

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

Wednesday, June 28, 2023  
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:
    - May 23rd, 2023 Special Board Meeting
    - May 24th, 2023 Regular Board Meeting
    - May 31st, 2023 Special Board Meeting
  - b. Approval of the minutes from the:
    - June 14th, 2023 Special Board Meeting
    - June 21st, 2023 Special Board Meeting
- IV. **Recognition of visitors**
- V. **Announcements and Recognitions**
- VI. **Listening Session Summary**
- VII. **Reports and Discussions**
  - a. Superintendent
  - b. Building Construction Fund Project Update
  - c. Wellness Report
  - d. Read Well Plan
  - e. 917 Update
  - f. Policy Committee
  - g. Policies
    - i. First Reading
      - 1. Policy 203.2 Order of the Regular School Board Meeting
      - 2. Policy 203.5 School Board Meeting Agenda
      - 3. Policy 203.6 Consent Agenda
      - 4. Policy 207 Public Hearings
      - 5. Policy 806 Crisis Management Policy
    - ii. Second Reading
      - 1. Policy 209 Code of Ethics
      - 2. Policy 212 School Board Member Development
      - 3. Policy 630 Grading
      - 4. Policy 908 Naming Policy
- VIII. **Action Items**
  - a. Consent Agenda
    - i. Change Orders
      - 1. Change Order No. 3 - Jorgenson Construction, Inc.
    - ii. Bills Payable
    - iii. Personnel Report
    - iv. Prime Food service vendor agreements for 23-24
    - v. Policies for Approval
    - vi. Annual Review Policies for Approval
    - vii. Policies for Approval (3rd Reading)

- viii. Policy for Removal
- ix. Policies with Legislative Changes
- x. Construction Bid Award Recommendation - PEL and KEL Boiler Room Project
- xi. Non-Contract Rates of Pay
- xii. Addendum to Terms and Conditions for Unaffiliated Staff to Add Community Education Coordinators
- xiii. Read Well Plan
- b. Items for Individual Action
  - i. ISD 200 LTFM
  - ii. 2023-2024 School Year Budget
  - iii. Choir Trip Approval
  - iv. Band/Orchestra Trip Approval
  - v. Language Arts Trip Approval
  - vi. Designation of Identified Officials with Authority (IOWA)
  - vii. Resolution Establishing Dates for Filing Affidavits of Candidacy
- IX. **Future Meetings and Topics**
- X. **Adjourn to a Closed meeting**
- XI. **Adjourn to an Open Meeting**
- XII. **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 Tuesday, May 23, 2023, at the Hastings Middle School Media Center.

The meeting was called to order by Chairperson Lisa Hedin at 4:18 PM.

The following members of the Board were present: Becky Beissel, Brian Davis, Mark Zuzek, Carrie Tate, Jessica Dressely, Stephanie Malm, and Lisa Hedin.

After the Pledge of Allegiance a motion was made by Brian Davis to approve the agenda and seconded by Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously.

The Board then proceeded to conduct round two interviews for the superintendent candidacy. The interviews began with Dr. Tamara Champa and ended with Dr. John Bezek.

The Board entered into deliberations regarding interviews and the superintendent position. After deliberations and a short recess was called at 8:12 PM to review the background check feedback on each candidate. The meeting resumed for deliberations at 8:21 and the following motion was made to extend an offer of employment for the Hastings Superintendent to Dr. Tamara Champa contingent upon the following: that a mutually agreeable employment contract is negotiated and a criminal background check is completed with the results acceptable to the school board. In the event that the Chair determines that a mutually agreeable contract is not attainable the Chair is authorized to then make an offer of employment to Dr. John Bezek contingent upon the following: that a mutually agreeable employment contract is negotiated and a criminal background check is completed with the results acceptable to the school board. This motion was made by Stephanie Malm and seconded by Becky Beissel. A motion to amend the motion to remove the portion of the motion that states, " In the event that the Chair determines that a mutually agreeable contract is not attainable the Chair is authorized to then make an offer of employment to Dr. John Bezek contingent upon the following: that a mutually agreeable employment contract is negotiated and a criminal background check is completed with the results acceptable to the school board". The motion to amend was made by Mark Zuzek and seconded by Jessica Dressely. The vote on the amendment was: 4 ayes, 3 nays, with Lisa Hedin, Becky Beissel, and Mark Zuzek voting against, the amendment carries. The motion on the table for Board approval was to extend an offer of employment for the Hastings Superintendent to Dr. Tamara Champa contingent upon the following: that a mutually agreeable employment contract is negotiated and a criminal background check is completed with the results acceptable to the school board. The vote was: 7 ayes, 0 nays, motion carried unanimously.

The Board recessed the meeting at 8:38 PM for Chairperson Hedin to extend an offer of employment to Dr. Tamara Champa. The meeting resumed at 8:48 PM where it was announced that the offer of employment had been accepted.

With no further business to discuss, a motion to adjourn the meeting was made by Brian Davis and seconded by Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously. The meeting was adjourned at 8:57 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, May 24, 2023, at the Hastings Middle School Media Center.

The meeting was called to order by Chairperson Lisa Hedin at 6:00 PM.

The following members of the board were present: Mark Zuzek, Carrie Tate, Jessica Dressely, Brian Davis, and Lisa Hedin. The following members were absent: Stephanie Malm, and Becky Beissel. Dr. McDowell was also present.

After the Pledge of Allegiance, a motion to approve the agenda was made by Brian Davis and seconded by Mark Zuzek. A motion to amend the agenda to include a discussion regarding the School Board evaluation and timing was made by Carrie Tate and seconded by Jessica Dressely. The vote was: 5 ayes, 0 nays, motion carried unanimously. A motion to amend the agenda to remove the future topics item from this agenda through the rest of the calendar year and to change the future meetings agenda item to future meetings and topics was made by Lisa Hedin and seconded by Brian Davis. The vote was: 4 ayes, and 1 nay with Jessica Dressely voting against. Motion carried. The vote to approve the amended agenda was: 5 ayes, 0 nays, motion carried unanimously.

A motion to approve the minutes from the April 24th, 2023 Special Board Meeting, the April 26th, 2023 Regular Board Meeting, the May 10th, 2023 Special Board Meeting, and the May 16th, 2023 Special Board Meeting was made by Jessica Dressely and seconded by Brian Davis. The vote was: 5 ayes, 0 nays, motion carried unanimously.

The time was turned over to Craig Biessel from the Hastings Rotary to acknowledge all of the Rotary students for the year and recognition of the Employee of the Year Cindy Oppold.

Mark Zuzek provided the Board with a summary of the listening session.

Time was turned over to Superintendent McDowell who gave the Superintendent's update.

Jennifer Seubert, Director of Finance and Operations, provided the Board with a construction fund update.

There was Board discussion surrounding the school board self-evaluation and tool and when the board would conduct their self-evaluation.

Lisa Hedin provided the Board with the ISD 917 update.

Mark Zuzek provided the Board with the Policy Committee update.

There was a first reading of the following policies: 209 Code of Ethics, 212 School Board Member Development, 630 School District Curriculum and Instruction Goals, 908 Naming Policy.

There was a second reading of the following policies: 516 Student Medication and 616 School District System Accountability.

A motion to approve the consent agenda was made by Carrie Tate and seconded by Jessica Dressely. The vote was: 5 ayes, 0 nays, motion carried unanimously.

The following resolution was presented and adopted as written:

Member Lisa Hedin introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT  
NO. 917'S LONG-TERM FACILITY MAINTENANCE PROGRAM  
BUDGET AND AUTHORIZING THE INCLUSION OF A  
PROPORTIONATE SHARE OF THOSE PROJECTS IN THE  
DISTRICT'S APPLICATION FOR LONG-TERM FACILITY  
MAINTENANCE REVENUE**

BE IT RESOLVED by the School Board of Independent School District #200, State of Minnesota, as follows:

1. The School Board of Intermediate School District 917 has approved a long-term facility maintenance program budget for its facilities for the 2024-2025 school year in the amount of \$173,600.00 of which our District #200's proportionate share is \$13,245.68. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A.)
2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a formula that weights two components equally between the member districts; total net tax capacity and Adjusted Marginal Cost pupil units. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2025 is hereby approved, subject to approval by the Commissioner of Education.
4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Member Brian Davis and, upon vote being taken thereon, the following voted in favor thereof: Lisa Hedin, Brian Davis, Jessica Dressely, Carrie Tate, and Mark Zuzek

And the following voted against the same: None

Members Becky Beissel and Stephanie Malm were absent.

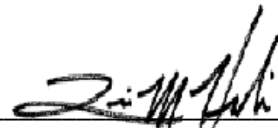
Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF DAKOTA

I, the undersigned, being the duly qualified and acting Chair of Independent School District #200, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District #200, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District No. 917's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Chair this 24 day of May, 2023.



Board Chair Independent  
School District #200

A motion to approve the P&L Worker's comp as recommended was made by Mark Zuzek and seconded by Brian Davis. The vote was: 5 ayes, 0 nays, motion carried unanimously.

A motion to approve Policy 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Consideration was made by Mark Zuzek and seconded by Jessica Dressely. The vote was: 4 ayes, 1 nay with Carrie Tate voting against. Motion carried.

A motion to approve the proposed international trip for the Hastings High School language students was made by Jessica Dressely and seconded by Carrie Tate. The vote was: 4 ayes, 0 nays, and Brian Davis abstained with a conflict. Motion carried.

A motion to approve the 2023-2024 MSHSL membership was made by Mark Zuzek and seconded by Carrie Tate. The vote was: 5 ayes, 0 nays, motion carried unanimously.

A motion to approve the recommendation to approve Juneteenth 2023 as a paid holiday per the state was made by Brian Davis and seconded by Mark Zuzek. The vote was: 5 ayes, 0 nays, motion carried unanimously.

A motion to approve the setting the last day of school for High School Seniors as June 2nd was made by Jessica Dressely and seconded by Carrie Tate. The vote was: 5 ayes, 0 nays, motion carried unanimously.

With no further business to conduct, a motion to adjourn the meeting was made by Brian Davis and seconded by Carrie Tate. The vote was: 5 ayes, 0 nays, motion carried unanimously. The meeting was adjourned at 7:52 PM.

**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, May 31, 2023, at the Hastings Middle School Media Center.

The meeting was called to order by Chairperson Lisa Hedin at 6:04 PM.

The following members of the Board were present: Becky Beissel, Brian Davis, Mark Zuzek, Carrie Tate, Jessica Dressely, Stephanie Malm, and Lisa Hedin.

After the Pledge of Allegiance a motion was made to approve the agenda. This motion was made by Brian Davis and seconded by Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion was made to approve the mutually agreed upon contract for the Hastings superintendent position between the Hastings School Board and Dr. Tamara Champa. This motion was made by Jessica Dressely and seconded by Stephanie Malm. The vote was: 7 ayes, 0 nays, motion carried unanimously.

With no further business to discuss, a motion to adjourn the meeting was made by Brian Davis and seconded by Becky Beissel. The vote was: 7 ayes, 0 nays, motion carried unanimously. The meeting was adjourned at 6:15 PM.

**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, June 14, 2023, at the Hastings Middle School Media Center.

The meeting was called to order by Chairperson Lisa Hedin at 6:00 PM.

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

After the Pledge of Allegiance, a motion to approve the agenda was made by Brian Davis and seconded by Mark Zuzek. The vote was: 6 ayes, 0 nays, motion carried unanimously.

Information regarding the approval of renewing the existing operating levy was presented by Dr. McDowell.

The public was then allowed to provide public testimony regarding that topic.

After the public testimony, the following resolution was presented to the Board for approval as written:

Member Mark Zuzek introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE RENEWAL OF AN EXPIRING  
REFERENDUM REVENUE AUTHORIZATION**

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 200 (Hastings Public Schools), Dakota, Goodhue and Washington Counties, Minnesota (the "District"), as follows:

1. Background. It is hereby determined that:
  - (a) Minnesota Statutes, Section 126C.17, subdivision 9b ("Subdivision 9b"), states that a school board may renew an expiring referendum revenue authorization without an election by adopting a written resolution authorizing the renewal, provided that the expiring referendum has not been previously renewed under Subdivision 9b, the term of the renewed referendum is no longer than the initial term approved by the voters, the expiring referendum is within the last two fiscal years of the term of the referendum, and the per pupil amount of the renewed referendum is the same as the amount expiring referendum, or for an expiring referendum that was adjusted annually by the rate of inflation, the same as the per-pupil amount of the expiring referendum, adjusted annually for inflation in the same manner as if the expiring referendum had continued.
  - (b) At a duly called and regularly held special election on November 5, 2013, District voters approved a referendum revenue authorization which increased each year by the rate of inflation for a term of 10 years, commencing with taxes payable in 2014. The additional revenue from the referendum revenue authorization has been used to finance school

operations. The referendum revenue authorization is scheduled to expire after taxes payable in 2023 (the “Expiring Referendum”).

(c) On June 14, 2023, the Board convened a special meeting for the purpose of discussing the proposed renewal of the Expiring Referendum in accordance with Subdivision 9b and allowing public testimony on the proposed renewal.

(d) The Expiring Referendum has not been previously renewed under Subdivision 9b.

2. Authorization of Renewal. The Board hereby determines and declares that it is necessary and expedient for the District to renew the Expiring Referendum in the same per pupil amount as is current in the Expiring Referendum, adjusted annually each year by the rate of inflation. The additional revenue from the renewed referendum revenue authorization will be used to finance school operations. The renewed referendum revenue authorization will be applicable for 10 years beginning with taxes payable 2024, unless otherwise revoked or reduced as provided by law.

3. Notice of Renewed Referendum Revenue Authorization. The Clerk is hereby authorized and directed to submit a copy of this resolution to the Commissioner of Education and the county auditor of each county in which the District is located in whole or in part as soon as practicable, but not later than September 1 of the calendar year in which resolution is adopted.

4. Effective Date. Pursuant to Subdivision 9b, this resolution becomes effective 60 days after its adoption.

The motion for the adoption of the foregoing resolution was duly seconded by Member Jessica Dressely. The vote of the Board members is recorded as follows:

The following voted in favor thereof: Jessica Dressely, Becky Beissel, Lisa Hedin, Brian Davis, Mark Zuzek and Stephanie Malm

and the following voted against the same:None

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA ) )  
COUNTIES OF DAKOTA, )  
ss. GOODHUE )  
AND WASHINGTON ) )  
INDEPENDENT SCHOOL )  
DISTRICT NO. 200 )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 200 (Hastings Public Schools), Dakota, Goodhue and Washington Counties, Minnesota (the “District”),

hereby certify that I have carefully compared the attached and foregoing extract of minutes of a special meeting of the School Board of the District held on June 14, 2023, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the authorization of the renewal of an expiring referendum.

WITNESS My hand as Clerk this 14th day of June, 2023.



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Clerk of the School Board  
Independent School District No. 200  
(Hastings Public Schools),  
Dakota, Goodhue and  
Washington Counties, Minnesota

With no further business to discuss, a motion to adjourn the meeting was made by Mark Zuzek and seconded by Jessica Dressely. The vote was 6 ayes, 0 nays, motion carried unanimously. The meeting was adjourned at 6:43 PM.

**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, June 21, 2023, at the Hastings District Office Conference Room A.

The meeting was called to order by Chairperson Lisa Hedin at 6:01 PM.

The following members of the Board were present: Becky Beissel, Brian Davis, Mark Zuzek, Jessica Dressely, Stephanie Malm, and Lisa Hedin. Members absent: Carrie Tate. Superintendent McDowell, Director Jennifer Seubert, Director Cathy Moen, and Dr. Tamara Champa (the incoming Hastings Superintendent) was also present at the meeting.

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

A motion to approve the E-Learning agreement with Community Education Para's as written was made by Jessica Dressely and seconded by Becky Beissel. The vote was: 6 ayes, 0 nays, motion carried unanimously.

A motion to adjourn to a closed meeting for the purposes of negotiation strategy was made by Jessica Dressely and seconded by Stephanie Malm. The vote was: 6 ayes, 0 nays, motion carried unanimously. The Board moved into a closed session at 6:09 PM.

A motion to move from a closed session into an open meeting was made by Mark Zuzek and seconded by Jessica Dressely. The vote was: 6 ayes, 0 nays, motion carried unanimously. The Board moved into an open meeting at 7:40 PM.

With no further business to discuss, a motion to adjourn the meeting was made by Brian Davis and seconded by Becky Beissel. The vote was: 6 ayes, 0 nays, motion carried unanimously. The meeting was adjourned at 7:41 PM.

### Building Construction Fund Projects as of 5/31/2023

	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	93,359	-	-	-	63,193	30,166	Complete
High School Athletic Field Parking Lot	506,000	426,038	426,038	27,646	-	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
High School Baseball Drainage	200,000	-	-	-	61,770	138,230	Complete
Tilden Asbestos	18,400	-	-	-	-	18,400	Complete
Miscellaneous Deferred Maintenance Projects <\$100,000	27,800	-	-	-	9,005	18,795	Complete
Middle School Improvements	23,814,024	22,189,111	22,189,111	1,385,892	251,768	(12,747)	Complete
High School Retaining Wall	50,000	-	-	339	47,500	2,161	Complete
Middle School Privacy Improvements	324,300	263,071	263,071	15,522	933	44,774	Complete
High School Parking Lot Improvement - Phase 3	324,760	138,208	138,208	6,340	7,100	173,112	Complete
High School Lighting (split from HS Deferred Maintenance)	119,939	128,822	128,822	2,555	(11,439)	0	Complete
Contingency	2,007,858	-	-	-	-	2,007,858	Contingency
Reallocations from/to projects	(9,565,122)	-	-	-	-	(9,565,122)	Reallocation
Interest Earnings	-	-	-	-	-	2,369,932	Interest Earnings
<b>Subtotal</b>	<b>36,164,304</b>	<b>34,710,353</b>	<b>34,710,353</b>	<b>2,575,254</b>	<b>1,198,435</b>	<b>50,194</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	
Water Coolers (Tilden & Middle School)	182,000	142,500	-	11,559	198	170,243	In Process
McAuliffe Deferred Maintenance & Water Coolers	336,731	283,897	267,893	12,216	42,869	13,752	In Process
Kennedy Deferred Maintenance	662,576	580,060	524,420	19,106	6,731	112,319	In Process
Middle School Partial Roof Replacement	717,200	628,800	396,150	45,778	3,943	271,329	In Process
District Office Renovations	278,000	164,723	149,112	19,169	98,904	10,814	In Process
HHS Privacy Improvements	1,013,063	876,007	837,081	127,025	4,254	44,703	In Process
Door & Glass Improvements	500,000	31,450	27,978	31,879	3,000	437,143	In Process
Middle School Track	404,750	341,274	324,210	40,196	17,334	23,010	In Process
Middle School Storage Building	452,500	418,363	385,966	15,275	13,613	37,646	In Process
District Wide Fire Alarm/Alert System Replacement	205,000	161,250	-	23,110	469	181,421	In Process
High School Fire Alarm/Alert System Replacement	410,000	355,000	58,900	27,735	135	323,231	In Process
Replace High School Carpet	612,100	376,700	376,700	43,234	16,808	175,358	In Process
Safety & Security Improvements	709,713	119,545	54,037	5,496	23,486	626,694	In Process
Interior Locks Allowance	420,000	237,800	33,060	19,358	444	367,138	In Process
Monument Signs	402,000	364,300	-	11,503	10,024	380,473	In Process
Board Room Renovations - Phase II	6,641	-	-	-	-	6,641	In Process
ALC Renovation	1,421,640	1,165,311	1,141,476	120,806	120,021	39,337	In Process
<b>Subtotal</b>	<b>8,733,914</b>	<b>6,246,980</b>	<b>4,576,983</b>	<b>573,446</b>	<b>362,232</b>	<b>3,221,253</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 Deferred Maintenance	484,461	-	-	36,172	-	448,289	In Design
Middle School Media Center	160,000	-	-	-	-	160,000	In Design
Tilden Preschool Classroom	90,000	-	-	-	-	90,000	In Design
High School Student Entrance Bollards	5,000	-	-	-	-	5,000	In Design
Nature Preserve Gravel Parking Lot	50,000	-	-	-	-	50,000	In Design
Gymnastics	50,000	-	-	-	-	50,000	In Design
<b>Subtotal</b>	<b>839,461</b>	<b>-</b>	<b>-</b>	<b>36,172</b>	<b>-</b>	<b>803,289</b>	

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

	A	B	C	D	E	A-B-E	
Technology Improvements	2,529,625	-	-	na	1,578,766	950,859	Not Completed
Grounds/Site Improvements	500,000	-	-	-	-	500,000	Not Completed
Flexible Learning Furniture	600,000	-	-	na	466,448	133,552	Not Completed
<b>Subtotal</b>	<b>3,629,625</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,045,214</b>	<b>1,584,411</b>	

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

<b>Total</b>	<b>49,367,304</b>	<b>40,957,333</b>	<b>39,287,336</b>	<b>3,184,872</b>	<b>3,605,881</b>	<b>5,659,146</b>	
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Complete and In Process (does not include contingency)

52,248,583

Project Total

49,367,304

%

106%

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 Safety & Security Improvements  
\$202,000 Additional to Monument Signs  
(\$52,000) from District Office Renovation  
(\$96,000) from HS Privacy  
(\$89,000) from MS Track  
(\$235,000) from Storage Building  
(\$160,000) from DW Fire Alarm/Alert System  
(\$25,000) from HS Fire Alarm/Alert System  
\$324,713 Safety & Security Improvements  
\$120,000 Interior Locks Allowance (Middle School add)  
\$629,625 Technology  
\$ 50,000 Gymnastics  
\$160,000 Middle School Media Center  
\$ 90,000 Tilden Preschool Classroom  
\$ 5,000 High School Student Entrance Bollards  
\$ 50,000 Nature Preserve Gravel Parking Lot

# Student Wellness

Report to School Board - Wednesday, June 28, 2023



[Smart Choices](#) (link to website)

[Student Wellness Policy #533](#)

## This Year

- Committee met four times this year
- Student surveys - elementary, middle and high school students surveyed in spring
- Parent survey - spring of 2023
- Staff survey - spring 2023
- [Parent Newsletters](#)
- Covid known and reported Positive Cases of students and staff: 2022 - 2023 (358 cases) 2021 - 2022 (1,451 cases) 2020 - 2021 (312 cases)

## Where Are We?

Student Survey Results: Healthy Eating & Physical Activity Opportunities	Hastings Elementary Schools (519 Responses)	Hastings Middle School (378 Responses)	Hastings High School (365 Responses)
Healthy Eating Opportunities (Agree or Strongly Agree) *	34%	62%	47%
Physical Activity Opportunities (Agree or Strongly Agree) **	99%	84%	76%

\*Elementary School results: students consumed 5 or more fruits and vegetables the day prior to completing the survey.

\*\*Elementary School results: students listed at least one physically active activity they engage in outside of gym or recess.

## [Elementary Student Wellness Survey](#)

- **Strengths:**
  - 34% of students responded that they consumed 5 or more fruits and vegetables the day prior to completing the survey.
  - Approximately 99% of students listed at least one physically active activity they engage in outside of gym or recess.
  - 60% of students responded that they engage in physical activity by playing outside for 15 minutes or more and playing sports.
  - 81% of students reported that they 'mostly' or 'always' feel safe.
  - 78% of students reported that 'yes', they had a trusted adult they could talk to.
- **Opportunities for Improvements:**
  - Implementing health curriculum to improve engagement in health promoting behaviors such as healthy eating. The 2019 survey results found that 9.4% of students ate zero fruits and vegetables, the 2023 survey found that 13% of students ate zero fruits and vegetables. Early intervention can help promote healthy eating behaviors starting at a young age.

## Hastings Middle School Student Wellness Survey

- **Strengths:**
  - 62% of students ‘agree’ or ‘strongly agree’ they have opportunities to eat healthy.
  - 84% ‘agree’ or ‘strongly agree’ that they have opportunities to stay physically active.
  - 67% of students reported that they ‘agree’ or ‘strongly agree’ that they feel safe.
  
- **Opportunities for Improvements:**
  - Though 67% of students reported that they ‘agree’ or ‘strongly agree’ that they feel safe, 21% reported that the school environment, bullying, and/or violence (guns & fights) were a concern for their safety (this metric was captured through survey comments, thematically categorized).
  - 2.6% increase in student stress levels from 2022 to 2023. In 2023, 27% of students reported that their current stress level is ‘Super Stressed Out’ or ‘Pretty Stressed.’ In 2022, 24.4% of students reported that their current stress level is ‘Super Stressed Out’ or ‘Pretty Stressed.’

Question asked of HMS students (year & # of students)	2019 798	2020* 479	2022 682	2023 378
At HMS I have opportunities to eat healthy food (agree & strongly agree)	75%	87%	58%	62%
At HMS I have opportunities to be physically active (agree & strongly agree)	88%	92%	86%	84%
I have healthy coping skills that help me manage my stress (agree and strongly agree)	55%	69%	57%	57%
My level of stress right now (A little stressed & not at all)	60%	71%	52%	54%
Social media has a positive impact on my life (agree & strongly agree)	53%	56%	52%	49%
I am on my cell phone (frequently & constantly)	41%	54%	36%	39%
I feel safe at school (agree & strongly agree)	70%	90%	64%	67%

*\*students were surveyed during stay at home orders due to Pandemic COVID-19*

## Hastings High School Student Wellness Survey

- **Strengths:**
  - 47% of students agree or strongly agree they have opportunities to eat healthy.
  - 76% agree or strongly agree that they have opportunities to stay physically active.
  - 60% of students reported that they ‘agree’ or ‘strongly agree’ that they feel safe.
  
- **Opportunities for Improvements:**
  - There has been a significant decrease in those who ‘agree’ or ‘strongly agree’ that they have opportunities for healthy eating. Though there is a significant difference in survey results collected between 2022 to 2023, Data from the 2022 Minnesota Student Survey Interagency Team found

that 9.9% of students in Hastings School District 'did not eat vegetables during the 7 days prior to the survey.' \* Compared to the 9.5% aggregate of Dakota County.

<b>Question asked of HHS students. (year &amp; # of students)</b>	<b>2022</b> 526 <i>Responses</i>	<b>2023</b> 365 Responses
At HHS I have opportunities to eat healthy food (agree & strongly agree)	56.9%	47%
At HHS I have opportunities to be physically active (agree & strongly agree)	81.2%	76%
I have healthy coping skills that help me manage my stress (agree and strongly agree)	48.5%	49%
My level of stress right now (A little stressed & not at all)	30%	34%
Social media has a positive impact on my life (agree & strongly agree)	41.3%	56%
I am on my cell phone (frequently & constantly)	53.9%	41%
I feel safe at school (agree & strongly agree)	57.1%	60%

\*Vegetables are defined as green salad, potatoes [excluding French fries, fried potatoes, or potato chips], carrots, or other vegetables.

## Parent Survey about Student Wellness

54 parent responses. Survey completed week of March 26, 2023.

**QUESTION: Hastings Public Schools promotes and protects my student's physical health and development.**

Strongly Agree & Agree: 36%, Neither agree or disagree: 43%, Disagree & strongly disagree: 21%

**QUESTION: Hastings Public School District encourages and promotes life long healthy eating.\***

Strongly Agree & Agree: 15%, Neither agree or disagree: 45%, Disagree & strongly disagree: 40%

*\*of note, the Food Service staff was on strike during the time this survey was done.*

**QUESTION: Hastings Public Schools promotes and protects my student's social and emotional health and development.**

Strongly Agree & Agree: 34%, Neither agree or disagree: 36%, Disagree & strongly disagree: 30%

## Staff Survey about Student Wellness

95 parent responses. Survey completed week of March 30, 2023.

**QUESTION: Hastings Public Schools promotes and protects student physical health and development.**

Strongly Agree & Agree: 39%, Neither agree or disagree: 27%, Disagree & strongly disagree: 34%

**QUESTION: Hastings Public School District encourages and promotes life long healthy eating. \***

Strongly Agree & Agree: 26%, Neither agree or disagree: 39%, Disagree & strongly disagree: 35%

*\*of note, the Food Service staff was on strike during the time this survey was done.*

**QUESTION: Hastings Public Schools promotes and protects student social and emotional health and development.**

Strongly Agree & Agree: 31.5%, Neither agree or disagree: 36%, Disagree & strongly disagree: 32.5%

## **Goals for Next Year**

- SHIP grant: create a “chill zone space” at Pinecrest for students who are dysregulated
- Review surveys and adjust/prioritize goals as needed (some concerns mentioned in surveys include: stress/mental health, vaping, cell phone use, physical education, healthy foods)
- Continue Move Mindfully initiative
- Quarterly Parent newsletter communication
- Explore opportunities for health education in the elementary level

## **Smart Choices Committee Members**

- Mariah Lavold, Social Worker, HHS
- Molly Cirillo, District Family Resource Coordinator, HMSe
- Will VanDuzer, Physical Education Teacher, Kennedy Elementary
- Emily Horn, Nurse, McAuliffe Elementary
- Michaela Burr, School Social Worker, Pinecrest Elementary
- Marguerite Zauner, SHIP Coordinator, Dakota County
- Brittany Hirschauer, Director of Food and Nutrition Services, co-chair
- Mary Ellen Fox, Health Services Coordinator, co-chair



# Hastings Public Schools

## ISD #200

### *Local Literacy Plan- READ WELL by Third Grade*

### **2022-2023**

*This Literacy Plan is designed to provide an overview of how our dedicated teachers and staff work to provide students with appropriate, research-based instruction.*

#### BACKGROUND INFORMATION ON MN LITERACY INITIATIVE

##### **Minnesota Statute 120B.12**

“A school district must adopt a local literacy plan to have every child reading at or above grade level no later than the end of grade three. A local literacy plan must include a process to assess students’ level of reading proficiency, notify and involve parents, intervene with students who are not reading at or above grade level, and identify and meet staff development needs. The district must post its literacy plan on the official school district website.” (District Local Literacy Webpage)

#### **Objectives**

- Inform all stakeholders of the district’s efforts to ensure quality instruction at all instructional levels for K-3 students.
- Students will be reading well by third grade or before.
- Students who are exceeding grade level standards will receive instruction that continues to progress their learning.
- Students who have not met standards will receive support to reach standards.

#### **World’s Best Workforce**

World’s Best Workforce (WBWF) is Minnesota Department of Education’s continuous improvement initiative. MDE has created expectations that each school district set yearly goals and define plans in the following five areas: Kindergarten Readiness, Reading Well by 3<sup>rd</sup> Grade, Closing the Achievement Gap, Graduation Rates, and College & Career Readiness. More information can be found within Hastings Public Schools World’s Best Workforce Plan.

#### SUMMARY

Hastings Public Schools maintains an intentional focus on improving literacy instruction and ensuring all students have a solid foundation of literacy skills. Our focus begins with early childhood education programming and continues through grade twelve. The *Read Well by Third Grade (RWBTG) Plan* is developed and reviewed by a representative committee of district administrators, educators and parents throughout the year. Statute requirements, our local strategic plan and District and Site Literacy Goals are overarching pieces which drive the revision and use of the Local Literacy Plan.

The Local Literacy Plan is a culmination of conversations and professional development over several years and several committees. The Local Literacy Plan is developed through the collaborative work between our District Literacy Leadership Team, District English Language Arts Committee, District Intervention Team, School Improvement Teams, Teaching and Learning Department, administration, and Pre-Kindergarten/Kindergarten collaboration. For the past few years, Hastings Public Schools has partnered with Nancy Remmert of Remmert Educational Consulting to design, implement and support Pre Kindergarten through grade 4 literacy.

## SECTION 1: PRE K-3 LITERACY GOALS AND COMMITTEES

### District English/Language Arts

**Mission:** Students will be critical consumers and creators of ideas who read, write, listen, and discuss to enhance their understanding, evidence-based discourse, curiosity, capacity for empathy, and problem-solving skills.

**Vision:** Our students are inquisitive, respectful, open-minded readers and listeners who write and communicate articulately and respectfully. Thriving both independently and collaboratively, they are driven by the value and power of language in all its forms.

**Values:** In order to develop students who enjoy and value the power of words, we provide differentiated opportunities for them to grapple with and respond to complex quality text, practice respectful discourse, and engage in independent and collaborative work.

### *District Literacy Goal*

Hastings Public Schools was working toward a goal of all third-grade students being proficient in reading by increasing the number of students meeting or exceeding expectations on the MCA Reading assessment from 49.4% in 2022 to 56% in 2023.

- The District Leadership Team, composed of administrators and staff representatives from all sites, convenes several times during the school year. Literacy data is reviewed and comparisons are drawn both internally and with districts similar to Hastings. District goals are established, shared, and further developed at the site level. PLC's (Professional Learning Communities) from the preschool level, each elementary level, and social workers and psychologists develop goals focused on literacy.
- The District English Language Arts Committee, composed of District administrators, PreK – 12 reading and English/Language Arts teachers, and intervention teachers, meet throughout the year for the purpose of continuous improvement. As part of continuous improvement, members of the team evaluate current practices, study new practices and consider how to best develop, implement, and sustain valuable practices. Topics for review and improvement include core literacy instruction, differentiated small group instruction, intervention and remediation instruction, and professional learning needs. Members of the District ELA Committee are liaisons between the district and their site.
- A PreKindergarten/Kindergarten Leadership Team, composed of District Teaching and Learning staff, Community Education staff, and representatives from nonpublic, center-based, and home-based preschools, meet monthly to evaluate the needs and priorities for professional development for Hastings area providers, families, and the community.
- A PreKindergarten/Kindergarten Collaboration, composed of Teaching and Learning staff, Tilden preschool teachers, and district kindergarten teachers, collaborate to provide clarification and artifacts helpful to child care providers and families. Examples include the development of a Kindergarten Readiness Checklist and the district Kindergarten Readiness webpage. District Kindergarten teachers invite PreK teachers to visit kindergarten classes. Connections have been established with a variety of community sites, such as YMCA and Allina Clinic, to distribute information and encourage participation.
- A District Staff Literacy Planning Committee has been established. This group is tasked with shifting the Local Literacy Plan from a compliance submission to creating a living document that provides reflection and guidance for the many facets of early literacy.

## SECTION 2: ASSESSMENTS

Several measures of data are collected throughout the year to monitor the reading proficiency of Hastings students. In addition to the assessments reported to MDE, a variety of both formal and informal assessments are utilized by classroom teachers in order to know their students as readers, monitor and sustain progress, and inform future instruction (see District Testing and Assessment Webpage).

### Screening Measures

- **FastBridge™** uses both criterion-referenced and norm-referenced data.
  - **aReading** (grades 2-4) is a computer adaptive measure of broad reading ability individualized for each student and given three times per year to students grades 1-4, and twice a year to kindergarten students. It provides a useful estimate of broad reading achievement from kindergarten through twelfth grade. The question and response format used in aReading is substantially similar to many state-wide, standardized assessments. Browser-based software adapts and individualizes the assessment for each child so it essentially functions at the child’s developmental and skill level.
  - **earlyReading** (grades K-1) is a staff-administered assessment designed to gauge emergent readers’ phonological and phonemic awareness along with their knowledge of letter sounds. This assessment changes in what is measured throughout the year as emergent readers move toward proficiency and their expected skill levels increase.
- **Fountas & Pinnell Benchmark Assessment System (BAS)** is used K-4 to determine student’s independent and instructional reading levels. It is given three times per year. Teachers observe student reading behaviors one-on-one, engage in comprehension conversations that go beyond retelling, and make informed decisions connecting assessment to instruction.
- **Hastings Kindergarten Readiness Checklist (HKAT)** is given to PreK students once as a screener for kindergarten readiness.
- **Phonological Awareness Skills Test (PAST) and Quick Phonics Screener (QPS)** is administered at the beginning of the year and end of the year to assess students’ progression along the phonological awareness and phonics continuums.

### Diagnostic Measures

- Hastings High Frequency Word Lists (K-4)
- FastBridge™ early literacy measures (K-2)
- FastBridge™ Reading Curriculum Based Oral Reading Fluency (1-4)
- Hastings Dyslexia Screener

### Progress Monitoring Measures

- FastBridge™ early literacy measures (K-2)
- FastBridge™ Reading Curriculum Based Oral Reading Fluency (1-4)

## SECTION 3: PARENT NOTIFICATION AND ENGAGEMENT

Hastings Public Schools works to involve families as soon as children are born and continues to develop relationships through a variety of efforts. Preschool and elementary schools provide activities and communicate with parents regarding children’s achievement regularly.

- Weekly communications are provided (hard copies, e-mails, social media posts, posts using digital applications such as Seesaw, and texts) to families by classroom teachers, including newsletters outlining topics of learning, activities to use at home to work on literacy skills (such as practicing reading and writing of high frequency words), examples of student work, and take-home books.
- Monthly news bulletins are provided to families by principals.
- Results of standardized and classroom assessments are shared with parents.
- Parent/Teacher conferences are held twice per year, and report cards are available twice per year. The schedule of these events rotates to provide equally spaced formal communication.
- An Elementary Reporting standing committee has been established to review reporting practices. The group has endeavored to evolve our system to report information about how students are achieving grade-level standards in a family-friendly fashion which provides accurate information along with hope and confidence that students can accomplish growth. The group also created a rubric to accompany reporting to provide clarification for families and consistency for teachers (see District Elementary Report Card Website).
- A Curriculum Advisory Committee meets quarterly with the District Teaching and Learning Director where information is shared and feedback gathered.
- Hastings Reads, a community-wide reading program with representation from a variety of staff and community members, seeks to connect families with the reading and discussion of books. Annually, a topic is chosen and books selected at a variety of levels. Events are offered to encourage enjoyment and motivation of reading.
- Students needing intervention are identified, and parents are notified and asked to sign a Title I Parent Compact and permission form or ADSIS permission form. The process includes the following:
  - A meeting is held at the beginning of the school year for parents of Title I students to outline the Title I program, how students are identified, and how the program is funded. Individual meetings are held as needed to discuss individual data and intervention plans.
  - Notification to parents of students needing supplemental instruction is provided by the district, informing of services received by students. Contact by the parent to the student's classroom teacher and/or reading intervention teacher is encouraged.
  - Periodic progress information is provided to parents of students receiving intervention services at conferences and as requested.
  - Communication is provided at least three times per year to parents with suggestions of how to help strengthen their children's literacy skills based on diagnostic assessment results.

#### **SECTION 4: LITERACY INSTRUCTION IN THE CORE CLASSROOM**

The literacy curriculum for Hastings Public Schools consists of ELA Standards and Benchmarks and resources to support literacy development. The process of developing curriculum begins with unpacking the Standards and Benchmarks at grade level, aligning the benchmarks vertically, and then crafting learning targets for students. Consideration is given to the weight of the benchmark, the timeframe necessary to thoroughly deliver instruction around the benchmark, scaffolding and background knowledge necessary for learning the target, and the readiness or skill level of the learners. As plans for instruction and assessment are developed, resources are selected as a tool to aid instruction. The district utilizes a variety of research-based resources, including *Making Meaning*, *Being a Writer*, *Scholastic* readers and magazines, and a variety of authentic texts and articles. Vibrant classroom libraries have been built with a variety of text

levels and genres. Relevant technology is used as well to engage students in meaningful learning activities. A minimum of 150 minutes is incorporated in schedules for literacy instruction with daily crossover in content areas such as Social Studies and Science. Hastings Public Schools has adopted a balanced approach to literacy for all students incorporating both the Pillars of Literacy and important components of instruction as outlined below

The five pillars of literacy identified by the National Reading Panel provide a foundation for reading instruction in District 200.

1. **Phonemic Awareness:** The ability to hear and produce the separate sounds in a word and blend those sounds into words is the work involved in phonemic awareness. (Letters are not yet attached to sounds.)
2. **Phonics/Word Study:** Instruction involves teaching word recognition based on the relationship between letters or combinations of letters and the sounds they represent.
3. **Fluency:** Smooth, expressive, accurate reading at an appropriate rate defines fluency. Fluency is an important link to comprehension.
4. **Vocabulary:** Understanding the meaning of words is the work of vocabulary. Typically students understand more words orally than in print. Acquisition of vocabulary is integral to comprehension.
5. **Comprehension:** The most complex pillar of reading is comprehension which simply stated is understanding what is read. Comprehending involves the use of a variety of strategies and moves beyond recall of information to more complex skills, such as inferring an author’s intent and tone and understanding characters.

In ISD #200, the pillars of reading are woven with integral components of instruction for a balanced approach to literacy development. Components and objectives for each component are described below.

Interactive Read Aloud	The teacher exposes learners to a variety of text and genres, offers opportunities around speaking and listening, and instills a love of and enjoyment in reading. The teacher utilizes explicit think aloud strategies tied to state standards to model for students how they should be thinking while reading.
Reader’s Workshop	Reader’s Workshop includes the introduction, practice, and assessment of a variety of reading skills and strategies using authentic text and a gradual release of responsibility. The teacher introduces skills and models explicitly in a brief mini-lesson, meets with flexible guided reading and skills groups, provides opportunities for cooperative student groups to work together, and allows time for students to read independently to demonstrate development of learning goals while conferencing with students to assess their development and inform future instruction and groupings.
Writer’s Workshop	Writer’s workshop also uses the gradual release of responsibility model (I do, We do together, You do together, and You do independently) to develop writing skills with a scaffolded approach to help learners apply processes and gather confidence in writing across a variety of genres.
Word Study	Word study encompasses the progression from phonemic awareness to phonics to decoding and spelling. As learners develop, word study progresses to include an understanding of syllabication and affixes and more complex structures.

Shared Reading	Shared reading is an interactive experience where learners share books or other text with support and guidance. Readers practice skills, including fluency and expression.
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### SECTION 5: LITERACY INTERVENTION

The MTSS (Multiple-Tiered Systems of Support) framework for Hastings Public Schools employs a tiered response to intervention. Various screening and progress monitoring tools are used in conjunction with our locally designed HKAT (Hastings Kindergarten Assessment Tool administered during the summer before Kindergarten) and anecdotal reports from staff to determine students who are not making adequate progress in their literacy development and should be considered for additional support.

#### **Reading Intervention – Tier 1:**

Tier 1 intervention occurs within the classroom for all students. Teachers meet flexibly with students individually and in small groups using differentiated leveled texts to accomplish instruction to meet the unique needs of their learners. Additionally, Individualized Daily Reading (IDR) is employed as an opportunity for students to practice targeted goals and for teachers to assess students' skill acquisition through conferring. WIN (*What I Need* time) is daily utilized for additional reading instruction and intervention.

#### **Reading Intervention – Tier 2:**

In Tier 2, intervention is provided to supplement core instruction. Additional assessments are administered to students who are at risk of not reading at grade level and to subsequently inform intervention plans. Title I and ADSIS Intervention staff meet to plan instruction, study progress monitoring data, evaluate programming, determine avenues for coordinating work with general education staff, and develop tools and plans for communication with parents. The chart below shares resources that are used with students in need of additional intervention. Students are identified for Title I or ADSIS using a local kindergarten readiness assessment (HKAT), spring and fall BAS scores, teacher observations and recommendations, prior participation in intervention, current Fastbridge a-Reading and earlyReading scores, and/or High Frequency Word assessment. Students are exited from services as progress monitoring benchmarks are met.

The following chart identifies resources used by Title I and ADSIS staff to assess and identify needs for Tier 2 support, to provide strategies and instruction, and to monitor student progress. Scores and charting are maintained in FastBridge, and Performance Matters. Kindergarten students who show some signs of risk but may not yet qualify for Title I support and might likely quickly recover after some additional short-term support attend Kindergarten Boot Camp. This program often assists students in successfully reaching developmental norms. Students in grades 1 through 3 who don't initially qualify for direct Title I or ADSIS service are monitored by Multi-tiered Systems of Support teams.

<b>Kindergarten:</b>		
<b>Skill Area</b>	<b>Intervention Resource</b>	<b>Progress Monitoring (as needed)</b>
Letter Naming	Incremental Rehearsal	FASTBridge LN Screening and Local Assessment
Phonemic Awareness	Elkonin Boxes	Local Assessment PAST
Letter Sounds	Incremental Rehearsal Techniques Sonday System	FASTBridge LS Screening and Local Assessment
Rhyming	Heggerty Phonemic Awareness Lessons	Local Screening
Initial Sound Identification	Heggerty Phonemic Awareness Lessons	FASTBridge LN and LS Screening, PAST

Ending Sound Identification	Elkonin Boxes Heggerty Phonemic Awareness Lessons	Local Assessment PAST FASTBridge LS Screening
Word Segmenting	Elkonin Boxes	FASTBridge WS Screening PAST
Blending	Elkonin Boxes	Local Assessment PAST
Word Fluency	Incremental Rehearsal	FASTBridge WF Screening and Local Assessment

<b>Grade 1:</b>		
<b>Skill Area</b>	<b>Intervention Resource</b>	<b>Progress Monitoring</b>
Letter Naming	Incremental Rehearsal	<i>FASTBridge LN</i> Screening and Local Assessment
Phonemic Awareness	Elkonin Boxes <i>Heggerty</i> Phonemic Awareness Lessons	Local Assessment PAST
Letter Sounds	Incremental Rehearsal	<i>FASTBridge LS</i> Screening and Local Assessment
Rhyming	<i>Heggerty</i> Phonemic Awareness Lessons	Local Assessment PAST
Phonics – Initial and Ending Sounds	<i>Elkonin Boxes</i>	FASTBridge NW (Nonsense Words) QPS
Phonics – Blending CVC (Consonant, Vowel, Consonant)	<i>Elkonin Boxes</i>	FASTBridge NW (Nonsense Words) QPS
Word Fluency	Incremental Rehearsal	<i>FASTBridge WF</i> Screening and Local Assessment
Passage Fluency – Phrasing	Fry Phrases – Incremental Rehearsal	FASTBridge R-CBM Screening (Curriculum-based Measure)
Comprehension	LLI (Leveled Literacy Intervention) Strategy Book Clubs	Local Assessment

<b>Grade 2:</b>		
<b>Skill Area</b>	<b>Intervention Resource</b>	<b>Progress Monitoring</b>
Passage Fluency – Phrasing	Fry Phrases – Incremental Rehearsal Duet Reading Repeated Reading	FASTBridge R-CBM (Curriculum-based Measure)
Phonics	<i>Elkonin Boxes</i> <i>Sonday System</i>	FASTBridge R-CBM (Curriculum-based Measure) QPS
High Frequency Words	Incremental Rehearsal Elkonin Boxes	FASTBridge R-CBM (Curriculum-based Measure)
Comprehension	Repeated Reading with Comprehension LLI (Leveled Literacy Intervention)	Local Assessment

		FASTBridge R-CBM (Curriculum-based Measure)
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Grades 3 and 4:		
Skill Area	Intervention Resource	Progress Monitoring
Passage Fluency – Phrasing	Fry Phrases – Incremental Rehearsal	FASTBridgeR- CBM (Curriculum-based Measure)
Phonics	<i>Elkonin Boxes</i> <i>Sonday System</i>	FASTBridge R-CBM (Curriculum-based Measure) QPS
High Frequency Words	Incremental Rehearsal Elkonin Boxes	FASTBridge R-CBM (Curriculum-based Measure)
Comprehension	Repeated Reading with Comprehension LLI (Leveled Literacy Intervention)	Local Assessment FASTBridge R-CBM (Curriculum-based Measure)

**Multiple Language Learners:**

Teachers in Hastings Public Schools have been trained to use effective strategies to deliver reading instruction, as well as build background knowledge for MLL (Multiple Language Learner) students. Throughout literacy reviews and continuous improvement cycles, resources for all students (MLL students included) are aligned with the Minnesota ELA Standards.

Multiple Language Learner (MLL) teachers in Hastings use effective strategies for vocabulary instruction, in building background knowledge, and in using scientifically based reading instructional strategies. MLL teachers are responsible for teaching academic language for science, math, social studies, and language arts, as prescribed by WIDA (World-class Instructional Design and Assessment, a design for implementing high standards and equitable educational opportunities for English language learners). Hastings MLL licensed teachers work with ISD #200 staff in an effort to help them better understand the language and linguistic needs and implement best practices surrounding instruction for MLL learners. In addition to individual and small group instruction MLL teachers provide for their students, they frequently work cooperatively in general education classrooms. MLL teachers are an invaluable resource for staff, helping build important foundational practices.

**Reading Intervention – Tier 3:**

Students needing support beyond the second tier receive additional instructional time, may be taught using an alternative curriculum resource, and may receive services from Special Education staff.

**Dyslexia and Convergence Insufficiency:**

In the course of identifying needs of struggling readers, the provision of intervention for children with Dyslexia or Convergence Insufficiency are addressed in the same way as all students displaying persistent reading difficulties. Tier 1 differentiates core instruction at the classroom level according to students’ needs. Tier 2 instruction is delivered to students who qualify for additional assistance through Title I and ADSIS. Students who qualify for Tier 3 consideration receive additional and/or different instruction and may receive Special Education service. ISD #200 works with families to accommodate students with diagnoses from licensed medical care specialists.

Additionally, Hastings Public Schools adheres to Minnesota Department of Education’s (MDE) screening recommendations for identifying students with characteristics of dyslexia. Students who are below grade level are administered the Hastings Dyslexia Screener.

In the area of convergence insufficiency (CI), MDE states, “vision screenings for school use are not available for diagnosing CI” and advises, “A comprehensive vision evaluation by a licensed eye care specialist who tests binocular (two-eyed) vision is the most effective means for detecting CI” (MDE CI Fact Sheet).

## SECTION 6: PROFESSIONAL DEVELOPMENT

### Professional Development for All Teachers

Hastings Public Schools is committed to the goal of creating a professional learning plan to foster a Common Learning Culture across elementary grade levels and schools by writing, teaching and assessing standards-aligned learning targets supported by scaffolded instruction across the Gradual Release of Responsibility. Using literacy integration as the foundation and lens for this goal, leadership designed and implemented a Professional Learning Plan. Our 2022-2023 professional development plan consisted of reinforcing three key areas that we have been focusing on for the last three years: whole group interactive read alouds, phonemic awareness and phonics, and small group guided reading instruction.

1. **Interactive Read Alouds:** During our whole group reading instruction, teachers read vocabulary-rich trade books to students, modeling the thinking that needs to be done in order to practice the state standards. Teachers use think aloud strategies to engage students and talk them through the way that a reader approaches a text. Our interactive read aloud lessons are paired with skill-based mini-lessons that explicitly teach the lesson’s focus standard. This whole group instruction time lasts around 20 minutes each day.
2. **Phonemic Awareness and Phonics:** Knowing what we have learned about the Science of Reading research that has been conducted over the past 10-15 years, we know that phonological awareness plays a critical role in a student’s reading development. Hastings Public Schools committed two of our staff development days this year to these topics. Having spent time with a trainer working through what phonemic awareness is and how to best teach it to our students, we have developed a structured system that has been implemented throughout the year. Our teachers are using Elkonin Boxes to instruct our students in phonemic awareness, and then adapting that teaching into phonics instruction as students show they are ready for it. We now spend 5-10 minutes at the beginning of our small group instructional time focusing on phonics and phonemic awareness skills.
3. **Small Group Guided Reading:** After having received instruction in teaching phonemic awareness and phonics skills to our students, our professional development shifted to learning the best practices in guided reading instruction. After receiving this training, our teachers shifted their practice when doing guided reading instruction. Rather than teaching the whole group lesson again in each small group, teachers now use their guided reading time for students to *practice* the skills that they learned in their whole group instruction. Teachers will introduce the book or article that students will be reading, and then the majority of the time in their small group, students are reading the story and receiving coaching from the teacher on the specific skills they have been working on. This allows for the teacher to provide immediate feedback to students, as well as informally assess them on a near daily basis on their progress towards the grade level standards.

### Literacy Leaders

The Elementary Literacy Leadership Team met throughout the school year to learn together, reflect on data, determine needs of the teachers and students, and plan for professional development. A literacy coach models and supports job-embedded professional development through the instructional gradual release modes of whole group mini lessons and small group instruction. The goal of this process is to further develop and refine the literacy instructional skills of staff.

## SECTION 7: SUMMARY OF ASSESSMENT DATA

### FastBridge earlyReading Proficiency Performance

2022-2023 District Data	Fastbridge earlyReading Data (students at or above target score)		
	Fall	Winter	Spring
	Proficient/Total Number of Students	Proficient/Total Number of Students	Proficient/Total Number of Students
<b>Kindergarten</b>			
District Total	Not Assessed	140/262 53%	131/267 49%
John F. Kennedy Elementary	Not Assessed	50/88 57%	36/92 39%
Christa McAuliffe Elementary	Not Assessed	35/88 40%	45/90 50%
Pinecrest Elementary	Not Assessed	55/86 64%	50/85 59%
<b>Grade 1</b>			
District Total	Not Assessed	140/249 56%	144/266 54%
John F. Kennedy Elementary	Not Assessed	43/86 50%	46/86 54%
Christa McAuliffe Elementary	Not Assessed	52/92 57%	52/96 54%
Pinecrest Elementary	Not Assessed	45/71 63%	46/84 55%

### FastBridge Adaptive Reading (*a-Reading*) Proficiency Performance

2022-2023 District Data	Fastbridge a-Reading Data (students at or above target score)		
	Fall	Winter	Spring
	Proficient/Total Number of Students	Proficient/Total Number of Students	Proficient/Total Number of Students
<b>Grade 2</b>			
District Total	156/276 57%	149/273 55%	145/276 53%
John F. Kennedy Elementary	54/85 64%	54/85 64%	51/85 60%
Christa McAuliffe Elementary	42/88 48%	43/86 50%	46/88 53%

Pinecrest Elementary	60/103 58%	52/102 51%	48/103 47%
<b>Grade 3</b>			
District Total	169/269 63%	172/274 63%	170/273 62%
John F. Kennedy Elementary	60/91 66%	62/94 66%	60/93 64%
Christa McAuliffe Elementary	59/97 61%	63/98 65%	64/100 64%
Pinecrest Elementary	50/81 62%	47/82 58%	46/80 58%
<b>Grade 4</b>			
District Total	174/263 66%	144/265 54%	147/263 56%
John F. Kennedy Elementary	68/91 74%	62/91 68%	62/91 68%
Christa McAuliffe Elementary	48/83 58%	42/82 52%	43/80 54%
Pinecrest Elementary	58/89 65%	40/92 44%	42/92 46%

**Fountas and Pinnell (F & P) Benchmark Assessment System (BAS).** The chart below outlines the F & P instructional reading levels necessary to meet expectations for each grade level during different intervals in the school year.

Benchmark Assessment System (BAS)	Time of Year with Expectation for Instructional Reading Level			
	Grade Level	Fall	Winter	Spring
Kindergarten		Not Assessed	Level C	Level D
Grade 1		E	H	J
Grade 2		K	L	M
Grade 3		N	O	P
Grade 4		Q	R	S

Benchmark Assessment System (BAS)	Time of Year and Percentage of Proficient Students (Instructional Level)			
	Grade Level	Fall	Winter	Spring
		<b>Students Proficient</b>		
Kindergarten			Level C	Level D
District Total		NA	54%	77%
John F. Kennedy Elementary		NA	61%	79%
Christa McAuliffe Elementary		NA	53%	72%
Pinecrest Elementary		NA	46%	81%
<b>Grade 1</b>		<b>Level E</b>	<b>Level H</b>	<b>Level J</b>
District Total		54%	60%	68%
John F. Kennedy Elementary		51%	59%	67%
Christa McAuliffe Elementary		61%	56%	63%

Pinecrest Elementary	46%	65%	74%
<b>Grade 2</b>	<b>Level K</b>	<b>Level L</b>	<b>Level M</b>
District Total	52%	68%	83%
John F. Kennedy Elementary	54%	70%	76%
Christa McAuliffe Elementary	44%	62%	82%
Pinecrest Elementary	58%	71%	91%
<b>Grade 3</b>	<b>Level N</b>	<b>Level O</b>	<b>Level P</b>
District Total	59%	72%	75%
John F. Kennedy Elementary	58%	68%	78%
Christa McAuliffe Elementary	60%	72%	71%
Pinecrest Elementary	60%	76%	77%
<b>Grade 4</b>	<b>Level Q</b>	<b>Level R</b>	<b>Level S</b>
District Total	58%	67%	66%
John F. Kennedy Elementary	57%	67%	69%
Christa McAuliffe Elementary	58%	68%	68%
Pinecrest Elementary	59%	66%	60%



**Intermediate School District 917**  
*Purposeful. Personalized. Partners.*

1300 145th Street East, Rosemount, MN 55068  
(651) 423-8229 \* <http://www.isd917.org>

**June 13, 2023**  
**Board Notes**

The ISD 917 School Board met for a Work Session and Regular Meeting on June 13, 2023. School Board information and resources are available on our website at [https://www.isd917.org/about/school\\_board](https://www.isd917.org/about/school_board).

**Work Session**

- Integrity
  - Core Values Committee
    - Core Values MOU
  - Review resolution terminating support staff personnel
  - Review budget for FY24
  - Review draft staff handbook/culture for FY24
  - Review agreements between ISD 917 & ISD 199 for Early Childhood Mental Health Program and ISD 917 & 271 for purchase of Early Childhood Special Education Teacher
  - Review Wellness SHIP Grant
  - Review probation period extensions for teachers
  - Review MOU for Clerical Contract (2022-2024) to add Juneteenth as Non-Duty Day
  - Review MOU for Juneteenth for Year-Round Non-Union Employees

**Regular Board Meeting**

- Communications:
  - Updates from Student Services & Superintendent
  - Approved Consent Agenda:
    - Minutes from 5/2/23 Board Meeting and 5/23/23 Special Board Meeting
    - Personnel:
      - New Hires:
        - Effective 8/22/23:
          - Huyen Cao, Math Teacher
          - Claire Keller, Licensed School Nurse
          - Rachel Millage, Teacher
      - Re-Hires:
        - Shae Elliott, Dean of Special Education
      - Change in Status:
        - AJ Boehmer, from Teacher to Dean of Special Education, effective 7/1/23
        - Laura Bray, Speech Language Pathologist, from 1.0 FTE to 0.7 FTE for 2023-24, effective 8/28/23
        - Matthew Bruns, from Teacher to Academic Liaison, effective 7/1/23
        - Amy Dawson, Speech Language Pathologist from 1.0 FTE to 0.8 FTE for 2023-24, effective 8/28/23
        - Justin Hoelscher, from Teacher to Centralized Intake & Due Process Coordinator, effective 7/1/23
        - Kate Hulse, from Dean to Director of Social Emotional Learning, effective 7/1/23
        - Cindy Jacob, Occupational Therapist from 1.0 FTE to 0.8 FTE for 2023-24, effective 8/28/23

- Amy Swaney, from Dean to Assistant Director/Principal of Special Education, effective 7/1/23
  - Angela Ridgley, Licensed School Nurse from 1.0 FTE to 0.8 FTE for 2023-24, effective 8/28/23
- Leaves of Absence:
  - None
- Resignations & Terminations:
  - Kathryn Amundrud, Teacher, effective 8/6/23
  - Lauren Dame, Teacher, effective 8/4/23
  - Marty Freeberg, Classroom Assistant, effective 6/8/23
  - Megan Haley, School Psychologist, effective 6/9/23
  - Elizabeth Garlough, Occupational Therapist, effective 6/30/23
  - Eva Johnson, Teacher, effective 8/4/23
  - Kyle Lovin, Classroom Assistant, effective 6/2/23
  - Jameela Martin, Classroom Assistant, effective 5/11/23
  - Joubert Monica, Teacher, updated effective 8/4/23
  - Jackie Neri-Yang, Classroom Assistant, effective 5/26/23
  - Sherlyn Peterson, Teacher, effective 6/9/23
  - Kali Rencountre, Program Assistant, effective 5/23/23
  - Adrienne Turzynski, Board Certified Behavior Analyst, effective 6/30/23
  - Brian Waters, Teacher, effective 8/4/23
  - Jennifer Williams, Classroom Assistant, effective 8/4/23
- Retirements:
  - Pamela Biegler, Teacher, effective 6/9/23
  - Anita Traynor, Health Associate, effective 6/9/23
- Donations:
  - Donation of 25 fenders for Total Body Repair class from Keystone of Minneapolis (apx. \$5,000)
  - Donation of ice cream for Concord Education Center staff and students from Mark and Chris Call (apx. \$800)
- Policies:
  - 470 Staff Gender Inclusion
- Stewardship
  - Executive Director of Business Services Reports:
    - Bills
    - Wire Transfers
    - Investment Report
- Collaboration
  - Approved Resolution Terminating Support Staff Personnel
  - Approved Budget for FY24
  - Approved draft of Staff Handbook/Culture Guide for 2023-2024
  - Approved MOU for Core Values Committee
  - Approved Agreement between ISD 917 & ISD 199 for Early Childhood Mental Health Program
  - Approved Agreement between ISD 917 & ISD 271 for Purchase of Early Childhood Special Education Teacher
  - Approved Wellness SHIP Grant
  - Approved probation period extensions for teachers
  - Approved revised contract for Licensed Psychologist and Intake Coordinator for 2022-2024
  - Approved MOU for Clerical Contract for 2022-2024 to add Juneteenth as a non-duty day
  - Approved MOU for Juneteenth for Year-Round Non-Union Employees
- Updates from Member Districts



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Intermediate School District 917

# Fiscal Year 2024

# Proposed Budget

June 13, 2023

Nicolle Roush

Executive Director of Business Services



→ 13

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→ 14

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# ISD 917 Vision And Mission

## Vision

Intermediate School District 917 models an innovative culture with diverse pathways serving students and families through equitable practices with highly trained staff.

