

Hastings Area Public Schools - ISD 200

School Board Meeting Agenda

Wednesday, September 27, 2023
Regular Meeting
Middle School Media Center

- 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:
 - August 23, 2023 Regular Board Meeting
 - September 13, 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. Policy Committee
 - d. Policies
 - i. First Reading
 - 1. Policy 213 School Board Committees
 - 2. Policy 215 Addressing School Board Member Violations
 - 3. 215PR - Proceedure for Addressing School Board Member Violations
 - 4. 613 Graduation Requirements
 - ii. Second Reading
 - 1. Policy 206.2PR Public Comment Procedures
 - 2. Policy 208 Development, Adoption, and Implementation of Policies
 - 3. Policy 208.1PR Procedure for Procedures
 - 4. Policy 208.2PR Procedure Practices
 - 5. 213.1PR School Board Committee Procedures
 - 6. Policy 621 Read Act Policy
- VIII. **Action Items**
 - a. Consent Agenda
 - i. Joint Powers Agreement with Dakota County - Absentee Voting
 - ii. Change Orders
 - 1. Change Order 1 - Custom Communications, Inc.
 - 2. Change Order No. 1 - Maertens-Brenny Construction Company
 - 3. Change Order No. 1 - Signature Mechanical
 - 4. Change Order No. 1 - Peterson Companies
 - 5. Change Order No. 1 - Pro-Tec Design, Inc.
 - 6. Change Order No. 1 - Burnn Boiler
 - 7. Change Order 1 - Burnn Boiler
 - 8. Change Order No. 2 - Pro-Tec Design Inc.
 - iii. Bills Payable
 - iv. 2023-2024 Sternau Contract
 - v. Field Trip Approval - Eagle Bluff
 - vi. 2023-2024 Calendar Amendment

- vii. Middle School Athletic Official Rates
- viii. Milk Supplier Contract
- ix. Policies for approval after 2nd reading:
 - 621 Read Act Policy
- x. Policies for Approval with Legislative Changes:
 - 406 Public and Private Personnel Data
- xi. Policies for approval with non-substantial changes:
 - 514.1FRM Bullying Report Form
- b. Items for Individual Action
 - i. Personnel Report
 - ii. Chef Agreement with Taher
 - iii. Max levy limitations
 - iv. School Perceptions Contract
 - v. Resolution Appointing Election Judges
- IX. **Future Meetings**
- X. **Adjournment**

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

A Regular Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Wednesday, September 13th, 2023, at the Hastings Middle School Media Center.

The meeting was called to order at 6:00 PM.

Members present at the meeting were: Jessica Dressely, Lisa Hedin, Stephanie Malm, Carrie Tate, and Mark Zuzek. Those absent were: Brian Davis and Becky Beissel. Superintendent Champa was also present at the meeting.

After the Pledge of Allegiance, a motion was made to approve the agenda by Mark Zuzek and seconded by Stephanie Malm. The vote was 5 ayes, 0 nays, motion carried unanimously.

A motion was made to approve the ESP MOU Agreement was made by Jessica Dressely and seconded by Mark Zuzek. The vote was 5 ayes, 0 nays, motion carried unanimously.

With no further business to discuss, a motion to adjourn the meeting to a work session was made by Stephanie Malm and seconded by Jessica Dressely. The vote was 5 ayes, 0 nays, motion carried unanimously. Meeting adjourned at 6:07 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, August 23, 2023, at the Hastings Middle School Media Center.

The meeting was called to order at 6:00 PM.

The following board members were present: Becky Beissel, Brian Davis, Jessica Dressely, Lisa Hedin, Stephanie Malm, Carrie Tate, and Mark Zuzek. Members absent: None. Superintendent Champa was also present at the meeting.

After the Pledge of Allegiance, a motion to approve the agenda was made by Stephanie Malm and seconded by Mark Zuzek. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the minutes from July 27th, 2023 Regular Board Meeting and the August 16th, 2023 Special Board Meeting was made by Jessica Dressely and seconded by Becky Beissel. The vote was: 7 ayes, 0 nays, motion carried unanimously.

Chairperson Hedin took time to recognize the visitors both in person and those viewing remotely.

There was no listening session summary.

Superintendent Champa provided the Board with the Superintendent report and then the time was turned over to Jennifer Seubert the Director of Finance and Operations for an update on the building construction fund.

Jessica Dressely provided the Board with an update from the Policy Committee which included a first reading of the following policies: 206.2PR Public Comment Procedures, 208 Development, Adoption, and Implementation of Policies, 208.1PR Procedure for Policy 208, 208.2 Procedures for Procedures, 213.1PR School Board Committees Procedures, and 621 Read Act Policy.

With no further discussion items, a motion was made to approve the consent agenda. This motion was made by Brian Davis and seconded by Jessica Dressely. A motion to amend the consent agenda by removing the personnel report to an individual action item was made by Lisa Hedin and seconded by Stephanie Malm. The vote on the subsidiary motion was: 7 ayes, 0 nays, motion carried unanimously. The vote on the amended consent agenda was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the personnel report was made by Stephanie Malm and seconded by Jessica Dressely. The vote was: 6 ayes, 0 nays, and Becky Beissel abstained with a conflict from the vote. Motion carried.

The following resolution was introduced and adopted as written:

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

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND
CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

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

1. It is necessary for the School District to hold a general election for the purpose of electing four (4) school board members for terms of four (4) years each.

2. The Clerk shall include on the general election ballot the names of the individuals who have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The Clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

3. The general election is hereby called and directed to be held on Tuesday, November 7, 2023, between the hours of 7:00 o'clock a.m and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05. This general election shall be conducted in conjunction with the City of Rosemount municipal elections.

4. Pursuant to Minnesota Statutes, Section 205A.11, the School District's combined polling places and the precincts served by the combined polling places, as previously established and designated by a resolution of the School Board, for elections held in 2023, are hereby designated for this general election. However, because the City of Rosemount will be holding its municipal elections on November 7, 2023, the polling places for voters residing in the precincts in that city shall be the regular city polling places designated by that city.

5. The Clerk is hereby authorized and directed to cause written notice of said general election to be given to the county auditor of each county in which the School District is located, in whole or in part, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said general election and the offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

6. The Clerk is hereby authorized and directed to cause notice of said general election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said general election.

7. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said general election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and, if applicable, the rotation sequence on the ballots used in that polling place.

8. The Clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election. The notice of election so posted and published shall state the office or offices to be filled as set forth

in the form of ballot below, and shall include information concerning each established precinct and polling place.

9. The Clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in the combined polling place on election day.

10. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this general election. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.

11. The Clerk is further authorized and directed to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions, and content as may be necessary to accommodate an optical scan voting system or to comply with the form and content requirements of applicable state election laws:

General Election Ballot
Independent School District No. 200
(Hastings Public Schools)

November 7, 2023

Instructions to Voters:
To vote, completely fill in the oval(s) next to your choice(s) like this:



School Board Member

Vote for Up to Four

Name

Name

Name

Name

Name

Name

Name

Name

_____ write-in, if any

_____ write-in, if any

_____ write-in, if any

_____ write-in, if any

12. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

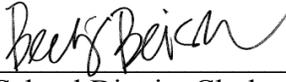
13. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

14. If the School District will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

15. The Clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The Clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the county auditor, the administrative offices of the School District, and the office of any other local election official conducting the test.

16. As required by Minnesota Statutes, Section 203B.121, the School Board hereby establishes a ballot board to process, accept and reject absentee ballots at School District elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the School District and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The Clerk or the Clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The Clerk or the Clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the School Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day. Each member of the ballot board must be provided adequate training on the processing and counting of absentee ballots, including but not limited to instruction on accepting and rejecting absentee ballots, storage of absentee ballots, timelines and deadlines, the role of the ballot board, procedures for opening absentee ballot envelopes, procedures for counting absentee ballots, and procedures for reporting absentee ballot totals.

WITNESS MY HAND officially as such clerk this 23rd day of August, 2023.



School District Clerk

A motion to approve 2023-2024 Superintendent Goals was made by Stephanie Malm and seconded by Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the Board's 3-Year Work Plan was made by Mark Zuzek and seconded by Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously.

With no further business to discuss, a motion to adjourn was made by Becky Beissel and seconded by Jessica Dressely. The vote was: 7 ayes, 0 nays, motion carried unanimously. The meeting was adjourned at 6:38 PM.

Building Construction Fund Projects as of 8/31/2023

	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	1,261	44,446	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
District Office Renovations	278,000	164,723	164,723	19,169	98,904	(4,796)	Complete
Middle School Storage Building	452,500	418,363	418,363	15,275	19,518	(657)	Complete
ALC Renovation	1,421,640	1,169,674	1,165,674	120,806	120,021	15,139	Complete
Contingency	2,007,858	-	-	-	-	2,007,858	Contingency
Reallocations from/to projects	(9,565,122)	-	-	-	-	(9,565,122)	Reallocation
Interest Earnings	-	-	-	-	-	2,434,203	Interest Earnings
Subtotal	38,316,444	36,463,113	36,459,113	2,730,505	1,437,206	123,823	

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	66,500	11,559	198	103,743	In Process
McAuliffe Deferred Maintenance & Water Coolers	336,731	288,842	267,893	12,216	42,869	13,752	In Process
Kennedy Deferred Maintenance	662,576	576,054	525,281	19,106	6,731	111,458	In Process
Middle School Partial Roof Replacement	717,200	704,472	426,672	45,778	3,993	240,757	In Process
HHS Privacy Improvements	1,013,063	876,007	837,081	127,025	6,880	42,077	In Process
Door & Glass Improvements	500,000	275,040	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
District Wide Fire Alarm/Alert System Replacement	205,000	161,250	-	23,110	1,864	180,025	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	609,713	119,545	72,719	42,655	32,541	461,798	In Process
Interior Locks Allowance	420,000	353,853	58,520	19,663	444	341,374	In Process
Monument Signs	402,000	326,472	307,715	13,006	10,024	71,255	In Process
Board Room Renovations - Phase II	6,641	-	-	-	-	6,641	In Process
Tilden Preschool Classroom	90,000	58,600	30,700	4,588	-	54,712	In Process
Middle School Media Center	160,000	-	-	-	-	160,000	In Process
High School Deferred Maintenance	484,461	149,258	-	36,172	-	448,289	In Process

Gymnastics	50,000	-	-	-	11,952	38,048	In Process
Subtotal	7,266,235	5,104,867	3,380,868	497,922	154,772	3,232,672	

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 Student Entrance Bollards	5,000	-	-	-	-	5,000	In Design
Nature Preserve Gravel Parking Lot	50,000	-	-	-	-	50,000	In Design
Subtotal	55,000	-	-	-	-	55,000	

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	-	-	-	2,188,542	341,083	Not Completed
Radio Replacement	100,000	-	-	-	-	100,000	Not Completed
Grounds/Site Improvements	500,000	-	-	-	-	500,000	Not Completed
Flexible Learning Furniture	600,000	-	-	na	486,673	113,327	Not Completed
Subtotal	3,729,625	-	-	-	2,675,216	1,054,409	

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

Total	49,367,304	41,567,980	39,839,981	3,228,427	4,267,194	4,465,905	
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Complete and In Process (does not include contingency)	50,780,904
Project Total	49,367,304
%	103%

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



BRIDGE TO SUCCESS

Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200
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HASTINGS, MN 55033-2597
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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: September 11, 2023 4:00PM Central Time (US and Canada)

Attendees: Superintendent Champa, Principal Doran, Jessica Dressely, Becky Garcia, Stephanie Malm, Mark Zuzek

Time: September 18, 2023 4:00PM Central Time (US and Canada)

Attendees: Superintendent .Champa, Jessica Dressely, Becky Garcia, Stephanie Malm

09.11.2023 & 09.18.2023 Summaries

[Review Cycle Tracker](#)

Committee Summary

1. During September, the policy committee met twice; the committee reviewed 6 policies as well as a number of procedures, protocols, and practices that will be detailed during the readings that follow.

Follow up from Work Session on 09/13/2023:

1. 200 series procedures(PR) come directly out of 200 series policies.
2. 200 series norms/ protocols/practices/processes will be in the handbook. (the committee continues to work through the naming process.)

1st reading:

213 School Board Committees

1. Section III & IV were removed (they are procedures) and aligned these sections in 213.1PR.
2. Added cross reference to 213.1PR

215 Addressing School Board Member Violations

1. Purpose: recommendation to replace purpose statement with the purpose from 215.1PR was received. This will come back to the committee for consideration.
2. II (2): added “ If agreement or understanding is reached; consider the issue resolved.”
3. II (3) added “If resolution isn’t achieved, in accordance with legal counsel, bring the alleged violation to the school board by requesting a closed meeting in accordance with Minnesota Statute 13D.05 for preliminary consideration of allegations or charges against an individual subject to the board's authority.”

215.1PR Addressing School Board Member Violations Procedure

1. Recommendation to remove purpose statement was received .This will come back to the committee for consideration.

2. Recommendation to remove procedure since much of the language is duplicated from policy was received. This will come back to the committee for consideration.

613 Graduation Requirements

1. The committee reviewed this policy in collaboration with the HS principal.
2. If the HS moves to trimesters, the committee recommends expediting the review of 613.(summer 2024)
3. Many changes are the result of the 2023 legislative session. Additional changes are expected in statute that will affect graduation requirements thru 2027 (Personal Finance 2024-2025, Civics offered to 11th and 12th by 2026, and Ethnic Studies by 2026-2027, etc.)
4. II, V, VI: Removed statements about 8th graders in 2012-2013, since statements are no longer relevant.
5. IV: Minor changes made: personnel titles (“Curriculum Director” is our “Director of Teaching and Learning”),
6. VII.A. and B. were adopted by the district and not required by statute. Changes align the policy with statutory requirements.
7. VI: Adjusted credits to align with the 44 credits that are required to graduate.
8. This policy will come back to the policy committee for review every spring through 2027 to align the policy with statutory requirements.

2nd reading:

206.2PR Public Comment Procedures

1. Request for Committee Consideration/Review: Consider adding purpose statements to procedures.
 - a. Committee Discussion: If it is a procedure which is already supporting a policy then a purpose statement is not necessary. If it is a stand alone procedure then a purpose statement should be added.
2. Request for Committee Consideration/Review: defines that maximum of 5 speakers for 3 min each. This was asked and answered at the board meeting.
 - a. Committee Discussion: Policy 206 defines this in Section VI (A) & (D).
3. Request for Committee Consideration/Review: Not comfortable with encouraging the public to seek out one on one meetings with board members. Consider language that following the meeting administrators (read Superintendent) may be directed to follow up with the speaker.
 - a. Committee Discussion: Committee recommends section II (H) to read as *The board will not directly respond to speaker comments. However, the board chair may follow-up or delegate follow-up with a speaker, as needed.*

208 Development, Adoption, and Implementation of Policies

1. Request for Committee Consideration/Review: Requested language change-comments to the board, not public comment at board meeting - aligns more with language used in Policy 206
 - a. Committee Discussion: Acknowledged
2. Request for Committee Consideration/Review: When the committee recommends no changes for a policy, it is approved through the consent agenda, request to extend this process giving board members and the public additional opportunities to to review/comment.

- a. Committee Discussion: This is not required per statute or policy. However, the current practice for policies that was recently implemented allows board members to review policies that will get placed on the agenda in advance through our shared Google docs folder. The committee recommends maintaining current practice.
3. Request for Committee Consideration/Review: Define when policies should be addressed within 208
 - a. Committee Discussion: This is included in Section V(A)

208.1PR Development, Adoption, and Implementation of Policies Procedure

1. Request for Committee Consideration/Review: Define who establishes/determines the 3 year policy review cycle.
 - a. Committee Discussion: policy 208 defines that a policy should be reviewed once every 3 years, The cycle goes in order of policy series, the committee reviews 12-15 policies each quarter. Additional policies may be reviewed based on updates from MSBA, changes to law and statute, at the request of the superintendent or administration, and as needed. The board may direct the policy committee to adjust the policies under review, as needed.
2. Request for Committee Consideration/Review:Identify current practice for who corrects grammar etc.
 - a. Committee Discussion:Committee recommends that the committee chair delegates these corrections.
3. Request for Committee Consideration/Review: Request extending the record retention for policies
 - a. Committee Discussion: 3-years is the record retention schedule set by the District and can be found on page 18 of School District General Records Retention Schedule.
4. Request for Committee Consideration/Review: Define how to provide policy comments/ suggestions to the committee.
 - a. Committee Discussion: Legal got back to us and OML is not being violated with our current practice as this is considered one way communication outside of a public meeting. Board members (and the public) may reach out to the policy committee chair, superintendent and executive assistant with their policy comments. Note: the comments will be reviewed for consideration by the entire policy committee at policy meetings, which are open to the public, and memorialized in policy summaries.

208.2 Procedure Practices

1. Request for Committee Consideration/Review:
 - a. Committee Discussion: Some procedures may be best suited in a PR form and others in the School Board Member Handbook. Recommendations: have formal procedures as a PR document affiliated with the owning policy. Have informal processes, protocols and practices linked in the HB w/ a shared Google folder to ensure everyone has access to these.

213.1PR School Board Committees Procedure

1. Request for Committee Consideration/Review: How are committee agendas formed?
 - a. Committee Discussion: Committees determine their practice for creating committee agendas. This is often in collaboration with administration since they have a larger pulse on district needs to be addressed at committee and with the board. Committee agendas are created based on current needs of the committee's work, at the advice of administration, or at the direction of the board.
2. Request for Committee Consideration/Review:How do other board members get feedback to the committee members appropriately?

- a. Committees will provide a summary of their meetings to the board and community at the following business meeting and board members may provide feedback after summary is provided.
3. Committee aligned section III & IV from policy 213 in 213.1PR
4. Recommendation to remove “*by resolution*” in the first section and in I(B) were received. This will come back to the committee for consideration.
5. Recommendation to keep the following in I(B) “*To ensure all board members are prepared to establish standing committees at the Organizational Meeting, the chair shall add “standing committee recommendations” as a discussion topic to the board’s calendar for the December work session*” was received. This will come back to the committee for consideration.

621 Read Act Policy

1. No requests for review
2. Move to an action item

3rd reading: None

Policies for Approval with Legislative Changes:

406 Public and Private Personnel Data

406.1FRM

Policies for approval with non-substantial changes:

514.1FRM

Policies for approval after 2nd reading:

621 Read Act Policy

Future Policy Work: Begin working on developing 300 series policies, 400 series policy considerations with Director Moen, and remaining 600 series policy considerations with Director Larson.

