestic partner shall be defined as an individual  
for whom the employee has completed a domestic partner registration form with a city/government  
agency. A copy of the registration must be provided to the District in advance of a request for  
leaves within this Agreement to apply.

#### ARTICLE 4 EMPLOYER SECURITY

The union agrees that during the life of this Agreement it will not cause, encourage, participate  
in or support any strike, slow-down or other interruption of or interference with the normal  
functions of the ~~employer~~~~District~~.

#### ARTICLE 5 EMPLOYER AUTHORITY

**Section 1.** **Management Rights:** The union recognizes that the ~~school~~  
~~D~~istrict is not required to meet and negotiate on matters of inherent managerial policy, which  
include, but are not limited to, such areas of discretion or policy as the functions and programs  
of the ~~employer~~~~District~~, its overall budget, utilization of technology, the organizational structure  
and selection and direction and number of personnel, and that all management rights and  
management functions not expressly delegated in this Agreement are reserved to the ~~school~~  
~~D~~istrict.

**Section 2. School-District Obligation:** The union recognizes the right and obligation of the ~~school~~ District to efficiently manage and conduct the operation of the ~~school~~ District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

**Section 3. Discretion of School District:** Any term and/or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the employer District to modify, establish or eliminate.

## ARTICLE 6 UNION SECURITY

**Section 1. Payroll Deduction:** The employer District shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly union dues. The employer District shall remit the collected dues to the union monthly.

**Section 2. Union Dues:** The employer District shall deduct from the wages of employees who authorize such deduction in writing, an amount as established by the Union. Such money shall be remitted as directed by the Union.

**Section 3. Union Steward:** The union shall designate employees from the bargaining unit to act as steward and/or alternate and shall inform the employer District in writing of such choice and of any changes in the position of steward and/or alternate.

**Section 4. Bulletin Boards:** The employer District shall make space available on employee bulletin boards for the posting of union notices and/or announcements.

**Section 5. Seniority List:** The seniority list shall contain all employees in the bargaining unit that have completed the probationary period in Article XIII, Section 1. The District shall update and electronically distribute the seniority list to all members on July 1 each year. Upon completion of the probationary period employees shall be added to the master list effective retroactive to their initial employment.

The employer shall post on the employee bulletin boards a master seniority list once each year on July 1st.

**Section 6. Union Responsibility** The union agrees to indemnify and hold the employer District harmless against any and all claims, suits, orders or judgments brought or issued against the employer District as a result of any action taken or not taken by the employer District under the provisions of this Article.

## ARTICLE 7 HOURS OF SERVICE

**Section 1. Basic Work Day:** The basic work schedule for employees shall be established by the employer District.

**Section 2. Lunch Periods and Rest Breaks:** Employees working six hours or more per shift between the hours of 4:00 a.m. and 5:00 p.m. will be provided an unpaid duty free lunch period of 30 minutes. An additional duty free 15 minute break will be provided each day for every consecutive four hour work period.

Employees working six hours or more per shift, whose hours fall outside the hours of 4:00 a.m. and 5:00 p.m. will be provided a paid lunch period of 30 minutes. Such lunch period must be taken on-site. An additional duty free 15 minute break will be provided each day for every consecutive four hour work period. Employees on a regular eight (8) hour shift between the hours of 4:00 AM. and 5:00 PM will be provided an unpaid lunch period of at least thirty (30)

~~minutes and two (2) paid fifteen (15) minute rest breaks each day.~~

~~Employees on a regular part time four (4) hour shift will be provided one (1) paid 15 minute rest break each day.~~

~~Employees working other than between the hours of 4:00 AM and 5:00 PM will work seven and one half (7 1/2) hours and will be provided a paid lunch period of thirty (30) minutes and two (2) paid fifteen (15) minute rest breaks. This section also applies to custodians not regularly scheduled to work on Saturdays or Sundays.~~

**Section 3. Basic Work Week:** ~~A regular work week for regular full time employees shall consist of forty (40) hours (including rest breaks) exclusive of lunch periods. The work week for regular employees shall consist of five (5) consecutive eight (8) consecutive hour days per week.~~

The work week for regularly scheduled employees shall be five consecutive workdays, at their regularly scheduled daily hours or four consecutive ten hour shifts per week.

~~A regular work week for regular part time employees shall consist of twenty (20) hours (including rest breaks). The work week for a regular part time four (4) hour employee shall consist of five (5) consecutive four (4) hour days per week.~~

The school ~~D~~istrict reserves the right, however, to go on a four ~~(4)~~ consecutive ten ~~(10)~~ consecutive hour days per week due to energy shortage, severe weather or other exigency. This unit of employees shall not be placed on a four ~~(4)~~ day week unless the school ~~D~~istrict goes on a general four ~~(4)~~ day week for other employee units.

**Section 4. Part-Time Employees:** The school board reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

**Section 5. Shift and Starting Time:** All employees will be assigned a starting time and shifts as determined by the school ~~D~~istrict. Employees shall receive a minimum of fifteen (15) working days notice before a change of shift or starting time, except in the case of an emergency.

**Section 6. Weekends & Holidays:** Should the employer ~~District~~ need to cover open shifts on holidays, weekends, evenings, or for overtime, the open shift will be offered to bargaining unit employees at their respective sites (by seniority) prior to part-time, temporary or subcontracted employees except when a site supervisor is utilized. Site supervisors may open the building and monitor the programming without custodial staff present. Should no bargaining unit member volunteer, the employer ~~District~~ will make every effort to utilize a part-time temporary or subcontracted employee prior to mandating the employee on a rotation starting with the least senior bargaining unit member at their respective sites.

## ARTICLE 8 RATES OF PAY

**Section 1. Wage Rates and Positions:** The positions and wages and salaries reflected in Appendix A-1, which appendix is incorporated herein and a part of this Agreement, shall be effective for the duration of said Agreement.

~~Grade 4, Cleaner~~

~~Grade 6, Custodian~~

~~Grade 7, Grounds Worker/Custodian~~

~~Grade 8, Grounds Worker, Community Ed Custodian~~

~~Grade 9, Lead Custodian, Maintenance Specialist~~

**Section 2. Step Increase Status:**

**Subd. 1.** Employees shall be compensated pursuant to Appendix A-1 and A-2. If the initial employment is after January 1<sup>st</sup>, the employees shall not advance to the next step on the following July 1<sup>st</sup>. Upon the expiration of this Agreement, a step is not automatic and is subject to renegotiation by the parties.

**Section 3. Grade Level/Assignment Transition** When an employee accepts a position at a higher grade level they will be shadowed in to an hourly rate that is closest to their existing rate and then moved to a step that reflects at least a 4% increase above their current rate. ~~This could be a one or two step movement in the new grade.~~ This same system will be true for any employee moving from another bargaining unit accepting a position at a higher classification in the bargaining unit. ~~moving out of their bargaining group to accept a position in a different bargaining group (if a food service employee accepts a position as a custodian this same system of placement on the schedule will be applied).~~

**Subd. 1. Moving to a lower grade:** When an employee moves to a position with a lower grade level they will be placed at their same step on the new salary schedule, in the appropriate classification. ~~shadowed into the hourly rate based on their years of service compared to the years of service of those within that grade level and classification.~~

**Section 4. Employment Hours Record:** Employees shall punch in and out each day, using the District's time tracking system. Each week employees shall verify an an employment hoursemployment hours record for each pay period which shall contain the following: regular hours worked, premium pay (overtime) hours worked, vacation days, holidays and sick-leave days, if any.

**Section 5. Salary Compensation:** Salary to be paid on the 5<sup>th</sup> and 20<sup>th</sup> of each month.

**Section 6. Substitute and Temporary Employees:**

**Subd. 1. Substitute Employees:** Substitute employees, defined as a substitute for an incumbent custodian, shall be compensated pursuant to the beginning step on the salary schedule and shall not be entitled to any other benefits as provided by this contract.

**Subd. 2. Temporary Employees:** Temporary employees, defined as an assignment not to exceed not to exceed sixty-seven (67) working days in a calendar year, shall be compensated at the rate not to exceed the beginning rate of pay on the annual custodial salary schedule.

**Subd. 3. Employee Subbing out of Grade:** After working five (5) consecutive days, during the school year, you will receive retro pay back to day 1, at Step I, of the Lead Custodian grade.

**Section 7.** ~~Effective July 1, 2006, the district will pay the IRS rate per mile for the use of his/her personal vehicle.~~

**ARTICLE 9  
GROUP INSURANCE**

*Affordable Care Act. In the event this Agreement causes or will cause penalties, fees, or fines to be assessed against the ~~School~~-District, the parties agree to reopen negotiations that result in a new Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the ~~School~~ District.*

**Section 1. Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the ~~school~~-District.

**Section 2. :**

- Coverage Under Multiple Bargaining Units: If an employee is covered by more than one bargaining unit they can combine their hours to qualify for insurance.

Section 3 – Combined Coverage: Each employee may only be covered under one policy under each of the District’s insurance plans, i.e. health and dental.

Section 4 - Spouse Contribution for medical-hospitalization insurance: When both employee and spouse are members of the bargaining unit, or members of another bargaining unit eligible to combine coverage, and covered under the District’s medical insurance plan, they will be covered by single insurance plans unless there are additional dependents. Coverage for employee and spouse, when there are additional dependents, will be provided through one family plan. The district will allow combining of contributions (policy holder family contribution plus spouse-single contribution) only if family insurance coverage is needed due to the dependents (children).

Section 5 - Spouse Contribution for dental insurance: When combining coverage for dental insurance, both employees shall be covered under one family dental plan.

Section 6 – Eligibility - The District shall make insurance contributions toward the premium for each employee who works a minimum of 30 hours per week, and is enrolled in the District group medical-hospitalization and/or dental plan. Employees working at least 850 hours per year shall be eligible for coverage under the long term disability and life insurance plans.

Section 7 Medical-Hospitalization Insurance:

Subd. 1 - The district shall provide a monthly contribution toward the premium for single or family insurance for employees who qualify for, and are enrolled in, the District’s group medical and hospitalization plan. The amount provided by the District shall be as follows, however, the amount shall not exceed the actual cost of the insurance premium:

Non-High Deductible Plan (Comp Basic):

Effective July 1, 2022: Up to \$1,614 per month

High Deductible/VEBA Plan:

Effective July 1, 2022: Up to \$1,414 per month

Subd. 2 - The cost of any premium that exceeds the District’s monthly contribution shall be borne by the employee and paid by pre-tax payroll deduction.