## Mission

In partnership with member districts, Intermediate School District 917 provides high quality, equitable, and specialized programming to meet the needs of all students.



# Budget Development & Core Values

## **Collaboration**

Working together to achieve more collectively

## **Empathy**

Considering and respecting the perspective and needs of member districts, students, families, and staff

## **Innovation**

Ongoing improvement of programs and services

## **Stewardship**

Managing financial and human resources carefully and responsibly

## **Communication**

Multi-dimensional, transparent conversation focused on sharing information and creating a positive learning and working environment

## **Integrity**

Aligning our actions with our values and beliefs

## **Personalization**

Building on the strengths and addressing the unique needs of individual students

## **Equity**

Intentionally providing opportunities while removing barriers at all levels of the organization

## **Diversity**

Appreciating and valuing everyone's unique selves



# Budget Development & Strategic Directions



**Increase student achievement and engagement**

**Support and lead staff through continuous  
improvement**

**Increase social-emotional learning and skills for  
students and staff**

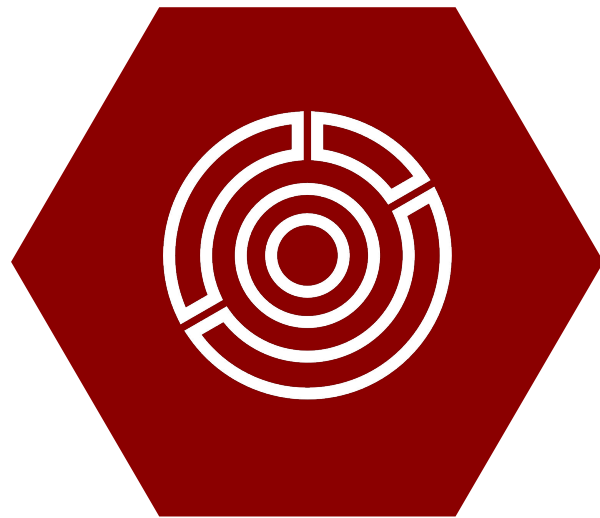
**Increase support for ALL through inclusive  
practices**

**Deepen engagement of stakeholders through  
quality, equitable communication practices**



# Stewardship & Integrity:

## ISD 917 Budget Development Process



### **Proposed Budget Development** **January - June**

In collaboration with internal and external stakeholders, we develop a proposed budget to support our academic and other programs based on current and projected student enrollments.



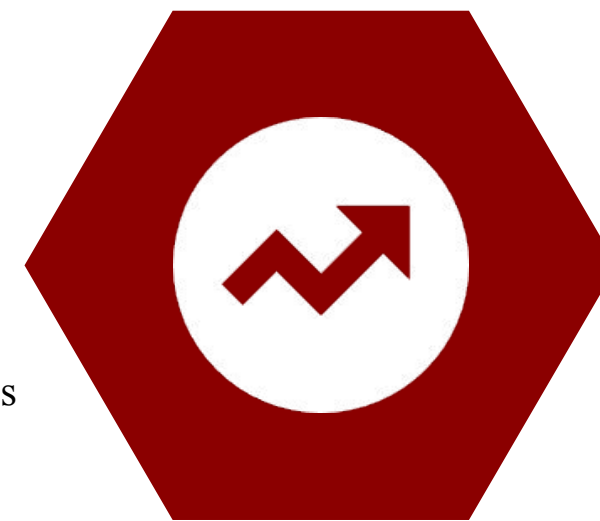
### **School Board Budget Approval** **June**

The ISD 917 School Board reviews the proposed budget to ensure it aligns with the district's core values, strategic directions, proposed programming, etc., then discusses and approves it at the June board meeting.



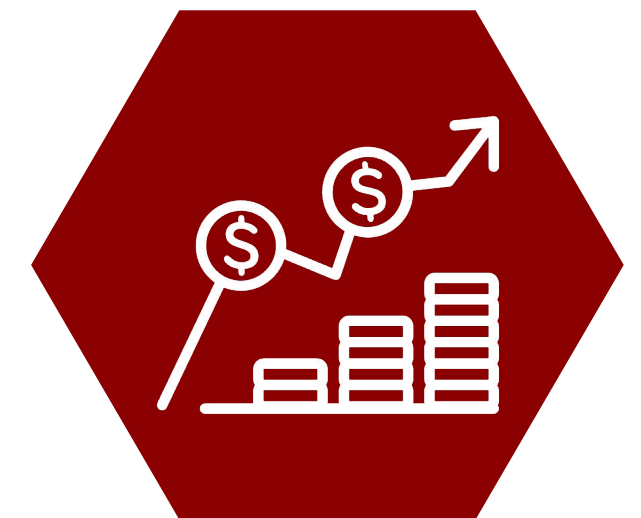
### **Adopted Budget** **July - June**

Throughout the school year, ISD 917 makes financial decisions based on the adopted budget.



### **Revised Budget Development** **October - January**

If/as financial conditions change substantially, district administration may request that the ISD 917 School Board review and pass a revised budget to account for changing contexts.

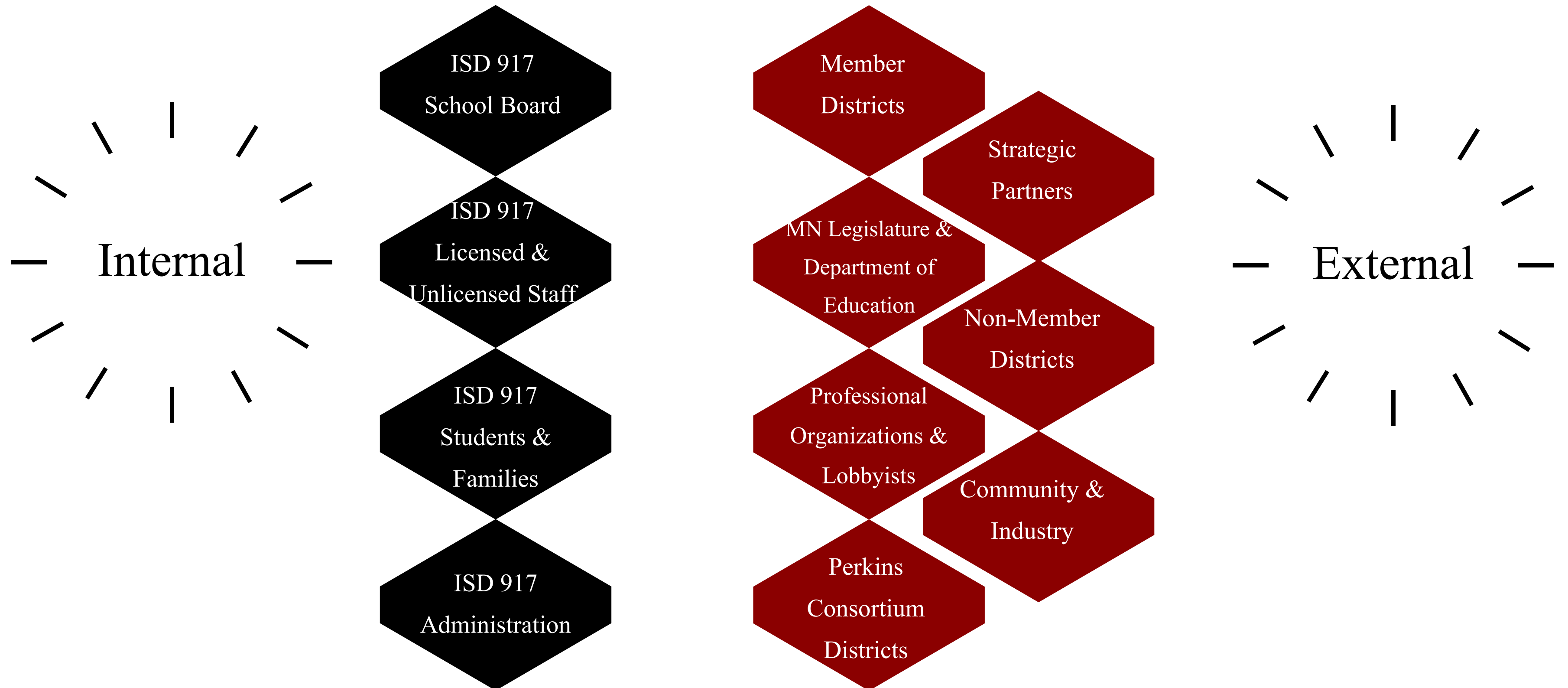


### **Annual Financial Audit** **July - December**

An objective review of ISD 917 financial statements by an independent auditor who conducts a thorough review to ensure "financial statements as a whole are free from material misstatement, whether due to fraud or error."



# Empathy, Collaboration, & Communication: Internal & External Stakeholders



# Innovation, Personalization, Equity, & Diversity: MN K12 Education Finance Bill 2023

Increased funding for MN schools by nearly \$2.3 billion

Increases the per-pupil (general) formula by 4% in 2024 and 2% in 2025 --> moving to \$7,138 per student (from \$6,683)

Future years to be indexed to inflation - between 2% and 3%

MN will pay for 44% of district special education cross-subsidy in 2024, then 50% in subsequent years

MN will pay for English Learner cross subsidy by 2027

New state Department of Children, Youth, & Families will oversee early learning programs

Additional funding and slots for preK programs

Expanded unemployment insurance eligibility to hourly workers during summer months

Lowered age of retirement with full pension from 66 to 65

Adds Civics and Personal Finance as course requirements for graduation

Adds Holocaust and genocide studies to be taught by the 2026-2027 school year

High schools must offer Ethnic Studies as of 2026-2027 (Middle and Elementary Schools by 2027-2028)

READ Act includes \$75 million to reimagine literacy instruction

Bans active shooter drills & adds required hour of evidence-based violence prevention training

Universal free breakfast & lunch

Free menstrual products and opiate antagonists (i.e. - Naloxone) for students

ALC transportation reimbursement

Expanded extended time revenue

Required academic standards

Alignment of local CTE standards with MDE CTE frameworks

Requirement of gifted services

Prohibition of/limits on dismissals in K-3

Required alternative education services for student suspended for more than 5 days

School board establishment of nonexclusionary disciplinary policies and practices

At least 8 hours of annual paraprofessional orientation or professional development

Paid time for paraprofessionals to review student IEPs

Indigenous Peoples' Day and Juneteeth

Sources:

<https://minnesotareformer.com/2023/06/02/whats-in-minnesotas-2023-education-bill/#~:text=The%20Minnesota%20legislature%20during%20the.stymied%20under%20a%20divided%20government.>

e-learning days - school board/teacher negotiations and teacher pay

MN House and Senate Nonpartisan Research: H.F. 2497 Conference Committee Report

Annual evaluation of and linked professional development to support principals' culturally responsive leadership



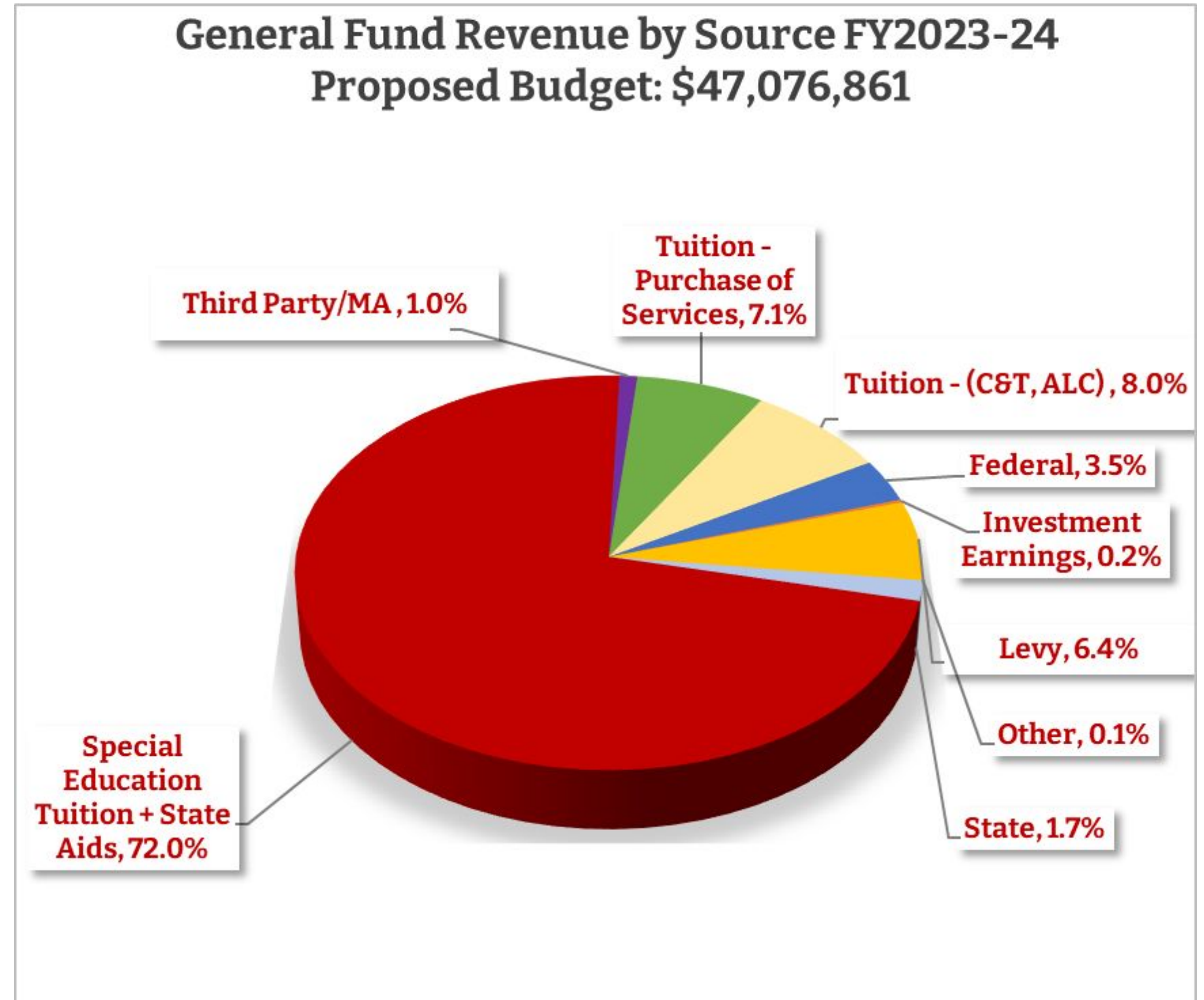
# Innovation, Personalization, Equity, & Diversity: MN K12 Education Finance Bill 2023

<p style="text-align: center;"><b>CURRENTLY</b> Included in ISD 917 FY24 Proposed Budget</p>	<p style="text-align: center;"><b>NOT YET</b> Included in ISD 917 FY24 Proposed Budget</p>
<p style="text-align: center;"><b>4%</b> general education formula increase (Apx. <b>\$246,000</b> for FY24)</p>	<p style="text-align: center;">School Unemployment Insurance Aid Teacher Staff Shortage &amp; Diversity Grants Special Education Separate Site Aid Career &amp; Technical Education Grants Student Support Personnel Aid READ Act EL Cross-Subsidy Pupil Transportation Aid Special Education Cross Subsidy</p>
<p style="text-align: center;">Mental Health Grant Funds for Level 4 Programming (Apx. <b>\$946,000</b> for FY24)</p> <p style="text-align: center;">**may be replaced by Special Education Separate Site Aid &amp;/or other funding sources</p>	



# Stewardship & Integrity: Funding Sources for ISD 917 FY24

- Proposed FY24 General Fund Revenues = **\$47,076,861**
- The largest revenue source for ISD 917 is from **special education tuition** from school districts
- 87% of funding (apx. \$41 million) comes from tuition billing
- Most funding for Intermediate School Districts is filtered through member school districts
- Still discerning all financial impacts of



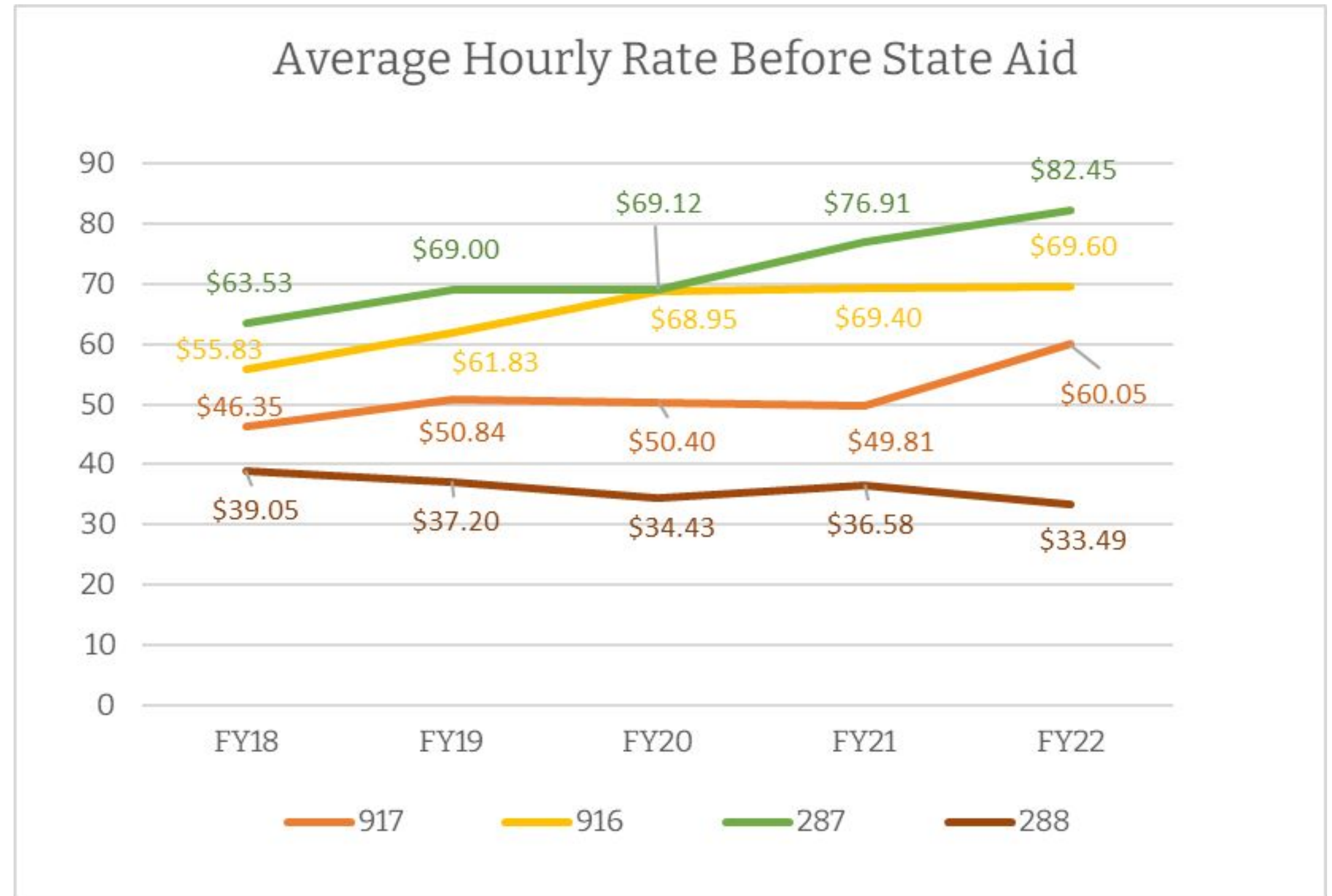
	<b>Special Education</b>	<b>Career &amp; Technical Education (CTE)</b>	<b>Alternative Learning (DCALS)</b>
<b>FY24 Tuition Hourly Rate</b>	<b>\$70.22</b>	<b>\$13.77</b>	<b>N/A</b>
<b>FY24 Tuition Hourly Rate Change</b>	<b>-6.68%</b>	<b>+0.94%</b>	<b>N/A</b>
<b>FY24 Expenditure Budget Increase</b>	<b>+1.7%</b>	<b>+22.71%</b>	<b>+5.2%</b>
<b>Impact on Member Districts for FY24</b>	Due to anticipated student hours increase of 9.05%, rate will remain relatively consistent with FY23	Due to anticipated student hours increase of 19.7% (=14.9 ADMs), rate will remain relatively consistent with FY23	DCALS anticipates a decrease in enrollment of 5.75% (=17.5 ADMs) and a tuition revenue decrease of 2.8%
<b>How Rates Are Calculated</b>	MDE determination: (FY24 special education eligible costs + FY23 state aid + FY24 general education revenue)/student estimated hours	ISD 917 determination of actual expenditures and student estimated hours	MDE determination: MDE's prescribed general education formula per student weighted ADM

# Stewardship: Comparison of Intermediate School Districts

- For the past five years for which we have data, ISD 917 has ranked **2nd** in cost-effectiveness among the four Intermediate School Districts

- Average hourly rates before state aid at ISD 917 ranged from \$46.35 to \$60.05 over the past five years for which we have data

- Average hourly rates among the Intermediate School Districts ranged from \$33.49 to \$82.45 in FY 2022

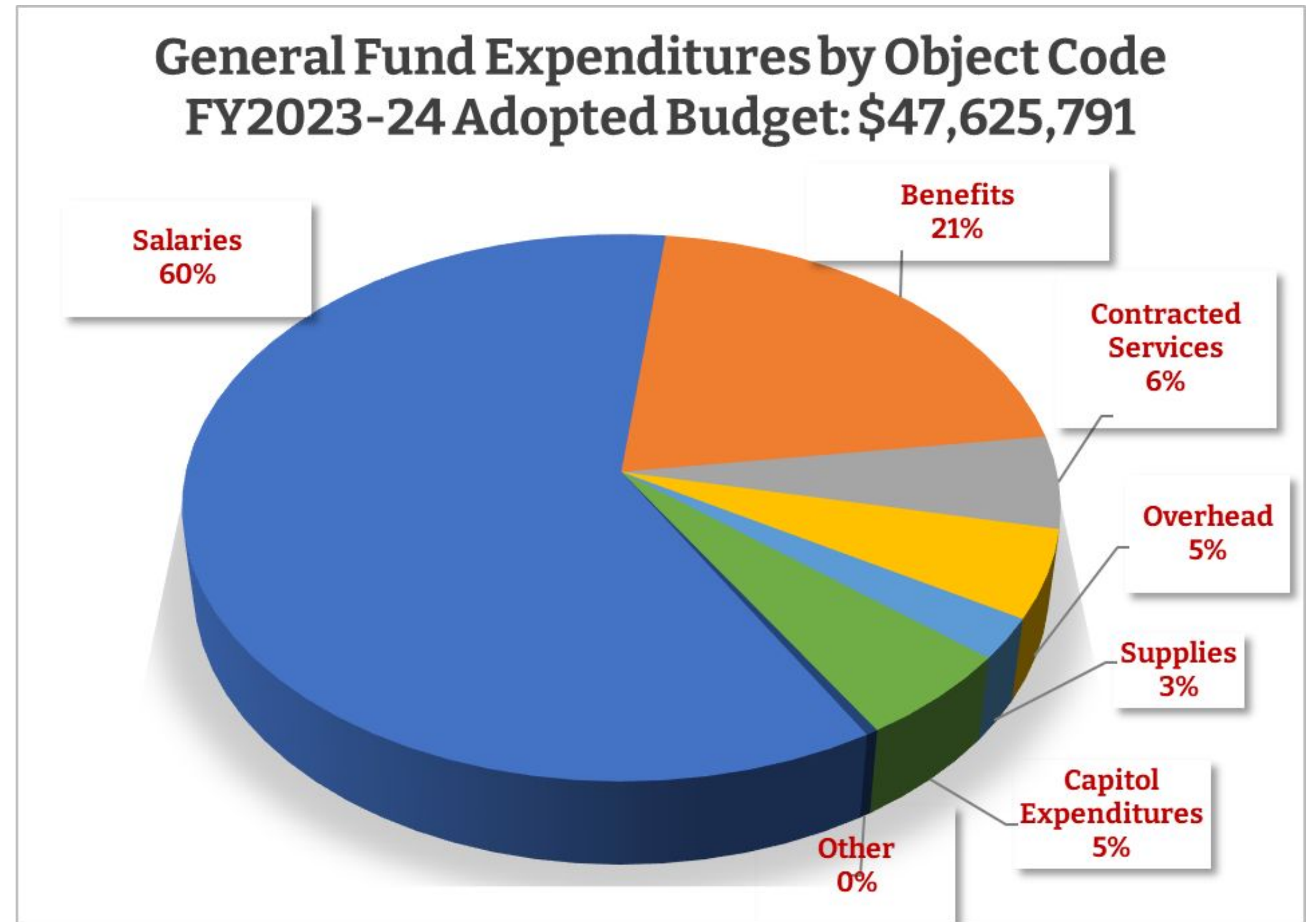


Source: MDE Data Center - Special Education Tuition Billing  
MDE Minnesota Funding Reports

# Stewardship, Integrity, Equity, Diversity, & Personalization:

## Expenditures for ISD 917 FY24

- Proposed FY24 General Fund Expenditures = **\$47,625,791**
- The largest expenditures for ISD 917 are **salaries** (60%) and **benefits** (21%) for ISD 917 staff
- 81% of funding (apx. \$39 million) goes to salaries and benefits
- Still discerning all financial impacts of MN K12 Education Finance & other legislation





# Stewardship: Fund Balance

- **ISD 917 FY24 Proposed Budget includes a 19.2% fund balance, \$9,142,288**
- ISD 917 Policy 714: Fund Balance states ISD 917 will strive to maintain a minimum unassigned general fund balance of **15%** of the annual budget
- The proposed fund balance reflects a 1.42% decrease from FY23 revised budget projections due to less general education revenue than overhead and facilities expenditures
- Our plan to address this decrease is to recruit additional paraprofessionals to increase student enrollment and eliminate a waiting list for special education programs (apx. 119 students, currently)



# Stewardship & Integrity:

## FY24 Budget Actions

### To Prepare for FY24:

- Reduction of 10.5 FTEs (licensed and non-licensed staff)
- \$1,650,000 reduction in expenditures (supplies, equipment, technology, travel, and contracted services)
- Budget for 39 unfilled non-licensed paraprofessional positions to reduce waiting lists by 34 students, resulting in an increase of \$1,360,000 in expenditures

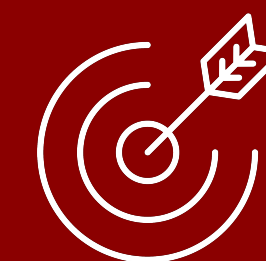
### During FY24:

- Monitor tuition rates for special education and CTE
- Mitigate tuition rate increases
- Apply for federal, state, and other grant opportunities (currently 5.2% of revenue in ISD 917 FY24 budget)
- Adjust staffing and operations costs accordingly with enrollment changes while supporting strategic directions and implementation of core values



# Summary of FY23 Revised Expenditure Budget vs. ISD 917 FY24 Budget

- Overall operating fund proposal includes an increase in expenditures of 1.33%, \$624,719
- Total of **all** district funds proposal is an increase of 0.89%, \$464,576
- Proposal incorporates:
  - Estimated and actual salaries and benefits for employees
  - Program enhancements
  - Cost containment in certain programs due to lower enrollment, changes in levies, and grant funding adjustments



# Thank You!

## Questions?

**Learn more about ISD 917 at:**

[www.isd917.org](http://www.isd917.org)

<https://www.facebook.com/intermediate917>

<https://www.instagram.com/intermediate917/>

Nicolle Roush

Executive Director of Business Services



FILM NEGATIVE



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: May 31, 2023 4:30PM Central Time (US and Canada)

Time: June 21, 2023 3:30PM Central Time (US and Canada)

Attendees: Dr. Tammy Champa, Jessica Dressely, Becky Garcia, Stephanie Malm, Dr. Bob McDowell, Mark Zuzek

### 05.31.2023 and 6.21.2023 Summary

[Review Cycle Tracker](#)

#### 1st reading:

##### **203.2 Order of the Regular School Board Meeting**

1. Updated Listening Sessions to Public Comment Sessions, added Consent Agenda after approval of agenda which would include prior meeting minutes, added "Topics" to Future Meetings so it reads Future Meetings and Topics.

##### **203.5 School Board Meeting Agenda**

1. Change III.B. to read "Board Members" and strike the 2nd sentence.

##### **203.6 Consent Agenda**

1. This is a new policy for ISD 200, no changes made from the MSBA Model Policy 203.6

##### **207 Public Hearings**

1. Took out the procedures from this policy.

##### **806 Crisis Management**

1. Edits made based on administration recommendations and added statutory changes per MSBA.

##### **204 School Board Meeting Minutes**

1. Minor change: III.A. added clerk "or designee".

#### 2nd reading:

##### **212 School Board Member Development**

1. Acknowledgement of the recommendation to add an expectation for members to attend the MSBA leadership conference and the summer leadership seminar. Section 2.C. has verbiage that states members are encouraged to attend events like this but recommend this is not added in as a requirement.

##### **209 Code of Ethics**

1. Request for Committee Consideration/Review: Section II A ("As a member of the school board, I will")  
Be respectful to others when performing my duties as a school board member.
-

- 
- a. Committee Discussion: added but do need to have a full understanding of what “respectful” is and potential subjectivity of respect and unsure how this is enforceable. General civility is expected and the goal.
  2. Request for Committee Consideration/Review: Under section II B ("In performing the proper functions of a school board member, I will") Oversee district management by employing a superintendent and evaluating their performance in providing leadership, managing operations, and performing duties assigned by law.
    - a. Committee Discussion: This is not needed in the policy as it’s housed in statute and in other 200 series policies that outline our board member roles and legal obligations as board members.
  3. Request for Committee Consideration/Review: Under section II D ("In meeting my responsibilities to my community, I will") Regularly review student and staff key performance indicators, staff resources and all conditions affecting education as a part of my accountability to the communities I serve.
    - a. Committee Discussion: this is already stated in our policies and our focus is governance work. Having touchpoints as we currently do sufficiently meet our statutory obligations as board members.
  4. Request for Committee Consideration/Review: A.6. - not comfortable with striking the original wording. previous boards deserve recognition of their integrity. Fine adding seek to understand but that seems redundant.
    - a. Committee Discussion: Added the language back into the policy; there are no issues with keeping this statement as it’s a good practice.
  5. Request for Committee Consideration/Review: D.4. - please seek legal counsel on the wisdom of the added statement. Probably need to have a clear understanding of the term "fully accepting my fiduciary responsibility". Maybe some definition of fiduciary and just what the responsibility entails.
    - a. Committee Discussion: Reference policy 201, legal status of the school board for these responsibilities. No need to reiterate what’s already stated in policy.
  6. Request for Committee Consideration/Review: E.1. - redundant - already accountable as only employee.
    - a. Committee Discussion: Responsibility and accountability are two different things and the policy committee recommends the statement is approved as is.

### **908 Naming Policy**

1. Struck “or properly vetted prominent persons of local, national or international repute who have made lasting contributions to society.”

### **630 Grading**

1. Recommend approval of the changes we made to this policy.
2. The board would need to direct administration to deep-dive into our grading practices.
3. At some point the board may consider adding policy 618 with input from administration. This is not a required policy and requires additional systems in place for it to be successful, if adopted by the board. The policy committee does not intend to take this on currently.

### **Policies for approval:**

*After the third reading (action-ready policies):*

516 Student Medication

*Non-Substantial Changes for Approval:*

102 Equal Educational Opportunity

201 Legal Status of the School Board

202 School Board Officers

203 Operation of the School Board-Governing Rules

203.1 School Board Procedures; Rules of Order

205 Open Meetings and Closed Meetings

210 Conflict of Interest

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# Hastings Public Schools

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

## BRIDGE TO SUCCESS

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211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student

213 School Board Committees:

1. Nonsubstantive change: Retitled section IV, these are not procedures, they're policy guidelines.

214 Out-Of-State Travel by School Board Members

419 Tobacco Free Environment

506 Student Discipline

507 Corporal Punishment and Prone Restraint

513 Student Promotion, Retention and Program Design

722 Public Data Requests

### Policy for removal:

499 COVID-19 Vaccination Emergency Temporary Standard Vaccination, Testing, and Face Covering Policy

### **MSBA Model Policy Changes (June 2023):**

#### [June 2023 MSBA Legislative Changes Newsletter](#)

1. Becky G. has started cross-referencing our policies with the redline MSBA model policy changes. There are many policies with substantial changes however, they are all required legislative changes. The policy committee is reviewing all of these changes however, it's important to note that the changes made in the MSBA model policies are statutory changes and not something we can change, nor do we need to have a substantial conversation about them. If there are recommendations to make changes, the policy committee requests persons send comments for consideration to the policy committee and that comments are considered during the regularly scheduled review cycle for that policy.
2. 600 Series Policies: The changes in these policies are mostly definition additions. The 600 series policies need to be reviewed collectively by Rachel along with the MSBA redline changes. Rachel will bring the recommended changes to the policy committee and then we will bring them to the table for board approval.
  - 601 School District Curriculum and Instruction Goals
  - 602 Organization of School Calendar and School
  - 603 Curriculum Development
  - 613 Graduation Requirements
  - 616 School District System Accountability
  - 620 Credit for Learning
3. 400 and 500 series will require input/review from Cathy.
4. These policies will be ready for next month (from the legislative updates):
  - 514 Bullying Prohibition
  - 524 Internet Acceptable Use and Safety Policy
  - 532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
  - 709 Student Transportation Safety Policy

**Policy Committee Schedule:** Wednesday, July 12, 2023 at 4:30pm

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## 203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

### I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

### III. PUBLIC COMMENT ~~LISTENING~~ SESSION

### IV. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Pledge of Allegiance
3. Approval of agenda, ~~table agenda, and minutes.~~
4. **Consent Agenda.( minutes approval to be included in consent)**
5. Recognition of visitors, and correspondence.
65. **Public Comment**~~Listening Session~~ Summary.
76. Reports and discussions.
87. Action Items.
98. Future Meetings **and Topics.**
109. Adjournment. ¶  
¶

B. Items in this order may be considered as part of a consent agenda.

- C. The school board may depart from the order of business with the consent of the majority of members present.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (~~Boards of Independent School Districts~~~~School Board Powers~~)

**Cross References:** ~~ISD 200 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)~~  
~~ISD 200 MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)~~  
~~MSBA/MASA Model Policy 203.6 (Consent Agendas)~~¶  
ISD 200 Policy 203.6 (Consent Agendas)

*Policy Reviewed:* 05.19.2022

*Policy Adopted:* 12.08.2021

*Policy Revised:* 05.25.2022



## 203.5 SCHOOL BOARD MEETING AGENDA

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. PROCEDURES

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

in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

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

**Cross References:** ~~ISD 200 MSBA/MASA Model~~ Policy 203 (Operation of the School Board – Governing Rules)  
~~ISD 200 MSBA/MASA Model~~ Policy 203.2 (Order of the Regular School Board Meeting)  
~~ISD 200 MSBA/MASA Model~~ Policy 203.6 (Consent Agendas)  
~~ISD 200 MSBA/MASA Model~~ Policy 204 (School Board Meeting Minutes)  
~~ISD 200 MSBA/MASA Model~~ Policy 207 (Public Hearings)

*Policy Reviewed: 02.08.2022*

*Policy Adopted: 02.26.2020*

*Policy Revised: 02.23.2022*



Revised: \_\_\_\_\_



## 203.6 CONSENT AGENDAS

### I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

### II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

### III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, **contracts, policies, etc., etc.** These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

**Cross References:** ~~ISD 200 MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)~~  
~~ISD 200 MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)~~  
~~ISD 200 MSBA/MASA Model Policy 204 (School Board Meeting Minutes)~~

*Policy Reviewed:*

*Policy Adopted:*

*Policy Revised:*



## 207 PUBLIC HEARINGS

### I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

### II. GENERAL STATEMENT OF POLICY

~~In order for~~ For the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

### III. PROCEDURES

#### A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minnesota Statutes section ~~Minn. Stat. § 123B.51~~), education district establishment (Minnesota Statutes section ~~Minn. Stat. § 123A.15~~), and agreements for secondary education (Minnesota Statutes section ~~Minn. Stat. § 123A.30~~). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

#### B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

#### C. Public Participation

The school board retains the right to ~~designate time, place, and manner unless otherwise directed by law.~~ ~~require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure.~~ In that case, any request

~~to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.~~¶¶

¶¶

~~1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.~~¶¶

¶¶

~~2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.~~¶¶

¶¶

~~3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.~~¶¶

¶¶

~~4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.~~¶¶

¶¶

~~5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.~~¶¶

¶¶

~~6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.~~¶¶

**Legal References:** Minn. Stat. § 123A.15 (~~Establishing Education Districts~~~~Education—District Establishment~~)

Minn. Stat. § 123A.30 (Agreements for Secondary Education)

Minn. Stat. § 123B.51 (School Closings)

**Cross References:** ~~ISD 200 MSBA/MASA Model~~ Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

*Policy Reviewed: 02.19.2020*

*Policy Adopted: 02.26.2020*

*Policy Revised:*



## 806 CRISIS MANAGEMENT

### I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

~~This policy serves as a guide for the school district, building administrators, employees, and students regarding potential crisis situations. Each school building maintains, at the site, emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the district.~~

### II. GENERAL STATEMENT OF POLICY

The school district's emergency management policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor an emergency management plan to meet that building's specific situation and needs. ~~The building principal will review, update, and submit the site's emergency management plan to the superintendent at the beginning of each school year.~~¶

### III. GENERAL EMERGENCY PROCEDURES

The ~~school's~~ emergency procedures include general emergency plans for securing ~~the~~ buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. These districtwide procedures may be modified by a building principal when creating the building-specific emergency management plans. The plans should designate the individual(s) who will determine when these actions will be taken and must include assigned duties for employees.

All general emergency procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

#### IV. EMERGENCY MANAGEMENT ELEMENTS

- A. In the event of an emergency, the principal or administration will immediately contact the superintendent or designee with the status of the emergency situation and begin implementation of the emergency plan as determined by the assessment of the situation.
- B. The superintendent or designee will implement a command team if the emergency necessitates such action. The team will take action as required.
- C. The school's emergency procedures will be kept on file ~~with the director of buildings and grounds and the superintendent~~, and be readily available in the school buildings to address ~~the following~~ emergencies, **not limited to the following**:
- Fire
  - Hazardous Materials
  - Severe Weather: Tornado/Severe Thunderstorm/Flooding
  - Medical Emergency
  - ~~Fight/Disturbance~~
  - Assault
  - Intruder
  - Weapons
  - Shooting
  - Hostage
  - Bomb Threat
  - Chemical or Biological Threat
  - Demonstration
  - Suicide/**Death**
  - Highly Contagious Serious Illness or Pandemic Flu
  - **Prairie Island Nuclear Response Plan**
  - Other (as determined to be necessary by the building administration)
- D. In addition, the school's emergency procedures will address the following plans and documents:
- Lock-down Procedures
  - Shelter-In-Place Procedures
  - Evacuation/Relocation/**Reunification**
  - **Crisis Communication Plan**~~Media Procedures~~
  - Post-Crisis Procedures
  - Staff Training
  - Facility Diagrams
  - Off-site Locations

- Emergency Contacts

## V. TRAINING AND PREPARATION FOR EMERGENCIES

- A. The district administration will ensure that proper training and response preparation for emergencies occurs on an ongoing basis. The building principal is responsible for training school employees and students on emergency response procedures at each site.
- B. Required school safety drills will be coordinated at each site by the building principal, in cooperation with local emergency management agencies.
- C. Each school site will have ~~at least five~~ employees certified in cardiopulmonary resuscitation (CPR) who will serve as the emergency care team that will respond to a medical emergency. The team training and medical emergency procedures will be coordinated by the health services coordinator.

## VI. ~~Communications~~

~~District administration will develop and implement the following communication procedures:~~

- ~~Uniform warning system~~
- ~~School closure due to emergency~~
- ~~Notification to school families, community and media~~
- ~~Student victims of criminal offenses at or on school property~~

## VII. ACTIVE SHOOTER DRILL

### A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:

- a. a statistically significant effect on relevant outcomes based on any of the following:
    - i. strong evidence from one or more well designed and well implemented experimental studies;
    - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
    - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
  - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

#### B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

- 1. accessible;
- 2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
- 3. culturally aware;
- 4. trauma-informed; and
- 5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

#### C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
  - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
  - b. the importance of taking threats seriously and seeking help; and
  - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
  - a. student opportunities for leadership related to prevention and safety;
  - b. encouragement and support to students in establishing clubs and programs focused on safety; and
  - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

#### H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

### **VIII. SPECIAL NEEDS PROCEDURES FOR STAFF AND CHILDREN**

The school's crisis management team will meet in the fall of each year to ensure that there are specific procedures for the safe sheltering/evacuation of each student and staff member with special needs as well as transporting necessary medications and medical equipment used by students and staff during the school day. In addition, all staff at each site will be trained on specific procedures for evacuating students and staff with special needs.

***Legal References:***

*Minn. Stat. Ch. 12 (Emergency Management)*  
*Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)*  
*Minn. Stat. § 121A.035 (Crisis Management Policy)*  
*Minn. Stat. § 121A.038 (Students Safe at School)*  
*Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)*  
*Minn. Stat. § 299F.30 (Fire Drill in School)*  
*Minn. Stat. § 326B.02, Subd. 6 (Powers)*  
*Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)*  
*Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)*  
*Minn. Rules Part 7511 (Fire Safety)*  
*20 U.S.C. § 1681 et seq. (Title IX)*  
*20 U.S.C. § 6301 et seq. (No Child Left Behind)*  
*20 U.S.C. § 7912 (Unsafe School Choice Option)*  
*42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)*

***Cross References:***

*ISD 200 Policy 413 (Harassment and Violence)*  
*ISD 200 Policy 501 (School Weapons Policy)*  
*ISD 200 Policy 506 (Student Discipline)*  
*ISD 200 Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)*  
*ISD 200 Policy 903 (Visitors to School District Buildings and Sites)*  
*Minnesota School Safety Center - Resources (mn.gov)*



## 209 CODE OF ETHICS

### I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

### II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

#### A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Be respectful to others when performing my duties as a school board member.
  2. Attend school board meetings and come to the meetings prepared for discussion of the agenda items.
  - ~~3. Come to the meetings prepared for discussion of the agenda items.~~
  4. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
  5. ~~Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.~~
  - ~~6. Support the decision of the school board, even if my position concerning the issue was different.~~
- ~~Can we combine 4 and 5 to read: The School Board members Support the majority decision after honoring the right of members to express opposing viewpoints and vote their convictions.~~
- ~~6.5.6.~~ Recognize the integrity of my predecessors and associates and appreciate their work. Seek to understand the context of the decisions made by previously made by previous Boards.
  - ~~7.6.~~ Be primarily motivated by a desire to provide the best possible education for the students of my school district.
  - ~~8.7.~~ Inform myself about the proper duties and functions of a school board

member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy with the exception of the 200 series policies which directly apply to the Board.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district and **fully accept my fiduciary responsibility.**

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district **and accountable to the school board.**
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School District)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

***Cross References:*** [ISD 200 Policy 201 Legal Status of the School Board](#)

*Policy Reviewed:* 08.11.2022  
*Policy Adopted:* 02.26.2020  
*Policy Revised:*



## 212 SCHOOL BOARD MEMBER DEVELOPMENT

### I. PURPOSE

In recognition of the need for continuing in-service training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

### II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA. **New school board members are encouraged to review all policies outlined in the Board Handbook and seek clarification on all policies and procedures.**
- B. **The school board will strive to send two members to participate in national conferences, on a periodic basis, to be determined by the Board as a whole.**
- C. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local ~~and, state, and national school boards~~ associations, as well as in the activities of other educational groups.
- D. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- E. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (~~School Board Member Training~~ **Boards of Independent School Districts**)

**Cross References:** ~~ISD 200 MSBA/MASA Model~~ Policy 214 (Out-of-State Travel by School Board Members)

ISD 200~~MSBA/MASA Model~~ Policy 412 (Expense Reimbursement)

*Policy Reviewed: 02.19.2020*

*Policy Adopted: 02.26.2020*

*Policy Revised:*



## 618630 ~~GRADING SCHOOL DISTRICT CURRICULUM AND INSTRUCTION~~ GOALS

### I. PURPOSE

The purpose of this policy is to provide a structure and framework for grading student learning in the district.

### II. GENERAL STATEMENT OF POLICY

- A. The purpose of student grading includes:
1. Communicating the achievement status of students to parents and others.
  2. Providing information that students can use for self-evaluation.
  3. ~~Providing incentives to learn.~~
  4. ~~Evaluating the effectiveness of instructional programs and classroom instruction.~~
- B. Grading should reflect student performance as measured by several forms of assessment. Student performance and achievement should be assessed on classroom subject or course-determined curriculum standards and objectives.
- C. Grades reflect a combination of student achievement, student progress in learning, and other student learning factors. ~~(i.e. effort, attitude/behavior, work completion).~~
- D. Student understanding of scoring criteria is a hallmark of quality standards based instruction and grading.
- E. Course or subject objectives are aligned with state ~~district curriculum~~ standards. Grading practices will be based on assessment of students against a standard for learning ~~and not on arbitrary predetermined percentages that consider quantitative grading conclusions.~~
- F. The grading system at the high school involves non-weighted grading values. ~~The district supports a grading system designed to encourage well-rounded students taking a wide variety of coursework.~~

### III. DEFINITIONS

- A. “Grades” an assessment tool used by teachers to communicate the achievement status of students to parents, students and others.
- B. “Progress Reports” periodic reporting that provides a grade status report for a student’s scheduled classes or coursework.
- C. ~~Academic Standards – National, State or locally designed grade and course~~

~~specifications in particular learning areas of content that drive the curriculum.~~

- D. "Grading Procedure" the teacher responsible for the instruction of the student's class or course will complete the necessary assessments and provide the appropriate grade. No grade will be altered without consultation with the assigned teacher.

*Policy Reviewed:*

*Policy Adopted:*

08.23.2017

*Policy Revised:*



## 908 NAMING FACILITIES

### I. Purpose

The purpose of this policy is to establish the criteria and procedures for granting naming rights in relation to school district facilities, including buildings and grounds.

### II. General Statement of Policy

Hastings Public Schools recognizes the importance and significance of naming school district facilities, memorials, and grounds. All School District owned facilities hold meaning for students and community members during the expected lifetime of the facility. Facility ~~are district owned buildings and properties and~~ names will be consistent with the School District's mission, values, and align with the strategic plan. Facility names may reflect geographic locations, topographical characteristics, significant historical or social events, ~~or concepts central to democracy, or properly vetted prominent persons of local, national or international repute who have made lasting contributions to society.~~ ¶



### III. Definitions

- A. "Facilities" are school district-owned buildings, properties and structures, including, but not limited to, spaces within buildings, outdoor fields, streets, donated property, and other areas. .
- ~~B. "Naming in recognition" is naming a facility or education program in recognition of individuals who have attained achievements of extraordinary and lasting distinction.~~
- B. "Naming rights in consideration" is recognition for financial contributions, sponsorship or other commercial transactions.
- C. "Naming rights in recognition" is recognition of a significant contribution to the school district that the district wishes to honor.

### IV. Authority

The school board exercises approval authority for naming all facilities.

### V. Procedures for Naming District Property

- A. When a new facility is acquired or constructed or a request for naming a facility is made, the superintendent will forward the facility naming considerations or request to the school board.

- B. At the direction of the school board, the board may request that the superintendent convene a committee to study the potential names and make a recommendation. In the circumstance of a newly constructed facility, the school board will direct the superintendent or designee to establish such a committee.
- C. If a committee is established, the superintendent or designee will be charged with the responsibility of determining a process for soliciting and evaluating names. The superintendent will make the final recommendation(s) to the school board for approval. The superintendent will supply the school board with a history of the name recommendation and the rationale to support recommendation.
- D. If a committee is not established, the superintendent will make a recommendation to the school board for approval. The superintendent will supply the school board with a history of the name recommendation and the rationale to support recommendation.

**VI. Naming Processes and Criteria**

A. Naming in Consideration

The school district will not grant naming rights in exchange for contributions (financial, sponsorship or the provision of equipment, materials, land or services) made to the district.

~~B. Naming in Recognition ¶¶~~

~~The school district may name a facility to recognize outstanding personal contributions to the district. Naming in recognition for such contributions is at the district's discretion and in support of its values and mission. When naming a facility after an individual, consideration will be given to persons who have significance to students, employees and/or the community. Except in unusual circumstances or for compelling reasons, individual names to be considered should be individuals who are deceased. One of the following criteria must be met for naming in recognition. ¶¶~~

- ~~1. Recognition of outstanding service to the district while serving in an employment capacity or outstanding service to the Hastings community; or ¶¶~~
- ~~2. Recognition of the achievements of distinguished alumni; ¶¶~~
- ~~3. Recognition of a generous financial or other contribution (be it by way of donation, bequest, sponsorship, etc.), such being voluntary and not rendered in consideration of granting of~~

~~naming rights, or~~

~~4. If a portion of a school building or school grounds (media center, auditorium, gymnasium, field, etc.) is proposed to be named after an individual, that person shall have attained local or national prominence via significant contributions. Such contributions or the significance of their place in history shall be clearly established beyond the generation of the contribution. Further, the individual for whom a portion of a school building or school grounds is to be named must be shown to have broad-based, long-term impact to the school district community. ¶¶~~

~~¶¶~~  
~~5. Naming a site or facility after a deceased person shall be done after taking the above criteria into consideration and after a waiting period of at a minimum of one year following the individual's death.~~

### C. Specific Naming Criteria

1. It is the policy of the District that facilities will not be named after individuals, living or deceased. This policy is not retroactive and facilities already named after individuals will retain their name unless as identified in section VII.
2. The role played by the name of a facility, space or education program in assisting employees, students and visitors to orient themselves is recognized.
3. Names must always be consistent with the district's mission and vision.
4. The long-term effects of the name must be considered.
5. The department/school affected by the name to be granted must be consulted before any decision is made.
- ~~6. The district will not name a facility without the informed consent of the named party or their descendants. ¶¶~~
7. The district retains all rights to discontinue any name to avoid the district being brought into disrepute, as determined by the district.
8. The proposed name will be vetted against any trademark or copyright infringement.
9. Due regard must be taken into consideration when naming a

facility including historical or current context and reputation.

¶

~~D. Granting Naming Rights~~

**VII. Name Changes/Re-Naming**

Once a facility is named, that name will remain with the facility unless changed or removed by the school board. Names will be changed using the same process outlined above. Names may be changed when the specific program or theme for which the facility was named changes, when the current name no longer supports the objective of the facility, or due to additions or renovations to an existing facility. Names may be removed at the discretion of the school board.

**VIII. Granting, Limiting, or Terminating Naming Rights**

A. Granting naming rights may be exclusive to a facility or space, or may be in conjunction with an existing name already in use. Facilities for which naming rights may be awarded are auditoriums/theaters, gymnasiums, libraries, gardens, donated properties, athletic fields and facilities, and other areas as approved by the school board.

~~B. Limit of Naming Rights~~

~~1. On the Part of the District¶~~

~~¶~~

~~The school district’s right to use the name and other brand elements of the named party is permitted by express agreement with the named party.¶~~

~~2. On the Part of the Named Party¶~~

~~¶~~

~~The named party, after whom a facility or space is named, has no decision-making rights as to the purpose of the facility or space unless specifically provided for in the written agreement between the parties. The school district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district’s mission and purpose, statutory obligations, or the local authority of the school board. In turn, the named party has no liability in respect of that facility or space unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights’ agreement.~~

~~B. In addition to any remedies for breach of the written agreement granting naming rights, the parties may terminate a naming rights agreement in advance of the scheduled termination date under the following conditions:¶~~

¶

~~1. Termination by the District¶~~

~~¶~~

~~The school district reserves the right, at its sole discretion, to terminate the naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into disrepute.~~

~~2. Termination by the Named Party¶~~

~~¶~~

~~The named party may, without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the school district directly brings the named party into disrepute.~~

*Policy Reviewed:*

*Policy Adopted:*

*Policy Revised:*



# AIA Document G701<sup>®</sup> – 2017

## Change Order

**PROJECT:** *(Name and address)*  
Kennedy 2021 Deferred Maintenance  
(202184)  
1175 Tyler Street  
Hastings, Minnesota 55033

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

**CHANGE ORDER INFORMATION:**  
Change Order Number: Three (3)  
  
Date: May 30, 2023

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

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

**CONTRACTOR:** *(Name and address)*  
Jorgenson Construction, Inc.  
9255 East River Road Northwest  
Minneapolis, Minnesota 55433

**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: Rooftop Unit Repair. Add \$378.00  
GCPR #04: Electrical Repair at Rooftop. Add \$1,218.00  
PR #04: Modifications at Hood. Add \$4,371.34

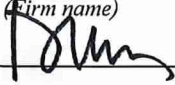
**TOTAL CHANGE ORDER NO. 3 ADD \$5,967.34**

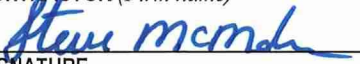
The original Contract Sum was	\$ 480,000.00
The net change by previously authorized Change Orders	\$ -3,286.71
The Contract Sum prior to this Change Order was	\$ 476,713.29
The Contract Sum will be increased by this Change Order in the amount of	\$ 5,967.34
The new Contract Sum including this Change Order will be	\$ 482,680.63

The Contract Time will be unchanged by Zero (0) days.  
The new 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  
  
05/30/2023  
DATE

Jorgenson Construction Inc.  
CONTRACTOR *(Firm name)*  
  
SIGNATURE   
  
Steve McMahon, Vice President  
PRINTED NAME AND TITLE  
  
5/30/23  
DATE

OWNER *(Firm name)*  
  
SIGNATURE  
  
PRINTED NAME AND TITLE  
  
DATE



Date: 2/28/2022

TO: Wold Architects and Engineers  
 332 Minnesota Street, Suite W2000  
 St. Paul, MN 55101

PROJECT: ISD 200 - Kennedy  
 Elementary Deferred  
 Maintenance 2021

Description: GCPR #003

**Subcontractor**

Kitchen rooftop unit disconnect repair (found broken upon site review)	\$360.00

**Jorgenson Construction**

No Changes	\$0

- Subcontractor Margin (5%) \$ 18.00  
 - Jorgenson Margin (10%) \$0

---

**TOTAL \$ 378.00**

'c2electric'



Ph: 651-245-4493 | Info@C2electricinc.com

PR #009

8/31/2021

CO #: 2105052 - CO04

Prepared By: Chris Clausen

**Customer:** Jorgenson Construction Inc.  
**Address:** 9255 East River Road  
 Minneapolis, MN 55433  
**Contact:** Carl Krieger  
**Phone:** 651-491-1437  
**Email:** Carl@jorgensonconstruction.com

**Job Name:** Kennedy Deferred Maintance  
**Jobsite Address:** 1175 Tyler St  
 Hastings, MN 55033

**JOB ITEMS**

PR#009 Provide new GFCI protected receptacle with dedicated 20 amp circuit for induction cookers	\$1,460.00
Repair shorted-out Feed to EF #2  Fish new wires in for EF-2 above kindergarten room, MC was damaged from previous fan. Traced out circuit for fan box relabeled correctly, was mislabeled.	\$1,160.00
<b>Kitchen Roof top unit Disconnect</b> Disconnect for kitchen hood was damaged upon arrival. Replaced disconnect with new one	<b>\$360.00</b>
<b>TOTAL CHANGE ORDER ESTIMATE:</b>	<b>\$2,980.00</b>

**TOTAL JOB ESTIMATE \$38,133.81**

Customer Signature

(Signature consents approval of the Change Order)

**From:** [Chris Clausen](#)  
**To:** [Scott Gacek](#)  
**Subject:** Re: Kennedy ES Extras  
**Date:** Monday, February 21, 2022 9:55:42 AM

---

Scott  
Let us know if you have any questions on the info below.  
Karen Kimball  
Office Manager

<b>backup hours/material costs</b>	<b>Material \$</b>	<b>Labor \$</b>	
Reconnect conduit drain and staff bathrooms	120	240	1.5 hours
<b>Kitchen rooftop unit disconnect</b>	<b>200</b>	<b>960</b>	<b>8 hours</b>

On Mon, Feb 21, 2022 at 8:24 AM Scott Gacek <[scott@jorgensonconstruction.com](mailto:scott@jorgensonconstruction.com)> wrote:

Hi Chris,

The architect is requesting your backup hours/material costs on the following two extras – can you provide this? I already have the pictures of the damaged feed so we’re good there. Trying to get these approved & paid to you. Thanks

Kitchen rooftop unit disconnect	\$ 120.00	\$ 240.00	\$ 360.00
Repair shorted-out feed to EF#2	\$ 200.00	\$ 960.00	\$ 1,160.00

Scott Gacek  
Sr. Project Coordinator



D: 612-979-4010; O: 763-784-3877

--  
**Chris Clausen**

*Master Electrician/Owner*  
*C<sup>2</sup> Electric, Inc.*  
*651-214-9976*



Date: 2/28/2022

TO: Wold Architects and Engineers  
 332 Minnesota Street, Suite W2000  
 St. Paul, MN 55101

PROJECT: ISD 200 - Kennedy  
 Elementary Deferred  
 Maintenance 2021

Description: GCPR #004

**Subcontractor**

Repair shorted out feed to EF #2 per attached. (C2 Electric)	\$1,160.00

**Jorgenson Construction**

No Changes	\$0

- Subcontractor Margin (5%) \$ 58.00  
 - Jorgenson Margin (10%) \$0

---

**TOTAL \$ 1,218.00**

'c2electric'



Ph: 651-245-4493 | Info@C2electricinc.com

PR #009

8/31/2021

CO #: 2105052 - CO04

Prepared By: Chris Clausen

**Customer:** Jorgenson Construction Inc.  
**Address:** 9255 East River Road  
 Minneapolis, MN 55433  
**Contact:** Carl Krieger  
**Phone:** 651-491-1437  
**Email:** Carl@jorgensonconstruction.com

**Job Name:** Kennedy Deferred Maintance  
**Jobsite Address:** 1175 Tyler St  
 Hastings, MN 55033

**JOB ITEMS**

PR#009 Provide new GFCI protected receptacle with dedicated 20 amp circuit for induction cookers	\$1,460.00
<b>Repair shorted-out Feed to EF #2</b> <b>Fish new wires in for EF-2 above kindergarten room, MC was damaged from previous fan.</b> <b>Traced out circuit for fan box relabeled correctly, was mislabeled.</b>	<b>\$1,160.00</b>
<b>Kitchen Roof top unit Disconnect</b> Disconnect for kitchen hood was damaged upon arrival. Replaced disconnect with new one	\$360.00
<b>TOTAL CHANGE ORDER ESTIMATE:</b>	<b>\$2,980.00</b>

**TOTAL JOB ESTIMATE \$38,133.81**

Customer Signature

(Signature consents approval of the Change Order)

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Let us know if you have any questions on the info below.  
Karen Kimball  
Office Manager

<b>backup hours/material costs</b>	<b>Material \$</b>	<b>Labor \$</b>	
Reconnect conduit drain and staff bathrooms	120	240	1.5 hours
Kitchen rooftop unit disconnect	200	960	8 hours

On Mon, Feb 21, 2022 at 8:24 AM Scott Gacek <[scott@jorgensonconstruction.com](mailto:scott@jorgensonconstruction.com)> wrote:

Hi Chris,

The architect is requesting your backup hours/material costs on the following two extras – can you provide this? I already have the pictures of the damaged feed so we’re good there. Trying to get these approved & paid to you. Thanks

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Repair shorted-out feed to EF#2	\$ 200.00	\$ 960.00	\$ 1,160.00

Scott Gacek  
Sr. Project Coordinator



D: 612-979-4010; O: 763-784-3877

--  
**Chris Clausen**

*Master Electrician/Owner*  
*C<sup>2</sup> Electric, Inc.*  
*651-214-9976*





MOTOR  
CE  
P-136-49-MCHA 14 AWG 3/16"

P-136-49-MCHA 14 AWG 3/16"



Date: 2/28/2022

TO: Wold Architects and Engineers  
 332 Minnesota Street, Suite W2000  
 St. Paul, MN 55101

PROJECT: ISD 200 - Kennedy  
 Elementary Deferred  
 Maintenance 2021

Description: PR #004

**Subcontractor**

Revise location of the kitchen hood, EF-1, ductwork & fire wrap (Muska Plumbing)	\$4,163.18