Policy Committee Schedule: October 23, 2023 at 4:00pm



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. ~~COMMITTEE 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. ¶~~

~~¶~~

~~V. 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 Policy 201 (Legal Status of the School Board)
ISD 200 Policy 203 (Operation of the School Board –Governing Rules)
ISD 200 Procedure 213.1PR (School Board Committees Procedure)
MSBA—School Law Bulletin“C” (Minnesota’s Open Meeting Law)

Policy Reviewed: ~~039.1801.20232~~

Policy Adopted: 09.22.2021

Policy Revised: 06.28.2023



Hastings Public School District
ISD #200

215 Addressing School Board Member Violations

I. PURPOSE

The Board and each of its members are committed to faithful compliance with the provisions of the Board's policies, and procedures as laid out in 215.1PR.

II. GENERAL STATEMENT

The Board recognizes that its failure to deal with violations of its policies and Board member misconduct risks the loss of public confidence in the Board's ability to govern effectively. Therefore, in the event of a member's violation of policy, or other forms of misconduct, the Board shall address the issue by using the following steps:

1. Conversation in a private setting between the offending member and the School Board Chair or other individual member; such conversation will be reported to the balance of the Board
2. If agreement or understanding is reached; consider the issue resolved.
3. If resolution isn't achieved, in accordance with legal counsel, bring the alleged violation to the school board by requesting a closed meeting in accordance with Minnesota Statute 13D.05 for preliminary consideration of allegations or charges against an individual subject to the board's authority. ~~If resolution isn't achieved, in accordance with legal counsel, discussion achieved Discussion in a public meeting between the offending member and the full School Board in a private closed meeting unless the member requests the meeting is public.~~
4. Public censure, by simple majority vote, of the offending member of the School Board, as well as removal from committees and leadership positions, to which the member has been appointed or elected.
5. Removal from the school board for proper cause by a concurrent vote of at least four members. The board member to be removed will be duly notified of the time and place of the meeting for which the vote is to be taken, and for the reasons for the proposed removal. The board member will be given an opportunity to be heard in defense against the removal.

Most board member issues and situations are intended to fall into Category 1. Categories 2, 3, and 4 are intended for extreme and/or



Hastings Public School District
ISD #200

repeated instances of violations where Category 1 has not resulted in a change in member behaviors.

Legal References: MN 123.B.09; Subd. 9. Removing board members.

Reviewed: 12.08.2021
Revised: 12.08.2021
Adopted: 12.02.2021



215.1PR Addressing School Board Member Violations Procedure (draft)

I. PURPOSE

The School Board and each of its members are committed to faithful compliance with the provisions of the school board's policies and procedures. The school board recognizes that alleged willful and or continuing policy violations must be addressed. When a violation occurs each member of the school board is responsible for promptly initiating the steps outlined in this procedure.

II. PROCEDURE TO ADDRESS ALLEGATIONS OF A VIOLATION

- A. Conversation in a private setting between the offending member and the school board chair or other individual member; such conversation will be reported by the chair to the balance of the board.
- B. If agreement or understanding is reached; consider the issue resolved.
- C. If resolution isn't achieved, **in accordance with legal counsel**, bring the alleged violation to the school board by requesting a closed meeting in accordance with Minnesota Statute 13D.05 for preliminary consideration of allegations or charges against an individual subject to the board's authority.
- D. If the members conclude that a violation has occurred by a majority vote, all future meetings related to those specific violations including disciplinary action shall be held in an open meeting.

III. APPROPRIATE ACTION BY THE SCHOOL BOARD

- A. If the school board agrees a violation occurred, the school board shall vote to determine appropriate action regarding the violation. Actions may include but are not limited to:
 1. Issuing a public statement indicating that the board does not condone or agree with behavior or action of the board member's misconduct;
 2. Public censure, by simple majority vote, of the school board, as well as removal from committees and leadership positions, to which the member has been appointed or elected.
 3. Removal from the school board for proper cause by a concurrent vote of at least four members. The board member to be removed will be duly notified of the time and place of the meeting for which the vote is to be taken, and for the

reasons for the proposed removal. The board member will be given an opportunity to be heard in defense against the removal.

Note: Most board member issues and situations are intended to be resolved in Subd.II of this procedure and Subd. III (a) (2) & (3) are intended for extreme circumstances and/or for repeated instances of violations where subd.II has not resulted in a change in member behaviors.

Reviewed:



613 Graduation Requirements

I. Purpose

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

II. General Statement of Policy

~~The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.~~

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

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

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

III. Definitions

- A "Credit" means a student's successful ~~completion of one~~~~completion one~~ semester of study or a student's mastery of the applicable subject matter, as determined by the school district. (Two semester credits equals one academic year.)
- B "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- C "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- D "Required standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.
- E "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. Test Administrator

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

V. Graduation Assessment Requirements

~~For students enrolled in grade 8 in the 2012-2013 school year and later, s~~Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minnesota Statutes section 120B.125 ~~(see Policy 604, Section II.H)~~, age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified ~~alternative assessments.~~
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation. ~~The Curriculum Director shall be named the school district test administrator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.~~
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.¶

VI. Graduation Credit Requirements

~~Students beginning 8th grade in the 2012-2013 school year and later must successfully complete~~ 44 credits, as determined by the school district, the following high school level credits for graduation:

- A. Eight credits of language arts sufficient to satisfy all academic standards in English language arts;
- B. Six credits of mathematics, including an algebra II credit or its equivalent, sufficient to satisfy all of the academic standards in mathematics; ~~(two an algebra I courses credits are required independently from the high school graduation requirements requirements by the end of 8th grade)~~
- C. ~~Two algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;~~
- D. Six credits of science, including at least: (a) two credit of biology; (b) two credit of chemistry or physics; ~~and (c) and two credits earth and space.; and (dc) two elective credits of science.~~ The combination of ~~————~~ credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
- E. Eight credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
- F. Two credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; ~~and~~
- G. Two credits of health
- H. One credit of physical education or human performance
- I. A minimum of ~~eleven-fourteen~~ elective credits
- J. Credit equivalencies

1. A one credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. Two agricultural science or career and technical education credit may fulfill the elective science credit required under Paragraph D., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph D., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph D., above.
3. Two career and technical education credits may fulfill a mathematics or arts credit requirement under Paragraph B. or Paragraph F., above.
4. Two computer science credits may fulfill a mathematics credit requirement under Paragraph B., above, if the credit meets state academic standards in mathematics.
5. Two Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph B. or Paragraph D., above, if the credit meets the state academic standards in mathematics or science.
6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An

ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

VII. Graduation Standard Requirements

All students must satisfactorily complete the following academic standards:

- ~~A. All students must demonstrate their understanding of the following academic standards:¶~~
- ~~1. School District Standards, Health (K-12);~~
 - ~~2. School District Standards, Career and Technical Education (K-12); and¶~~
 - ~~3. School District Standards, World Languages (K-12).~~
- ~~B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.¶~~
- ~~¶~~
- ~~* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.~~
- ~~C. All students must satisfactorily complete the following required Graduation Standards: in accordance with the standards developed by the Minnesota Department of ¶~~
- ~~Education (MDE)~~
- ~~1. Minnesota Academic Standards, English Language Arts K-12;~~
 - ~~2. Minnesota Academic Standards, Mathematics K-12;~~
 - ~~3. Minnesota Academic Standards, Science K-12;~~
 - ~~4. Minnesota Academic Standards, Social Studies K-12; and~~
 - ~~5. Minnesota Academic Standards, Physical Education K-12.~~
 - ~~6. School District Standards, Health (K-12)~~
 - ~~7. Minnesota Academic Standards or School District Standards,, Arts K-12~~
 - ~~8. (below 8) State standards in the Arts K-12 are required beginning in the 2024-2025 school year.~~
- ~~D. State standards in the Arts K-12 are required available beginning to 2024-2025 school year., or school districts may choose to ¶~~
- ~~E. develop their own standards~~
- F. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.
- ~~4. ¶~~

~~A. All students must satisfactorily complete, as determined by the school district and the State of Minnesota either the basic skills requirements for students enrolled in grade 8 before the 2005-2006 school year or the MCA-II's for students enrolled in grade 8 in the 2005-2006 school year.~~

~~B. Students beginning ninth grade in the 2004-2005 school year and later must successfully complete high school level course credits for graduation as follows:~~

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

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

VIII. Early Graduation

Students may be considered for early graduation, as provided for within Minnesota Statutes section 120B.07.

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

IX. Notice

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

- Legal References:**
- Minn. Stat § 120B.018 (Definitions)
 - Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
 - Minn. Stat. § 120B.021 (Required Academic Standards)
 - Minn. Stat. § 120B.023 (Benchmarks)
 - Minn. Stat. § 120B.024 (Credits)
 - Minn. Stat. § 120B.07 (Early Graduation)
 - Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement, Striving for the World's Best Workforce)
 - Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
 - Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 - Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 - Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, et seq. (Every Child Succeeds Act)t)

Cross References:

~~MSBA/MASA Model Policy 104 (School District Mission Statement)~~
~~MSBA/MASA Model~~ ISD 200 Policy 601 (School District Curriculum and Instruction Goals)
~~MSBA/MASA Model~~ ISD 200 Policy 614 (School District Testing Plan and Procedure)
~~MSBA/MASA Model~~ ISD 200 Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
~~MSBA/MASA Model~~ ISD 200 Policy 616 (School District System Accountability)

Policy Reviewed: ~~08.11.2022~~

Policy Adopted: 05.09.1974

Policy Revised: 09.28.2022



206.2PR PUBLIC COMMENT PROCEDURES

~~Independent School District 200, Hastings, MN~~

~~The board will not directly respond to speaker comments. , however, The board chair may follow up or delegate follow up with a speaker, as needed. but invites individuals to follow up with individual board members, by appointment. ¶¶~~

¶¶

- I. In accordance with Policy 206, section X, the school board will develop the procedures for public comment sessions during the Organizational Meeting, or as otherwise necessary. Procedures outlined in this supplemental document include the time, place, and manner for public comment.

- A. Meeting start time and day of the week
 - Current practice: business meetings on the 4th Wednesday of the month at 6:00 PM
- B. Start time of the public comment session
 - Current practice: 15 minutes prior to the business meeting, at 5:45 PM
- C. The location of the public comment session
 - Current practice: Hastings Middle School Media Center
- D. If the public comment session will be recorded/live streamed (required coordination and approval from HCTV or purchase of ISD 200 recording equipment)
 - Current practice: not recorded or live streamed
- E. The public comment session will be summarized as outlined in Procedure 203.2PR.
 - Current practice: comments are summarized in the business meeting.

- II. Another Consideration: the board chair, prior to the opening public comment, will provide speakers, the community, and the board, a reminder of expectations for public comment.

¶¶

- ~~A.~~ Data Privacy requirements and expectations that public speakers understand what this includes and the penalties for violations in accordance with Minn. Stat. § 13.09.
- B. The school board will recognize one speaker at a time, and will rule out of order other speakers who are not recognized.
- C. Only those speakers recognized by the school board will be allowed to speak
- D. Comments by the others are out of order.
- E. Individuals who interfere with or interrupt speakers, school board, or the proceedings may be directed to leave.
- F. Each speaker will have 3 minutes to address the school board, and there will be a maximum of five speakers.
- G. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization

H. The board will not directly respond to speaker comments. However, the board chair may follow-up or delegate follow-up with a speaker, as needed

1. ~~Meeting start time and day of the week¶~~
 - a. ~~Current practice: business meetings on the 4th Wednesday of the month at 6:00 PM¶~~
2. ~~Start time of the public comment session¶~~
 - a. ~~Current practice: 15 minutes prior to the business meeting, at 5:45 PM¶~~
3. ~~The location of the public comment session¶~~
 - a. ~~Current practice: Hastings Middle School Media Center¶~~
4. ~~If the public comment session will be recorded/live-streamed (required coordination and approval from HCTV or purchase of ISD 200 recording equipment)¶~~
 - a. ~~Current practice: not recorded or live-streamed¶~~
5. ~~The public comment session will be summarized as outlined in Procedure Policy 203.2-PR.¶~~
6. ~~Current practice: comments are summarized in the business meeting.~~

~~Another Consideration: the board chair, prior to the opening public comment, will provide speakers, the community, and the board, a reminder of expectations for public comment.~~

~~Data Privacy requirements and expectations that public speakers understand what this includes and the penalties for violations in accordance with Minn. Stat. § 13.09.¶~~

~~The school board will recognize one speaker at a time, and will rule out of order other speakers who are not recognized.~~

1. ~~Only those speakers recognized by the school board will be allowed to speak~~
2. ~~Comments by the others are out of order.~~
3. ~~Individuals who interfere with or interrupt speakers, school board, or the proceedings may be directed to leave.¶~~
4. ~~Each speaker will have 3 minutes to address the school board, and there will be a maximum of five speakers.¶~~
5. ~~If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.~~
6. ~~The board will not directly respond to speaker comments. , However, the board chair may follow-up or delegate follow-up with a speaker, as needed~~ but invites individuals to follow-up with individual board members, by appointment

Reviewed:

Revised:

Adopted:



208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Adopted” is the date (as of review cycle 2023) when a policy was initially approved by the school board.
- B. “Reviewed” is the date (as of review cycle 2023) that a policy was evaluated and approved by the school board without any modifications.
- C. “Revised” is the date (as of review cycle 2023) that a policy was evaluated and approved by the school board with modifications.

IV. DEVELOPMENT OF POLICY

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

V. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item for “reading” on the agenda of two school board meetings. ~~The proposals shall be distributed and public comment will be allowed during the public comments section of a board meeting. prior to final school board action.~~ The Board may vote after the second policy reading, but will follow a general practice of voting at a subsequent meeting.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board ~~at a subsequent meeting after the meetings at which public input was received.~~ The proposed policy for final action will be included in the Item for Action portion of the meeting agenda. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board **in a single meeting.** A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. ~~The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency. situation.~~ ¶
- ¶ D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

VI. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate **(200 series).** The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review by the school board.
- B. All School Board policies will be posted on the official district website. Each school board member shall have access to this policy manual. A copy shall be placed in the office of each school attendance center. A physical copy of the policy manual will be maintained at the District Office and made available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping policies current.
- D. The school board shall review policies at least once every three years. In

addition, the school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.

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

Legal References: Minnesota. Statute: § 123B.02, Subd. 1 (~~General Powers of Independent School Districts~~**School District Powers**)
Minnesota: Statute: § 123B.09, Subd. 1 (~~Boards of Independent School Districts~~**School Board Powers**)

Cross References: ISD 200 Policy 201, Legal Status of the School Board
ISD 200 Procedure 208.1PR

Policy Reviewed: 02.23.2022
Policy Adopted: 08.26.2020
Policy Revised: 03.01.2023



208.1PR DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICY PROCEDURE

I. POLICY REVIEW CYCLE

- A. The policy committee shall review policies based on the established three year policy review cycle until completion in 2025.
- B. December 2025, the board will ~~evaluate~~^{elevate} the effectiveness of the three-year review cycle and determine if the process best serves the school district.
- C. MSBA model policies are the starting point for policy review;
- D. The objective of the review is to determine whether the policy is consistent with:
 - 1. Best practice;
 - 2. Strategic direction of the school district;
 - 3. Meets the needs of students, families, and staff.
- E. The policy committee chair shall coordinate with the superintendent to ensure appropriate administrative staff are notified of the policy review cycle and are present during the appropriate policy committee meetings.

II. POLICY DEVELOPMENT

- A. Proposed policies and ideas shall be submitted to the superintendent or designee for consideration of placement with the policy committee;
- B. Superintendent may request development of policies that best serve the needs of the school district.

III. POLICY ADOPTION

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the policy on the agenda for three successive regular board meetings in the following format:
 - 1. Meeting 1=1st Reading: red-lined version showing proposed changes
 - 2. Meeting 2= 2nd Reading: red-lined version showing proposed changes
 - 3. Meeting 3= 3rd Reading and Action Item: red-lined version showing proposed changes

Note: policy adoption is not required after the 2nd Reading. A policy goes between the board, administration, the policy committee, and an ad hoc committee, when required or advised to assemble an ad hoc committee, multiple times before the board adopts a policy.

- B. Any board member, employee, or public person may offer recommended amendments, comment, edits, and suggestions ~~during~~^{regarding} the first, or second reading. Recommendations are welcome ~~by the public and employees~~ during the public comment time prior to regular board meetings or by contacting a board member or the Superintendent by telephone or email.

Board members are welcome to make recommendations during business meetings or work sessions when the policy is discussed or they may email the policy committee chair, Superintendent, and Executive Assistant for consideration at a policy committee meeting. Note: As a general rule of practice please refrain from making grammatical, spelling, spacing, numbering, and general formatting suggestions during the board meeting; these may be emailed to the policy committee chair ~~who may~~ **will delegate these corrections which will** be reflected in the final policy, after the policy is adopted by the board.

- C. The vote on proposed policy changes shall take place when the policy is on the agenda as an action item.
Note: A majority vote by the school board shall be required to amend, rescind, or adopt a policy. A policy shall take effect as of the date that board action was taken, unless otherwise specified in the text of the resolution or the wording of the motion.
- D. If adopted, an updated version of the policy will be added to the policy manual (District's website). The red-lined version of the policy shall be maintained in digital format in an archived folder on Google Drive for up to three years. Upon completion of a three year policy review cycle, all archived policies will be deleted.

IV. POLICY REVISIONS WITHOUT THREE READINGS

- A. Revisions that are required due to a change in statute, rule, or other governmental mandate may be made through the consent agenda rather than through the three-meeting process.
- B. Any board member may request for a policy to be removed from the consent agenda (no second or vote shall be required to effect the removal of a policy revision from the consent agenda to an individual action item) and request that it be considered using the three-meeting process (a second and a majority vote shall be required to move a policy revision to the three-meeting process)
- C. Minor editorial updates that do not affect the substance of the policy (purpose, scope, policy statement) do not need to go through the formal approvals process. Examples of policy changes that do not require a first or second reading may include typographical corrections and statute nomenclature changes.

Reviewed:



208.2PR PROCEDURE PRACTICES

I. ESTABLISHING PROCEDURES FOR THE 200 SERIES POLICIES

- A. The school board is responsible for maintaining the 200 series policies. In 2023, the school board started an initiative to separate policies from procedures. Many of ISD 200's policies have procedures housed in the policy but some do not. Procedures are established to provide best practices, continuity, and consistency with policy implementation.
- B. MSBA model policies are often all encompassing, with policy and procedure embedded in one document. ISD 200 series policies are accompanied by procedures, either created by ISD 200 board members or pulled directly from the MSBA model policies.
- C. As policies are going through the three-year review cycle established by the policy committee and approved by the board in accordance with ISD 200 policy 208, procedures may be pulled out and placed separate from the policy to allow staff, administration, and the school board the flexibility to update ISD 200 procedures.
- D. The policy committee will take on the responsibility of reviewing the 200 series policy procedures as directed by policy, by board majority vote, or when a 200 series policy is under general review.