Subd. 3 – For the 2023-2024 plan year (through June 30, 2024), an employee shall experience an increase in deduction for family coverage of no more than \$15.00 per month.

Subd. 4 - For full-time employees participating in the single high deductible/VEBA insurance plan, the monthly district contribution to a VEBA shall be as follows:

Effective July 1, 2022: \$100.00 per month

Subd. 5 - For full-time employees participating in the family high deductible/VEBA insurance plan, the monthly district contribution to a VEBA shall be as follows:

Effective July 1, 2022: \$200.00 per month

Subd. 6 - Effective July 1, 2023, the monthly VEBA contribution will be divided equally over the number of payrolls elected by the employee each year.

### **Medical-Hospitalization Insurance:**

~~**Subd. 1. Single Coverage:** Effective July 1, 2020, the school district shall contribute a sum not to exceed the cost of Comp Basic Single, based on hours worked Appendix B-1 & E-1, during the 2020-21 school year for the cost of the single premium for all custodians and employed by the school district who qualify for and are enrolled in the group medical hospitalization plan. The cost of the premium not contributed by the school district shall be borne by the employee and paid by payroll deduction.~~

~~Effective July 1, 2021 the district shall contribute a sum not to exceed the cost of Comp Basic Single, based on hours worked Appendix B-1, during the 2021-22 school year for the cost of the single premium for all custodians employed by the school district who qualify for and are enrolled in the group medical hospitalization plan. The cost of the premium not contributed by the school district shall be borne by the employee and paid by payroll deduction.~~

~~**Subd. 2. Family Coverage:** Effective July 1, 2020, the school district shall contribute a sum not to exceed \$1,613.69 per month of service based on hours worked Appendix B-1 & E-1, during the 2020-21 school year for the cost of the family premium for all custodians employed by the school district who qualify for and are enrolled in the school district group medical hospitalization plan and who qualify for family coverage. The cost of the premium not contributed by the school district shall be borne by the employee and paid by payroll deduction.~~

~~Effective July 1, 2021, the school district shall contribute a sum up to 73.5% of Comp Basic Family capped at \$1,677.08 per month, based on hours worked, Appendix B-1, for the cost of the family premium for all custodians employed by the school district who qualify for and are enrolled in the school district group medical hospitalization plan and who qualify for family coverage. The cost of the premium not contributed by the school district shall be borne by the employee and paid by payroll deduction.~~

~~The School District shall make insurance contributions toward the premium for each employee who works a minimum of 30 hours per week while school is in session, and is enrolled in the school district group health and hospitalization (based upon the hours worked by the employee see Appendix B-1).~~

~~**Subd. 3. Combining Hours:** If an employee works in more than one bargaining unit they can combine their hours to qualify for insurance; Custodian, Instructional~~

| ~~Tech/Support Staff, HESA, Food Service, Health Services,~~

Paraprofessionals, Community Ed Paraprofessionals, Community Ed Coordinators Individual Business Office. The district will allow combining of contributions (policy holder family contribution + spouse single contribution) only if family insurance coverage is needed due to the dependents (children).

**Section 3. Dental Insurance:**

Subd. 1 - The District shall provide a monthly contribution toward the premium for dental insurance, including dependent coverage, for all employees who qualify for, and are enrolled in, the District's dental insurance plan. The amount provided by the District shall be as follows, however, the amount shall not exceed the actual cost of the insurance premium:

Effective July 1, 2022: Up to \$81.00 per month

Subd. 2 - The cost of the premium not contributed by the school district shall be borne by the employee and paid by payroll deduction.

Effective July 1, 2020, the school district shall contribute a sum not to exceed \$81.00 per month based on hours worked Appendix B-1 & E-1, of service for a composite dental plan for all custodians employed by the school district who qualify for and are enrolled in the dental plan.

Effective July 1, 2021 the school district shall contribute a sum capped at \$81.00 per month of service for the cost of the dental insurance premium for all custodians who are employed by the school district who qualify for and are enrolled in the group dental insurance plan. The cost of the premium not contributed by the school district shall be borne by the employee and paid by payroll deduction (based on hours worked, Appendix B1 & E1).

**Section 434. Income Protection Long Term Disability Insurance:** The school ~~D~~district shall contribute 100% of the cost of the monthly premium for the income protection plan in effect as of the date of this Agreement for all custodians employed by the school ~~D~~district, based on hours worked, Appendix B-1 & E-1.

**Section 54. Life Insurance:** The school ~~D~~district shall provide a group term life insurance policy for all eligible custodians in the amount of \$50,000, based on hours worked, Appendix B-1 & E-1.

**Section 65. Eligible Employees:** The parties agree that employees who are regularly employed shall receive pro-rated benefits as provided in this Article.

**Section 76. Claims Against the School District:** The parties agree that any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the school ~~D~~district pursuant to this Article. It is further understood that the school ~~D~~district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the school ~~D~~district as a result of a denial of insurance benefits by an insurance carrier.

**ARTICLE 10  
LEAVES OF ABSENCE**

**Section 1. Sick Leave:**

**Subd. 1.** All eligible employees shall earn paid sick leave at the rate of one (1) day for each month of service to the employer - twelve (12) days per year, based on hours worked, ~~Appendix B 1 & E 1.~~

**Subd. 2.** Unused sick leave may accumulate with no maximum days. Custodians will be paid once annually at the rate of ~~\$14.50~~ \$16.50 per hour for up to five (5) days of unused sick leave beyond 150 days.

Payment will be made via supplemental payment at the end of July in each calendar year.

**Subd. 3.** Sick leave with pay shall be allowed by the school board whenever an employee's absence is found to have been due to illness which prevented his/her attendance and performance of duties on that day or days.

The ~~school board~~ District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness or injury, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

In addition, an employee may use sick leave pursuant to M.S. 181.9413, for the illness of or injury to the employee's child (including biological, step, adopted or foster), adult child, grandchild, spouse, sibling, parent, grandparent, step-parent or spouses mother or father, or domestic partner, provided the employee has a Domestic Partnership Agreement & Affidavit form on file with the District.

Sick leave does not apply to situations related to daycare issues, or lack of childcare.

**Subd. 4. Sick Leave Bank:** A sick leave bank shall be available in accordance with the terms of the Sick Leave Bank MOU provided at the end of this Agreement. ~~On or about January 15<sup>th</sup> of each year, the business office will contact members for voluntary donations of unused sick leave days to establish and maintain a paid sick leave bank up to 250 days. Employees may donate a maximum of 2 days per year to the bank.~~

~~If a member of the bargaining unit runs out of sick leave due to serious illness, they may contact the Union Business Agent or the School Superintendent about their situation and request days from the sick leave bank. The Union Business Agent will work with the Superintendent to determine the amount of sick leave to be granted from the bank, with a maximum of 10 days.~~

**Section 2. Bereavement Leave:**

Subd. 1 - Up to five days per occurrence of paid leave may be granted for death in the employee's immediate family.

Subd. 2 - For purposes of this Section, immediate family shall be defined as the employee's spouse, child, parent/guardian, brother, sister, mother-in-law, father-in-law,

brother-in-law, sister-in-law, aunt, uncle, grandparent, spouse's grandparent, grandchildren, stepparent, domestic life partner or domestic life partner's parent.

~~In the case of death in the immediate family (immediate family shall mean the custodian's spouse, child, parent, brother, sister, mother in law, father in law, grandparent, grandchildren, aunt, uncle, stepchild, stepparent(s) or guardian(s), domestic life partner or domestic life partner's parents(s) up to five (5) days will be allowed per death without deduction in pay and without deduction from sick leave.~~

~~At the discretion of the Superintendent~~Director of Human Resources, up to two (2) days in addition to those identified in paragraphs one and two may be granted. The additional day(s) shall be deducted from sick leave.

### **Section 3. Worker's Compensation:**

**Subd. 1.** Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, incurred while in the employ of the school district, the school district will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave, essential leave and/or vacation pay.

**Subd. 2.** A deduction shall be made from the employee's accumulated vacation or sick leave accrual time according to the prorata portions of days of sick leave or vacation time which is used to supplement Worker's Compensation.

**Subd. 3.** Such payment shall be paid by the school district to the employee only during the period of disability.

**Subd. 4.** In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly or monthly compensation that exceeds the normal compensation of the employee.

**Subd. 5.** The parties agree that an employee of the school ~~D~~istrict shall not be entitled to sick leave pay benefits under this section if he/she is injured while in the employ of another employer nor shall there be an accrual of such during the period of convalescence from that injury.

### **Section 4. — Jury Duty: Jury Duty and Other Legal Commitments**

Subd. 1 - Employees called for jury duty, deposition, subpoena or to give testimony before a court, legal jurisdiction or administrative proceedings shall be granted a leave of absence unless the employee is party to a court action against the District, is a complainant in an action against the District, or is a participant in an action on behalf of the exclusive representative and/or is the subject in a criminal, civil and/or personal legal accusation.

Subd. 2 - The employee shall receive full pay for this type of absence less jury duty and/or consultant pay, exclusive of expenses.

~~Employees called to serve on a jury or subpoenaed to appear in court due to or because of their position with the school ~~D~~istrict, shall remit pay to the ~~D~~istrict, not including mileage, and receive a regular day's pay.~~

**Section 5. Child Care Leave:** In the event of pregnancy, an employee shall notify the ~~superintendent~~Director of Human Resources not later than the sixth month of pregnancy of the expected date of delivery. The employee must also submit a physician's statement indicating the estimated date of delivery. A leave of absence of not more than

twelve (12) months may be granted upon written request.

**Subd. 1.** The effective date of the leave, its duration and the approximate date of return to employment shall be determined by the ~~superintendent~~ Director of Human Resources after consultation with the employee.

**Subd. 2.** Child care leave is a leave without pay or fringe benefits. An employee may continue fringe benefits, if eligible, assuming the full cost of said benefits.