**Jorgenson Construction**

No Changes	\$0

- Subcontractor Margin (5%) \$ 208.16  
 - Jorgenson Margin (10%) \$0

**TOTAL \$ 4,371.34**

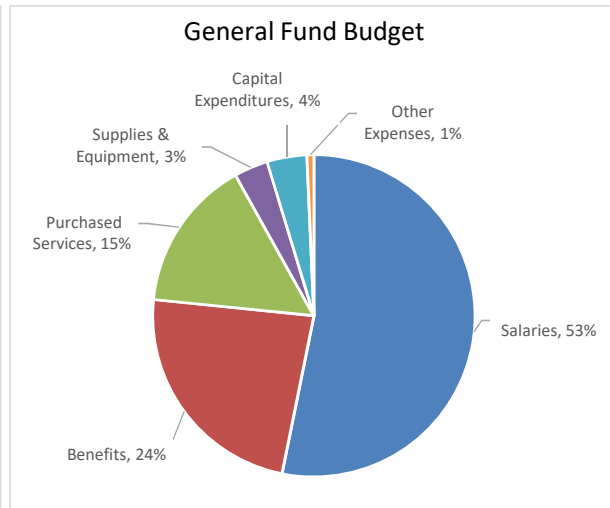
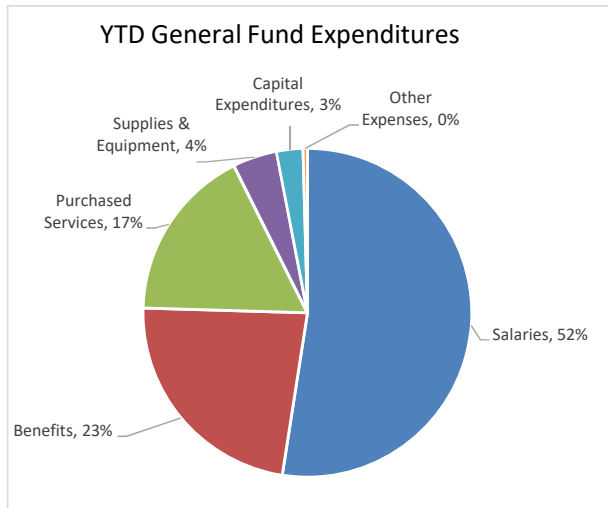
**HASTINGS ISD # 200 BOARD REPORT FOR THE MONTH ENDING: May 2023**

**EXPENDITURE TOTALS**

	<b>FY 2023 Budget (REV)</b>	<b>**Monthly Expenditures</b>	<b>Year-to-Date Expenditures</b>	<b>Remaining Balance</b>	<b>% Spent</b>
General Fund (01)					
100 Salaries	31,739,400	2,755,681	24,714,555	7,024,845	78%
200 Benefits	13,994,879	1,064,582	10,853,514	3,141,365	78%
300 Purchased Services	9,129,663	1,136,003	8,084,792	1,044,871	89%
400 Supplies & Equipment	2,029,916	232,451	2,049,257	(19,341)	101%
500 Capital Expenditures	2,387,692	315,630	1,227,021	1,160,670	51%
800 Other Expenses	413,797	5,531	199,917	213,881	48%
	<u>59,695,347</u>	<u>5,509,879</u>	<u>47,129,056</u>	<u>12,566,291</u>	<u>79%</u>
Food Service Fund (02)	3,119,971	310,043	2,397,015	722,956	77%
Community Service Fund (04)	2,337,632	207,162	2,116,075	221,557	91%
Building Construction Fund (06)	10,066,685	429,286	4,860,508	5,206,177	48%
Debt Service Fund (07)	3,873,090	550	3,872,040	1,050	100%
Student Activities Fund (10)	250,000	18,156	217,073	32,927	87%
Deferred Accounts- Donations/Misc Fund (11)	640,619	79,690	447,361	193,258	70%
Scholarships Fund (12)	120,000	3,000	116,350	3,650	97%
<b>Totals</b>	<b>\$80,103,345</b>	<b>\$6,557,766</b>	<b>\$61,155,478</b>	<b>\$18,947,866</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	5/1/2023	5/31/2023	1,945,988	Pay dates 5/5 and 5/19
Liability Checks & Wires	5/1/2023	5/31/2023	1,407,185	Bd. Share \$397,502
<b>Total</b>			<b>\$3,353,172</b>	

**FINANCE DISBURSEMENTS**

Checks & Wires	5/1/2023	5/31/2023	1,406,382
<b>Total</b>			<b>\$1,406,382</b>

**SELF-FUNDED INSURANCE**

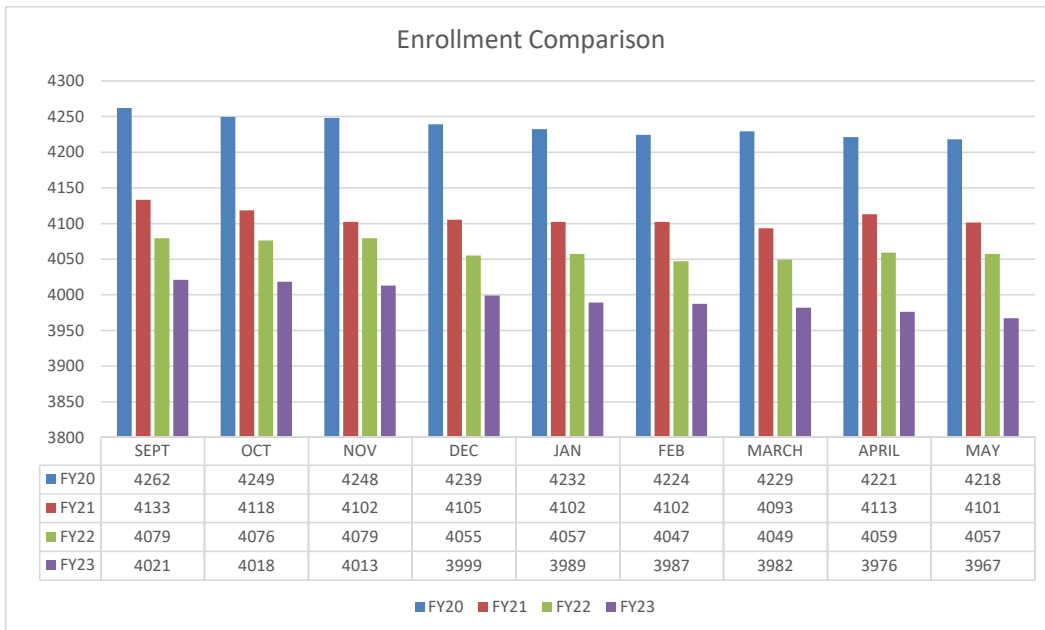
	<b>Revenue YTD</b>	<b>Expenses YTD</b>	<b>YTD Balance</b>
Dental	677,940	528,499	\$149,441
Health	7,651,680	7,841,115	(\$189,435)

**ELECTRONIC FUND TRANSFERS**

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
5/1/2023	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
5/2/2023	MSDLAF General	MSDLAF Scholarship	40,000.00	Local Receipts
5/2/2023	MSDLAF General	MSDLAF Health Self Funded	254,703.49	Health Insurance
5/4/2023	MSDLAF Scholarship	MSDLAF ScholarshipMAX	50,000.00	Exchange
5/4/2023	MSDLAF Bond Proceeds	MSDLAF AP	1,547.22	Accounts Payable
5/5/2023	MSDLAF General	MSDLAF Health Self Funded	21,933.38	Health Insurance
5/5/2023	MSDLAF General	MSDLAF Payroll	1,616,767.29	Payroll
5/5/2023	MSDLAF General	MSDLAF Flex	13,214.27	Payroll
5/5/2023	MSDLAF General	MSDLAF AP	475,161.43	Accounts Payable
5/8/2023	Merchants Bank	MSDLAF General	100,000.00	Local Receipts
5/9/2023	MSDLAF General	MSDLAF Health Self Funded	8,400.00	Health Insurance
5/11/2023	MSDLAF General	Vermillion Bank	3,737.88	Local Receipts
5/12/2023	MSDLAF General	MSDLAF AP	124,973.05	Accounts Payable
5/15/2023	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
5/15/2023	MSDLAF General	MSDLAF AP	342,485.68	Accounts Payable
5/18/2023	MSDLAF General	MSDLAF Health Self Funded	21,932.54	Health Insurance
5/18/2023	MSDLAF General	MSDLAF GeneralMAX	3,000,000.00	Exchange
5/19/2023	MSDLAF General	MSDLAF Payroll	1,728,907.84	Payroll
5/19/2023	MSDLAF General	MSDLAF Flex	12,849.48	Payroll
5/19/2023	MSDLAF General	MSDLAF AP	161,997.88	Accounts Payable
5/24/2023	MSDLAF General	MSDLAF Payroll	5,885.55	Payroll
5/25/2023	MSDLAF General	MSDLAF GeneralMAX	4,000,000.00	Exchange
5/26/2023	MSDLAF General	MSDLAF AP	96,819.45	Accounts Payable
5/30/2023	MSDLAF General	MSDLAF Dental Self Funded	62,073.83	Dental Insurance
5/30/2023	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
5/30/2023	MSDLAF General	MSDLAF Health Self Funded	653,249.06	Health Insurance
5/31/2023	MSDLAF General	MSDLAF Scholarship	7,586.00	Local Receipts
5/31/2023	MSDLAF General	MSDLAF AP	198,094.58	Accounts Payable
			<hr/>	
			\$13,102,319.90	

**ENROLLMENT**

<u>GRADE</u>	<u>COUNT</u>	<u>SCHOOL</u>	<u>COUNT</u>	<u>RACE/ETHNICITY</u>	<u>TOTALS</u>
K	273	HAHS	31	Hispanic/Latino	278
1	269	High School HOA	67	American Indian/Alaska Native	22
2	280	High School	1294	Asian	48
3	276	Middle School	1206	Black	125
4	271	Elementary:		Native Hawaiian/Pacific Islander	3
5	305	Kennedy	447	White	3247
6	295	Pinecrest	450	Two or more races	244
7	283	McAuliffe	472		3967
8	323		3967		
9	384				
10	355	Elementary	1369		
11	352	Middle School	1206		
12	301	High School/HOA/HAHS	1392		
	3967	<b>Total District</b>	<b>3967</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 5/31/2023

<b>Crs 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 5/31/2023</b>
601	Art Club	580.76	3,332.00	3,332.00	580.76	3.1813	583.94
608	AVID	2,476.48	1,407.00	696.95	3,186.53	15.4536	3,201.98
602	Band	1,835.75	3,995.93	4,631.56	1,200.12	11.0153	1,211.14
604	Baseball	3,764.20	0.00	3,540.90	223.30	17.6355	240.94
605	Basketball - Boys	312.23	0.00	249.92	62.31	1.2833	63.59
609	Choir Tour	543.20	0.00	0.00	543.20	2.9755	546.18
610	Cross Country Running	23.15	972.87	922.18	73.84	0.7076	74.55
613	Fellowship Christian Athletes (FCA)	993.16	590.00	579.67	1,003.49	5.1423	1,008.63
614	Football	2,405.82	0.00	618.93	1,786.89	12.6570	1,799.55
615	Gymnastics	2,345.50	171.50	0.00	2,517.00	13.1372	2,530.14
616	French Honor Society (FHS)	1,733.07	170.00	196.44	1,706.63	9.3615	1,715.99
624	Golf - Girls	6.14	0.00	6.14	0.00	0.0129	0.01
622	Marching Band	35,127.21	41,030.12	56,358.24	19,799.09	134.8907	19,933.98
675	<b>INTEREST EARNED</b>	<b>0.00</b>	<b>839.31</b>	<b>0.00</b>	<b>839.31</b>	<b>-</b>	<b>0.00</b>
623	National Honor Society (NHS)	2,487.83	10,596.00	10,753.20	2,330.63	16.3430	2,346.97
625	Nordic Skiing	3,508.25	0.00	2,666.93	841.32	11.6533	852.97
626	Orchestra	270.36	0.00	0.00	270.36	1.4810	271.84
627	Outdoor Club	50.22	2.00	52.20	0.02	0.1262	0.15
618	Peer Helpers	180.68	0.00	144.22	36.46	0.8551	37.32
632	Show Choir	19,683.21	100,749.98	116,704.38	3,728.81	105.2760	3,834.09
643	Soccer - Boys	633.40	0.00	0.00	633.40	3.4696	636.87
647	Spanish Club	12,645.00	4,929.00	5,379.04	12,194.96	70.8009	12,265.76
650	Student Council	41,636.89	26,548.51	8,102.02	60,083.38	252.1772	60,335.56
652	Tennis - Boys	3,290.90	500.00	0.00	3,790.90	18.4482	3,809.35
653	Tennis - Girls	294.16	895.00	947.45	241.71	1.4421	243.15
655	Thespians	545.84	359.00	306.37	598.47	2.7493	601.22
656	Track	10,097.35	500.00	256.00	10,341.35	54.4381	10,395.79
654	Ultimate Frisbee	524.38	1,040.00	1,150.00	414.38	3.0494	417.43
658	Volleyball	527.70	0.00	527.70	0.00	0.8894	0.89
659	Wrestling	5,358.49	0.00	0.00	5,358.49	29.3527	5,387.84
665	Middle School Yearbook	1,423.11	125.72	0.00	1,548.83	8.3252	1,557.16
666	Middle School Student Council	6,781.41	1,783.00	3,511.65	5,052.76	30.9794	5,083.74
		<b>162,085.85</b>	<b>200,536.94</b>	<b>221,634.09</b>	<b>140,988.70</b>	<b>839.3100</b>	<b>140,988.70</b>

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

May 2023 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	19,000,000.00	10,000,000.00	13,000,000.00	16,000,000.00
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	488,000.00	0.00	0.00	488,000.00
HEALTH SELF FUNDED - 21	2,000,000.00	0.00	1,000,000.00	1,000,000.00
<b>TOTALS</b>	<b>21,498,000.00</b>	<b>10,000,000.00</b>	<b>14,000,000.00</b>	<b><u>17,498,000.00</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	16,000,000.00	0.00	16,000,000.00
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	488,000.00	0.00	488,000.00
Term - MSDLAF - Health	1,000,000.00	0.00	1,000,000.00
<b>TREASURER'S BALANCE</b>	<b>17,498,000.00</b>	<b>0.00</b>	<b><u>17,498,000.00</u></b>

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

May 2023 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND- 01	9,990,813.74	9,563,616.21	(1,704,686.40)	17,849,743.55
FOOD SERVICE FUND - 02	958,344.55	241,054.40	(271,418.64)	927,980.31
COMMUNITY ED - 04	907,042.66	136,464.66	(209,459.84)	834,047.48
BUILDING CONSTRUCTION - 06	5,736,986.88	24,123.16	(101,963.88)	5,659,146.16
DEBT REDEMPTION - 07	17,876,347.39	0.00	182.39	17,876,529.78
STUDENT ACTIVITY FUND -10	133,071.56	25,294.27	(14,017.30)	144,348.53
DEFERRED ACCOUNTS - 11	612,278.03	55,456.11	(17,928.02)	649,806.12
SCHOLARSHIP - 12	245,478.67	8,624.81	(3,000.00)	251,103.48
TRUST - 18	61,469.10	0.00	72.29	61,541.39
DENTAL SELF FUNDED - 20	675,502.54	2,781.87	26,580.16	704,864.57
HEALTH SELF FUNDED -21	2,548,683.37	53,611.52	873,716.64	3,476,011.53
OPEB PERA/CE TRUST - 45	5,884,089.93	0.00	23,547.34	5,907,637.27
<b>TOTALS</b>	45,630,108.42	10,111,027.01	(1,398,375.26)	<b>54,342,760.17</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	76,711.96	0.00	972.00	49.66	77,733.62
MSDLAF AP	331,091.74	(279,546.93)	0.00	0.00	51,544.81
MSDLAF Payroll	158,874.07	(59,128.51)	0.00	(40.31)	99,705.25
MSDLAF Scholarship	251,103.48	0.00	0.00	0.00	251,103.48
MSDLAF General	23,950,905.46	0.00	32,853.19	0.00	23,983,758.65
MSDLAF Flex	107,782.87	0.00	0.00	0.00	107,782.87
MSDLAF Dental Self Funded	704,864.57	0.00	0.00	0.00	704,864.57
MSDLAF Health Self Funded	3,471,618.31	0.00	0.00	0.00	3,471,618.31
MSDLAF Bond Proceeds	5,659,146.16	0.00	0.00	0.00	5,659,146.16
Vermillion Bank	140,286.47	(10,633.53)	867.00	0.00	130,519.94
MidAmerica - CE Trust	61,541.39	0.00	0.00	0.00	61,541.39
OPEB PERA/CE Trust Account	5,913,497.51	0.00	0.00	0.00	5,913,497.51
US Bank Escrow	13,829,943.61	0.00	0.00	0.00	13,829,943.61
<b>TREASURER'S BALANCE</b>	54,657,367.60	(349,308.97)	34,692.19	9.35	<b>54,342,760.17</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	P311MB	102714		Wire	1	10229	MERCHANTS BANK FEES	C Corporation	No	Yes	No	05/12/2023	33.94	
Bank Total:												\$33.94		
USAP	P31101	102658		Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	Yes	No	05/05/2023	15,236.64	
USAP	P31102	102716		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	05/12/2023	15,178.46	
USAP	P31115	102761		Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)	S Corporation	No	Yes	No	05/15/2023	1,926.14	
USAP	P31115	102762		Wire	1	2976	SALES TAX (MN DEPT REVENUE)	Other	No	Yes	No	05/15/2023	180.00	
USAP	P31115	102763		Wire	1	9012	PITNEY BOWES POSTAGE BY PHONE	C Corporation	No	Yes	No	05/15/2023	50.00	
USAP	P31115	102764		Wire	1	9935	ELEYO FEES	S Corporation	No	Yes	No	05/15/2023	5,022.80	
USAP	P31130	102955		Wire	1	3167	MSDLAF BANK FEES	Other	No	Yes	No	05/31/2023	105.16	
USAP	P31130	102956		Wire	1	9012	PITNEY BOWES POSTAGE BY PHONE	C Corporation	No	Yes	No	05/31/2023	3,000.00	
USAP	P31130	102957		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	No	No	05/31/2023	2,719.78	
USAP	P30901	102045	831070	Check	1	9896	MNWD	S Corporation	Yes	Yes	Yes	05/19/2023	(375.00)	
USAP	P30930	102273	831241	Check	1	11555	CUSTOM COMMUNICATIONS INC	S Corporation	Yes	Yes	Yes	05/19/2023	(156.00)	
USAP	P30930	102330	831264	Check	1	7676	KASEL, JEANNE		Yes	Yes	Yes	05/31/2023	(30.00)	
USAP	P31002	102496	831404	Check	1	11380	A TOUCH OF MAGIC	S Corporation	Yes	Yes	Yes	05/31/2023	(426.00)	
USAP	P31101	102691	831533	Check	1	6074	APPLE INC	C Corporation	Yes	Yes	No	05/05/2023	1,399.00	
USAP	P31101	102660	831534	Check	1	10502	APPLEWOOD HILLS GOLF COURSE	LLC - S Corp	Yes	Yes	No	05/05/2023	96.00	
USAP	P31101	102692	831535	Check	1	6442	BACHMAN, RACHEL		Yes	Yes	No	05/05/2023	165.00	
USAP	P31101	102662	831536	Check	1	10946	R1 BIMBO BAKERIES USA	C Corporation	Yes	Yes	No	05/05/2023	227.10	
USAP	P31101	102674	831537	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	Yes	No	05/05/2023	48,420.00	
USAP	P31101	102689	831538	Check	1	4811	CENTER FOR EFFECTIVE SCHOOL OPI	LLC - S Corp	Yes	Yes	No	05/05/2023	17,900.00	
USAP	P31101	102675	831539	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	05/05/2023	7,021.80	
USAP	P31101	102693	831540	Check	1	6745	CULLIGAN OF STILLWATER	S Corporation	Yes	Yes	No	05/05/2023	430.35	
USAP	P31101	102667	831541	Check	1	11492	R11 ELIZABETH HILL		Yes	No	No	05/05/2023	4.99	
USAP	P31101	102673	831542	Check	1	11657	ERLANDSON, ANGELA	Ind/Sole Proprietor	Yes	Yes	No	05/05/2023	1,000.00	
USAP	P31101	102676	831543	Check	1	1409	FISHER SCIENTIFIC	LLC - C Corp	Yes	Yes	No	05/05/2023	249.94	
USAP	P31101	102664	831544	Check	1	11399	GUETTER, LINDSEY	Ind/Sole Proprietor	Yes	Yes	No	05/05/2023	175.00	
USAP	P31101	102671	831545	Check	1	11582	HEWITT, SARA		Yes	Yes	No	05/05/2023	61.24	
USAP	P31101	102695	831546	Check	1	7787	HINER, EMILY		Yes	No	No	05/05/2023	165.00	
USAP	P31101	102694	831547	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	05/05/2023	122.15	
USAP	P31101	102679	831548	Check	1	1657	INSECT LORE	C Corporation	Yes	Yes	No	05/05/2023	183.90	
USAP	P31101	102690	831549	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	Yes	No	05/05/2023	650.00	
USAP	P31101	102668	831550	Check	1	11492	R12 JIMMY HERR		Yes	Yes	No	05/05/2023	3.99	
USAP	P31101	102687	831551	Check	1	3071	KENNEDY PETTY CASH ACCOUNT		Yes	Yes	No	05/05/2023	454.61	
USAP	P31101	102663	831552	Check	1	11391	LOEFFLER CONSTRUCTION & CONSUI	LLC - S Corp	Yes	Yes	No	05/05/2023	3,475.00	
USAP	P31101	102665	831553	Check	1	11473	R12 Lori Catherine Stoffel		Yes	Yes	No	05/05/2023	100.00	
USAP	P31101	102666	831554	Check	1	11473	R13 Mariel Grubar		Yes	Yes	No	05/05/2023	8.00	
USAP	P31101	102688	831555	Check	1	3072	MCAULIFFE PETTY CASH ACCOUNT		Yes	Yes	No	05/05/2023	442.64	

# 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	P31101	102669	831556	Check	1	11492	R13	MICHELLE KIRK		Yes	No	No	05/05/2023	7.99
USAP	P31101	102680	831557	Check	1	1977		MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	05/05/2023	357,486.76
USAP	P31101	102696	831558	Check	1	8186	R1	MPCA	Other	Yes	Yes	No	05/05/2023	301.26
USAP	P31101	102685	831559	Check	1	2819		REPUBLIC SERVICES #923	C Corporation	Yes	Yes	No	05/05/2023	7,386.66
USAP	P31101	102681	831560	Check	1	2306		ROSEMOUNT HIGH SCHOOL	Other	Yes	Yes	No	05/05/2023	132.00
USAP	P31101	102686	831561	Check	1	2850	R1	SCHOOL SPECIALTY	C Corporation	Yes	Yes	No	05/05/2023	167.28
USAP	P31101	102698	831562	Check	1	9196		SPORTSENGIN INC	C Corporation	Yes	Yes	No	05/05/2023	1,299.00
USAP	P31101	102678	831563	Check	1	1575		TESSIER-MORSE, HAILEN		Yes	Yes	No	05/05/2023	78.32
USAP	P31101	102682	831564	Check	1	2548	R1	T-MOBILE	C Corporation	Yes	Yes	No	05/05/2023	1,600.00
USAP	P31101	102697	831565	Check	1	8826		TROST, ERICA		Yes	Yes	No	05/05/2023	325.24
USAP	P31101	102661	831566	Check	1	10648		TWIN CITIES DOTS AND POP LLC	Ind/Sole Proprietor	Yes	Yes	No	05/05/2023	1,231.20
USAP	P31101	102683	831567	Check	1	2654	R1	WILD MOUNTAIN	S Corporation	Yes	Yes	No	05/05/2023	1,650.00
USAP	P31101	102670	831568	Check	1	11542		XIONG, KONG		Yes	Yes	No	05/05/2023	49.33
USAP	P31101	102672	831569	Check	1	11633		YANG, VATOUA		Yes	Yes	No	05/05/2023	5.90
USAP	P31101	102659	831570	Check	1	1035		YOUNG AMERICAN'S SCHOOLS OF	C Corporation	Yes	Yes	No	05/05/2023	146.30
USAP	P31101	102684	831571	Check	1	2687		YOUTH FRONTIERS, INC.	C Corporation	Yes	Yes	No	05/05/2023	5,250.00
USAP	P31101	102677	831572	Check	1	1442		ZEIEN, CINDY		Yes	Yes	No	05/05/2023	51.84
USAP	P31102	102717	831573	Check	1	1029		AIM ELECTRONICS, INC.	C Corporation	Yes	Yes	No	05/12/2023	51,149.00
USAP	P31102	102727	831574	Check	1	11598		ALEXANDRIA TECHNICAL & COMMUNIT	Other	Yes	Yes	No	05/12/2023	2,039.58
USAP	P31102	102752	831575	Check	1	8045		ALLINA HOSPITALS & CLINICS	Other	Yes	Yes	No	05/12/2023	250.00
USAP	P31102	102748	831576	Check	1	6442		BACHMAN, RACHEL		Yes	Yes	No	05/12/2023	152.73
USAP	P31102	102757	831577	Check	1	9390		BAUER BUILT TIRE	S Corporation	Yes	Yes	No	05/12/2023	2,100.37
USAP	P31102	102722	831578	Check	1	10946	R1	BIMBO BAKERIES USA	C Corporation	Yes	Yes	No	05/12/2023	141.75
USAP	P31102	102719	831579	Check	1	10626		CATER, SAMANTHA		Yes	No	No	05/12/2023	5.50
USAP	P31102	102733	831580	Check	1	1214		CDW GOVERNMENT	LLC - C Corp	Yes	Yes	No	05/12/2023	627.91
USAP	P31102	102751	831581	Check	1	7911		CENTURYLINK	C Corporation	Yes	Yes	No	05/12/2023	89.40
USAP	P31102	102725	831582	Check	1	11524		CHANHASSEN HIGH SCHOOL BOOSTE	C Corporation	Yes	No	No	05/12/2023	390.00
USAP	P31102	102754	831583	Check	1	8581		CIRILLO, MOLLY		Yes	Yes	No	05/12/2023	200.00
USAP	P31102	102737	831584	Check	1	1715		CONSTANT CONTACT	C Corporation	Yes	Yes	No	05/12/2023	1,050.00
USAP	P31102	102746	831585	Check	1	5907		DULUTH DENFIELD HS	Other	Yes	No	No	05/12/2023	200.00
USAP	P31102	102749	831586	Check	1	7322	R1	FERGUSON ENTERPRISES	C Corporation	Yes	Yes	No	05/12/2023	226.35
USAP	P31102	102756	831587	Check	1	9182		FLYNN, SARAH		Yes	Yes	No	05/12/2023	162.62
USAP	P31102	102728	831588	Check	1	11640		FOOD STAFFING SERVICES	LLC - S Corp	Yes	Yes	No	05/12/2023	3,906.93
USAP	P31102	102723	831589	Check	1	11444		H2I GROUP	S Corporation	Yes	Yes	No	05/12/2023	3,613.18
USAP	P31102	102734	831590	Check	1	1508		HANSON, ANNETTE		Yes	No	No	05/12/2023	100.00
USAP	P31102	102750	831591	Check	1	7787		HINER, EMILY		Yes	No	No	05/12/2023	121.77
USAP	P31102	102753	831592	Check	1	8359		HOLT, KELLY		Yes	No	No	05/12/2023	208.78
USAP	P31102	102736	831593	Check	1	1665		INTERMEDIATE SCHOOL DIST 917	Other	Yes	Yes	No	05/12/2023	4,178.01
USAP	P31102	102731	831594	Check	1	11670		JANVRIN, JAIME		Yes	No	No	05/12/2023	81.31

## 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	P31102	102726	831595	Check	1	11540	LOGAN, BOB		Yes	Yes	No	05/12/2023		34.81
USAP	P31102	102755	831596	Check	1	8622	MAHTOMEDI HIGH SCHOOL	Other	Yes	No	No	05/12/2023		100.00
USAP	P31102	102758	831597	Check	1	9785	MAJCHRZAK, SANDY		Yes	No	No	05/12/2023		99.27
USAP	P31102	102729	831598	Check	1	11645	MORRIS LEATHERMAN COMPANY	S Corporation	Yes	Yes	No	05/12/2023		2,400.00
USAP	P31102	102720	831599	Check	1	10840	PAULSON, KELSEY		Yes	No	No	05/12/2023		134.90
USAP	P31102	102744	831600	Check	1	3070	PINECREST PETTY CASH ACCOUNT		Yes	Yes	No	05/12/2023		479.17
USAP	P31102	102721	831601	Check	1	10879	R1 POWERSCHOOL GROUP LLC	LLC - Partnership	Yes	Yes	No	05/12/2023		13,251.60
USAP	P31102	102738	831602	Check	1	2261	RED WING HIGH SCHOOL-ISD 256	Other	Yes	No	No	05/12/2023		3,850.46
USAP	P31102	102739	831603	Check	1	2306	ROSEMOUNT HIGH SCHOOL	Other	Yes	Yes	No	05/12/2023		140.00
USAP	P31102	102730	831604	Check	1	11669	RYAN, CASSIE		Yes	Yes	No	05/12/2023		98.19
USAP	P31102	102724	831605	Check	1	11489	R19 SAMANTHA PERREAULT		Yes	Yes	No	05/12/2023		40.00
USAP	P31102	102747	831606	Check	1	6284	SENSKE, STACY		Yes	Yes	No	05/12/2023		105.96
USAP	P31102	102740	831607	Check	1	2445	ST. JOHN THE BAPTIST SCHOOL	Other	Yes	Yes	No	05/12/2023		2,234.56
USAP	P31102	102741	831608	Check	1	2461	STATE CHEMICAL SOLUTIONS	S Corporation	Yes	Yes	No	05/12/2023		508.28
USAP	P31102	102745	831609	Check	1	5445	R1 SUMMIT FIRE PROTECTION	C Corporation	Yes	Yes	No	05/12/2023		215.00
USAP	P31102	102742	831610	Check	1	2519	TEAM SPORTING GOODS	S Corporation	Yes	Yes	No	05/12/2023		7,024.55
USAP	P31102	102735	831611	Check	1	1575	TESSIER-MORSE, HAILEN		Yes	Yes	No	05/12/2023		239.99
USAP	P31102	102718	831612	Check	1	10452	WAYNE PETERSON ENTERPRISES	S Corporation	Yes	No	No	05/12/2023		1,929.50
USAP	P31102	102732	831613	Check	1	11671	WHIRLYBALL TWIN CITIES	LLC - Partnership	Yes	No	No	05/12/2023		4,187.00
USAP	P31102	102743	831614	Check	1	2683	YMCA CAMP ST. CROIX	C Corporation	Yes	Yes	No	05/12/2023		1,726.16
USAP	P31115	102769	831615	Check	1	10630	ALL STRINGS ATTACHED	S Corporation	Yes	Yes	No	05/15/2023		1,033.00
USAP	P31115	102776	831616	Check	1	10919	R1 ARVIG	S Corporation	Yes	Yes	No	05/15/2023		1,205.95
USAP	P31115	102772	831617	Check	1	10852	BG INNOVATIONS	C Corporation	Yes	Yes	No	05/15/2023		1,657.99
USAP	P31115	102816	831618	Check	1	5112	BIO CORPORATION	S Corporation	Yes	Yes	No	05/15/2023		437.11
USAP	P31115	102784	831619	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	Yes	No	05/15/2023		6,230.33
USAP	P31115	102824	831620	Check	1	7120	R2 BSN SPORTS LLC	C Corporation	Yes	Yes	No	05/15/2023		4,482.11
USAP	P31115	102830	831621	Check	1	8681	CANVAS HEALTH	C Corporation	Yes	Yes	No	05/15/2023		5,707.02
USAP	P31115	102814	831622	Check	1	3861	CARLSON AUTO TRUCK INC	S Corporation	Yes	Yes	No	05/15/2023		625.71
USAP	P31115	102788	831623	Check	1	1204	R1 CARPENTER ST. CROIX VALLEY NATUI	C Corporation	Yes	Yes	No	05/15/2023		440.00
USAP	P31115	102789	831624	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	No	No	05/15/2023		59.94
USAP	P31115	102811	831625	Check	1	3399	R1 DALCO	S Corporation	Yes	Yes	No	05/15/2023		3,857.65
USAP	P31115	102832	831626	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	05/15/2023		470.94
USAP	P31115	102773	831627	Check	1	10860	DEPARTMENT OF TRANSPORTATION	Other	Yes	Yes	No	05/15/2023		743.00
USAP	P31115	102770	831628	Check	1	10787	DOWNTOWN TIRE AND AUTO INC	S Corporation	Yes	Yes	No	05/15/2023		242.64
USAP	P31115	102820	831629	Check	1	6190	R2 EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	Yes	Yes	No	05/15/2023		533.82
USAP	P31115	102819	831630	Check	1	5635	R1 ERIC ARMIN INC.	C Corporation	Yes	Yes	No	05/15/2023		148.60
USAP	P31115	102826	831631	Check	1	7457	R1 EXPERIENCE SHOWS LLC	Ind/Sole Proprietor	Yes	Yes	No	05/15/2023		100.00
USAP	P31115	102790	831632	Check	1	1409	FISHER SCIENTIFIC	LLC - C Corp	Yes	Yes	No	05/15/2023		281.77
USAP	P31115	102815	831633	Check	1	3865	FLINN SCIENTIFIC	C Corporation	Yes	Yes	No	05/15/2023		1,044.87

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
USAP	P31115	102839	831634	Check	1	9863	R2	GENUINE PARTS COMPANY	C Corporation	Yes	Yes	No	05/15/2023	221.81
USAP	P31115	102791	831635	Check	1	1457	R1	GIBBS FARM/RCHS	C Corporation	Yes	Yes	No	05/15/2023	1,224.00
USAP	P31115	102792	831636	Check	1	1478		GOPHER SPORT	S Corporation	Yes	Yes	No	05/15/2023	375.20
USAP	P31115	102782	831637	Check	1	11220		GOPHERMODS LLC	LLC - S Corp	Yes	Yes	No	05/15/2023	148.00
USAP	P31115	102793	831638	Check	1	1482		GRAINGER, W.W..	C Corporation	Yes	Yes	No	05/15/2023	3,637.19
USAP	P31115	102794	831639	Check	1	1483		GRAPHIC DESIGN INC	S Corporation	Yes	Yes	No	05/15/2023	407.00
USAP	P31115	102836	831640	Check	1	9580		GREAT RIVERS PRINTING	C Corporation	Yes	Yes	No	05/15/2023	110.00
USAP	P31115	102809	831641	Check	1	3030		GROTH MUSIC	S Corporation	Yes	Yes	No	05/15/2023	1,021.46
USAP	P31115	102778	831642	Check	1	11133		HASTINGS CREAMERY LLC	Ind/Sole Proprietor	Yes	Yes	No	05/15/2023	13,568.23
USAP	P31115	102765	831643	Check	1	10010		HEALY AWARDS INC	S Corporation	Yes	Yes	No	05/15/2023	207.06
USAP	P31115	102795	831644	Check	1	1582		HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	Yes	No	05/15/2023	4,764.59
USAP	P31115	102783	831645	Check	1	11239	R1	HLS OUTDOOR	C Corporation	Yes	No	No	05/15/2023	76.50
USAP	P31115	102833	831646	Check	1	9329		HOMETOWN ACE HARDWARE	S Corporation	Yes	Yes	No	05/15/2023	991.23
USAP	P31115	102767	831647	Check	1	10420		HOPE ENGLISH-SPANISH INTERPRETE	Ind/Sole Proprietor	Yes	No	No	05/15/2023	1,962.00
USAP	P31115	102798	831648	Check	1	1845		HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	Yes	No	05/15/2023	2,301.88
USAP	P31115	102786	831649	Check	1	11642	R1	ICS CONSULTING, LLC-138006	Ind/Sole Proprietor	Yes	Yes	No	05/15/2023	7,000.00
USAP	P31115	102812	831650	Check	1	3584		INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	Yes	No	05/15/2023	6,600.00
USAP	P31115	102827	831651	Check	1	7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	05/15/2023	3,985.29
USAP	P31115	102796	831652	Check	1	1665		INTERMEDIATE SCHOOL DIST 917	Other	Yes	Yes	No	05/15/2023	65,564.85
USAP	P31115	102797	831653	Check	1	1679	R1	J.W. PEPPER & SON INC	S Corporation	Yes	Yes	No	05/15/2023	328.23
USAP	P31115	102834	831654	Check	1	9459	R1	KONICA MINOLTA/LOFFLER	C Corporation	Yes	Yes	No	05/15/2023	2,705.18
USAP	P31115	102822	831655	Check	1	6542		LAKEVILLE SO HIGH SCHOOL	Other	Yes	No	No	05/15/2023	550.00
USAP	P31115	102779	831656	Check	1	11134		LERNER PUBLISHING GROUP	S Corporation	Yes	Yes	No	05/15/2023	152.85
USAP	P31115	102838	831657	Check	1	9776	R1	LOFFLER COMPANIES	S Corporation	Yes	Yes	No	05/15/2023	587.00
USAP	P31115	102825	831658	Check	1	7173		MEDICINE LAKE TOURS	S Corporation	Yes	Yes	No	05/15/2023	1,615.00
USAP	P31115	102799	831659	Check	1	1942		MENARDS	S Corporation	Yes	Yes	No	05/15/2023	107.43
USAP	P31115	102800	831660	Check	1	1977		MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	05/15/2023	79,309.10
USAP	P31115	102828	831661	Check	1	8186	R1	MPCA	Other	Yes	Yes	No	05/15/2023	25.00
USAP	P31115	102774	831662	Check	1	10880	R1	NILFISK INC.	C Corporation	Yes	Yes	No	05/15/2023	235.57
USAP	P31115	102837	831663	Check	1	9771		OPG-3 INC.	S Corporation	Yes	Yes	No	05/15/2023	6,349.00
USAP	P31115	102821	831664	Check	1	6341	R1	O'REILLY AUTO PARTS	LLC - C Corp	Yes	Yes	No	05/15/2023	42.55
USAP	P31115	102813	831665	Check	1	3670		PAPER DIRECT		Yes	Yes	No	05/15/2023	144.48
USAP	P31115	102823	831666	Check	1	6638		PERMA-BOUND BOOKS	S Corporation	Yes	Yes	No	05/15/2023	647.67
USAP	P31115	102801	831667	Check	1	2230		PRIOR LAKE HIGH SCHOOL	Other	Yes	Yes	No	05/15/2023	175.00
USAP	P31115	102802	831668	Check	1	2231		PRO ED	S Corporation	Yes	Yes	No	05/15/2023	564.30
USAP	P31115	102777	831669	Check	1	10925		REMMERT EDUCATIONAL CONSULTINC	Ind/Sole Proprietor	Yes	Yes	No	05/15/2023	20,938.00
USAP	P31115	102835	831670	Check	1	9521		RITEWAY BUSINESS FORMS	S Corporation	Yes	Yes	No	05/15/2023	544.71
USAP	P31115	102787	831671	Check	1	11675		ROLFE, YELENA		Yes	Yes	No	05/15/2023	162.62
USAP	P31115	102803	831672	Check	1	2306		ROSEMOUNT HIGH SCHOOL	Other	Yes	Yes	No	05/15/2023	215.00

## HASTINGS PUBLIC SCHOOLS

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											Void	Date		
USAP	P31115	102829	831673	Check	1	8228	R1	SCHOOL DATEBOOKS INC	S Corporation	Yes	Yes	No	05/15/2023	1,140.33
USAP	P31115	102781	831674	Check	1	11196	R1	SHRED IT USA - C/O STERICYCLE INC.	C Corporation	Yes	Yes	No	05/15/2023	93.57
USAP	P31115	102831	831675	Check	1	8776		STAARS PROGRAM PETTY CASH FUNL		Yes	Yes	No	05/15/2023	76.70
USAP	P31115	102804	831676	Check	1	2476		STERNAU & ASSOCIATES	Ind/Sole Proprietor	Yes	Yes	No	05/15/2023	3,333.08
USAP	P31115	102817	831677	Check	1	5445	R1	SUMMIT FIRE PROTECTION	C Corporation	Yes	Yes	No	05/15/2023	280.00
USAP	P31115	102771	831678	Check	1	1080	R1	TEACHER SYNERGY INC	LLC - Partnership	Yes	Yes	No	05/15/2023	110.51
USAP	P31115	102805	831679	Check	1	2522		TERRY'S HARDWARE	S Corporation	Yes	Yes	No	05/15/2023	382.94
USAP	P31115	102775	831680	Check	1	10888	R3	THE HOME DEPOT PRO	C Corporation	Yes	Yes	No	05/15/2023	1,580.98
USAP	P31115	102785	831681	Check	1	11641		TMS JOHNSON INC.	S Corporation	Yes	Yes	No	05/15/2023	10,631.25
USAP	P31115	102806	831682	Check	1	2559		TRIO SUPPLY	C Corporation	Yes	Yes	No	05/15/2023	2,550.04
USAP	P31115	102807	831683	Check	1	2563		TROPHIES PLUS	Ind/Sole Proprietor	Yes	Yes	No	05/15/2023	152.00
USAP	P31115	102808	831684	Check	1	2567		U.S. BANK	C Corporation	Yes	Yes	No	05/15/2023	550.00
USAP	P31115	102818	831685	Check	1	5557	R1	ULINE SHIPPING SUPPLIES	S Corporation	Yes	Yes	No	05/15/2023	4,323.24
USAP	P31115	102810	831686	Check	1	3277		UPPER LAKES FOODS, INC	S Corporation	Yes	Yes	No	05/15/2023	51,488.92
USAP	P31115	102780	831687	Check	1	11187	R1	VISTAR	C Corporation	Yes	Yes	No	05/15/2023	6,072.20
USAP	P31115	102766	831688	Check	1	1035		YOUNG AMERICAN'S SCHOOLS OF	C Corporation	Yes	Yes	No	05/15/2023	338.10
USAP	P31115	102768	831689	Check	1	10526		ZUZEK, ALEAHA		Yes	Yes	No	05/15/2023	151.91
USAP	P31103	102862	831690	Check	1	11673		BROTEN, KRISTIN		Yes	No	No	05/19/2023	141.94
USAP	P31103	102864	831691	Check	1	1214		CDW GOVERNMENT	LLC - C Corp	Yes	Yes	No	05/19/2023	1,742.10
USAP	P31103	102874	831692	Check	1	3748		CENTERPOINT ENERGY	C Corporation	Yes	No	No	05/19/2023	16,607.26
USAP	P31103	102865	831693	Check	1	1235		CITY OF HASTINGS	Other	Yes	Yes	No	05/19/2023	1,371.41
USAP	P31103	102866	831694	Check	1	1257		COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	Yes	No	05/19/2023	2,376.58
USAP	P31103	102860	831695	Check	1	11555		CUSTOM COMMUNICATIONS INC	S Corporation	Yes	No	No	05/19/2023	156.00
USAP	P31103	102878	831696	Check	1	8840		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	05/19/2023	159.30
USAP	P31103	102867	831697	Check	1	1327		DESTROSS, JEFFERY		Yes	Yes	No	05/19/2023	99.00
USAP	P31103	102876	831698	Check	1	7322	R1	FERGUSON ENTERPRISES	C Corporation	Yes	Yes	No	05/19/2023	1,319.05
USAP	P31103	102868	831699	Check	1	1411		FITZGERALD-MCNELIS, CHERYL		Yes	Yes	No	05/19/2023	148.60
USAP	P31103	102875	831700	Check	1	6818		HASTINGS CHRYSLER CENTER INC	S Corporation	Yes	Yes	No	05/19/2023	128,522.00
USAP	P31103	102877	831701	Check	1	7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	05/19/2023	1,438.72
USAP	P31103	102857	831702	Check	1	11238		KLEIN, JULIE		Yes	Yes	No	05/19/2023	132.82
USAP	P31103	102879	831703	Check	1	9529		KNOLL, SARA		Yes	Yes	No	05/19/2023	111.21
USAP	P31103	102869	831704	Check	1	1891	R1	MASBO	C Corporation	Yes	Yes	No	05/19/2023	110.00
USAP	P31103	102870	831705	Check	1	1942		MENARDS	S Corporation	Yes	Yes	No	05/19/2023	207.68
USAP	P31103	102880	831706	Check	1	9861		MN LYNX BOX OFFICE	Partnership	Yes	Yes	No	05/19/2023	500.00
USAP	P31103	102871	831707	Check	1	2055		NASCO	C Corporation	Yes	Yes	No	05/19/2023	1,283.25
USAP	P31103	102872	831708	Check	1	2146		ORKIN PEST CONTROL INC.	C Corporation	Yes	Yes	No	05/19/2023	387.25
USAP	P31103	102858	831709	Check	1	11262	R1	PARAGON VISUAL LLC	S Corporation	Yes	Yes	No	05/19/2023	192.09
USAP	P31103	102859	831710	Check	1	11492	R14	RYAN GAUTREAUX		Yes	Yes	No	05/19/2023	5.00
USAP	P31103	102873	831711	Check	1	2850	R1	SCHOOL SPECIALTY	C Corporation	Yes	No	No	05/19/2023	44.84

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											Void	Date		
USAP	P31103	102856	831712	Check	1	10898	R1	SYMMETRY ENERGY SOLUTIONS	LLC - Partnership	Yes	Yes	No	05/19/2023	5,377.35
USAP	P31103	102863	831713	Check	1	11676		UNDERKOFLE, KEVIN	Ind/Sole Proprietor	Yes	No	No	05/19/2023	75.00
USAP	P31103	102861	831714	Check	1	11633		YANG, VATOUA		Yes	Yes	No	05/19/2023	20.43
USAP	P31104	102912	831715	Check	1	11213		ANDERSON, ERIN		Yes	No	No	05/26/2023	114.63
USAP	P31104	102909	831716	Check	1	10946	R1	BIMBO BAKERIES USA	C Corporation	Yes	No	No	05/26/2023	1,098.90
USAP	P31104	102948	831717	Check	1	8681		CANVAS HEALTH	C Corporation	Yes	No	No	05/26/2023	9,166.67
USAP	P31104	102947	831718	Check	1	8581		CIRILLO, MOLLY		Yes	No	No	05/26/2023	29.67
USAP	P31104	102921	831719	Check	1	1240		CLIMB THEATRE INC.	Other	Yes	No	No	05/26/2023	2,000.00
USAP	P31104	102940	831720	Check	1	6199		DAVIDSON, KAREN		Yes	No	No	05/26/2023	136.84
USAP	P31104	102954	831721	Check	1	9804		DAVIS, HEATHER		Yes	No	No	05/26/2023	174.04
USAP	P31104	102949	831722	Check	1	8840	R1	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	05/26/2023	144.11
USAP	P31104	102938	831723	Check	1	5479		ESTR PUBLICATIONS	C Corporation	Yes	No	No	05/26/2023	323.00
USAP	P31104	102922	831724	Check	1	1482		GRAINGER, W.W..	C Corporation	Yes	Yes	No	05/26/2023	1,945.81
USAP	P31104	102952	831725	Check	1	9641		HANSEY, JACLYN		Yes	Yes	No	05/26/2023	43.75
USAP	P31104	102908	831726	Check	1	1090		HASTINGS NATIONAL GUARD ARMORY		Yes	No	No	05/26/2023	2,720.00
USAP	P31104	102942	831727	Check	1	6602		HEINEMANN	LLC - C Corp	Yes	Yes	No	05/26/2023	40,022.10
USAP	P31104	102918	831728	Check	1	11677		HULTBERG, KATHERINE		Yes	No	No	05/26/2023	267.92
USAP	P31104	102945	831729	Check	1	7721	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	05/26/2023	121.08
USAP	P31104	102910	831730	Check	1	10947		JAYTECH INC	C Corporation	Yes	Yes	No	05/26/2023	680.00
USAP	P31104	102916	831731	Check	1	11573	R2	JEFF DEHLER PUBLIC RELATIONS LLC	Ind/Sole Proprietor	Yes	No	No	05/26/2023	2,602.50
USAP	P31104	102933	831732	Check	1	3071		KENNEDY PETTY CASH ACCOUNT		Yes	Yes	No	05/26/2023	482.40
USAP	P31104	102923	831733	Check	1	1799		LAKESHORE LEARNING MATERIALS	S Corporation	Yes	Yes	No	05/26/2023	132.97
USAP	P31104	102951	831734	Check	1	9504		LEONTOVICH, KELCEY		Yes	No	No	05/26/2023	138.83
USAP	P31104	102943	831735	Check	1	6643		MATZEK, KATIE		Yes	No	No	05/26/2023	175.16
USAP	P31104	102934	831736	Check	1	3072		MCAULIFFE PETTY CASH ACCOUNT		Yes	Yes	No	05/26/2023	578.33
USAP	P31104	102906	831737	Check	1	1068		MCBRIDE , KATIE		Yes	Yes	No	05/26/2023	109.50
USAP	P31104	102924	831738	Check	1	1934		MECA	S Corporation	Yes	No	No	05/26/2023	1,097.10
USAP	P31104	102925	831739	Check	1	1942		MENARDS	S Corporation	Yes	No	No	05/26/2023	404.49
USAP	P31104	102926	831740	Check	1	1977		MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	05/26/2023	2,467.49
USAP	P31104	102927	831741	Check	1	1988		MINNESOTA HISTORICAL SOCIETY	C Corporation	Yes	No	No	05/26/2023	60.00
USAP	P31104	102946	831742	Check	1	7883	R1	NAC MECHANICAL & ELECRICAL SERV	S Corporation	Yes	No	No	05/26/2023	3,951.90
USAP	P31104	102935	831743	Check	1	3081	R2	NASSP	Other	Yes	No	No	05/26/2023	385.00
USAP	P31104	102928	831744	Check	1	2235	R1	NCS PEARSON INC	C Corporation	Yes	No	No	05/26/2023	11,534.40
USAP	P31104	102907	831745	Check	1	10840		PAULSON, KELSEY		Yes	No	No	05/26/2023	192.77
USAP	P31104	102911	831746	Check	1	11179		PEDERSON, THOMAS	Ind/Sole Proprietor	Yes	No	No	05/26/2023	394.00
USAP	P31104	102920	831747	Check	1	11679		PINE ISLAND LUMBER	S Corporation	Yes	No	No	05/26/2023	605.71
USAP	P31104	102950	831748	Check	1	9415		RIVER CITY STITCH	S Corporation	Yes	No	No	05/26/2023	2,507.38
USAP	P31104	102931	831749	Check	1	2845		ROSEN PUBLISHING	S Corporation	Yes	Yes	No	05/26/2023	1,201.60
USAP	P31104	102937	831750	Check	1	4344		ROWAN, MARY		Yes	No	No	05/26/2023	14.87

## 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	P31104	102932	831751	Check	1	2850	R1 SCHOOL SPECIALTY	C Corporation	Yes	No	No	05/26/2023		142.80
USAP	P31104	102915	831752	Check	1	11568	SHEEHAN, CYNDI		Yes	Yes	No	05/26/2023		17.69
USAP	P31104	102929	831753	Check	1	2387	SHERWIN WILLIAMS CO	C Corporation	Yes	No	No	05/26/2023		24.50
USAP	P31104	102936	831754	Check	1	3391	ST. ELIZABETH ANN SETON	Other	Yes	No	No	05/26/2023		5,411.49
USAP	P31104	102930	831755	Check	1	2449	R1 ST. PAUL PIONEER PRESS	C Corporation	Yes	No	No	05/26/2023		31.36
USAP	P31104	102914	831756	Check	1	11489	R20 SUSAN BOUSQUET		Yes	No	No	05/26/2023		87.90
USAP	P31104	102913	831757	Check	1	11378	THE JOURNAL	Ind/Sole Proprietor	Yes	No	No	05/26/2023		1,063.92
USAP	P31104	102939	831758	Check	1	5557	R1 ULINE SHIPPING SUPPLIES	S Corporation	Yes	No	No	05/26/2023		742.12
USAP	P31104	102953	831759	Check	1	9791	USA INFLATABLES	S Corporation	Yes	No	No	05/26/2023		832.93
USAP	P31104	102905	831760	Check	1	10513	VOGE, BRENDA		Yes	No	No	05/26/2023		110.28
USAP	P31104	102919	831761	Check	1	11678	WAITE, JILL		Yes	No	No	05/26/2023		92.98
USAP	P31104	102941	831762	Check	1	6331	WILLIAMS, CARRIE		Yes	No	No	05/26/2023		113.82
USAP	P31104	102917	831763	Check	1	11633	YANG, VATOUA		Yes	No	No	05/26/2023		10.74
USAP	P31104	102944	831764	Check	1	6727	ZEH TEK INC	S Corporation	Yes	No	No	05/26/2023		112.00
USAP	P31130	102969	831765	Check	1	11380	A TOUCH OF MAGIC	S Corporation	Yes	No	No	05/31/2023		426.00
USAP	P31130	103005	831766	Check	1	3753	AFFINETY SOLUTIONS INC	S Corporation	Yes	No	No	05/31/2023		2,030.00
USAP	P31130	102960	831767	Check	1	10720	ANDERSON, BRENT		Yes	No	No	05/31/2023		29.38
USAP	P31130	103009	831768	Check	1	6123	ANOKA-HENNEPIN ISD #11	Other	Yes	No	No	05/31/2023		650.00
USAP	P31130	102959	831769	Check	1	10502	APPLEWOOD HILLS GOLF COURSE	LLC - S Corp	Yes	No	No	05/31/2023		162.00
USAP	P31130	102961	831770	Check	1	10946	R1 BIMBO BAKERIES USA	C Corporation	Yes	No	No	05/31/2023		390.60
USAP	P31130	102972	831771	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	No	No	05/31/2023		7,037.48
USAP	P31130	103007	831772	Check	1	4794	BLACK DIRT THEATER	Other	Yes	No	No	05/31/2023		390.00
USAP	P31130	102973	831773	Check	1	11571	R1 BLUUM OF MINNESOTA LLC	LLC - C Corp	Yes	No	No	05/31/2023		7,642.20
USAP	P31130	102989	831774	Check	1	1945	BONNEVILLE, THOMAS	Ind/Sole Proprietor	Yes	No	No	05/31/2023		240.00
USAP	P31130	102966	831775	Check	1	11236	CHORDS AND BOARDS LLC	LLC - S Corp	Yes	No	No	05/31/2023		130.00
USAP	P31130	102979	831776	Check	1	1257	COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	No	No	05/31/2023		594.00
USAP	P31130	102980	831777	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	No	No	05/31/2023		20.75
USAP	P31130	103019	831778	Check	1	9747	R1 CULINEX	S Corporation	Yes	No	No	05/31/2023		16,242.20
USAP	P31130	102971	831779	Check	1	11555	CUSTOM COMMUNICATIONS INC	S Corporation	Yes	No	No	05/31/2023		234.00
USAP	P31130	103002	831780	Check	1	3399	R1 DALCO	S Corporation	Yes	No	No	05/31/2023		7,354.07
USAP	P31130	102974	831781	Check	1	11584	DASH SPORTS LLC	LLC - S Corp	Yes	No	No	05/31/2023		3,555.00
USAP	P31130	102975	831782	Check	1	11601	DATA TECHNICAL SERVICES	C Corporation	Yes	No	No	05/31/2023		2,985.00
USAP	P31130	103017	831783	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	05/31/2023		259.17
USAP	P31130	103001	831784	Check	1	3336	DISCOUNT SCHOOL SUPPLY	LLC - C Corp	Yes	No	No	05/31/2023		69.48
USAP	P31130	102962	831785	Check	1	10980	DRUSZCZAK, PHIL		Yes	No	No	05/31/2023		329.99
USAP	P31130	103008	831786	Check	1	5635	R1 ERIC ARMIN INC.	C Corporation	Yes	No	No	05/31/2023		1,405.10
USAP	P31130	103013	831787	Check	1	7457	R1 EXPERIENCE SHOWS LLC	Ind/Sole Proprietor	Yes	No	No	05/31/2023		215.00
USAP	P31130	102981	831788	Check	1	1409	FISHER SCIENTIFIC	LLC - C Corp	Yes	No	No	05/31/2023		1,061.55
USAP	P31130	102982	831789	Check	1	1457	R1 GIBBS FARM/RCHS	C Corporation	Yes	No	No	05/31/2023		696.00

## 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	P31130	102983	831790	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	No	No	05/31/2023		452.70
USAP	P31130	102984	831791	Check	1	1483	GRAPHIC DESIGN INC	S Corporation	Yes	No	No	05/31/2023		904.00
USAP	P31130	103004	831792	Check	1	3721	GRASP	Other	Yes	No	No	05/31/2023		1,278.00
USAP	P31130	102963	831793	Check	1	11133	HASTINGS CREAMERY LLC	Ind/Sole Proprietor	Yes	No	No	05/31/2023		5,733.14
USAP	P31130	102964	831794	Check	1	11176	HASTINGS GOLF CLUB	S Corporation	Yes	No	No	05/31/2023		2,550.00
USAP	P31130	103006	831795	Check	1	3799	HASTINGS SR HIGH ACTIVITY ACCT	Other	Yes	No	No	05/31/2023		500.00
USAP	P31130	102985	831796	Check	1	1582	HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	No	No	05/31/2023		2,995.14
USAP	P31130	103003	831797	Check	1	3584	INFOPRO LEGAL RESOURCES INC	C Corporation	Yes	No	No	05/31/2023		2,595.00
USAP	P31130	103015	831798	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	05/31/2023		1,038.00
USAP	P31130	102970	831799	Check	1	11388	J. APPLESEED, INC.	S Corporation	Yes	No	No	05/31/2023		428.35
USAP	P31130	103010	831800	Check	1	6156	R2 JOSTENS		Yes	No	No	05/31/2023		508.85
USAP	P31130	103014	831801	Check	1	7676	KASEL, JEANNE		Yes	No	No	05/31/2023		30.00
USAP	P31130	102967	831802	Check	1	11261	R1 LAFORCE LLC	S Corporation	Yes	No	No	05/31/2023		84.00
USAP	P31130	102986	831803	Check	1	1799	LAKESHORE LEARNING MATERIALS	S Corporation	Yes	No	No	05/31/2023		66.49
USAP	P31130	103018	831804	Check	1	8923	R1 MAKERBOT INDUSTRIES LLC		Yes	No	No	05/31/2023		2,046.26
USAP	P31130	102987	831805	Check	1	1891	R1 MASBO	C Corporation	Yes	No	No	05/31/2023		25.00
USAP	P31130	103012	831806	Check	1	7173	MEDICINE LAKE TOURS	S Corporation	Yes	No	No	05/31/2023		8,760.00
USAP	P31130	102988	831807	Check	1	1942	MENARDS	S Corporation	Yes	No	No	05/31/2023		1,871.07
USAP	P31130	102990	831808	Check	1	1949	METRO ECSU	Other	Yes	No	No	05/31/2023		80.00
USAP	P31130	102991	831809	Check	1	1975	MINNESOTA CHILDREN'S MUSEUM	Other	Yes	No	No	05/31/2023		665.00
USAP	P31130	102992	831810	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	No	No	05/31/2023		15,924.39
USAP	P31130	102993	831811	Check	1	1978	MINNESOTA COMMUNITY EDUCATION	Other	Yes	No	No	05/31/2023		223.00
USAP	P31130	102994	831812	Check	1	1988	MINNESOTA HISTORICAL SOCIETY	C Corporation	Yes	No	No	05/31/2023		2,816.00
USAP	P31130	103016	831813	Check	1	7883	R1 NAC MECHANICAL & ELECRICAL SERV	S Corporation	Yes	No	No	05/31/2023		30,608.00
USAP	P31130	102995	831814	Check	1	2083	NEW WAY HYPNOSIS CLINIC	S Corporation	Yes	No	No	05/31/2023		220.00
USAP	P31130	103011	831815	Check	1	6426	PAPCO	C Corporation	Yes	No	No	05/31/2023		2,969.49
USAP	P31130	102996	831816	Check	1	2219	POSTMASTER	Other	Yes	No	No	05/31/2023		2,939.30
USAP	P31130	102997	831817	Check	1	2275	RENT & SAVE	S Corporation	Yes	No	No	05/31/2023		711.00
USAP	P31130	102998	831818	Check	1	2519	TEAM SPORTING GOODS	S Corporation	Yes	No	No	05/31/2023		3,556.96
USAP	P31130	102958	831819	Check	1	10144	TENNIS WAREHOUSE	S Corporation	Yes	No	No	05/31/2023		756.39
USAP	P31130	102968	831820	Check	1	11378	THE JOURNAL	Ind/Sole Proprietor	Yes	No	No	05/31/2023		129.58
USAP	P31130	102999	831821	Check	1	2559	TRIO SUPPLY	C Corporation	Yes	No	No	05/31/2023		1,940.58
USAP	P31130	102977	831822	Check	1	11666	R1 UNCLE JIM'S WORM FARM	Ind/Sole Proprietor	Yes	No	No	05/31/2023		16.95
USAP	P31130	103000	831823	Check	1	3277	UPPER LAKES FOODS, INC	S Corporation	Yes	No	No	05/31/2023		38,862.99
USAP	P31130	102965	831824	Check	1	11187	R1 VISTAR	C Corporation	Yes	No	No	05/31/2023		4,102.29
USAP	P31130	102978	831825	Check	1	11683	WOLFF, BREANNA		Yes	No	No	05/31/2023		32.75

## 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	
USAP	P31130	102976	831826	Check	1 11649		YOGA BY THERESA	LLC - S Corp	Yes	No	No	05/31/2023	156.00
Bank Total:												\$1,406,348.53	
Report Total:												\$1,406,382.47	