II. TITLING AND FORMATTING PROCEDURES

- A. In general, procedures should accompany their governing policy. An example of this is policy 215, Addressing School Board Member Violations, which is a policy specific to ISD 200 and not a MSBA model policy. The policy governs direction or answers "what" and for "whom" where procedures guide board members through best practices and answer "how" the policy is implemented.
- B. Procedures are titled the same as the parent policy (see Title above).
- C. Procedures are formatted the same way that policies are formatted (see formatting throughout this template).

III. POLICY PROCEDURES REVISIONS AND APPROVAL

- A. The school board will:

1. Determine if some, all, or none of the 200 series policies and procedures are included in the School Board Handbook.
 2. At minimum, best practices should be to summarize common procedures in the School Board Handbook and update the handbook before new board members are seated.
 3. Review procedures with their parent policy during the regularly scheduled three-year review cycle or when directed by the board, for cause.
- B. The policy committee will:
1. Make recommended changes to the school board on 200 series policy procedure changes.
 2. Request whole school board procedure discussion(s) during work sessions to issue or receive clarification, receive feedback, or solicit guidance.
- C. Procedures do not require board member voting approval to be changed. However, a best practice is to take a vote as a board when the procedures are updated to allow the board to demonstrate understanding and their responsibility to uphold the procedures.

Policy Reviewed: MM.DD.YYYY



213.1PR SCHOOL BOARD COMMITTEES PROCEDURE

I. ESTABLISHING COMMITTEES, AND ASSIGNING MEMBERS

- A. The school board shall establish, by resolution, each standing committee, the number of members, the term, and the mission of each such committee during the Organizational Meeting. ~~To ensure all board members are prepared to establish standing committees at the Organizational Meeting, the chair shall add “standing committee recommendations” as a discussion topic to the board's calendar for the December work session. ¶¶~~
- B. The school board may establish by resolution an ad hoc committee when it is determined that a committee process facilitates the mission of the school board.
- C. The school board chair shall appoint the members and designate a chair for each Committee.
- D. The school district website shall be updated annually (in January) to include the name, members, and mission of each standing committee of the school board.

II. OPERATION OF COMMITTEES

- A. ~~All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law. All school board committee meetings shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.~~
- B. ~~A~~ Each committee shall focus on its mission as established by the school board. The committee may not create subcommittees without board direction.
- C. Each committee shall make recommendations for the school board's consideration by a majority vote of the committee.
- D. ~~The committee shall designate a secretary who will record the minutes of actions of the school board committee. The committee chair shall. ¶¶~~
 - 1. ~~work with the Superintendent to ensure the appropriate administrators are present during committee meetings; ¶¶~~
 - 2. ~~record the meeting minutes during committee meetings; ¶¶~~

~~3. provide a committee meeting summary to be included in the board's regular meeting agenda one week prior to the scheduled meeting and, ¶
provide a verbal reading of the committee's recommendations for board consideration during the regular board meeting.~~

- E. The power of a committee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee of the school board shall, when appropriate, clarify in any dealings with the public and the board that its powers are only advisory to the school board.

Reviewed: 09.18.2023



621 LITERACY AND THE READ ACT

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by the Minnesota Department of Education (MDE).
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and
 - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading

instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the MDE Commissioner.

- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
 - 1. a summary of the school district's efforts to screen for dyslexia;
 - 2. the number of students universally screened for that reporting year;
 - 3. the number of students demonstrating characteristics of dyslexia for that year; and
 - 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.1118, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.1118.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular

classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 2. a process to notify and involve parents;
 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 5. identification of staff development needs, including a plan to meet those needs;
 6. the curricula used by school site and grade level;
 7. a statement of whether the school district has adopted a MTSS framework;
 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;

- b. students who demonstrate characteristics of dyslexia; and
 - c. students in grades 4 to 12 who are identified as not reading at grade level; and
 - 9. the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner of MDE using the template developed by the Commissioner beginning June 15, 2024.

VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
 - 1. intervention teachers working with students in kindergarten through grade 12;
 - 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 - 3. special education teachers;
 - 4. curriculum directors;
 - 5. instructional support staff who provide reading instruction; and
 - 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner of MDE may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
 - 1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 - 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 - 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 - 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 - 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

- 1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
- 2. evidence-based training using a training program approved by MDE;

3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.1118;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Legal References: Minn. Stat. § 120B.1118 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

Policy Reviewed:
Policy Adopted:
Policy Revised:

**JOINT POWERS AGREEMENT BETWEEN
DAKOTA COUNTY AND
CERTAIN CITIES AND SCHOOL DISTRICTS IN DAKOTA COUNTY
FOR A PILOT PROJECT FOR THE PROVISION OF ABSENTEE VOTING
ADMINISTRATION SERVICES**

This is a Joint Powers Agreement (“JPA”) between the County of Dakota (“County”) and the undersigned Cities and School Districts in Dakota County (“Governmental Entities”) (collectively the “Parties”) entered into pursuant to Minn. Stat. §471.59, for the provision of absentee voting administration services for the November 2023 elections as a pilot project. The provision of absentee voting administration services for future elections and the allocations of such costs are not the subject of this JPA.

**Section 1
Term**

1. This JPA shall be in effect beginning July 1, 2023, and shall continue, unless otherwise terminated in accordance with this agreement, until December 31, 2023, or until all obligations to be carried out in accordance with this Agreement for the November 2023 elections have been completed, whichever occurs first.

**Section 2
Contract Termination**

2. This Agreement may be terminated as follows:
 - 2.1. This JPA may be terminated by written agreement of the County with an individual Governmental Entity(s);
 - 2.2. The County or individual Governmental Entities may terminate their participation in this Agreement for cause by providing 7 days’ written notice to the County and other Governmental Entities due to a material breach of the terms of this Agreement, including failure to provide payment within the time specified in this Agreement. The written notice must state the intent to terminate participation and specify the events or circumstances and relevant provision warranting termination of the Agreement or withdrawal of the individual Governmental Entity;
 - 2.3. Termination of this Agreement does not discharge any liability, responsibility, or right of the Parties that arises from the performance of, or failure to adequately perform the provisions of this Agreement prior to the effective date of termination, such as payment of an invoice for services satisfactorily performed prior to the effective date of termination. Termination of the Agreement or an individual Governmental Entity’s termination of participation does not discharge any obligation which, by its nature, would survive after the date of termination.

**Section 3
Absentee Voting Administration**

3. County and the Governmental Entities agree to consolidate absentee voting administration countywide in accordance with the Absentee Voting Administration Division of Duties Between Cities, School Districts and County attached hereto as **Attachment A** and incorporated by reference (“the Absentee Voting Administration Duties”). The Parties agree that the County

Election Director and the Governmental Entities' Clerks may agree, in writing, to Absentee Voting Administration Duties.

In addition to temporary staffing necessary to administer absentee voting for specific elections, County will ensure sufficient full-time equivalent ("FTE") positions are available to manage the consolidated absentee voting for the county while maintaining service levels of all other election work.

In agreeing to the consolidation of absentee voting administrative functions to ensure the successful conduct of multiple, simultaneous elections in the County, the Parties acknowledge that decisions made by the County regarding resources, procedures, and policies are based upon providing the same scope and level of service to all the participating jurisdictions and the Governmental Entities recognize that such decisions, made for the benefit of the whole, may not be subject to review by the Governmental Entities.

Section 4 Applicability

4. This Agreement between the County and the Governmental Entities is limited to the Absentee Voting Administration Duties. all other voting processes are outside of the scope of this agreement. This agreement is applicable for any election in a precinct within the jurisdiction of Dakota County in November 2023.

Section 5 Allocation of Costs and Invoicing

5. The cost sharing for absentee voting administration and invoicing shall be as follows:
 - 5.1. The costs incurred by the County for completing Absentee Voting Administration Duties shall be shared sixty percent (60%) by the County and forty percent (40%) by the Governmental Entities with the Governmental Entities share allocated by the percent of register voter in their jurisdictions on the November 2023 election day, subject to the individual cost share maximum in Section 5.2.
 - 5.2. The County will invoice each Governmental Entity its cost share allocation of costs proportioned by the registered voters calculated on the November 2023 election day as described in **Attachment B** within 60-days of the election day. The Governmental Entities individual share shall not exceed the corresponding "Partner Share" identified in **Attachment B**. Said invoice shall be due and payable within thirty-five (35) calendar days of invoicing.
 - 5.3. For illustrative purposes, a cost projection for the November 2023 elections is attached as **Attachment B**. Final invoices will reflect absentee voting administration costs and registered voters as calculated on election day by the County.
 - 5.4. Each Party shall be responsible for the costs, including employees and temporary employees, for the performance for Absentee Voting Administration Duties not identified herein or **Attachment B**.

Section 6 Electronic Voting System and E-Pollbook Costs

6. The cost of the purchase, operation and maintenance of the electronic voting system and electronic pollbooks are not included in this Agreement and are the subject of separate agreements.

**Section 7
Independent Contractor**

7. It is agreed that nothing in this Agreement is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the Parties hereto or as constituting the County or the Governmental Entities as the employee of the other entity for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the Governmental Entities. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law.

**Section 8
Data Practices**

8. All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy. Election data shall also be governed by Minnesota Election Law and associated Minnesota Rules.

**Section 9
No Waiver**

9. No delay or omission by the Parties to exercise any right or power occurring upon any noncompliance or default with respect to any of the terms of this Agreement shall impair any such right or power or be construed to be a waiver thereof unless the same is consented to in writing. A waiver by the County or the Governmental Entities of any of the covenants, conditions, or agreements to be observed by the Parties shall not be construed to be a waiver of any succeeding breach or of any covenant, condition, or agreement herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to, and not in lieu of, any other remedies available to the Parties at law, in equity, or otherwise.

**Section 10
Governing Law**

10. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

**Section 11
Entire Agreement**

11. It is understood and agreed that the entire Agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof and hereby rescinds and replace all prior Agreements with the respective Governmental Entities with this Agreement. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the Parties hereto.

**Section 12
No Assignment**

12. The Parties may not assign, sublet, or transfer this Agreement, either in whole or in part, without the prior written consent of the Governmental Entities and the County and any attempt to do so shall be void and have no force and effect.

**Section 13
Notice**

13. Any notice or demand shall be in writing and shall be sent registered or certified mail to the other party addressed as follows:

To the Governmental Entity: To the person and address designated by each Governmental Entity in writing.

To the County: Dakota County Elections Director
 1590 Highway 55
 Hastings MN 55033

**Section 14
Audit Provision**

14. The Parties agree that the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other party and involve transactions relating to this Agreement. Such materials shall be maintained, and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.

**Section 15
Liability, Indemnification and Insurance**

15. The County and each Governmental Entity to this Agreement shall be solely liable for the acts of its elected officials, officers, employees, or agents and shall not be responsible for the acts of the other parties to this Agreement, their elected officials, officers, employees, or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity." It is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability as set forth in Minnesota Statutes, Section 471.59, subd. 1a(b). For the purpose of Minnesota Statutes, Section 471.59, subd. 1a(a), it is the intent that this Agreement does not create any liability or exposure to the Parties for the acts or omissions of the County or other individual Governmental Entity.

The County and Governmental Entities agree to defend, hold harmless and indemnify each other, the County and/or Governmental Entities, officials, agents, and employees, from any liability, loss, or damages the County or Governmental Entity may suffer or incur as a result of demands, claims, judgments, or costs arising out of or caused by the County or Governmental Entities in the performance of its respective obligations under this Agreement. This provision shall not be construed nor operate as a waiver of any applicable limitation of liability, defenses,

immunities, or exceptions by statute or common law, nor does it impose or imply responsibility for the acts or omissions of the County or other Governmental Entities. The County and the Governmental Entities warrant that they are able to comply with the aforementioned indemnification requirements and have sufficient insurance coverage consistent with the liability limits contained in Minnesota Statutes, Chapter 466.

**Section 16
Survival of Provisions**

16. It is expressly understood and agreed that Sections 5, 8, 10, 14 and 15 hereof shall survive the completion of performance and termination or cancellation of this Agreement.

**Section 17
Authority**

17. The person or persons executing this Joint Powers Agreement on behalf of the Governmental Entity and County represent that they are duly authorized to execute this Joint Powers Agreement on behalf of the Governmental Entity and the County and represent and warrant that this Joint Powers Agreement is a legal, valid and binding obligation and is enforceable in accordance with its terms.

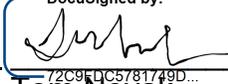
**Section 18
Electronic Signatures**

18. Each Party agrees that the electronic signatures of the Parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

(Rest of page left intentionally blank)

IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands.

COUNTY OF DAKOTA

DocuSigned by:
By: 
72C9FDC5781749D...
Tom Novak
Director, Public Services & Revenue

Dated: 07/17/2023 | 12:04 PM CDT

Board Resolution No. 23-256

APPROVED AS TO FORM:

By: /s/ Thomas R. Donely
Assistant Dakota County Attorney
KS-23-195

Dated: 6/21/23

INDEPENDENT SCHOOL DISTRICT 200

DocuSigned by:
By: Superintendent Dr. Tammy Champa
Superintendent Dr. Tammy Champa, its Superintendent

Dated: 07/14/2023 | 4:16 PM CDT

DocuSigned by:
By: Jennifer Seibert
Jennifer Seibert, its Director of Finance & Operations

Dated: 07/17/2023 | 10:00 AM PDT



Absentee Voting Administration

Division of Duties Between Cities, School Districts and Dakota County

Dakota County Elections
Administration Center
1590 Highway 55
Hastings, MN 55033-2372

651-438-4305
elections@co.dakota.mn.us

Version 6/13/2023

Summary

Topic	Dakota County	Cities/School Districts
Recurring Absentee Application (permanents)	The county will send recurring absentee ballot applications.	
Receiving regular applications for AB by mail, email or fax	The county will process all mail absentee ballot applications.	If a city/school district receives an application for an absentee ballot to be mailed, they will scan and email the application to the county for processing.
Online applications	The county will process all online applications. NOTE: the SVRS online module will not be available in odd years except in the case of a special election for a federal, state, or county office.	
UOCAVA applications	The county will handle all aspects of UOCAVA voting.	
Mail absentee ballots	The county will handle all aspects of absentee voting by mail including fulfillment, incidental correspondence, rejects, etc.	
Prepare materials for in-person absentee	County will prepare in-person, postage paid absentee materials for use at city and school districts	
In-person absentee ballots	<p>The county will be an in-person absentee voting site for the entire absentee period for all Dakota County residents. Offered at Hastings, Apple Valley and/or West St. Paul, election location dependent.</p> <p>The county will provide regular courier services to collect city and school district absentee ballots to deliver to the County Absentee Ballot Board.</p>	Cities/school districts which have regular office hours will maintain in-person absentee voting sites for the entire absentee voting period.

Topic	Dakota County	Cities/School Districts
Direct balloting/Early Voting (In-person absentee ballots cast in tabulator beginning the Tuesday before election day)	All County in-person absentee sites will offer direct balloting for all county voters.	Direct balloting is discretionary.
Health Care Facility absentee voting		Cities/school districts will carry out health care facility voting.
Safe at Home	The county will manage all aspects of Safe at Home ballots.	
Agent Delivery and Return	All in-person absentee sites will issue Agent Delivery and Return ballots.	All in-person absentee sites will issue Agent Delivery and Return ballots to be couriered to the County.
Absentee Ballot Board	The county will establish the Absentee Ballot Board which will be responsible for all necessary duties to process Dakota County absentee ballots. The county will pick up and courier all Dakota County ballots from cities, school districts or county service centers and delivered to the County Absentee Ballot Board.	School districts that cross counties will be responsible for all non-Dakota County ballots.
Rejected Ballots	The county will issue the replacement (only Dakota County ballots), to be returned by mail to Dakota County.	
Spoiled or lost ballots	<p>If the voter's original ballot has already been accepted, the county and city/school district will coordinate efforts so that the ballot is spoiled before the voter is issued a replacement ballot.</p> <p>If the original ballot has not yet been accepted, the county will spoil and replace for mail absentee voters, or the city/school district will spoil and replace for in-person voters.</p>	<p>If the voter's original ballot has already been accepted, the county and city/school district will coordinate efforts so that the ballot is spoiled before the voter is issued a replacement ballot.</p> <p>If the original ballot has not yet been accepted, the county will spoil and replace for mail absentee voters, or the city/school district will spoil and replace for in-person voters.</p>

Topic	Dakota County	Cities/School Districts
<p>Rosters and greeter lists</p>	<p>Electronic roster files will be uploaded to the poll book management system, for download to the poll books.</p> <p>Supplemental reports of voters with ballots accepted after the rosters are generated will be pushed to the poll books the day before election day and multiple times on election day.</p> <p>Rosters and Greeter lists will be delivered by vendor.</p>	<p>Cities/school districts will download the rosters to their poll books after the rosters are generated and before the poll books are delivered to the election judges or polling places. (Pollbook access points to be added to all large school district office)</p> <p>Cities/school districts will work with the county to ensure that on election day all poll books sync the AB roster supplement before the polls open and continue to sync throughout the day.</p>
<p>Results</p>	<p>The county will combine absentee results from all absentee ballot counters to create one absentee result grand total. This AB total will be combined with polling place results and posted on the OSS and Dakota County websites.</p> <p>Canvass reports will be made available by day 6 on the County Sharepoint site.</p>	<p>Results from the polling places will be wirelessly transmitted to the county from the ballot counters.</p> <p>Cities/school districts will canvass reports against original tapes and summary statements.</p>
<p>Storage</p>	<p>The county will retain absentee ballots and related materials in their respective possession.</p> <p>In the event of a recount, materials will be transferred as soon as possible to the jurisdiction conducting the recount.</p>	<p>Cities/school districts will retain absentee ballots and related materials in their respective possession.</p> <p>In the event of a recount, materials will be transferred as soon as possible to the jurisdiction conducting the recount.</p>

2023 November School District General and Special - Cost Projections And Governmental Unit Cost Shares for Absentee Voting Services

Actual costs will be charged back to agencies holding elections after the election

1. Fixed Costs (Estimated)	Cost	Notes
Temp staff for fulfillment (2), voter reg/data entry (1), courier (2) - \$18/hr	\$ 36,000.00	5 Elec Assn't for 10 weeks; 2,000 hrs
Lead temp staff for fulfillment, voter reg, courier (1)- \$19-20/hr	\$ 8,000.00	1 Lead Elec temp for 10 weeks; 400 hrs
Election Judges Absentee Ballot Boards - \$18/hr	\$ 12,096.00	16 Elec Judges for 7 weeks at 6 hrs a week; 672 hrs
Equipment, support & maintenance (prorated rate)	\$ 6,500.00	License & maint costs for folder, inserter and ballot extracting equip
Elections van or other Fleet vehicle use for courier service	\$ 1,113.50	Estimate 1,700 miles @\$0.655/mi
Fixed Costs Total - shared below	\$ 63,709.50	