**Subd. 3.** Where applicable, the terms of the Family Leave Medical Act will be followed.

**Section 6. Essential Leave**

All employees will be granted leave, of no more than three (3) days per year, non-accumulative, for situations that arise requiring the employee's personal attention which cannot be attended to when school is not in session and which are not covered under other policies. The leave is granted according to the employee's pro-rated hours per day. Any days that are unused will be paid at a rate of ~~\$14.50~~ **\$16.50** per hour. The payment for unused days will occur in a supplemental payroll at the end of July.

**Section 7. Emergency Closing:** In the event of a school closing called by the Superintendent, due to weather conditions or any other conditions, personnel who were scheduled to work, but directed not to report, will be paid. If staff are directed to report, please refer to Appendix G-1.

Custodial staff that is required to report to work during these closings can use those days, or hours, as a float and it will be added to the employees floating holiday accrual.

**Section 8. Accrued Benefits:** An employee on unpaid leave under this Article shall retain such amounts of experience credit for pay purposes and other accrued benefits, if any, which he/she had accrued at the time he/she went on leave for use upon his/her return. No additional experience credit for pay purposes or other benefits shall accrue for the period of time that an employee is on leave under this section.

**Section 9. Seniority:** For purposes of seniority standing, an employee on leave, pursuant to this Article, shall continue to accrue seniority during such leaves of absence.

**Section 10. Insurance Application:** An employee on unpaid leave under this Article is eligible to continue to participate in the group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave. It is the responsibility of the employee to make arrangements with the school business office to pay to the school ~~D~~istrict the monthly premium amounts in advance and on such date as determined by the school district. The right to continue participation in such group insurance programs, however, will discontinue upon termination of employment.

**ARTICLE 11  
VACATIONS**

**Section 1. Earned Vacation:** Eligible employees under these provisions shall accrue vacation leave with pay, pro-rated based on hours worked, ~~Appendix B-1 & E-1~~ as follows:

1 to 4 years	10 days
Starting 5 - 9 years	15 days
Starting 10 - 14 years	20 days
Starting 15+	25 days

**The following individuals are grandfathered at 30 days:**

- Daniel Reinardy
- ~~Kerry Schmitz~~
- Frank Yanz
- Timothy Schmitz

## Section 2. Vacation Rules:

Subd. 1. Subd. 1 - Vacation accrual shall occur on July 1 each year. The total vacation earned during a fiscal year shall be available to the employee at the beginning of the year.

~~If an employee fails to complete nine (9) months of service in the school district, he/she shall not be entitled to any vacation pay. An employee who has completed at least six (6) months of service shall be entitled to receive the prorata pay for unused vacation time provided such employee gives the school district at least two (2) weeks' advance notice of his/her resignation.~~

~~When an employee completes nine months of service and continues to work for the district, vacation days for the months prior to the beginning of the fiscal year (July 1) could be taken as follows:~~

~~Example: If a custodian is hired on February 1, 2000, the probationary period would end on October 31, 2000. (Custodians earn vacation at the rate of 5/6 of a day during the first four (4) years of service - 10 days per annum. The custodian would have worked five (5) months and would have earned four (4) days during these five (5) months. These four (4) days could be used during the remainder of the 1999-2000 school year. Effective July 1, 2000, the custodian would be eligible for ten (10) days to be taken during the 2000-2001 school year.~~

Subd. 2. Vacations will be taken during the year as agreed to between the employee and the school ~~D~~istrict consistent with the needs of the service ~~D~~istrict.:

Subd. 3. Selection of vacations shall be considered on a seniority basis until April 15<sup>th</sup> of each calendar year, consistent with the needs of the service ~~D~~istrict.

Subd. 4. Subd. 4 - Employees beginning employment after July 1 shall earn a pro-rata amount of vacation.

Subd. 5 - Up to five days of vacation accrued during a fiscal year may be carried over into the next fiscal year.

Subd. 6 - An employee cannot borrow vacation time from the next year.

~~It is the policy of the school district not to permit accrual of and carrying over of vacation leave. Vacation leave, however, may be carried over with the written permission of the superintendent.~~

Subd. 7. If an employee fails to complete nine (9) months of service in the school ~~D~~istrict, he/she shall not be entitled to any vacation pay. An employee who has completed at least six (6) months of service shall be entitled to receive the prorata pay for earned unused vacation time provided such employee gives the school ~~D~~istrict at least two (2) weeks' advance notice of his/her resignation.

Subd. 8 - Upon termination, the employee's last pay check will be adjusted for any vacation used in excess of what has been earned.

Subd. 9 - In the event that a member's immediate family dies or becomes hospitalized with a serious illness or injury, while an employee is on vacation, the employee's leave may be changed to the appropriate leave type with the approval of the Director of Human Resources

*Note: In the event that a member's immediate family dies or becomes hospitalized with a serious illness or injury, while an employee is on vacation, the employee's leave will be changed to the appropriate leave type with the approval of the Superintendent.*

## ARTICLE 12 HOLIDAYS

### Section 1. Paid Holidays

**Subd. 1.** Employees shall be granted the following paid holidays, based on hours worked, ~~Appendix B-1 & E-1:~~

The Day before New Year's	Thanksgiving Day
New Year's Day	The Day after Thanksgiving
Good Friday	The Day before Christmas
Memorial Day	Christmas Day
Independence Day	**Easter Monday (non-work day)
Labor Day	***Presidents' Day
	Two (2) Floating Holidays -
	See Subd. 2 (No change)

If the paid holidays fall on Saturday or Sunday, equivalent holiday time will be granted by the school District as determined by the administration.

\*\*If school is not in session on Easter Monday this day would be a non-work day for 12 month employees. This is not a floating holiday.

\*\*\*If school is not in session and Presidents' Day is not designated as teacher attendance day, this day will be considered a paid holiday. However, if the teaching staff is required to work on this day, custodians will be required to work.

If school is in session and/or teachers are required to be in attendance on Presidents' Day, the employee shall be allowed to take a floating holiday at their discretion during the work year with approval from the lead custodian at their work site.

**Subd. 2.** Two (2) floating holidays may be taken at the employee's discretion with approval from the lead custodian at their work site.

**Section 2. Weekends:** Holidays that fall on weekends will be observed on a day established by the school district.

**Section 3. School in Session:** The school District reserves the right, if school is in session, to reschedule any of the above holidays. Any legal holiday or holiday that falls within an employee's vacation period shall not be counted as a vacation day.

**Section 4. Application:** In order to be eligible for holiday pay, an employee must have worked his/her regular work day before and after the holiday unless he/she is on paid sick leave or on vacation under these provisions.

**Section 5. Holiday Pay:** In the event that an employee is required to work on any designated holiday, he/she will be paid at the rate of triple time (3 times) for all hours worked on the designated holiday. Even though Easter is not a day designated for holiday pay, employees would receive triple time if required to work on Easter. (Call backs and building checks do not qualify.)

~~**Section 6. Religious Observances:** In the event an employee has exhausted all available leave (vacation, essential, floating holidays) due to a documented medical leave, an employee may, with the approval of the Superintendent, be granted up to two days of leave for a recognized religious observance that falls within the contract year in which the leave has been exhausted. The employee must make the request at least one (1) week in advance of the religious observance.~~

## ARTICLE 13 PROBATIONARY PERIOD

**Section 1. Probationary Period:** An employee under the provisions of this Agreement shall serve a probationary period of nine (9) months of continuous service in the school District during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee, and during this probationary period, the employee shall have no recourse to the grievance procedure insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

**Section 2. Probationary Period - Change of Classification:** In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of sixty (60) calendar days in any such new classification. During this sixty (60) day probationary period, if it is determined by the school district that the employee's performance in the new classification is unsatisfactory, the school district shall have the right to reassign the employee to his/her former classification.

**Section 3. Completion of Probationary Period:** An employee who has completed the probationary period may be suspended without pay, discharged or disciplined only for just cause. An employee who has completed the probationary period and is suspended without pay, discharged or otherwise disciplined shall have access to the grievance procedure.

#### ARTICLE 14 SUSPENSION, DEMOTION OR DISCHARGE

**Section 1. Just Cause:** The employer will suspend, demote or discharge an employee for just cause only.

**Section 2. Form:** Suspensions, demotions and discharges will be in written form.

**Section 3. Personnel File:** Written reprimands, notices of suspension, and notices of discharge which are to become part of an employee's personnel file shall be read and acknowledged by signature of the employee. Employees and the union shall receive a copy of such reprimands and/or notices. In the event of a written reprimand, the employee shall have the right to file a written response and such response, upon presentation to the school District, shall be attached to the original reprimand and be a part of the employee's personnel file.

**Section 4. Review of Personnel File:** Employees may examine their own individual personnel file at reasonable times under the direct supervision of the employer.

**Section 5. Grievances:** Grievances related to this Article shall be initiated by the union in Step 3 of the grievance procedure under Article XXI.

#### ARTICLE 15 JOB POSTINGS

**Section 1. Posting:** All job openings will be posted for a minimum of five days. Posting will consist of notification via school District email and will be available on the school District website. Positions may be posted internally and externally at the same time, however, interviews will be conducted with selected internal applicants, prior to the consideration of external candidates.

**Section 2. Time Period:** ~~Jobs shall be posted for a period of time equal to the notice received from the resigning employee but in any case not less than seven (7) nor more than fourteen (14) calendar days. The employer~~ District shall have the ability to temporarily assign employees to posted openings pending final selection of any posted jobs.

**Section 3. Effective Policy:** ~~During the terms of this Agreement, the school District agrees not to alter the provisions of District Policy 4215.2 on seniority. The union agrees that the decision of the school District on filling vacant positions is not subject to the binding arbitration clause of the grievance procedure.~~

**Section 4. Senior Employees Seniority:** Job vacancies shall be awarded on seniority to employees requesting posted jobs within the same classification. However, the school District may deny any senior employee assignment to a posted vacancy if the employee has a written notice of reprimand or written notice of discipline in his/her personnel file within the twelve (12) months prior to the posting, or may transfer an employee based upon a written notice of reprimand or written notice of discipline in the employee's personnel file.

~~Job vacancies which are not lateral moves but will result in a change in classification, will be posted internally for seven (7) days. The vacancy will be filled by the best candidate for the position and will not be based solely on seniority.~~

~~Internal candidates may apply for the position and interviews will be conducted to fill the vacancy prior to the position be posted externally. If after interviews, no internal candidate can be placed in the position, the job will be posted to the public.~~

Section 5 – The District may transfer an employee to a vacant position as a result of a written notice of reprimand or written notice of discipline in the employee's personnel file.