## 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	P23MP1	102840		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	05/16/2023	71,167.60
USPR	P23MP1	102841		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	05/16/2023	52,178.38
USPR	P23MP1	102842		Wire	1	2016	MN TRA	Other	No	Yes	No	05/16/2023	168,309.18
USPR	P23MP1	102843		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	05/16/2023	314,392.48
USPR	P23MP1	102844		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	05/16/2023	50,437.42
USPR	P23MP2	102893		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	05/23/2023	71,374.03
USPR	P23MP2	102894		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	05/23/2023	55,968.16
USPR	P23MP2	102895		Wire	1	2016	MN TRA	Other	No	Yes	No	05/23/2023	175,742.88
USPR	P23MP2	102896		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	05/23/2023	337,226.53
USPR	P23MP2	102897		Wire	1	3166	BREMER BANK FEES	Other	No	Yes	No	05/23/2023	230.00
USPR	P23MP2	102898		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	05/23/2023	53,390.84
USPR	P23MP1	102845	105554	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	05/16/2023	16,464.56
USPR	P23MP1	102846	105555	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	Yes	No	05/16/2023	187.50
USPR	P23MP2	102889	105556	Check	1	5234	EDUCATION MINNESOTA	Other	Yes	No	No	05/23/2023	24.00
USPR	P23MP2	102882	105557	Check	1	10975	EDUCATION MN HASTINGS ESP'S	Other	Yes	No	No	05/23/2023	1,803.60
USPR	P23MP2	102883	105558	Check	1	1529	HASTINGS EDUCATION ASS'N. MN.		Yes	No	No	05/23/2023	16,261.21
USPR	P23MP2	102888	105559	Check	1	4539	HASTINGS PUBLIC SCHOOLS FOUNDA	Other	Yes	No	No	05/23/2023	962.00
USPR	P23MP2	102891	105560	Check	1	7384	HIGH SCHOOL FACULTY SCHOLARSHII		Yes	Yes	No	05/23/2023	86.00
USPR	P23MP2	102884	105561	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	Yes	No	05/23/2023	155.50
USPR	P23MP2	102885	105562	Check	1	2002	MINNESOTA TEAMSTERS LOCAL 320	Other	Yes	No	No	05/23/2023	2,149.00
USPR	P23MP2	102886	105563	Check	1	2010	NCPERS GROUP LIFE INS -157410	C Corporation	Yes	No	No	05/23/2023	48.00
USPR	P23MP2	102890	105564	Check	1	6780	SEIU LOCAL 284	Other	Yes	No	No	05/23/2023	1,574.15
USPR	P23MP2	102881	105565	Check	1	10169	STANDARD INSURANCE COMPANY	C Corporation	Yes	No	No	05/23/2023	16,128.65
USPR	P23MP2	102887	105566	Check	1	2576	UNITED WAY	Other	Yes	No	No	05/23/2023	723.00
USPR	P23MP2	102892	105567	Check	1	8906	WINGS FINANCIAL CREDIT UNION	C Corporation	Yes	No	No	05/23/2023	200.00

Bank Total: \$1,407,184.67

Report Total: \$1,407,184.67

## 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	P311B1	102655		Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	Yes	No	05/04/2023	1,547.22
USBP	P311B1	102656	1193	Check	1	11391	LOEFFLER CONSTRUCTION & CONSUI	LLC - S Corp	Yes	Yes	No	05/04/2023	2,218.90
USBP	P311B1	102657	1194	Check	1	2663	WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	Yes	No	05/04/2023	599.08
USBP	P311B2	102713	1195	Check	1	7721	R3 INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	05/11/2023	3,736.65
USBP	P311B2	102710	1196	Check	1	1799	LAKESHORE LEARNING MATERIALS	S Corporation	Yes	Yes	No	05/11/2023	2,631.78
USBP	P311B2	102711	1197	Check	1	1930	MCPHILLIPS BROS. ROOFING	C Corporation	Yes	Yes	No	05/11/2023	89,300.00
USBP	P311B2	102712	1198	Check	1	4015	R1 VIRCO	C Corporation	Yes	Yes	No	05/11/2023	1,930.25

Bank Total: \$101,963.88

Report Total: \$101,963.88

## 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	P23111	102699		Wire	1	11387	AMAZON CAPITAL SERVICES, INC	C Corporation	No	Yes	No	05/05/2023	783.40
ACTV	P11AS2	102759		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	05/12/2023	406.49
ACTV	P11AS1	102701	38120	Check	1	3354	BLOOMINGTON KENNEDY HIGH SCHO	Other	Yes	No	No	05/05/2023	600.00
ACTV	P11AS1	102702	38121	Check	1	7337	GATEWAY MUSIC FESTIVALS & TOURS	S Corporation	Yes	Yes	No	05/05/2023	160.00
ACTV	P11AS1	102700	38122	Check	1	10822	MN ULTIMATE	S Corporation	Yes	No	No	05/05/2023	750.00
ACTV	P11AS2	102760	38123	Check	1	11498	ANDERSON, ZACK		Yes	Yes	No	05/12/2023	21.14
ACTV	P11AS3	102855	38124	Check	1	7370	ADAGIO DJAY ENTERTAINMENT	S Corporation	Yes	Yes	No	05/19/2023	1,045.00
ACTV	P11AS3	102854	38125	Check	1	7337	GATEWAY MUSIC FESTIVALS & TOURS	S Corporation	Yes	Yes	No	05/19/2023	685.00
ACTV	P11AS3	102853	38126	Check	1	3081	R2 NASSP	Other	Yes	Yes	No	05/19/2023	95.00
ACTV	P11AS4	102901	38127	Check	1	1411	FITZGERALD-MCNELIS, CHERYL		Yes	No	No	05/26/2023	59.96
ACTV	P11AS4	102904	38128	Check	1	7277	FLOWERS FOR ALL OCCASIONS	Ind/Sole Proprietor	Yes	No	No	05/26/2023	80.75
ACTV	P11AS4	102903	38129	Check	1	7238	GILLETTE CHILDREN'S HOSPITAL	Other	Yes	No	No	05/26/2023	9,127.00
ACTV	P11AS4	102899	38130	Check	1	11680	KURTZ, GABRIONNA		Yes	No	No	05/26/2023	15.82
ACTV	P11AS4	102900	38131	Check	1	11681	MATTSON, CLARA		Yes	Yes	No	05/26/2023	90.10
ACTV	P11AS4	102902	38132	Check	1	2563	TROPHIES PLUS	Ind/Sole Proprietor	Yes	No	Yes	05/26/2023	244.00
ACTV	P11AS4	102902	38132	Check	1	2563	TROPHIES PLUS	Ind/Sole Proprietor	Yes	No	Yes	05/31/2023	(244.00)
Bank Total:												\$13,919.66	
Report Total:												\$13,919.66	

## 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	P3111P	102703	304478	Check	1 7572		NORTH DAKOTA STATE UNIVERSITY-O	Other	Yes	Yes	No	05/05/2023	1,000.00
SCH	P3112P	102715	304479	Check	1 7573		UNIVERSITY OF ST THOMAS	Other	Yes	Yes	No	05/12/2023	2,000.00
Bank Total:												\$3,000.00	
Report Total:												\$3,000.00	

# HASTINGS PUBLIC SCHOOLS

## Dental Self-Funded Summary

### Period Ending May 31, 2023

Sequence: Crs, Org, Fd

										23REV				% YTD		
Description										Annual Budget	Period 202311	Year To Date	% YTD	Encumbrances	+ Enc	Remaining 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	(8,473.00)	(2,781.87)	(21,104.02)	249%	0.00	249%	12,631.02
R	20	000	000	000	095	000	422	000	Employer Share/Premiums	(521,283.00)	(43,277.05)	(460,624.62)	88%	0.00	88%	(60,658.38)
R	20	000	000	000	097	000	422	000	Employee Share/Premiums	(88,476.00)	(10,427.51)	(99,535.79)	113%	0.00	113%	11,059.79
R	20	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(104,819.00)	(8,369.27)	(96,675.78)	92%	0.00	92%	(8,143.22)
E	20	005	105	000	301	000	422	000	Fees-Carrier & Consultant	31,181.00	2,673.80	28,663.60	92%	0.00	92%	2,517.40
E	20	005	105	000	302	000	422	000	Claims-Dental	597,548.00	32,819.87	499,835.69	84%	0.00	84%	97,712.31
<b>000 Districtwide</b>										<b>(94,322.00)</b>	<b>(29,362.03)</b>	<b>(149,440.92)</b>	<b>158%</b>	<b>0.00</b>	<b>158%</b>	<b>55,118.92</b>
<b>Report Totals:</b>										<b>(94,322.00)</b>	<b>(29,362.03)</b>	<b>(149,440.92)</b>	<b>158%</b>	<b>0.00</b>	<b>158%</b>	<b>55,118.92</b>

# HASTINGS PUBLIC SCHOOLS

## Health Self-Funded Summary

### Period Ending May 31, 2023

Sequence: Crs, Org, Fd

										23REV			% YTD	Remaining		
										Annual Budget	Period 202311	Year To Date	% YTD	Encumbrances	+ Enc	Balance
										Description						
R	21	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	21	000	000	000	092	000	422	000	Interest -Health	(76,453.00)	(38,846.63)	(125,393.15)	164%	0.00	164%	48,940.15
R	21	000	000	000	095	000	422	000	Employer Share/Premiums	(6,117,088.00)	(531,949.71)	(5,646,775.34)	92%	0.00	92%	(470,312.66)
R	21	000	000	000	097	000	422	000	Employee Share/Premiums	(1,079,486.00)	(98,216.35)	(972,877.83)	90%	0.00	90%	(106,608.17)
R	21	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(343,367.00)	(21,934.50)	(316,365.78)	92%	0.00	92%	(27,001.22)
R	21	000	000	000	099	000	422	000	ER/Trust Share for Retirees	(75,373.00)	(1,148.50)	(19,498.22)	26%	0.00	26%	(55,874.78)
E	21	005	105	000	317	000	422	000	Network Fees	10,000.00	893.68	15,843.35	158%	0.00	158%	(5,843.35)
E	21	005	105	000	322	000	422	000	PaydHealth Fees	68,870.13	8,133.14	89,581.57	130%	0.00	130%	(20,711.44)
E	21	005	105	000	300	000	422	000	Pharmacy Rebates/Admin Fee	(279,266.00)	(42,914.85)	(245,996.90)	88%	0.00	88%	(33,269.10)
E	21	005	105	000	301	000	422	000	Veba/Flex/TrustPoint	18,000.00	1,500.00	16,821.05	93%	0.00	93%	1,178.95
E	21	005	105	000	302	000	422	000	Claims-Medical	6,368,563.00	596,696.45	5,646,979.14	89%	0.00	89%	721,583.86
E	21	005	105	000	307	000	422	000	Health Carrier TPA	226,512.00	18,832.00	206,008.00	91%	0.00	91%	20,504.00
E	21	005	105	000	308	000	422	000	StopLoss	431,037.00	29,098.24	329,544.67	76%	0.00	76%	101,492.33
E	21	005	105	000	309	000	422	000	Fitness reimbursements	8,160.00	810.00	7,380.00	90%	0.00	90%	780.00
E	21	005	105	000	312	000	422	000	Consultant-OneDigital \$40,000	40,000.00	0.00	40,000.00	100%	0.00	100%	0.00
E	21	005	105	000	305	000	422	000	Claims-Pharmacy/RX	1,123,864.00	150,055.34	1,163,504.84	104%	0.00	104%	(39,640.84)
E	21	005	105	000	314	000	422	000	Springbuk Fee \$1/pm/pm	5,148.00	1,275.00	5,031.00	98%	0.00	98%	117.00
<b>000 Districtwide</b>										<b>329,121.13</b>	<b>72,283.31</b>	<b>193,786.40</b>	<b>59%</b>	<b>0.00</b>	<b>59%</b>	<b>135,334.73</b>
R	21	000	000	000	094	326	422	000	Employer-VEBA Trust Rev	(667,200.00)	(43,865.92)	(558,741.82)	84%	0.00	84%	(108,458.18)
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)
E	21	005	105	000	301	326	422	000	Employer-VEBA Trust Pmt.	667,200.00	43,865.92	558,741.82	84%	0.00	84%	108,458.18
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>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>
R	21	000	000	000	088	331	422	000	P1 Wellness Credit	(15,000.00)	0.00	(8,990.00)	60%	0.00	60%	(6,010.00)
E	21	005	105	000	335	331	422	000	Short-Term Lease/Rental	5,000.00	430.35	4,538.60	91%	0.00	91%	461.40
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	305	331	422	000	Consult/Fees For Svc	0.00	0.00	100.00	0%	0.00	0%	(100.00)
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	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>430.35</b>	<b>(4,351.40)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>4,351.40</b>
<b>Report Totals:</b>										<b>329,121.13</b>	<b>72,713.66</b>	<b>189,435.00</b>	<b>58%</b>	<b>0.00</b>	<b>58%</b>	<b>139,686.13</b>

RETIREMENT/RESIGNATION/TERMINATION

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE
Caturia, Andrea	Resignation	Paraprofessional; 5.75 Hours / Day Pinecrest Elementary	ED MN -ESP	June 8, 2023
Gartzke, Paige	Resignation	Paraprofessional; 5.75 Hours / Day Hastings Middle School	ED MN -ESP	August 11, 2023
Heckendorf, Kelly	Resignation	Art Teacher; 1.0 FTE Kennedy Elementary	ED MN - Teachers	June 9, 2023
Humble, Tonia	Resignation	Assistant Director of Special Services; Salaried Staff District Wide	Administrators	August 2, 2023
Moon, Tamela	Resignation	Title One Assistant; 4 Hours / Day Kennedy Elementary	ED MN - ESP	May 30, 2023
Muhl, Sandy	Retirement	Lead Cook; 7.5 Hours / Day McAuliffe Elementary	Food Service	June 28, 2023
Reilly, Kate	Resignation	Swim Coach; Seasonal Position Hastings Middle School	N/A	June 2, 2023
Sporre, Steven	Resignation	Grade 3 Teacher; 1.0 FTE Kennedy Elementary	ED MN - Teachers	June 9, 2023

HIRES / REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	EMPLOYEE GROUP	EFFECTIVE DATE
Auby, Emma	Elementary Music; 1.0 FTE Kennedy Elementary	\$44,237 Annually	ED MN - Teachers	August 24, 2023
Ascheman, Ben	Summer Tennis Instructor; 18 Days Total Tilden	\$20.00 / Hour	N/A	June 20, 2023 - July 27, 2023
Baldwin, Margaret	Kindergarten Teacher; 1.0 FTE Pinecrest Elementary	\$44,237 Annually	ED MN - Teachers	August 24, 2023
Berg, Linda	Summer School Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Bergstadt, Amanda	Summer School Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Bjorklund, Grace	ESY Paraprofessional; 3.5 Hours / Day District Wide	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Bjorlin, Emily	Grade 7 Language Arts; 1.0 FTE Hastings Middle School	\$45,302 Annually	ED MN - Teachers	August 24, 2023
Black, Adam	ESY Paraprofessional; 3.5 Hours/Day District Wide	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Blanchard, Alison	ESY Teacher; 12 Days Total Hastings Middle School	\$34.00 / Hour	N/A	June 20, 2023- July 13, 2023
Bolden, Jennifer	Sub Nurse; Hours Vary District Wide	\$30.80 / Hour	N/A	May 23, 2023
Brandt, Juliana	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Braun, LouAnn	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023

Brenny, Tom	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Day	N/A	June 20, 2023 - July 13, 2023
Brown, Brian	ESY Paraprofessional; 3.25 Hours / Day Hastings Middle School	\$18.00 / Hour	N/A	June 20, 2023- July 13, 2023
Bump, Michelle	Summer Preschool Teacher; 4 Hours / Day Tilden	\$34.00 / Hour	N/A	June 12, 2023 - June 22, 2023
Butler, Temira	Summer School Teacher; 4 Hours / Day Hastings High School	\$34.00 / Hour	N/A	June 12, 2023 - June 30, 2023
Byers, Kaitlyn	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Champa, Tammy	Superintendent District Wide	\$194,948 Annually	Superintendent	July 1, 2023
Cody, Erin	ESY Teacher; 12 Days Total Hastings Middle School	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Croone, Kia	Summer School Teacher; 4 Hours / Day Hastings High School	\$34.00 / Hour	N/A	June 12, 2023 - June 30, 2023
Daly, Krysta	Language Arts; .6 FTE Hastings Middle School	\$57,130 Annually	ED MN - Teachers	August 24, 2023
Donnelly, Alix	Grade 6 Language Arts; 1.0 FTE Hastings Middle School	\$44,237 Annually	ED MN - Teachers	August 24, 2023
Donnelly, Alix	ESY Paraprofessional; 3.75 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Doty, Logan	Camp Horizons PSA; Hours Vary Hastings Middle School	\$18.00 / Hour	N/A	June 12, 2023 - August 26, 2023
Duden, Brianna	ESY Paraprofessional; 3.5 Hours / Day District Wide	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Ellson, Nicole	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Erickson, Angela	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Fenton, Alysa	Summer Preschool Asst; 4 Hours / Day Tilden	\$18.00 / Hour	N/A	June 12, 2023 - June 22, 2023
Fletcher, Molly	Recess / Lunch Aide; 2.5 Hours / Day Kennedy Elementary	\$16.37 / Hour	ED MN - ESP	May 24, 2023
Foreman, Trisha	Summer School Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Fritze, Tom	Summer School Teacher; 4 Hours / Day Hastings High School	\$34.00 / Hour	N/A	June 12, 2023 - June 30, 2023
Gartzke, Paige	ESY Paraprofessional; 3.5 Hours / Day District Wide	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Giangiaco, Josie	ESY Paraprofessional; 3.5 Hours / Day District Wide	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Glover, Gale	ESY Teacher; 12 days Total McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Gunter, Linda	Sub Secretary; Hours Vary District Wide	\$17.84 / Hour	N/A	May 12, 2023
Haas, Llyeton	Student Locker Cleaner; 56 Hours Total Hastings Middle School	\$11.00 / Hour	N/A	June 9, 2023 - June 19, 2023

Haas, Logan	Student Locker Cleaner; 56 Hours Total Hastings Middle School	\$11.00 / Hour	N/A	June 9, 2023 - June 19, 2023
Hanson, Annette	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Hanson, Linnea	Summer School Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Hanson, Tonia	ESY Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Hardy, Kathleen	Summer School Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Heitman, Cheryl	Camp Horizons PSA; Hours Vary Hastings Middle School	\$18.00 / Hour	N/A	June 12, 2023 - August 26, 2023
Hermanson, Samantha	Summer School Teacher; 4 Hours / Day Hastings High School	\$34.00 / Hour	N/A	June 12, 2023 - June 30, 2023
Hoffman, Michaela	Summer School Social Worker; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Homburg, Rebeka	ESY Paraprofessional; 3.5 Hours / Day District Wide	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Holmstadt, Amy	Camp Horizons Assistant; Hours Vary Hastings Middle School	\$15.30 / Hour	N/A	June 12, 2023 - August 26, 2023
Humphrey, Karissa	ESY Summer School Nurse; 23 Hours Total McAuliffe Elementary	\$27.91 / Hour	N/A	June 20, 2023 - July 13, 2023
Johnson, Laura	Camp Horizons PSA; Hours Vary Hastings Middle School	\$18.00 / Hour	N/A	June 12, 2023 - August 26, 2023
Johnson, Laura	ESY Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Jorgenson, Morgan	ESY Teacher; 12 Days Total McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Klompf, Kristin	ESY Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Knoll, Sara	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Kolpin, Suzanne	ESY Summer School Nurse; 59 Hours Total Hastings High School	\$27.91 / Hour	N/A	June 20, 2023 - July 13, 2023
Kolta, Manal	ESY Paraprofessional; 3.5 Hours / Day District Wide	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Kramer, Bailey	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Lawrence, Abriel	Grade 1 Teacher; 1.0 FTE McAuliffe Elementary	\$52,399 Annually	ED MN - Teachers	August 24, 2023
Lawrence, Abriel	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Lester, Megan	ESY Paraprofessional; 3.5 Hours / Day District Wide	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Livingston, Wendy	Summer School Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Lundstrom, Carter	Student Locker Cleaner; 56 Hours Total Hastings Middle School	\$11.00 / Hour	N/A	June 9, 2023 - June 19, 2023

Matsch, Victoria	ESY Paraprofessional; 3.75 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
McNamara, Patricia	Summer School Teacher; 4 Hours / Day Hastings High School	\$34.00 / Hour	N/A	June 12, 2023 - June 30, 2023
Miller-Andrist, Rose	Early Childhood Special Education Teacher; 1.0 FTE Tilden	\$56,955 Annually	ED MN - Teachers	August 24, 2023
Miller-Andrist, Rose	ESY Teacher; 12 Days Total McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Moran, Molly	Summer Tennis Instructor; 18 Days Total Tilden	\$18.00 / Hour	N/A	June 20, 2023 - July 27, 2023
Muckenhirn, Miranda	ESY Paraprofessional; 3.75 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Myrick, Michele	Summer School Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Niedermayer, Elizabeth	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Novalany, Renee	ESY Paraprofessional; 3.5 Hours / Day District Wide	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Newton, Samantha	Grade 3 Teacher; 1.0 FTE McAuliffe Elementary	\$45,302 Annually	ED MN - Teachers	August 24, 2023
Oviatt, Jessica	Camp Horizons Sub; Hours Vary Hastings Middle School	\$15.30 / Hour	N/A	June 12, 2023 - August 26, 2023
Oviatt, Jessica	ESY Paraprofessional; 3.5 Hours / Day Hastings Middle School	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Perrault, Samantha	Summer Preschool Asst; 4 Hours / Day Tilden	\$18.00 / Hour	N/A	June 12, 2023 - June 22, 2023
Phillips, Taylor	Summer School Teacher; 4 Hours / Day Hastings High School	\$34.00 / Hour	N/A	June 12, 2023 - June 30, 2023
Propst, Rachel	ESY Summer School Nurse; 27 Hours Total Hastings Middle School	\$23.22 / Hour	N/A	June 20, 2023 - July 13, 2023
Propst, Rachel	Camp Horizons Nurse; 72 Hours Total Hastings Middle School	\$23.22 / Hour	N/A	June 12, 2023 - August 26, 2023
Proshek, Connor	ESY Paraprofessional; 3.75 Hours / Day Hastings Middle School	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Reuter, Lauren	Camp Horizons Asst; Hours Vary Hastings Middle School	\$15.30 / Hour	N/A	June 12, 2023 - August 26, 2023
Ruikka, Aaron	Camp Horizons PSA; Hours Vary Hastings Middle School	\$18.00 / Hour	N/A	June 12, 2023 - August 26, 2023
Runsewe, Tracy	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023- July 13, 2023
Sakakibara, Anri	Summer Tennis Instructor; 18 Days Total Tilden	\$18.00 / Hour	N/A	June 20, 2023 - July 27, 2023
Schappa, Tari	Summer Preschool Asst; 4 Hours / Day Tilden	\$18.00 / Hour	N/A	June 12, 2023 - June 22, 2023
Schumacher, Deb	ESY Paraprofessional, 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Schumacher, Katharyn	ESY Paraprofessional; 3.5 Hours / Day District Wide	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023

Schultz, Peter	Summer School Teacher; 4 Hours / Day Hastings High School	\$34.00 / Hour	N/A	June 12, 2023 - June 30, 2023
Schweiger, Ashlee	Camp Horizons Asst; Hours Vary Hastings Middle School	\$15.30 / Hour	N/A	June 12, 2023 - August 26, 2023
Scott, Emilie	Specialized Support Coach; 1.0 FTE Hastings Middle School	\$57,130 Annually	ED MN - Teachers	August 24, 2023
Sinclair, Alyssa	ESY Teacher; 12 Days Total McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Smallidge, Kyra	Paraprofessional Sub; Hours Vary District Wide	\$19.40 / Hour	N/A	May 23, 2023
Smallidge, Kyra	Lunch / Recess Aide; 2.5 Hours / Day Pinecrest Elementary	\$16.37 / Hour	N/A	May 18, 2023 - June 8, 2023
Smith, Alyssa	Grade 2 Teacher; 1.0 FTE McAuliffe Elementary	\$44,237 Annually	ED MN - Teachers	August 24, 2023
Smith, Samantha	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Stenzel, Connor	Student Locker Cleaner; 56 Hours Total Hastings Middle School	\$11.00 / Hour	N/A	June 9, 2023 - June 19, 2023
Stokke, Serina	ESY Teacher; 12 Days Total McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Swanson, Nicole	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Swanson, Sydney	ESY Paraprofessional; 3.25 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Tank, Robyn	Summer School Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Teal, Christina	ESY Paraprofessional; 3.5 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Thome, Colleen	Summer Preschool Teacher; 4 Hours / Day Tilden	\$34.00 / Hour	N/A	June 12, 2023 - June 22, 2023
Timerson, Anna	Art Teacher; 1.0 FTE Hastings High School	\$44,237 Annually	ED MN - Teachers	August 24, 2023
Torrini, Megan	ESY Paraprofessional; 3.75 Hours / Day McAuliffe Elementary	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Venteicher, Hanna	Kindergarten Teacher; 1.0 FTE Kennedy Elementary	\$50,331 Annually	ED MN - Teachers	August 24, 2023
Venteicher, Hanna	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Waage, Christian	Summer School Teacher; 4 Hours / Day Hastings High School	\$34.00 / Hour	N/A	June 12, 2023 - June 30, 2023
Waite, Jill	ESY Teacher; 12 Days Total McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Wald, John	Student Locker Cleaner; 56 Hours Total Hastings Middle School	\$11.00 / Hour	N/A	June 9, 2023 - June 19, 2023
Welch, Marissa	Summer Tennis Instructor; 18 Days Total Tilden	\$35.00 / Hour	N/A	June 20, 2023 - July 27, 2023
Westby, Alexandra	Grade 3 Teacher; 1.0 FTE Kennedy Elementary	\$45,302 Annually	ED MN - Teachers	August 24, 2023

Winkelman, Angela	ESY Paraprofessional; 3.5 Hours / Day Hastings Middle School	\$18.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Winkler, Autumn	Summer Tennis Instructor; 18 Days Total Tilden	\$18.00 / Hour	N/A	June 20, 2023 - July 27, 2023
Wusterbarth, Kelly	ESY Speech Pathologist; 12 Days Total McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Youssef, Manal	ESY Teacher; 12 Days Total McAuliffe Elementary	\$34.00 / Hour	ED MN - Teachers	June 20, 2023 - July 13, 2023
Zabel, Aleaha	Summer School Teacher; 4 Hours / Day McAuliffe Elementary	\$34.00 / Hour	N/A	June 20, 2023 - July 13, 2023
Zimmerman, Julie	Special Education Teacher; 1.0 FTE Pinecrest Elementary	\$75,354 Annually	ED MN - Teachers	August 24, 2023
Zuzek, Alex	Summer Tennis Instructor; 18 Days Total Tilden	\$30.00 / Hour	N/A	June 20, 2023 - July 27, 2023

**ASSIGNMENT CHANGES**

NAME	FROM	TO	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Croone, Kia	Special Education Teacher; 1.0 FTE Hastings High School	Grade 6 Math Teacher; 1.0 FTE Hastings Middle School	ED MN - Teachers	August 28, 2023
Garcia-Carrasco, Becky	Admin Asst to Superintendent & Director of T/L 8 Hours / Day District Office	Student Accounting Specialist 8 Hours / Day District Office	Unaffiliated	July 1, 2023 (Approx. Date)
Haas, Josef	Assistant Principal; 8 Hours / Day Hastings Middle School	Science Teacher; 1.0 FTE Hastings Middle School	ED MN - Teachers	August 28, 2023
Niedermayer, Jessica	Grade 3 Teacher; 1.0 FTE Kennedy Elementary	Specialized Success Coach; 1.0 FTE Kennedy Elementary	ED MN - Teachers	August 28, 2023
Wieneke, Madeline	Spanish Teacher; 1.0 FTE Hastings High School	TOSA Secondary MTSS; 1.0 FTE Hastings High School	ED MN - Teachers	August 28, 2023



Child Nutrition Office  
1897 Delaware Avenue  
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**West St. Paul-Mendota Heights-Eagan School District 197**  
**1897 Delaware Avenue**  
**Mendota Heights, MN 55118**  
**Phone: 651-403-7321**  
**Fax: 651-403-7304**

**FRESH PRODUCE VENDOR  
REQUEST FOR PROPOSAL**

**Due by 10:15 AM on Tuesday, May 10, 2022**

**A Pre-Proposal Conference will be held on Tuesday, April 26, 2022 at 10:00 AM**  
**Location: West St. Paul-Mendota Heights-Eagan Schools District Offices located at**  
**1897 Delaware Avenue, Mendota Heights, MN 55118. Conference Room DO104**

## **PART 1 – INSTRUCTION TO DISTRIBUTORS**

### **1.01 DEFINITIONS**

The term “District” means West St. Paul-Mendota Heights-Eagan School District 197 and any department or board of the District. The term “Distributor” means the person, firm, or corporation who is submitting this RFP for consideration to furnish and deliver the specified merchandise, and “Distributor” also means a fully licensed and regulated commercial operator of procurement, warehousing, order processing, invoicing, and delivery service, which among other things, takes physical possession and ownership of manufactured goods for delivery to foodservice operations. The term “Manufacturer” means any commercial producer, processor, packer, or shipper of legally marketable and wholesome food or supply items for distribution to, and consumption by, a foodservice operation.

### **1.02 INVITATION TO PROVIDE RFP**

Sealed RFPs will be received at the District Office of West St. Paul-Mendota Heights-Eagan School District 197, 1897 Delaware Avenue, Mendota Heights, MN 55118 until 10:15 AM on Tuesday, May 10, 2022 for the furnishing and delivery of **Fresh Produce** in accordance with the specifications set forth herein and the other terms, conditions and instructions to the specifications. All RFPs received after the time stated will not be opened or considered. The Distributor assumes the risk of any delay in the mail or on the handling of mail by employees of the District. Whether the RFP is sent by mail or by means of personal delivery, the Distributor assumes responsibility for having their RFP clocked in on time at the place specified. Telephone amendments or faxed RFPs will not be accepted at any time.

### **1.03 PREPARATION OF RFP DOCUMENTS**

- A. A hard copy of all RFP documents and proposal worksheets must be submitted. Both Excel worksheets must also be saved on a portable storage device (ie. Flash Drive) with the vendor’s name added to the end of each file name.
- B. All RFP envelopes must bear the inscription, **“2022-2024 FRESH PRODUCE VENDOR RFP”** and be addressed to: Jeff Wolfer, Child Nutrition, West St. Paul-Mendota Heights-Eagan School District 197, 1897 Delaware Avenue, Mendota Heights, MN 55118.
- C. RFP pricing is to include cost as defined in 2.07 with corresponding freight cost in the attached spreadsheet.
- D. RFP must be signed in longhand, executed by an agent authorized to enter into an agreement.
- E. Districts included in this RFP through a Joint Powers Agreement include:

Burnsville-Eagan-Savage, ISD #191  
Hastings, ISD #200  
Inver Grove Heights, ISD #199  
South St. Paul, SSD #6  
South Washington County, ISD #833  
West St. Paul, ISD #197  
Stillwater, ISD #834  
Mahtomedi, ISD #832

### **1.04 WITHDRAWAL OF DISTRIBUTORS**

A RFP, once delivered to the formal custody of the District, may not be withdrawn until after the RFPs are opened and acknowledged; and no RFP may be withdrawn for a period of sixty days from the opening thereof. Once the District has received a RFP, that documents becomes the property of West St. Paul-Mendota Heights-Eagan School District 197. When the RFP is opened, it becomes public information and any restrictions put upon the District regarding the sharing of information or duplicating copies after the opening will be grounds to reject the RFP.

### **1.05 COLLUSION OF DISTRIBUTORS**

Collusion of Distributors is cause for rejection of Distributors involved.

#### **1.06 INQUIRIES REGARDING RFP**

All inquiries concerning this RFP must be submitted in writing by email to:

**Jeff Wolfer**  
**West St. Paul-Mendota Heights-Eagan School District 197**  
**1897 Delaware Avenue**  
**Mendota Heights, MN 55118**  
**651-403-7321**  
[jeffrey.wolfer@isd197.org](mailto:jeffrey.wolfer@isd197.org)

#### **Deadline for inquiries is Tuesday, April 26, 2022 at 2:00 PM CDT**

Responses that include interpretations, classifications, modifications, and supplemental instructions in the form of written addenda will be provided to all Distributors on record in the District Child Nutrition Office. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Distributor. No phone or in person inquiries will be accepted. It is the Distributor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention.

#### **1.07 PRE-RFP CONFERENCE**

A pre-RFP conference will be held on **Tuesday, April 26, 2022 at 10:00 AM in Room DO104** at West St. Paul-Mendota Heights-Eagan School District 197 District Office located at, 1897 Delaware Avenue, Mendota Heights, MN 55118. All vendors are strongly encouraged to attend. District representatives from the Food Service Departments will be available to answer any questions or concerns you have regarding this RFP.

#### **1.08 BONDS**

**SECURITY BOND:** In an effort to reduce the cost of doing business with the District, and unless indicated elsewhere, no RFP bond is required. In the event of an award and subsequent default by Distributor, the District reserves the right to pursue any or all of the following remedies: (1) to accept the next lowest available proposed price or to purchase materials or services on the open market, (2) the Distributor in default will be prohibited from activity for a period of time determined by the severity of the default, but not exceeding two years; (3) any other remedy available to the School District in tort or law.

#### **1.09 RFP Award**

The School Board of West St. Paul-Mendota Heights-Eagan School District 197 will make the award. The Distributor must demonstrate that it is qualified per paragraph 1.10 in a written response. The contract award shall be based on, but not limited to the following:

1. The Distributor's proposed pricing for Fixed Pricing items in 3.03
2. The Distributor's proposed pricing for Market Basket items in 3.04
3. Reliability and Past Performance, as outlined in Section 1.10
4. Value added Services, as outlined in Section 1.10 and 4.04
5. Product line as outlined in section 1.10

#### **1.10 Qualification of Distributors**

The District may, as deemed necessary, make investigations to determine the ability, competence, and responsibility of the Distributor. The Distributor shall furnish any and all information and data for his purpose, as the District may request. The District reserves the right to reject any RFP if the evidence submitted by, or investigation of, such Distributor fails to satisfy the District that such Distributor is properly qualified to perform under the terms of these specifications.

Reliability and Past Performance: The successful Distributor must have a verifiable record of service, particularly with respect to delivering all items on the established schedule and within the contract requirements and parameters. The Distributor must have a demonstrable order fill rate of 98%, and documented Quality Control Program that meets industry standards. Truck drivers must have the ability to communicate via telephone with delivery sites. Distributor references will requested, reviewed and analyzed.

Value Added Services: The successful Distributor must thoroughly and accurately respond to all questions in 4.04. Note: The Distributor must have an online ordering system capable of providing various reports that can be accessed by the District. Such reports would indicate purchases and price paid, for all locations. The

information would be available to districts via various mutually agreed upon reports and/or queries. The Distributor would be capable of electronic invoicing.

Product Line: It must be clearly evident to the District that the Distributor is capable of distributing all items on the RFP and acquiring on short notice any peripheral items that might be required.

**PART 2 - GENERAL SPECIFICATIONS**

**2.01 CONTRACT DESCRIPTION**

This is a two-year contract for Produce that is purchased by the Food Service department for school year programs and limited summer programs. The contract is based on the Market Basket Proposal concept (a representative sample of products within established categories) with pricing equal to a “Distributor’s Net Cost of Goods plus Fixed Fee for Delivery”. The Fixed Fee is established on the RFP form and is quoted by weight or dollar value category. The Distributor’s Net Cost of Goods, for purposes of establishing delivered pricing, is defined in 2.07. These items are identified in the Market Basket Proposal Worksheet.

There are 30 items the District is requesting pricing on that will be held firm for the entire school year, with the exception of severe market conditions occurring. These items are identified in the Fixed Pricing Worksheet.

Approximate **annual** dollar value of the contract per category is:

District	Distributor Purchases	DoD (Department of Defense) Purchases
South Washington County	\$ 220,000	\$ 440,000
Hastings	\$ 60,000	\$ 80,000
Inver Grove Heights	\$ 50,000	\$ 100,000
South St. Paul	\$ 20,000	\$ 100,000
West St. Paul	\$ 140,000	\$ 120,000
Burnsville	\$ 140,000	\$ 160,000
Stillwater	\$ 95,000	\$ 217,000
Mahtomedi	\$ 40,000	\$ 80,000
Totals	\$ 765,000	\$1,297,000

**2.02 EXCLUSIVITY**

It is the intent of the District to award this contract to one distributor and to use the distributor as an exclusive source for the various items and services as listed herein as well as for comparable substitutes and supplemental items, however, the right is reserved to award the Contract in part or in whole to a single supplier or to reject any or all RFPs if it is in the best interest of the School District to do so. The School Board reserves the right to reject any or all RFPs or parts of RFPs and to waive informalities in the RFP process. The distributor awarded this contract reciprocally agrees to provide total requirements as listed herein, thereby minimizing occurrences when the District may have to seek other interim product sources.

**2.03 ESTIMATED VALUE OF THE CONTRACT**

\$ 765,000 annually (Not including Department of Defense)

**2.04 CONTRACT PERIOD**

The contract period for will be from July 1, 2022 to June 30, 2024. The Food Service Department has deliveries from approximately mid-late August to early June each year. There are approximately 15 total sites that have limited operation during the summer that may require occasional deliveries.

**2.05 CONTRACT RENEWAL**

The District reserves the right to renew the contract for one (1) additional two year period and terms and conditions, other than the Fixed Fee for Delivery, may be renegotiated upon mutual agreement of the contracting parties. The Distributor will meet with representatives of the Food Service Departments to review the contract before renewal.

**2.06 CONTRACT PRICING**

The Fixed Fee must remain firm for the full contract period. Any changes in the Distributor’s net cost of goods as defined in paragraph 2.07, shall be communicated and passed on to the Districts on a weekly basis and communicated to districts no later than Thursday of the week before deliveries are made.

**2.07 DEFINITION OF CONTRACT DISTRIBUTOR NET COST OF GOODS PRICES**

The cost of goods, for purposes of establishing delivered pricing, will be defined as the Manufacturer’s invoice price to the Distributor for said item as of the most recent receipt prior to the weekly pricing established in 2.06, without regard for cost of pending purchase orders, or any goods received prior to the most recent receipt. Actual freight costs will be included in the definition of Net Cost of Goods. Purchases are not limited to the specific items listed in each category/group and when additional products are purchased within a category/group, they will be based on the same cost of goods as defined above. Cash discounts for speedy payment may be retained by the distributor and not reflected in the net cost of goods as defined above. The “allowance” shall be computed and include any rebates, promotions, or other practices that result in reduced prices or cost benefits that are offered by manufacturers, brokers, distributors or others shall be made available to the Districts exclusive of discounts for prompt payment of invoices.

For verification purposes, the District reserves the right to audit the records at the distributor’s place of business as shown in paragraph 2.11 of this Request for RFP.

**2.08 ORDER GUIDES**

The district prefers a Distributor that can produce an online District Order Guide in a format that is printer friendly. The Order Guide would consist of a complete list of all District authorized products to include the distributor item number, the complete description including manufacturer name and item number, if applicable, and the current contract price. The distributor should work closely with the Director of Food Service at each District in the RFP to develop a guide that best meets their needs. The Distributor will only include items or make changes on the order guide as requested by each district.

The initial order guides for each school year will be complete and available to the districts by August 1<sup>st</sup>.

**2.09 PRODUCT PROTECTION GUARANTEE**

According to USDA federal regulations, for product safety, the District has “automatic” product protection recourse against suppliers for products that are misrepresented. According to federal law, all food containers shall contain the name and address of the manufacturer/processor or the distributor. Distributors are expected to take immediate action to correct any situation for which product integrity is violated

**2.10 PRODUCT SPECIFICATION SHEETS**

The Distributor shall provide Product Specification Sheets, including nutritional data, on all products listed on the Order Guide if requested. These must be provided within one month from the award of the contract and updated annually. Nutrient sheets must be provided as manufacturer updates occur or when new products are added to the Order Guide.

**2.11 AUDITS**

The district shall have the right to perform an on-site audit of distributors records with respect to customer units to determine if distributor is in compliance with the terms hereof. For such audits and verifications, reasonable advance notice will be provided along with a list of products selected. Distributor shall make available original documentation and or electronically scanned documents, if consistent with distributor’s document retention policy. On site audits will cover no more than fifteen (15) products. Time periods and scope of items subject to audit or verification shall be reasonable under the circumstances, and may be expanded if preliminary results indicate systemic errors, inaccuracies or omissions. Distributor will correct audit findings immediately or within 30 days following notification of errors.

**2.12 CONTRACT DISTRIBUTOR REPORTS**

The Distributor must be able to clearly demonstrate its capability to provide accurate, reliable, and timely reports in terms of invoice, statement credits, and utilization reports. Moreover, the Contract Distributor must demonstrate a capability to spontaneously provide data for periodic review by the District.

Reports must be available in an Excel spreadsheet format that can be easily manipulated by the District. Information must include usage for each school delivery site and for the District as a whole, as well as information from the order guide (manufacturer, item number, pack size, current price, etc.) by user defined time periods.

**2.13 CONTRACT CANCELLATION**

Unless otherwise stated, any contract entered into as a result of this RFP may be cancelled by either party upon 60 calendar day written notice prior to the effective date of cancellation. Cancellation may be in whole or part.

**2.14 DISTRIBUTOR PERFORMANCE**

For any District Order, if the Contract Distributor is unable to perform under the terms of the contract, the District reserves the right to cancel any Order and purchase the item(s) on the open market and request payment for the difference between the contract price and the price the District pays on the open market.

**2.15 ITEM NUMBERS**

It is intended that the item numbers shown on each product order guide will remain uniform and constant throughout the contract period. This will help establish a mutual reference to items by each District supervisor and the supplier.

**2.16 QUANTITIES**

The quantity of merchandise delivered shall not be greater than the amount specified on the order unless such additional quantities are to be accepted by the District at no charge.

**2.17 DELIVERY GUARANTEE and SERVICE LEVEL**

Distributor shall maintain a service level of 98% at all times. “Service Level” shall be defined as the total number of units actually received in proper condition (proper quality, quantity, and type) in relationship to the total number of units ordered. Any recovery delivery for unacceptable products will be required the same day within three hours of original or as otherwise arranged by the Food Service Office.

In the event of significant price escalation, a supplier shall be prepared through the account representative to offer substitutes at equal or lower cost. If a distributor is temporarily out of stock of a particular item, an equal or superior product at an equal or lower price will be delivered.

It is intended that the items shown on the RFP Sheet will remain uniform and consistent throughout the contract year.

## 2.18 DELIVERY INSTRUCTIONS

The prices quoted shall be for deliveries to all District school locations as shown in paragraph 2.19 for the Food Service Department programs. Delivery shall be made only as called for by food service personnel. Summer Program deliveries are not included in these instructions.

Items that are delivered in packages, cartons, or crates are accepted only with the guarantee that upon the removal from such packaging they are found in acceptable condition without any defect or they must be removed and replaced without additional charge to the District.

Receiving accommodations at each school/site vary greatly throughout each of the districts. Distributors are strongly encouraged to investigate the receiving situation at each site prior to submitting their RFP.

- a. Delivery schedules for each school/site are shown in paragraph 2.19.
- b. If at any time, a delivery cannot be made within 1 hour of scheduled time, the Distributor must notify the school and the District Food Service office to negotiate an alternate delivery time during that same day. Unscheduled deliveries may be refused at the Distributor's expense. Frequent occurrences may result in cancellation of the contract.
- c. Deliveries shall be made Monday through Friday except school holidays or closing days (due to inclement weather).  
When holidays or closing days fall on a scheduled delivery day, deliveries shall be made on the next school day or as arranged with the Food Service Office in advance.
- d. Special or intermediate deliveries will be required only if the Distributor fails to deliver a product on a regularly scheduled delivery, in which case the Distributor shall make delivery, at no additional cost, within three (3) hours or as otherwise arranged by the Food Service Office. Or if the special request is by school error the Distributor shall make every effort to deliver any items needed when requested and approved by the Food Service Office.
- e. The Distributor shall "floor set" merchandise into the designated storage area (dry and/or refrigerated) at each location.
- f. The Distributor shall request the Food Service Site Supervisor to verify the accuracy of items, quantities of each item, total quantities, and condition of merchandise. Each delivery ticket shall be receipted (signed) by the Site Supervisor. Variations from the norm (i.e., shortages, damages, etc.) shall be noted on each ticket by the Site Supervisor and initialed by both the truck driver and Site Supervisor.
- g. Palletized deliveries are made only with Food Service office approval. Drivers must unload pallets from the truck and place the pallet inside the site. Products must be palletized on four-way food service type pallets, 40" x 48" with 60 maximum stack height. Pallets must be exchanged at time of delivery.

**2.19 DELIVERY LOCATIONS**

PA = Pallets Acceptable    DA = Dock Available    \*\*\* = Further Delivery Information listed below

**SOUTH WASHINGTON COUNTY**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>CITY/STATE</b>	<b>ZIP</b>	<b>DELIVERY INFORMATION</b>
Armstrong Elementary	8855 Inwood Ave S	Cottage Grove, MN	55016	***
Bailey Elementary	4125 Woodlane Drive	Woodbury, Mn	55129	DA
Cottage Grove Elementary	7447 65 <sup>th</sup> St S	Cottage Grove, MN	55016	DA
Cottage Grove Middle School	9775 Indian Blvd S	Cottage Grove, Mn	55016	DA, PA
Crestview Elementary	7830 80 <sup>th</sup> St S	Cottage Grove, MN	55016	***
East Ridge High School	4200 Pioneer Drive	Woodbury, MN	55129	DA, PA
Grey Cloud Elementary	9525 Indian Blvd S	Cottage Grove, MN	55016	DA
Hillside Elementary	8177 Hillside Trail S	Cottage Grove, MN	55016	***
Lake Middle School	3133 Pioneer Drive	Woodbury, MN	55125	DA, PA
Liberty Ridge Elementary	11395 Eagle View Blvd	Woodbury, MN	55129	DA
Middleton Elementary	9105 Lake Rd	Woodbury, MN	55125	DA
Newport Elementary	851 6 <sup>th</sup> Ave	Newport, MN	55055	***
Nuevas Fronteras	1020 Third St	St Paul Park, MN	55071	DA
Oltman Middle School	6625 Goodview Ave	Cottage Grove MN	55016	DA
Park High School	8040 80 <sup>th</sup> St S	Cottage Grove, MN	55016	DA
Pine Hill Elementary	9015 Hadley Ave S	Cottage Grove, MN	55016	***
Pullman Elementary	1260 Selby Ave	St Paul Park, MN	55071	***
Red Rock Elementary	3311 Commonwealth Ave	Woodbury, MN	55125	DA
Royal Oaks Elementary	7335 Steepleview Rd	Woodbury, MN	55125	***
Valley Crossing Elementary	9900 Park Crossing	Woodbury, MN	55125	DA
Woodbury Elementary	1251 School Dr	Woodbury, MN	55125	***
Woodbury High School	2665 Woodlane Drive	Woodbury, MN	55125	DA
Woodbury Middle School	1425 School Drive	Woodbury, MN	55125	DA

- \*\*\*  
 Armstrong Elementary – Deliveries come through back custodial door  
 Crestview Elementary – Kitchen door  
 Hillside Elementary – Side kitchen door  
 Newport Elementary – Custodial door in back  
 Pine Hill Elementary – Kitchen door  
 Pullman Elementary – Kitchen door  
 Royal Oaks Elementary – Kitchen door  
 Woodbury Elementary – Kitchen door

All school drop sites require deliveries approximately 10 months (mid-August through early June). Deliveries shall be made Mondays through Fridays except school holidays or closing days (due to inclement weather), when deliveries shall be made on the next school day. Each school will have a designated delivery day(s) using one to two trucks to assure delivery between the hours of 6:30 am – 2:00 pm. Summer food service at one or more sites June- August.

**BURNSVILLE**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>CITY/STATE</b>	<b>ZIP</b>	<b>DELIVERY INFORMATION</b>
Burnsville Senior HS	600 E. Hwy 13	Burnsville, MN	55337	DA
Nicollet Middle School	400 E. 134 <sup>th</sup> Street	Burnsville, MN	55337	DA
Eagle Ridge Middle School	13955 Glendale Road	Savage, MN	55378	DA
Gideon Pond Elementary	613 E. 130 <sup>th</sup> Street	Burnsville, MN	55337	DA
Edward Neill Elementary	13409 Upton Avenue	Burnsville, MN	55337	DA
Vista View Elementary	13109 Cty. Road 5	Burnsville, MN	55378	***
William Byrne Elementary	11608 River Hills Drive	Burnsville, MN	55378	DA
Rahn Elementary	4424 Sandstone Drive	Eagan, MN	55122	***
Sky Oaks Elementary	100 East 134 <sup>th</sup> Street	Burnsville, MN	55337	DA
Hidden Valley Elementary	13875 Glendale Road	Savage, MN	55378	DA
Harriet Bishop Elementary	14400 O'Connell Road	Savage, MN	55378	DA

\*\*\*Vista View Elementary –The door is very close to the Kitchen. Delivery is not a problem.  
 Rahn Elementary - Delivery is in the back of the school, and product must be brought through hallway into the kitchen.

All school drop sites require deliveries approximately 9 months (mid August through early June). Deliveries shall be made Mondays through Fridays except during school holidays or when school is not in session. All buildings shall be delivered on the same day (Monday through Friday) as determined with the successful vendor. Deliveries will be made between the hours of 6:30 am and 11:00 am only or as otherwise may be arranged between the Food Service Director and the successful vendor. Secondary schools will have deliveries starting at 6:00 am. Summer food service at four or more sites June- August.

**HASTINGS**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>CITY/STATE</b>	<b>ZIP</b>	<b>DELIVERY INFORMATION</b>
Hastings Senior High	200 General Sieben Dr.	Hastings, MN	55033	PA,DA
Hastings Middle School	1000 West 11 <sup>th</sup> St	Hastings, MN	55033	***
McAuliffe Elementary	1601 West 12 <sup>th</sup> St	Hastings, MN	55033	***
Kennedy Elementary	1175 Tyler St	Hastings, MN	55033	***
Pinecrest Elementary	975 West 12 <sup>th</sup> St	Hastings, MN	55033	***

\*\*\*Hastings Middle School - Deliveries should be made to the side kitchen door (Door #24) and not to the Food Service Warehouse dock.

\*\*\*Pinecrest Elementary - Delivery area on South side off 13th; wheel across hall to kitchen

\*\*\*McAuliffe Elementary - Delivery area through double doors on West side; wheel through custodial area and across hall to kitchen

\*\*\*Kennedy Elementary - Half dock on East side off Bailly; enter directly into kitchen

All school drop sites require deliveries approximately 9 months (mid-August through early June). Delivery times shall be between the hours of 6:00am and 10:00am. Deliveries shall be made Monday through Friday except during school holidays or when school is not in session. If the normal delivery date falls on a holiday/non-school day, an alternate delivery day should be arranged in advance with the district.

**INVER GROVE HEIGHTS**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>CITY/STATE</b>	<b>ZIP</b>	<b>DELIVERY INFORMATION</b>
Simley High School	2920 E. 80 <sup>TH</sup> St.	IGH, MN	55076	PA, DA,***
Salem Hills Elem.	5899 Babcock Tr.	IGH, MN	55076	***
Hilltop Elem.	3201 68 <sup>th</sup> St. E.	IGH, MN	55076	***
Pine Bend Elem	9875 Inver Grove Tr.	IGH, MN	55076	***

\*\*\* Simley High School - Deliveries on pallets rolled down ramp through hallway to the kitchen door  
 Salem Hills Elem. – Deliveries two wheeled through ground level kitchen door  
 Hilltop Elem. – Deliveries two wheeled through ground level kitchen door  
 Pine Bend Elem – Deliveries two wheeled through ground level kitchen door

All school drop sites require deliveries approximately 9 months (mid August through early June). Deliveries shall be made Monday through Friday except during school holidays or when school is not in session. All buildings shall be delivered on the same day as agreed upon by the Food Service Director with the successful Distributor. Deliveries will be made between the hours of 6:00 AM and 11:00 AM only, as arranged between the Food Service Director and the successful distributor. Simley High School will have two deliveries per week. Summer food service programs will operate at three or more sites June - August.

**SOUTH ST. PAUL**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>CITY/STATE</b>	<b>ZIP</b>	<b>DELIVERY INFORMATION</b>
So. St. Paul High School	700 Second St. No	So. St. Paul, MN	55075	***
Kaposia Education Center	1225 First Ave. So.	So. St. Paul, MN	55075	PA,DA,***
Lincoln Center	357 Ninth Ave. No.	So. St. Paul, MN	55075	***

\*\*\* So. St. Paul High School - Deliveries two wheeled through kitchen door via ramp  
 Kaposia Ed. Center - Deliveries two wheeled through kitchen door from receiving room  
 Lincoln Center – Deliveries two wheeled down ramp through receiving door.

All school drop sites require deliveries approximately 9 months (mid August through early June). Deliveries shall be made Monday through Friday except during school holidays or when school is not in session. All buildings shall be delivered on the same day as agreed upon by the Food Service Director with the successful distributor. Deliveries will be made between the hours of 6:00 AM and 1:00 PM only, as arranged between the Food Service Director and the successful distributor. So. St. Paul High School will have two deliveries per week. Summer food service programs will operate at all three sites June - August.

**STILLWATER & MAHTOMEDI**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>CITY/STATE</b>	<b>ZIP</b>	<b>DELIVERY INFORMATION</b>
<b><u>Stillwater Area Schools:</u></b>	<b>1875 South Greeley St.</b>	<b>Stillwater, MN</b>	<b>55082)</b>	<b>Billing</b>
<b>Afton Lakeland Elementary</b>	<b>475 St. Croix Trail S</b>	<b>Lakeland, MN</b>	<b>55043</b>	<b>***</b>
<b>Andersen Elementary</b>	<b>309 North 4<sup>th</sup> St</b>	<b>Bayport, MN</b>	<b>55003</b>	<b>***</b>
<b>Brookview Elementary</b>	<b>11099 Brookview Rd</b>	<b>Woodbury, MN</b>	<b>55129</b>	
<b>Central Services Building</b>	<b>1875 South Greeley St</b>	<b>Stillwater, MN</b>	<b>55082</b>	<b>DA, PA 6-11am or 1-2 pm</b>
<b>Lake Elmo Elementary</b>	<b>11030 Stillwater Blvd. N</b>	<b>Lake Elmo, MN</b>	<b>55042</b>	<b>***</b>
<b>Lily Lake Elementary</b>	<b>2003 West Willard St</b>	<b>Stillwater, MN</b>	<b>55082</b>	<b>DA, PA 6-11am</b>
<b>Oakland Junior High</b>	<b>820 Manning Ave. N</b>	<b>Lake Elmo, MN</b>	<b>55042</b>	<b>***</b>
<b>Rutherford Elementary</b>	<b>115 Rutherford Road</b>	<b>Stillwater, MN</b>	<b>55082</b>	<b>***, PA</b>
<b>Stillwater High School</b>	<b>5701 Stillwater Blvd. N</b>	<b>Stillwater, MN</b>	<b>55082</b>	<b>DA, PA 5:30-10:30 am</b>
<b>Stillwater Junior High</b>	<b>523 West Marsh St</b>	<b>Stillwater, MN</b>	<b>55082</b>	<b>DA, PA 6-10:30 am</b>
<b>Stonebridge Elementary</b>	<b>900 North Owens St</b>	<b>Stillwater, MN</b>	<b>55082</b>	<b>***</b>
<b>Pankalo Education Center</b>	<b>8568 Eagle Point Blvd</b>	<b>Lake Elmo, MN</b>	<b>55042</b>	<b>***</b>
<b><u>Mahtomedi Public Schools:</u></b>	<b>(1520 Mahtomedi Ave</b>	<b>Mahtomedi, MN</b>	<b>55115)</b>	<b>Billing</b>
<b>O.H. Anderson Elementary</b>	<b>666 South Warner Road</b>	<b>Mahtomedi, MN</b>	<b>55115</b>	<b>***</b>
<b>Mahtomedi High School</b>	<b>8000 75<sup>th</sup> Street N</b>	<b>Mahtomedi, MN</b>	<b>55115</b>	<b>DA 6:30-10:30am</b>
<b>Mahtomedi Middle School</b>	<b>8100 75<sup>th</sup> Street N</b>	<b>Mahtomedi, MN</b>	<b>55115</b>	<b>DA 6:30-10:30 am</b>
<b>Wildwood Elementary</b>	<b>8698 75<sup>th</sup> Street N</b>	<b>Stillwater, MN</b>	<b>55082</b>	<b>DA, PA, 7-11</b>
<b><u>St. Croix Catholic School:</u></b>	<b>621 South Third St.</b>	<b>Stillwater, MN</b>	<b>55082)</b>	<b>Billing</b>
<b>St. Croix Catholic School</b>	<b>621 South Third St</b>	<b>Stillwater, MN</b>	<b>55082</b>	<b>***</b>

**GL=Ground Level, KD=Kitchen Door**

- \*\*\*  
**Afton Lakeland Elementary – KD, GL, 6-11 a.m.**  
**Andersen Elementary – KD, GL, 6 – 11 a.m.**  
**Brookview Elementary - KD/Custodial, GL, 5:30-1:30**  
**Lake Elmo Elementary – Student entrance, KD, GL, 6 -11 a.m., no deliveries 8:45-9:00 a.m.**  
**Pankalo Education Center – GL, building doesn't open until 7:30 a.m.**  
**Oakland Junior High – Custodial/KD, GL, 6 – 10:30 a.m.**  
**Rutherford Elementary – KD, GL, 6 – 11 a.m.**  
**Stonebridge Elementary – KD, GL, 8:00-10:45 a.m.**  
**O.H. Anderson Elementary – KD in student play ground area, 7:15 a.m. – 1:30 p.m.**  
**St. Croix Catholic School – KD, GL, 6 a.m. – 1 p.m.**

Billing statements go to the bolded, underlined locations above the delivery sites listed below them. All school drop sites require deliveries approximately 9 months (mid August through early June). Deliveries shall be made **Monday** except during school holidays or when school is not in session. When the normal delivery date falls on a holiday/non-school day, an alternate delivery day should be arranged in advance with the district. All buildings shall be delivered on the same day as agreed upon by the Supervisor of Food Service with the successful distributor. Delivery schedules shall be submitted to Stillwater Area Public Schools for prior approval.

**WEST ST. PAUL**

<b>SCHOOL</b>	<b>ADDRESS</b>	<b>CITY/STATE</b>	<b>ZIP</b>	<b>DELIVERY INFORMATION</b>
Two Rivers High School	1897 Delaware Ave.	Mendota Heights, MN	55118	PA, DA
Heritage Middle School	121 W. Butler Ave.	West St. Paul, MN	55118	PA, DA
Friendly Hills Middle School	701 Mendota Hgts. Rd.	Mendota Heights, MN	55120	PA, DA
Pilot Knob Elementary School	1436 Lone Oak Rd.	Eagan, MN	55121	GL, KD
Garlough Elementary School	1740 Charlton St.	West St. Paul, MN	55118	GL, KD
Moreland Elementary School	217 W. Moreland Ave.	West St. Paul, MN	55118	GL, KD
Mendota Elementary School	1979 Summit Ln.	Mendota Heights, MN	55118	GL, KD
Somerset Elementary School	1355 Dodd Rd.	Mendota Heights, MN	55118	GL, KD
Community of Saints School	335 E. Hurley Ave.	West St. Paul, MN	55118	GL, KD
St. Joseph's School	1138 Seminole Ave.	West St. Paul, MN	55118	GL, KD

PA=Pallets Acceptable, DA=Dock Available, GL=Ground Level, KD=Kitchen Door

All school drop sites require deliveries approximately 9 months (late August through early June). Deliveries shall be made Mondays through Fridays except school holidays or closing days (due to inclement weather), when deliveries shall be made on the next school day. All buildings shall be delivered on the same day each week as arranged between the Child Nutrition Supervisor and successful distributor. Deliveries will be made between the hours of 6:30 AM and 10:30 AM unless otherwise arranged between the Child Nutrition Supervisor and distributor. Summer food service at three sites June- August.

**2.20 DELIVERY PERSONNEL**

All personnel delivering merchandise to the District sites must wear a uniform, and have a criminal background screening performed by the distributor.

It is the District's intention to have constant and consistent delivery personnel delivering to the school sites. The contract distributor will provide the Food Service Programs office a schedule of routes and drivers assigned at the start of contract, and will communicate immediately any changes in routes or drivers.

The contract distributor will also provide a method of communication so that schools may check the status of late deliveries. Each district will provide contact information so drivers may communicate directly with individual schools.

**The District reserves the right to request a change in delivery personnel during the contract period.**

**2.21 PAYMENT TERMS**

Minnesota state statutes do not allow the District to accept payment terms of less than 35 days or discounted payment terms of less than 10 days from date of receipt. "Date of receipt" means the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of the goods or services, whichever is later (MN Statute 471.425). For South Washington County Schools, the Distributor must send statements twice a month at times and in formats agreeable to the Distributor and the District.

The Distributor will issue credit invoices within one (1) week of notification by the school site. Invoices will accompany the delivery. The invoices will then be turned into the Food Service office for payment, after the Site Supervisor has signed off on it. Statements will be provided each week to the district.

Early pay discounts will be considered (4.03)

**2.22 NEW PRODUCTS**

The contract supplier is encouraged to present or demonstrate new items or concepts to the District.

**2.23 COMPLIANCE WITH LAWS**

All items must comply in quality, type of materials, and methods of manufacture with all applicable Local, State, and Federal laws pertaining thereof.

**BUY AMERICA CLAUSE**

The William F. Goodling Food Service Reauthorization Act of 1998 required schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States to purchase, to maximum extent practicable, domestic commodities or products for use in meals served under the NSLP and SBP.