2. 2023 FTE Cost (Estimated)	
Full Time Equivalent (FTE) - shared below	\$ 62,850.00

3. Variable Costs for Mailings: use SVRS report counts x mailing rates x Share	
Cost per absentee application mailed	\$ 1.15
Cost per absentee fulfilled	\$ 2.44

*Mailing costs are subject to change (e.g. postal rate changes) and may not reflect the final actual cost per mailing rate

Cost Sharing Projection	Reg Voters on Election Day (e.g. 1.9.2023)	% of Reg Voters	Share of registered voters	<i>2021 rates</i>				Total	Share 60% Less County Share	Share 40% Partner Share
				1. Estimated Fixed Costs	2. Estimated 2023 FTE cost	<i>Estimate 19% turnout and 12% absentee</i>	3. Estimated mailing costs			
Cities										
Apple Valley (voters in 196)	35,695	14.4%	50.0%	\$ 4,596.76	\$ 4,534.75	814	\$ 992.89	\$ 10,124.40	\$ 6,074.64	\$ 4,049.76
Apple Valley (voters in 191)	253	0.1%	100.0%	\$ 65.16	\$ 64.28	6	\$ 14.07	\$ 143.52	\$ 86.11	\$ 57.41
Rosemount (4 voters in 200, 17,722 in 196)	17,726	7.2%	50.0%	\$ 2,282.73	\$ 2,251.94	404	\$ 493.07	\$ 5,027.74	\$ 3,016.64	\$ 2,011.10
Independent School Districts										
6	12,166	4.9%	100.0%	\$ 3,133.45	\$ 3,091.18	277	\$ 676.82	\$ 6,901.44	\$ 4,140.87	\$ 2,760.58
192	22,922	9.3%	100.0%	\$ 5,903.74	\$ 5,824.09	523	\$ 1,275.20	\$ 13,003.03	\$ 7,801.82	\$ 5,201.21
194	36,413	14.7%	100.0%	\$ 9,378.45	\$ 9,251.93	830	\$ 2,025.73	\$ 20,656.11	\$ 12,393.67	\$ 8,262.44
196 - voters within AV & Rsmt (see above)	53,417	21.6%	50.0%	\$ 6,878.98	\$ 6,786.18	1,218	\$ 1,485.85	\$ 15,151.01	\$ 9,090.61	\$ 6,060.40
196 - voters outside of AV & Rsmt	53,368	21.6%	100.0%	\$ 13,745.35	\$ 13,559.91	1,217	\$ 2,968.97	\$ 30,274.22	\$ 18,164.53	\$ 12,109.69
197	30,155	12.2%	100.0%	\$ 7,766.66	\$ 7,661.88	688	\$ 1,677.58	\$ 17,106.12	\$ 10,263.67	\$ 6,842.45
199	18,547	7.5%	100.0%	\$ 4,776.92	\$ 4,712.48	423	\$ 1,031.81	\$ 10,521.21	\$ 6,312.73	\$ 4,208.48
200	20,119	8.1%	100.0%	\$ 5,181.81	\$ 5,111.90	459	\$ 1,119.26	\$ 11,412.96	\$ 6,847.78	\$ 4,565.19
Totals	247,360			\$ 63,710.02	\$ 62,850.51	6,858	\$ 13,761.24	\$ 140,321.77	\$ 84,193.06	\$ 56,128.71
								Cost per absentee \$ 20.46	Cost per absentee \$ 12.28	Cost per absentee \$ 8.18

Note - The cost of the purchase, operation and maintenance of the electronic voting system and electronic pollbooks are not included in this agreement and are the subject of separate agreements. Ballot printing costs are also calculated separately.



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Hastings High School 2022 Fire Alarm Replacement (222039) 200 General Sieben Drive Hastings, Minnesota 55033	CONTRACT INFORMATION: Contract For: General Construction Date: May 26, 2022	CHANGE ORDER INFORMATION: Change Order Number: One (1) Date: August 21, 2023
OWNER: <i>(Name and address)</i> Independent School District #200 1000 West 11th Street Hastings, Minnesota 55033	ARCHITECT: <i>(Name and address)</i> Wold Architects and Engineers 332 Minnesota Street, Suite W2000 Saint Paul, Minnesota 55101	CONTRACTOR: <i>(Name and address)</i> Custom Communications, Inc. 1661 Greenview Drive Southwest Rochester, Minnesota 55902

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.)

Elevator Shunt Trip. Add \$1,834.30
PR No. 2: Duct Smoke Detectors. Add \$5,718.00

TOTAL CHANGE ORDER NO. 1 ADD \$7,552.30

The original Contract Sum was	\$ 355,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 355,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 7,552.30
The new Contract Sum including this Change Order will be	\$ 362,552.30

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion will be December 31, 2022

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 <i>(Firm name)</i>	Custom Communications, Inc. CONTRACTOR <i>(Firm name)</i>	Independent School District #200 OWNER <i>(Firm name)</i>
SIGNATURE	SIGNATURE	SIGNATURE
DOUGLAS KAHL, PROJECT MANAGER PRINTED NAME AND TITLE	Brandon Clis, Sales mgr PRINTED NAME AND TITLE	
08/21/2023 DATE	8/25/2023 DATE	



PREPARED FOR

ISD #200 Hastings Public Schools

ISD #200 Hastings High School -- Elevator Shunt Trip

Prepared For:

Cameron Peterson
Director of Buildings & Grounds
ISD #200 Hastings Public Schools
(651) 480-7053
cpeterson@isd200.org

Prepared By:

Doug Scherr
Security Consultant
Custom Alarm
(507) 288-5522
Doug.s@custom-alarm.com



**1661 GREEN VIEW DRIVE SW, ROCHESTER, MN 55902
507.288.5522 | WWW.CUSTOM-ALARM.COM**



Scope Of Work

Customer Details:

Site: Hastings High School, 200 General Sieben Drive Hastings, MN

Billing: 1000 West 11th Street Hastings, MN

Contact: Cameron Peterson (651) 480-7053
cpeterson@isd200.org

Custom Alarm will add to existing fire alarm system per details in this proposal. Custom Alarm to provide all labor and materials to complete the work agreed upon with customer. Custom Alarm and customer or designated representative, to review, in advance all locations to ensure a successful installation. Any changes or additions beyond what is outlined and included in this proposal will only be completed after written approval by customer, or designated representative. A *change order* will be submitted to customer prior to Custom Alarm completing any additional work.

Custom Alarm will add 1 heat detector, relay and a monitor module in each of the elevator equipment rooms (2 rooms total), and then 2 heats will go in each elevator shaft (2 shafts total).

Custom Alarm to provide the following:

- Coordination, in advance, with designated representative to schedule installation.
- All necessary wire, cable, mounting hardware.
- Program new devices into existing system, testing their functionality.
- Clean work environment, cleaning up after work each day.
- Train customer at completion of installation on operation of system.

Customer to provide the following:

- Clear working space

Initials: _____

Scope Details

Business Hours: All work proposed shall be performed during normal business hours which are Monday-Friday 7:30 AM-5:00 PM



Financial Summary

Customer Details:

Site: Hastings High School, 200 General Sieben Drive Hastings, MN

Billing: 1000 West 11th Street Hastings, MN

Main Contact: Cameron Peterson (651) 480-7053 cpeterson@isd200.org

Fire Alarm

QTY	Manufacturer	Part #	Description
6	Firelite/Notifier	FST-951	Detector - Heat
6	Firelite/Notifier	B300-6	Base
2	Firelite/Notifier	FRM-1	Module - Relay Control
2	Firelite/Notifier	FMM-1	Module - Monitor
40	Conduit	3/4" EMT	3/4" EMT Conduit (C-Item)

Financial Summary

Total Proposal Amount: \$1,834.30

Down Payment: \$366.85

Balance Due Upon Completion: \$1,467.45

Note: The above price does not include sales tax

If paying invoice via credit card, there may be a 3% service fee added to this charge.

This proposal may be withdrawn by Custom Alarm if not accepted within 30 days.



System Investment

Custom Alarm will provide the proposed system as described in this proposal for the sum of : **\$1,834.30**.

The price above includes: material, equipment and labor as described within this proposal. Taxes are not included and will be charged additionally, if applicable.

Payment Terms:

Work will be scheduled upon the receipt of an authorized signature, purchase agreement deposit as specified on the Financial Summary.

Any alteration or deviation from the proposal involving extra cost of materials or labor will become an extra charge over the sum stated above.

Projects exceeding one calendar month will be billed for work completed during each month (progressive billing). Progressive billing will include invoicing for engineering, labor, and/or programming prior to onsite installation and material stored at Custom Alarm. Payment is due 30 days from the date of invoice. Customer agrees to pay each invoice when due. In addition to all other rights and remedies available. Custom Alarm shall have the option to withhold any further shipments of material and/or the provision of any service, including, but not limited to Technical Assistance, until Customer's account is paid in full.

Proposal Acceptance:

I have read the **General Terms and Conditions** of the sale, understand them fully, and agree to abide by them. I have also read and understand the payment terms as set forth in this agreement as well as the **Schedule of Equipment** as listed.

I hereby certify that I am authorized to sign this agreement. Custom Alarm is hereby authorized to perform the work as specified.

Prepared By: Custom Alarm
Name: Doug Scherr

Accepted By: ISD #200 Hastings Public Schools
Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____



Terms & Conditions

Purchaser acknowledges that additional protection may be obtained over and above that provided herein at additional cost. Purchaser agrees to supply, at Purchaser's expense, all electrical, telephone, internet connections, jacks, outlets and receptacles required for Custom Communications, Inc./Custom Alarm (hereinafter referred as "CCi") to complete its installation and/or service of the Alarm System.

1. Price. PURCHASE PRICE: \$1,834.30, plus applicable taxes which will be included on final invoice.
DEPOSIT: Purchaser agrees to pay CCi, or to others as directed by CCi \$366.85 when this Agreement is signed.
PAYMENT TERMS: Purchaser hereby agrees to pay CCi the balance of the invoice total upon completion of installation. **A late fee up to 1.5% per month may be applied to unpaid balances over 30 days. Purchaser is responsible for all collection costs incurred for unpaid bills, including attorneys' fees and costs.**

2. Effective Date. The Agreement shall become effective when signed by the purchaser and approved by CCi or when the Alarm System becomes operative or is activated, whichever occurs first ("Effective Date").

3. Limited Equipment Warranty. CCi warrants that the equipment and parts installed for Purchaser under the Agreement will be free from defects in material and workmanship for a period of one (1) year from the Effective Date. If, during this warranty period, any of the equipment or parts are defective or malfunction, they will be repaired or replaced, at CCi's option, free of charge. This limited warranty will not apply if the damage or malfunction occurs through no fault of CCi while the Alarm System is in Purchaser's possession, or occurs because the Alarm System has been altered, abused, misused, or tampered with, or has otherwise been operated or used contrary to CCi's or the manufacturer's instructions. If CCi's inspection fails to discover defect covered by this limited warranty, the equipment will be repaired or replaced at Purchaser's expense and CCi's regular service charges will apply. In the event there is a conflict between this warranty and a manufacturer's warranty, the terms of this warranty shall control. If warranty service is needed, Purchaser agrees to contact CCi at the address provided in this Agreement. In addition to the legal rights provided herein, Purchaser may have additional rights provided by law.

4. Disclaimer of All Other Warranties. Except for the limited warranty described above, CCi makes no other express warranties. The duration of any implied warranties, including any implied warranty of merchantability or fitness for a particular purpose is hereby limited to the ninety day (90) duration of this warranty. CCi makes no warranty that the Alarm System or services supplied will not be compromised or that the Alarm System or service will provide the protection for which it is intended. Purchaser further acknowledges that any affirmation of fact or promise made by CCi shall not be deemed to create an express warranty unless included in the Agreement in writing; that Purchaser is not relying on CCi's skill or judgment in selecting or furnishing a system suitable for any particular purpose and that there are no warranties that extend beyond the face of this agreement, and that CCi has offered additional and more sophisticated equipment for an additional charge, which Purchaser has declined.

5. Limitations of Alarm System and Monitoring. Purchaser understands that an alarm system does not guarantee the safety of any person or property. Alarm systems may be bypassed; and may not always operate properly for numerous reasons, including equipment malfunction or failure, phone lines being cut, inoperative, or damaged and unable to transmit an alarm signal. In addition, CCi cannot control the response of fire departments, police departments, or emergency medical services. Purchaser acknowledges that CCi does not represent or warrant: that the Alarm System may not be compromised or circumvented; that the Alarm System will prevent any loss by burglary, theft, robbery, fire, or otherwise; or that the Alarm System will in all cases provide the protection for which it is installed or intended. Purchaser understands that due to the nature of the method used for communicating alarm signals, there may be times when the communication method is not able to transmit signals and the monitoring entity will not receive alarm signals. Digital communications use standard telephone lines and no one will receive signals when the telephone system becomes non-operational or the telephone line is cut, interfered with or otherwise damaged. There will be times when any radio frequency method, such as cellular, public or private radio systems, cannot transmit an alarm signal due to lack of signal strength or availability of a communication channel. Any other type of communication method installed under this Agreement may also experience an inability to communicate alarm signals. Purchaser understands that CCi offers several levels of communication methods of alarm signals and the Alarm System and its components described on the front page of this Agreement have been chosen by the Purchaser after considering and balancing the levels of protection afforded by various communication methods and the related costs. Purchaser acknowledges and agrees that Purchaser is solely responsible for the selection of the type of communication method and whether the utilization of more than one communication is required.

6. CCi's Limit of Liability. CCi SHALL NOT BE LIABLE FOR ANY DELAY OR INTERRUPTION OF SERVICE, OR NON-OPERATION OF THE ALARM SYSTEM DUE TO CIRCUMSTANCES BEYOND CCi'S REASONABLE CONTROL. PURCHASER AGREES THAT CCi IS NOT RESPONSIBLE FOR PERSONAL INJURY OR OTHER LOSSES THAT ARE ALLEGED TO BE CAUSED BY IMPROPER OPERATION OR NON-OPERATION OF THE ALARM SYSTEM, AND/OR ITS INSTALLATION, AND/OR ITS SERVICE, INCLUDING CASES WHERE THE ALARM SYSTEM AND/OR SERVICE NEVER FUNCTIONS WHETHER DUE TO DEFECTS IN THE ALARM SYSTEM, AND/OR ITS INSTALLATION, AND/OR ITS SERVICE, OR FROM CCi'S ACTS OR OMISSIONS IN RECEIVING AND RESPONDING TO ALARM SIGNALS. PURCHASER FURTHER AGREES THAT CCi IS NOT AN INSURER AND THAT INSURANCE, COVERING PERSONAL INJURY AND OTHER LOSSES, SHALL BE OBTAINED BY PURCHASER.

It is agreed that it would be impractical and extremely difficult to fix actual damages which may arise in situations where there may be a failure of services or equipment, due to the uncertain value of Purchaser's property or the property of others kept on the Premises. THEREFORE, IF ANY LIABILITY IS IMPOSED ON CCi, ITS EMPLOYEES, AGENTS OR REPRESENTATIVES, IT WILL BE LIMITED TO 10% OF THE PURCHASE PRICE PROVIDED ABOVE OR TWO HUNDRED FIFTY DOLLARS (\$250.00), WHICHEVER IS GREATER. If Purchaser wants to increase the amount of CCi's maximum liability, Purchaser may do so by paying an additional payment determined by CCi consistent with CCi's increased liability. This shall not be construed to establish CCi as an insurer. IN NO EVENT WILL CCi BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES DUE TO A FAILURE ON THE PART OF CCi OR A FAILURE OF THE ALARM SYSTEM IN ANY RESPECT. Purchaser and CCi agree that this Agreement limits CCi's liability to Purchaser unless CCi's actions are deemed to be willful and wanton. Notwithstanding any contrary definitions found in any case law, Purchaser and CCi expressly agree that willful and wanton means conscious and intentional disregard of and indifference to the rights and safety of others.

7. Indemnify and Hold Harmless. The parties agree that Purchaser retains the sole responsibility for the life and safety of all persons in the protected Premises, and for protecting against personal injury and losses to Purchaser's own property and the property of others in the Premises. Purchaser and CCi agree that there are no third party beneficiaries to this Agreement. PURCHASER AGREES TO INDEMNIFY AND HOLD HARMLESS CCi, ITS EMPLOYEES, AGENTS, OR REPRESENTATIVES, FROM AND AGAINST ALL CLAIMS, LAWSUITS AND LOSSES, BY PERSONS NOT A PARTY TO THE AGREEMENT, ALLEGED TO BE CAUSED BY THE IMPROPER OPERATION OF THE ALARM SYSTEM AND/OR SERVICE, WHETHER DUE TO MALFUNCTIONING OR NON-FUNCTIONING OF THE ALARM SYSTEM OR THE NEGLIGENT PERFORMANCE OR NONPERFORMANCE BY CCi OF THE INSTALLATION, REPAIR, MONITORING, SIGNAL-HANDLING, OR DISPATCHING ASPECTS OF THE SERVICE. The provisions of this section shall apply to any other company or entity that, in addition to CCi, promotes, markets or endorses the installation, monitoring or repair services provided hereunder.

8. No Subrogation. Purchaser does hereby for himself/herself/itself and other parties claiming under him/her/it, release and discharge CCi from and against all claims arising from hazards covered by Purchaser's insurance, it being expressly agreed and understood that no insurance company or insurer will have any right of subrogation against CCi. Purchaser agrees that this paragraph is not an exculpatory provision, but a risk shifting provision. It will apply to preclude any subrogation action without regard to CCi's negligence or whether CCi's conduct is considered to be willful and wanton as defined above.

9. Installation Delays. CCi shall not be liable for any damage or loss sustained by Purchaser from delays in installation of equipment or for delays or interruption of service due to electric failure, strikes, walk-outs, war, acts of God, or any other causes. Any date given to Purchaser as to when work is to be substantially completed is not a definite completion date, but an estimate. The Purchaser agrees that time is not of the essence.



10. Testing the Alarm System. The parties hereto agree that the Alarm System, once installed, is in Purchaser's exclusive possession, custody and control. Purchaser agrees to test and inspect the Alarm System immediately upon completion of installation and to advise CCI in writing within three (3) days after installation of any defect, error, or omission in the Alarm System. Upon expiration of the three (3) day period, the Alarm System and the protection provided shall be deemed accepted by Purchaser. Thereafter, Purchaser must regularly test the Alarm System's operation, according to CCI's and the manufacturer's instructions, and notify CCI if any equipment is in need of repair at Purchaser's expense if not covered by the limited warranty herein .