Section 6 - Promotions: In filling positions involving a promotion, the position shall be filled by the best candidate for the position, as determined by the District, and will not be based solely on seniority. For purposes of this Section, a promotion shall be defined as moving to a higher classification involving an increase in base pay.

## ARTICLE 16 LAYOFF AND RECALL

**Section 1. Reduction:** In the event the employer reduces the work force, such reduction shall be made in order of seniority within classification. The last employee hired shall be the first to be laid off within classification. An employee whose position is terminated shall have the opportunity to displace the person of least seniority in his/her work shift. An employee, of least seniority in a work shift, who is displaced shall have the opportunity to displace the employee of least seniority in classification. For purposes of this Article, there shall be two classifications of employees comprising separate seniority groupings and lists.

One list shall include those employees holding a lead position as ~~provided~~ referenced in Article VIII, Section 3, Subd. 1.

The other classification shall include all other employees including the senior high and middle school maintenance positions and the grounds maintenance positions.

However, an employee holding a lead position can exercise seniority on either list.

**Section 2. Notice:** Employees to be laid off shall receive written notice two (2) calendar weeks in advance of the effective date of the employee's last date of employment.

**Section 3. Length of Recall:** Employees on layoff shall retain the right to recall for a period of twenty-four (24) months from the date of the employee's last date of employment.

**Section 4. Recall:** Employees shall be recalled from layoff in order of seniority. The employee shall, by certified letter to the employee's last known address, notify the employee

to be recalled of such intent of availability of work.

The employee shall have ten (10) calendar days to notify the ~~employer~~ District of their intent to return (from date of receipt). If the employee fails to return to work within such time period, such employee shall forfeit future recall rights.

**Section 5.**      **Reinstatement:**      Employees recalled from layoff shall be reinstated at the same salary step and at the same benefit level held at the time of layoff.

**ARTICLE 17  
OVERTIME**

**Section 1.**      **Overtime:** Employees shall be compensated at one and one-half (1- 1/2) times the employee's regular base pay rate for all hours worked in excess of the employee's regularly scheduled shift. Changes of shift do not qualify an employee for overtime under this Article.

**Section 2.**      **Distribution of Overtime:** Overtime will be distributed as equally as practicable among bargaining unit employees by regular work locations. Lead Custodians at the middle school and the senior high school will post the number of overtime hours worked during the previous month no later than the 10th of the following month.

**Section 3.**      **Procedure:** Overtime refused by employees will, for record purposes under Article XVIII, Section 2, be considered as unpaid overtime worked. Each employee has an obligation to work overtime or call backs if requested, unless unusual circumstances prevent him/her from so working.

**Section 4.**      **Limitation:** For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.

**Section 5.**      **Calculation:** Overtime worked shall be calculated to the nearest fifteen (15) minutes.

**Section 6.**      **Application:** Overtime is incurred when an employee renders service at the specific direction of the employer in excess of the regularly scheduled shift or in excess of forty (40) hours in a calendar week. Approved absences or vacations shall be considered as time worked when calculating the above forty (40) hours.

**ARTICLE 18  
CALL BACKS AND BUILDING CHECKS**

**Section 1.**      **Call Backs:** The minimum time on an authorized call back shall be two (2) hours. An employee shall be entitled to call back pay when the employee is required to return to work after being released from a full regular shift or when an employee working a regular forty (40) hours is required to report on a day off or at any time not continuous with his/her regular shift. Part time employees shall not be entitled to call back pay. Compensation for call back shall be at time and one-half (1-1/2). This section shall not apply to building checks.

**Section 2.**      **Building Checks:** Building checks authorized by the ~~school~~-District will be paid at a rate of time and one-half (1-1/2). Stipulated time for building checks is one (1) hour for elementary schools per check and two (2) hours for secondary schools per check.

**Section 3.**      **Event Cancellation:** In the event that a Community Education, or permit event, is cancelled less than 72 hours prior to the beginning of the event, the scheduled employee shall be compensated for all hours scheduled (unless the cancellation is due to inclement weather or a facility issue).

## ARTICLE 19 SEVERANCE

**Section 1. Eligibility:** employees, who were hired prior to July 1, 2008, have completed at least twelve (12) years of continuous service with the school District, who are at least fifty-five (55) years of age, shall be eligible for severance pay, pursuant to the provisions of this Article upon submission of a written resignation accepted by the school board.

**Section 2.** This Article shall apply only to employees whose service has been as defined in this Agreement.

**Section 3. Number of Days:** Eligible employees, upon early retirement, shall receive as severance pay an amount representing seventy-five (75) days' pay.

**Section 4. Severance:** Effective July 1, 1998, in addition to the severance pay provided in Section 3, an employee shall be eligible to receive as severance pay upon his/her retirement the amount obtained by multiplying fifty percent (50%) of his/her unused number of sick leave days, but in any event not to exceed sixty (60) days' pay.

**Section 5. Daily Rate:** Severance is capped at the maximum hourly rate for each grade according to the salary schedule for the 2008/09 school year.

Grade 9	\$23.63
Grade 8	\$21.38
Grade 6	\$17.41

Hours per day and rate of pay will be based on the most recent five (5) year average.

Example:

- Custodian, 3 years at Grade 6, current rate or cap
- Grounds Worker, 2 years at Grade 8, current rate or cap

The average rate of pay would be used to calculate severance.

If the employee's current hourly rate is less than the capped amount, then that hourly rate will be used for severance purposes. If the employee's 2008-09 hourly rate is more than the capped amount, the 2008-09 rate will be used for severance purposes. *See Appendix F-1*

**Section 6. Payment:** Severance pay shall be paid by the school district in equal annual installments over a time period not to exceed two (2) years from the effective date of retirement. The first severance payment shall be paid on the first pay period in January, following the year in which the resignation/retirement takes place. Payment of severance shall not be granted to an employee who is discharged by the school District.

**Section 7. Group Insurance:**

Effective July 1, 2006, an employee, and who was hired prior to July 1 2008, who retires early pursuant to this Article shall be eligible to continue participation in the District Group Medical-Hospitalization Plan, if permitted by the terms of the policy with the insurance carrier. The District shall contribute \$325.00 per month toward single coverage and \$650 per month

toward family coverage as provided in Article IX, Section 2, Subd. 2, until the date of Medicare eligibility or the expiration of eight (8) years of District contribution whichever occurs first. The portion of the premium not contributed by the ~~school~~ District shall be borne by the custodian (See Appendix F-1).

It is the responsibility of the employee to make arrangements with the School Business Officer to pay to the ~~School~~ District the monthly premium amounts in advance and on such date as determined by the ~~School~~ District. The employee's right to continue participation in such group insurance, however, will discontinue upon the employee reaching age 65.

**Section 8. Matching Contribution Plan 403B**

Beginning July 1, 2008, employees who are hired after June 30<sup>th</sup>, 2008 who are regularly employed with the school district shall be eligible to participate in a 403B matching contribution plan pursuant to M.S.356.24.

Beginning July 1, 2008, employees who were hired prior to July 1, 2008, who are regularly employed with the ~~school~~ District shall be eligible and may choose to participate in a 403B matching contribution plan pursuant to M.S.356.24. If choosing to participate the employee would be forfeiting all rights to severance and retiree health under Article V - Severance.

**Contributions**

The District will match eligible annual employee contributions at the beginning of the years of service as stated below. Budgeted annual amounts will determine the max that can be set up each year.

<u>Beginning of School Year in ISD 200</u>	<u>Maximum Match</u>
4-8	2.5%
9-13	3.0%
14+	3.5%

Maximum annual match is capped at \$2,500.

Maximum lifetime match is capped at \$35,000

Determination of years is based on hire date before or after 1/1.

~~ISD #200~~ The District salary reduction authorization agreement stating "Matching Contribution" must be received by the district office on August 1, preceding the school year during which the employee wishes to participate.

**Section 9.**

In the event of the death of an employee who is eligible for severance pay under the provisions of Article XIX, the spouse of the employee shall be eligible for the severance pay. The estate will collect if there is no spouse. The requirement of a written resignation does not apply.

**ARTICLE 20  
MISCELLANEOUS**

**Section 1. Footwear Reimbursement:** All custodial staff will receive a footwear allowance of \$85 per year for work shoes, boots or insoles. This reimbursement applies to bargaining unit members who are not already receiving full reimbursement for steel toe boots.

**Section 2. District Work Shirts:** District work shirts are required when custodial staff are on duty during the regular school year and on weekends. Summer attire must be presentable, with no advertising on, or holes in the apparel. All fulltime custodial staff with permanent status may be provided up to five (5) ~~D~~istrict issue work shirts annually at their option. Should the employee opt to receive the work shirts, they acknowledge a payroll tax will be assessed based upon the cost per shirt.

**Section 3. New Hire Union Meeting:** Upon hire, a new member to the union will be afforded 15 minutes during the workday in which to meet with a representative from the local, either the business agent or the union steward, for an initial meeting to explain the role of the union to the new member.

**Section 4. License Renewal:** Certain positions require licensure to maintain employment. The ~~D~~istrict will reimburse a bargaining unit member for the renewal of, or for obtaining any of the following licensure whether or not the license is required for the position held by the bargaining unit member.