For purposes of this section, the determination of “practicable” shall be made by the District Food Service Program (CNP).

**2.24 MINNESOTA TAXES**

Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Subd 1, Paragraph. (J).

**2.25 HACCP PLAN**

The District requires that the Distributor and Manufacturer have a HACCP plan in place prior to awarding this RFP. The District will require documentation from the Distributor verifying that a written HACCP plan is in place. (In section 4.04)

**2.26 This section left intentionally blank.**

**2.27 FUEL SURCHARGE**

No fuel surcharge will be considered for the contract. Please do not include any fuel surcharge in your RFP.

## **PART 3 – INSTRUCTIONS FOR COMPLETING RFP FORM**

### **3.01 MARKET BASKET EVALUATION**

The quantities of each item shown on the Market Basket Evaluation RFP Forms are approximate and are given only as a basis for calculation to be used in evaluating the RFP. The District reserves the right to increase or decrease the number of units at the time of ordering. Where the manufacturer's item number is listed no substitute will be allowed.

### **3.02 BRANDS**

Whenever possible the district would like to use locally grown products. The district would like to be notified of all opportunities for using locally grown or sourced products as soon as they become available.

In addition, the district would like to be notified weekly of fresh produce options available.

The District expects a weekly market report/update from the distributor.

### **3.03 FIXED PRICES:**

**The Fixed Pricing Worksheet (3.03) contains items that the district is requesting fixed annual pricing, which would be held firm for the first year of the contract period, July 1, 2022 to June 30, 2023.**

To complete the Fixed Pricing Worksheet:

- a. Column "Distributor Product #", the distributor product numbers for each item must be included.
- b. Enter Proposed 2022-2023 Net Selling Price.
- c. Enter Pricing guaranteed through date. (requesting through June 30, 2023)
- d. Enter additional notes.

### **3.04 MARKET BASKET PRICING:**

**The Market Basket Worksheet (3.04) contains items that district is requesting weekly pricing plus an applicable fixed fee per case mark-up. The time period for Market Basket Worksheet pricing to be used is the week of April 18, 2022. Food Show allowances are not to be used.**

To complete the Market Basket Proposal Worksheet:

- e. Column "Distributor Product #", the distributor product numbers for each item must be included.
- f. Enter in item and pack columns, any differences from currently purchased sizes.
- g. Enter in Column A your invoiced case pack cost.
- h. Enter in Column B any distributor allowances.
- i. Column C will calculate the case pack cost less the allowances. (Do not enter in column C)
- j. Enter in Column D your proposed fixed fee per case.
- k. Column E will calculate Column C plus Column D (Do not enter in column E).
- l. Column F will calculate the total cost by multiplying Column E by Estimated Usage. (Do not enter in column F).
- m. Please enter any dates through which you can guarantee pricing for the item submitted. (If guarantee can go into or through the 2022-2023 school year.)

***All line items on 3.03 and 3.04 must be available and have pricing for the proposal to be complete. Any evaluation form that has incomplete information will not be considered.***

**PART 4 – RFP FORM**

**4.01 PROPOSED PRICING – FIXED FEE/CASE**

Enter your fixed fee charge per case for all other purchased items not included in this proposal:

<u>Weight or Dollar Value of Case</u>	<u>Fixed Fee/Case</u>
_____ to _____	\$ _____
_____ to _____	\$ _____
_____ to _____	\$ _____

Minimum Order Value \$ \_\_\_\_\_ Charge if Less than Minimum Order Value \$ \_\_\_\_\_

**4.02 This section left intentionally blank.**

**4.03 PAYMENT DISCOUNT**

Indicate your prompt payment discount, if offered: \_\_\_\_\_

**4.04 Value Added Services**

Distributor must completely answer the following questions and include the written responses with the RFP.

1. How many and what are the ages of the climate-controlled trucks?
2. Do you have a climate controlled shipping dock?
3. Do you have a climate controlled receiving dock?
4. What is your current order fill rate percentage, excluding substitutions, for school business?
5. Describe your return and credit policy and procedure for schools.

6. Describe your capability to offer a web-based online ordering system and other technology services.
  
7. Do you have the capability to provide the District with an online catalog?
  
8. Do you have the capability to provide the District with online nutrient and ingredient information?
  
9. Include with your proposal documents outlining your HACCP plan.
  
10. Include with your proposal documents with specific information and examples of locally grown produce you distributed during the 2017-2018 School Year.
  
11. Include local items you plan to have available for schools to purchase during the 2018-2019 School Year.
  
12. Please use an additional sheet to provide us with any additional information on any other services that you can provide.

**4.05 DISTRICT SUPPORT**

The Distributor must provide a dedicated Sales Representative to work closely with the Districts to assure continuity and success of the contract. The Distributor will also provide a Customer Service Representative, an Accounts Receivable Representative, and a Technology Support Representative assigned to the Districts.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Sales Representative: \_\_\_\_\_

Customer Service: \_\_\_\_\_

Accounts Receivable: \_\_\_\_\_

Technology Support: \_\_\_\_\_

**4.06 REFERENCES (If this portion is not completed the District may request this information before any award)**

List three (3) school district customers with approximately the same scope and volume as this contract including the customer name, address, phone number and contact person. List one (1) customer with approximately the same volume who has discontinued a contract with you in the last three (3) years. Include the same information as above and in addition list the rationale for canceling the contract. Attach additional sheets if necessary.

List 3 school districts that you have done business with.	Contact Name and Phone Number
1.)	
2.)	
3.)	

Customer Name & Address Contact Person & Phone Number (For a customer who has discontinued a contract)	Rationale for Canceling

## **PART 5 - ACCEPTANCE**

1. The Distributor agrees to comply with all Federal, State and local laws, ordinances and all applicable rules, regulations and standards established by any agency of such governmental units.
2. Hold harmless: The Distributor agrees to defend and hold the Districts harmless from any claims, demands, actions, or causes of actions arising out of any act or omission on the part of the company subcontractors, its agents, or employees in the performance of, or with relation to, any of the work or services provided to be performed or furnished by the Distributor under terms of this agreement.
3. State Sales and Use Tax Certificates of Exemption Form will be issued upon request.
4. Deliveries against the contract must be free of excise or transportation taxes except when such tax is part of a price and the District is not exempt from such review. Excise Tax Exemption Registration Number may be used when required.
5. The Distributor shall comply with applicable federal, state, and local laws and regulations pertaining to wages, hours, and conditions of employment in connection with contractor's performance of work under this agreement. Distributor agrees not to discriminate against employees or applicants because of age, race, religion, creed, sex, national origin, or handicap.
6. Modifications, additions, or changes to the terms and conditions of this invitation to RFP may be cause to reject of a RFP. Distributors are requested to submit all RFPs on the District's official forms. RFPs submitted on company forms may be rejected.
7. The Distributor agrees to retain all books, records, invoices, and/or quotations to substantiate initial item costs as quoted and other documents relative to this agreement for three (3) years after final payment or until audited by the District, whichever is sooner.
8. Audits of the Distributor's records will be made at the discretion of District officials at any time. The Distributor agrees to make available to the District or its agent any and all information including original invoices from the Distributor's suppliers. Audits will take place at the Distributor's place of business. The District will give the Distributor 21 days' notice of an audit to allow the Distributor to gather and assemble records. Audits can be made for as few as one item or as many as 35 items. If the Distributor refuses such audit inspection to the District, the District may immediately cancel the contract.
9. The Distributor certifies that this RFP is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a RFP for the same materials, supplies, or equipment and is, in all respects, fair and without collusion or fraud. The Distributor understands that collusive bidding is a violation of federal law and can result in fines, prison sentences, and civil damage awards. The Distributor further agrees to abide by all conditions of this Proposal.
10. Prohibition against conflicts of interest, gratuities, and kickbacks. "Any employee or any official of the District, elective or appointive, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate percentage of contract, money or other things of value, as in inducement or intended inducement, in the procurement of business, or the giving of business, for, or to or from any person, partnership, firm, or corporation offering, submitting pricing for, or in open market seeking to make sales to the District shall be deemed guilty of felony and upon conviction such person or persons shall be subject to punishment of a fine in accordance with state and/or federal laws".
11. Insurance – Distributor shall maintain all necessary and proper insurance for the duration of the work to be performed, including Comprehensive General Liability Insurance and Property Damage Insurance, Workers Compensation Insurance, and Automobile Liability Insurance. Distributor shall provide certificates of insurance and will name the districts as additional insured. Should any required insurance be cancelled before the expiration date, the issuing company will mail 30-days written notice to the School.
12. Schools participating in the National School Lunch Program are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic products are those that are produced in the United States and those that are processed in the United States substantially (at least 51 percent) using agricultural commodities produced in the United States.

I, the undersigned, hereby certify that I am a duly authorized agent to submit this RFP for consideration and acknowledge that all 19 total pages of the RFP document, plus 2 market basket forms, have been received and agree to the terms contained therein.

Acknowledge receipt of the Addendum Documents being incorporated in the RFP:

Addendum No. \_\_\_\_\_ Received \_\_\_\_\_ (date)

Addendum No. \_\_\_\_\_ Received \_\_\_\_\_ (date)

Addendum No. \_\_\_\_\_ Received \_\_\_\_\_ (date)

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_ (print or type your name)

DISTRIBUTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

INCORPORATED IN STATE OF: \_\_\_\_\_

The following documents must be submitted for a complete RFP package:

- \_\_\_\_\_ Written Documentation of Qualifications listed in paragraph 1.10
- \_\_\_\_\_ **3.03** Hard copy of Fixed Pricing Worksheet
- \_\_\_\_\_ **3.04** Hard copy of Market Basket Evaluation Form
- \_\_\_\_\_ RFP Form –Part 4, all 6 sections (use additional paper if necessary)
- \_\_\_\_\_ Signed Acceptance – Part 5
- \_\_\_\_\_ Portable storage device with completed pricing worksheets 3.03 (Fixed Pricing) and 3.04 (Market Basket Proposal), including vendor name at the end of the file name
- \_\_\_\_\_ Signed Addendum 1 (if applicable)
- \_\_\_\_\_ Signed Addendum 2 (if applicable)
- \_\_\_\_\_ Signed Addendum 2 (if applicable)

# Admin Minnesota

Office of State Procurement

Room 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155; Phone: 651.296.2600, Fax: 651.297.3996  
Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

## CONTRACT RELEASE: B-287(5)

**DATE:** JUNE 1, 2022

**PRODUCT/SERVICE:** BAKERY PRODUCTS, FRESH NOT FROZEN, FOR STATE FACILITIES, AGENCIES, AND COOPERATIVE PURCHASING VENTURE (CPV) MEMBERS

**CONTRACT PERIOD:** JUNE 1, 2022, THROUGH MAY 31, 2024

**EXTENSION OPTIONS:** UP TO 36 MONTHS

**ACQUISITION MANAGEMENT SPECIALIST /BUYER (AMS):** KATHRYN KEMERLEY

**PHONE:** 651.201.3171    **E-MAIL:** [Kathryn.Kemerley@state.mn.us](mailto:Kathryn.Kemerley@state.mn.us)    **WEB SITE:** [www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)

CONTRACT VENDOR	CONTRACT NO.	TERMS	DELIVERY
<b>BIMBO BAKERIES USA</b> 720 North Prior Avenue St. Paul, MN 55104 USA	<b>211935</b>	<b>NET 30</b>	<b>7 DAYS</b>

**VENDOR NO:** 0000901207

Scott Knoespel  
Operation Sales Leader/ PO Contact  
**OFFICE:** 612.839.6672  
**EMAIL:** [Scott.Knoespel@grupobimbo.com](mailto:Scott.Knoespel@grupobimbo.com)

Gary Daniels  
Zone Sales Leader  
**OFFICE:** 630.330.0412  
**EMAIL:** [gary.daniels@grupobimbo.com](mailto:gary.daniels@grupobimbo.com)

Jeff Wuczynski  
Food Service Sales Manager  
**OFFICE:** 312.213.5270  
**EMAIL:** [jeffery.wuczynski@grupobimbo.com](mailto:jeffery.wuczynski@grupobimbo.com)

Rosalie Szabo  
Bid coordinator  
**OFFICE:** 804.295.39328  
**EMAIL:** [Rosalie.Szabo@grupobimbo.com](mailto:Rosalie.Szabo@grupobimbo.com)

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**CONTRACT USERS.** This Contract is available to the following entities as indicated by the checked boxes below

- State agencies
- Cooperative Purchasing Venture (CPV) members
- Limited to the following entities only \_\_\_\_\_

**STATE AGENCY CONTRACT USE.** This Contract must be used by State agencies unless a specific exception is granted in writing by the AMS listed above.

**STATE AGENCY ORDERING INSTRUCTIONS.** Orders are to be placed directly with the Contract Vendor. State agencies should use a Contract release order (CRO) or a blanket purchase order (BPC). The person ordering should

Contract Release: X-XXX

include his or her name and phone number. Orders may be submitted via the route salesperson, fax or via web ordering. Customers, please note that the Vendor's website does not meet the State of Minnesota Digital Accessibility Standards and does not have text alternatives capabilities. The Contract Vendor will set up the user account for the ordering entity. To set up the web ordering user account and to obtain the login information, the ordering entity must provide their name, agency name, phone number and a business email to Bradley Levenhagen at [bradley.levenhagen@grupobimbo.com](mailto:bradley.levenhagen@grupobimbo.com). Once the user account is set up, the ordering entity can follow the Web Ordering. Link to the web ordering portal is: <https://orders.bbuconnect.com> and instruction on the account set up are at the link: [BBU Web Ordering Instructions](#).

**CONTRACT FEEDBACK.** If these commodities or service can be better structured to help you with your business needs, let us know. We solicit your comments and suggestions to improve all of our contracts so that they may better serve your business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to your entity, whether a state agency or CPV, please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

## SPECIAL TERMS AND CONDITIONS

**SCOPE.** The Contractor provide Fresh Bakery Products to State Government Facilities, State Agencies, and Cooperative Purchasing Venture (CPV) Members (hereinafter referred to as "Customers" or "Ordering Entities"). The contract excludes frozen bakery products. The Contractor will deliver fresh bakery products to each ordering entity within the agreed upon time. There are no minimum orders required. Customers will determine which food products they will order and their delivery schedule. The delivery locations are within the borders of the State of Minnesota

The Contractor must provide a variety of nutritious fresh bakery products of premium quality to Customers on as needed basis. Once customers determine the items they will include on their standard delivery schedule, stock items will not be permitted to remain out of stock with any frequency or regularity. All product(s) delivered must meet all State and Federal requirements for food products for human consumption. The State reserves the right to request additional items to be added to the Contract to best serve the changing needs of its customers.

### EXHIBIT C: SPECIFICATIONS, DUTIES, AND SCOPE OF WORK

<http://www.mmd.admin.state.mn.us/pdf/ExhibitCSpecificationsDutiesandScopeofWorkContractNo.211935.pdf>:

**PRICES.** Prices are firm through the initial period of the contract. After that period, prices may increase once a year. Price increases are not effective until they are approved by the AMS. **NOTE:** At no time should the ordering entity pay more than the Contract price. Agencies must contact the AMS immediately and fill out a [Vendor Performance Report](#) if there is a discrepancy between the price on the invoice and the Contract price.

**FREIGHT (FOB).** All shipments are FOB Destination, with freight charges prepaid and allowed (the Contract Vendor is **not** allowed to invoice freight charges.)

**DELIVERY:** Contractor must be able to receive Customer orders and deliver within 7 days. No deliveries will be made on Wednesdays or Sundays. The Contractor must discuss order deadlines with each Customer to ensure compliance with meeting expected delivery dates and time.

### SWIFT LINE:

**LINE 01** is a group line for all items on the Price Schedule. **UNSPSC CODE:** 50000000

### VERIFYING THE CONTRACT PRICES.

The following information explains the method(s) for calculating and/or confirming the contract prices.

\_\_\_\_\_ The Contract(s) was executed with FIXED PRICING. The pricing offered must match or be lower than that detailed herein.

Contract Release: X-XXX

**Only accept contract vendor quotes that provide itemized contract pricing (lump sum price quotes must be rejected and reworked by the Contract Vendor to show itemized State contract pricing).**

**Prior to accepting an order and/or issuing payment on an invoice, inspect the goods and/or deliverables to ensure they match both the terms and pricing of the contract.**

[Link to Sample Invoice:](#)

[Link to Sample Quote:](#)

**EXHIBIT D PRICE SCHEDULE, CONTRACT NO. 211935**

[Link to Exhibit D Price Schedule](#)

Contact the AMS/Buyer detailed herein to report any pricing discrepancies or for assistance in confirming/calculating contract pricing.

**REVISIONS.**



Child Nutrition Office

1897 Delaware Avenue  
Mendota Heights, MN 55118  
P 651-403-7320 | F 651-452-1993  
www.isd197.org

April 3, 2023

Renee Parks  
Bid Department Manager  
Upper Lakes Foods, Inc.  
801 Industry Avenue  
Cloquet, MN 55720

Dear Ms. Parks,

The Independent School District 197 School Board awarded the 2023-2024 Prime Vendor – School Food contract to Upper Lakes Foods on March 20, 2023. This letter serves as documentation of the awarded contract for July 1, 2023 through June 30, 2024 to Upper Lakes Foods as the Prime Vendor – School Food distributor to the following school districts: Stillwater ISD #834, Mahtomedi ISD #832, Hastings ISD #200, Burnsville ISD #191, Inver Grove Heights ISD #199, South St. Paul SSD #6, South Washington County ISD #833, and West St. Paul ISD #197.

The undersigned hereby acknowledges that they have read and understand the terms, conditions, requirements, and specifications as outlined in the original submitted proposal documents opened on February 21, 2023. Upper Lakes Foods acknowledges that the original submitted proposal documents constitute a contract with West St. Paul Schools and joint powers member districts.

Sincerely,

Brian Schultz  
Director of Business Services  
West St. Paul Schools

Accepted By:

Name: Renee Parks

Signature: Renee Parks

Date: 4/10/2023



# Hastings Public Schools

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

BRIDGE TO SUCCESS

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DATE: June 28, 2023  
TO: ISD #200 School Board  
FROM: Brittney Hirschauer, Director of Food and Nutrition Services  
SUBJECT: Prime Food Service Vendors Recommendation 2023-2024

Recommendation to approve the 2023-2024 Bids for Food Service Vendors

- Bix Produce
- Bimbo Bread
- Hasting Creamery

The district participates in the Big 8 Buying Group. District's include West St Paul, Burnsville, Stillwater, Mahtomedi, Inver Grove Heights, South St Paul, South Washington County and Hastings. West St Paul collects and approves all bids for vendors for the group with district input. The Big 8 Buying Group allows Hastings to leverage the buying power of the group and ultimately receive better pricing than we would receive individually.

## Vendors

- Bix
  - Primary produce vendor for many years
  - Excellent customer service including weekly market update reports
  - High product quality
  - Main produce vendor for Minnesota schools
- Bimbo
  - Primary bread vendor for many years
  - Great product and customer service
  - Only bread vendor that responded to the RFP, due to strict USDA regulations for schools
- Hastings Creamery
  - Local company utilizing local dairy farmers
  - Allowed to use their equipment when needed
  - Can pick up dairy items whenever needed
  - No change in pricing from last year
  - Bulk milk option available (Big 8 vendor does not offer this option)

There are no significant changes with these recommendations. We are continuing to use the same vendors we have in the past, Bix and Bimbo did not have price increases since they were two year contracts. If for any reason, Hastings Creamery is unable to supply milk next year, the district would reach out to the Big 8 milk vendor to be potentially added to that contract.

---



# Hastings Creamery LLC

1701 Vermillion St.

P.O. Box 217

Hastings, MN 55033

Phone: (651) 437-9414

## Hastings School District 2023-2024

Prices quoted are based on May 2023 pricing.

<u>Product</u>	<u>May 2022</u>
1% ½ pints	\$0.2751 per unit
Skim ½ pints	\$0.2580 per unit
Chocolate Skim ½ pints	\$0.2781 per unit
Lactose Free Skim ½ pints	\$0.7188 per unit
Chocolate 1% Pints	\$0.8035 per unit
2% Gallons	\$4.5980 per unit
1% Gallons	\$4.2877 per unit
Skim Gallons	\$3.9809 per unit
5# Cottage cheese	\$15.7320 per unit
5# Sour Cream	\$13.2960 per unit
5# Yogurt	\$9.00 per unit
5# Greek Yogurt	\$9.90 per unit
1% 5 Gallon Bags	\$21.3775 per unit
Skim 5 Gallon Bags	\$19.7800 per unit
Chocolate Skim 5 Gallon Bags	\$23.5789 per unit
Chocolate 1% 5 Gallon Bags	\$24.2039 per unit

Lactose 8oz new pack size is 24ct

Prices change monthly based on the attached escalator.

F A R M S™



# Hastings Creamery LLC

1701 Vermillion St.

P.O. Box 217

Hastings, MN 55033  
9414

Phone: (651) 437-9414

## Milk Escalator Clause School Year 2023-2024

### **Class 1 price for 3.5% Milk: April 2023**

**\$23.44 per cwt.**

The information below is based on the cost of skim milk and butterfat announced by the Federal Order Market 30 and over-order premiums charged for raw milk.

### **Skim Milk cost for: April 2023**

**\$14.25 per cwt.**

Prices will increase or decrease in the cost of skim milk, prices will adjust at the following rates.

Item	Whole	2%	1%	Skim
Gallon	.00864/Gal.	.00864/Gal.	.00864/Gal.	.00864/Gal.
Half Gallon	.00432/64oz	.00432/64oz	.00432/64oz	.00432/64oz
½ Pint	.00054/8oz.	.00054/8oz.	.00054/8oz.	.00054/8oz.
Half n Half Quart	\$0.00216			

### **Butterfat cost for: April 2023**

**\$2.7676 per pound**

Prices will increase or decrease in the cost of butterfat, prices will adjust at the following rates.

Item	Whole	2%	1%	Skim
Gallon	.02864/Gal	.01744/Gal	.00864/Gal	.00096/Gal
Half Gallon	.01432/64 oz.	.00872/64 oz.	.00432/64 oz.	.00048/64 oz.
½ Pint	.00179/8oz.	.00109/8oz.	.00054/8oz.	.00006/8oz.
Half n Half Quart	\$0.0231			

**Cultured Products:** The following items will adjust based on the Class 2 Mover from the Fed Milk Market order 30 advanced price

	<b>Skim</b>	<b>Butterfat</b>
Low Fat Yogurt	\$0.01/lb.	\$0.004/lb.
Low Fat Cottage Cheese	\$0.022 /5 lb.	\$0.01 /lb.
Regular Sour Cream	\$0.02/ 5 lb.	\$0.03/lb.

All additional items purchased would be at our wholesale prices.



## 201 LEGAL STATUS OF THE SCHOOL BOARD

### I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

### II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

### III. DEFINITION

“School board” means the governing body of the school district.

### IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of ~~a six elected directors, or~~ seven elected directors. ~~if the school board has submitted the question to the electors and a majority have approved a seven-member school board.~~ The term of office is four years.
- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex-officio member.

- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

## **V. POWERS AND DUTIES**

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
  - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
  - 2. conduct the business of the schools and pay indebtedness and proper expenses;
  - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
  - 4. provide services to promote the health of its pupils;
  - 5. provide school buildings and erect needed buildings;
  - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
  - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
  - 8. employ and discharge necessary employees and contract for other services;
  - 9. provide for transportation of pupils to and from school, as governed by

statute; and

10. procure insurance against liability of the school district, its officers, and employees.

F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

**Legal References:** Minn. Stat. § 123A.22 (Cooperative Centers)  
Minn. Stat. § 123B.02 (General Powers)  
Minn. Stat. § 123B.09 (~~Board of Independent School Districts~~  
~~School Board Powers~~)  
Minn. Stat. § 123B.14 (~~Officers of Independent School Districts~~  
~~Officers~~)  
Minn. Stat. § 123B.23 (Liability Insurance)  
Minn. Stat. § 123B.49 (Co Curricular and Extracurricular Activities;  
Insurance)  
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non Curricular  
Purposes)  
Minn. Stat. § 123B.85 (Definition)  
*Jensen v. Indep. Consol. Sch. Dist. No. 85*, 160 Minn. 233, 199 N.W. 911  
(1924)

**Cross References:** ~~ISD 200MSBA/MASA—Model~~ Policy 101 (Legal Status of the School

District)

~~ISD 200MSBA/MASA Model~~ Policy 202 (School Board Officers)

~~ISD 200MSBA/MASA Model~~ Policy 203 (Operation of the School Board  
-Governing Rules)

~~ISD 200MSBA/MASA Model~~ Policy 205 (Open Meetings and Closed  
Meetings)

~~MSBA Service Manual, Chapter 1, School District Governance, Powers  
and Duties~~¶

*Policy Reviewed: 02.19.2020*

*Policy Adopted: 02.26.2020*

*Policy Revised:*



## 202 SCHOOL BOARD OFFICERS

### I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

### II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

### IV. OFFICER'S RESPONSIBILITIES

- A. Chair
  - 1. The chair, when present, shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.

2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with ~~Minnesota Statutes section Minn. Stat. §~~ 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
  - a. File with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. Make and transmit to the commissioner certified reports, showing:
    - (1) Revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - (2) Length of school term and enrollment and attendance by grades; and
    - (3) Other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.

5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
  - a. Visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. Recommend to the school board employment and dismissal of teachers;
  - c. Annually evaluate each school principal assigned responsibility for supervising a school building within the district;
  - d. Superintend school grading practices and examinations for promotions;
  - e. Make reports required by the commissioner; and
  - f. Perform other duties prescribed by the school board.

**Legal References:** Minn. Stat. § 123B.12 (~~Insufficient Funds to Pay Orders~~)(~~Finance~~)  
 Minn. Stat. § 123B.14 (~~Officers of Independent School Districts~~)(~~Officers~~)

Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 126C.17 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)

***Cross References:*** ~~ISD 200 MSBA/MASA Model~~ Policy 101 (Legal Status of the School District)  
~~ISD 200 MSBA/MASA Model~~ Policy 201 (Legal Status of the School Board)  
~~ISD 200 MSBA/MASA Model~~ Policy 203 (Operation of the School Board – Governing Rules)  
~~MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties~~

*Policy Reviewed:* 02.19.2020  
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*Policy Revised:*



## 203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

### I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

### II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

### III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A. and B., above.

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (~~Boards of Independent School Districts~~)(~~School Board Matters~~)  
Minn. Stat. § 123B.14 (~~Officers of Independent School Districts~~)(~~Officers~~)

#### **Cross References:**

*Policy Reviewed:* 02.19.2020

*Policy Adopted:* 02.26.2020

*Policy Revised:*



## 203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

### I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

### II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To ensure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To ensure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

### III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second

or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

**Legal References:** Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)  
Minn. Stat. § 122A.40 (Employment Contracts, Termination)  
Minn. Stat. § 123B.09, Subds. 6 and 7 (~~School Board Powers~~)  
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)

Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)  
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)  
Minn. Stat. § 471.88 (Exceptions)

***Cross References:*** ~~ISD 200 MSBA/MASA Model~~ Policy 203 (Operation of the School Board – Governing Rules)  
~~ISD 200 MSBA/MASA Model~~ Policy 204 (School Board Meeting Minutes)  
~~ISD 200 MSBA/MASA Model~~ Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
~~ISD 200 MSBA/MASA Model~~ Policy 207 (Public Hearings)

*Policy Reviewed: 02.19.2020*

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*Policy Revised:*



~~MSBA/MASA Model Policy 204~~

~~Orig. 1995~~

~~Rev. 2008~~

## 204 SCHOOL BOARD MEETING MINUTES

### I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

### III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk or designee shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal or meeting minutes kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

#### B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:

- a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
  - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
  - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
  - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
  - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
  - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
  - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
  - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

- a. The date of the closed meeting;
  - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
  - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3 above.

#### **IV. PUBLICATION OF OFFICIAL PROCEEDINGS**

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

**Legal References:** Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 10 (**Boards of Independent  
School Districts Publishing Proceedings**)

Minn. Stat. § 123B.14, Subd. 7 (~~Officers of Independent School Districts~~Record of Meetings)  
Minn. Stat. § 331A.01 (Definition)  
Minn. Stat. § 331A.05, Subd. 8 (~~Form of Public Notices~~Notice Regarding Published Summaries)  
Minn. Stat. § 331A.08, Subd. 3 (~~Computation of Time~~Publication of Proceedings)  
Op. Atty. Gen. 161-a-20, December 17, 1970  
*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W.2d 428 (1956)

**Cross References:** ISD 200 ~~MSBA/MASA Model~~ Policy 205 (Open Meetings and Closed Meetings)  
~~MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties~~

*Policy Reviewed:* 11.18.2021  
*Policy Adopted:* 11.23.2021  
*Policy Revised:*



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

### **I. PURPOSE**

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

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

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

### **III. DEFINITION**

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

### **IV. PROCEDURES**

A. Meetings

1. Regular Meetings

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

2. Special Meetings

a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.

d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.

e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require

immediate consideration.

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

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

8. Meetings Conducted by Interactive Technology

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

B. Votes

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

C. Written Materials

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

D. Open Meetings and Data

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

E. Closed Meetings

1. Labor Negotiations Strategy
  - a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor

negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).

- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be ~~shall be~~ tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of Allegations or Charges

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

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the

recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

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

6. Dismissal Hearing

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

7. Coaches; Opportunity to Respond

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

regular school board meeting.

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

8. Meetings to Discuss Certain Not Public Data

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

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

9. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) To determine the asking price for real or personal property to be sold by the school district;
  - (2) To review confidential or nonpublic appraisal data; and
  - (3) To develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of

the closed meeting.

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

10. Security Matters

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

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

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

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)¶¶
- Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)  
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)  
~~Coaches, Opportunity to Respond~~  
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)  
~~(Teacher Discharge Hearing) ¶¶~~  
Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)  
~~(Labor Negotiations)~~  
Minn. Rules Part 5510.2810 (Petition for Mediation)  
~~(Bureau of Mediation Services)~~  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)  
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)  
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)  
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)  
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)  
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:*** ~~ISD 200 MSBA/MASA Model Policy~~ 204 (School Board Meeting Minutes)  
~~ISD 200 MSBA/MASA Model Policy~~ 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
~~ISD 200 MSBA/MASA Model Policy~~ 207 (Public Hearings)  
~~ISD 200 MSBA/MASA Model Policy~~ 406 (Public and Private Personnel Data)  
~~ISD 200 MSBA/MASA Model Policy~~ 515 (Protection and Privacy of Pupil Records)  
MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)

*Policy Reviewed:* 02.08.2022  
*Policy Adopted:* 02.26.2020  
*Policy Revised:* 02.23.2022



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

### **I. PURPOSE**

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

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

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

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

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

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

vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.

- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

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

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

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

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

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

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

**Legal References:** Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)

Minn. Stat. § 123B.195 (Board Member’s Right to Employment)

Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)

Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)

Minn. Stat. § 471.89 (Contract, When Void)

Op. Atty. Gen. 437-A-4, March 15, 1935

Op. Atty. Gen. 90-C-5, July 30, 1940

Op. Atty. Gen. 90-A, August 14, 1957

**Cross References:** ~~ISD 200 MSBA/MASA Model~~ Policy 101 (Legal Status of the School Board)  
~~ISD 200 MSBA/MASA Model~~ Policy 209 (Code of Ethics)

*Policy Reviewed:* 08.11.2022

*Policy Adopted:* 04.22.2020

*Policy Revised:*



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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. CIVIL ACTIONS

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

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

C. Data Practices

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

D. Service of Subpoenas

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

E. Leave to Testify

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

#### IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

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

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

B. Students

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

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (~~Minnesota Statutes section 260E.22~~~~Minn. Stat. Ch. 260E~~), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

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

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or

named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)  
Minn. Stat. § 123B.25(b) (~~Legal Actions Against Districts and Teachers~~  
~~Actions Against Teachers~~)  
Minn. Stat. § 260E.22 (Interviews)  
Minn. Stat. § 466.07, Subd. 1 (Indemnification)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 1983 (Civil Action for ~~Deprivation of Rights~~  
~~Depriving Rights~~)  
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)  
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)  
*Dyppress v. School Committee of Boston*, 446 N.E.2d 1099 (Mass. App. Ct. 1983)  
*Wood v. Strickland*, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

**Cross References:** ~~ISD 200 MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~  
~~ISD 200 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)~~  
~~ISD 200 MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)~~  
~~ISD 200 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)~~  
~~ISD 200 MSBA/MASA Model Policy 506 (Student Discipline)~~  
~~ISD 200 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)~~

*Policy Reviewed:* 02.08.2022  
*Policy Adopted:* 02.26.2020  
*Policy Revised:* 02.23.2022



## **213 SCHOOL BOARD COMMITTEES**

### **I. PURPOSE**

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

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

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

### III. APPOINTMENT OF COMMITTEES

- A. The school board appoints standing committees at the School Board Organizational meeting held in January every year.
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

### IV. ~~PROCEDURES FOR SCHOOL BOARD COMMITTEES~~ GUIDELINES

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

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)

**Cross References:** ~~ISD 200 MSBA/MASA Model~~ Policy 201 (Legal Status of the School Board)  
~~ISD 200 MSBA/MASA Model~~ Policy 203 (Operation of the School Board –Governing Rules)  
~~MSBA Service Manual, Chapter 13,~~ School Law Bulletin  
“C” (Minnesota’s Open Meeting Law)

*Policy Reviewed:* 03.01.2022

*Policy Adopted:* 09.22.2021

*Policy Revised:* 03.23.2022



## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

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

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (~~Boards of Independent School Districts~~~~School Board Member Training~~)  
 Minn. Stat. § 471.661 (Out-of-State Travel)  
 Minn. Stat. § 471.665 (Mileage Allowances)  
 Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
 Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

**Cross References:** ~~ISD 200MSBA/MASA Model~~ Policy 212 (School Board Member Development)  
~~ISD 200MSBA/MASA Model~~ Policy 412 (Expense Reimbursement)

*Policy Reviewed: 02.19.2020*

*Policy Adopted: 09.22.2021*

*Policy Revised:*



## **722 PUBLIC DATA REQUESTS**

### **I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

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

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100 - 1205.2000 in responding to requests for public data.

### **III. DEFINITIONS**

#### **A. Government Data:**

“Government Data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

#### **B. Inspection**

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

#### **C. Public Data**

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

#### **D. Responsible Authority**

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of

data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

**IV. REQUESTS FOR PUBLIC DATA**

A. All requests for Public Data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows.

1. The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or
  - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
    - i. If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requester of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
    - ii. Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
  - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
  3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
  4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requester (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requester of the following:
  1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## VI. COSTS

### A. Public Data

1. The school district will charge for copies provided as follows:
  - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
  - b. More than 100 pages or copies of other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
    - i. The actual cost of retrieving and making copies includes employee time, the cost of the materials onto which the data is copied and mailing costs (if any).
    - ii. Also, if the school district does not have the capacity to make the copies, retrieve the information, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.

### B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including

computers and microfilm systems;

- b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

VII. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

**The Data Practices Contact is the Director of Human Resources**

***Legal References:***

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

***Cross References:***

Minn. Stat. 13.025 (Government Entity Obligation)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Policy Reviewed: 11/18/2020  
Policy Revised: 01.25.2023  
Policy Adopted: 06/19/2019



## 516 STUDENT MEDICATION

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. REQUIREMENTS

#### A. CONSENT TO GIVE MEDICATIONS

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

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

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

#### B. MEDICATION CONTAINERS

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

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

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

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

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

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

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

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

### **E. NARCAN**

The District will obtain and possess Narcan (naloxone) to be maintained and administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an opioid overdose.

1. Minnesota Statute (604A.04) "Good Samaritan Overdose Protection" allows for "A person who is not a healthcare professional who acts in good faith in administering an opiate antagonist to another person whom the person believes in good faith to be suffering an opioid overdose is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act."
2. In accordance with this statute, the individual who is seeking assistance and the individual who is experiencing an overdose have a limited immunity from prosecution.
3. The District will obtain a standing order for Narcan (naloxone) by a licensed medical prescriber and update as needed.
4. Stock Narcan (naloxone) will be clearly labeled and stored in a secured location that is accessible by trained staff.
5. Health Services and School Administration will identify appropriate staff to be

trained annually at each school site.

## F. EPINEPHRINE

The District will obtain and possess Epinephrine to be maintained and administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an anaphylactic reaction.

1. Minnesota Statute (604A.01) “Good Samaritan Law” allows a person at the scene of an emergency who knows that another person is exposed to or has suffered grave physical harm shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the exposed person. Reasonable assistance may include obtaining or attempting to obtain aid from law enforcement or medical personnel. ~~Minnesota Statute 604A.01? <https://www.revisor.mn.gov/statutes/cite/604A.01> Minnesota Statute (604A.04) “Good Samaritan Overdose Protection” allows for “A person who is not a healthcare professional who acts in good faith in administering an opiate antagonist to another person whom the person believes in good faith to be suffering an opioid overdose is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act.”~~
2. ~~In accordance with this statute,~~ The individual who is seeking assistance and the individual who is experiencing an anaphylactic reaction have a limited immunity from prosecution.
3. The District will obtain a standing order for Epinephrine by a licensed medical prescriber and update as needed.
4. Stock ~~Narcan (naloxone)~~ and Epinephrine will be clearly labeled and stored in a secured location that is accessible by trained staff.
5. Health Services and School Administration will identify appropriate staff to be trained annually at each school site.

## IV. SPECIFIC EXCEPTIONS

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

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

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

1. the school district has received a written authorization from a licensed prescriber and parent permitting the student to self-administer the medication;
2. the inhaler is properly labeled for that student; and
3. the parent has not requested school personnel to administer the medication to the student.

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

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

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

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

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

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

its active ingredients.

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

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

- a. the school district has received a written authorization from a licensed prescriber and the parent permitting the student to self-administer/carry the medication;
- b. the non-syringe injector of epinephrine is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

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

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

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

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

- G. The school district reserves the right to not administer any medication that is not recommended or whose dosage exceeds recommended levels as noted in designated drug reference resource.
- H. "Parent" for students 18 years old or older is the student.

***Legal References:*** Minn. Stat. § 120A.00 (Admission to Public School)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)  
Minn. Rules Chapter 3501 (Graduation Standards)

***Cross References:*** ~~ISD 200MSBA/MASA Model~~ Policy 603 (Curriculum Development)  
~~ISD 200MSBA/MASA Model~~ Policy 604 (Instructional Curriculum)  
~~ISD 200MSBA/MASA Model~~ Policy 605 (Alternative Programs)  
~~ISD 200MSBA/MASA Model~~ Policy 707 (Transportation of Public School Students)

*Policy Reviewed: 02.08.2022*

*Policy Adopted : 5/9/74*

*Policy Revised : 02.23.2022*



## 499 COVID-19 VACCINATION EMERGENCY TEMPORARY STANDARD: VACCINATION, TESTING, AND FACE COVERING POLICY

### I. PURPOSE

The school district has adopted this policy on mandatory vaccination to safeguard the health of its employees from the hazard of COVID-19. This policy complies with the Occupational Safety and Health Administration’s (“OSHA”) Emergency Temporary Standard on Vaccination and Testing (29 CFR Part 1910, Subpart U) (“ETS”).

### II. DEFINITIONS

For purposes of this policy, the following definition applies:

#### A. **“Fully vaccinated”** means:

- i. A person’s status two weeks after completing primary vaccination with a COVID–19 vaccine with, if applicable, at least the minimum recommended interval between doses in accordance with the approval, authorization, or listing that is:
  - a. Approved or authorized for emergency use by the U.S. Food and Drug Administration (“FDA”);
  - b. Listed for emergency use by the World Health Organization (“WHO”); or
  - c. Administered as part of a clinical trial at a U.S. site, if the recipient is documented to have primary vaccination with the active (not placebo) COVID–19 vaccine candidate, for which vaccine efficacy has been independently confirmed (e.g., by a data and safety monitoring board) or if the clinical trial participant at U.S. sites had received a COVID–19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO; or
- ii. A person’s status two weeks after receiving the second dose of any combination of two doses of a COVID–19 vaccine that is approved or authorized by the FDA, or listed as a two-dose series by the WHO (i.e., a heterologous primary series of such vaccines, receiving doses of different COVID–19 vaccines as part of one primary series). The second dose of the

series must not be received earlier than 17 days (21 days with a four-day grace period) after the first dose

B. **“COVID-19 test”** means a test for SARS-CoV-2 that is:

- i. Cleared, approved, or authorized, including in an Emergency Use Authorization (“EUA”), by the FDA to detect current infection with the SARSCoV-2 virus (e.g., a viral test);
- ii. Administered in accordance with the authorized instructions; and
- iii. Not both self-administered and self-read unless observed by the school district or an authorized telehealth proctor. Examples of tests that satisfy this requirement include tests with specimens that are processed by a laboratory (including home or on-site collected specimens which are processed either individually or as pooled specimens), proctored over-the-counter tests, point of care tests, and tests where specimen collection and processing is either done or observed by the school district.

C. **“Face covering”** means a covering that:

- i. Completely covers the nose and mouth;
- ii. Is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
- iii. Is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;
- iv. Fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- v. Is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

This definition includes clear face coverings or cloth face coverings with a clear plastic panel that, despite the noncloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker’s mouth or facial expressions to understand speech or sign language respectively.

### III. SCOPE

A. **Only in Effect if Legally Required.** This policy will only be in effect if OSHA or Minnesota OSHA are enforcing the ETS and the District or its employees could be subject to sanctions for noncompliance with the ETS. The school district will not

enforce the provisions of this policy if the ETS is expired, subject to a court order staying its implementation, or otherwise not legally binding on the school district.

- B. **Application to All Employees.** This policy applies to all employees of the school district, except for employees who do not report to a workplace where other individuals (such as students, coworkers, or visitors) are present; employees while working from home; and employees who work exclusively outdoors.
- C. **Application to Independent Contractors and Volunteers.** Independent contractors and volunteers are not considered school district employees for purposes of this policy. Independent contractors and volunteers will be required to comply with COVID-19 mitigation protocols established for building visitors.
- D. **Intersection with Other Policies and Procedures.** If this policy or any subsection of this policy conflicts with any other school district policy or procedure, this policy will be followed.

#### IV. VACCINATION

- A. **Employee Choice.** The school district is not imposing a vaccine mandate for its employees in order to comply with the requirements of the ETS. Employees may choose to be vaccinated against COVID-19. Any employee not fully vaccinated by January 4, 2022, or when the ETS is legally enforceable against the school district, whichever occurs later, will be subject to the weekly testing and face covering requirements of this policy until they become fully vaccinated. The face covering requirements set forth in this policy will begin on December 6, 2021, or when the face covering requirement in the ETS is legally enforceable against the school district, whichever occurs later. Weekly testing requirements set forth in this policy will begin on January 4, 2022, or when the testing requirements set forth in the ETS become legally enforceable against the school district, whichever occurs later.
- B. **Deadlines.** To be considered fully vaccinated by January 4, 2022, an employee must receive the final dose of a primary COVID-19 vaccination by no later than December 21, 2021. The January 4, 2022, deadline may be adjusted in order to coincide with the date the ETS becomes legally enforceable against the school district.
- C. **Vaccine Availability.** Employees are responsible for scheduling their own vaccination appointments. Employees may schedule a vaccination appointment through their own medical provider, local pharmacies, mass-vaccination clinics, community vaccination sites, or any other place where COVID-19 vaccines are offered. Information about vaccination locations is available through Minnesota's COVID-19 Response webpage at:  
<https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp>.
- D. **Time to Receive Vaccination.** The school district will provide a reasonable amount of time to each employee to receive their primary vaccination dose or doses. An employee may take up to four hours of paid duty time, at the employee's regular rate

of pay, per primary vaccination dose to travel to a vaccination site, receive a vaccination, and return to work. This means a maximum of eight hours of paid duty time for employees receiving two primary vaccine doses.

- i. If an employee spends less time getting the vaccine, only the amount of paid duty time needed for a primary vaccination appointment will be granted. Given the widespread availability of the COVID-19 vaccine in Minnesota, the school district expects that employees will schedule vaccination appointments in a way that minimizes the need to be absent from work.
- ii. Employees who take longer than four hours to get the vaccine must contact Human Resources immediately and must explain the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid. In that situation, the employee can elect to use accrued paid leave to cover the additional time needed to obtain a primary vaccination dose.
- iii. If an employee is vaccinated outside of their approved duty time, the employee will not be compensated.
- iv. The school district will not reimburse employees for transportation costs (e.g., gas money, train/bus fare, etc.) incurred to receive the vaccination.

E. **Time for Recovery.** The school district will provide reasonable time and paid sick leave to employees who are unable to work due to side effects experienced following any primary vaccination doses.

- i. The school district will provide no more than two days of paid leave per primary vaccination dose for employees who are unable to work due to vaccination side effects. Any request for additional leave will be governed by the school district's established procedures for requesting a medical leave.
- ii. Employees who have available accrued sick leave or other paid leave will be required to use their available accrued leave for recovery time. Employees who have no sick leave will be granted up to two days of paid sick leave immediately following each dose, if necessary for the employee to recover from side effects.
- iii. The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:
  - a. If an employee has available accrued leave, the employee must report the use of leave for vaccine side effects in the same manner as the employee would ordinarily report leave due to personal illness or other absences.

- b. If an employee does not have sufficient accrued sick leave, or other paid leave, to cover the time period needed to recover from side effects of the vaccination, the employee must notify their supervisor upon learning of the need for leave. The school district will provide up to two days of paid leave if the employee is unable to work due to side effects from a primary vaccination dose.

V. **REPORTING VACCINATION STATUS**

- A. **Obligation to Report.** All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination as set forth in this section. Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees who do not comply with this policy may be subject to discipline. Vaccination status information must be reported to the school district by the deadline set forth by school district administration. This deadline will be based on the date the ETS will be legally enforceable against the school district. In order to comply with this reporting requirement, employees must provide proof of their vaccination status, including whether they are fully or partially vaccinated. Acceptable forms of proof are outlined below. Employees who are not vaccinated must also report their vaccination status.
- B. **Reporting.** The superintendent will be responsible for developing a system through which employees will report their vaccination status.
- C. **Proof of Vaccination.** All vaccinated employees are required to provide proof of vaccination status, regardless of where they received their vaccination.
  - i. Acceptable “proof of vaccination status” includes:
    - a. The record of immunization from a health care provider or pharmacy;
    - b. A copy of a COVID-19 Vaccination Record Card;
    - c. A copy of medical records documenting the vaccination;
    - d. A copy of immunization records from a public health, state, or tribal immunization information system; or
    - e. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).
  - ii. Proof of vaccination generally should include the employee’s name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these

data fields, such as clinic site. In those circumstances, the school district will still accept the state immunization record as acceptable proof of vaccination

- iii. Employees may submit a physical copy of a vaccination record or employees may provide a digital copy, including, for example, a digital photograph, scanned image, or PDF of such a record that clearly and legibly displays the necessary vaccination information.
- iv. An employee who does not possess their COVID-19 vaccination record card (e.g. because it was lost or stolen) should contact their vaccination provider to obtain a new copy or other acceptable documentation of their vaccination status. If the employee is unable to produce acceptable proof of vaccination after contacting the vaccine provider, then they may attest to their vaccination as described below.
- v. In instances where an employee is unable to produce acceptable proof of vaccination status, the employee may submit a signed and dated statement by the employee:
  - a. Attesting to the employee's vaccination status (fully vaccinated or partially vaccinated);
  - b. Attesting that the employee has lost or are otherwise unable to produce proof of vaccination; and
  - c. Including the following language in the attestation: "I declare that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status should, to the best of their recollection, include the following information in their attestation: the type of vaccine administered; date(s) of administration; and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

- D. **Treated as Unvaccinated if No Proof or Attestation.** An employee who does not provide acceptable proof of vaccination status, or an attestation, is treated as not fully vaccinated for purposes of this policy.
- E. **Penalty for Providing False Information.** Employees are prohibited from knowingly supplying false statements or documentation regarding their vaccination status under 18 U.S.C. § 1001 and section 17(g) of the Occupational Safety and Health Act ("OSH Act"). Employees who violate those laws may be subject to criminal penalties.
- F. **Recordkeeping.** The school district will maintain a roster of each employee's vaccination status and maintain records of acceptable proof of vaccination for each

employee who is fully vaccinated or partially vaccinated. These records are considered to be employee medical records, and will be maintained in a confidential manner as required by law.

## VI. FACE COVERINGS

- A. **Mandatory if Not Fully Vaccinated.** Employees must comply with all district requirements for masking, as stated in the District’s Health and Safety Plan for the 2021-2022 school year. In addition, beginning Monday, December 6, 2021 or when the ETS is legally enforceable against the school district, whichever occurs later, any employee who is not fully vaccinated must wear a face covering over their nose and mouth while indoors at school or while in a school vehicle while occupied by any other passengers. Employees must replace their face covering if it becomes wet, soiled, or damaged (e.g., ripped, has holes, or has broken ear loops).
- B. **Exceptions to Face Covering Requirement.** Any employee who is not fully vaccinated does not have to wear a face covering:
- i. When the employee is alone in a room with floor to ceiling walls and a closed door;
  - ii. For a limited time while the employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements;
  - iii. When the employee is wearing a “respirator” or “facemask”, as defined by the ETS;
  - iv. Where the school district has advised the employee a face covering is not required because it has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee’s mouth for reasons related to their job duties, when the work requires the use of the employee’s uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee.)
- C. **Cost for Face Coverings.** Employees are generally responsible for acquiring their own face coverings. The school district will not pay or reimburse employees for any costs associated with acquiring their own face coverings.

## VII. COVID-19 TESTING

- A. **Test Requirement.** Beginning Tuesday, January 4, 2022 or the date on which the mandatory testing requirement in the ETS becomes legally enforceable against the school district, whichever occurs later, any employee who is not fully vaccinated must participate in weekly COVID-19 testing. Any employee who is not fully vaccinated and who reports to the workplace at least once every seven days:

- i. Must be tested for COVID-19 at least once every seven days; and
- ii. Must provide documentation of the most recent COVID-19 test result to the school district no later than the seventh day following the date on which the employee last provided a test result.

The superintendent is responsible for developing a protocol for employees to report COVID-19 test results and will communicate the protocol to all employees.

**B. Testing Following Longer Absences.** Any employee who is not fully vaccinated and who does not report to the workplace during a period of seven or more days:

- i. Must be tested for COVID-19 within seven days prior to returning to the workplace; and
- ii. Must provide documentation of that COVID-19 test result to the school district in the manner to be determined by the superintendent upon return to the workplace.

**C. Failure to Provide Test Result.** If an employee who is not fully vaccinated does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result and may be subject to disciplinary action.

**D. Exemption for Recent Infection.** Employees who are not fully vaccinated and who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

**E. Record of Testing.** The District will maintain a record of each test result provided by each employee under this policy. These records are considered to be employee medical records and will be maintained in a confidential manner as required by law.

**F. Cost of Testing.** The school district will not pay or reimburse employees for any costs associated with COVID-19 testing. The district may, however, provide testing kits to employees. Any costs associated with the purchase and processing of these test kits will be paid for by the district.

**G. Availability of Testing.** Employees may schedule their own testing appointments. Information about testing locations is available online at:  
<https://mn.gov/covid19/get-tested/testing-locations/index.jsp>.

## VIII. MANDATORY REPORTING OF COVID-19 DIAGNOSIS OR POSITIVE TEST

**A. Reporting and Removal from Workplace Following Positive Test.** Regardless of an employee's vaccination status:

- i. The school district requires all employees to promptly notify Mary Ellen Fox, Health Services Supervisor, when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider; and
- ii. The school district will immediately remove from the workplace any employee who receives a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider and keep the employee removed until the employee:
  - a. Receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to use a NAAT test for confirmatory testing;
  - b. Meets the return to work criteria in CDC’s “Isolation Guidance” (available online at [https://www.osha.gov/sites/default/files/CDC's\\_Isolation\\_Guidance.pdf](https://www.osha.gov/sites/default/files/CDC's_Isolation_Guidance.pdf)); or
  - c. Receives a recommendation to return to work from a licensed healthcare provider.

**B. Return to Work after Positive Test.** Under CDC’s “Isolation Guidance,” asymptomatic employees may return to work once ten days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- i. At least ten days have passed since symptoms first appeared, and
- ii. At least 24 hours have passed with no fever without fever-reducing medication, and
- iii. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If the CDC’s Isolation Guidance changes following the adoption of this policy, the school district will follow the current version of the guidance for purposes of this policy.

**C. Status of Leave After Positive Test.** The District will not provide any paid time off to any employee for removal from the workplace as a result of a positive COVID-19 test or diagnosis of COVID-19. Employees may use accrued paid leave to receive pay for their absences.

**D. Exposure to COVID-19.** Employees who are exposed to an individual with a confirmed case of COVID-19 will be subject to the quarantine protocols set forth in the school district’s overall COVID-19 mitigation strategy.

## IX. NEW HIRES

- A. All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as of the start date of their employment. Candidates for employment will be notified of the requirements of this policy following a job offer and prior to the start of employment.
- B. New employees must provide acceptable proof of vaccination prior to their first day of work. A new employee who cannot provide acceptable proof of vaccination must submit results from a COVID-19 test taken within the previous seven days prior to the employee's first day of work.

## X. EXEMPTIONS

- A. **Accommodations.** An Employee may be entitled to a reasonable accommodation from the District if the employee is unable to comply with the requirements of this policy because of a medical condition, disability, or a sincerely held religious belief, practice or observance.
- B. **Requests for Reasonable Accommodation.** Requests for reasonable accommodations must be initiated by the individual employee and submitted in writing to Cathy Moen, Director of Human Resources at [cmoen@ISD200.org](mailto:cmoen@ISD200.org).
- C. **Determination of Reasonable Accommodation.** Requests for reasonable accommodations will be addressed on a case-by-case basis by school administration.

## XI. QUESTIONS

- A. Questions regarding this policy should be directed to:

Cathy Moen  
Director of Human Resources  
1000 11<sup>th</sup> Street West  
Hastings, MN 55033  
651.480.7002  
[cmoen@ISD200.org](mailto:cmoen@ISD200.org)

## XII. DISSEMINATION OF THIS POLICY AND INFORMATION TO EMPLOYEES

- A. **Dissemination of Policy.** The superintendent will distribute a copy of this policy to all employees via the school district's e-mail system following its adoption.
- B. **Other Required Disclosures to Employees.** The ETS requires the District to provide the following information to employees:

The full text of OSHA's ETS is available online at:  
<https://www.federalregister.gov/documents/2021/11/05/2021-23643/covid-19-vaccination-and-testing-emergency-temporary-standard>.

The CDC has published information about COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated. This information can be accessed by visiting:  
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>.

Federal regulation, specifically 29 CFR § 1904.35(b)(1)(iv), prohibits the school district from discharging or in any manner discriminating against an employee for reporting a work-related injury or illness.

Section 11(c) of the OSH Act prohibits the District from discriminating against an employee for exercising rights under, or as a result of actions that are required by, the ETS. Section 11(c) also protects the employee from retaliation for filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act.

Federal law, specifically 18 U.S.C. § 1001 and of section 17(g) of the OSH Act, prohibits employees from knowingly supplying false statements or documentation in accordance with this Policy. Anyone who violates those provisions may be subject to criminal penalties.

*Policy Reviewed:* 12.08.2021  
*Policy Adopted:* 12.08.2021  
*Policy Revised:* 12.02.2021



## 102 EQUAL EDUCATIONAL OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment and discrimination of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits Discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521). ~~Information about the District's policies and procedures with respect to addressing complaints involving sexual harassment can be found in Policy 522. The District's Title IX grievance procedures are included with Policy 522.~~
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and the school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be

considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of member of all races and ethnicities; the provision of equipment and supplies, scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- ~~FE~~. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- ~~GD~~. Every school district employee shall be responsible for complying with this policy-  
~~conscientiously~~.
- ~~HE~~. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** ~~Policy 402 (Disability Nondiscrimination)~~  
ISD 200 Policy 413 (Harassment and Violence)  
ISD 200 Policy 521 (Student Disability Nondiscrimination)  
ISD 200 Policy 522 (Student Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process)

Reviewed: 09.22.2021  
Revised: 09.22.2021  
Adopted: 09.22.2021



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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

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

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance

through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device ~~excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.~~~~does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.~~

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

#### IV. EXCEPTIONS

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

## V. VAPING PREVENTION INSTRUCTION

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

## VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with

enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## VII. DISSEMINATION OF POLICY

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

**Legal References:** [Minn. Stat. § 120B.238 \(Vaping Awareness and Prevention\)](#)  
[Minn. Stat. §§ 144.411-144.417 \(Minnesota Clean Indoor Air Act\)](#)  
[Minn. Stat. § 609.685 \(Sale of Tobacco to Children\)](#)  
[2007 Minn. Laws Ch. 82 \(Freedom to Breathe Act of 2007\)](#)

**Cross References:** ~~[MSBA/MASA Model Policy 403 \(Discipline, Suspension, and Dismissal of School District Employees\)](#)~~  
[ISD 200MSBA/MASA Model Policy 506 \(Student Discipline\)](#)

*Policy Reviewed:* 02.08.2022

*Policy Adopted:* 06.24.2020

*Policy Revised:* 02.23.2022



## **506 STUDENT DISCIPLINE**

### **I. PURPOSE**

The purpose of this policy is to ensure that all members of the school community work collaboratively to create a safe, supportive, and equitable school climate through the use of positive discipline practices. Effective positive discipline stresses student self-direction, decision-making, and responsibility. Students have the right to be safe and free from threatening situations on school property, at school activities, and in district vehicles. Therefore, the school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

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

1. All students have the right to an education and the right to learn.
2. The School Board recognizes that individual responsibility and mutual respect are essential components of the educational process. Students must conduct themselves in an appropriate manner in order to maintain a climate where learning can take place with minimal interference.
3. The School Board believes that a positive and equitable learning environment is essential for students to thrive academically and developmentally.
4. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
5. The School Board recognizes that no policy will cover all situations. Therefore, the building administrator(s) or designee will make a determination of the violation and/or consequences/disciplinary action when student actions are not specifically addressed. All actions by an administrator/designee will be made on a case-by-case basis.

### **III. DEFINITIONS**

1. “Nonexclusionary disciplinary policies and practices” means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph ®; and 122A.627, clause (3).
2. “Pupil Withdrawl agreement means a verbal or written agreement between a school administrator or district administrator and a pupil’s parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the

withdrawal agreement cannot be for more than a 12-month period.

#### **IV. POLICY**

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
  - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
  - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
  - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

#### **V. AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to

carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to ~~correct~~ or restrain a student ~~or~~ to prevent ~~imminent~~ bodily harm or death to ~~the student~~ or another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to ~~correct~~ or restrain a student ~~to~~ prevent ~~imminent~~ bodily harm or death to ~~the student~~ or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student ~~to~~ prevent bodily harm or death to ~~the student~~ or another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to

the establishment of a positive atmosphere at events sponsored by the school district or held on school district property. See School Board Policy 903 (Visitors to School District Buildings and Sites) for additional information.

I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

**VI. STUDENT RIGHTS and RESPONSIBILITIES**

Hastings Public Schools strives to create a safe and welcoming place for all students. All of us help create this positive and respectful learning environment.

- A. While each school’s approach may differ in details, the table below offers a summary of the responsibilities we share to create a positive school and district culture:

	<b>Students</b>	<b>Parents/ Guardians</b>	<b>All Hasting Staff</b>
<b>Beliefs</b>	Believe that you have the capacity to be your best self. -Belief that you are important -Belief that you can do big things	Believe your child has the capacity to be their best self.	Believe staff have the capacity to support students in being their best selves.

Positive Relationships	Actively build and maintain positive relationships with staff and students.	Build and maintain a positive relationship with staff at the school.	Build and maintain positive relationships with all students and their families.
Respect	Respect yourself, the learning environment, other students, their parents/ guardians, families and all staff.	Respect and support the learning environment and emphasize the importance of being prepared for school.	Develop a learning community and a respectful environment that supports social-emotional and academic success.
Support	Ask for and accept help when you need assistance.	Ask for help when you need assistance. Advocate for your child through regular communication with school staff.	Regularly communicate with students and families. Support them when they ask for assistance.
Attendance	Go to school everyday on time,	Make sure your child arrives at school	Create a welcoming environment. Have

	ready to learn, and give your best effort.	everyday on time and prepared to learn.	high expectations for all students.
Expectations and Procedures	Learn and follow school expectations and procedures.	Learn and talk with your child about the expectations and procedures at their school.	Teach, model, and reinforce school expectations and procedures. Follow the school-wide discipline plan.
Technology Use	Use technology and equipment in a responsible way.	Review the technology agreement with your child.	Tailor instruction for student voice and choice within a technology rich learning environment.

Learn	Personalize your learning by bringing your creativity to your assignments.	Encourage your child's passion to learn and grow toward life-long learning.	Provide personalized, engaging and academically appropriate instruction, including culturally responsive teaching that represents and invites students' identities.
Safety	Conduct yourself in a manner to ensure your safety and the safety of others.	Contact your child's school if you observe or are aware of potentially unsafe activities or conditions.	Create and monitor safe conditions in the school environment.

B. In addition to collective expectations and responsibilities, specific student Rights, Opportunities and Responsibilities are outlined in the table below.