11. Installation on Premises. CCI is authorized to install, service, move and/or remove components of the Alarm System on the Premises. In doing so, CCI is authorized to cut into walls, drill holes, drive nails, and do any other thing necessary in CCI's sole discretion to install and/or service and/or move and/or remove the Alarm System and its components. CCI shall not be responsible for any condition created as a result of such installation, service, move or removal. CCI shall not be responsible for any damage caused to the Premises as a result of installation, service, or the removal of the Alarm System. CCI is under no obligation to redecorate any portion of Purchaser's building upon installation, service, move or removal of the Alarm System. Purchaser represents that the owner of the Premises, if other than Purchaser, authorizes the installation of the Alarm System under the terms of this Agreement; and Purchaser agrees to indemnify CCI for any claims made by the owner of the Premises arising directly or indirectly, or otherwise related to, this Agreement or any provision thereof.

12. Lead Paint. If the Premises was built before 1978, or if Purchaser believes lead paint is located at the Premises, Purchaser must notify CCI in writing before CCI begins its work at the Premises. If the Premises has lead paint that will or may be disturbed by CCI's installation, service, move, or removal of the Alarm System or any of its components, Purchaser agrees to reimburse CCI for its or its agent's expenses for abatement and containment of the lead paint, per federal requirements. Purchaser also agrees to indemnify and hold CCI harmless for any damages caused by removal or disturbance of lead paint at the Premises.

13. Laws and Permit Requirements and Fees. CCI does not have the duty to disclose or inform Purchaser of any applicable laws, regulations, and/or codes regarding the use or adequacy of an alarm system. CCI also does not have a duty to obtain any alarm use permits that may be required. Purchaser is responsible for all alarm permits and permit fees. Purchaser agrees to file for and maintain any permits required by applicable law. CCI shall have no liability for permit fees, false alarms, false alarm fines, police or fire response fees. Purchaser agrees to indemnify or reimburse CCI for any fines imposed against CCI relating to permits or false alarms. If CCI is required by law to perform any service or furnish any material not specifically covered by the terms of this Agreement Purchaser agrees to reimburse CCI for such service or material .

14. Fire Alarm Code and Permit Requirements. Unless a Fire Alarm System to Code is to be installed on the schedule of protection, CCI makes no representation that the Alarm System's fire detection equipment meets local code, fire department, or any Authority Having Jurisdiction [AHJ] requirements. It is not CCI's responsibility to apply for any permits or fees in connection with such equipment. The law requires, and CCI recommends, that Purchaser install a Fire Alarm System to Code with plans and specifications prepared by an architect or professional engineer, and that the Alarm System be properly permitted, inspected and approved by the AHJ. Purchaser represents that any existing fire alarm system is approved by the AHJ and that any repairs or replacement parts installed by CCI are not additional equipment that would require the AHJ's approval. If, at the time of installation, additional equipment is needed there will be additional charges to Purchaser.

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16. Title. Title to the Alarm System and all the component parts herein shall remain in CCI until Purchaser pays for the Alarm System in full. Purchaser authorizes CCI and its designated representatives to enter the Premises and remove the Alarm System in the event of default in payment of the purchase price when due .

17. Key Service Authorization. If key service is provided as part of the Alarm System, Purchaser hereby authorizes CCI, its agents and assigns (including, but not limited to, police and fire officials) to enter Purchaser's premises in an emergency to make repairs to the Alarm System and/or to take other necessary action, in CCI's discretion . Purchaser further agrees that CCI may authorize emergency repairs to be made by others. Purchaser agrees to pay any expenses incurred as a result of the provisions of this paragraph.

18. Unfavorable Conditions. If the Alarm System or any of its components is affected by unfavorable conditions in the Premises (e.g., air turbulence), Purchaser agrees to turn off, disable, or remove all things, animate or inanimate, causing the disturbance. This includes, but is not limited to, all forced air heaters, air conditioners, animated display signs, animals, covering of chemical vats, and any other source of air turbulence, movement, or other unfavorable condition that may interfere with the effectiveness of the Alarm System.

19. Third Party Billing. If Purchaser should elect to employ any third party "Contractor Compliance Management Service or Solution", CCI reserves the right to charge Purchaser a handling/processing fee based on any additional costs incurred including, but not limited to clerical time of CCI staff to prepare and invoice Purchaser based on requests of compliance service. Additionally CCI reserves the right to charge Purchaser if any additional fees are imposed based on processing permits or fees, such as fire alarm compliance engine fees.

20. Assignment. Purchaser cannot assign this Agreement without CCI's prior written consent. CCI may assign this Agreement or subcontract any of its obligation under this Agreement without notice to Purchaser.

21. Litigation. In the event CCI institutes legal action to recover any amounts owed by Purchaser to CCI hereunder, the parties agree that the amount to be recovered, and any judgment to be entered, shall include interest at the rate of 1.5% per month from the date payment is due; and the interest shall be payable in addition to any statutory interest on judgments allowed under Minnesota law, as calculated in Minn. Stat. § 549.09. Should CCI prevail in any litigation between the parties arising directly or indirectly or otherwise related to this Agreement, or any provision hereof, Purchaser shall pay CCI's attorneys' fees and costs. Any lawsuit arising directly or indirectly or otherwise related to this Agreement, or any provision hereof, shall be litigated only in the courts of the State of Minnesota, County of Olmsted. The parties waive trial by jury in any action between them. Any action by Purchaser against CCI must be commenced within one year of the accrual of the cause of action or shall be barred. All actions or proceedings against CCI must be commenced based on the provisions of this Agreement. Any other action that Purchaser may have or bring against CCI in respect to services rendered in connection with this Agreement shall be deemed to have merged in and be restricted to the terms and conditions of this Agreement .

22. Complete Agreement; Modification. This written Agreement (including the provisions on both the front and back and any attachments thereto) is the entire and complete agreement between CCI and Purchaser and replaces any prior oral or written agreements related to the subject matter of this Agreement. No verbal understandings or agreements will change the terms and conditions of this Agreement. Purchaser understands that any changes in this Agreement must be approved by CCI and its insurer, and any changes must be in writing and signed by CCI and Purchaser.

23. Conflict. Purchaser understands and agrees that if there is any conflict between this Agreement and any other contract between Purchaser and CCI, this Agreement will govern as to the terms in conflict, whether or not it was signed first.

24. Severability. If any provision of this Agreement is deemed void or unenforceable the remaining parts of the Agreement will remain in full force and effect .

25. Not Binding Until Accepted. This is not a binding agreement until CCI accepts it. If CCI does not accept it, CCI will refund any amount Purchaser has paid under this Agreement. THIS CONTRACT IS VALID EVEN IF UNSIGNED BY CUSTOM COMMUNICATIONS, INC./CUSTOM ALARM REPRESENTATIVE.

26. Notice of Lien Rights. (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions; (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice. **If this is a home solicitation sale, the following cancellation clause applies: "BUYER'S RIGHT TO CANCEL"** Purchaser, the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See attached notice of cancellation form for an explanation of this right.

PURCHASER ACKNOWLEDGES THAT HE/SHE/IT HAS READ AND UNDERSTANDS THE ENTIRE AGREEMENT INCLUDING THE TERMS AND CONDITIONS ON BOTH SIDES OF THIS DOCUMENT AND ANY ATTACHMENTS HERETO.



PREPARED FOR

ISD #200 Hastings Public Schools

ISD #200 -- Hasting High School -- PR #2

Prepared For:

Cameron Peterson
Director of Buildings & Grounds
ISD #200 Hastings Public Schools
(651) 480-7053
cpeterson@isd200.org

Prepared By:

Doug Scherr
Security Consultant
Custom Alarm
(507) 288-5522
Doug.s@custom-alarm.com



**1661 GREEN VIEW DRIVE SW, ROCHESTER, MN 55902
507.288.5522 | WWW.CUSTOM-ALARM.COM**



Scope Of Work

Customer Details:

Site: Hastings High School, 200 General Sieben Drive Hastings, MN

Billing: 1000 West 11th Street Hastings, MN

Contact: Cameron Peterson (651) 480-7053
cpeterson@isd200.org

Custom Alarm will add to existing fire alarm system per details in this proposal. Custom Alarm to provide all labor and materials to complete the work agreed upon with customer. Custom Alarm and customer or designated representative, to review, in advance all locations to ensure a successful installation. Any changes or additions beyond what is outlined and included in this proposal will only be completed after written approval by customer, or designated representative. A *change order* will be submitted to customer prior to Custom Alarm completing any additional work.

PR #2 -- Spec Ref 28 31 00 -- Drawing number E1.33 & E1.35

Custom Alarm will add the follow to area C roof: E1.33

CO detector and base: qty 1

ceiling mount speaker/strobe: qty 1

duct smoke detector head (sampling tube / remote test switch / detector base): qty 2

Custom Alarm will add the follow to area E roof: E1.35

CO detector and base: qty 1

ceiling mount speaker/strobe: qty 1

duct smoke detector head (sampling tube / remote test switch / detector base): qty 4

Custom Alarm to provide the following:

- Coordination, in advance, with designated representative to schedule installation.
- All necessary wire, cable, mounting hardware.
- Program new devices into existing system, testing their functionality.
- Clean work environment, cleaning up after work each day.
- Train customer at completion of installation on operation of system.

Customer to provide the following:

- Clear working space

Initials: _____

Scope Details

Business Hours: All work proposed shall be performed during normal business hours which are Monday-Friday 7:30 AM-5:00 PM



Proposal Number: 27621-1-1
Date: May 04, 2023



Financial Summary

Customer Details:

Site: Hastings High School, 200 General Sieben Drive Hastings, MN

Billing: 1000 West 11th Street Hastings, MN

Main Contact: Cameron Peterson (651) 480-7053 cpeterson@isd200.org

PR #2 --- Fire Alarm

QTY	Manufacturer	Part #	Description
2	Firelite/Notifier	FSCO-951	CO Detector
2	System Sensor	SPSCWL	Speaker Strobe - Ceiling
6	Firelite/Notifier	FRM-1	Module - Relay Control
6	Firelite/Notifier	FSP-951R	Smoke Detector-Duct
6	Firelite/Notifier	RTS-151KEY	Remote Test Switch-Keyed
6	Firelite/Notifier	DST5	Sampling Tube
6	Firelite/Notifier	DNR	Detector - Duct Smoke
2	Firelite/Notifier	B300-6	Base for CO

Financial Summary

Total Proposal Amount: **\$5,718.00**

Note: The above price does not include sales tax

If paying invoice via credit card, there may be a 3% service fee added to this charge.

This proposal may be withdrawn by Custom Alarm if not accepted within 30 days.



System Investment

Custom Alarm will provide the proposed system as described in this proposal for the sum of : **\$5,718.00**.

The price above includes: material, equipment and labor as described within this proposal. Taxes are not included and will be charged additionally, if applicable.

Payment Terms:

Work will be scheduled upon the receipt of an authorized signature, purchase agreement deposit as specified on the Financial Summary.

Any alteration or deviation from the proposal involving extra cost of materials or labor will become an extra charge over the sum stated above.

Projects exceeding one calendar month will be billed for work completed during each month (progressive billing). Progressive billing will include invoicing for engineering, labor, and/or programming prior to onsite installation and material stored at Custom Alarm. Payment is due 30 days from the date of invoice. Customer agrees to pay each invoice when due. In addition to all other rights and remedies available. Custom Alarm shall have the option to withhold any further shipments of material and/or the provision of any service, including, but not limited to Technical Assistance, until Customer's account is paid in full.

Proposal Acceptance:

I have read the **General Terms and Conditions** of the sale, understand them fully, and agree to abide by them. I have also read and understand the payment terms as set forth in this agreement as well as the **Schedule of Equipment** as listed.

I hereby certify that I am authorized to sign this agreement. Custom Alarm is hereby authorized to perform the work as specified.

Prepared By: Custom Alarm
Name: Doug Scherr

Accepted By: ISD #200 Hastings Public Schools
Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____



Terms & Conditions

Purchaser acknowledges that additional protection may be obtained over and above that provided herein at additional cost. Purchaser agrees to supply, at Purchaser's expense, all electrical, telephone, internet connections, jacks, outlets and receptacles required for Custom Communications, Inc./Custom Alarm (hereinafter referred as "CCi") to complete its installation and/or service of the Alarm System.

1. Price. PURCHASE PRICE: \$5,718.00, plus applicable taxes which will be included on final invoice.
DEPOSIT: Purchaser agrees to pay CCi, or to others as directed by CCi \$0.00 when this Agreement is signed.
PAYMENT TERMS: Purchaser hereby agrees to pay CCi the balance of the invoice total upon completion of installation. **A late fee up to 1.5% per month may be applied to unpaid balances over 30 days. Purchaser is responsible for all collection costs incurred for unpaid bills, including attorneys' fees and costs.**

2. Effective Date. The Agreement shall become effective when signed by the purchaser and approved by CCi or when the Alarm System becomes operative or is activated, whichever occurs first ("Effective Date").

3. Limited Equipment Warranty. CCi warrants that the equipment and parts installed for Purchaser under the Agreement will be free from defects in material and workmanship for a period of one (1) year from the Effective Date. If, during this warranty period, any of the equipment or parts are defective or malfunction, they will be repaired or replaced, at CCi's option, free of charge. This limited warranty will not apply if the damage or malfunction occurs through no fault of CCi while the Alarm System is in Purchaser's possession, or occurs because the Alarm System has been altered, abused, misused, or tampered with, or has otherwise been operated or used contrary to CCi's or the manufacturer's instructions. If CCi's inspection fails to discover defect covered by this limited warranty, the equipment will be repaired or replaced at Purchaser's expense and CCi's regular service charges will apply. In the event there is a conflict between this warranty and a manufacturer's warranty, the terms of this warranty shall control. If warranty service is needed, Purchaser agrees to contact CCi at the address provided in this Agreement. In addition to the legal rights provided herein, Purchaser may have additional rights provided by law.

4. Disclaimer of All Other Warranties. Except for the limited warranty described above, CCi makes no other express warranties. The duration of any implied warranties, including any implied warranty of merchantability or fitness for a particular purpose is hereby limited to the ninety day (90) duration of this warranty. CCi makes no warranty that the Alarm System or services supplied will not be compromised or that the Alarm System or service will provide the protection for which it is intended. Purchaser further acknowledges that any affirmation of fact or promise made by CCi shall not be deemed to create an express warranty unless included in the Agreement in writing; that Purchaser is not relying on CCi's skill or judgment in selecting or furnishing a system suitable for any particular purpose and that there are no warranties that extend beyond the face of this agreement, and that CCi has offered additional and more sophisticated equipment for an additional charge, which Purchaser has declined.

5. Limitations of Alarm System and Monitoring. Purchaser understands that an alarm system does not guarantee the safety of any person or property. Alarm systems may be bypassed; and may not always operate properly for numerous reasons, including equipment malfunction or failure, phone lines being cut, inoperative, or damaged and unable to transmit an alarm signal. In addition, CCi cannot control the response of fire departments, police departments, or emergency medical services. Purchaser acknowledges that CCi does not represent or warrant: that the Alarm System may not be compromised or circumvented; that the Alarm System will prevent any loss by burglary, theft, robbery, fire, or otherwise; or that the Alarm System will in all cases provide the protection for which it is installed or intended. Purchaser understands that due to the nature of the method used for communicating alarm signals, there may be times when the communication method is not able to transmit signals and the monitoring entity will not receive alarm signals. Digital communications use standard telephone lines and no one will receive signals when the telephone system becomes non-operational or the telephone line is cut, interfered with or otherwise damaged. There will be times when any radio frequency method, such as cellular, public or private radio systems, cannot transmit an alarm signal due to lack of signal strength or availability of a communication channel. Any other type of communication method installed under this Agreement may also experience an inability to communicate alarm signals. Purchaser understands that CCi offers several levels of communication methods of alarm signals and the Alarm System and its components described on the front page of this Agreement have been chosen by the Purchaser after considering and balancing the levels of protection afforded by various communication methods and the related costs. Purchaser acknowledges and agrees that Purchaser is solely responsible for the selection of the type of communication method and whether the utilization of more than one communication is required.

6. CCi's Limit of Liability. CCi SHALL NOT BE LIABLE FOR ANY DELAY OR INTERRUPTION OF SERVICE, OR NON-OPERATION OF THE ALARM SYSTEM DUE TO CIRCUMSTANCES BEYOND CCi'S REASONABLE CONTROL. PURCHASER AGREES THAT CCi IS NOT RESPONSIBLE FOR PERSONAL INJURY OR OTHER LOSSES THAT ARE ALLEGED TO BE CAUSED BY IMPROPER OPERATION OR NON-OPERATION OF THE ALARM SYSTEM, AND/OR ITS INSTALLATION, AND/OR ITS SERVICE, INCLUDING CASES WHERE THE ALARM SYSTEM AND/OR SERVICE NEVER FUNCTIONS WHETHER DUE TO DEFECTS IN THE ALARM SYSTEM, AND/OR ITS INSTALLATION, AND/OR ITS SERVICE, OR FROM CCi'S ACTS OR OMISSIONS IN RECEIVING AND RESPONDING TO ALARM SIGNALS. PURCHASER FURTHER AGREES THAT CCi IS NOT AN INSURER AND THAT INSURANCE, COVERING PERSONAL INJURY AND OTHER LOSSES, SHALL BE OBTAINED BY PURCHASER.

It is agreed that it would be impractical and extremely difficult to fix actual damages which may arise in situations where there may be a failure of services or equipment, due to the uncertain value of Purchaser's property or the property of others kept on the Premises. THEREFORE, IF ANY LIABILITY IS IMPOSED ON CCi, ITS EMPLOYEES, AGENTS OR REPRESENTATIVES, IT WILL BE LIMITED TO 10% OF THE PURCHASE PRICE PROVIDED ABOVE OR TWO HUNDRED FIFTY DOLLARS (\$250.00), WHICHEVER IS GREATER. If Purchaser wants to increase the amount of CCi's maximum liability, Purchaser may do so by paying an additional payment determined by CCi consistent with CCi's increased liability. This shall not be construed to establish CCi as an insurer. IN NO EVENT WILL CCi BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES DUE TO A FAILURE ON THE PART OF CCi OR A FAILURE OF THE ALARM SYSTEM IN ANY RESPECT. Purchaser and CCi agree that this Agreement limits CCi's liability to Purchaser unless CCi's actions are deemed to be willful and wanton. Notwithstanding any contrary definitions found in any case law, Purchaser and CCi expressly agree that willful and wanton means conscious and intentional disregard of and indifference to the rights and safety of others.