<b>Position</b>	<b>License/Certification Change</b>
Cleaner	No license required
Custodian	Required within <del>9</del> <u>nine</u> months - Special Class Boiler License
Grounds Worker/Custodian	Upon Hire - Special Class Boiler License
Grounds Worker	Required within <del>1</del> <u>one</u> year - Minnesota Non-Commercial Pesticide Applicator License
CE Custodian	Upon Hire - Special Class Boiler License Required within <del>6 months</del> <u>one year</u> - 2nd Class Boiler License
Lead Custodian	Upon Hire - Special Class Boiler License Required within <del>6 months</del> <u>one year</u> - 2nd Class Boiler License
Maintenance	<u>Upon Hire - Special Class Boiler License</u> <u>Required within one year - 2<sup>nd</sup> Class Boiler License</u> <u>Required within three years - 1<sup>st</sup> Class Boilers Lic.</u> <u>Upon Hire - MN Driver's License</u> <u>Required within six months - <del>Upon Hire (HMS site)</del></u> <u>Pool Operator License</u> <u>Required within <del>4</del> <u>one</u> year -</u> <u>Non-Licensed Electrical License</u>  <u><del>Upon Hire - 1<sup>st</sup> Class Boilers License</del></u> <u><del>Upon Hire - MN Driver's License</del></u> <u><del>Upon Hire - (HMS site) Pool Operator License</del></u> <u><del>Required within 1 <u>one</u> year - Non-Licensed Electrical License</del></u> <u><del>Required within 1 year - Chief Boiler License</del></u>

*For training options, please contact the Director of Buildings & Grounds. Please send copies of all MINNESOTA TEAMSTERS PUBLIC and LAW ENFORCEMENT EMPLOYEE'S UNION - LOCAL NO. 320 (Custodians)*

*licensure to the Administrative Assistant of Buildings & Grounds.*

The cost for the license and classroom instruction, if necessary, will be reimbursed by the district once proof of obtaining or renewal of the license is provided to the ~~D~~istrict along with a receipt or invoice confirming the amount, ~~is received by the D~~istrict. The ~~D~~istrict will also compensate the employee for a remediation class to pass the Special Class Boiler License for the Custodian position.

Employees hired with allowable time to obtain proper licensure will be paid one grade lower until such time as they obtain the required license. Once the licensure is obtained, and proof is provided to the District, the member will advance to the grade appropriate for the position title with the change in pay effective with the pay period following receipt. The step placement at the time the license is achieved in the lower grade will follow to the higher grade.

At the District's discretion, an extension may be granted to employees who have not obtained appropriate licensure for the position they were hired for, if there is evidence that attempts to obtain the licensure have been made, or there were extenuating circumstances that prevented them from obtaining the license.

~~Licensure required by any specific position, not obtained within a year of taking said position, will result in a reduction in pay to the next lowest grade, but the same step. Members will maintain the lower grade of pay until they successfully achieve the required licensure for the position. While in the lower grade, the member will still receive steps and COLAs in accordance to the terms negotiated in the contract. Once the licensure is obtained, and proof is provided to the District, the member will re-advance to the grade appropriate for the position title. The step placement at the time the license is achieved in the lower grade will follow to the higher grade.~~

## ARTICLE 21 GRIEVANCE PROCEDURE

**Section 1. Definition of a Grievance:** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

**Section 2. Union Representative:** The employer will recognize representatives designated by the union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The union shall notify the ~~employer~~ District in writing of the names of such union representatives and of their successors when so designated, as provided by Article VI, Section 3, of this Agreement.

**Section 3. Processing of a Grievance:** It is recognized and accepted by the union and the employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the ~~employer~~ District during normal working hours provided that the employee and the union representative have been notified and received approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work of the ~~employer~~ District.

**Section 4. Procedure:** Grievances, as defined in Section 1 hereof, shall be resolved in conformance with the following procedure:

**Step 1:** An employee claiming a violation concerning the interpretation or application of the Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the employer. The ~~employer~~ District designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance

not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the ~~employer~~ District designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the union within ten (10) calendar days shall be considered waived.

**Step 2:** If appealed, the written grievance shall be presented by the union and discussed with the ~~employer~~ District designated Step 2 representative. The ~~employer~~ District designated representative shall give the union the ~~employer~~ District's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not

resolved in Step 2 may be appealed to Step 3 within (10) calendar days following the employer designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the union within ten (10) calendar days shall be considered waived.

**Step 3:** If appealed, the written grievance shall be presented by the union and discussed with the ~~employer~~ District designated Step 3 representative. The ~~employer~~ District designated representative shall give the union the employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the ~~employer~~ District designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the union within ten (10) calendar days shall be considered waived.

**Step 4:** A grievance unresolved in Step 3 and appealed to Step 4 by the union shall be submitted to arbitration subject to the provisions of the P.E.L.R.A., as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board.

**Section 5:      Arbitrator's Authority:**

**Subd. 1.** The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the ~~employer~~ District and the union, and shall have no authority to make a decision on any other issue not so submitted.

**Subd. 2.** The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing unless the parties agree to an extension. The decision shall be binding on both the ~~employer~~ District and the union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievances presented.

**Subd. 3.** The fees and expenses for the arbitrator's services and proceedings shall be borne equally by ~~employer~~ District and the union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made providing it pays for the records. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

**Section 6.      Waiver:** If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the ~~employer~~ District's last answer. If the ~~employer~~ District does not answer a grievance or an appeal thereof within the specified time limits, the union may elect to treat the grievance as denied at the step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the employer and the union in each step.

**Section 7. Choice of Remedy:** If, as a result of the written employer response in Step 3, the grievance remains unresolved, and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article XXI or a procedure such as: Civil Service, Veteran's Preference, or Fair Employment. If appealed to any procedure other than Step 4 of Article XXI, the grievance is not subject to the arbitration procedure as provided in Step 4 of Article XXI. The aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article XXI or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4 of Article XXI.

Except with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this Grievance Procedure.

## **ARTICLE 22 SAVINGS CLAUSE**

This agreement is subject to the laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held to the contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time limits provided, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision shall be renegotiated at the written request of either party.

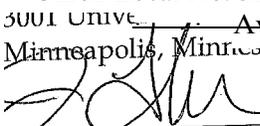
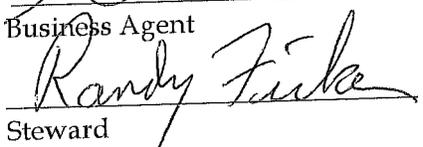
**ARTICLE 23  
DURATION**

**Section 1. Term and Reopening Negotiations:** This Agreement shall remain in full force and effect for a period commencing July 1, 2020~~2~~, through June 30, 2022~~4~~. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement. Except as otherwise provided in this Agreement, changes in rates of pay or other increased benefits provided herein for the 2020~~2~~-2022~~4~~-school years shall be effective July 1, 2020~~2~~. In the event a new Agreement is not in effect on July 1, 2022, all compensation and working conditions remain in effect as provided in P.E.L.R.A.

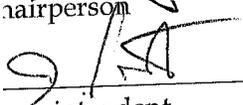
**Section 2. Effect:** This Agreement constitutes the full and complete Agreement between the school district and the exclusive representative. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

**Section 3. Finality:** Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for renegotiation during the term of this Agreement, except by mutual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

~~For Minnesota Teamsters Public  
and Law Enforcement Employees'  
Union Local No. 320  
5001 University Avenue S.E.  
Minneapolis, Minnesota 55414~~  
  
Business Agent  
  
Steward

Date: 7/20/2020

~~For Independent School District No. 200  
1000 11th Street West  
Hastings, Minnesota 55033~~  
  
Chairperson  
  
Superintendent

Date: 7/24/2020

**\*NOTE - A new signature page will be added after a board ratification vote**

**APPENDIX A**

**2022-2023**

DESCRIPTION	Step	Grade 9	Grade 8	Grade 7	Grade 6	Grade 5	Grade 4
Hourly Rates							
<b>Grade 9</b>							
Lead Custodian	3	\$23.71	\$21.57	\$19.81	\$18.21	\$16.72	\$15.37
Maintenance Specialist	4	\$24.28	\$22.10	\$20.27	\$18.63	\$17.09	\$15.66
	5	\$24.88	\$22.65	\$20.73	\$19.02	\$17.45	\$15.99
<b>Grade 8</b>							
Grounds Worker	6	\$25.47	\$23.17	\$21.12	\$19.40	\$17.84	\$16.37
Community Ed Custodian	7	\$26.09	\$23.74	\$21.59	\$19.81	\$18.17	\$16.67
	8	\$26.68	\$24.25	\$22.03	\$20.22	\$18.54	\$17.00
	9	\$27.28	\$24.80	\$22.46	\$20.59	\$18.91	\$17.32
<b>Grade 7</b>							
Grounds Worker/Custodian	10	\$27.85	\$25.34	\$22.93	\$21.02	\$19.28	\$17.67
	11	\$28.47	\$25.88	\$23.36	\$21.42	\$19.63	\$17.98
	12	\$29.06	\$26.41	\$23.82	\$21.82	\$20.02	\$18.33
<b>Grade 6</b>							
Custodian	13	\$29.66	\$26.95	\$24.26	\$22.42	\$20.37	\$18.67
	16	\$30.66	\$27.95	\$25.26	\$23.42	\$21.12	\$19.42
	21	\$31.66	\$28.95	\$26.26	\$24.42	\$21.87	\$20.17
<b>Grade 4</b>							
Cleaner							

**Retention payment** For the 2022-2023 all custodians hired before June 30, 2022 will receive a one-time payment of \$1,000 paid out the first payroll in December, 2022.

**2023-2024**

DESCRIPTION	Step	Grade 9	Grade 8	Grade 7	Grade 6	Grade 5	Grade 4
Hourly Rates							
<b>Grade 9</b>							
Lead Custodian	3	\$24.18	\$22.00	\$20.21	\$18.57	\$17.05	\$15.68
Maintenance Specialist	4	\$24.77	\$22.54	\$20.68	\$19.00	\$17.43	\$15.97
	5	\$25.38	\$23.10	\$21.14	\$19.40	\$17.80	\$16.31
<b>Grade 8</b>							
Grounds Worker	6	\$25.98	\$23.63	\$21.54	\$19.79	\$18.20	\$16.70
Community Ed Custodian	7	\$26.61	\$24.21	\$22.02	\$20.21	\$18.53	\$17.00
	8	\$27.21	\$24.74	\$22.47	\$20.62	\$18.91	\$17.34
	9	\$27.83	\$25.30	\$22.91	\$21.00	\$19.29	\$17.67
<b>Grade 7</b>							
Grounds Worker/Custodian	10	\$28.41	\$25.85	\$23.39	\$21.44	\$19.67	\$18.02
	11	\$29.04	\$26.40	\$23.83	\$21.85	\$20.02	\$18.34
	12	\$29.64	\$26.94	\$24.30	\$22.26	\$20.42	\$18.70
<b>Grade 6</b>							
Custodian	13	\$30.25	\$27.49	\$24.75	\$22.87	\$20.78	\$19.04
	16	\$31.25	\$28.49	\$25.75	\$23.87	\$21.53	\$19.79
	21	\$32.25	\$29.49	\$26.75	\$24.87	\$22.28	\$20.54
<b>Grade 4</b>							
Cleaner							

NOTE: Grade 5 is listed for purposes of grade 6 custodians hired but provided time to obtain required licensure.