<b>Access to Records</b>
<p><b>Rights/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Students' parents/guardians and eligible students under federal law generally have the right to view their school records according to state and federal laws.</li> <li>• Students have the right to privacy regarding their school records. Any disclosure of information from student records will be consistent with legal requirements and policy established by the school district.</li> </ul> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Eligible students are responsible for following established building and district procedures regarding access to their school records.</li> </ul>
<b>Attendance and Tardiness</b>

**Rights/Opportunities**

- Absence or tardiness of students because of religious holidays and observances shall be recorded as excused absences or tardiness at the written request of the parent/guardian. For more details, see Board Policy 503.

**Responsibilities**

- Students and parents/guardians are responsible for following the school's attendance and tardiness rules and procedures.
- Students and parents/guardians are responsible for notifying the school (e.g., a written note, phone call) before an absence or upon returning to school after an absence.
- Students are responsible for following the school's procedures, i.e. obtaining a pass from a staff person, when late for class or if there is a need to leave class.
- Students and parents/guardians are responsible for notifying the school if the student must leave during the school day. For more details, see Board Policy 503.

**Equal Opportunity****Rights/Opportunities**

- Students have the right of equal opportunity, as allowed by law, to participate in all school activities and school education programs for which they are eligible.

**Responsibilities**

- Students are responsible for following the rules and procedures of the school-sponsored activity in which they, or others, participate. Students may not discourage, impede or prevent the participation of other students.

**Fair Treatment**

**Rights/Opportunities**

- Students have the right to due process, as defined in the Minnesota Pupil Fair Dismissal Act, when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.
- Students have the right to be informed of all applicable classroom and school rules, expectations and procedures.
- Students have the right to be treated respectfully by district employees and other students.
- Students have the right to be free from unreasonable physical contact from staff and other students. Reasonable force by staff to restrain or correct a student from injuring self or other persons, however, is allowable.

**Responsibilities**

- Students are responsible for responding to all directions or questions from staff and for following all laws, policies, rules and expectations that apply to them.
- Students should assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect
- Students are responsible for knowing and following all applicable classroom rules, expectations, and procedures.
- Students are responsible for treating all persons respectfully.
- Students are responsible for respecting the space and freedom of those around them.
- Students are expected to treat the property of others and the district responsibly.
- Students are responsible for refraining from using force or physical contact to inflict harm on another.
- Students are responsible for not engaging in conduct that threatens to physically or mentally injure themselves, other persons or property.

**Free Speech and Expression****Rights/Opportunities**

- Students have the right to free speech subject to certain Constitutional limitations.

**Responsibilities**

- Students are responsible for expressing opinions, publishing written materials and distributing literature in such a manner that is not libelous, obscene, discriminatory or sexually explicit; that does not contain references to alcohol, chemicals, tobacco, or other products that are illegal for use by minors; that does not interfere with the rights of others; that does not materially and substantially disrupt the atmosphere of learning in the school; and that follows school rules and procedures regarding time, place and manner.
- Permission of the school principal is required for distribution or posting of written materials.

**Gender Identity****Rights/Opportunities**

- Students have the right to be identified by their preferred name, pronoun, and asserted gender in school records, learning spaces, facilities, and extracurricular activities consistent with Board Policy and procedures. For more information see Board Policy 536.

**Responsibilities**

- Students must communicate with school staff if their school records are not reflective of their preferred name, pronoun, and/or gender identity.

- School record name and/or gender changes connected to gender identity require submitting updates to the placement office in accordance with Board procedures.

## **Learning and Academic Work**

### **Rights/Opportunities**

- Eligible resident students have the right to a free public education according to state and federal laws.
- Students have the right to attend school and gain an education as provided by law. Attendance at a particular school is a privilege, not a right. For more details, see Minnesota Statutes section 120A.36 at [revisor.mn.gov/statutes](http://revisor.mn.gov/statutes).
- Students have the right to attend school in a safe environment that is free from disruptive behavior by others. Students have the right to experience learning opportunities that reflect their cultural experiences in a non-racist, non-sex-biased, gender and disability fair manner. Students have the right to make up school work that was missed during any excused absence.
- When absent for an extended period as a result of a medical issue, students have the right to necessary home/hospital instruction as regulated by state guidelines.

### **Responsibilities**

- Students are responsible for daily attendance, for completing class assignments on time, and for bringing appropriate materials required for class use.
- Students are responsible for behaving in such a manner that supports learning for all, does not pose a potential or actual danger to themselves or others, and is not disruptive to the learning process for others.
- Students are responsible for respecting the cultural experiences shared by their peers.
- Students are responsible for obtaining and completing make-up work assigned for periods of absence.
- Avoid inaccuracies in publications.

## **Medications**

### **Rights/Opportunities**

- Students have the right to receive medications and medical procedures that must be administered during the school day in order for a student to attend school consistent with Board policy and procedure. For more information see Board policy 516.

### **Responsibilities**

- Families are responsible for communicating with the school nurse or other school staff about changes in medications or medical procedures when they must be administered during the school day.
- Students are responsible for cooperating with school staff regarding medications and medical procedures to be administered during the school day.

## **Non-Discrimination/Harassment-Free Environment**

**Rights/Opportunities**

- Students have the right to a learning environment free from discrimination, harassment and violence based on an individual's race, creed, sex, marital status, national origin, age, color, religion, familial status, status with respect to public assistance, sexual or affectional orientation, gender identity and expression, disability, or membership or activity in a local commission as defined by Minnesota Statutes section 363A.03.
- Students have a right not to be retaliated against for making good faith reports of discrimination, harassment, or violence.

**Responsibilities**

- Students are responsible for treating other students and district employees respectfully and in a manner that does not discriminate or harass an individual based on protected class.
- Students are responsible for reporting to staff (i.e., teacher or principal) incidents of bullying, discrimination, harassment, violence or retaliation that they have experienced or of which they are aware.

**Personal Property and Privacy****Rights/Opportunities**

- Students generally have a right of privacy in their persons and in their personal property on school district property and at school-sponsored or -associated events.
- According to Minnesota law, students have the right to use school-owned property (e.g., lockers, desks, iPads, ChromeBooks) for storing appropriate items of personal property with the understanding that all school- owned property is within the exclusive control of the school district and may be searched by school authorities for any reason, at any time, without permission, consent or requirement for a search warrant. For more details, see Minnesota Statutes section 121A.72, subd. 1 at [revisor.mn.gov/statutes/](http://revisor.mn.gov/statutes/).

**Responsibilities**

- Students must not bring onto school district property, or to school-sponsored or -associated events, any item or material that violates school district policy, school rules, or state or federal law, or that would cause, or tend to cause, a disruption or endanger the health or safety of students or other people. Items prohibited include, but are not limited to, stolen goods, weapons and lookalike weapons, and other illegal items.
- When reasonable suspicion exists to believe a student possesses prohibited items or that a search will uncover evidence of a violation of a school rule or of the law, school officials may conduct a reasonable search of a student's person or property.
- Students are responsible for keeping their lockers/desks in good condition and free of any items that are illegal or prohibited.
- The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. For more details, see Minnesota Statutes section 121A.72, subd. 1 at [revisor.mn.gov/statutes/](http://revisor.mn.gov/statutes/).
- Students must respect and maintain school property and the property of others.

## Pledge of Allegiance

### Rights/Opportunities

- Minnesota law requires all public schools to provide students the opportunity to recite the Pledge of Allegiance at least once a week (unless the School Board votes to waive this requirement).

### Responsibilities

- Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so, and students must respect another person's right to make that choice. For more details, see Minnesota Statutes section 121A.11, subd. 3(b) at [revisor.mn.gov/statutes/](http://revisor.mn.gov/statutes/)

## Police Interviews

### Rights/Opportunities

- Students have the right to be free from interview or interrogation by private parties, such as attorneys and private investigators, during the school day.
- Students have the right to be free from interview or interrogation during the school day by the Hastings Police Department unless the student's building administration determines it is unwise or unsatisfactory for the Hastings Police Department to contact the student outside of school.
- When interviewed during the school day by the Hastings Police Department, students have the right to be interviewed in private and with confidentiality and in the presence of the student's principal or the principal's designee, without interruption and without observance by other school personnel or students. For more details, see Board Policy 519.

## Student Dress

### Rights/Opportunities

- Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health or safety, causes an interference with school work or creates classroom or school disruption.

### Responsibilities

- Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, student dress cannot be a health and/or safety hazard, obscene, sexually explicit or discriminatory. Clothing that displays words or images that communicate a message that is racist, sexist, or otherwise derogatory is not permitted. Clothing that displays references to alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.
- Students are responsible for abiding by the school principal's mandated minimum standards of cleanliness and neatness. For more details, see Board Policy 504.

## Student Government

**Rights/Opportunities**

- Students have the opportunity to form and participate in student government that is open to all of the student body being represented. The purpose of the existence of student government is to represent and to be responsive to the needs of all students.

**Responsibilities**

- Students are responsible, when forming a student government, for establishing purposeful governing rules. The student government is responsible for communicating with the student body, faculty and administration, and for being aware of and complying with any school district policies affecting the student government procedures.

**Technology Usage and Safety****Rights/Opportunities**

- Students have the opportunity to access a variety of district technology resources in support of personalized learning.

**Responsibilities**

- Students are responsible for using the district technology resources, including iPads, properly and following all district and school rules and procedures.
- Students are responsible for respecting the privacy of other users, and not intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users without permission.
- Students are responsible for maintaining the security of the district technology resources and recognizing and honoring the intellectual property rights of others.
- Students are responsible for immediately disclosing inadvertent access of unacceptable materials or an unacceptable Internet site to an appropriate school district administrator.
- Students are responsible for using the district technology resources without making changes to device operating systems and security profiles or installing any apps other than those authorized by Hastings Public Schools.
- Students are responsible for ensuring that any digital content on district technology resources is school-appropriate.
- Unacceptable use of district technology resources, including e-mail and the Internet, may result in one or more of the following consequences: suspension or cancellation of use or access privileges, discipline under applicable district policies and procedures, or civil or criminal liability under applicable laws. For more details, see Board Policy 524.

**Transportation**

**Rights/Opportunities**

- When riding a school bus or van to or from school, a student has the right to a safe ride that is free from intimidation, threat, or harassment.
- Parents/Guardians and students have the right to be informed that transportation service is a privilege that is granted to a student contingent upon appropriate behavior. In accordance with Minnesota Statute
- § 121A.59, transportation is a privilege, not a right, for eligible students.

**Responsibilities**

- Students are responsible for adhering to the expected behaviors, set by the Board of Education, while on the school bus and while in school bus loading and unloading areas. Misbehaviors occurring on the school bus will be managed in accordance with the Administrative Procedures/Continuum of Response.
- Parents/Guardians of transported students are responsible for supervising their children until their children board the school bus in the morning and after their children leave the bus at the end of the school day.
- Students who are involved in serious or repeated incidents of unacceptable student conduct on the school bus or at the school bus stop may have their riding privileges suspended or revoked, including bus transportation for field trips.

- The parent or guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school and that the student arrives at school on time.
- Bus drivers and school staff are responsible for teaching, modeling and reinforcing positive behavioral expectations to all students.

**VI. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy; Opposition to authority using physical force or violence;
7. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy. ¶An American Indian student (MN 260.755, subd. 12) may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices (MN 144.4145);
8. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances. An American Indian student (MN 260.755, subd. 12) may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices (MN 144.4145);
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
10. Using, possessing, or distributing items or articles that are illegal or

harmful to persons or property including, but not limited to, drug paraphernalia;

11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district's Weapons Policy;
13. Violation of the school district's Violence Prevention Policy;
14. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
15. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
16. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
17. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school; Violation of any local, state, or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Violation of the school district's Internet Acceptable Use and Safety Policy;
20. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;~~Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;~~
21. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
22. Violation of parking or school traffic rules and regulations, including, but

not limited to, driving on school property in such a manner as to endanger persons or property;

23. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
24. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
25. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
26. Possession or distribution of slanderous, libelous, or pornographic materials;
27. Violation of the school district' Bullying Prohibition Policy;
28. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
29. Criminal activity;
30. Falsification of any records, documents, notes, or signatures;
31. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
32. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
33. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
34. Violation of the school district's Harassment and Violence Policy;

35. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
36. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
37. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
38. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
39. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
40. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
41. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy; Violation of the school district's one-to-one device rules and regulations;
42. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
43. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. RECESS AND OTHER BREAKS**

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior.

Recess detention does not include, among other things, providing alternative recess at the student's choice.

- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
  - 1. a student causes or is likely to cause serious physical harm to other students or staff;
  - 2. the student's parent or guardian specifically consents to the use of recess detention; or
  - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.¶

## VIII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. **The District will attempt non exclusionary discipline before any dismissal proceedings. Non-exclusionary options may be determined by each school. The actions in this section provide an non-exhaustive list of examples.** Hastings Public Schools works to ensure developmentally appropriate, age appropriate, and context appropriate interventions/consequences are applied as uniformly as possible. While the specific form

of discipline chosen in a particular case is solely within the discretion of the school district, the district has developed an Administrative Procedure-Continuum of Responses which establishes a range of intervention and consequence options commensurate with a violation of the Student Code of Conduct. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Restorative options defined as working with students in a manner that focuses on repairing harm, the impact of their behavior on the culture and community and maintaining relationships.
- C. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- D. Parent contact;
- E. Parent conference;
- F. Removal from class;
- G. In-school suspension;
- H. Suspension from extracurricular activities;
- I. Detention or restriction of privileges;
- J. Loss of school privileges;
- K. In-school monitoring or revised class schedule;
- L. Referral to in-school support services;
- M. Referral to community resources or outside agency services;

- N. Chemical health assessment
- O. Financial restitution;
- P. Referral to police, other law enforcement agencies, or other appropriate authorities;
- Q. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- R. Out-of-school suspension under the Pupil Fair Dismissal Act;
- S. Preparation of an admission or readmission plan;
- T. Saturday school;
- U. Expulsion under the Pupil Fair Dismissal Act;
- V. Exclusion under the Pupil Fair Dismissal Act; and/or
- W. Other disciplinary action as deemed appropriate by the school district.

**IX. REMOVAL OF STUDENTS FROM CLASS**

Removal from class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class period or activity period for a period of time not to exceed five (5) days after each occurrence, pursuant to this district discipline policy adopted by the school board. A class period or activity period is defined as a block of time devoted to one subject area or activity.

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior as appropriate by student developmental level based on each school’s discipline procedure and framework such as PBIS, Restorative Practices and Conscious Discipline. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student’s conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy.

Grounds for removal from class shall include any of the following:

- 1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

- C. Each building may develop a specific set of procedures for removing a student from class. However, when a building does not have such procedures, the general procedures outlined below, will be expected for staff to follow:

- If a student is removed from class, the teacher, principal, or other District employee will complete a report describing the student's behavior in accordance with the building level procedure.
- Teachers removing students from class are required to direct the student to the school office or other predesignated location and verify his or her arrival as soon as practicable. Teachers will determine whether a student needs to be accompanied to the office, and, if so, make the necessary arrangements.
- The administrator may, at his/her option, assign the student to supervision in another area specially designated for this purpose.
- The student will remain in the custody of the building administrator or his/her designee for the duration of the time prescribed.
- Students removed for more than one class period will receive assignments from the teachers to enable the student to keep up with his/her class work.

- D. Procedures for Return of a Student to a Class From Which the Student Was Removed.
1. The student may return to class after a conference with the appropriate administrator, teacher, and/or the parent(s)/Guardian(s). At the time of this conference, a plan of action will be established.
  2. Students removed from class will be required to examine and take measures to correct it. (Language specific to each building level framework of behavior interventions- best practices like PBIS, Restitution, Restorative practices).
- E. Procedures for Notification.
- Parents/guardians of students removed from class will be notified as soon as practicable of the rule violation that led to the removal, and any conditions for readmission.
  - Disabled Students; Special Provisions.
    - In cases involving students receiving special education services, appropriate special education staff will be notified of the removal to determine compliance with the student's IEP and to determine whether further assessment or change in the student's IEP is necessary
    - In cases involving students with suspected disability, the student assistance team or school counselor will be notified and the school's pre-referral intervention process will be followed.
- F. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. The District has established a chemical /alcohol abuse pre-assessment team (Student Support Teams or Student Intervention Teams) pursuant to Minnesota Statute 121A.26;
  2. The District has established teacher reporting procedures to the chemical/alcohol abuse pre-assessment team, pursuant to Minnesota Statute 121A.29
- G. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
1. During the enrollment process, schools will gather as much information from parent(s)/guardian(s) as possible to determine any pre-existing academic, behavioral, or attendance concerns.

2. School administrators will ensure the building is adequately supervised and that a system is in place for reporting behavior concerns, regardless of the time and day.
3. School administration will have a plan for reviewing attendance records on a regular basis and then act on the attendance concerns in accordance with the appropriate county truancy program.
4. Schools will establish a structure for teachers to discuss student behavior concerns that is clearly communicated and followed up by administration.
5. Schools must have a team including administration, counselors, the school nurse, and other staff as available to review student academic, attendance, behavior and social/emotional concerns.
6. Staff will intervene and support students early on as behavior concerns are surfacing.
7. Schools will work with chemical health support staff to assess student behavior and determine whether or not chemical issues are present.
8. In conjunction with the Special Education process, schools will have regularly scheduled meetings to consider whether students with academic, behavioral, or social/emotional concerns might need to be assessed for special education services.
9. A formal structure will be created to share information as students transition between schools and grades to assist in continuous support and intervention.
10. Schools will communicate with parent/guardian about academic progress and encourage parents/guardians to assist in identifying concerns.

## X. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to ~~Use nonexclusionary disciplinary policies and procedures~~~~provide alternative educational services~~ before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

### C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
  - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
  - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and

federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used

to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
6. ~~Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. The school administration shall implement alternative educational services when the suspension exceeds five (5) days.~~ Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except

where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented

to the extent that suspension exceeds five (5) days.

**E. PreK-3 Discipline**

1. Beginning the 2023-24 school year, MN Statute prohibits the suspension of any K-3 student for any reason. K-3 students may be “dismissed” for less than one school day
2. Expulsions and exclusions may be used only after non-exclusionary discipline has been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.
3. Non-exclusionary discipline must include one of the following:
  - a. collaborating with the pupil's family or guardian, child mental health consultant or provider, education specialist, or other community-based support;
  - b. creating a plan, written with the parent or guardian, that details the action and support needed for the pupil to fully participate in the current educational program, including a preschool or prekindergarten program; or
  - c. providing a referral for needed support services, including parenting education, home visits, other supportive education interventions, or, where appropriate, an evaluation to determine if the pupil is eligible for special education services or section 504 services.

**F. Expulsion and Exclusion Procedures**

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This

notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices~~alternative educational services~~ accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district ~~must~~ shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

## **XI. ADMISSION OR READMISSION PLAN**

A school administrator ~~must~~<sup>shall</sup> prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan ~~must~~<sup>may</sup> include measures to improve the student's behavior, ~~which may include~~<sup>including</sup> completing a character education program consistent with Minnesota Statutes section 120B.232, ~~subdivision~~<sup>Subd.</sup> 1, ~~social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions.~~ ~~The plan must include reasonable attempts to obtain~~<sup>and require</sup> parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

## **XII. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each ~~exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement~~<sup>student</sup> within thirty (30) days of the ~~effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner~~<sup>assault</sup>. This report must include a statement of the ~~nonexclusionary disciplinary practices,~~<sup>alternative educational services</sup> or other sanction, intervention, or resolution ~~in response to the assault given to the pupil~~<sup>student</sup> ~~in response to the assault~~ and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the ~~pupil~~<sup>student</sup>'s

age, grade, gender, race, and special education status.

### **XIII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

### **XIV. STUDENTS WITH DISABILITIES**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

### **XV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the

enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

~~¶¶~~  
~~**XVI. DISTRIBUTION OF POLICY**~~  
~~¶¶~~

~~The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.~~¶¶

~~¶¶~~  
~~**XVII. REVIEW OF POLICY**~~  
~~¶¶~~

~~The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.~~

**XVII. COMPLAINT PROCEDURES**

The school district maintains the following complaint procedure regarding the application of this policy. Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of sections 121A.40 to 121A.61, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. The superintendent or designee shall create and update a procedure that includes the following:

- a. Communication plan of the procedure for a complaint or appeal.
- b. Process for involved parties to submit additional information related to the complaint.
- c. Investigation timeline of complaint within three school days of receipt.
- d. Process for identifying personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record
- e. Process for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions.
- f. Process for corrective action plans to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future, if the investigation finds the requirements of sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately
- g. Process for prohibiting reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provides procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

**XVIII. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

## **XIX. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)  
-Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 121A.60 (Definitions)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch.125A (Special Education and Special Programs)  
Minn. Stat. § 152.22, Subd. 6 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

**Cross References:** ~~ISD 200MSBA/MASA Model~~ Policy 413 (Harassment and Violence) ~~ISD 200MSBA/MASA Model~~ Policy 419 (Tobacco-Free Environment);

Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)

~~ISD 200MSBA/MASA Model~~ Policy 501 (School Weapons)

~~ISD 200MSBA/MASA Model~~ Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

~~ISD 200MSBA/MASA Model~~ Policy 503 (Student Attendance)

~~ISD 200MSBA/MASA Model~~ Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

~~ISD 200MSBA/MASA Model~~ Policy 514 (Bullying Prohibition Policy)

~~ISD 200MSBA/MASA Model~~ Policy 524 (Internet Acceptable Use and Safety Policy)



~~MSBA/MASA Model Policy 525 (Violence Prevention)~~

~~ISD 200MSBA/MASA Model~~ Policy 526 (Hazing Prohibition)

~~MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles, Patrols, Inspections, and Searches)~~

~~ISD 200MSBA/MASA Model~~ Policy 610 (Field Trips)

~~ISD 200MSBA/MASA Model~~ Policy 709 (Student Transportation Safety Policy)

~~MSBA/MASA Model Policy 711 (Video Recording on School Buses)~~

~~MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)~~

*Policy Reviewed:* 08.02.2021

*Policy Adopted:* 08.25.2021

*Policy Revised:* 08.10.2021



## 507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

### I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint of students.

### II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall ~~inflict~~<sup>cause</sup> corporal punishment or use prone restraint upon a student. ~~to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.~~ ¶

### III. DEFINITIONS

- A. “Corporal Punishment” means conduct involving:
1. Hitting or spanking a person with or without an object; or
  2. unreasonable physical force that causes bodily harm or substantial emotional harm.
- B. “Prone restraint” means placing a child in a face-down position.

### IV. PROHIBITIONS

- A. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
- B. An employee or agent of a district, including a school resource office, security personnel, or police officer contracted with a district, shall not use prone restraint.
- C. An employee or agent of a district, including a school resource office, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil’s ability to breathe; restricts or impairs a pupil’s ability to communicate distress; places pressure or weight on a pupil’s head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil’s torso.

- D. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582.

## V. EXCEPTIONS

A teacher or school principal may use reasonable force under the conditions set forth in Policy 506 (Student Discipline). ~~when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.~~

## VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

**Legal References:** Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
~~Minn. Stat. § 123B.25 (Legal Actions Against Districts and Teachers)~~  
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

**Cross References:** ~~MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~  
ISD 200MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
ISD 200MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
ISD 200MSBA/MASA Model Policy 506 (Student Discipline)





## 513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

### I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

### II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

#### A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year. Promotion at the high school shall be based on the number of credits earned.

#### B. Alternative Programming to Promote Success

Early identification and educational intervention is essential when a student is struggling in school. School based support services and alternate placements area available to students at risk of school failure. Assessment for special education services may be recommended.

#### C. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final. ~~Retention in grade may be considered only when a team of professional staff and parents have gathered and documented evidence from a variety of sources which demonstrate that retention is in the best interest of the student. All school based supports and services must first be exhausted and eligibility for special education services and/or alternate program placements options must first be explored. If an agreeable recommendation cannot be reached, the superintendent's decision will be final.~~

#### D. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that

are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.

2. The school district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.
3. The school district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:
  - a) multiple objective criteria; and
  - b) assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
4. The school district must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
  - a) assess a student's readiness and motivation for acceleration; and
  - b) Match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
5. The school district must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). The procedures must be sensitive to underrepresented groups.

~~The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. Opportunities for special programs and~~

~~placement outside of the school district shall also be developed as additional options.~~

***Legal References:*** Minn. Stat. § 120B.15 (Gifted and Talented Program)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

***Cross References:*** ~~ISD 200MSBA/MASA Model~~ Policy 613 (Graduation Requirements)  
~~ISD 200MSBA/MASA Model~~ Policy 614 (School District Testing Plan and Procedure)  
~~ISD 200MSBA/MASA Model~~ Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation, and LEP Students)  
~~MSBA/MASA Model Policy 617 (School District Insurance of Preparatory and High School Standards)~~  
~~MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)~~  
~~ISD 200MSBA/MASA Model~~ Policy 620 (Credit for Learning)



**DLR Group inc.**  
a Minnesota corporation

520 Nicollet Mall, Suite 200  
Minneapolis, MN 55402

June 21, 2023

Board of Education  
ISD #200 –Hastings Area Schools  
1000 West 11<sup>th</sup> Street  
Hastings, MN 55033

Bid Award Recommendation  
Kennedy and Pinecrest Elementary Schools – 2023 Boiler Room Piping Upgrades  
DLR Group Project No. 40-23136-00 & 40-23-137-00

Members of the Board of Education:

On Tuesday, June 20<sup>th</sup>, 2023, DLR Group and members of ISD #200 were present, in person, for the public bid opening for the Kennedy and Pinecrest Elementary summer 2023 boiler room piping upgrades. In total, four (4) bids were received. Three bids were received in person, and one bid was received via email. The online bid was deemed acceptable by way of how the bid was submitted, however, the bid will be disqualified for not providing the proper bid forms and documentation required.

**Burnn Boiler and Mechanical provided the low Lump Sum Base Bid of \$357,000.00. This is the combined bid for both schools.**

This bidder provided the necessary Bid Forms, Bid Bond, and Minnesota Responsible Contractor Compliance Affidavit. There were no alternates or unit prices requested as part of this bid package.

After speaking with Burnn Boiler and Mechanical to discuss their understanding of the Scope of Work, schedule, and contract document requirements, DLR Group recommends awarding this construction contract to Burnn Boiler and Mechanical.

Sincerely,

DLR Group

A handwritten signature in blue ink, appearing to read 'Donald Horkey', written over a light blue horizontal line.

Donald Horkey, PE, CxA  
Principal

Attachment: Bid Tabulation Sheet

**Hastings Public Schools  
Kennedy and Pinecrest Boiler Room Upgrade  
DLR Group Project Nos. 40-23136-00 and 40-23137-00**

Bid Date: Tuesday, June 20, 2023  
2:00 P.M.

BIDDER	BID SECURITY 10% of Base Bid	Completed Contractor's Qualification Statement - AIA A305	ADDENDUM NO. 1	BASE PRICE	Notes
<b>KENNEDY</b>					
NAC	No	No	Yes	\$ 167,800.00	Bid sent digitally
Cool Air	Yes	Yes	Yes	\$ 202,000.00	
Davis Mechanical	Yes	Yes	Yes	\$ 225,000.00	
Burnn	Yes	Yes	Verbally Acknowledged	\$ 174,000.00	
<b>PINECREST</b>					
NAC	No	No	Yes	\$ 172,800.00	Bid Sent digitally
Cool Air	Yes	Yes	Yes	\$ 218,000.00	
Davis Mechanical	Yes	Yes	Yes	\$ 231,000.00	
Burnn	Yes	Yes	Verbally acknowledged	\$ 183,000.00	



1544 134th Ave NE, Ham Lake, MN 55304

**Kennedy Boiler Rm Piping Upgrade**

Will be received by:  
Hastings District Office  
Attn: Mrs. Jen Seubert  
1000 West 11th St.  
Hastings, MN 55033

Bids Due: June 20, 2:00 PM

RECEIVED JUN 20 2023

8/8 AM

**HVAC MECHANICAL PROPOSAL**

To: DLR Group  
Attention: Don Horkey  
Project: ISD 200, Kennedy Elementary School

Date: 06/20/23  
# of pages: 1

We propose to furnish labor, materials and equipment to perform the following work from:  
Print DLR Group, Dated 05/04/23, with 1 Addenda

**Bid includes:**

- 1) Demolition of current boiler room piping, air separator, Heating Pumps, and associated piping per print.
- 2) Install new equipment, provided by ISD 200, per plan page M1.1 and M2.1 Pumps, P-1, P-2, P-3, P-4, P-6, Glycol make-up unit, GFP-1 and air dirt separator, AS-1, VFD's needed.
- 3) Furnish and install new boiler piping per plan. Chiller pipe modification per plan. M1.1
- 4) Furnish electrical wiring for new equipment.
- 5) Furnish new insulating of new work completed.
- 6) Refill with existing glycol and purge air from system.
- 7) TAB of new pumps.

**Quote for the above work**

**\$202,000.00**

**We do not include:**

- |   |                       |
|---|-----------------------|
| 1. Overtime (unless noted otherwise)      | 6. Plumbing           |
| 2. Cutting/patching                       | 7. Pot Feeder/filters |
| 3. Bonds (add 1.8% if bonds are required) | 8. Glycol             |
| 4. Magnetic Filter/filters                | 9. Fire Protection    |
| 5. Equipment                              |                       |

Thank you for the opportunity to quote on this project. If you have any questions or need more information, please call or email at 651-356-5671 or [mikes@coolairmechanical.com](mailto:mikes@coolairmechanical.com).

*Mike Stancer*



**UNITED FIRE & CASUALTY COMPANY 118 Second Avenue SE, PO Box 73909  
Cedar Rapids, Iowa 52407-3909 319-399-5700**

**Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*

Cool Air Mechanical, Inc.  
1544 134th Ave NE  
Ham Lake, MN 55304

**SURETY:**

*(Name, legal status and principal place  
Of Business)*

United Fire & Casualty Company  
118 Second Avenue SE  
P.O. Box 73909  
Cedar Rapids, IA 52407

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**OWNER:**

*(Name, legal status and address)*

Hastings Public Schools ISD #200  
1000 West 11th Street  
Hastings, MN 55033

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT:** Ten Percent (10%) of Amount Bid

**PROJECT:**

*(Name, location or address, and Project number, if any)*

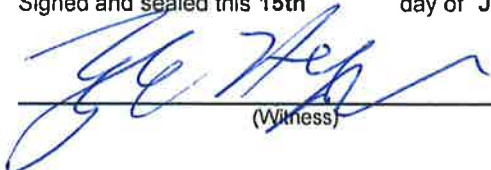
Kennedy Boiler Room Piping Upgrade

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

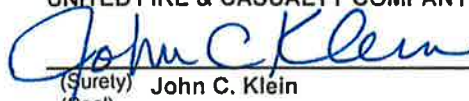
Signed and sealed this 15th day of June 2023

  
\_\_\_\_\_  
(Witness)

Cool Air Mechanical, Inc.  
(Principal)  
(Seal) 

(Title) Charles L. Worms President  
UNITED FIRE & CASUALTY COMPANY

  
\_\_\_\_\_  
(Witness)

  
(Surety) John C. Klein  
(Seal)

Attorney in Fact  
\_\_\_\_\_  
(Title)



The language in this document conforms exactly to the language used in AIA Document A310 2010 edition.

**INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGMENT**

STATE OF  
COUNTY OF

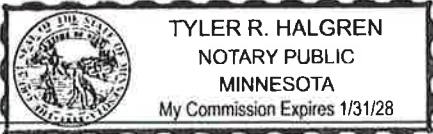
On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known to be the person \_\_\_\_\_ described in and who executed the forgoing bond, and acknowledged that \_\_\_\_\_ he \_\_\_\_\_ executed the same as \_\_\_\_\_ free act and deed.

\_\_\_\_\_  
Notary Public

**CORPORATION ACKNOWLEDGMENT**

STATE OF MINNESOTA  
COUNTY OF Anoka

On this 19<sup>th</sup> day of June, 2023, before me personally came Charles L. Worms to me known, who being by me duly sworn, did depose and say; that he is the President of Cool Air Mechanical, Inc., the corporation described in and which executed the above instrument; that he knows the seal of said corporation; affixed by order of the Board of Directors of said corporation, and that he signed his name thereto by like order.



[Signature]  
Notary Public

**SURETY ACKNOWLEDGMENT**

STATE OF MINNESOTA  
COUNTY OF HENNEPIN

On this 15th day of June, 2023, before me appeared JOHN C. KLEIN to me personally known, who, being duly sworn, did say that he is the Attorney-in-Fact of United Fire & Casualty Company of Cedar Rapids, IA

that the seal affixed to the foregoing instrument is the corporation seal of said corporation; that the said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors; and he did also acknowledge that he executed the said instrument as the free act and deed of said Company.



[Signature]  
Notary Public

115  
115

PROJECT: HASTINGS PUBLIC SCHOOLS ISD 200  
KENNEDY BOILER ROOM PIPING UPGRADE  
KENNEDY ELEMENTARY SCHOOL  
1175 TYLER ST.  
HASTINGS MN 55033

FROM:  
BURNIN BOILER  
2012 GREAT NORTHERN RD  
FARGO, ND 58102

RECEIVED JUN 20 2023  
150



2012 Great Northern Drive N.  
Fargo, ND 58102

4137 Woodland Road  
Circle Pines, MN 55014

[6/20/2023]

Attention: Project Team Hastings Public Schools ISD 200

Kennedy Boiler Room Piping Upgrade

1175 Tyler St.

Hastings, MN 55033

We are pleased to provide our proposal.

Base Bid:                   \$ 174,000

**Andrew Stearns**

Regional Manager

Cell: 612.247.3349

Email: [andrew@burnnboiler.com](mailto:andrew@burnnboiler.com)

# AIA® Document A310™ – 2010

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

Burnn Boiler & Mechanical, Inc.

2012 Great Northern Drive  
Fargo, ND 58102

**OWNER:**

(Name, legal status and address)

Hastings Public Schools ISD #200  
1000 West 11th Street  
Hastings, MN 55033

**BOND AMOUNT:** Ten Percent (10%) of Amount Bid, 10% A.B.

**PROJECT:**

(Name, location or address, and Project number, if any)  
ISD 200 Kennedy Boiler Room Piping Upgrade

**SURETY:**

(Name, legal status and principal place of business)

The Gray Insurance Company  
1625 West Causeway Approach  
Mandeville, LA 70471

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 20th day of June 2023

  
(Witness)

Burnn Boiler & Mechanical, Inc.

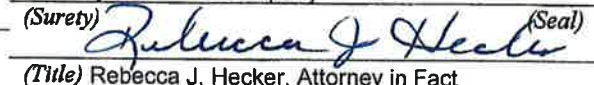
(Principal)

  
(Seal)

(Title) Keith Van Hoorn, Vice President

The Gray Insurance Company

(Surety)

  
(Seal)

(Title) Rebecca J. Hecker, Attorney in Fact

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

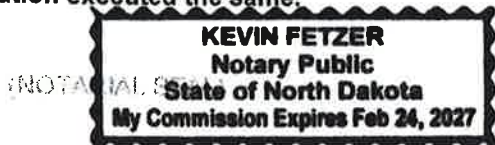
Int.

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ACKNOWLEDGMENT OF PRINCIPAL (CORPORATION)

State of North Dakota )  
County of Cass )

On this 20<sup>th</sup> day of June 2023, before me personally appeared Keith Van Hoorn known to be the Vice President of the corporation that is described in and that he or she executed the within instrument, and acknowledged to me that such corporation executed the same.



[Signature]

ACKNOWLEDGMENT OF PRINCIPAL (INDIVIDUAL OR PARTNERSHIP)

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, before me personally appeared \_\_\_\_\_ known to be the person described in and who executed the within instrument, and acknowledged to me that he/she executed the same.

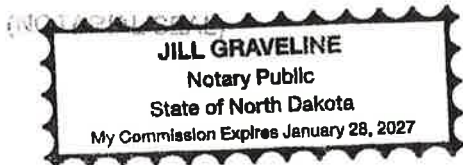
(NOTARIAL SEAL)

\_\_\_\_\_

ACKNOWLEDGMENT OF SURETY

State of North Dakota )  
County of Cass )

On this 20th day of June 2023, before me personally appeared Rebecca J. Hecker known to be the person who is described in and whose name is subscribed to the within instrument as Attorney in Fact of The Gray Insurance Company and acknowledged to me that he or she subscribed the name of The Gray Insurance Company thereto as surety and his or her own name as Attorney in Fact.



[Signature]

**THE GRAY INSURANCE COMPANY  
THE GRAY CASUALTY & SURETY COMPANY**

**GENERAL POWER OF ATTORNEY**

**Bond Number:** N/A                      **Principal:** Burnn Boiler & Mechanical, Inc.

**Project:** ISD 200 Pinecrest Boiler Room Piping Upgrade

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Braeden Nelson, Rebecca J. Hecker, Jill Graveline, and Bridget Helm of Fargo, North Dakota jointly and severally on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.**

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26<sup>th</sup> day of June, 2003.

“RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 4<sup>th</sup> day of November, 2022.



By:

*Michael T. Gray*

Michael T. Gray  
President  
The Gray Insurance Company

*Cullen S. Piske*

Cullen S. Piske  
President  
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 4<sup>th</sup> day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican  
Notary Public  
Notary ID No. 92653  
Orleans Parish, Louisiana

*Leigh Anne Henican*

Leigh Anne Henican  
Notary Public, Parish of Orleans State of Louisiana  
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 20<sup>th</sup> day of June , 2023

*Mark Manguno*

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 20<sup>th</sup> day of June , 2023

*Leigh Anne Henican*



# AIA® Document A305® – 2020

## Contractor's Qualification Statement

THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS A305-2020 TO BE HELD CONFIDENTIAL.

**SUBMITTED BY:** (Organization name and address.)  
« Burnn Boiler & Mechanical  
2012 Great Northern Dr.  
Fargo ND, 58102 »

**SUBMITTED TO:** (Organization name and address.)  
« Hastings District Office  
1000 West 11<sup>th</sup> Street  
Hastings MN, 55033 »

**ADDITIONS AND DELETIONS:** The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

**TYPE OF WORK TYPICALLY PERFORMED**  
(Indicate the type of work your organization typically performs, such as general contracting, construction manager as constructor services, HVAC contracting, electrical contracting, plumbing contracting, or other.)  
« HVAC Piping, controls and electrical services »

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.


**THIS CONTRACTOR'S QUALIFICATION STATEMENT INCLUDES THE FOLLOWING:**  
(Check all that apply.)

- Exhibit A – General Information
- Exhibit B – Financial and Performance Information
- Exhibit C – Project-Specific Information
- Exhibit D – Past Project Experience
- Exhibit E – Past Project Experience (Continued)

### CONTRACTOR CERTIFICATION

The undersigned certifies under oath that the information provided in this Contractor's Qualification Statement is true and sufficiently complete so as not to be misleading.

Organization's Authorized Representative Signature \_\_\_\_\_ Date 06/20/2023

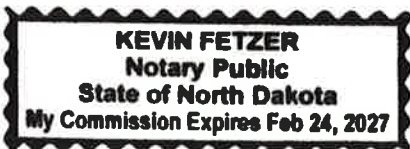
  
Keith Van Hoom, Vice President

### NOTARY

State of: North Dakota  
County of: Cass  
Signed and sworn to before me this 20th day of June, 2023

  
Notary Signature

My commission expires: Feb 24, 2027



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PROJECT: HASTINGS PUBLIC SCHOOLS 150 200  
PINECREST BOILER ROOM PIPING UPGRADE  
PINECREST ELEMENTARY  
975 WEST 12<sup>th</sup> ST HASTINGS MN 55033

FROM: BURN BOILER  
2012 GREAT NORTHERN ROAD  
FARGO, ND 58102

RECEIVED JUN 20 2023

150



2012 Great Northern Drive N.  
Fargo, ND 58102

4137 Woodland Road  
Circle Pines, MN 55014

[6/20/2023]

Attention: Project Team Hastings Public Schools ISD 200

Pinecrest Boiler Room Piping Upgrade

Pinecrest Elementary School

975 West 12<sup>th</sup> St.

Hastings, MN 55033

We are pleased to provide our proposal.

Base Bid: \$ 183,000

**Andrew Stearns**

Regional Manager

Cell: 612.247.3349

Email: [andrew@burnnboiler.com](mailto:andrew@burnnboiler.com)

# AIA® Document A310™ – 2010

## Bid Bond

**CONTRACTOR:**

*(Name, legal status and address)*

Burnn Boiler & Mechanical, Inc.

2012 Great Northern Drive

Fargo, ND 58102

**OWNER:**

*(Name, legal status and address)*

Hastings Public Schools ISD #200

1000 West 11th Street

Hastings, MN 55033

**BOND AMOUNT:** Ten Percent (10%) of Amount Bid, 10% A.B.

**PROJECT:**

*(Name, location or address, and Project number, if any)*

ISD 200 Pinecrest Boiler Room Piping Upgrade

**SURETY:**

*(Name, legal status and principal place of business)*

The Gray Insurance Company

1625 West Causeway Approach

Mandeville, LA 70471

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

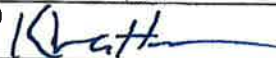
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 20th day of June 2023

  
(Witness)

Burnn Boiler & Mechanical, Inc.

*(Principal)*

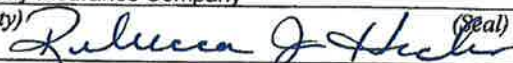


*(Seal)*

*(Title)* Keith Van Hoorn, Vice President

The Gray Insurance Company

*(Surety)*



*(Seal)*

*(Title)* Rebecca J. Hecker, Attorney in Fact

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Int.

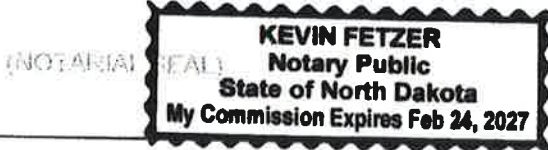
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061110

ACKNOWLEDGMENT OF PRINCIPAL (CORPORATION)

State of North Dakota  
County of Cass

On this 20<sup>th</sup> day of June, 2023, before me personally appeared Keith Van Hoorn known to be the Vice President of the corporation that is described in and that he or she executed the within instrument, and acknowledged to me that such corporation executed the same.



[Signature]

ACKNOWLEDGMENT OF PRINCIPAL (INDIVIDUAL OR PARTNERSHIP)

State of \_\_\_\_\_  
County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ known to be the person described in and who executed the within instrument, and acknowledged to me that he/she executed the same.

(NOTARIAL SEAL)

\_\_\_\_\_

ACKNOWLEDGMENT OF SURETY

State of North Dakota  
County of Cass

On this 20th day of June, 2023, before me personally appeared Rebecca J. Hecker known to be the person who is described in and whose name is subscribed to the within instrument as Attorney in Fact of The Gray Insurance Company and acknowledged to me that he or she subscribed the name of The Gray Insurance Company thereto as surety and his or her own name as Attorney in Fact.

(NOTARIAL SEAL)



[Signature]

**THE GRAY INSURANCE COMPANY  
THE GRAY CASUALTY & SURETY COMPANY**

**GENERAL POWER OF ATTORNEY**

**Bond Number:** N/A                      **Principal:** Burnn Boiler & Mechanical, Inc.  
**Project:** Kennedy Boiler Room Piping Upgrade

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: **Braeden Nelson, Rebecca J. Hecker, Jill Graveline, and Bridget Helm of Fargo, North Dakota jointly and severally on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.**

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26<sup>th</sup> day of June, 2003.

"RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 4<sup>th</sup> day of November, 2022.



By:

*Michael T. Gray*

Michael T. Gray  
President  
The Gray Insurance Company

*Cullen S. Piske*

Cullen S. Piske  
President  
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 4<sup>th</sup> day of November, 2022, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Leigh Anne Henican  
Notary Public  
Notary ID No. 92653  
Orleans Parish, Louisiana

*Leigh Anne Henican*

Leigh Anne Henican  
Notary Public, Parish of Orleans State of Louisiana  
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 20<sup>th</sup> day of June, 2023.

*Mark Manguno*

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 20<sup>th</sup> day of June, 2023.

*Leigh Anne Henican*



# AIA® Document A305® – 2020

## Contractor's Qualification Statement

**THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS A305-2020 TO BE HELD CONFIDENTIAL.**

**SUBMITTED BY:**  
*(Organization name and address.)*  
« Burnn Boiler & Mechanical  
2012 Great Northern Dr.  
Fargo ND, 58102 »

**SUBMITTED TO:**  
*(Organization name and address.)*  
« Hastings District Office  
1000 West 11<sup>th</sup> Street  
Hastings MN, 55033 »

**ADDITIONS AND DELETIONS:** The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

### TYPE OF WORK TYPICALLY PERFORMED

*(Indicate the type of work your organization typically performs, such as general contracting, construction manager as constructor services, HVAC contracting, electrical contracting, plumbing contracting, or other.)*

« HVAC Piping, controls and electrical services »

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

### THIS CONTRACTOR'S QUALIFICATION STATEMENT INCLUDES THE FOLLOWING:

*(Check all that apply.)*

- Exhibit A – General Information
- Exhibit B – Financial and Performance Information
- Exhibit C – Project-Specific Information
- Exhibit D – Past Project Experience
- Exhibit E – Past Project Experience (Continued)

### CONTRACTOR CERTIFICATION

The undersigned certifies under oath that the information provided in this Contractor's Qualification Statement is true and sufficiently complete so as not to be misleading.

Organization's Authorized Representative  
Signature

06/20/2023  
Date

  
Keith Van Hoorn, Vice President

### NOTARY

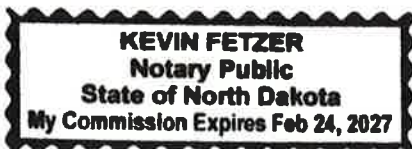
State of: North Dakota

County of: Cass

Signed and sworn to before me this 20th day of June, 2023

  
Notary Signature

My commission expires: Feb 24, 2027



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DAVIS  
MECHANICAL  
SYSTEMS

•Refrigeration •Heating •Air Conditioning •Plumbing •Process Piping

21225 Hamburg Ave Suite 3  
Lakeville, MN 55044

Deliver to: Hastings District Office  
Attn: Mrs. Jen Seubert  
1000 West 11<sup>th</sup> Street  
Hastings, MN. 55033

Project Name: **Hastings Public Schools IDS 200**  
**Pinecrest Boiler Room Piping Upgrade**  
**975 West 12th Street**  
**Hastings, MN. 55033**

Bid date/time: 6/20/2023 at 2:00 pm

Bidder: Davis Mechanical Systems  
21225 Hamburg, MN. Suite 3  
Lakeville, MN 55044  
Phone (952) 854 – 3654

RECEIVED JUN 20 2023

143



# DAVIS MECHANICAL SYSTEMS

•Refrigeration •Heating •Air Conditioning •Plumbing •Process Piping

21225 Hamburg Ave  
Lakeville, MN 55044

**Customer: DLR Group**

**Date: 06/20/2023**

**Job Name: Pinecrest**

**Hastings MN.**

## HVAC Piping

**Price includes Inclusions:**

### Pinecrest

- Remove piping, pumps, air separators, valves, and fittings per plan M1.1
  - Install base mounted and inline pumps and accessories per plan M1.1
  - Install AS-1 air separator per plan M1.1
  - Install glycol makeup unit.
  - Install chemical feeder unit provided by Jaytech.
  - VFD's to be installed by electrical subcontractor under mechanical.
  - Provide and install all pipe, fittings, and hangers required per plan M1.1
  - Provide pipe insulation and identification.
  - Flush and fill system(s) glycol provided by Jaytech.
  - Electrical per plans.
- 
- **HVAC: \$231,000.00**

*Bid valid for 45 days.*

**Exclusions:**

-Access Panels	-Controls (direct to owner)
-Fire Protection	-Overtime
-Steel	-Roofing
-Temp. Heating & cooling	-BIM
-Concrete Cutting/Patching	



DAVIS  
MECHANICAL  
SYSTEMS

•Refrigeration •Heating •Air Conditioning •Plumbing •Process Piping

21225 Hamburg Ave  
Lakeville, MN 55044

Respectfully Submitted,

*Greg Batcher*

Vice President of Construction

Accepted By:

\_\_\_\_\_

Date:

\_\_\_\_\_

c

# AIA Document A310™ – 2010

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

Davis Mechanical Systems, Inc.

21225 Hamburg Avenue  
Lakeville, MN 55044

**OWNER:**

(Name, legal status and address)

Hastings Public Schools, Independent School District 200  
1000 West 11th Street  
Hastings, MN 55033

**BOND AMOUNT: Ten Percent of the Total Amount Bid (10%)**

**PROJECT:**

(Name, location or address, and Project number, if any)

Hastings Public Schools ISD 200 - Pinecrest Boiler Room Piping Upgrade, Hastings, Minnesota

**SURETY:**

(Name, legal status and principal place of business)

Developers Surety and Indemnity Company  
800 Superior Avenue E., 21st Floor  
Cleveland, OH 44114

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

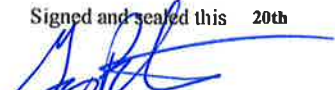
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 20th day of June, 2023

  
(Witness)

  
(Witness)

Davis Mechanical Systems, Inc.

(Principal)

By:   
(Title)

Developers Surety and Indemnity Company

(Surety)

By:   
(Title) Elizabeth Santos, Attorney-in-Fact

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**

Init.

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061110

**POWER OF ATTORNEY FOR  
COREPOINTE INSURANCE COMPANY  
DEVELOPERS SURETY AND INDEMNITY COMPANY**  
59 Maiden Lane, 43rd Floor, New York, NY 10038  
(212) 220-7120

KNOW ALL BY THESE PRESENTS that, except as expressly limited herein, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, do hereby make, constitute and appoint:

Gabriella Grady, Stephanie Hope Shear, Elizabeth Santos, Stacey Garcia and Christopher Coronel, of Woodland Hills, CA

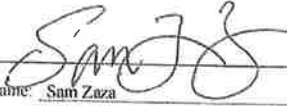
as its true and lawful Attorney-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said companies, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said company could do, but reserving to each of said company full power of substitution and revocation, and all of the acts of said Attorney-in-Fact, pursuant to these presents, are hereby ratified and confirmed. This Power of Attorney is effective June 20, 2023 and shall expire on December 31, 2025.

This Power of Attorney is granted and is signed under and by authority of the following resolutions adopted by the Board of Directors of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY (collectively, "Company") on February 10, 2023.

RESOLVED, that Sam Zaza, President, Surety Underwriting, James Bell, Vice President, Surety Underwriting, and Craig Dawson, Executive Underwriter, Surety, each an employee of AmTrust North America, Inc., an affiliate of the Company (the "Authorized Signors"), are hereby authorized to execute a Power of Attorney, qualifying attorney(s)-in-fact named in the Power of Attorney to execute, on behalf of the Company, bonds, undertakings and contracts of suretyship, or other suretyship obligations; and that the Secretary or any Assistant Secretary of the Company be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney.

RESOLVED, that the signature of any one of the Authorized Signors and the Secretary or any Assistant Secretary of the Company, and the seal of the Company must be affixed to any such Power of Attorney, and any such signature or seal may be affixed by facsimile, and such Power of Attorney shall be valid and binding upon the Company when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY have caused these presents to be signed by the Authorized Signor and attested by their Secretary or Assistant Secretary this March 27, 2023.

By:   
Printed Name: Sam Zaza  
Title: President, Surety Underwriting



**ACKNOWLEDGEMENT:**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California COUNTY OF Orange

On this 27 day of March, 2023, before me, Hoang-Quyen Phu Pham, personally appeared Sam Zaza who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to within the instrument and acknowledged to me that they executed the same in their authorized capacity, and that by the signature on the instrument the entities upon behalf which the person acted, executed this instrument.

I certify, under penalty of perjury, under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature 



**CORPORATE CERTIFICATION**

The undersigned, the Secretary or Assistant Secretary of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, does hereby certify that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in this Power of Attorney are in force as of the date of this Certification.

This Certification is executed in the City of Cleveland, Ohio, this March 19, 2023.

DocuSigned by:  
By:  Barry W. Moses, Assistant Secretary

POA No. N/A

DocuSignEnvelopeID:3352BFD6-5E9D-4796-837E-C1E455E6530F

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Los Angeles

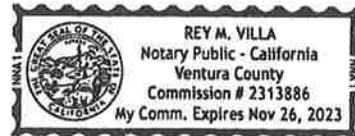
On June 20, 2023 before me, Rey M. Villa  
(insert name and title of the officer)

personally appeared Elizabeth Santos  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Rey M. Villa (Seal)





**Pinecrest Boiler Rm Piping Upgrade**

Will be received by:  
Hastings District Office  
Attn: Mrs. Jen Seubert  
1000 West 11th St.  
Hastings, MN 55033

Bids Due: June 20, 2:00 PM

8/8 AM

RECEIVED JUN 20 2023

**HVAC MECHANICAL PROPOSAL**

To: DLR Group  
Attention: Don Horkey  
Project: ISD 200, Pinecrest Elementary School

Date: 06/20/23  
# of pages: 1

We propose to furnish labor, materials and equipment to perform the following work from:  
Print DLR Group, Dated 05/04/23 with 1 Addenda.

**Bid includes:**

- 1) Demolition of current boiler room piping, air separator, Heating Pumps, and associated piping per print.
- 2) Install new equipment, provided by ISD 200, per plan page M1.1 and M2.1 Pumps, P-1, P-2, P-3, P-4, P-6, Glycol make-up unit, GFP-1 and air dirt separator, AS-1, VFD's needed.
- 3) Furnish and install new boiler piping per plan. Chiller pipe modification per plan. M1.1
- 4) Furnish electrical wiring for new equipment.
- 5) Furnish new insulating of new work completed.
- 6) Refill with existing glycol and purge air from system.
- 7) TAB of new pumps.

**Quote for the above work**

**\$218,000.00**

**We do not include:**

- |   |                       |
|---|-----------------------|
| 1. Overtime (unless noted otherwise)      | 6. Plumbing           |
| 2. Cutting/patching                       | 7. Pot Feeder/filters |
| 3. Bonds (add 1.8% if bonds are required) | 8. Glycol             |
| 4. Magnetic Filter/filters                | 9. Fire Protection    |
| 5. Equipment                              |                       |

Thank you for the opportunity to quote on this project. If you have any questions or need more information, please call or email at 651-356-5671 or [mikes@coolairmechanical.com](mailto:mikes@coolairmechanical.com).

*Mike Stancer*



UNITED FIRE & CASUALTY COMPANY 118 Second Avenue SE, PO Box 73909  
Cedar Rapids, Iowa 52407-3909 319-399-5700

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Cool Air Mechanical, Inc.  
1544 134th Ave NE  
Ham Lake, MN 55304

SURETY:

(Name, legal status and principal place  
Of Business)

United Fire & Casualty Company  
118 Second Avenue SE  
P.O. Box 73909  
Cedar Rapids, IA 52407

This document has important legal  
consequences. Consultation with an  
attorney is encouraged with respect to its  
completion or modification.

OWNER:

(Name, legal status and address)

Hastings Public Schools ISD #200  
1000 West 11th Street  
Hastings, MN 55033

Any singular reference to Contractor, Surety,  
Owner or other party shall be considered  
plural where applicable.

BOND AMOUNT: Ten Percent (10%) of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Pinecrest Boiler Room Piping Upgrade

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

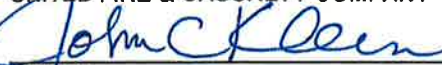
Signed and sealed this 15th day of June 2023

  
\_\_\_\_\_  
(Witness)

  
\_\_\_\_\_  
(Witness)

Cool Air Mechanical, Inc.  
\_\_\_\_\_  
(Principal)  
(Seal)

  
\_\_\_\_\_  
(Title) Charles L. Worms President  
UNITED FIRE & CASUALTY COMPANY

  
\_\_\_\_\_  
(Surety) John C. Klein  
(Seal)

Attorney in Fact  
\_\_\_\_\_  
(Title)



The language in this document conforms exactly to the language used in AIA Document A310 2010 edition.

INDIVIDUAL OR PARTNERSHIP ACKNOWLEDGMENT

STATE OF  
COUNTY OF

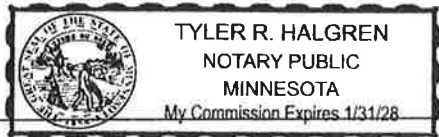
On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known to be the person \_\_\_\_\_ described in and who executed the forgoing bond, and acknowledged that \_\_\_\_\_ he \_\_\_\_\_ executed the same as \_\_\_\_\_ free act and deed.

\_\_\_\_\_  
Notary Public

CORPORATION ACKNOWLEDGMENT

STATE OF MINNESOTA  
COUNTY OF Anoka

On this 19th day of June, 2023, before me personally came Charles L. Worms to me known, who being by me duly sworn, did depose and say; that he is the President of Cool Air Mechanical, Inc., the corporation described in and which executed the above instrument; that he knows the seal of said corporation; affixed by order of the Board of Directors of said corporation, and that he signed his name thereto by like order.



[Signature]  
Notary Public

SURETY ACKNOWLEDGMENT

STATE OF MINNESOTA  
COUNTY OF HENNEPIN

On this 15th day of June, 2023, before me appeared JOHN C. KLEIN to me personally known, who, being duly sworn, did say that he is the Attorney-in-Fact of United Fire & Casualty Company of Cedar Rapids, IA

that the seal affixed to the foregoing instrument is the corporation seal of said corporation; that the said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors; and he did also acknowledge that he executed the said instrument as the free act and deed of said Company.



[Signature]  
Notary Public



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA  
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX  
 FINANCIAL PACIFIC INSURANCE COMPANY, LOS ANGELES, CA  
 CERTIFIED COPY OF POWER OF ATTORNEY

Inquiries: Surety Department  
 118 Second Ave SE  
 Cedar Rapids, IA 52401

(original on file at Home Office of Company – See Certification)

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

JOHN C. KLEIN, STEPHEN M. KLEIN, KRISTIN M. BAKOS, JILL M. LOWDER, CHRISTINE SCOTT, WENDY SCHMID, EMILY TSCHIMPERLE, TRACY CHEOSKI, RITA CARLSON, KARLA DEUTSCH-HUNT, MICHAEL ZAHN, KERRI HATTON-RUDNIK, LYNN DVERGSTEN, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$100,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

**“Article VI – Surety Bonds and Undertakings”**

Section 2, Appointment of Attorney-in-Fact. “The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set of forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this

1st day of December, 2014

UNITED FIRE & CASUALTY COMPANY  
 UNITED FIRE & INDEMNITY COMPANY  
 FINANCIAL PACIFIC INSURANCE COMPANY

By: *Dennis J. Richmann*  
 Vice President



State of Iowa, County of Linn, ss:

On 1st day of December, 2014, before me personally came Dennis J. Richmann to me known, who being by me duly sworn, did depose and say; that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that he knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



*Judith A. Jones*  
 Notary Public  
 My commission expires: 4/23/2024

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations this 15th day of June, 2023.



By: *Mary A. Bertsch*  
 Assistant Secretary,  
 UF&C & UF&I & FPIC



DAVIS  
MECHANICAL  
SYSTEMS

•Refrigeration •Heating •Air Conditioning •Plumbing •Process Piping

21225 Hamburg Ave Suite 3  
Lakeville, MN 55044

Deliver to: Hastings District Office  
Attn: Mrs. Jen Seubert  
1000 West 11<sup>th</sup> Street  
Hastings, MN. 55033

Project Name: **Hastings Public Schools IDS 200**  
**Kennedy Boiler Room Piping Upgrade**  
**1175 Tyler Street**  
**Hastings, MN. 55033**

Bid date/time: 6/20/2023 at 2:00 pm

RECEIVED JUN 20 2023

Bidder: Davis Mechanical Systems  
21225 Hamburg, MN. Suite 3  
Lakeville, MN 55044  
Phone (952) 854 – 3654

143



# DAVIS MECHANICAL SYSTEMS

•Refrigeration •Heating •Air Conditioning •Plumbing •Process Piping

21225 Hamburg Ave  
Lakeville, MN 55044

**Customer: DLR Group**

**Date: 06/20/2023**

**Job Name: Kennedy School**

**Hastings MN.**

## HVAC Piping

**Price includes Inclusions:**

### Kennedy

- Remove piping, pumps, air separators, valves and fittings per plan M1.1
  - Install base mounted and inline pumps and accessories per plan M1.1
  - Install AS-1 air separator per plan M1.1
  - Provide and install glycol makeup unit.
  - Install chemical feeder unit provided by Jaytech.
  - VFD's to be installed by electrical subcontractor under mechanical.
  - Provide and install all pipe, fittings, and hangers required per plan M1.1
  - Provide pipe insulation and identification.
  - Flush and fill system(s) glycol provided by Jaytech.
  - Electrical per plans.
- 
- **HVAC: \$225,000.00**



# DAVIS MECHANICAL SYSTEMS

•Refrigeration •Heating •Air Conditioning •Plumbing •Process Piping

21225 Hamburg Ave  
Lakeville, MN 55044

***Bid valid for 45 days.***

**Exclusions:**

-Access Panels	-Controls (direct to owner)
-Fire Protection	-Overtime
-Steel	-Roofing
-Temp. Heating & cooling	-BIM
-Concrete Cutting/Patching	

Respectfully Submitted,

*Greg Batcher*

Vice President of Construction

Accepted By:

Date:

\_\_\_\_\_  
\_\_\_\_\_

# AIA<sup>®</sup> Document A310<sup>™</sup> – 2010

## Bid Bond

**CONTRACTOR:**

*(Name, legal status and address)*

Davis Mechanical Systems, Inc.