7. Indemnify and Hold Harmless. The parties agree that Purchaser retains the sole responsibility for the life and safety of all persons in the protected Premises, and for protecting against personal injury and losses to Purchaser's own property and the property of others in the Premises. Purchaser and CCi agree that there are no third party beneficiaries to this Agreement. PURCHASER AGREES TO INDEMNIFY AND HOLD HARMLESS CCi, ITS EMPLOYEES, AGENTS, OR REPRESENTATIVES, FROM AND AGAINST ALL CLAIMS, LAWSUITS AND LOSSES, BY PERSONS NOT A PARTY TO THE AGREEMENT, ALLEGED TO BE CAUSED BY THE IMPROPER OPERATION OF THE ALARM SYSTEM AND/OR SERVICE, WHETHER DUE TO MALFUNCTIONING OR NON-FUNCTIONING OF THE ALARM SYSTEM OR THE NEGLIGENT PERFORMANCE OR NONPERFORMANCE BY CCi OF THE INSTALLATION, REPAIR, MONITORING, SIGNAL-HANDLING, OR DISPATCHING ASPECTS OF THE SERVICE. The provisions of this section shall apply to any other company or entity that, in addition to CCi, promotes, markets or endorses the installation, monitoring or repair services provided hereunder.

8. No Subrogation. Purchaser does hereby for himself/herself/itself and other parties claiming under him/her/it, release and discharge CCi from and against all claims arising from hazards covered by Purchaser's insurance, it being expressly agreed and understood that no insurance company or insurer will have any right of subrogation against CCi. Purchaser agrees that this paragraph is not an exculpatory provision, but a risk shifting provision. It will apply to preclude any subrogation action without regard to CCi's negligence or whether CCi's conduct is considered to be willful and wanton as defined above.

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24. Severability. If any provision of this Agreement is deemed void or unenforceable the remaining parts of the Agreement will remain in full force and effect .

25. Not Binding Until Accepted. This is not a binding agreement until CCI accepts it. If CCI does not accept it, CCI will refund any amount Purchaser has paid under this Agreement. THIS CONTRACT IS VALID EVEN IF UNSIGNED BY CUSTOM COMMUNICATIONS, INC./CUSTOM ALARM REPRESENTATIVE.

26. Notice of Lien Rights. (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions; (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice. **If this is a home solicitation sale, the following cancellation clause applies: "BUYER'S RIGHT TO CANCEL"** Purchaser, the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See attached notice of cancellation form for an explanation of this right.

PURCHASER ACKNOWLEDGES THAT HE/SHE/IT HAS READ AND UNDERSTANDS THE ENTIRE AGREEMENT INCLUDING THE TERMS AND CONDITIONS ON BOTH SIDES OF THIS DOCUMENT AND ANY ATTACHMENTS HERETO.



AIA®

Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
 Tilden Classroom Renovation
 (232084)
 Tilden Community Center
 310 River Street
 Hastings, Minnesota 55033

CONTRACT INFORMATION:
 Contract For: General Construction

 Date: June 27, 2023

CHANGE ORDER INFORMATION:
 Change Order Number: One (1)

 Date: August 23, 2023

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

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

CONTRACTOR: *(Name and address)*
 Maertens-Brenny Construction Company
 8251 Main Street Northeast, Suite 106
 Fridley, Minnesota 55432

THE CONTRACT IS CHANGED AS FOLLOWS:

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

COR #01: Additional Ceiling Replacement Add \$2,060.00

TOTAL CHANGE ORDER NO. 1 ADD \$2,060.00

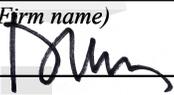
The original Contract Sum was	\$	58,600.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	58,600.00
The Contract Sum will be increased by this Change Order in the amount of	\$	2,060.00
The new Contract Sum including this Change Order will be	\$	60,660.00

The Contract Time will be unchanged by Zero (0) days.
 The date of Substantial Completion will be August 18, 2023

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

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

Wold Architects and Engineers

ARCHITECT *(Firm name)*


SIGNATURE

 DOUGLAS KAHL, PROJECT MANAGER

PRINTED NAME AND TITLE

 08/23/2023

DATE

Maertens-Brenny Construction Company

CONTRACTOR *(Firm name)*
 John Hoffman
Digitally signed by John Hoffman
 DN: cn=John Hoffman, o=Maertens-Brenny Construction Company, email=Ej-hoffman@maertensbrenny.com, c=US
 Date: 2023.08.23 11:45:23-05'00'

SIGNATURE

PRINTED NAME AND TITLE

DATE

Independent School District #200

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

TILDEN COMMUNITY CENTER
ISD #200 - HASTINGS PUBLIC SCHOOLS

PRIME CONTRACT

MAERTENS-BRENNY CONSTRUCTION COMPANY
8251 Main Street NE
Fridley, MN 55432

Issue Date : **7/21/23**
 Submit Date: **7/24/23**
 COR-MB #: **001**

Project Manager: Jennifer Richmond

COST SUMMARY

Description	Cost	Notes/Attachments
Labor Total	\$ 449.40	(Auto Fill from Sub-Total Below)
Materials and Equipment Total	\$ -	(Auto Fill from Sub-Total Below)
Tax on Materials and Equipment Only	\$ -	<<< Provide Sales/Use Tax Total
Self Performed Subtotal	\$ 449.40	
10% Overhead and Profit	\$ 44.94	(10% is the max fee allowed on CO's)
Self Performed Total	\$ 494.34	
Subcontractors	\$ 1,490.85	Auto Fill from Sub-Total Below
5% Overhead and Profit on Subs	\$ 74.54	(5% is the max allowed on subcontractors)
Subcontractor Total	\$ 1,565.39	
TOTAL COST OF CHANGE	\$ 2,060.00	

Signature: Jennifer Richmond

DESCRIPTION OF WORK:

Remove and replace ACT ceiling grid and tiles originally designated to remain.

Contractor acknowledges no other Costs associated with this PCO.

PROVIDE DETAIL BREAKDOWN BELOW:

Labor By Task	Qty	Unit	Unit Cost	Total Cost
Carpenter Foreman	4	MH'S	\$ 112.35	\$ 449.40
				\$ -
Sub-Total				\$ 449.40
Materials and Equipment By Task	Qty	Unit	Unit Cost	Total Cost
Sub-Total				\$ -
Sub-Contractor Proposals	Description of Work	Total Cost		
Jannings Acosutics	Acoustical Ceiling	\$ 750.00		
Kaft Mechanical	Remove & Reinstall Diffusers	\$ 495.00		
NEO Electrical	Remove & Reinstall Light Fixtures	\$ 245.85		
Sub-Total	<i>(Attach Sub-Contractor Proposals)</i>	\$ 1,490.85		

PROPOSAL

JANNING'S ACOUSTICS, INC.

Acoustical
Ceilings

10780 Cty Rd 24¹ • WATERTOWN, MN 55388 • PHONE 952 955-1300 • FAX 952 955-1530

TO:

Date: 6/23/23

Job Name: Tilden Community Center

Job Location: Classroom remodel

Plans and Specifications by:

Architect:

Addenda: 1

We propose to furnish the following materials for the above job in accordance with terms and conditions below and on the reverse side of this proposal. Labor and equipment for installation is included unless specifically stated to the contrary:

Patch existing ACT as shown at classroom shown per RCP.
Existing ceiling tiles to be salvaged by demo to be reused. \$2,450.00

7/24/23

Additional cost to furnish and install all new 15/16" standard white grid system where grid will be removed.
Ceiling tiles are to be removed and saved by others to be reused.
Furnish tile to patch in as needed.

Add: +\$750.00

for the sum of _____ \$ _____

FOB Jobsite, Minn Sales Tax Included Delivery when required

This proposal is subject to acceptance within 30 days.

TERMS: Net cash payment for 90% of value of materials delivered on job, and labor for installing materials in job, during previous 30 day period; shall be due 10th of following month. Balance net cash 30 days after completion.

All taxes now or hereafter levied by any Federal, State or local authority, upon sale of foregoing materials, are not included in the price and shall be paid by purchaser unless specifically stated otherwise in this proposal.

ACCEPTED BY _____

By _____ Title _____

Date _____ Customer Order No. _____

JANNING'S ACOUSTICS, INC.

By  _____

PROPOSAL #23-



KRAFT
CONTRACTING & MECHANICAL L.L.C.

2441 Ventura Drive, Suite 100 ♦ Woodbury, MN ♦ 55125 ♦ Phone (651) 773-9000 ♦ Fax (651) 773-9010

Company Name Maertens-Brenny	Phone / Fax	Date 7/24/23
Street Address	Project Name Tilden	
City, State, Zip	Project Location HASTINGS MN	
Attention: JENNIFER	Project Description ADDITIONAL GRD'S	

We propose the work you requested. Included in our quote is the following

- Remove and reinstall additional diffusers for added ceiling work in classroom

Not included:

Overtime unless specified
Additional work not listed above
Wall cutting and patching
Power wiring
Toilet accessories by others

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Cost: four hundred ninety-five dollars

\$495.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Kraft Contracting, L.L.C. accepts the responsibility for the construction work only as it relates to the bid scope as detailed in the bidding documents. We exclude engineering liability for the design or code compliance of the construction. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. Kraft Contracting, L.L.C. will not be held liable for agreements contingent upon strikes, accidents or delays beyond our control. Building owner to carry fire, property and other necessary insurance. Our workers are covered by workmen's compensation insurance. Kraft Contracting, L.L.C. will not be responsible for, nor will bid on this project; any work or cost of asbestos abatement. Building owner to provide safe work area with free access to carry out above work. All work to be performed during normal workday on straight time unless otherwise noted. 1 ½ % charged on all accounts over 30 days. As part of this Proposal, if it is required by the Contract, Kraft Contracting L.L.C. will provide commercial general liability insurance to the fullest extent of its current insurance coverage. . Kraft Contracting will not assume any insurance obligations beyond that included in its current insurance policy.

Note: Proposal may be withdrawn by us if not accepted within 30 days.

Mark Longfellow,

Phone (651) 773-9000

Fax (651) 773-9010

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____ Authorized Signature _____



Change Order - 01

Maertens-Brenny Construction

Date: 7-21-2023

8251 Main St. NE #105 Minneapolis, MN 55432

Tilden Community Center Classroom Renovation

Original contract date:

Neo Electrical Solutions has made the following changes in the contract:

Remove 3-Light fixtures from ceiling ACT and reinstall them once ceiling is installed.

Total for CO-01: \$ 245.85

Labor: 2 hours @ \$102.50= 205.00

Material: \$ 18.50

Mark-Up: \$ 22.35

The original contract sum was: \$ 8,450.00

Net amount of previous change orders: \$

Total amount of this change order: \$ 239.25

The new contract amount including this change order will be: \$ 8,695.85

The contract time will be changed by the following number of days: 0

Contractor:

Neo Electrical Solutions
2180 Jack Breault Drive N
Hudson. WI 54016
7/21/2023
Quentin Kahler

Owner:



AIA Document G701[®] – 2017

Change Order

PROJECT: *(Name and address)*
Hastings Middle School Additional Roof
Drains (202186A)
1000 11th Street West
Hastings, Minnesota 55033

CONTRACT INFORMATION:
Contract For: General Construction

Date: May 24, 2023

CHANGE ORDER INFORMATION:
Change Order Number: One (1)

Date: September 18, 2023

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

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

CONTRACTOR: *(Name and address)*
Signature Mechanical
8260 Arthur Street Northeast # A
Spring Lake Park, Minnesota 55432

THE CONTRACT IS CHANGED AS FOLLOWS:

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

- PR #1 - Roofing and code revisions. *Add \$9,412.00*
- PR #2 - Piping and HVAC revisions for structural conflicts. *Add \$14,050.00*
- PR #3 - Additional piping for fuel oil tank conflict. *Add \$8,621.00*
- PR #4 - Remobilization costs for final connections. *Add \$1,644.00*

TOTAL CHANGE ORDER NO. 1 ADD \$33,727.00

The original Contract Sum was	\$ 128,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 128,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 33,727.00
The new Contract Sum including this Change Order will be	\$ 161,727.00

The Contract Time will be unchanged by zero (0) days.
The date of Substantial Completion will be August 4, 2023

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

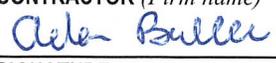
ARCHITECT *(Firm name)*


SIGNATURE
 Kyle T. Edsten

PRINTED NAME AND TITLE
 September 18, 2023

DATE

Signature Mechanical

CONTRACTOR *(Firm name)*


SIGNATURE
 Adam Bolter PM

PRINTED NAME AND TITLE
 9-20-23

DATE

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



8260 Arthur St NE Suite A
 Spring Lake Park, MN 55432
 Phone: 763-788-9844
 Fax: 763-788-9868

PROJECT : Hastings Middle School Additional Drains

PR # 1 001.2

SCOPE : Install (4) new primary roof drains.

DATE: 6/22/2023

LABOR :	Field Labor	Regular Manhours	8	Rate :	115.00	920
	Field Labor	Overtime Manhours		Rate :	173.00	
	Field Labor	Doubletime Manhours		Rate :	230.00	

TOTAL MANHOURS : 8 TOTAL COST : 920 TOTAL LABOR : 920

MATERIAL : TOTAL MATERIAL AND EQUIPMENT : MATERIAL :

SALES TAX : Rate : 0.0775 SALES TAX :

OTHER :	1. Consumables	Rate :	0.0250
	2. Permits / Fees	Rate :	
	3. Parking at 1.50 per hour	Rate :	1.5000
	4.		
	5.		
	6. Delivery Labor per trip		1 Trips
	7.		
	8. Equipment Rental - Internal		_I Attachment
	9. Equipment Rental - External		_I Attachment
	10.		

TOTAL OTHER / OPERATIONAL EXPENSES :

OTHER : _____
 SUBTOTAL COST : 920

SUBS :	1. Roofing - McPhillips Bros Roofing	8,000
	2.	
	3.	
	4.	
	5.	

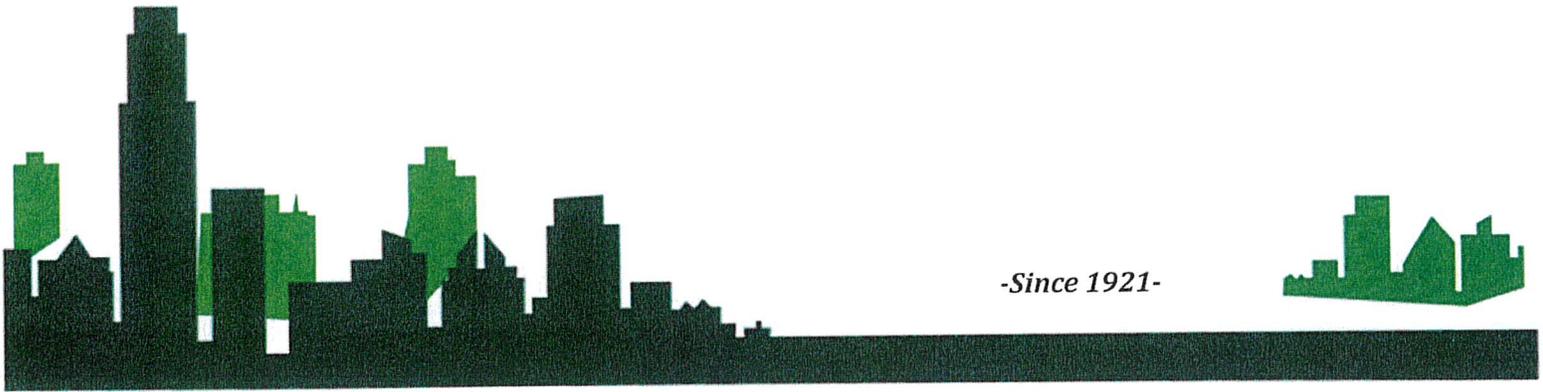
TOTAL SUBCONTRACTORS : 8,000

SUBCONTRACTS : 8,000
 TOTAL COSTS : 8,920

Overhead and profit percentage on own forces : 10% Markup : 92

Overhead and Profit Percentage on Subcontracts : 5% Markup : 400

GRAND TOTAL : 9,412



-Since 1921-

McPhillips Bros. Roofing Co.

2590 Centennial Drive, Saint Paul, MN 55109
Phone: 651-770-2062 Fax 651-770-2891
www.mcphillipsbros.com

June 20, 2023

Signature Mechanical
8260 Arthur St NE, Suite A
Spring Lake Park, MN 55432

Attn: Adam Boller

RE: Roof Drains at the Hastings Middle School, Hastings MN

Adam;

The cost to install the 4 new roof drains at the Hastings Middle School will be done on a time and material basis not to exceed: **\$2,000.00 for each drain.**

If you have any questions please call me at 651-770-2062.

Respectfully submitted by;
McPhillips Bros Roofing Co

Stephen P Johnson
Stephen P Johnson
Vice President

Accepted By: _____

Date: _____



8260 Arthur St NE Suite A
 Spring Lake Park, MN 55432
 Phone: 763-788-9844
 Fax: 763-788-9868

PROJECT : Hastings Middle School Additional Drains PR # 2

SCOPE : HVAC, Duct, and Sprinkler modifications to accommodate new RWL piping. DATE: 7/3/2023

LABOR :	Field Labor	Regular Manhours	52	Rate :	115.00	5,980		
	Field Labor	Overtime Manhours		Rate :	173.00			
	Field Labor	Doubletime Manhours		Rate :	230.00			
	TOTAL MANHOURS :		52	TOTAL COST :	5,980	TOTAL LABOR :	5,980	

MATERIAL :	TOTAL MATERIAL AND EQUIPMENT :	1,400				MATERIAL :	1,400
	SALES TAX :	108	Rate :	0.0775		SALES TAX :	108

OTHER :	1. Consumables	35	Rate :	0.0250			
	2. Permits / Fees		Rate :				
	3. Parking at 1.50 per hour		Rate :	1.5000			
	4.						
	5.						
	6. Delivery Labor per trip			1 Trips			
	7.						
	8. Equipment Rental - Internal			<input type="checkbox"/> Attachment			
	9. Equipment Rental - External			<input type="checkbox"/> Attachment			
	10.						
	TOTAL OTHER / OPERATIONAL EXPENSES :		35			OTHER :	<u>35</u>

SUBTOTAL COST : 7,523

SUBS :	1. Fire Protection	3,900					
	2. HVAC Insulation	1,600					
	3.						
	4.						
	5.						
	TOTAL SUBCONTRACTORS :		5,500			SUBCONTRACTS :	<u>5,500</u>

TOTAL COSTS : 13,023

Overhead and profit percentage on own forces :	10%	Markup :	752
Overhead and Profit Percentage on Subcontracts :	5%	Markup :	275

GRAND TOTAL : 14,050



8260 Arthur St NE Suite A
 Spring Lake Park, MN 55432
 Phone: 763-788-9844
 Fax: 763-788-9868

PROJECT : Hastings Middle School Additional Drains

PR 3

SCOPE : Extend 10' RWL further in the tunnel as required to exit in new location

DATE: 7/11/2023

LABOR :	Field Labor	Regular Manhours	32	Rate :	115.00	3,680	
	Field Labor	Overtime Manhours		Rate :	173.00		
	Field Labor	Doubletime Manhours		Rate :	230.00		
		TOTAL MANHOURS :	32	TOTAL COST :	3,680	TOTAL LABOR :	3,680

MATERIAL :	TOTAL MATERIAL AND EQUIPMENT :	2,950		MATERIAL :	2,950	
	SALES TAX :	228	Rate :	0.0775	SALES TAX :	228

OTHER :	1. Consumables	73	Rate :	0.0250	
	2. Permits / Fees		Rate :		
	3. Parking at 1.50 per hour		Rate :	1.5000	
	4.				
	5.				
	6. Delivery Labor per trip			1 Trips	
	7.				
	8. Equipment Rental - Internal			_J Attachment	
	9. Equipment Rental - External			_J Attachment	
	10.				
	TOTAL OTHER / OPERATIONAL EXPENSES :	73			OTHER : <u>73</u>

SUBTOTAL COST : 6,931

SUBS :	1. Pipe Insulation	950
	2.	
	3.	
	4.	
	5.	