Retention payment For the 2023-2024 all custodians hired before June 30, 2022 will receive a one-time payment of \$1,000 paid out the first payroll in December, 2023.

**Appendix A-1**

**2020-2021**

Grade Step	12	11	10	9	8	7	6	5	4	3
<b>2-Min</b>	\$28.83	\$26.50	\$24.08	\$22.05	\$20.10	\$18.52	\$17.04	\$15.66	\$14.34	\$13.23
3	\$29.71	\$27.23	\$24.73	\$22.65	\$20.61	\$18.93	\$17.40	\$15.98	\$14.68	\$13.51
4	\$30.58	\$27.95	\$25.41	\$23.20	\$21.12	\$19.37	\$17.80	\$16.33	\$14.97	\$13.82
5	\$31.45	\$28.70	\$26.08	\$23.78	\$21.64	\$19.80	\$18.18	\$16.67	\$15.28	\$14.08
6	\$32.31	\$29.43	\$26.72	\$24.34	\$22.14	\$20.19	\$18.54	\$17.04	\$15.64	\$14.37
<b>7-Mid</b>	\$33.29	\$30.15	\$27.38	\$24.93	\$22.68	\$20.63	\$18.93	\$17.37	\$15.93	\$14.69
8	\$34.16	\$30.91	\$28.05	\$25.49	\$23.17	\$21.05	\$19.32	\$17.72	\$16.24	\$14.95
9	\$35.03	\$31.65	\$28.72	\$26.07	\$23.70	\$21.46	\$19.68	\$18.07	\$16.55	\$15.24
10	\$35.91	\$32.38	\$29.39	\$26.61	\$24.21	\$21.91	\$20.09	\$18.42	\$16.89	\$15.53
11	\$36.78	\$33.12	\$30.03	\$27.20	\$24.73	\$22.32	\$20.47	\$18.76	\$17.18	\$15.84
12	\$37.64	\$33.86	\$30.71	\$27.77	\$25.24	\$22.76	\$20.85	\$19.13	\$17.51	\$16.10
<b>13-Max</b>	\$38.41	\$34.58	\$31.39	\$28.34	\$25.76	\$23.18	\$21.42	\$19.46	\$17.84	\$16.41

**Longevity**

13-2	\$38.41	\$34.58	\$31.39	\$28.34	\$25.76	\$23.18	\$21.42	\$19.46	\$17.84	\$16.41
13-3	\$38.41	\$34.58	\$31.39	\$28.34	\$25.76	\$23.18	\$21.42	\$19.46	\$17.84	\$16.41
<b>13-4</b>	<b>\$39.66</b>	<b>\$35.83</b>	<b>\$32.64</b>	<b>\$29.34</b>	<b>\$26.76</b>	<b>\$24.18</b>	<b>\$22.42</b>	<b>\$20.21</b>	<b>\$18.59</b>	<b>\$17.16</b>
13-5	\$39.66	\$35.83	\$32.64	\$29.34	\$26.76	\$24.18	\$22.42	\$20.21	\$18.59	\$17.16
13-6	\$39.66	\$35.83	\$32.64	\$29.34	\$26.76	\$24.18	\$22.42	\$20.21	\$18.59	\$17.16
13-7	\$39.66	\$35.83	\$32.64	\$29.34	\$26.76	\$24.18	\$22.42	\$20.21	\$18.59	\$17.16
13-8	\$39.66	\$35.83	\$32.64	\$29.34	\$26.76	\$24.18	\$22.42	\$20.21	\$18.59	\$17.16
<b>13-9</b>	<b>\$40.91</b>	<b>\$37.08</b>	<b>\$33.89</b>	<b>\$30.34</b>	<b>\$27.76</b>	<b>\$25.18</b>	<b>\$23.42</b>	<b>\$20.96</b>	<b>\$19.34</b>	<b>\$17.91</b>

Longevity will be paid to those who are on step 13 for the 4th and 9th year according to the following schedule.

Grades	Year	Amt.	Total
3-5	4th	\$0.75	\$0.75
6-9	4th	\$1.00	\$1.00
10-12	4th	\$1.25	\$1.25
3-5	9th	\$0.75	\$1.50
6-9	9th	\$1.00	\$2.00
10-12	9th	\$1.25	\$2.50

## Appendix A-1

### 2021-2022

Grade Step	12	11	10	9	8	7	6	5	4	3
<b>3-Min</b>	\$30.45	\$27.91	\$25.35	\$23.22	\$21.13	\$19.40	\$17.84	\$16.38	\$15.05	\$13.85
4	\$31.34	\$28.65	\$26.05	\$23.78	\$21.65	\$19.85	\$18.25	\$16.74	\$15.34	\$14.17
5	\$32.24	\$29.42	\$26.73	\$24.37	\$22.18	\$20.30	\$18.63	\$17.09	\$15.66	\$14.43
6	\$33.12	\$30.17	\$27.39	\$24.95	\$22.69	\$20.69	\$19.00	\$17.47	\$16.03	\$14.73
<b>7-Mid</b>	\$34.12	\$30.90	\$28.06	\$25.55	\$23.25	\$21.15	\$19.40	\$17.80	\$16.33	\$15.06
8	\$35.01	\$31.68	\$28.75	\$26.13	\$23.75	\$21.58	\$19.80	\$18.16	\$16.65	\$15.32
9	\$35.91	\$32.44	\$29.44	\$26.72	\$24.29	\$22.00	\$20.17	\$18.52	\$16.96	\$15.62
10	\$36.84	\$33.19	\$30.12	\$27.28	\$24.82	\$22.46	\$20.59	\$18.88	\$17.31	\$15.92
11	\$37.70	\$33.95	\$30.78	\$27.88	\$25.35	\$22.88	\$20.98	\$19.23	\$17.61	\$16.24
12	\$38.58	\$34.71	\$31.48	\$28.46	\$25.87	\$23.33	\$21.37	\$19.64	\$17.95	\$16.50
<b>13-1 Max</b>	\$39.37	\$35.44	\$32.17	\$29.05	\$26.40	\$23.76	\$21.96	\$19.95	\$18.29	\$16.82

#### Longevity

13-2	\$39.37	\$35.44	\$32.17	\$29.05	\$26.40	\$23.76	\$21.96	\$19.95	\$18.29	\$16.82
13-3	\$39.37	\$35.44	\$32.17	\$29.05	\$26.40	\$23.76	\$21.96	\$19.95	\$18.29	\$16.82
<b>13-4</b>	<b>\$40.62</b>	<b>\$36.69</b>	<b>\$33.42</b>	<b>\$30.05</b>	<b>\$27.40</b>	<b>\$24.76</b>	<b>\$22.96</b>	<b>\$20.70</b>	<b>\$19.04</b>	<b>\$17.57</b>
13-5	\$40.62	\$36.69	\$33.42	\$30.05	\$27.40	\$24.76	\$22.96	\$20.70	\$19.04	\$17.57
13-6	\$40.62	\$36.69	\$33.42	\$30.05	\$27.40	\$24.76	\$22.96	\$20.70	\$19.04	\$17.57
13-7	\$40.62	\$36.69	\$33.42	\$30.05	\$27.40	\$24.76	\$22.96	\$20.70	\$19.04	\$17.57
13-8	\$40.62	\$36.69	\$33.42	\$30.05	\$27.40	\$24.76	\$22.96	\$20.70	\$19.04	\$17.57
<b>13-9</b>	<b>\$41.87</b>	<b>\$37.94</b>	<b>\$34.67</b>	<b>\$31.05</b>	<b>\$28.40</b>	<b>\$25.76</b>	<b>\$23.96</b>	<b>\$21.45</b>	<b>\$19.79</b>	<b>\$18.32</b>

Longevity will be paid to those who are on step 13 for the 4th and 9th year according to the following schedule.

Grades	Year	Amt.	Total
3-5	4th	\$0.75	\$0.75
6-9	4th	\$1.00	\$1.00
10-12	4th	\$1.25	\$1.25
3-5	9th	\$0.75	\$1.50
6-9	9th	\$1.00	\$2.00
10-12	9th	\$1.25	\$2.50