21225 Hamburg Avenue  
Lakeville, MN 55044

**OWNER:**

*(Name, legal status and address)*

Hastings Public Schools, Independent School District 200  
1000 West 11th Street  
Hastings, MN 55033

**BOND AMOUNT:** Ten Percent of the Total Amount Bid (10%)

**SURETY:**

*(Name, legal status and principal place of business)*

Developers Surety and Indemnity Company  
800 Superior Avenue E., 21st Floor  
Cleveland, OH 44114

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**PROJECT:**

*(Name, location or address, and Project number, if any)*

Hastings Public Schools, ISD 200, Kennedy Boiler Room Piping Upgrade, Hastings, Minnesota

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 20th day of June, 2023

  
*(Witness)*

Davis Mechanical Systems, Inc.

*(Principal)*

*(Seal)*

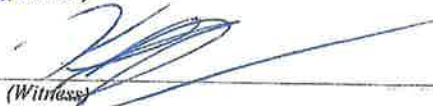
By:   
*(Title)*

Developers Surety and Indemnity Company

*(Surety)*

*(Seal)*

By:   
*(Title) Elizabeth Santos, Attorney-In-Fact*

  
*(Witness)*

**CAUTION:** You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Int.

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061110

**POWER OF ATTORNEY FOR  
COREPOINTE INSURANCE COMPANY  
DEVELOPERS SURETY AND INDEMNITY COMPANY**  
59 Maiden Lane, 43rd Floor, New York, NY 10038  
(212) 220-7120

KNOW ALL BY THESE PRESENTS that, except as expressly limited herein, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, do hereby make, constitute and appoint:

Gabriella Grady, Stephanie Hope Shear, Elizabeth Santos, Stacey Garcia and Christopher Coronel, of Woodland Hills, CA


as its true and lawful Attorney-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said companies, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said company could do, but reserving to each of said company full power of substitution and revocation, and all of the acts of said Attorney-in-Fact, pursuant to these presents, are hereby ratified and confirmed. This Power of Attorney is effective June 20, 2023 and shall expire on December 31, 2025.

This Power of Attorney is granted and is signed under and by authority of the following resolutions adopted by the Board of Directors of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY (collectively, "Company") on February 10, 2023.

RESOLVED, that Sam Zaza, President, Surety Underwriting, James Bell, Vice President, Surety Underwriting, and Craig Dawson, Executive Underwriter, Surety, each an employee of AmTrust North America, Inc., an affiliate of the Company (the "Authorized Signors"), are hereby authorized to execute a Power of Attorney, qualifying attorney(s)-in-fact named in the Power of Attorney to execute, on behalf of the Company, bonds, undertakings and contracts of suretyship, or other suretyship obligations; and that the Secretary or any Assistant Secretary of the Company be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney.

RESOLVED, that the signature of any one of the Authorized Signors and the Secretary or any Assistant Secretary of the Company, and the seal of the Company must be affixed to any such Power of Attorney, and any such signature or seal may be affixed by facsimile, and such Power of Attorney shall be valid and binding upon the Company when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY have caused these presents to be signed by the Authorized Signor and attested by their Secretary or Assistant Secretary this March 27, 2023

By:   
Printed Name: Sam Zaza  
Title: President, Surety Underwriting



**ACKNOWLEDGEMENT:**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California COUNTY OF Orange

On this 27 day of March, 2023, before me, Hoang-Quyen Phu Pham, personally appeared Sam Zaza who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to within the instrument and acknowledged to me that they executed the same in their authorized capacity, and that by the signature on the instrument the entities upon behalf which the person acted, executed this instrument.

I certify, under penalty of perjury, under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature 



**CORPORATE CERTIFICATION**

The undersigned, the Secretary or Assistant Secretary of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, does hereby certify that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in this Power of Attorney are in force as of the date of this Certification.

This Certification is executed in the City of Cleveland, Ohio, this March 19, 2023.

DocuSigned by:  
By:  Barry W. Moses, Assistant Secretary

POA No. N/A

DocuSignEnvelopeID:3352BFD6-5E9D-4796-837E-C1E455E6530F

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Los Angeles

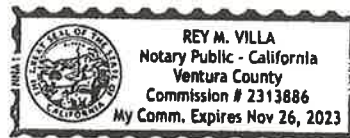
On June 20, 2023 before me, Rey M. Villa  
(insert name and title of the officer)

personally appeared Elizabeth Santos  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Rey M. Villa (Seal)





UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA  
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX  
 FINANCIAL PACIFIC INSURANCE COMPANY, LOS ANGELES, CA  
 CERTIFIED COPY OF POWER OF ATTORNEY

Inquiries: Surety Department  
 118 Second Ave SE  
 Cedar Rapids, IA 52401

(original on file at Home Office of Company – See Certification)

KNOW ALL PERSONS BY THESE PRESENTS, That United Fire & Casualty Company, a corporation duly organized and existing under the laws of the State of Iowa; United Fire & Indemnity Company, a corporation duly organized and existing under the laws of the State of Texas; and Financial Pacific Insurance Company, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint

JOHN C. KLEIN, STEPHEN M. KLEIN, KRISTIN M. BAKOS, JILL M. LOWDER, CHRISTINE SCOTT, WENDY SCHMID, EMILY TSCHIMPERLE, TRACY CHEHOSKI, RITA CARLSON, KARLA DEUTSCH-HUNT, MICHAEL ZAHN, KERRI HATTON-RUDNIK, LYNN DVERGSTEN, EACH INDIVIDUALLY

their true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$100,000,000.00 and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of United Fire & Casualty Company, United Fire & Indemnity Company, and Financial Pacific Insurance Company.

**“Article VI – Surety Bonds and Undertakings”**

Section 2, Appointment of Attorney-in-Fact. “The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set of forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this

1st day of December, 2014

UNITED FIRE & CASUALTY COMPANY  
 UNITED FIRE & INDEMNITY COMPANY  
 FINANCIAL PACIFIC INSURANCE COMPANY

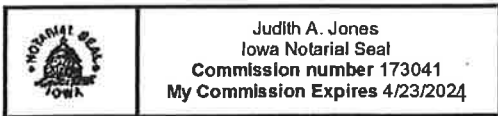
By: *Dennis J. Richmann*  
 Vice President



State of Iowa, County of Linn, ss:

On 1st day of December, 2014, before me personally came Dennis J. Richmann

to me known, who being by me duly sworn, did depose and say; that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of United Fire & Casualty Company, a Vice President of United Fire & Indemnity Company, and a Vice President of Financial Pacific Insurance Company the corporations described in and which executed the above instrument; that he knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



*Judith A. Jones*  
 Notary Public  
 My commission expires: 4/23/2024

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations

this 15th day of June, 2023.



By: *Mary A. Bertsch*  
 Assistant Secretary,  
 UF&C & UF&I & FPIC



## **RECOMMENDATION FOR APPROVAL OF REVISED NON-CONTRACTED RATES**

**June 28, 2023**

Administration is recommending a change in the start date of the School Activities Workers pay rate to become effective on June 1, 2023, rather than May 1, 2023.

Submitted by: Cathy Moen, Director of Human Resources



**HASTINGS PUBLIC SCHOOLS**  
**NON-CONTRACTED RATES OF PAY**  
**Effective May 1, 2023**

POSITION	HOURLY RATE
Accompanist	\$35.00
Activities/Athletics	
Athletic Trainer/Lifeguard	\$25.00
High School Officials	Per the Metro Officials Fee Structure
Middle School Officials	See MS Official Pay Schedule
Raiders Express Coach	\$20.00
Raiders Express Lead	\$25.00
School Activities/Athletic Event Workers/Ticket Takers (Effective 6.1.23)	\$18.00
Section/Region/State/MSHSL Events	Per Respective Event Guidelines
Site Managers	\$22.00
Table Workers	\$20.00
AVID Tutors (non-student)	\$12.50
Community Ed Instructors	As Negotiated
Crossing Guards (Pd through City of Hastings)*	\$14.25
Drivers Ed Instructors (Classroom and Behind the Wheel)	\$34.00
Early Childhood Program Assistant (Less than 10.5 hours)	\$18.00
Instructional Assistants (Non-IEP Outside of Reg. School Day, Summer School, Targeted Svcs.)	\$18.00
Interpreters**	\$30.00
Light/Sound Technician (Facilities)	\$26.00
Light/Sound Assistant	\$11.00
School Age Care (SAC)	
SAC Program Assistant (Less than 10.5 hrs/wk)	\$15.30
Summer SAC Assistant***	\$15.30
Summer SAC Program Lead***	\$21.50
Site/Facilities/Open Gym Supervisor	\$15.00
Snow Plow (Temporary)	\$21.50
Student Workers/Assistants	\$11.00
Substitute Teacher	\$175.00/day
Summer Grounds/Custodial	\$15.00
Summer Grounds - Large Mower	\$15.50
Temporary Clerical / Tech Support / Other Support Staff***	\$17.84
Test Proctors***	\$20.00

\* Rate subject to contract with City

\*\* Rate rounded to nearest quarter hour

\*\*\* Current employees will be paid at their regular hourly/contract rate of pay

## **ADDENDUM TO UNAFFILIATED STAFF TERMS AND CONDITIONS TO ADD COMMUNITY ED COORDINATORS**

This addendum is added to the Terms and Conditions for the purpose of providing updated Terms and Conditions of Employment for Community Education Coordinators. Unless otherwise provided within this addendum and/or Appendix A-1, the terms and conditions for Unaffiliated Staff shall be in effect.

**Covered Positions:** All positions listed in Salary Appendix A-1 shall be considered part of the unaffiliated Staff employee group.

**Wages and Compensation:** The wages/compensation reflected in Appendix A-1 shall be in effect for the period commencing July 1, 2022 and ending June 30, 2024.

**Moving to a Lower Grade [NEW]:** When an employee moves to a position with a lower grade level they will be placed on the same step as was held in the prior position.

**General Leave:** General leave in accordance with the following terms shall be available for the duration of the 2022-2024 Terms and Conditions of Employment only:

- Community Ed Coordinators with a minimum of three years of experience in the School District may apply for an unpaid leave of absence. The granting of such leave shall be at the discretion of the school district.
- Such leave may be granted by the school district for overseas teaching, Peace Corps, Vista, National Community Ed Coordinators Corps, extended illness of the Community Ed Coordinator, extended illness of the Community Ed Coordinator's family, adoption, civic activities, alternate employment opportunities, or other reasons accepted by the School District.

**Life Insurance:** The School District will provide a group term life and AD & D insurance policy in the amount of \$50,000 for each employee regularly employed for at least 850 hours per year.

**Payment of Dues for Community Ed Coordinators:** For employees hired prior to July 1, 2022, the Community Education Department will pay the annual membership dues in the Minnesota Association and/or other appropriate organization for each Community Ed Coordinator annually, a sum not to exceed \$300 per year. The Director of Community Education has the authority to approve above \$300 in special circumstances.

### **Severance Pay:**

The following terms shall apply only to Laurie Thrush who was hired prior to July 1, 2008:

An amount equal to the value of 100% of the amount defined in the parties' collective bargaining agreement will be placed into a post-retirement health care saving plan. The provider of the post-retirement health care savings plan shall be the Minnesota State Retirement System. The retiree will not receive any direct payment from the school district for severance pay.

Eligibility: Effective July 1, 1999, District 200 regularly employed Community Ed Coordinators who were hired on or before January 1, 2000, shall be eligible for severance if they meet one of the requirements below:

- Regularly employed Community Ed Coordinators with not less than 15 years of service in the District 200 Hastings Public Schools who have attained the age of 55 years and have submitted a written resignation that has been accepted by the School Board, shall be eligible for severance pay pursuant to the provisions of this Article; or
- Regularly employed Community Ed Coordinators with not less than 30 years of service, 15 of which must be in the School District and have submitted a written resignation that has been accepted by the School Board, shall be eligible for severance pay pursuant to the term provided herein.

Payment:

- Severance pay shall be paid by the School District in equal annual installments over two years from the effective date of resignation. The payment schedule shall begin the first pay period of the calendar year after the year in which the resignation takes place.
- The School District will accept resignations (for the purpose of severance pay) during the school year provided the Community Ed Coordinator gives a written notice 30 days prior to the date of resignation.
- If eligible, Thrush shall receive as severance payment an amount representing 60 days' pay, at the severance cap of \$29.10 per hour (based on the salary schedule from 2008-2009) pro-rated to her work schedule.

Sick Leave Payout: In addition to the severance payment provided above, Thrush shall be eligible to receive payment in an amount obtained by adding her unused number of sick leave hours times the severance cap of \$29.10 per hour. The combination of the two shall not exceed the number of paid hours as required to work in the last school year.

- If Thrush qualifies for benefits provided under "Severance Pay" and works part time prior to full retirement, she will be eligible upon retirement for benefits based upon the rate of pay in effect during her last year of regular full time employment.

Severance Cap: In applying these provisions, Thrush's severance payment shall be based upon her work schedule at the time of retirement. Severance is capped at the maximum hourly rate for each grade according to the salary schedule for the 2008/09 school year.

Grade 11:                   \$29.10

Insurance: If Thrush meets the "Eligibility" requirements provided above and provides required notice as defined under "Payment", she shall be eligible for medical-hospital insurance benefits as provided below.

- Thrush shall be eligible to continue participation in the School District group medical-hospitalization insurance plan, if permitted by the terms of the policy with the insurance carrier, until the date of Medicare eligibility. Except as otherwise provided below she shall pay the entire premium for such coverage.
- To be eligible for participation in the District medical-hospitalization program, Thrush must be enrolled in the program and have continuous participation from the last date of regular employment. Any interruption in membership in the program causes her to be ineligible for any participation.
  - Thrush shall receive a lump sum dollar amount that will be placed into a Minnesota Health Care Savings Plan account. The lump sum dollar amount will be determined by taking the monthly severance health care cap, as provided below, multiplied by a maximum of eight years, or the number of years remaining until she reaches the age of Medicare eligibility.
    - Monthly cap if enrolled in single insurance coverage at the time of retirement = \$335.
    - Monthly cap if enrolled in family insurance coverage at the time of retirement = \$712.
- If Thrush becomes employed with an employer other than the school district and is covered by a medical-hospitalization insurance plan or HMO, such coverage shall be considered primary.

Matching Contributions Plan (403(b)/457)

- If Thrush chooses to participate in the matching contribution program, she shall forfeit all rights to severance and retiree health as provided under “Severance Pay.”

Death of Employee: In the event of the death of Thrush prior to payment of severance as provided above, her spouse shall be eligible for the severance pay, as long as eligibility requirements are met. The estate will collect if there is no spouse. The requirement of a written resignation does not apply.

**APPENDIX A-1 - SALARY PROGRAM FOR COMMUNITY ED COORDINATORS****2022-2023**

<u>DESCRIPTION</u>	Step	Grade 12	Grade 11
<u>Hourly Rates</u>			
Grade 11			
Adults with Disabilities Coordinator	6	\$33.82	\$30.80
Enrichment & Youth Development Coordinator	7	\$34.84	\$31.55
Senior Program Coordinator	8	\$35.75	\$32.35
	9	\$36.66	\$33.12
Grade 12			
School Age Care Program Coordinator	10	\$37.58	\$33.89
	11	\$38.49	\$34.66
	12	\$39.39	\$35.44
	13	\$40.20	\$36.18
	16	\$41.45	\$37.43
	21	\$42.70	\$38.68

**2023-2024**

<u>DESCRIPTION</u>	Step	Grade 12	Grade 11
<u>Hourly Rates</u>			
Grade 11			
Adults with Disabilities Coordinator	6	\$34.50	\$31.42
Enrichment & Youth Development Coordinator	7	\$35.54	\$32.18
Senior Program Coordinator	8	\$36.47	\$33.00
	9	\$37.39	\$33.78
Grade 12			
School Age Care Program Coordinator	10	\$38.33	\$34.57
	11	\$39.26	\$35.35
	12	\$40.18	\$36.15
	13	\$41.00	\$36.90
	16	\$42.25	\$38.15
	21	\$43.50	\$39.40

## **APPENDIX B-1 - ADDITIONAL NOTES REGARDING SPECIFIC EMPLOYEES**

The following exceptions to the Unaffiliated Staff Terms and Conditions shall apply:

### **Laurie Thrush**

1. Dental contribution grandfathered at \$98.72 per month



## Fiscal Year (FY) 2025 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

**General Information:** Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2022, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2023. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

### Identification Information

Name of District, Intermediate/Cooperative/Joint Powers	District Number and Type:	Date Submitted:
---	---------------------------	-----------------

### Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2022, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2025 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2022, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2025 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2022, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2022, section 123B.595, subd. 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2022]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2022]). ***The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.***

### Certification of Statement of Assurances

Signature – <b>Must be signed</b> by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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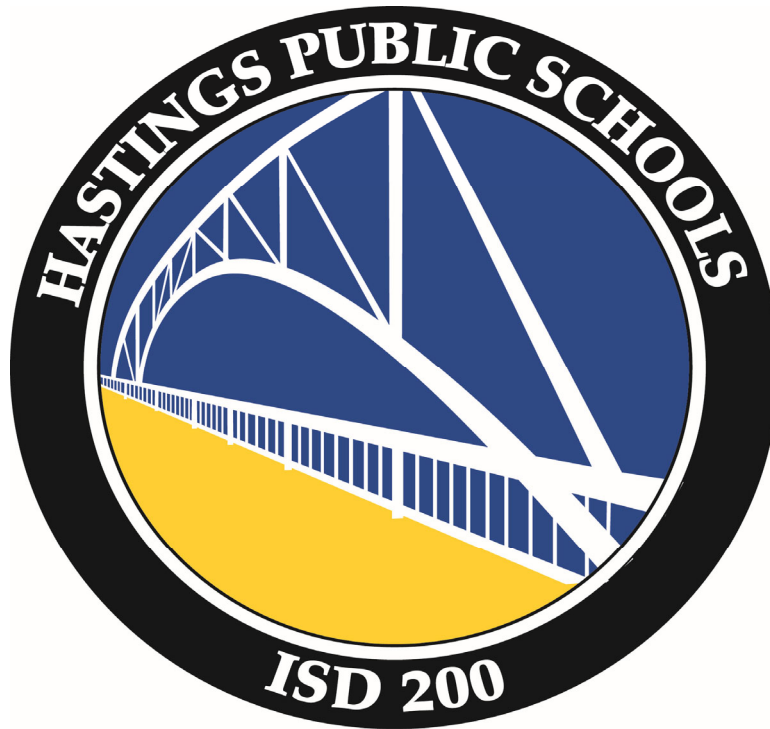












**ADOPTED BUDGET**  
**2023-2024**  
**June 2023**



**INDEPENDENT  
SCHOOL  
DISTRICT 200**

# STRATEGIC PLAN

ONE MISSION. SEVEN CORE VALUES. ALL LEARNERS.



## MISSION

*Our Core Purpose*

**We Care**  
**We Empower**  
**We Achieve**

Students are the heart of all we do

## OUR CORE VALUES

*Drivers of Our Words and Actions*

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

## VISION

*What We Intend to Create*

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

### A **Caring** and Inclusive Culture for All

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

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

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

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

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

## STRATEGIC ANCHORS

*Drivers of Our Continuous Improvement*

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

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## **BUDGET TIMELINE HASTINGS ISD 200**

### **January**

- ❖ Capital requests for next fiscal year from Principals, Directors, Technology, Maintenance
- ❖ Capital and LTFM project planning for next fiscal year started
- ❖ Technology preliminary budget for next fiscal year
- ❖ Staff Dev/Assessment/Testing preliminary budgets

### **February**

- ❖ Start negotiations on contracts/bids for next year (Transportation Provider, Copiers, Health/Dental/Life/LTD, Student Photographer, Transportation Routing/Oversight, Facility Capital and Maintenance Planning, Environmental Health & Safety Services, School Resource Officer/Traffic Control)
- ❖ Revenue budget for next fiscal year
- ❖ Review current Food Service budget and budget for next fiscal year
- ❖ Finalize Technology budget for next fiscal year
- ❖ Review any changes for Operations & Maintenance budget for next fiscal year
- ❖ Staffing model completed based on enrollment projection and class size ratios

### **March**

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

### **April**

- ❖ Title program budgets for next fiscal year
- ❖ Special Services programs finance budgets for next fiscal year
- ❖ All district wide office budgets for next fiscal year
- ❖ Update 5 Year Forecast
- ❖ Any redistribution of next year's budget \$'s for buildings and athletics to Business Office.
- ❖ Every department should review budgets and make final purchases for current year

### **May**

- ❖ Payroll Calculation for next fiscal year
- ❖ Send invoices to Business Office for payment of final purchases for current year
- ❖ Clean up any outstanding PO's on the system for current year
- ❖ Start OPEB Study (every other year)

### **June**

- ❖ Application and board approval of Aid Anticipation Certificates of Indebtness for next fiscal year
- ❖ Update APU projections according to first MARSS run for current year
- ❖ Adopted budget for next fiscal year approved by the board
- ❖ Submit 10 Year LTFM Plan to MDE

### **July-September**

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

### **October**

- ❖ Preliminary audit numbers for prior year should be available
- ❖ Revise current year budget based on audit information, other contract updates, and updated APU projections based on Oct. 1 count
- ❖ Update supply budgets based on Oct. 1 enrollment
- ❖ Budget adjustment process for next fiscal year

### **November-December**

- ❖ Auditor presentation to the board
- ❖ Truth in Taxation hearing
- ❖ Board certifies final property tax levy for next fiscal year
- ❖ Revised Budget for current year is approved by the board
- ❖ Budget adjustment process for next fiscal year
- ❖ Budget Publication in official newspaper

**REVENUE/EXPENDITURE/FUND BALANCE CHANGES-ADOPTED BUDGET 23-24**

**Pupil Units**

**APU-** For 23-24 adopted budget is 4,468  
14 less than 22-23

This number is based on prior year October 1  
marrs data and projected forward based on prior years.  
On October 1, 2023 new projections will be done  
for 23-24 and future years.

<b><u>Revenue General Fund Unassigned</u></b>	<b><u>Amount</u></b>
Gen Ed Formula 4% (7,138)	1,014,294
Levy/Taxes	1,937,119
ESSER Funds - Offset by Expenditures	(1,014,085)
Title Programs - Offset by Expenditures	(70,637)
Music Therapy Reimbursement - Offset by Expenditures	(96,000)
American Indian Education Aid - Offset by Expenditures	29,940
Special Ed Federal - Offset by Expenditures	24,175
State Spec Ed Aid (8,800,000)	2,200,157
<b>Total Change to Revenue Budget</b>	<b>4,024,963</b>

<b><u>Expenditures General Fund Unassigned</u></b>	<b><u>Amount</u></b>
<b><u>Payroll Expenditures</u></b>	
Salary and Benefit Increases	3,742,538
FTE 306.2	
All groups are actuals with the exception of teacher, paraprofessionals and nurses are estimates.	
<b><u>Other Expenditures</u></b>	
ESSER Funds - Offset by Revenues	(1,014,085)
Property Liability Insurance	76,303
Title Programs - Offset by Revenues	(70,637)
American Indian Education - Offset by Revenues	29,940
Transportation	811,545
Utilities	162,933
District Wide Budgets	71,733
Building Supply Budgets	(3,068)
Music Therapy - Offset by Expenditures	(125,410)
Audit Entry - Subsequent Year's Expenditures	1,004,882
Special Ed Federal - Offset by Revenues	24,175
All Other Misc Programs	16,059

<b>Total Change to Expenditure Budget</b>	<b>4,726,909</b>
	Net Change (701,945)

<b><u>Fund Balance Changes-Unassigned General Fund</u></b>		
Actual: Ending Fund Balance 21-22	14,155,694	
Projected: Ending Fund Balance 22-23	14,810,996	655,302
Projected: Ending Fund Balance 23-24	14,764,353	(46,643)

<b><u>Revised Budget will be updated for the following:</u></b>
Staffing due to student numbers
Employee Contract Settlements
Actual hire vs estimated salaries for open positions
Legislative changes to revenue & expenditure calculations
Adjustments based on audit for 22-23

Hastings ISD # 200		2023-2024 Adopted				
		Unaudited				
		Balance 6/30/23	Revenues	Expenditures	Net Budget	Balance 6/30/24
1/10/11/12	<b>GENERAL FUND</b>					
403	Staff Development	-	637,600.37	637,600.37	0.00	0.00
467	LTFM (old def maint and H&S)	5,288,942.80	1,756,749.82	2,000,000.00	(243,250.18)	5,045,692.62
424	Operating Capital	4,572,863.26	1,132,573.91	1,150,622.05	(18,048.14)	4,554,815.12
424-287	Lease Levy Capital	(53,001.80)	255,506.68	255,506.68	0.00	(53,001.80)
428	Learning & Development	0.00	841,711.23	841,711.23	0.00	0.00
434	Area Learning Center	0.00	375,000.00	375,000.00	0.00	0.00
438	Gifted & Talented	6,418.12	58,080.62	58,080.62	0.00	6,418.12
441/459	Basic Skills	0.00	1,392,948.90	1,065,213.23	327,735.67	327,735.67
441-620	Basic Skills-ECSE	0.00	38,794.56	23,327.00	15,467.56	15,467.56
441-630	Basic Skills-Staars	2,035.11	8,132.40	100.00	8,032.40	10,067.51
449	Safe Schools-Crime Levy	0.00	155,371.23	155,371.23	0.00	0.00
401	Student Activities (Fund 10 - tied to fund 1)	162,085.85	250,000.00	250,000.00	0.00	162,085.85
402	Scholarships (Fund 12 - tied to fund 1)	235,709.66	120,000.00	120,000.00	0.00	235,709.66
448	Achievement & Integration	0.00	291,609.98	291,609.98	0.00	0.00
472	MA/3rd Party	28,874.40	225,000.00	229,288.00	(4,288.00)	24,586.40
	<b>RESTRICTED</b>	<b>10,243,927.40</b>	<b>7,539,079.70</b>	<b>7,453,430.39</b>	<b>85,649.31</b>	<b>10,329,576.71</b>
418	Pension and ASL (trnsf from 422)	47,307.36	139,665.00	58,443.00	81,222.00	128,529.36
			includes \$5,000 interest			
461-392	Technology (trnsf from 422) no e-rate, no expenses until bond \$ are spent	934,543.50	0.00	0.00	0.00	934,543.50
	<b>COMMITTED</b>	<b>981,850.86</b>	<b>139,665.00</b>	<b>58,443.00</b>	<b>81,222.00</b>	<b>1,063,072.86</b>
397,891 CO	GASB 68 TRA/State contribution	0.00	180,000.00	180,000.00	0.00	0.00
	Fed. Title-Spec Ed, AI Aid, LCTS R=E	0.00	1,428,064.48	1,428,064.48	0.00	0.00
	Technology/Pension, ASL	0.00	(134,665.00)	0.00	(134,665.00)	(134,665.00)
	Basic Skills (JE Year end)	0.00	0.00	0.00	0.00	0.00
	Area Learning Center	0.00	0.00	225,090.00	(225,090.00)	(225,090.00)
	Safe Schools/Crime Levy	0.00	0.00	179,964.06	(179,964.06)	(179,964.06)
	Spec. Ed. State/Misc	0.00	8,830,000.00	10,172,101.00	(1,342,101.00)	(1,342,101.00)
	Transportation (does not include extra curr. budgeted at sites)	0.00	2,014,064.71	4,519,842.23	(2,505,777.52)	(2,505,777.52)
	Unassigned	14,810,995.87	43,776,870.44	39,435,916.04	4,340,954.40	19,151,950.27
	Donations Fund 11 (tied to fund 1)	0.00	640,619.00	640,619.00	0.00	0.00
	Fund 1 includes pmt to OPEB Trust (\$644,644) 22-23 & 23-24					
422	<b>UNASSIGNED</b>	<b>14,810,995.87</b>	<b>56,734,953.63</b>	<b>56,781,596.81</b>	<b>(46,643.18)</b>	<b>14,764,352.69</b>
1/10/11/12	<b>TOTAL GENERAL FUND</b>	<b>26,036,774.13</b>	<b>64,413,698.33</b>	<b>64,293,470.20</b>	<b>120,228.13</b>	<b>26,157,002.26</b>
			64,413,698.33	64,293,470.20	655,302.28	22-23 Rev
			0.00	0.00	701,945.46	(SpEd Aid-8,800,000)

<b>Hastings ISD # 200</b>	<b>2023-2024 Adopted</b>
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Unaudited					
	Balance 6/30/23	Revenues	Expenditures	Net Budget	Balance 6/30/24

<b>2</b>	<b>FOOD SERVICE FUND</b>					
464-418	Pension and ASL (trnsf from 464)	35,025.29	7,849	1,749	6,100	41,124.90
			includes \$70 interest			
464	Food Service Program	739,594.78	3,479,069	3,451,940	27,129	766,723.94
	Includes pmt to OPEB Trust & 23-24	(\$20,933)				
	<b>RESTRICTED</b>	<b>774,620.07</b>	<b>3,486,918</b>	<b>3,453,689</b>	<b>33,229</b>	<b>807,848.84</b>
	<b>TOTAL FOOD SERVICE FUND</b>	<b>774,620.07</b>	<b>3,486,918</b>	<b>3,453,689</b>	<b>33,229</b>	<b>807,848.84</b>

<b>4</b>	<b>COMMUNITY SERVICE FUND</b>					
431	Community Education General	189,762.43	1,507,065	1,645,610	(138,546)	51,216.93
432	ECFE	26,550.59	287,513	340,170	(52,657)	(26,106.13)
444	School Readiness	43,489.77	605,386	657,242	(51,855)	(8,365.63)
447	ABE	0.00	13,042	13,039	3	2.81
464-418	Pension and ASL (trnsf from trust 18 & above GL)	21,598.84	25,080	0	25,080	46,678.84
464-599	Screening	0.00	9,033	28,441	(19,408)	(19,407.74)
464	Non Public	37,542.09	84,815	84,815	0	37,542.09
	<b>RESTRICTED</b>	<b>318,943.72</b>	<b>2,531,935</b>	<b>2,769,317</b>	<b>(237,383)</b>	<b>81,561.17</b>
	<b>TOTAL COMMUNITY SERVICE FUND</b>	<b>318,943.72</b>	<b>2,531,935</b>	<b>2,769,317</b>	<b>(237,383)</b>	<b>81,561.17</b>

<b>6</b>	<b>BUILDING CONSTRUCTION FUND</b>					
464	Building Construction	0.00	90,000	4,700,000	(4,610,000)	(4,610,000.00)
	<b>RESTRICTED</b>	<b>0.00</b>	<b>90,000</b>	<b>4,700,000</b>	<b>(4,610,000)</b>	<b>(4,610,000.00)</b>
	<b>TOTAL BLDG CONSTRUCTION FUND</b>	<b>0.00</b>	<b>90,000</b>	<b>4,700,000</b>	<b>(4,610,000)</b>	<b>(4,610,000.00)</b>

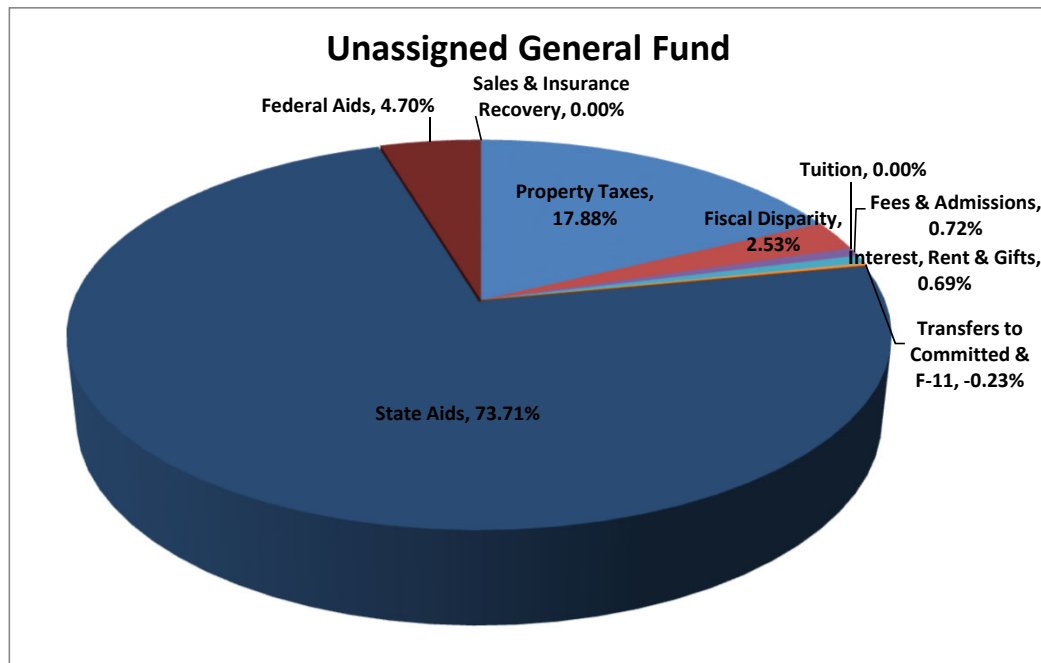
<b>7</b>	<b>DEBT SERVICE FUND</b>					
451	QSCB Sinking Fund (GL JE)	13,729,379.58	440,321	(812,000)	1,252,321	14,981,700.58
464	Debt Service	1,110,770.29	4,452,434	4,683,750	(231,316)	879,453.90
	<b>RESTRICTED</b>	<b>14,840,149.87</b>	<b>4,892,755</b>	<b>3,871,750</b>	<b>1,021,005</b>	<b>15,861,154.48</b>
	<b>TOTAL DEBT SERVICE FUND</b>	<b>14,840,149.87</b>	<b>4,892,755</b>	<b>3,871,750</b>	<b>1,021,005</b>	<b>15,861,154.48</b>

<b>TRUST FUNDS</b>						
18	CE Pension and ASL	61,630.70	900	0	900	62,530.70
20	Dental Self-Funded	1,137,745.65	744,257.00	641,093.00	103,164	1,240,909.65
21	Health Self-Funded	4,336,325.40	9,292,863.00	9,537,819.13	(244,956)	4,091,369.27
45---000	IRR-OPEB- PERA	5,716,009.58	829,829	570,232	259,598	5,975,607.08
	<b>TOTAL TRUST FUNDS</b>	<b>11,251,711.33</b>	<b>10,867,849</b>	<b>10,749,144</b>	<b>118,705</b>	<b>11,370,416.70</b>

	<b>TOTAL ALL FUNDS</b>	<b>53,222,199</b>	<b>86,283,154</b>	<b>89,837,370</b>	<b>(3,554,216)</b>	<b>49,667,983</b>
			86,283,154.30	89,837,369.97		
			0	0		

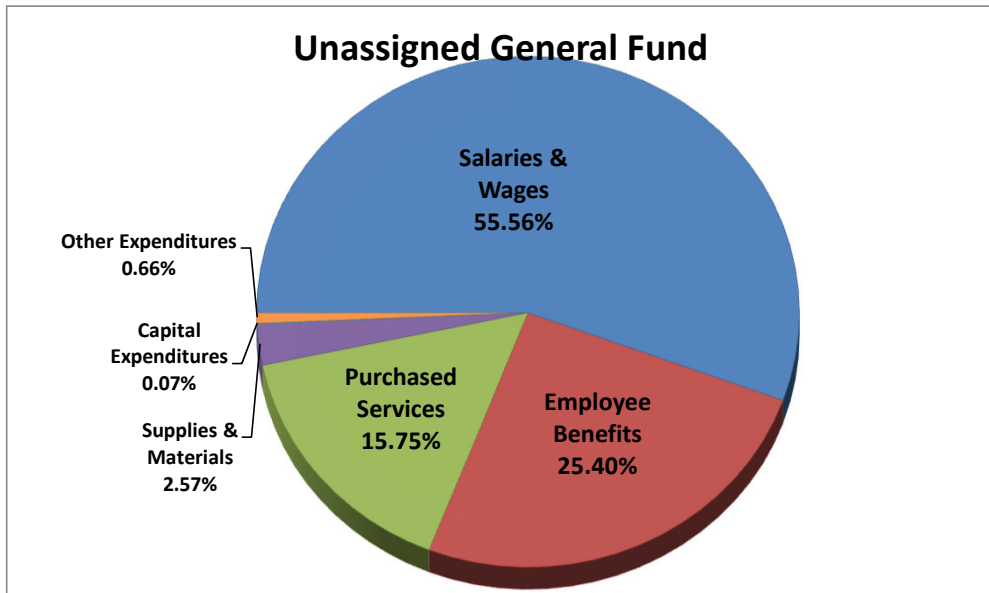
**HASTINGS ISD # 200 REVENUES BY SOURCE**

<b>General Fund (1)</b>		<b>Final</b>	<b>Final</b>	<b>Final</b>	<b>Adopted</b>
		<b>20-21</b>	<b>21-22</b>	<b>22-23</b>	<b>23-24</b>
<b>Restricted</b>					
001-020	Property Taxes	2,493,382	2,523,402	2,296,877	2,276,494
050-069	Fees/Admissions	0	102,000	102,000	102,000
070-079	3rd Party Medical Asst.	190,949	190,949	225,000	225,000
090-099	Interest, Rent & Gifts	30,000	30,000	30,000	30,000
200-399	State Aids	1,828,253	1,768,972	1,716,487	1,770,554
600-630	Sales & Insurance Recovery	0	0	0	0
		<b>4,542,584</b>	<b>4,615,324</b>	<b>4,370,363</b>	<b>4,404,048</b>
<b>Committed</b>					
090-099	Interest	5,000	5,000	5,000	5,000
090-099	E-Rate	0	0	0	0
090-099	Transfer from Unassigned	146,211	146,211	134,665	134,665
		<b>151,211</b>	<b>151,211</b>	<b>139,665</b>	<b>139,665</b>
<b>Unassigned</b>					
001-020	Property Taxes	8,279,054	8,516,158	8,412,247	10,522,235
001-020	Fiscal Disparity	1,753,481	1,656,173	1,655,194	1,490,284
021-049	Tuition	96,000	96,000	96,000	0
050-069	Fees & Admissions	322,629	372,629	422,629	422,629
090-099	Interest, Rent & Gifts	396,691	400,018	420,018	409,018
090-099	Transfers to Committed & F-11	(166,819)	(151,103)	(136,284)	(136,284)
200-399	State Aids	38,704,098	38,927,570	39,198,195	43,383,121
400-599	Federal Aids	2,801,839	3,045,014	3,828,909	2,768,362
600-630	Sales & Insurance Recovery	40,000	0	0	0
		<b>52,226,972</b>	<b>52,862,459</b>	<b>53,896,908</b>	<b>58,859,366</b>
<b>Student Activities Fund (10)</b>					
050-069	Fees/Admissions	206,000	206,000	131,000	131,000
090-099	Interest/Rent/Gifts/Grant	22,500	22,500	22,500	22,500
600-630	Sales	121,500	121,500	96,500	96,500
		<b>350,000</b>	<b>350,000</b>	<b>250,000</b>	<b>250,000</b>
<b>Deferred Accounts-Donations/Misc (11)</b>					
050-069	Fees/Admissions	125,000	125,000	125,000	125,000
090-099	Deferred Donations	0	0	0	0
090-099	Transfer from Unassigned	21,608	4,892	1,619	1,619
090-099	Interest/Rent/Gifts/Grant	384,000	384,000	384,000	384,000
600-630	Sales	130,000	130,000	130,000	130,000
		<b>660,608</b>	<b>643,892</b>	<b>640,619</b>	<b>640,619</b>
<b>Scholarships Fund (12)</b>					
090-099	Interest/Rent/Gifts/Grant	95,000	95,000	120,000	120,000
600-630	Sales	0	0	0	0
		<b>95,000</b>	<b>95,000</b>	<b>120,000</b>	<b>120,000</b>
<b>General Fund (01/10/11/12) Total</b>		<b>58,026,375</b>	<b>58,717,885</b>	<b>59,417,555</b>	<b>64,413,698</b>



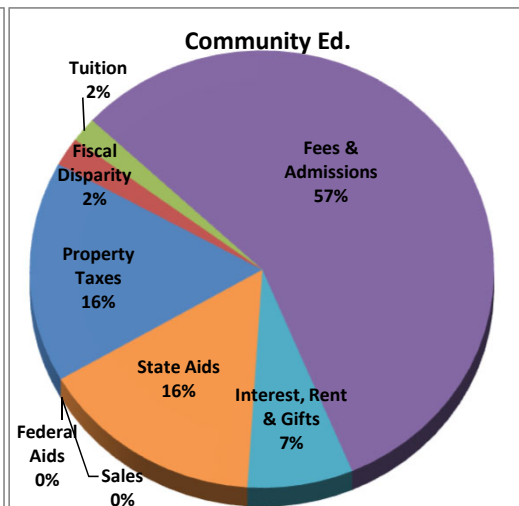
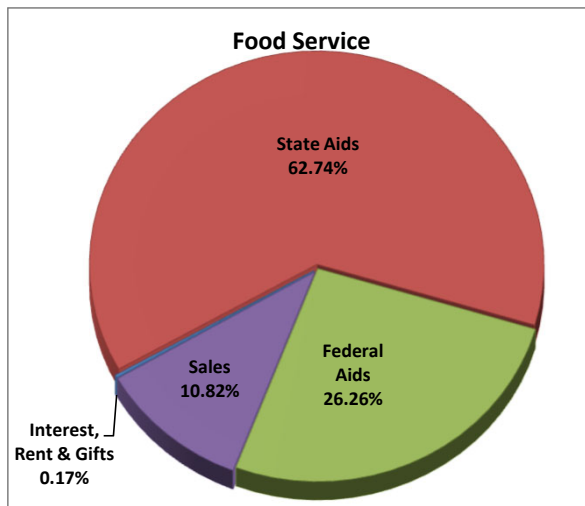
**HASTINGS ISD # 200 EXPENDITURES BY OBJECT**

<u>General Fund (1)</u>	<u>Final</u>	<u>Final</u>	<u>Final</u>	<u>Adopted</u>
	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>
<b>Restricted</b>				
100-199 Salaries & Wages	1,063,194	807,115	1,242,061	1,090,872
200-299 Employee Benefits	435,996	337,414	479,157	419,275
300-399 Purchased Services	975,550	903,486	672,950	1,049,417
400-499 Supplies & Materials	623,054	622,142	573,220	564,112
500-599 Capital Expenditures	1,061,196	3,105,558	2,221,547	1,522,359
800-899 Other Expenditures	0	0	0	0
	<u>4,158,990</u>	<u>5,775,715</u>	<u>5,188,935</u>	<u>4,646,036</u>
<b>Committed</b>				
100-199 Salaries & Wages	51,664	1,415	6,479	0
200-299 Employee Benefits	176,925	262,008	232,749	58,443
300-399 Purchased Services	0	0	0	0
400-499 Supplies & Materials	0	0	0	0
500-599 Capital Expenditures	0	0	0	0
	<u>228,588</u>	<u>263,422</u>	<u>239,228</u>	<u>58,443</u>
<b>Unassigned</b>				
100-199 Salaries & Wages	29,192,740	30,522,372	30,490,860	32,544,482
200-299 Employee Benefits	13,588,660	13,850,275	13,282,973	14,876,130
300-399 Purchased Services	7,067,136	7,359,100	8,456,713	9,228,300
400-499 Supplies & Materials	2,248,449	1,382,977	1,456,696	1,506,597
500-599 Capital Expenditures	70,149	62,883	166,145	38,283
800-899 Other Expenditures	383,546	372,405	413,797	384,581
	<u>52,550,680</u>	<u>53,550,012</u>	<u>54,267,184</u>	<u>58,578,373</u>
<b>Student Activities Fund (10)</b>				
300-399 Purchased Services	136,500	136,500	86,500	86,500
400-599 Supplies & Capital	208,500	208,500	158,500	158,500
800-899 Other Expenditures	5,000	5,000	5,000	5,000
	<u>350,000</u>	<u>350,000</u>	<u>250,000</u>	<u>250,000</u>
<b>Deferred Accounts-Donations/Misc (11)</b>				
100-199 Salaries & Wages	77,892	76,182	73,349	73,349
200-299 Employee Benefits	11,961	11,704	11,265	11,265
300-399 Purchased Services	184,755	170,005	170,005	170,005
400-499 Supplies & Materials	361,000	361,000	361,000	361,000
500-599 Capital Expenditures	25,000	25,000	25,000	25,000
800-899 Other Expenditures	0	0	0	0
	<u>660,608</u>	<u>643,892</u>	<u>640,619</u>	<u>640,619</u>
<b>Scholarships Fund (12)</b>				
800-899 Other Expenditures	95,000	95,000	120,000	120,000
	<u>95,000</u>	<u>95,000</u>	<u>120,000</u>	<u>120,000</u>
<b>General Fund (01/10/11/12) Total</b>	<b>58,043,866</b>	<b>60,678,041</b>	<b>60,705,966</b>	<b>64,293,470</b>



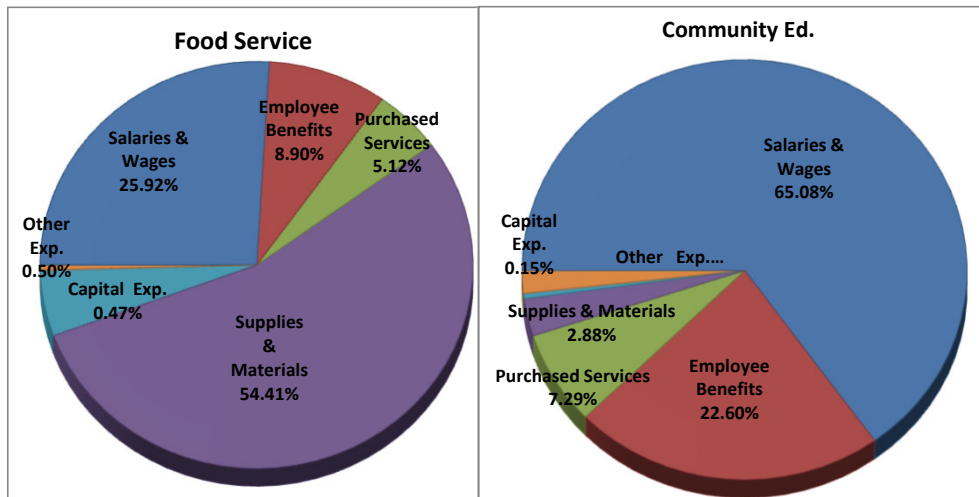
## HASTINGS ISD # 200 REVENUES BY SOURCE

	Final <u>20-21</u>	Final <u>21-22</u>	Final <u>22-23</u>	Adopted <u>23-24</u>
<b>Food Service (2)</b>				
090-099 Interest, Rent & Gifts	6,030	6,030	6,070	6,070
200-399 State Aids	4,749	64,667	125,471	2,187,854
400-599 Federal Aids	1,491,465	2,373,398	1,266,884	915,594
600-630 Sales	<u>27,369</u>	<u>205,472</u>	<u>1,381,343</u>	<u>377,400</u>
<b>Food Service Fund (2) Total</b>	<b>1,529,612</b>	<b>2,649,567</b>	<b>2,779,768</b>	<b>3,486,918</b>
<b>Community Service Fund (4)</b>				
001-020 Property Taxes	395,870	397,743	401,265	413,154
001-020 Fiscal Disparity	62,402	60,055	61,748	53,714
021-049 Tuition	46,249	46,249	46,249	46,249
050-069 Fees & Admissions	802,344	1,135,482	1,146,454	1,437,050
090-099 Interest, Rent & Gifts	145,589	178,089	179,143	185,820
200-399 State Aids	400,323	392,866	380,960	395,947
400-599 Federal Aids	73,718	0	0	0
600-630 Sales	0	0	0	0
<b>Community Service Fund (4) Total</b>	<b>1,926,495</b>	<b>2,210,484</b>	<b>2,215,819</b>	<b>2,531,935</b>
<b>Building Construction Fund (6)</b>				
090-099 Interest/Misc Rev	210,272	45,228	90,000	90,000
631-640 Sale of Bonds & Loans	0	0	0	0
<b>Building Construction Fund (6) Total</b>	<b>210,272</b>	<b>45,228</b>	<b>90,000</b>	<b>90,000</b>
<b>Debt Service Fund (7)</b>				
001-020 Property Taxes	3,912,020	3,578,294	3,833,623	3,784,279
001-020 Fiscal Disparity	618,821	587,799	618,965	516,495
090-099 Interest/Misc Rev	440,592	496,312	440,321	440,321
200-399 State Aids/Credits	131,799	418,614	293,131	151,660
400-599 Federal Aids	0	0	0	0
631-640 Sale of Bonds & Loans	0	0	0	0
<b>Debt Service Fund (7) Total</b>	<b>5,103,232</b>	<b>5,081,019</b>	<b>5,186,040</b>	<b>4,892,755</b>
<b>Trust Fund (18)</b>				
090-099 Interest/Scholarship Receipts	2,500	2,500	900	900
600-630 Sales	0	0	0	0
<b>Trust Fund (18) Total</b>	<b>2,500</b>	<b>2,500</b>	<b>900</b>	<b>900</b>
<b>Self-Funded Insurance (20-21)</b>				
080-099 Interest/Premiums/Prescription Rebates	<u>9,413,242</u>	<u>9,542,926</u>	<u>9,100,063</u>	<u>10,037,120</u>
<b>Self-Funded Insurance (20-21) Total</b>	<b>9,413,242</b>	<b>9,542,926</b>	<b>9,100,063</b>	<b>10,037,120</b>
<b>OPEB Irrevocable Trust Fund (45)</b>				
092 Interest	20,000	10,000	10,000	120,000
614 Contribution for Post Employment Benefit	<u>1,133,311</u>	<u>1,133,311</u>	<u>709,829</u>	<u>709,829</u>
<b>OPEB Irrevocable Trust Fund (45) Total</b>	<b>1,153,311</b>	<b>1,143,311</b>	<b>719,829</b>	<b>829,829</b>
<b>TOTAL ALL FUNDS</b>	<b>77,365,040</b>	<b>79,392,920</b>	<b>79,509,974</b>	<b>86,283,154</b>



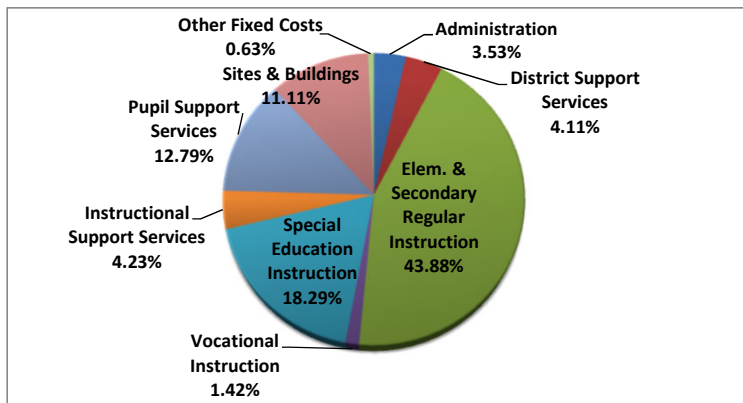
## HASTINGS ISD # 200 EXPENDITURES BY OBJECT

	Final 20-21	Final 21-22	Final 22-23	Adopted 23-24
<b>Food Service (2)</b>				
100-199 Salaries & Wages	730,011	862,568	876,167	895,291
200-299 Employee Benefits	275,077	288,901	302,761	307,514
300-399 Purchased Services	74,600	107,765	139,650	176,700
400-499 Supplies & Materials	625,974	1,336,224	1,559,394	1,879,184
500-599 Capital Expenditures	97,200	40,000	175,000	181,000
800-899 Other Expenditures	4,910	8,210	67,000	14,000
<b>Food Service Fund (2) Total</b>	<b>1,807,772</b>	<b>2,643,668</b>	<b>3,119,971</b>	<b>3,453,689</b>
<b>Community Service Fund (4)</b>				
100-199 Salaries & Wages	1,517,388	1,525,767	1,503,625	1,802,389
200-299 Employee Benefits	588,914	583,843	539,465	625,865
300-399 Purchased Services	118,959	188,042	165,787	201,882
400-499 Supplies & Materials	74,576	73,730	79,561	79,836
500-599 Capital Expenditures	501	1,201	4,201	11,001
800-899 Other Expenditures	45,298	43,324	44,994	48,344
<b>Community Service Fund (4) Total</b>	<b>2,345,636</b>	<b>2,415,907</b>	<b>2,337,632</b>	<b>2,769,317</b>
<b>Building Construction Fund (6)</b>				
300-399 Purchased Services	2,254,195	726,332	250,000	100,000
400-499 Supplies & Materials	668,431	300,000	465,000	800,000
500-599 Capital Expenditures	5,084,084	7,437,842	9,351,685	3,800,000
790 Other Debt Service	0	0	0	0
<b>Building Construction Fund (6) Total</b>	<b>8,006,710</b>	<b>8,464,174</b>	<b>10,066,685</b>	<b>4,700,000</b>
<b>Debt Service Fund (7)</b>				
500-599 Capital Expenditures	0	0	0	0
700-799 Debt Service	3,872,963	3,871,863	3,873,090	3,871,750
900-999 Other Financing Uses	0	0	0	0
<b>Debt Service Fund (7) Total</b>	<b>3,872,963</b>	<b>3,871,863</b>	<b>3,873,090</b>	<b>3,871,750</b>
<b>Trust Fund (18)</b>				
300-399 Purchased Services	0	0	0	0
400-499 CE Retirement Payments	25,080	11,185	8,483	0
800-899 Scholarship Payments	0	0	0	0
<b>Trust Fund (18) Total</b>	<b>25,080</b>	<b>11,185</b>	<b>8,483</b>	<b>0</b>
<b>Self-Funded Insurance Fund (20&amp;21)</b>				
300-499 Purchased Services/Supplies	9,443,025	9,980,173	9,334,862	10,178,912
<b>Self-Funded Insurance Fund (20&amp;21) Total</b>	<b>9,443,025</b>	<b>9,980,173</b>	<b>9,334,862</b>	<b>10,178,912</b>
<b>OPEB Irrevocable Trust Fund (45)</b>				
200-299 Employee Benefits	199,250	241,268	482,845	570,232
<b>OPEB Irrevocable Trust Fund (45) Total</b>	<b>199,250</b>	<b>241,268</b>	<b>482,845</b>	<b>570,232</b>
<b>TOTAL ALL FUNDS</b>	<b>83,744,301</b>	<b>88,306,278</b>	<b>89,929,535</b>	<b>89,837,370</b>



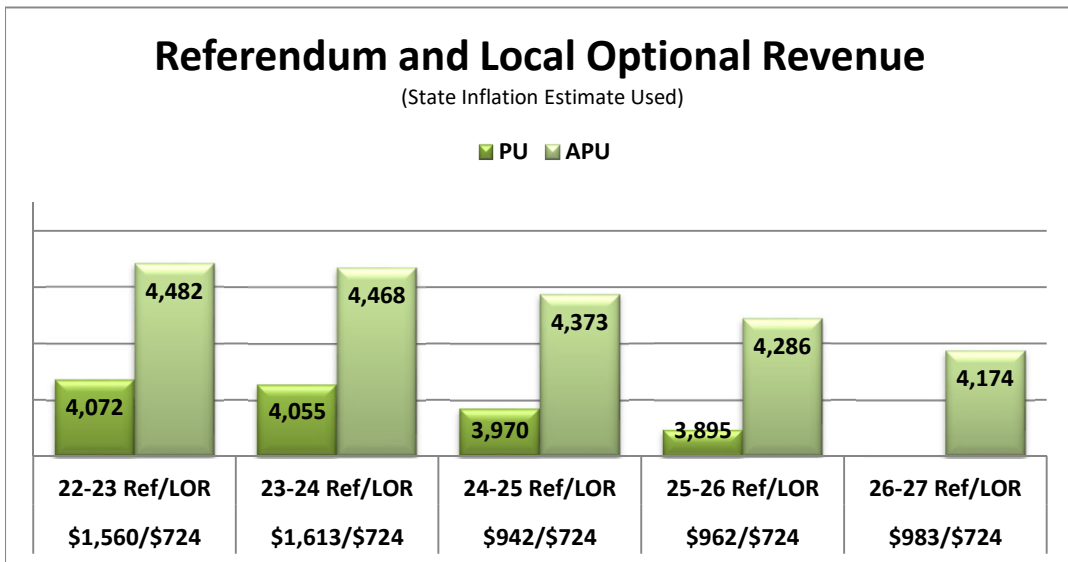
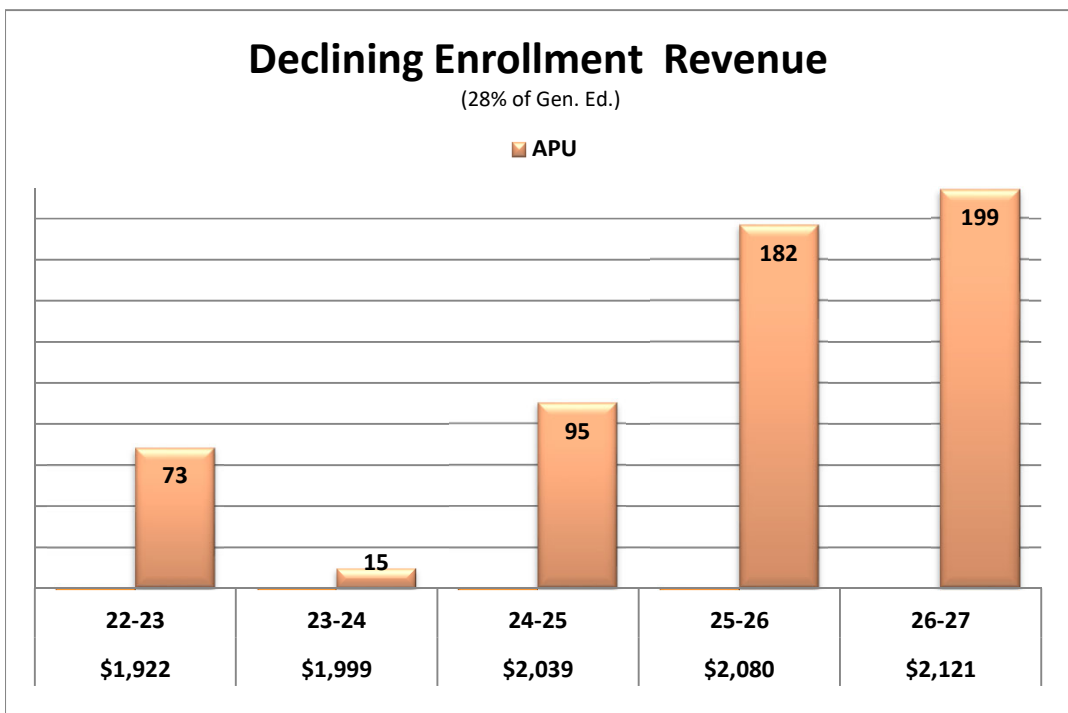
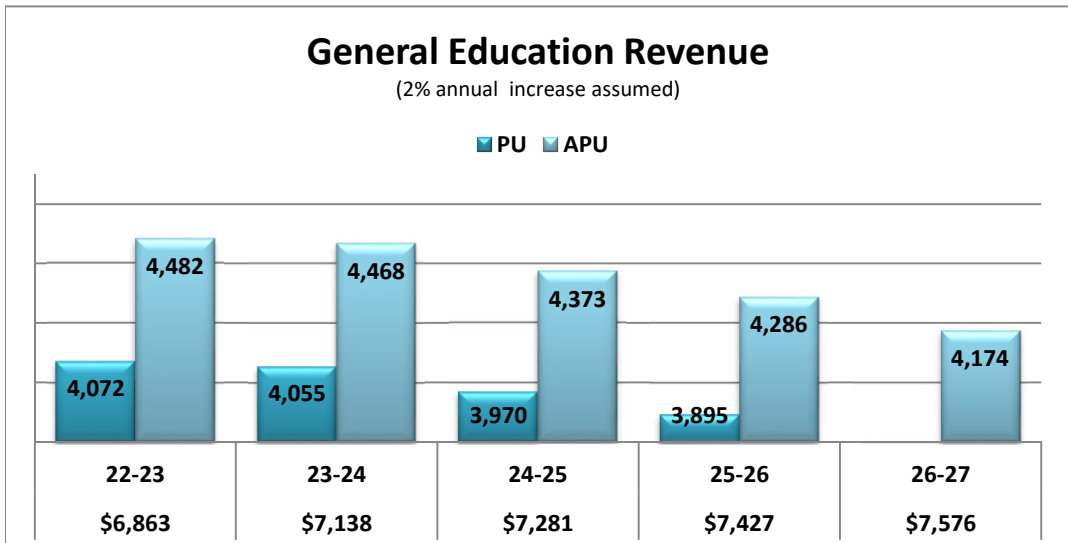
**HASTINGS ISD # 200 EXPENDITURES BY PROGRAM**