TOTAL SUBCONTRACTORS : 950 SUBCONTRACTS : 950

TOTAL COSTS : 7,881

Overhead and profit percentage on own forces : 10% Markup : 693

Overhead and Profit Percentage on Subcontracts : 5% Markup : 47

GRAND TOTAL : 8,621



8260 Arthur St NE Suite A
 Spring Lake Park, MN 55432
 Phone: 763-788-9844
 Fax: 763-788-9868

PROJECT : Hastings Middle School Additional Drains

PR # 4

SCOPE : Costs associated with delay in exterior PVC structure project change and delay.

DATE: 8/15/2023

LABOR :	Field Labor	Regular Manhours	4	Rate :	115.00	460	
	Field Labor	Overtime Manhours		Rate :	173.00		
	Field Labor	Doubletime Manhours		Rate :	230.00		
		TOTAL MANHOURS :	4	TOTAL COST :		460	TOTAL LABOR : 460

MATERIAL :	TOTAL MATERIAL AND EQUIPMENT :		MATERIAL :
	SALES TAX :	Rate : 0.0775	SALES TAX :

OTHER :	1. Consumables		Rate :	0.0250
	2. Permits / Fees		Rate :	
	3. Parking at 1.50 per hour		Rate :	1.5000
	4.			
	5.			
	6. Delivery Labor per trip			1 Trips
	7.			
	8. Equipment Rental - Internal			_ Attachment
	9. 2 weeks additional Man-Lift rental	560		_ Attachment
	10. 2 weeks additional Scaffolding rental	475		

TOTAL OTHER / OPERATIONAL EXPENSES : 1,035

OTHER : 1,035
 SUBTOTAL COST : 1,495

SUBS : 1.
 2.
 3.
 4.
 5.

TOTAL SUBCONTRACTORS :

SUBCONTRACTS : _____
 TOTAL COSTS : 1,495

Overhead and profit percentage on own forces : 10% Markup : 149

Overhead and Profit Percentage on Subcontracts : 5% Markup :

GRAND TOTAL : 1,644



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Change Order

PROJECT: *(Name and address)*
Hastings Middle School Additional Roof
Drains (202186B)
1000 11th Street West
Hastings, Minnesota 55033

CONTRACT INFORMATION:
Contract For: General Construction

Date: January 19, 2022

CHANGE ORDER INFORMATION:
Change Order Number: One (1)

Date: September 18, 2023

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

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

CONTRACTOR: *(Name and address)*
Peterson Companies
8326 Wyoming Trail
Chisago City, Minnesota 55013

THE CONTRACT IS CHANGED AS FOLLOWS:

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

PR #1 - Additional storm structure for conflict with existing gas piping. *Add \$9,188.99*

GCPR #1 - Credit for damaged site electrical. *Deduct (\$133.00)*

TOTAL CHANGE ORDER NO. 1 ADD \$9,055.99

The original Contract Sum was	\$	149,800.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	149,800.00
The Contract Sum will be increased by this Change Order in the amount of	\$	9,055.99
The new Contract Sum including this Change Order will be	\$	158,855.99

The Contract Time will be increased by zero (0) days.
The date of Substantial Completion will be August 4, 2023

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

Kyle T. Edsten

PRINTED NAME AND TITLE

September 18, 2023

DATE

Peterson Companies

CONTRACTOR *(Firm name)*

SIGNATURE

Matt Dreshar - Project Manager

PRINTED NAME AND TITLE

September 20th, 2023

DATE

OWNER *(Firm name)*

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE



8326 WYOMING TRAIL
 CHISAGO CITY, MN 55013
 (P) 651.257.6864
 (F) 651.257.3393
 PETERSONCOMPANIES.NET

CHANGE ORDER REQUEST

Date: 08/03/2023
 Project: 23027 – Hastings MS Roof Drain
 COR Number: 1

Wold Architects and Engineers
 332 Minnesota St Suite W2000
 St Paul, Mn 55101

Description: PR 1 - Existing Gas Piping Conflict

During excavation and installation of the final run of the exterior pipe system that would be connecting into the interior roof drain system at the corner of the building, it was discovered that there was a utility conflict that would impede with the final connection of the outside to the inside system. Below is the pricing for Peterson companies to mobilize to the site and install a proposed 18" nyloplast structure to make the final connection with the two systems.

Description	Labor / Material	QTY	Unit of Measure	Unit Price	Total
Labor					
Mobilization	Mobilization	1	LS	\$1,820.00	\$1,820.00
Furnish and Install 18" Nyloplast structure, connect to storm sewer system and restoration	Mini excavator, Foreman	10	HR	\$370.00	\$3,700.00
Materials					
Nyloplast Structure - and MSC fittings	Core and Main	1	LS	\$2,833.63	\$2,833.63
10% markup	10% markup	0.1	%	\$8,353.63	\$835.36
				TOTAL	\$9,188.99

If you have any questions for me, feel free to reach out any time and I will be happy to assist.

Thanks,

Matt Dreshar

Cell Phone – 612-219-4459



Hastings Public Schools
 1000 11th Street West
 Hastings, MN 55033-3717

Phone: 651.480.7000
 Fax: 651.480.7004
 Tax Exempt # 41-6000810

BRIDGE TO SUCCESS

Purchase Order

Number	Date	Page
128447	08/01/23	1 of 1

To: M JUDGE ELECTRIC LLC
 13076 POINT DOUGLAS DR
 HASTINGS MN 55033
 ARNETTJUDGE@COMCAST.NET

Ship JOINT MAINTENANCE FACILITY
 To: 920 WEST 10TH STREET
 HASTINGS MN 55033

Invoice # 5102

Due Date	Terms	Ship Via	Vendor #	Category	Buyer	Ven Phone	Ven Fax
	RECEIPT		1-8342	FY23-24	Andrea Seleski 651.480.7050	651 437 2464	

Seq#	Item/Description/Comments	Required	Quantity	U/M	Rate	Discount	Cost
1	Repair Damaged Conduit 0200-E-01-130-810-000-305-000 202402		1.00	EA	266.0000	0.00%	266.00

* Represents a modified line

Authorized Signature: _____

Grand Total \$266.00

Date: 8/1/2023

RECEIVED

AUG 01 2023

M. Judge ELECTRIC LLC

Hastings, MN

Customer's
Order No.

INVOICE NO.

5102

Telephone: (651) 437-2464, 13076 Point Douglas Drive, Hastings, MN 55033
LICENSED & BONDED - INDUSTRIAL - RESIDENTIAL & COMMERCIAL WIRING

Date 7-20-23 Work Ordered by CAM P.O. # _____

Location of Job HMS Light Pole Feeder

Name Dist. #200

Address 1000 W 11th ST.

City HASTINGS MN. 55033

Order Taken by _____ Confirmed _____

QTY.	DESCRIPTION	PRICE	AMOUNT
	- Repair Damaged Conduit		
10'	1 1/4" PVC		26 ⁰⁰
7-20	mitk - 1 1/2 APHW - 1 1/2	Labor =	240 ⁰⁰
		TOTAL =	266 ⁰⁰
PAYABLE UPON RECEIPT			

PLEASE PAY FROM THIS INVOICE - TERMS: DUE UPON RECEIPT

Accounts due the 10th of the month following purchase.
1-1/2% per month interest charged on overdue accounts.

GDI No. 2585 6/2014

Due Date Terms
RECEIPT
Seq# Item/Description/Com
Repair Damaged Conduit
0200-E-01-130-810-000-305-000

Order
Page
of 1
TY

From: Cameron Peterson <cpeterson@isd200.org>
Sent: Monday, August 21, 2023 1:41 PM
To: Matthew Dreshar; John Dreshar
Cc: Kyle Edsten
Subject: Hastings Middle School Site Work
Attachments: [20230821_133701.pdf](#)

Follow Up Flag: Follow up
Flag Status: Flagged

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Hi John and Matt,

We had the electrical that was hit during the site work at the middle school repaired. The invoice is attached. I would like to propose that we split the cost 50/50, because the blame sits on both parties.

Let me know what you think.

Thanks,
Cam

Cameron Peterson
Director of Buildings and Grounds, Hastings Public Schools

651-480-7053 | 641-590-6408 | cpeterson@isd200.org

<http://www.hastings.k12.mn.us/home>

1000 11st West, Hastings, MN
55033

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AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
ISD #200 - District-Wide Security
Improvements
Multiple Schools / Sites
Hastings, Minnesota 55033
Commission No. 222037B

CONTRACT INFORMATION:
Contract For: General Construction

Date: November 28, 2022

CHANGE ORDER INFORMATION:
Change Order Number: One (1)

Date: August 21, 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, Suite W2000
Saint Paul, Minnesota 55101

CONTRACTOR: *(Name and address)*
Pro-Tec Design, Inc.
5929 Baker Road, Suite 400
Minnetonka, Minnesota 55345

THE CONTRACT IS CHANGED AS FOLLOWS:

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

PR #01: Additional Lockdown Button. *ADD \$1,699.38*

PR #02: Door Hardware Revisions. *ADD \$4,935.34*

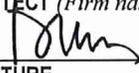
TOTAL CHANGE ORDER NO. 1 ADD \$6,634.72

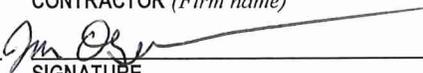
The original Contract Sum was	\$	<u>86,300.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>86,300.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>6,634.72</u>
The new Contract Sum including this Change Order will be	\$	<u>92,934.72</u>

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

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

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

Wold Architects and Engineers
ARCHITECT *(Firm name)*

SIGNATURE
Douglas Kahl | Project Manager
PRINTED NAME AND TITLE
August 21, 2023
DATE

Pro-Tec Design, Inc.
CONTRACTOR *(Firm name)*

SIGNATURE
Jim Olson Account manager
PRINTED NAME AND TITLE
August 22nd, 2023
DATE

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

SIGNATURE

PRINTED NAME AND TITLE

DATE

Proposal



Sold To: ISD #200 Hastings Public School District
 Cameron Peterson
 1000 11th St W
 Hastings, MN 55033-2597

Phone:
Fax:
Email: cpeterson@isd200.org

Ship To: ISD #200 Hastings Public School District
 Cameron Peterson
 1000 11th St W
 Hastings, MN 55033-2597

Phone:
Fax:
Email: cpeterson@isd200.org

CO - 23875 ISD#200 Hastings Security Improvements Lock Down Button

The following change order proposal includes installing a new lock down button with cover.

Date	Quote Valid For
05/02/23	30 days

Quote #	Rep	Terms
PTDQ32704	Jim Olson	Net 30 days

Line	Qty	Description	Unit Price	Ext. Price
1		PRODUCTS & MATERIALS		
2	250	CABLE, 22/4, PLENUM, STRANDED, NON-SHIELDED, WHITE W/ YELLOW STRIPE, PER FOOT	\$0.21	\$52.50
3	1	DPDT PUSHBUTTON WITH FLUSH COVER, TURN-TO-RESET (ILLUMINATED) BLUE WITH TEXT "LOCKDOWN"	\$111.88	\$111.88
4	1	DEMO EXISTING LD BUTTON AND CABLING	\$0.00	\$0.00
5	1	MISC MATERIALS, HARDWARE, PARTS, CABLES, CONNECTORS.	\$58.00	\$58.00
6		IMPLEMENTATION SERVICES		
7	8	INSTALLATION OF DEVICES AND HEADEND	\$125.00	\$1,000.00
8	2	PROJECT MANAGER- SCHEDULE, MOBILIZE, AND QC	\$130.00	\$260.00
9	1	ENGINEERING SERVICES- SYSTEM DESIGN AND DOCUMENTATION	\$129.00	\$129.00
10	1	CAD DESIGN SERVICE	\$88.00	\$88.00
Total				\$1,699.38

Statement of Work

PTD will provide and install:

1. (1) Lock down push button with a cover
2. (250') 22/4 plenum rated cable
3. (1) Demo existing lockdown button and cable

Exclusions

NETWORK: Owner shall provide all network connectivity, infrastructure, not limited to and including, IP addresses, switches Router, Gateway, Firewall, and POE (when applicable). Any programming of VLANs, Firewall exclusions, and port forwarding, if applicable shall be provided by customer.

POWER: 110VAC power and connection needs shall be provided by owner.

SUPPORT: Owner shall provide any technical assistance need during project. This includes IT staff providing access to workstations and servers, and personnel to determine best cable-run routes.

PROGRAMMING: Owner shall program all system information including, but not limited to, cardholder name, access privileges, and other system information not stated in scope.

DOOR HARDWARE: All door hardware shall be provided and installed by others unless stated otherwise.

NEC/NFPA/IBC: Project shall follow all applicable building and fire codes. This may require the client to coordinate with associated trades not specified in this scope.

WORK HOURS: This bid assumes technicians shall have access during an 8hr shift and be able to work between the core hours of 6am and 4pm Monday through Friday. If after hours or weekend labor is required, a different rate shall apply.

PARTITIONS: Proposal assumes that work is not taking place where partitions, negative air, or dust remediation is required. If required, it shall be provided by others.

PERMITS: Proposal assumes that work is not taking place in critical care units or special areas that require permits.

PENETRATIONS, CORING, & SLEEVING: Where existing pathway doesn't exist or requires expansion, any firewall penetrations, sleeving, door coring, and concrete coring shall be provided by others.

DEMOLITION: Removal of cabling, where needed shall be done by others or can be quoted separately by request.

ELECTRICAL: Customer Shall provide an electrician to hardwire power if needed.

POWER SUPPLIES: Existing power supplies are assumed to be sufficient to carry expected additional project load. If power supplies are found to be inadequate PTD is not responsible for replacing them. A signed change order shall be required to remediate any issues found.

PATCHING: All patching and painting of walls will be provided by others.

FIRE: Customer shall provide a Fire vendor for any fire tie-ins or related work that is needed or required.

LIFTS: Provided by others

Thank you again for giving me the opportunity to provide you with this information. If you should need any further clarification or assistance, don't hesitate to contact me! To proceed with the proposal, please sign the Proposal Acceptance portion of the proposal and return to me.

Thank you,

Jim Olson
Fields Sales Representative
5929 Baker Rd. Suite 400
Minnetonka, MN 55345
Direct (763)-231-8605
Fax (763) 233-6855
Cell (612)-516-4372
Email jolson@pro-tecdesign.com

PROPOSAL ACCEPTANCE

CO - 23875 ISD#200 Hastings Security Improvements Lock Down Button

PTDQ32704 5/2/2023

ISD #200 Hastings Public School

Cameron Peterson
1000 11th St W
Hastings, MN 55033-2597

ISD #200 Hastings Public School District

Printed Name and Title: _____

Signature: _____ Date: _____

PO# / Reference # (optional): _____

Pro-Tec Design, Inc.

Printed Name and Title: _____ *Jim Olson* _____ *Fields Sales Representative*

Signature: _____ Date: _____ *5/2/2023*

Standard Terms and Conditions

FINANCIAL

1. No provisions of this Proposal/Contract shall serve to void our rights under Mechanics' Lien Laws.
2. We do not accept back charges that have not been previously agreed to by us in writing.
3. Late payments of 60 days or more will bear interest at the standard prevailing commercial rate
4. Unless otherwise specified, you will be billed for 30% of the project total immediately after the receipt of an order. Prompt payment is required to order parts and cover other costs associated with project start-up.
5. Progress billings will be issued monthly and unless specified in a separate contract all payments are due net 30.
6. Nothing in this Proposal/Contract shall be construed to require us to continue performance of work if we do not receive timely payment for properly performed work and suitably stored materials.
7. We retain title to all equipment until installation is complete and all payments due Pro-Tec Design have been paid in full. We reserve the right to retake possession of the same or any part thereof at your cost if default is made by you in any payment. If customer fails to follow the payment schedule(s) above or if Pro-Tec Design anticipates Customer may be unable to perform hereunder, Pro-Tec Design may terminate this contract, defer, discontinue or suspend work, or demand adequate assurance of Customer's performance. If a Customer's account must be placed with an attorney for collection, whether a lawsuit is filed or otherwise, or if the services of an attorney are required to protect Pro-Tec Design's interest, Customer agrees to pay all collection costs, including reasonable attorney's fees.
8. Alterations or modifications of the original quotation or specifications, including changes in quantity, material, design or other features, must be communicated in writing by Customer to Pro-Tec Design and accepted by Pro-Tec Design in writing, it being understood any change may increase prices. Customer shall be liable for an reimburse Pro-Tec Design for any and all work in process at the time of Pro-Tec Design's receipt of notice of changes.

SITE CONDITIONS AND WORK PERFORMANCE

9. We are not responsible for protection of our work in place.
10. We will dispose of debris created by our work into Owner-furnished trash bins or container at the site.
11. You shall furnish and make available to us at the site reasonable storage and parking facilities, and convenient delivery access to our work.
12. You shall provide uncluttered and safe access for us to perform our work. The schedule of any other contractors involved in this project shall be made in consultation with us, and unless otherwise agreed to, shall provide time for us to perform our work on an 8-hour day, 40-hour week basis. This Proposal/Contract does not include provision for our being required to perform overtime work for any reasons unless otherwise stated. An additional charge to the contract shall be made for any mutually agreed upon overtime.
13. We are not responsible for delays or defaults that are occasioned by causes of any kind beyond our control, Including but not limited to delays or defaults of Architects, the Owner, the Contractor, any Subcontractors, other third parties, civil disorders, labor disputes, and Acts of God. We shall be entitled to equitable adjustment for delays caused by any Architect, Engineer, Contractor, or Owner.
14. If any drawings, Illustrations, or descriptive matter are furnished with this Proposal/Contract, they are approximate and submitted only to show the general style, arrangement, and dimensions of equipment offered.
15. All work will be done during standard business hours, Monday through Friday unless otherwise noted.