11/12/2019

## Appendix A-2

Last	First	Job Description Classification	Grade	20-21	***	20-21	21-22	***	21-22
				Step	*2	Hrly Rate	Step	*3	Hrly Rate
* Open	New	Lead-Cust.-Day/Lead-Cust.-Night	9	2	-	22.05	3	-	23.22
* Open	New	Lead-Cust.-Day/Lead-Cust.-Night	9	2	-	22.05	3	-	23.22
Alitz	Paul	Custodian-Day/Custodian-Night	6	13	1	21.42	13	2	21.96
Anderson	Brent	Maintenance-Specialist	9	2	-	22.05	3	-	23.22
Arndt	Kaye	Custodian-NL-Day/Custodian-NL-Night	5	3	-	15.98	4	-	16.74
Betcher	Robert	Custodian-Day/Custodian-Night	6	10	-	20.09	11	-	20.98
Bloomstrand	Jacob	Cleaner	4	2	-	14.34	3	-	15.05
Butler	Raymond	Maintenance-Specialist	9	3	-	22.65	4	-	23.78
Clark	David	Lead-Cust.-Day/Lead-Cust.-Night	9	9	-	26.07	10	-	27.28
Clark	Jamie	Custodian-Day/Custodian-Night	6	7	-	18.93	8	-	19.80
Colburn	Rodney	Maintenance-Specialist	9	2	-	22.05	3	-	23.22
Ehnstrom	Scott	Custodian-Day/Custodian-Night	6	8	-	19.32	9	-	20.17
Ficker	Randy	Lead-Cust.-Day/Lead-Cust.-Night	9	10	-	26.61	11	-	27.88
Ganrud	Patricia	Lead-Cust.-Day/Lead-Cust.-Night	9	9	-	26.07	10	-	27.28
Giles	Daniel	Custodian-Day/Custodian-Night	6	12	-	20.85	13	1	21.96
Graumann	Kurt	Grounds-Worker	8	13	2	25.76	13	3	26.40
Green	Mike	Custodian-Day/Custodian-Night	6	7	-	18.93	8	-	19.80
Hammer	Jacob	Custodian-NL-Day/Custodian-NL-Night	5	3	-	15.98	4	-	16.74
Hoeschen	James	Custodian-Day/Custodian-Night	6	13	3	21.42	13	4	22.96
Kimmes	Daniel	Custodian-NL-Day/Custodian-NL-Night	5	13	6	20.21	13	7	20.70
Knoll	Thomas	Custodian-Day/Custodian-Night	6	13	6	22.42	13	7	22.96
Kummer	Bruce	Custodian-Day/Custodian-Night	6	12	-	20.85	13	1	21.96
Latch	Curtis	CE-Custodian	8	3	-	20.61	4	-	21.65
Lemmerhirt	Matt	Custodian-Day/Custodian-Night	6	2	-	17.04	3	-	17.84
Lindekugel	Dominique	Custodian-Day/Custodian-Night	6	2	-	17.04	3	-	17.84
Lindekugel	Steven	Custodian-Day/Custodian-Night	6	3	-	17.40	4	-	18.25
McTague	Jon	Grounds-Worker/Custodian	7	6	-	20.19	7	-	21.15
Mullaney	Terrance	Custodian-Day/Custodian-Night	6	3	-	17.40	4	-	18.25
Reinardy	Daniel	Lead-Cust.-Day/Lead-Cust.-Night	9	13	5	29.34	13	6	30.05
Reuter	Allison	Cleaner	4	2	-	14.34	3	-	15.05
Schmitz	Timothy	Custodian-Day/Custodian-Night	6	13	9	23.42	13	9	23.96
Smiley	Michael	Custodian-Day/Custodian-Night	6	2	-	17.04	3	-	17.84
Tessier-Morse	Hailen	Lead-Cust.-Day/Lead-Cust.-Night	9	4	-	23.20	5	-	24.37
Tucker	Jonathon	Custodian-NL-Day/Custodian-NL-Night	5	4	-	16.33	5	-	17.09
Zetwick	Jared	Custodian-Day/Custodian-Night	6	2	-	17.04	3	-	17.84

As of 1/27/2020

# Appendix B-1

Annual Hours Worked- Insurance ,Paid Days Off, Sick Leave				
<b>Full-Time (8 hr per day) 12-Month Employee</b>		260 days @ 8 hrs.		2080
		25-5=20 vac days		-160
		14-10=4 holidays		-32
		236	8	<b>1888</b>
Group	Position	Days Scheduled To Work	Ave Hrs Per Day	Annual Hours Worked
<b>Excludes hours outside of the normal contracted day/year- overtime, summer, breaks, after school ec</b>				
<b>Minimum hours required paid days off &amp; sick leave</b>		<b>172</b>	<b>2</b>	<b>344</b>
<b>Minimum hours required for insurance contribution</b>				<b>850</b>
<b>HESA</b>	10 mo	205	8	<b>1640</b>
	9.75 mo	199	8	<b>1592</b>
	9.5 mo	194	8	<b>1552</b>
	9 mo	184	8	<b>1472</b>
	<i>J. Niederkorn</i> - HS Counseling-9 mo 2 days week=2/5=.4*8	184	3.25	<b>598</b>
	<i>K. Sill</i> - DO Copy Center flexed	203	6	<b>1218</b>
	<i>J. Pettit</i> - DO Copy Center flexed	174.476	5.25	<b>916</b>
<b>Paraprofessionals contract states student contact days use 172 (max possible)</b>		172	8	<b>1376</b>
		172	7.5	<b>1290</b>
		172	7.25	<b>1247</b>
		172	7	<b>1204</b>
		172	6.75	<b>1161</b>
		172	6.5	<b>1118</b>
		172	6.25	<b>1075</b>
		172	6	<b>1032</b>
		172	5.75	<b>989</b>
		172	5.5	<b>946</b>
		172	5.25	<b>903</b>
		172	5	<b>860</b>
		172	4.75	<b>817</b>
<i>A. Fairbanks</i> - Student Asst/Sec I MS PE/Athletic	175	7.5	<b>1312.5</b>	
<i>A. Stoneberg</i> - HS Raider Reading	175	7	<b>1225</b>	
<b>Food Service Personnel contract states student contact days +2, use 172 (max possible) +2 = 174 days</b>		174	8	<b>1392</b>
		174	7	<b>1218</b>
		174	6.5	<b>1131</b>
		174	6.25	<b>1088</b>
		174	6	<b>1044</b>
		174	5.75	<b>1001</b>
		174	5.5	<b>957</b>
		174	5.25	<b>914</b>
		174	5	<b>870</b>
		174	4.75	<b>827</b>
<b>Health Services Personnel</b>	HS	189	8	<b>1512</b>
	MS	189	8	<b>1512</b>
	Elem	187	7.5	<b>1402.5</b>
<b>Technology Support Staff contract states 170 days use 172 for minimum</b>	Tech II- 12 month	236	8	<b>1888</b>
	Instructional Lab Technician	176	8	<b>1408</b>
	Assistive Technology Tech.	189	8	<b>1512</b>
	<i>C. Anderson</i> - Theatre Coord	176	6	<b>1056</b>

**CE Para** Enter actual annual hours scheduled to work **see appendix B1-A,B,C**

**If daily hours vary a great deal and annual hours worked are 1471 or less divide annual hours by 172 to get average daily hours for paid days off calculation. 1170/172=6.75 ave hours rounded to the quarter hour. If annual hours worked is 1472 or greater ave daily hours for paid days off would be 8 hours per day.**

|

4/27/2020

**Appendix C-1**

**Paid Days Off Based on *Hours Worked* Grades 1-12**

<b>Hours Worked</b>	<b>Vacation Days</b>	<b>Holidays</b>	<b>Essential Leave</b>	<b>Paid Days Off</b>	<b>Emergency Closing</b>	<b>Sick Days</b>
Prorated on average hours per day, max of 8 hours per day. Minimum of 2 hours per day to qualify. (344 annual hours)						
<b>Full Time</b>						
12 Month	10-25	14	3	27-42	NL	12
<b>Less Than Full-Time</b>						
12 months***	10	10	2	22	NL	10
1472 +	5	10	2	17	NL	10
1471 -	4	8	2	14	NL	9
<b>Do not currently receive or Hired After July 1, 2008</b>						
***1471 -	2	6	2	10	NL	9

Days will be prorated for partial years.

Emergency Close - Custodians/Kids Kampus employees who have to report may use as a float as approved by supervisor. Anyone else who reports it is by their choice and they will not be able to use as a float.

\*\*\*District requirement for year round less than full time.

Annual hours worked excludes hours outside of the normal contracted day/year-overtime, summer, breaks, after school ect.

Appendix D-1

Holiday/Non Workday Schedule

<del>(school in session includes workshop days)</del>		<del>Do not currently receive or Hired 7/1/2008 &amp; after ***1471--Hours Worked</del>		
<u>Full Time Year Round</u>	<u>Full Time Custodians</u>	<u>1472+ Hours Worked</u>	<u>1471--Hours Worked</u>	<u>***1471--Hours Worked</u>
1 New Year's Day	New Year's Day	1 New Year's Day	1 New Year's Day	1 New Year's Day
2 Presidents Day Observed	Presidents Day Observed	2 Presidents Day Observed	2 Presidents Day Observed	2 Presidents Day Observed
3 Good Friday	Good Friday	3 Good Friday	3 Good Friday	3 Good Friday
4 Memorial Day	Memorial Day	4 Memorial Day	4 Memorial Day	4 Memorial Day
5 Independence Day	Independence Day	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
6 <del>Friday before Labor Day</del> (non work day if school is in session replaced with Thurs of Teacher Assoc.)	Float	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
7 Labor Day	Labor Day	5 Labor Day	5 Labor Day	XXXXXXXXXXXXXX
8 Friday of Teacher Assoc.	Float	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
9 Thanksgiving	Thanksgiving	6 Thanksgiving	6 Thanksgiving	5 Thanksgiving
10 Friday after Thanksgiving	Friday after Thanksgiving	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX (CE Para's Grandf per list, prorate 1520)	XXXXXXXXXXXXXX
11 Christmas Eve	Christmas Eve	7 Christmas Eve	7 Christmas Eve	XXXXXXXXXXXXXX
12 Christmas Day	Christmas Day	8 Christmas Day	8 Christmas Day	6 Christmas Day
13 New Year's Eve	New Year's Eve	9 New Year's Eve	XXXXXXXXXXXXXX (CE Para's Grandf per list, prorate 1520)	XXXXXXXXXXXXXX
14 <del>Easter Monday</del> (non workday if school is in session is a workday and not a floating holiday)	Easter Monday (non workday if school is in session is a workday and not a floating holiday)	10 Easter Monday (non workday if school is in session is a workday and not a floating holiday)	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX

**Appendix E-1**

**Health Insurance Contribution-Grades 1-12**

		<b>2020-2021 2%</b>	
<b>Annual Hours Worked</b>	<b>% of Contribution Based On Hours Worked</b>	<b>Single Contribution</b> <small>(Up to Comp Basic Single Premium)</small>	<b>Family Contribution</b>
		<b>\$768.50</b>	<b>\$1,613.69</b>
1,606-1,888	100%	\$768.50	\$1,613.69
1,417-1,605	85%	\$653	\$1,372
1,228-1,416	75%	\$576	\$1,210
945-1,227	65%	\$500	\$1,049
850-944	50%	\$384	\$807
			<b>20-21 cap \$1,677.08</b>

**Dental Insurance Contribution -Grades 1-12**

		<b>2020-2021 &amp; 2021-2022 0%</b>	
<b>Annual Hours Worked</b>	<b>% of Contribution Based On Hours Worked</b>	<b>Single Contribution</b>	<b>Family Contribution</b>
		<b>\$81.00</b>	<b>\$81.00</b>
1,606-1,888	100%	\$81.00	\$81
1,417-1,605	85%	\$69	\$69
1,228-1,416	75%	\$61	\$61
945-1,227	65%	\$53	\$53
850-944	50%	\$41	\$41

See appendix B-1 for hours worked.