	<u>Final</u> <u>20-21</u>	<u>Final</u> <u>21-22</u>	<u>Final</u> <u>22-23</u>	<u>Adopted</u> <u>23-24</u>
<b>General Fund (1)</b>				
000-999 Administration	2,276,183	2,160,632	2,055,174	2,231,006
100-199 District Support Services	2,797,543	2,362,798	2,425,244	2,600,711
200-299 Elem. & Secondary Regular Instruction	26,366,950	26,713,413	26,342,856	27,767,670
300-399 Vocational Instruction	531,880	563,886	941,261	901,018
400-499 Special Education Instruction	10,105,583	10,722,426	10,960,881	11,573,633
600-699 Instructional Support Services	3,090,733	2,936,637	2,938,601	2,680,016
700-799 Pupil Support Services	5,929,039	6,468,632	6,989,559	8,093,898
800-899 Sites & Buildings	5,593,854	7,376,421	6,716,450	7,033,274
900-999 Other Fixed Costs	<u>246,492</u>	<u>284,304</u>	<u>325,322</u>	<u>401,625</u>
<b>General Fund (1) Total</b>	<b>56,938,257</b>	<b>59,589,149</b>	<b>59,695,347</b>	<b>63,282,851</b>
<b>Student Activities Fund (10)</b>				
200-299 Elem. & Secondary Regular Instruction	<u>350,000</u>	<u>350,000</u>	<u>250,000</u>	<u>250,000</u>
<b>Student Activities Fund (10) Total</b>	<b>350,000</b>	<b>350,000</b>	<b>250,000</b>	<b>250,000</b>
<b>Donations Fund (11)</b>				
100-199 District Support Services	0	0	0	0
200-299 Elem. & Secondary Regular Instruction	660,608	643,892	640,619	640,619
300-399 Vocational Instruction	0	0	0	0
400-499 Special Education Instruction	0	0	0	0
600-699 Instructional Support Services	0	0	0	0
700-799 Pupil Support Services	0	0	0	0
800-899 Sites & Buildings	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Donations Fund (11) Total</b>	<b>660,608</b>	<b>643,892</b>	<b>640,619</b>	<b>640,619</b>
<b>Scholarships Fund (12)</b>				
960 Other Non-Recurring	<u>95,000</u>	<u>95,000</u>	<u>120,000</u>	<u>120,000</u>
<b>Scholarships Fund (12) Total</b>	<b>95,000</b>	<b>95,000</b>	<b>120,000</b>	<b>120,000</b>
<b>Food Service Fund (2)</b>				
700-799 Pupil Support Services	<u>1,807,772</u>	<u>2,643,668</u>	<u>3,119,971</u>	<u>3,453,689</u>
<b>Food Service Fund (2) Total</b>	<b>1,807,772</b>	<b>2,643,668</b>	<b>3,119,971</b>	<b>3,453,689</b>
<b>Community Service Fund (4)</b>				
500-599 Community Education & Services	2,297,010	2,367,280	2,292,957	2,724,642
700-799 Pupil Support Services	<u>48,626</u>	<u>48,627</u>	<u>44,675</u>	<u>44,675</u>
<b>Community Service Fund (4) Total</b>	<b>2,345,636</b>	<b>2,415,907</b>	<b>2,337,632</b>	<b>2,769,317</b>
<b>Building Construction Fund (6)</b>				
800-899 Sites & Buildings	<u>8,006,710</u>	<u>8,464,174</u>	<u>10,066,685</u>	<u>4,700,000</u>
<b>Building Construction Fund (6) Total</b>	<b>8,006,710</b>	<b>8,464,174</b>	<b>10,066,685</b>	<b>4,700,000</b>
<b>Debt Service Fund (7)</b>				
900-999 Other Fixed Costs	<u>3,872,963</u>	<u>3,871,863</u>	<u>3,873,090</u>	<u>3,871,750</u>
<b>Building Construction Fund (6) Total</b>	<b>3,872,963</b>	<b>3,871,863</b>	<b>3,873,090</b>	<b>3,871,750</b>
<b>Trust Fund (18)</b>				
960 Other Non-Recurring	<u>25,080</u>	<u>11,185</u>	<u>8,483</u>	<u>0</u>
<b>Trust Fund (18) Total</b>	<b>25,080</b>	<b>11,185</b>	<b>8,483</b>	<b>0</b>
<b>Self-Funded Insurance (20 &amp; 21)</b>				
105 District Support Services	<u>9,443,025</u>	<u>9,980,173</u>	<u>9,334,862</u>	<u>10,178,912</u>
<b>Self-Funded Insurance (20 &amp; 21) Total</b>	<b>9,443,025</b>	<b>9,980,173</b>	<b>9,334,862</b>	<b>10,178,912</b>
<b>OPEB Irrevocable Trust Fund (45)</b>				
935 Post Employment Benefits	<u>199,250</u>	<u>241,268</u>	<u>482,845</u>	<u>570,232</u>
<b>Trust Fund (45) Total</b>	<b>199,250</b>	<b>241,268</b>	<b>482,845</b>	<b>570,232</b>
<b>TOTAL ALL FUNDS</b>	<b>83,744,301</b>	<b>88,306,278</b>	<b>89,929,535</b>	<b>89,837,370</b>



	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>	<u>22-23</u>	<u>23-24</u>	
<b>Staffing Summary</b>							
(includes overload)							
Kennedy	25.53	25.53	25.53	24.03	24.53	24.6909	
McAuliffe	26.54	30.54	26.54	25.29	26.54	26.7	
Pinecrest	25.53	26.53	24.53	23.28	23.53	25.2	
<b>Total Elementary</b>	<b>77.60</b>	<b>82.60</b>	<b>76.60</b>	<b>72.60</b>	<b>74.60</b>	<b>76.59</b>	<b>1.9909</b>
<b>Middle School</b>	<b>63.9</b>	<b>64.3</b>	<b>62.3</b>	<b>60</b>	<b>60.2</b>	<b>61.9</b>	<b>1.7000</b>
<b>High School</b>	<b>73.169</b>	<b>71.735</b>	<b>66.101</b>	<b>64.414</b>	<b>65.214</b>	<b>65.834</b>	<b>0.6200</b>
<b>Special Education</b>	<b>63.596</b>	<b>64.7</b>	<b>63.9</b>	<b>65.3</b>	<b>65.3</b>	<b>71.8</b>	<b>6.5000</b>
<b>Special Ed ADSIS Grant</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0.0000</b>
<b>ALC-HS</b>	<b>2.8</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3.2</b>	<b>0.2000</b>
<b>ESL</b>	<b>2.2</b>	<b>2.5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0.0000</b>
<b>Title/Gifted/Gen Fund</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0.0000</b>
<b>Teacher Spec Assign.</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>11.2</b>	<b>11</b>	<b>12</b>	<b>1.0000</b>
<b>Community Education</b>	<b>4.95</b>	<b>4.95</b>	<b>4.44</b>	<b>4.44</b>	<b>4.17</b>	<b>5.87</b>	<b>1.7000</b>
<b>Grand Total FTE's</b>	<b>297.2150</b>	<b>302.7850</b>	<b>288.3410</b>	<b>289.9540</b>	<b>292.4840</b>	<b>306.1949</b>	<b>13.7109</b>
	5.8599	5.5700	-14.4440	1.6130	2.5300	13.7109	

# PROJECTED PUPIL UNITS



# HASTINGS Public School District

## Historical Adjusted Average Daily Membership (ADM)

Grade	Actual 18-19	Actual 19-20	Actual 20-21	Actual 21-22	Budget 22-23	Projected 23-24	Projected 24-25	Projected 25-26	Projected 26-27	Projected 27-28
EC	35.9	39.9	37.4	44.2	38.9	38.9	38.9	38.9	38.9	38.9
PKG	-	-	-	-	-	-	-	-	-	-
Kgt Hdp	38.5	34.6	40.3	39.6	40.9	40.9	40.9	40.9	40.9	40.9
KDG	233.2	253.3	228.0	224.0	232.5	221.4	223.4	211.8	216.1	210.4
1	302.4	272.9	281.9	275.6	272.5	278.2	266.9	268.9	257.1	261.5
2	307.3	312.6	269.2	282.3	285.4	276.7	282.5	271.0	273.1	261.1
3	287.8	313.6	305.0	267.8	274.5	281.9	273.3	279.1	267.7	269.8
4	306.6	295.8	296.4	303.8	271.5	273.2	280.6	272.1	277.8	266.5
5	345.8	321.0	291.4	295.7	306.4	273.3	275.1	282.5	273.9	279.7
6	325.9	352.3	318.7	286.1	297.4	306.2	273.1	274.9	282.3	273.7
7	350.9	323.6	356.2	321.2	285.4	298.1	306.9	273.8	275.6	283.0
8	328.4	348.4	317.0	352.1	328.3	285.6	298.4	307.2	274.0	275.8
9	413.8	353.2	398.7	382.6	418.2	382.6	332.9	347.7	358.0	319.4
10	382.5	393.7	316.4	373.6	362.3	391.8	358.5	311.9	325.8	335.4
11	336.6	360.7	370.3	305.6	362.3	346.3	374.4	342.6	298.1	311.4
12	351.3	339.4	358.5	378.8	295.4	359.7	343.8	371.8	340.2	295.9
	4,346.7	4,314.9	4,185.3	4,132.8	4,071.8	4,054.9	3,969.7	3,895.1	3,799.5	3,723.3
Projected	4,779.4	4,738.7	4,608.7	4,555.6	4,482.3	4,467.8	4,372.7	4,286.1	4,173.8	4,087.5

**ISD #200 CAPITAL 2023-2024 ADOPTED**

\*\*\*\*\*

**EQUIPMENT/BOOKS PLAN**

**Fixed Costs**

01-005-xxx-302-xxx-000	Network Adm & Lead Computer Tech		
01-005-850-302-896-000	Salary/Benefits	182,318	
01-005-107-302-560-000	Txs/Assessments	0	
	2 Copiers Copy Center-Loffler Lease	42,804	thru 6/2028
	<b>Total Fixed</b>		<b>225,122</b>

**Other Costs**

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

**Site Allocations**

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

**Total Other 625,500**

\*\*\*\*\*

**FACILITIES PLAN**

**Fixed Costs**

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

**Other Costs-reduces fund balance**

**Total Other 0**

\*\*\*\*\*

<b>Total Expenses</b>	<b>1,150,622.05</b>	
Aid	514,975.42	
Levy	485,598.49	
Sr Ctr Constr. Contribution	30,000.00	
HS Parking	102,000.00	
<b>Total Revenue</b>	<b>1,132,573.91</b>	-18,048
<b>Beginning Fund Balance</b>	<b>4,572,863.26</b>	
<b>Projected Ending Fund Balance</b>	<b>4,554,815.12</b>	-18,048

**MISC. CAPITAL - LTFM - COMMITTED**

\*\*\*\*\*

**Capital Building Lease Levy**

	<b>Beginning Fund Balance</b>	<b>(53,001.80)</b>	
	<b>Lease Levy Revenue</b>	<b>255,506.68</b>	
01-005-850-302-570-287	Building Lease Levy Pmts	255,506.68	Various
	<b>Ending Fund Balance</b>	<b>(53,001.80)</b>	
			1,388,080.59
			1,406,128.73

**LTFM**

	<b>Beginning Fund Balance</b>	<b>5,288,942.80</b>	
R 01-xxx-865/866-xxx-xxx-xxx	<b>Revenue</b>	1,756,749.82	
E 01-xxx-865/866-xxx-xxx-xxx	Planned expenditures	2,000,000.00	
	<b>Ending Fund Balance</b>	<b>5,045,692.62</b>	

<b>HASTINGS CAPITAL 2023-24 for Adopted</b>		
<b>Available Funds</b>		<b>\$300,000</b>
<b>SITE</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>
DW	LinPol Gloss Floorcare Program	\$50,000.00
MS	Floor Scrubber	\$28,000.00
Grounds	Forklift	\$10,000.00
Tilden	Concrete Replacement-North	\$10,000.00
DW	Security Cameras	\$5,000.00
DW	Ceiling Level Safety & Security Mirrors	\$15,000.00
<b>District To be determined</b>		<b>\$182,000.00</b>
<b>Total Budgeted 23-24</b>		<b>\$300,000.00</b>
<b>Reserve Carryover Next Year</b>		<b>\$0.00</b>

**HASTINGS LTFM 2023-24 for Adopted**

<b>Available Funds</b>		<b>\$2,000,000.00</b>
<b>SITE</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>
917	Annual-H&S Costs	\$14,398.00
917	Def. Maint. Proj.	\$0.00
DW/917	H&S \$100,000 to < 2m per site	\$0.00
DW	Annual-H&S Costs	\$171,569.00
DW	Annual-Construction Mgmt Consultant	\$35,800.00
DW	Maintenance Staff Chargeback	\$217,833.39
DW	PA System Repair	\$10,000.00
HS	Storm Drain Repair	\$25,000.00
HS	Auditorium Emergency Lighting	\$25,000.00
HS	Elevator Component Replacement	\$48,000.00
HS	Drain Basin Reclamation	\$50,000.00
MS	Dust Collector Replacement	\$180,000.00
MS	Greenhouse Mechanical Replacement	\$40,000.00
MS	Pool Controller Replacement	\$10,000.00
MS	Storm Drain Repair (2)	\$30,000.00
MS	Sprinkler Riser Valve Replacement	\$7,000.00
MS	Mechanical Fence Replacement	\$25,000.00
MS	Carpet Replacement (Media Ctr & Aud)	\$140,000.00
KE	Restroom Remodel	\$275,000.00
KE	Carpet Replacement	\$20,000.00
KE	Door Replacement	\$80,000.00
MC	Carpet Replacement	\$20,000.00
PI	Carpet Replacement	\$20,000.00
PI	Exterior Gym Wall Seal	\$25,000.00
PI	Door Replacement	\$90,000.00
TI	Restroom Remodel	\$85,000.00
TI	Storm Drain Repair	\$20,000.00
<b>District To be determined</b>		<b>\$335,399.61</b>
<b>Total Budgeted 23-24</b>		<b>\$2,000,000.00</b>
<b>Reserve Carryover Next Year</b>		<b>\$0</b>

**STAFF DEVELOPMENT DETAIL**

**23-24  
Adopted Budget**

Estimated APU	4,467.74
Formula Allowance	\$7,137.52
Basic Revenue	\$31,888,583.60
MN State Academies Adj	-\$8,565.02
<b>Revenue</b> 2% Set-Aside	<b>\$637,600.37</b>

Designated Budget	\$239,092.00 <i>See below</i>
<b>Chbk Staff Budget</b>	<b>\$398,508.37</b>
Designated Carryover - Obj 367	\$0.00 <i>See below</i>
<b>Expenditures</b>	<b>\$637,600.37</b>

		<b>23-24</b>	<b>Prior Yr Carry Over</b>	<b>Total 23-24 Adopted Budget</b>
Mentoring Program	307/000	17,000	0	17,000
Supt	308/303	10,000	0	10,000
High School	306/000	20,552	0	20,552
Middle School	306/000	18,673	0	18,673
Kennedy	306/000	7,755	0	7,755
Pinecrest	306/000	7,755	0	7,755
McAuliffe	306/000	7,766	0	7,766
Curriculum Development	308/000	107,376	0	107,376
Related Services	308/299	1,000	0	1,000
District Technology Development	308/302	10,000	0	10,000
District Wide Initiatives (ema)	308/300	31,215	0	31,215
		<b>239,092</b>	<b>0</b>	<b>239,092</b>

Carryover budgets are not available until the Revised Budget

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

	2021 Pay 2022 for 22-23	2022 Pay 2023 for 23-24	
	<u>Levy</u>	<u>Levy</u>	<u>Change</u>
<b>PROPERTY TAXES DETERMINED BY STATE LEGISLATION</b>			
General Fund (Excludes Referendum)	6,218,056	6,522,999	304,943
Community Education & Services	<u>463,351</u>	<u>466,913</u>	<u>3,561</u>
<b>Total Based Upon State Legislation</b>	<b>6,681,408</b>	<b>6,989,912</b>	<b>308,504</b>
	-2.87%	4.62%	
<b>PROPERTY TAX AUTHORITY PROVIDED BY LOCAL VOTERS</b>			
Referendum Levy	<b>6,195,455</b>	<b>7,624,113</b>	<b>1,428,658</b>
<b>Total Based on Voter Authority</b>	0.75%	23.06%	
<b>DEBT REDEMPTION LEVY</b>			
Voter Approved Building Bonds	4,350,039	4,205,773	(144,266)
Alternative Facility H & S	<u>294,606</u>	<u>283,878</u>	<u>(10,728)</u>
<b>Total Debt Redemption Levy</b>	<b>4,644,645</b>	<b>4,489,651</b>	<b>(154,994)</b>
	3.61%	-3.34%	
<b>TOTAL PROPERTY TAXES</b>	<b>17,521,507</b>	<b>19,103,676</b>	<b>1,582,169</b>
<b>Percent Increase in Tax Levy</b>	<b>0.06%</b>	<b>9.03%</b>	
TAX BASE (Adjusted Net Tax Capacity for District)	48,793,153	50,786,269	1,993,116
	6.64%	4.08%	
Referendum Market Value	3,657,066,525	3,768,897,825	111,831,300
	5.86%	3.06%	

Appendix-11 School Sanctioned Trips Approval Form

Hastings ISD 200

Department/Staff Coordinating	Vocal Music - HS
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Fund 10 & Account Name Fund 11 & Account Name	Choir Trip
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Purpose	Tour of NYC w/ Vocal Music students 10-12
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Destination	New York City
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Type(s) of Transportation	Air to NYC, Motor Coach in City
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Dates	Depart	Date	Time	Return	Date	Time
		3/8/24	6:00am		3/17/24	6:00pm

Cost per student	Approx. \$2,000	Attach copy of payment schedule for inclusion in Online Payment System
------------------	-----------------	--

? Student drops out after paying	Department decision due to cost already incurred
----------------------------------	--

? Payment was fundraised \$'s	Required to stay in activity account because was earned as tax-exempt
-------------------------------	---

# Students participating	55
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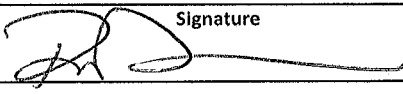
# Chaperones needed	4-8
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All chaperone fees are the responsibility of the chaperone

P-Card-Other Expenses		Purpose
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All receipts must be obtained and returned at the end of the trip

Principal Approved	Signature 	Date
		5/25/23

Superintendent Reviewed	Signature 	Date
		5/26/23

Board Reviewed	Signature	Date
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**Hastings High School Choir**  
**Performance Tour of New York City**  
**March 9 – 13, 2024**

**Proposed Itinerary**

**Day One – Saturday, March 9, 2024**

- Depart** Meet at Hastings High School to travel to the Minneapolis Airport. (Transportation to and from airport is not included.) It is recommended that groups arrive at least three hours prior to departure. Government issued photo identification is required of all passengers 18 years of age or older.
- Arrival** Welcome to New York City! Upon arrival, head to the baggage claim where your Gateway Tour Manager and motorcoaches will meet you.
- Brooklyn Bridge** Walk across the Brooklyn Bridge. The bridge is one of the oldest suspension bridges in the United States. Completed in 1883, it connects the boroughs of Manhattan and Brooklyn by spanning the East River.
- Shopping or Exploring** Enjoy free time to shop around Chinatown and Little Italy.
- Dinner** Puglia's in Little Italy or similar
- Hotel** Your Gateway Tour Manager will assist with hotel check-in.



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## Day Two – Sunday, March 10, 2024

**Breakfast**                      Included

**Liberty Cruise**                Board a Circle Line boat for a cruise along the Hudson River. See some of the most magnificent landmarks of New York's skyline as well as the Statue of Liberty, Ellis Island, One World Trade Center, Empire State Building, Pier 54 (Titanic Pier) Battery Park and more.

**Radio City Music Hall**            During this one-hour guided tour guests will have a chance to see the Great Stage, one of the largest indoor performance stages in the world; the stage's hydraulic system, still in operation since the '30s and the renowned private suite, with 12-foot high gold leaf ceilings and onetime home to Samuel "Roxy" Rothafel. And as an exciting climax to the Stage Door Tour, guests will meet one of the world-famous Radio City Rockettes!

**Times Square**                    Times Square one of the most iconic tourist destinations, adorned with billboards, advertisements, and shopping. This area is also one of the busiest pedestrian areas and hub to the Broadway theater district.

**Dinner**                              Dallas Barbeque or similar

**Broadway Show**                Attend a Broadway show. From musicals and comedies to dramas and mysteries, Broadway has a show for everyone and no tour to New York City would be complete without it (based on a \$120.00 ticket value).



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### Day Three – Monday, March 11, 2024

<b>Breakfast</b>	Included
<b>City Tour</b>	A Licensed New York City guides will join you on your motorcoaches and narrate your tour as you explore the different neighborhoods and sights of this amazing city. Some sights you are sure to see include St. Patrick's Cathedral, Little Italy, Chinatown, and Battery Park.
<b>Brookfield Place</b>	NYC's best destination for shopping, dining, cultural events and art exhibits in downtown Manhattan. It is located in the Battery Park City neighborhood and overlooks the Hudson River.
<b>9/11 Memorial</b>	Visit the site of the September 11, 2001 terrorist attacks on the United States. The names of the nearly 3,000 victims of the September 11, 2001 and February 26, 1993 terrorist attacks are inscribed on bronze panels lining the two pools. Waterfalls cascade down all four sides of each pool, creating a special place for remembrance and reflection. The surrounding plaza is filled with oak trees and a Callery pear known as the Survivor Tree, which was nursed back to health after surviving the 9/11 attacks.
<b>9/11 Museum</b>	The Memorial Museum, located at the World Trade Center site, bears solemn witness to the terrorist attacks of September 11, 2001 and February 26, 1993. The museum honors the victims of these attacks and all who risked their lives to save others.
<b>One World Observatory</b>	Board one of five dedicated elevators and ascend to the 102nd floor of the observatory in under 60 seconds, with 360-degree views in all directions, taking in the iconic sights, surrounding waters and panoramic views of the city and beyond. The Main Observatory also features the Sky Portal, where you will step onto a 14-foot-wide circular disc with an unforgettable view, using real-time, high-definition footage of the streets below.
<b>Dinner</b>	Hurley's or similar



## Day Four – Tuesday, March 12, 2024

**Breakfast** Included

**🎵 Broadway Classroom**

Your ensemble will work on a piece of prepared music with a musical director, learning techniques of vocal dynamics and acting through song, and finally, sing it with a working Broadway performer, followed by a question-and-answer session.

**American Museum of Natural History**

At this New York City museum – explore the natural world and the known universe. See the real exhibits behind the characters featured in the *Night at the Museum* movie like the T. rex and Capuchin Monkey! Don't miss the iconic blue whale model or the iron meteorite weighing in at 15.5 tons as you explore the museum. See the thrilling new Space Show in the Hayden Planetarium Space Theater, one of the world's most powerful virtual reality simulators.

**Central Park**

Take a walk to Central Park and see many of the popular sights on your own, such as Strawberry Fields, the statue of the famous sled dog Balto, the many bridges, and scenic ponds, or take a horse carriage tour through the park (carriage fee not included).

**Dinner Cruise**

Board Spirit Cruises for a farewell dinner cruise along the Hudson River with spectacular views of the New York City skyline complete with a DJ and dancing.

## Day Five – Wednesday, March 13, 2024

**Breakfast** Included

**Check Out** Your Gateway Tour Manager will assist with check out logistics.

**The High Line**

The High Line is a public park built on a historic freight rail line elevated above the streets on Manhattan's West Side. Walk along The High Line, ending at the Hudson Yards.

**Shops at Hudson Yards**

Enjoy free time exploring the Shops at Hudson Yards, with more than 100 diverse shops and culinary experiences.

**Little Island**

Float above the Hudson River at New York's newest urban oasis, Little Island. Built atop 132 tulip-shaped platforms, the man-made island offers rolling green hills, tree-lined paths, and one-of-a-kind views of the Manhattan skyline.

**Chelsea Market**

Shop and eat like the locals do! Chelsea Market is a neighborhood market with a global perspective. This lively marketplace is an enclosed urban food court and shopping mall, a block long and a block wide and just a short walk from the Hudson River.

**Depart** Travel to the airport for return flight.

*This is a sample itinerary and is subject to change. Performance venues may be subject to availability and/or acceptance.*



**Hastings High School Choir**  
**Luke Warren, Director**  
**Performance Tour of New York City**  
**March 9 – 13, 2024**

**Inclusions**

May 4, 2023

**Transportation**

- Round-trip airfare between Minneapolis and New York City
- Deluxe motorcoach transportation per itinerary
- Motorcoach driver's gratuities

**Accommodations & Meals**

- Accommodations in a three-star hotel in the New Jersey area – 4 nights
- Breakfasts – 4
- Dinners – 4
  - Dallas Barbeque or similar
  - Puglia or similar
  - Hurley's or similar
  - Dinner cruise with DJ dance

**Performances**

- Broadway Classroom
  - Your ensemble will work on a piece of prepared music with a musical director, learning techniques of vocal dynamics and acting through song, and finally, sing it with a working Broadway performer, followed by a question-and-answer session.

**Sightseeing & Activities**

- Brooklyn Bridge
- One World Observatory
- Brookfield Place
- 9/11 Memorial
- 9/11 Museum
- Radio City Music Hall Tour
- Broadway show (based on a \$120.00 ticket value)
- City tour with a step-on guide
- Liberty Cruise
- American Museum of Natural History
- Shopping in Chinatown/Little Italy
- Times Square
- Central Park
- The High Line
- Shops at Hudson Yard
- Chelsea Market
- Little Island



**Additional Inclusions**

- Services of a Gateway Tour Manager throughout your tour upon arrival in New York City
- 3 Free trips including airfare, based on single occupancy rate
- All taxes and gratuities on inclusive services with the exception of your Gateway Tour Manager
- Professional Liability Insurance carried by Gateway Music Festivals & Tours, Inc.
- Luggage tag for each checked bag
- “My Gateway” online passenger registration program
- “My Gateway” individual payment processing (optional)
- Airport send-off assistance

**Non-Inclusions**

- Individual Travel Insurance \*\*
- Transportation to and from your local airport
- Airline baggage fees (checked luggage, instruments, or overages)
- Portage of luggage at hotels or airline skycaps
- Storage facilities at your hotel
- Instrument or equipment rental
- Gratuities to the Gateway Tour Manager
- Increases in air taxes and/or fuel surcharges

**Price**

Price based on 55 passengers traveling

Price per person

	Four per room	Three per room	Two per room	One per room
Land Price	\$1,420.00	\$1,515.00	\$1,705.00	\$2,274.00
Airfare	\$529.00	\$529.00	\$529.00	\$529.00
Total Tour Price	\$1,949.00	\$2,044.00	\$2,234.00	\$2,803.00

The price is subject to the guidelines in the “Terms and Conditions.” The land prices are based on vendor rates available on 5/4/23 and are subject to increases imposed by vendors. The prices and events in this proposal can only be confirmed upon receipt of a tour application and booking of activities. The price is subject to change according to the number of passengers.

Air rates will not be available until 11 months prior to your departure. This estimated airfare is based on a rate available on 5/4/23 and includes estimated air taxes and fuel surcharges. Air taxes and fuel surcharges are subject to change until tickets are issued, approximately 60 days prior to departure.

Please Note: Your initial invoices will show an estimated distribution of passengers at the quad, triple, double and single room rates, resulting in an estimated total balance. When we receive your final rooming list, we will adjust your invoice to reflect your actual distribution and actual final balance. Your final balance must be paid in full 45 days prior to departure.

*\*\* Passengers who wish to insure their individual tour package may purchase through Gateway or a vendor of their choice. Gateway must*

receive the passenger's premium payment at or before the insurance payment due date, and prior to making their final payment. Gateway strongly recommends a plan with the Cancel for Any Reason benefit. For questions regarding coverage call Trip Mate at 1-800-888-7292 and refer to Plan F455F or F465F (Plan with Cancel for Any Reason). You may also visit their website at [www.tripmate.com/wpF455F](http://www.tripmate.com/wpF455F) or [www.tripmate.com/wpF465F](http://www.tripmate.com/wpF465F).

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## **New York Optional Activities**

### **9/11 Memorial**

Visit the site of the September 11, 2001 terrorist attacks on the United States. The names of the nearly 3,000 victims of the September 11, 2001 and February 26, 1993 terrorist attacks are inscribed on bronze panels lining the two pools. Waterfalls cascade down all four sides of each pool, creating a special place for remembrance and reflection. The surrounding plaza is filled with oak trees and a callery pear known as the Survivor Tree, which was nursed back to health after surviving the 9/11 attacks.

### **9/11 Museum**

The Memorial Museum, located at the World Trade Center site, is to bear solemn witness to the terrorist attacks of September 11, 2001 and February 26, 1993. The Museum honors the nearly 3,000 victims of these attacks and all those who risked their lives to save others.

### **The FDNY Memorial Wall**

A fifty-six-foot-long bronze wall of cast bas-relief bronze honors those firefighters who gave their lives in service to the public on September 11, 2001. It contains the names of every active member of the department who perished in the collapse of the Towers. It is comprised of fourteen individual bronze panels brazed together into an artwork weighing over three tons; the monument tribute is set into the west wall of Engine Company 10 – Ladder Company 10 on the corner of Greenwich and Liberty Streets. “Ten House” was damaged in the collapse of the Twin Towers, sitting directly south of the former World Trade Center Plaza.

### **Broadway Theater**

Aida, Beauty & The Beast, Chicago, Grease, 42nd Street, Phantom of the Opera, and many more. You must catch a show on Broadway while you are in the Big Apple!

### **Carnegie Hall**

This world-famous concert hall began construction in 1890. Learn about the story of Andrew and Louise Carnegie, hear how the Hall was saved from demolition in 1960, and experience a century-long performance tradition that has showcased the world's finest artists – from Tchaikovsky to Mahler, Horowitz to Callas to Bernstein, even Judy Garland and the Beatles.

### **Central Park**

Over 840 acres of landscaped and recreational areas stretching from 59th to 110th streets include a zoo, theater, sports facilities, lakes, food, and entertainment.

### **Chinatown**

New York City's Chinatown is the largest Chinatown in the United States. It is the center of politics, economics, and culture of the Chinese communities in New York City. It is famous for its restaurants, jewelry shops, food markets, temples, and crowded streets, including Canal, Mott, Pell and Doyers whose busy sidewalks are crowded by vendors.

### **Empire State Building**

The Empire State Building offers many activities and events for families and children. The first and foremost activity is

a visit the observatories located on the 86<sup>th</sup> and 102<sup>nd</sup> floor known as the "Eighth Wonder of the World."

### **Greenwich Village and Washington Square Park**

Enjoy some free time in a neighborhood known for its craft shops, restaurants, galleries, coffee shops and Off Broadway theaters. Located in the heart of the village is Washington Square Park, one of New York City's best-known parks and a meeting place and center for cultural activity.

### **Intrepid Sea, Air and Space Museum**

The Intrepid, located at the newly re-built Pier 86. Tour the Aircraft carrier itself, along with the Sea, Air and Space Museum. Walk the deck of aircraft carrier Intrepid, tour submarine and destroyer. Experience an F-18 mission.

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### **Lincoln Center for the Performing Arts**

Exciting daily tours include the Metropolitan Opera House, Avery Fisher Hall, and the NY State Theater. Tours originate on the Concourse level, downstairs from the Metropolitan Opera.

### **Little Italy**

A lively neighborhood featuring restaurants, cafés, and specialty stores.

### **Madison Square Garden**

This complex is host to exciting events in New York City. See the famed arena, the theater, Knicks & Rangers locker rooms and more. There are behind-the-scenes tours available.

### **NBC Studio Tour**

TV studio and guided tours available see where the *Today* Show and *Saturday Night Live* are filmed.

### **New York Public Library**

Great architecture, excellent people watching spot!

### **One World Observatory**

Ascend to the 100th floor of the One World Tower with panoramic views in every direction. Discover Manhattan, Brooklyn, New Jersey, and the surrounding waters from an entirely new perspective.

### **Radio City Music Hall**

During this one-hour guided tour guests will have a chance to see the Great Stage, one of the largest indoor performance stages in the world; the stage's hydraulic system, still in operation since the '30s; the renowned private suite, with 12-foot high gold leaf ceilings and onetime home to Samuel "Roxy" Rothafel. And as an exciting climax to the Stage Door Tour, guests will meet one of the world-famous Radio City Rockettes!

### **Rockefeller Center**

Rockefeller Center is an art deco marvel consisting of 19 commercial buildings covering 11 acres in midtown Manhattan from 49<sup>th</sup> to 52<sup>nd</sup> Streets, Fifth to Seventh Avenues. This area was named after the multi-millionaire, John D. Rockefeller, who leased the space from Columbia University in 1928.

### **SoHo – South of Houston Street**

This area is an architectural gem of cast-iron buildings converted to house art galleries, restaurants, and shops.

### **Solomon R. Guggenheim Museum**

Frank Lloyd Wright's masterpiece of modern architecture. It boasts a collection of impressionists, modern, and contemporary masterpieces.

### **St. Patrick's Cathedral**

A Roman Catholic Church built in 1858; this is one of America's finest Gothic-style structures.

**Statue of Liberty & Ellis Island**

America's favorite symbol of freedom and the entry point for thousands of emigrants over the past centuries. Ferry departs daily from Battery Park and Liberty Park.

**Tribeca – TRIangle BElow CANal Street**

New York City's hottest neighborhood. This is home to some of the most exciting restaurants and nightspots in the city. Walk to the Financial District, City Hall, or tour Wall Street.

**United Nations Building**

Multilingual guided tours featuring General Assembly Hall, council chambers, and works of art from member nations.

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[www.musicfestivals.com](http://www.musicfestivals.com) · [gmf@musicfestivals.com](mailto:gmf@musicfestivals.com) · P.O. Box 1165, Monticello, MN 55362

School Sanctioned Trips

Hastings ISD 200

Department/Staff Coordinating	Jim Jacobsen/Emily Chandler(Band) & Kelly Olsen (Orchestra)
-------------------------------	---

Fund 10 & Account Name Fund 11 & Account Name	Fund 10 - Band and Orchestra Tour
--	-----------------------------------

Purpose	Spring Break Band & Orchestra Performance Tour
---------	--

Destination/Type of Transportation	Destination - GREECE	Type of Transportation - Airplane and Bus
------------------------------------	----------------------	--

Dates	Depart	Date 3/13/25	Time - morning	Return	Date 3/21/25	Time - evening
-------	--------	-----------------	-------------------	--------	-----------------	-------------------

Cost per student	\$3495 (approx.)	Attach copy of payment schedule for inclusion in PaySchools - TBD
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? Student drops out after paying	Based on GranTours payment/refund policy
----------------------------------	--

? Payment was fundraised \$'s	Required to stay in activity account because was earned as tax-exempt
-------------------------------	---

# Students	Estimated 55 students
------------	-----------------------

Max \$ student can earn for spending money (per full day)	Max per day \$25	times # full days - 7	Max amount allowed for trip \$175
---	---------------------	--------------------------	--------------------------------------

# Chaperones	approx. 6 (will be determined by # of students who register for the trip)
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How are chaperone trip expenses paid	Fundraising	X	Personal Payment	X
--------------------------------------	-------------	---	------------------	---

Chaperone spending money	Not allowed
--------------------------	-------------

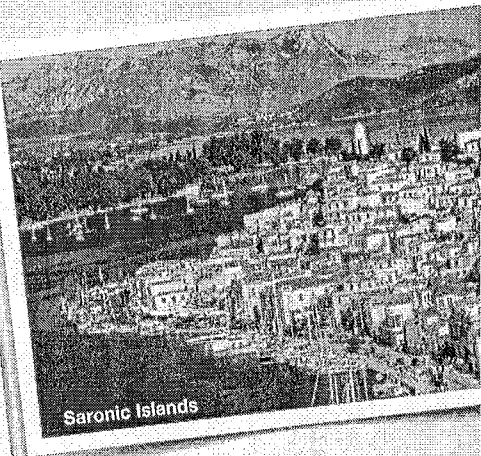
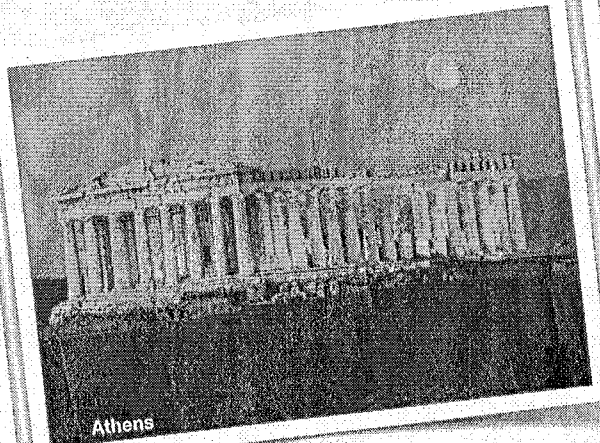
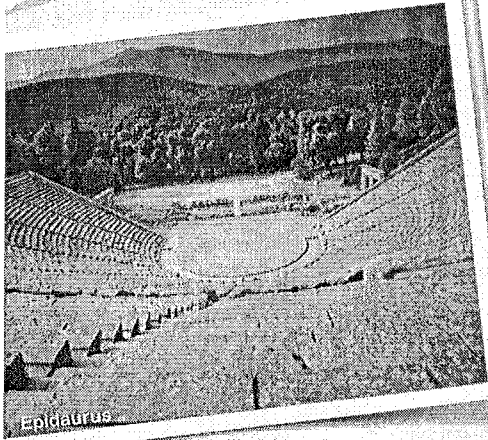
Cash Advance-Other Expenses	\$ - NA	Purpose
P-Card-Other Expenses	\$ unknown (tbd)	

All receipts must be obtained and returned with excess cash at the end of the trip

Principal Approved	Signature 	Date 6-7-23
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Superintendent Reviewed	Signature 	Date 6-9-23
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<b>Board Reviewed</b>	<b>Signature</b>	<b>Date</b>
-----------------------	------------------	-------------



# HASTINGS HIGH SCHOOL BAND & ORCHESTRA CLASSICAL GREECE!

MARCH 13 - 21, 2025

TRAVEL WITH THE HASTINGS HIGH SCHOOL BAND & ORCHESTRA ON AN EXCITING CONCERT TOUR TO GREECE OVER SPRING BREAK 2025!

FLY FROM THE TWIN CITIES TO ATHENS, GREECE. TRAVEL TO THE PELOPONNESE WHERE YOU EXPLORE NAFPLIO, ANCIENT MYCENAE, EPIDAUROS AND CORINTH.

CROSS THE SPECTACULAR RION ANTIRION BRIDGE OVER THE GULF OF CORINTH TO THE MAINLAND. STAY IN THE SEASIDE TOWN OF ITEA.

VISIT DELPHI, ONCE HOME TO THE MYSTERIOUS ORACLE OF DELPHI AND CONSIDERED BY THE ANCIENT GREEKS TO BE THE CENTER OF THE WORLD.

CONCLUDE THE TOUR IN ATHENS WITH VISITS TO THE PARTHENON, ACROPOLIS, AND ANCIENT PLAKA. THE TOUR CONCLUDES WITH A CRUISE TO THE BEAUTIFUL GREEK SARONIC ISLANDS.

JOIN THE HASTINGS HIGH SCHOOL BAND & ORCHESTRA ON THIS ONCE IN A LIFETIME TOUR TO GREECE!

**ESTIMATED PRICE: \$3,495.00 PER PERSON**

Note: The price is a good-faith estimate based on current programs operated by GrandTours. A final price will be communicated once 2025 air & land services are available for booking and the actual number of participants is determined.

## GRANDTOURS

855 VILLAGE CENTER DRIVE #333

SAINT PAUL, MN 55127

T: 651-756-8885

WWW.GRANDTOURSIINC.COM

INFO@GRANDTOURSIINC.COM

GREECE  
2025

# ITINERARY

Day 1 Thursday, March 13, 2025 Depart the USA  
Depart from MSP to Europe. Fly overnight on Delta/KLM/Air France with inflight meals, beverages and entertainment. The transatlantic flying time is about 8-hours. Inflight

Day 2 Friday, March 14, 2025 Athens | Nafplio  
Morning arrival in Amsterdam or Paris, where you connect to Athens, Greece. On arrival in Athens, meet your Greek tour manager who will be with you for the duration of the tour. Depart from the Athens airport to the Peloponnese. Cross the Corinth Canal en route to Nafplio, a town situated on the sea with a beautiful fortress sitting high above it. Check-in at the hotel and enjoy a buffet dinner. Inflight/D

Day 3 Saturday, March 15, 2025 Nafplio  
Buffet breakfast at the hotel. Visit ancient Mycenae, where 19th century excavations reveal the splendors so vividly described by Homer. This is the city of King Agamemnon according to Greek legend. In the afternoon visit the Fougaro Art Center, where you have lunch and time to set up & rehearse for tonight's concert. Visit Epidaurus to see the amazingly well-preserved 2,300-year-old open-air amphitheater. Return to the hotel for dinner and then perform the first concert of the tour at the unique Fougaro Art Center in Nafplio. B/L/D

Day 4 Sunday, March 16, 2025 Nafplio | Olympia | Itea  
Depart from Nafplio for Olympia where you enjoy a guided visit of the ancient site of the first Olympic games. In this historic village, athletes of antiquity competed in honor of the King of Deities. Continue to seaside Itea. Cross to the mainland over the imposing Rion-Antirion suspension bridge. Arrive in Itea and check into the hotel. Evening free in Itea. B/D

Day 5 Monday, March 17, 2025 Delphi | Itea  
Travel to the ancient archeological site of Delphi. See the ancient sanctuary of Apollo with its dramatic setting on the slope of Mount Parnassus. Learn about the Oracle of Delphi and tour the excavations that date to the 4th century B.C. See the Delphi Archeological Museum with its "Charioteer of Delphi" and other treasures. Have time for lunch and souvenir shopping in the village of Delphi. Return to Itea and perform an evening concert at the Kyriakopoulou Cultural Center. B/D

Day 6 Tuesday, March 18, 2025 Itea | Delphi | Athens  
Leave Itea this morning and make your way to Athens. En route, have time for souvenir shopping in the town of Arachova with an included lunch before continuing to Athens. On arrival, check into the hotel and get settled. Take an evening walk around the Acropolis with time for some shopping in the Plaka before dinner back at the hotel. B/L/D

Day 7 Wednesday, March 19, 2025 Athens  
Morning guided visit to the Acropolis and Parthenon. See Mars Hill, the Erechtheum with its Porch of Maidens, the Roman Temple of Zeus and ancient Roman Agora. Afternoon concert at the Leonteios Athenes School. This is a private school in Athens that, along with its sister school, has a combined enrollment of nearly 3400 students. Enjoy a festive evening dinner in the Plaka with Greek music and dancing. B/D

Day 8 Thursday, March 20, 2025 Saronic Islands | Athens  
Travel to the Piraeus port to board your cruise ship to the islands of the Saronic Gulf. Visit the islands of Aegina, Poros and Hydra with lunch onboard the ship. Return after sunset to Athens. Enjoy the buffet and Greek dancing en route back to the hotel. Dinner is also available at the hotel upon your return. Pack your belongings for an early airport departure. B/L/D

Day 9 Friday, March 21, 2025 Athens | USA  
Early departure by coach for the Athens Airport. Board your return flight to the United States on Delta/KLM/Air France with connections in Amsterdam or Paris. Arrive home in the evening. Welcome home! B/Inflight

## TOUR FEATURES

- Round trip airfare on Delta / KLM / Air France
- Transportation by deluxe motor coach in Greece
- Greek tour manager for duration of the tour
- 7-nights in twin occupancy at 4-star hotels
- Buffet breakfast daily, 7-group dinners & 3-lunches
- Visit Mycenae, Epidaurus and Olympia
- Visit to the Delphi and Athens Archeological Museums
- Guided tour of the Parthenon and Acropolis in Athens
- Cruise to the Saronic Gulf islands with an included lunch
- Sightseeing as listed in the itinerary
- All admissions for included sightseeing
- 3-concerts (Nafplio, Itea, Athens)
- Rental of cello, basses & percussion instruments as needed
- Travel Insured International Student Deluxe Plan
- Online tour registration
- Individual billing with installment plan
- Option to pay by check or debit/credit card (3% fee)
- 1-checked bag, 1-carryon and 1-personal item free
- Access to the GrandTours app
- Complete set of travel documents

## TOUR FINANCES

### PAYMENT SCHEDULE

- \$300 Tour deposit due November 30, 2023
- \$450 Payment #2 due January 30, 2024
- \$450 Payment #3 due March 30, 2024
- \$450 Payment #4 due May 30, 2024
- \$450 Payment #5 due July 30, 2024
- \$450 Payment #6 due September 30, 2024
- \$450 Payment #7 due November 30, 2024
- Final Balance due January 30, 2025

### CANCELLATION POLICY:

- 90 or more days prior to departure = Full refund
- 89 to 60 days prior = 75% of payments refunded
- 59 to 30 days prior = 50% of payments refunded
- 29 to 0 days prior = No refunds (100% penalty)

*Note: The cancellation policy assumes you are current with payments at the time of cancellation. Your refund will be adjusted if this is not the case.*

All debit / credit card charges will have a 3% service fee added at the time the charge is processed. Your best value is to pay by check. HHS fundraising will be credited to your account once funds are received by GrandTours.

You may wish to consider the purchase of additional pre-departure travel insurance protection that includes cancel-for-any-reason (CFAR) coverage. Travel insurance options are outlined in detail on the tour registration website.

Itinerary attached

Appendix-11 School Sanctioned Trips Approval Form

Hastings ISD 200

Department/Staff Coordinating	Language Arts / Michael Willette
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Fund 10 & Account Name Fund 11 & Account Name	
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Purpose	Build confidence and empathy in students through travel while exploring important landmarks of English history and literature.
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Destination	Ireland and England
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Type(s) of Transportation	Air travel. Ocean ferry.
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Dates	Depart	Date	Time	Return	Date	Time
		July 13 2023	?		July 22 2023	?

Cost per student	\$ 4300	Attach copy of payment schedule for inclusion in Online Payment System
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? Student drops out after paying	Department decision due to cost already incurred
? Payment was fundraised \$'s	Required to stay in activity account because was earned as tax-exempt

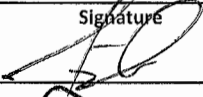
# Students participating	30-40
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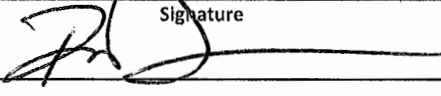
# Chaperones needed	5-7
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All chaperone fees are the responsibility of the chaperone .

P-Card-Other Expenses	\$ N/A	Purpose
-----------------------	--------	---------

All receipts must be obtained and returned at the end of the trip

Principal Approved	Signature	Date
		6-20-23

Superintendent Reviewed	Signature	Date
		6/21/23

Board Reviewed	Signature	Date



EDUCATIONAL  
TOURS

Watch videos, read  
reviews, and enroll on your  
teacher's Tour Website

[eftours.com/](http://eftours.com/)

This is also your tour number

## IRELAND & ENGLAND

9 or 11 days | Killarney | Dublin | London | Extension to Paris

Castles, cathedrals, coastlines, and countrysides are your classroom on this unforgettable journey. The British Isles have inspired imaginations for centuries. From the rolling, rugged beauty of the Ring of Kerry to magnificent man-made cathedrals like St. Patrick's in Dublin and Shakespeare's Birthplace in Stratford-upon-Avon, you'll feel the spirits of history by your side every step of the way.

### YOUR EXPERIENCE INCLUDES:



Full-time Tour Director



**Sightseeing:** 2 sightseeing tours led by expert, licensed local guides (3 with extension); 3 sightseeing tours led by your Tour Director (4 with extension)



**Entrances:** Bog Museum; sheep dog demonstration; Blarney Castle; EPIC Emigration Museum; St. Patrick's Cathedral; Welsh castle; Shakespeare's Birthplace; Gardens at Anne Hathaway's Cottage; with extension: Louvre



**Personalized learning guide:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.



**All of the details are covered:** Round-trip flights on major carriers; Comfortable motorcoach; Eurostar high-speed train with extension; 7 overnight stays in hotels with private bathrooms (9 with extension); European breakfast daily, dinner Days 1-6 and 8, lunch Day 7



Anyone can see the world.

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

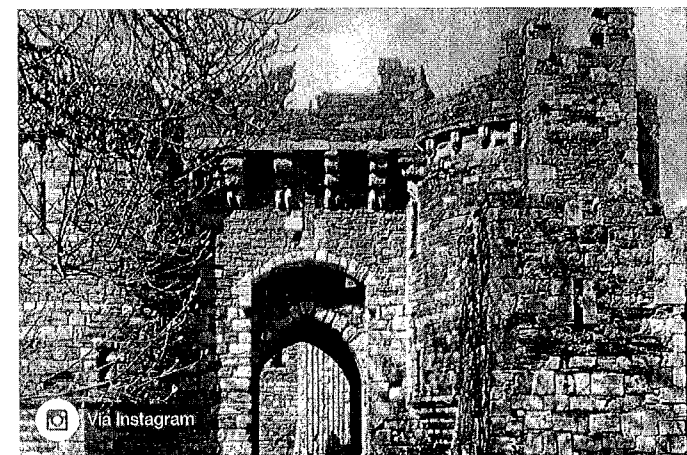
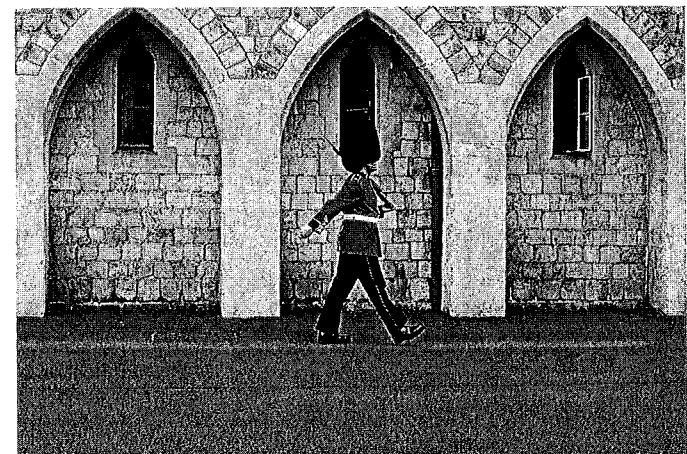
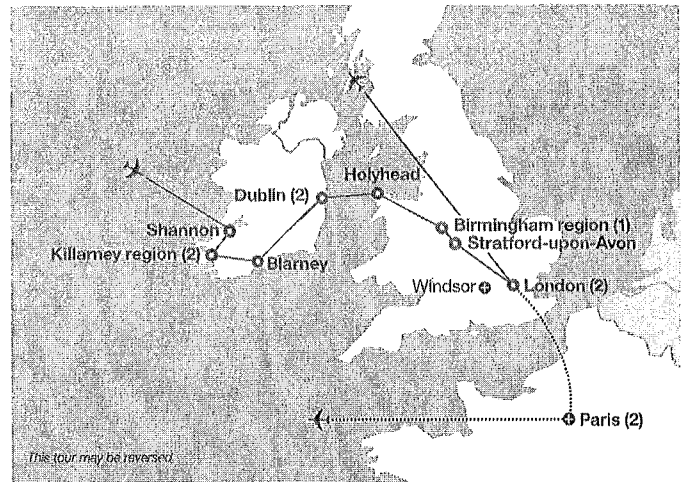
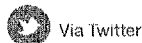
And the experience begins long before you get your passport stamped and meet your Tour Director in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. Expert local guides will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@Eftours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

— MELISSA, TRAVELER



**CHECK OUT WHAT A TOUR IS ALL ABOUT**

Watch the videos at [eftours.com/](http://eftours.com/)

Your teacher's Tour Website

## What you'll experience on your tour

### Day 1: Fly overnight to Ireland

### Day 2: Shannon | Killarney region

- Meet your Tour Director at the airport.
- Travel to Killarney.

### Day 3: Killarney region

- Take an excursion to the Ring of Kerry and encounter Ireland's famed mystical beauty. This stunning 112-mile coastal route wraps around the Iveragh Peninsula and makes up part of the Wild Atlantic Way, which stretches from north to south. Here, you can experience everything from the Old Monastery to unspoiled beaches to Killarney National Park. On your visit, make your way along lush rolling hills and take in magnificent views of the Atlantic Ocean and the placid Lakes of Killarney. You'll also pass by the misty peaks of Macgillycuddy's Reeks. This range reaches its zenith at Carrauntoohil, Ireland's tallest mountain. In Glenbeigh, visit the Bog Village. Wander through a re-creation of an Irish village from the early 1800s as costumed guides demonstrate the way of life that prevailed in 19th-century rural Ireland.
- Visit the Bog Museum.
- Enjoy a sheep dog demonstration (April–October).

### Day 4: Killarney region | Dublin

- Visit Blarney Castle.
- See the Rock of Cashel.
- Travel to Dublin, Ireland's capital city.

### Day 5: Dublin

- Take an expert-led tour of Dublin and see the Georgian squares, O'Connell Street, and St. Stephen's Green.
- Visit the EPIC Emigration Museum.
- Visit St. Patrick's Cathedral.
- Enjoy more of Dublin on your own or ☛ capture the essence of Ireland through an evening of traditional song and dance.

### Day 6: Dublin | Holyhead | Birmingham region

- Travel by ferry to Holyhead.
- Visit a Welsh castle.
- Take a walking tour of Chester.
- Continue on to the Birmingham region.

### Day 7: Stratford-upon-Avon | London

- Take a tour of Stratford-upon-Avon.
- Visit Shakespeare's Birthplace.
- Visit the gardens at Anne Hathaway's Cottage.
- Travel to London, a city of 8 million people that has become one of the world's great melting pots while maintaining a distinct character that's all its own. From the London Bridge to the Houses of Parliament, Great Britain's royal tradition and rich history greet you at every turn. Admire architectural marvels like the Baroque domes and spires of St. Paul's Cathedral, the 17th-century church designed by Sir Christopher Wren. Check out the lively five-way intersection at Piccadilly Circus as well as Hyde Park's urban greenery. You may even get a chance to witness the ceremonial Changing of the Guard. And don't forget to snap a picture of Big Ben from the banks of the River Thames.

### Day 8: London

- Take an expert-led tour of London and see Big Ben and Houses of Parliament, Piccadilly Circus, St. Paul's Cathedral, and the Changing of the Guard at Buckingham Palace (if scheduled).
- Enjoy time to see more of London or ☛ visit Windsor Castle.

### Day 9: Depart for home

### ☛ 2-DAY TOUR EXTENSION

#### Days 9–10: Paris

- Travel by Eurostar train to Paris.
- Take an expert-led tour of Paris and see the Place de la Concorde, Champs-Élysées, Arc de Triomphe, Les Invalides, and Eiffel Tower.
- Visit the Louvre.
- Take a walking tour of Paris through the Latin Quarter.
- Catch a glimpse of Notre-Dame Cathedral.

### Day 11: Depart for home



*Words can't express how much I truly fell in love with #London it was an incredible experience #eftour's #summer #travel #Europe #ILoveLondon*

– MACY, TRAVELER



Via Instagram

## TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



[Help Center: Payments & policies](#)

## Payment plans

[View this article in español](#)

We believe every student should have the opportunity to travel. That's why we offer the lowest prices possible while also providing our travelers with more choices for managing their payments.

### *Option 1: Pay in full at enrollment (free)*

- Pay the entire balance at the time you enroll.
- Payment methods accepted: Visa or MasterCard, ATM/debit card and personal checks.

### *Option 2: Automatic Payment Plan (free)*

- After you enroll with the \$95 enrollment fee, payments are automatically deducted from your bank account.
- Choose your payment frequency:
  - Monthly payments based on a preferred date
  - Bi-weekly payments on a preferred weekday
  - Payments are scheduled until 30 days prior to departure
- Payment methods accepted: ATM/debit card or checking account only.

### *Option 3: Manual Payment Plan (\$50 plan fee)*

- Receive invoices and make your payments in less frequent installments.
- Payment schedule:
  - \$95 enrollment fee due upon enrollment
  - \$190 Global Travel Protection plan fee due upon enrollment (if required by your Group Leader or requested by traveler)
  - \$500 due 30 days after enrollment
  - \$500 due 90 days after enrollment
  - Remaining balance due 110 days prior to departure
- Payment methods accepted: Visa or MasterCard, ATM/debit card and personal checks.

*For specific plan details, see our full Booking Conditions.*

## Related Articles



[Making a payment](#)



[How to enroll](#)

Below is an excerpt from our booking conditions which travelers sign before enrolling:

#### Payment Plan Terms and Conditions

Should you choose the Automatic Payment Plan or Manual Payment Plan, the following Terms and Conditions apply.

##### AUTOMATIC PAYMENT PLAN

- Travelers must select a payment method of either direct debit from a checking account or an ATM/debit card (card must display the Visa or MasterCard logo).
- EF must have the checking account or card holder signature on the Enrollment Form, electronic signature, or verbal authorization indicating agreement to EF's Automatic Payment Plan Terms and Conditions before the plan is activated.
- A minimum of three months of automated payments are required. Travelers who are not eligible for the Automatic Payment Plan must pay in full upon enrollment or enroll in the Manual Payment Plan.
- Travelers must provide a valid email address and pay the tour's \$95 non-refundable enrollment fee before the plan is activated.
- Travelers who choose monthly payments must choose a date between the 1st and 26th of the month on which their account will be automatically debited.
- Travelers who choose bi-weekly payments must choose a weekday on which their account will be automatically debited.
- Due to weekends and holidays, EF reserves the right to debit the travelers' account up to three days after the scheduled date.
- The Automatic Payment Plan amounts are subject to change if tour items or payments (other than the Automatic Payment Plan) are added or removed in excess of \$20. All other items or payments totaling \$20 or less that are added or removed will only be reflected in the final payment.
- After the Automatic Payment Plan's final scheduled payment, any additional items are due at time of purchase. Payments will no longer be automatically deducted.
- A non-refundable \$50 fee will be assessed each time a payment is returned or declined. In these cases, the plan will be recalculated to have the missed payment redistributed across the remaining schedule. EF reserves the right to withdraw travelers from the plan for returns or declines in two consecutive payments. Should the final payment be returned or declined, travelers will automatically be withdrawn from the plan.
- Travelers are not charged late fees while enrolled in the Automatic Payment Plan. If the traveler opts to withdraw from the plan or is withdrawn by EF, the traveler will be enrolled in the Manual Payment Plan, and the \$50 plan fee will be assessed.
- All of the above terms and conditions of the Automatic Payment Plan also apply to travelers on EF Tours for Girls programs.

You can find this and more info on the manual payment plan in our booking conditions: [www.eftours.com/bc](http://www.eftours.com/bc)

# Making it happen

## Flexible payment options

<b>\$126</b> <b>BI-WEEKLY</b> <i>(includes \$95 enrollment fee)</i>	<b>\$251</b> <b>MONTHLY</b> <i>(includes \$95 enrollment fee)</i>	<b>\$4,369</b> <b>IN FULL</b> <b>\$4,959</b> for adults	<b>\$4,269</b> <b>WITH DISCOUNT</b> <b>\$4,859</b> for adults
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100% discount  
if you enroll by XXX

\*Manual payment options available: pay in larger, less frequent installments for a small fee  
(Manual payment options are not valid for the risk-free enrollment period)

Member \_\_\_\_\_, introduced the following resolution and moved for its adoption: A RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY.

BE IT RESOLVED by the School Board of Independent School District No. 200, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No.200 shall begin on August 1st, 2023 and shall close on August 15th, 2023. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 15th, 2023.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district as soon as practicable.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district as soon as practicable.

4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 200  
HASTINGS PUBLIC SCHOOLS  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No.200 shall begin on August 1st, 2023, and shall close at 5:00 o'clock p.m. on August 15th, 2023.

The special election shall be held on Tuesday, November 7th, 2023. At that election, four members will be elected to the School Board for terms of 4 years each.

Affidavits of Candidacy are available from the school district clerk, Independent School District No. 200, 1000 W 11th St Hastings, MN 55033. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 15th, 2023.

Dated: June 28th, 2023

BY ORDER OF THE SCHOOL BOARD

---

School District Clerk  
Independent School District No. 200  
(Hastings Public Schools)  
State of Minnesota

The motion of the foregoing resolution was duly seconded by \_\_\_\_\_.

On a roll call vote, the following voted in favor:

The following voted against the same:

WHEREUPON said resolution was declared duly passed and adopted.

# Future Meetings

Date	Time	Description	Location
06/28/2023	6:00 PM	Regular Board Meeting/Closed session for Board Development	HMS Media Center
07/12/2023	4:30 PM	Policy Committee Meeting	District Office Conference Room A
07/12/2023	6:00 PM	Board Work Session	HMS Media Center
07/26/2023	6:00 PM	Regular Board Meeting - <b><i>RESCHEDULED</i></b>	
07/27/2023	6:00 PM	Regular Board Meeting	HMS Media Center
08/09/2023	6:00 PM	Board Work Session	HMS Media Center
08/23/2023	6:00 PM	Regular Board Meeting	HMS Media Center
09/13/2023	6:00 PM	Board Work Session	HMS Media Center
09/27/2023	6:00 PM	Regular Board Meeting	HMS Media Center
10/11/2023	6:00 PM	Board Work Session	HMS Media Center
10/25/2023	6:00 PM	Regular Board Meeting	HMS Media Center
11/08/2023	6:00 PM	Board Work Session	HMS Media Center
11/21/2023	6:00 PM	Regular Board Meeting	HMS Media Center
12/06/2023	6:00 PM	Board Work Session	HMS Media Center
12/20/2023	6:00 PM	Regular Board Meeting	HMS Media Center