**PROVISIONS FOR THE CLOSING OF SCHOOLS DUE TO  
INCLEMENT WEATHER OR OTHER EMERGENCY**

**I. PURPOSE**

The purpose of this document is to establish the procedures to be followed in the event that school is cancelled or delayed due to inclement weather or other emergency.

**II. GENERAL STATEMENT**

This document establishes the procedures to be followed in various situations when schools may be closed. In situations not anticipated by the provisions of this document, the superintendent shall make the sole determination as to how the situation shall be addressed. The superintendent's decision in these instances shall be final.

Some personnel may be required to report to work even when school is cancelled for students or when other personnel may not be required to report; please refer to the definitions below to identify your specific group.

**III. DEFINITIONS**

**A. Emergency Personnel**—Any ISD #200 employee who is designated to perform services which are necessary even in the event that the school district is closed due to inclement weather or other exigency. They include the following individuals:

- Director of Maintenance
- Site Lead Custodians
- Maintenance Staff
- Coordinator of District Services
- Director of Food Service — *depending upon circumstances*

Employees included in this group **will always be required to report** regardless of the status of a school closing.

**B. Tier I Personnel**—Any ISD #200 employee who is scheduled to work 205 days or more per year (*Appendix B-1 of your contract*). Employees included in this group **may be asked to report** depending on the situation surrounding the change in school schedule.

**C. Teachers**—Any ISD #200 employee who is a part of the Teacher's Bargaining Group. Employees included in this group **may be asked to report** depending on the situation surrounding the change in school schedule.

**D. Tier II Personnel**—Any ISD #200 employee who work less than 205 days per year (*Appendix B-1 of your contract*) regardless of whether or not they are paid at an hourly rate or by salary. Employees included in this group **should not report when school has been closed unless specifically directed to do so**. In the event of a delay, employees in this group will be expected to report at the designated time.

**IV. MAKING THE DECISION TO CLOSE SCHOOL**

Only the superintendent or his specifically authorized representative may approve a school closing.

If the district remains open and employees determine that the risk is too great for them to attempt to reach their work location, they may elect to take a vacation day, personal day, non-duty day or an unpaid day.

**~~V. PROCEDURES FOR CLOSING SCHOOL FOR ISD #200 STUDENTS/STAFF~~**

~~On days when the weather forecast or early morning weather conditions are questionable, employees and parents should monitor the Hastings Public Schools website: [www.hastings.k12.mn.us](http://www.hastings.k12.mn.us) as well as local radio and television, to determine if the district has closed or delayed their start time.~~

~~Once school has been delayed or closed, an official announcement will be made to staff via the School District's Automated Call and Staff Email, identifying which personnel, if any, are being asked to report, as defined in Section III of this document.~~

**~~VI. STAFF RESPONSIBILITIES IN THE EVENT OF A SCHOOL CLOSING OR DELAY~~**

**~~A. When staff is directed to report~~**

- ~~1. Employees who are unable to report for work on a day when school is closed and employees are directed to report, may use any of the following leave types if available in your specific contract:
  - ~~Vacation~~
  - ~~Personal Leave~~
  - ~~Essential Leave~~
  - ~~Comp Day~~
  - ~~Pay Deduct~~~~

~~Employees are to submit their leave via Aesop Absence/TimeClock+ indicating the leave option they wish to access as soon as possible.~~

- ~~2. Leave reported prior to the official announcement will be removed with the exception of board approved leaves.~~

**~~B. Staff is directed not to report~~**

~~If the official announcement from the School District to staff indicates that "staff should not report", then only designated "Emergency Personnel" are required to report.~~

~~***NOTE:** In very limited circumstances, an individual who is not identified as Emergency Personnel may be required to report to address very specific assignments (Payroll/Athletics), in these situations the individual required to report would be notified directly by their supervisor. The time spent working would be flexed with the direct supervisor's approval.*~~

- ~~1. Teachers, Tier I and Tier II Employees should not report. In order to be paid, hourly employees should enter their average daily hours on TimeClock+ using the Emergency Close Leave option.~~
- ~~2. Emergency Personnel who are hourly employees will receive floating time off as approved by your Supervisor, for the time worked on a day when school is closed and other employees are not required to report.~~
- ~~3. Emergency Personnel who are salaried shall be paid as though present at work. Salaried employees who are "emergency employees" and report for work will not receive any additional compensation.~~
- ~~4. Emergency Personnel, who are unable to report due to the conditions, should notify their supervisor as soon as possible.~~

## **MEMORANDUM OF UNDERSTANDING SICK LEAVE BANK**

This Memorandum of Understanding is entered into between Independent School District No. 200, Hastings, Minnesota (hereinafter referred to as the "District") and Minnesota Teamsters Public and Law Enforcement Employee's Union, Local 320 (hereinafter referred to as the "Union").

WHEREAS, the District and the Union mutually agree that there is benefit in maintaining a Sick Leave Bank for employees of the District; and

WHEREAS, during the period of this MOU, **Article 10, Section 1, Sick Leave, Subd. 4** of the Master Agreement shall be suspended and the terms of the Sick Leave Bank provided in this MOU will apply.

NOW THEREFORE, it is mutually agreed by and between the undersigned parties that the terms of the Sick Leave Bank shall go into effect upon the ratification of the 2022-2024 Master Agreement and continue until the ratification of the 2024-2026 Master Agreement, with the following terms:

### 1. Purpose

- a. The purpose of the Sick Leave Bank is to provide additional sick leave to those employees who have exhausted their paid leave and have a catastrophic accident, illness, or serious recurring illness, necessitating extended absence.

### 2. Membership

- a. Employees shall contribute a maximum of one day of sick leave during the donation period to be eligible for the Sick Leave Bank.
  - i. Employees who do not contribute one sick day to the Sick Leave Bank during the donation period shall not be eligible to use leave from the bank.
- b. Employees shall be offered the opportunity to join the Sick Leave Bank during donation periods. Employees will be notified 15 days in advance of scheduled donation periods.
- c. Employees hired after the enrollment period shall be eligible to join the Sick Leave Bank within 15 days of their employment start date.
- d. Employees returning from a leave of absence shall be eligible to join the Sick Leave Bank within 15 days of their return from leave.
- e. Leave contributed to the Sick Leave Bank is not taxed or tax deductible to the donor, is non-refundable, and contributions are irrevocable.
- f. If at any time the balance in the Sick Leave Bank goes below 20 days, the District will organize a donation period.

### 3. Qualification

- a. To qualify for the Sick Leave Bank, the employee must have exhausted their personal sick leave accrual, and other paid leave available to them (i.e. essential leave, vacation, etc.), and
- b. To qualify as a catastrophic accident or illness, for the purpose of this Sick Leave Bank, the employee must:
  - i. Need leave to meet the waiting period for Short Term Disability; or
  - ii. Need leave to cover an extended period of absence resulting from an accident with major injury and/or a serious health condition, as defined under the FMLA; or
  - iii. Need leave to cover intermittent absences resulting from an ongoing, recurring illness/serious health condition, as defined under the FMLA; or
  - iv. Be required to provide care for the serious health condition (as defined under the FMLA) of a spouse, child, or parent, whether for an extended period of time or on a recurring basis; and
- c. Written verification by the attending physician is required.

#### 4. Maximum Eligibility

- a. Employees shall be eligible to use up to a maximum of ten days per school year from the Sick Leave Bank, for qualifying absences.

#### 5. Exclusions

- a. With the exception of FMLA or medical leave, employees on leave are not eligible to access the Sick Leave Bank.
- b. An employee who is collecting benefits from Long Term Disability or Workers Compensation will not be eligible.
- c. An employee who is absent for treatment and/or surgery that is considered elective in nature will not be eligible.

#### 6. Part-time Employees

- a. Employees who are part of the plan and work less than full time shall be eligible for benefits only for the pro-rata portion of the work day for which they are employed.

#### 7. Administration

- a. A member must apply for benefits under the Sick Leave Bank by submitting a written request to the Human Resources Department. Such request must be submitted and approved prior to the use of the leave.
- b. The Sick Leave Bank will be administered by the Human Resources Department
  - i. If, in reviewing eligibility, it is determined that a request does not qualify, Human Resources will review the request with the Local 320 Business Representative, prior to denial. If there is not mutual agreement, the matter will be referred to the Superintendent for a final determination.
  - ii. Eligibility decisions related to the qualification for use of days from the Sick Leave Bank are not subject to the grievance procedures.

## ***Future Meetings***

<b>Date</b>	<b>Time</b>	<b>Description</b>	<b>Location</b>
10/26/2022	6:00 PM	<b>Regular School Board Meeting</b>	<b>HMS Media Center</b>
10/27/2022	9-10:30 AM	Finance Committee Meeting	District Office Conference Room A
10/28/2022	12:00 PM - 3:30 PM	<p>Notice is hereby given that the Hastings School board will be engaging in training with the Minnesota School Boards Association (MSBA) at 9:00 am on October 28th, at the Pleasant Hill Library (Hastings). The MSBA training session will not be open to the public. The Open Meeting Law does not require the School Board to post notice of a gathering that is solely intended to be a training session. See Op. Atty. Gen. 63a-5 (February 5, 1975); Dep't of Admin DPO Adv. Op. 16-006 (Nov. 4. 2016).</p> <p>Notice is hereby given that the Hastings School Board will hold a special meeting (Retreat) from 12:00 pm until 3:00 pm on October 28th. The location of the meeting will be at the Pleasant Hill Library, Large Meeting Room, 1490 S Frontage Rd, Hastings, MN 55033. The Board's retreat will be open to the public.</p>	Pleasant Hill Library - Large Meeting Room 1490 S Frontage Rd. Hastings, MN 55033
11/02/2022	4:00-5:30 PM	Policy Committee Meeting	District Office Conference Room A
11/09/2022	6:00 PM	<b>School Board Regular Work Session</b>	<b>HMS Media Center</b>
11/22/2022	6:00 PM	<b>Regular School Board Meeting</b>	<b>HMS Media Center</b>
11/30/2022	4-5:00 PM	Policy Committee Meeting	District Office Conference Room A
12/01/2022	3-4:00 PM	Policy Committee Meeting	District Office Conference Room A
12/07/2022	6:00 PM	<b>Regular School Board Meeting</b>	<b>HMS Media Center</b>
12/15/2022	3-4:00 PM	Policy Committee Meeting	District Office Conference Room A