WARRANTY

16. No liquidated damages will be due.
17. THERE ARE NO WARRANTIES THAT EXTEND BEYOND PRO-TEC DESIGN'S STATED SPECIFICATIONS. PRO-TEC SPECIFICALLY EXCLUDES ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, IMPLIED WARRANTY OF FITNESS, IMPLIED WARRANTY OF DESIGN, AND ALL OTHER IMPLIED WARRANTIES. Customer's sole remedy in any action at law based hereunder (other than an action based on breach of warranty, which warranties are expressly excluded except as set forth herein) shall be limited to the repair or replacement of nonconforming goods or parts, or, at Pro-Tec Design's option, refund of the applicable quote. IN NO EVENT SHALL PRO-TEC DESIGN BE RESPONSIBLE FOR ANY CONSEQUENTIAL OR ECONOMIC DAMAGES OR LOSS, LOST PROFITS OR CONSEQUENTIAL DAMAGES FOR PERSONAL INJURY. CUSTOMER AGREES THAT THIS PROVISION IS CONSCIONABLE.
18. Pro-Tec Design will warranty the labor and materials covered under this quotation for one year from the date of first beneficial use of the system provided the Owner is current in their payments to Pro-Tec Design, Inc. Accounts that are not current shall not receive warranty work until said accounts are made current. Pro-Tec Design will respond during normal business hours Monday through Friday. Weekends, Holidays and after hours warranty support will be billable at standard overtime rates. Warranty does not include replacement or repair of equipment damaged by Misuse, Negligence, Over or Under Voltage, or "Acts of God" such as lightning or other weather related incidents. Warranty only covers the repair or replacement of any parts supplied by Pro-Tec and any labor and travel to and from the site to execute said repairs for one (1) year from the date the Owner has beneficial use of the system. No warranty is extended to not in contract (NIC) equipment. NIC equipment is defined as any equipment not supplied by Pro-Tec or existing equipment that is re-used. The troubleshooting, repair or replacement of NIC equipment will be provided by Pro-Tec at a time and materials basis.
19. Pro-Tec Design is not an insurer of Customer's risks and exposures, Pro-Tec shall not be liable for any failure to perform under this Agreement due to any "Act of God," "Force Majeure," or of another cause beyond Pro-Tec Design's control. Pro-Tec Design shall not be liable for any loss or damage caused in whole or in part from negligence, fault, or wrongful act of Customer or of any third persons or parties. Services provided under this Agreement are for the sole benefit of the Customer and no rights are, or may be, conferred on any other party as a third-party beneficiary, by transfer or assignment, or otherwise. Pro-Tec Design's total liability is limited to the contract price; as matter of law, this limitation does not apply to fraud, willful injury, or willful violation of the law.

OTHER

20. This Proposal/Contract, including the provisions printed above and any specifications or other provisions attached hereto, when accepted by you and Pro-Tec Design shall constitute the Contract between us, and all prior representations or agreements not incorporated herein are superseded. Any terms or conditions contained in any Customer proposal/contract/purchase order are expressly rejected and shall not bind Pro-Tec Design or affect or invalidate any terms contained herein. Terms and conditions herein shall not be modified except upon Pro-Tec Design's express written agreement.
21. This Proposal/Contract shall be interpreted and governed by the laws of the State of Minnesota. Any disputes arising out of business conducted hereunder shall be venued in the district court of the State of Minnesota. In case of dispute, the prevailing party shall be awarded reasonable attorney's fees.
22. The design and/or intent of the items listed in this system specification is considered intellectual property and owned by Pro-Tec Design and will not be disclosed to any party other than those intended by Pro-Tec Design. Disclosure of this design/intent will subject the discloser to Consultant Fees equivalent of the above listed design/build quotation.
23. Customer agrees that during the term of this contract and for two years following termination, they will not directly or indirectly solicit for hire nor contract for services any employee who performs services hereunder without Pro-Tec Design's written consent
24. This proposal and any documents associated with it supersede any prior verbal or written information provided.

Proposal

Sold To: ISD #200 Hastings Public School District
 Cameron Peterson
 1000 11th St W
 Hastings, MN 55033-2597

Phone:
Fax:
Email: cpeterson@isd200.org

Ship To: ISD #200 Hastings Public School District
 Cameron Peterson
 1000 11th St W
 Hastings, MN 55033-2597

Phone:
Fax:
Email: cpeterson@isd200.org

CO - 23875 TILDEN & MIDDLE SCHOOL STRIKE, WIRLESS ACTUATORS

The following change order proposal includes (2) Von Duprin strikes, (3) Wireless Actuators, & (3) Time Delay Modules.

Date	Quote Valid For
05/24/23	30 days

Quote #	Rep	Terms
PTDQ32831	Jim Olson	Net 30 days

Line	Qty	Description	Unit Price	Ext. Price
1		TILDEN DOOR #DR-T-02 VON DUPRIN STRIKE		
2	1	ELECTRIC STRIKE, HEAVY DUTY, WITH 3 FACEPLATES, 630 FINISH	\$485.41	\$485.41
3		MIDDLE SCHOOL DOOR #DR-MS-011 VON DUPRIN STRIKE		
4	1	ELECTRIC STRIKE, HEAVY DUTY, WITH 3 FACEPLATES, 630 FINISH	\$485.41	\$485.41
5		(3) WIRELESS RECEIVERS		
6	3	WIRELESS RECEIVER, DIGITAL, 12 TO 24 VOLT AC/DC, 30 MILLIAMPERE, 433 MEGAHERTZ, 2.125" WIDTH X 2.75" DEPTH X 1" HEIGHT	\$69.68	\$209.04
7		(3) TIME DELAY MODULES		
8	3	TIME DELAY MODULE (TDM), UNIVERSAL 0-99 SECOND, 4-INPUT, 2-OUTPUT. FOR USE INTERFACING TO HANDICAP OPERATORS.	\$101.50	\$304.50
9	3	RELAY. 24VDC DPDT 10AMP, WITH LED INDICATOR LIGHT	\$15.08	\$45.24
10	3	BASE, RELAY, DPDT IDEC, DIN MOUNTABLE	\$11.36	\$34.08
11	3	ENCLOSURE/CABINET 12"W X 12" H X 3"D	\$60.22	\$180.66
12	1	MISC HARDWARE, PARTS, CONNECTORS, & MATERIAL ACQUISTION	\$253.00	\$253.00
13		IMPLEMENTATION SERVICES		
14	2	ENGINEERING SERVICES- SYSTEM DESIGN AND DOCUMENTATION	\$129.00	\$258.00
15	4	PROJECT MANAGER- SCHEDULE, MOBILIZE, AND QC	\$130.00	\$520.00
16	16	INSTALLATION AND PROGRAMMING	\$135.00	\$2,160.00
			Total	\$4,935.34

Statement of Work

1. PTD to provide & install (1) Von Duprin 6210 electric strike at the Tilden Door #DR-T-02
2. PTD to provide & Install (1) Von Duprin 6210 electric strike at the Middle School Door #DR-MS-011
3. PTD to provide & install (3) Wireless Actuators.
4. PTD to provide & install (3) Time Delay Modules.

Exclusions

OUTAGES: Customer understands that over the course of this project that there may be outages as work is being performed.

STANDARD DOOR: Solution assumes a standard door deployment of a Card Reader, a Door Contact, an Electrified Lock, and a Rex. Deployments beyond this standard will be billed on a T&M basis.

POWER: 110VAC power and connection needs shall be provided by owner.

SUPPORT: Owner shall provide any technical assistance need during project. This includes IT staff providing access to workstations and servers, and personnel to determine best cable-run routes.

PROGRAMMING: Owner shall program all system information including, but not limited to, cardholder name, access privileges, and other system information not stated in scope.

DOOR HARDWARE: All door hardware shall be provided and installed by others unless stated otherwise.

NEC/NFPA/IBC: Project shall follow all applicable building and fire codes. This may require the client to coordinate with associated trades not specified in this scope.

WORK HOURS: This bid assumes technicians shall have access during an 8hr shift and be able to work between the core hours of 6am and 4pm Monday through Friday. If after hours or weekend labor is required, a different rate shall apply.

PARTITIONS: If work is taking place in areas where partitions, negative air, or dust remediation is required, it shall be provided by others.

PERMITS: Work in special areas that requires local permits are to be provided by others.

PENETRATIONS, CORING, & SLEEVING: Where existing pathway does not exist or requires expansion, any firewall penetrations, sleeving, and concrete coring shall be provided by others.

DEMOLITION: Removal of cabling, where needed shall be done by others or can be quoted separately by request.

ELECTRICAL: Customer Shall provide an electrician to hardwire power if needed.

POWER SUPPLIES: Existing power supplies are assumed to be sufficient to carry expected additional project load. If power supplies are found to be inadequate PTD is not responsible for replacing them. A signed change order shall be required to remediate any issues found.

PATCHING: Any remediation, patching and painting of walls, replacement of ceiling tiles, or other surfaces shall be provided by others.

CABLE: All conduit, cable, wire mold, fiber, and junction/back boxes shall be provided and installed by sub.

FIRE: Customer shall provide a Fire vendor for any fire tie-ins or related work that is needed or required.

LIFTS: Provided by others

Thank you again for giving me the opportunity to provide you with this information. If you should need any further clarification or assistance, don't hesitate to contact me! To proceed with the proposal, please sign the Proposal Acceptance portion of the proposal and return to me.

Thank you,

Jim Olson
Fields Sales Representative
5929 Baker Rd. Suite 400
Minnetonka, MN 55345
Direct (763)-231-8605
Fax (763) 233-6855
Cell (612)-516-4372
Email jolson@pro-tecdesign.com

PROPOSAL ACCEPTANCE

CO - 23875 TILDEN & MIDDLE SCHOOL STRIKE, WIRLESS ACTUATORS

PTDQ32831 5/24/2023

ISD #200 Hastings Public School

Cameron Peterson
1000 11th St W
Hastings, MN 55033-2597

ISD #200 Hastings Public School District

Printed Name and Title: _____

Signature: _____ Date: _____

PO# / Reference # (optional): _____

Pro-Tec Design, Inc.

Printed Name and Title: _____ **Jim Olson** _____ **Fields Sales Representative** _____

Signature: _____ Date: **6/30/2023** _____

Standard Terms and Conditions

FINANCIAL

1. No provisions of this Proposal/Contract shall serve to void our rights under Mechanics' Lien Laws.
2. We do not accept back charges that have not been previously agreed to by us in writing.
3. Late payments of 60 days or more will bear interest at the standard prevailing commercial rate
4. Unless otherwise specified, you will be billed for 30% of the project total immediately after the receipt of an order. Prompt payment is required to order parts and cover other costs associated with project start-up.
5. Progress billings will be issued monthly and unless specified in a separate contract all payments are due net 30.
6. Nothing in this Proposal/Contract shall be construed to require us to continue performance of work if we do not receive timely payment for properly performed work and suitably stored materials.
7. We retain title to all equipment until installation is complete and all payments due Pro-Tec Design have been paid in full. We reserve the right to retake possession of the same or any part thereof at your cost if default is made by you in any payment. If customer fails to follow the payment schedule(s) above or if Pro-Tec Design anticipates Customer may be unable to perform hereunder, Pro-Tec Design may terminate this contract, defer, discontinue or suspend work, or demand adequate assurance of Customer's performance. If a Customer's account must be placed with an attorney for collection, whether a lawsuit is filed or otherwise, or if the services of an attorney are required to protect Pro-Tec Design's interest, Customer agrees to pay all collection costs, including reasonable attorney's fees.
8. Alterations or modifications of the original quotation or specifications, including changes in quantity, material, design or other features, must be communicated in writing by Customer to Pro-Tec Design and accepted by Pro-Tec Design in writing, it being understood any change may increase prices. Customer shall be liable for an reimburse Pro-Tec Design for any and all work in process at the time of Pro-Tec Design's receipt of notice of changes.

SITE CONDITIONS AND WORK PERFORMANCE

9. We are not responsible for protection of our work in place.
10. We will dispose of debris created by our work into Owner-furnished trash bins or container at the site.
11. You shall furnish and make available to us at the site reasonable storage and parking facilities, and convenient delivery access to our work.
12. You shall provide uncluttered and safe access for us to perform our work. The schedule of any other contractors involved in this project shall be made in consultation with us, and unless otherwise agreed to, shall provide time for us to perform our work on an 8-hour day, 40-hour week basis. This Proposal/Contract does not include provision for our being required to perform overtime work for any reasons unless otherwise stated. An additional charge to the contract shall be made for any mutually agreed upon overtime.
13. We are not responsible for delays or defaults that are occasioned by causes of any kind beyond our control, Including but not limited to delays or defaults of Architects, the Owner, the Contractor, any Subcontractors, other third parties, civil disorders, labor disputes, and Acts of God. We shall be entitled to equitable adjustment for delays caused by any Architect, Engineer, Contractor, or Owner.
14. If any drawings, Illustrations, or descriptive matter are furnished with this Proposal/Contract, they are approximate and submitted only to show the general style, arrangement, and dimensions of equipment offered.
15. All work will be done during standard business hours, Monday through Friday unless otherwise noted.

WARRANTY

16. No liquidated damages will be due.
17. THERE ARE NO WARRANTIES THAT EXTEND BEYOND PRO-TEC DESIGN'S STATED SPECIFICATIONS. PRO-TEC SPECIFICALLY EXCLUDES ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, IMPLIED WARRANTY OF FITNESS, IMPLIED WARRANTY OF DESIGN, AND ALL OTHER IMPLIED WARRANTIES. Customer's sole remedy in any action at law based hereunder (other than an action based on breach of warranty, which warranties are expressly excluded except as set forth herein) shall be limited to the repair or replacement of nonconforming goods or parts, or, at Pro-Tec Design's option, refund of the applicable quote. IN NO EVENT SHALL PRO-TEC DESIGN BE RESPONSIBLE FOR ANY CONSEQUENTIAL OR ECONOMIC DAMAGES OR LOSS, LOST PROFITS OR CONSEQUENTIAL DAMAGES FOR PERSONAL INJURY. CUSTOMER AGREES THAT THIS PROVISION IS CONSCIONABLE.
18. Pro-Tec Design will warranty the labor and materials covered under this quotation for one year from the date of first beneficial use of the system provided the Owner is current in their payments to Pro-Tec Design, Inc. Accounts that are not current shall not receive warranty work until said accounts are made current. Pro-Tec Design will respond during normal business hours Monday through Friday. Weekends, Holidays and after hours warranty support will be billable at standard overtime rates. Warranty does not include replacement or repair of equipment damaged by Misuse, Negligence, Over or Under Voltage, or "Acts of God" such as lightning or other weather related incidents. Warranty only covers the repair or replacement of any parts supplied by Pro-Tec and any labor and travel to and from the site to execute said repairs for one (1) year from the date the Owner has beneficial use of the system. No warranty is extended to not in contract (NIC) equipment. NIC equipment is defined as any equipment not supplied by Pro-Tec or existing equipment that is re-used. The troubleshooting, repair or replacement of NIC equipment will be provided by Pro-Tec at a time and materials basis.
19. Pro-Tec Design is not an insurer of Customer's risks and exposures, Pro-Tec shall not be liable for any failure to perform under this Agreement due to any "Act of God," "Force Majeure," or of another cause beyond Pro-Tec Design's control. Pro-Tec Design shall not be liable for any loss or damage caused in whole or in part from negligence, fault, or wrongful act of Customer or of any third persons or parties. Services provided under this Agreement are for the sole benefit of the Customer and no rights are, or may be, conferred on any other party as a third-party beneficiary, by transfer or assignment, or otherwise. Pro-Tec Design's total liability is limited to the contract price; as matter of law, this limitation does not apply to fraud, willful injury, or willful violation of the law.

OTHER

20. This Proposal/Contract, including the provisions printed above and any specifications or other provisions attached hereto, when accepted by you and Pro-Tec Design shall constitute the Contract between us, and all prior representations or agreements not incorporated herein are superseded. Any terms or conditions contained in any Customer proposal/contract/purchase order are expressly rejected and shall not bind Pro-Tec Design or affect or invalidate any terms contained herein. Terms and conditions herein shall not be modified except upon Pro-Tec Design's express written agreement.
21. This Proposal/Contract shall be interpreted and governed by the laws of the State of Minnesota. Any disputes arising out of business conducted hereunder shall be venued in the district court of the State of Minnesota. In case of dispute, the prevailing party shall be awarded reasonable attorney's fees.
22. The design and/or intent of the items listed in this system specification is considered intellectual property and owned by Pro-Tec Design and will not be disclosed to any party other than those intended by Pro-Tec Design. Disclosure of this design/intent will subject the discloser to Consultant Fees equivalent of the above listed design/build quotation.
23. Customer agrees that during the term of this contract and for two years following termination, they will not directly or indirectly solicit for hire nor contract for services any employee who performs services hereunder without Pro-Tec Design's written consent
24. This proposal and any documents associated with it supersede any prior verbal or written information provided.



Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
 Kennedy Boiler Repipe
 Hastings, Minnesota
 DLR Group Project Nos.
 40-23137-00

CONTRACT INFORMATION:
 Contract For:
 Date:

CHANGE ORDER INFORMATION:
 Change Order Number: 001
 Date: September 12, 2023

OWNER: *(Name and address)*
 Hastings Public Schools
 1175 Tyler St.
 Hastings, MN 55033

ARCHITECT: *(Name and address)*
 DLR Group inc., a Minnesota corporation
 520 Nicollet Mall, Suite 200
 Minneapolis, MN 55402

CONTRACTOR: *(Name and address)*
 Burnn Boiler
 2012 Great Northern Dr N.
 Fargo, ND 58102

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.)

The district has decided to proceed with the welded pipe in lieu of vic fittings. The change order below is for the added cost associated with this change.

The original Contract Sum was	\$	<u>174,000.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>174,000.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>8,600.00</u>
The new Contract Sum including this Change Order will be	\$	<u>182,600.00</u>

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

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

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

DLR Group inc., a Minnesota corporation
ARCHITECT *(Firm name)*

SIGNATURE

Donald H. Horkey, Vice President
PRINTED NAME AND TITLE

September 12, 2023
DATE

Burnn Boiler
CONTRACTOR *(Firm name)*

SIGNATURE

Andrew Stearns Regional Manager
PRINTED NAME AND TITLE

September 12, 2023
DATE

Hastings Public Schools
OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
 Pinecrest Boiler Repipe
 Hastings, Minnesota
 DLR Group Project No.:
 40-23136-00

CONTRACT INFORMATION:
 Contract For:
 Date:

CHANGE ORDER INFORMATION:
 Change Order Number: 001
 Date: September 12, 2023

OWNER: *(Name and address)*
 Hastings Public Schools
 1000 11th Street West
 Hastings, MN 55033

ARCHITECT: *(Name and address)*
 DLR Group inc., a Minnesota corporation
 520 Nicollet Mall, Suite 200
 Minneapolis, MN 55402

CONTRACTOR: *(Name and address)*
 Burnn Boiler
 2012 Great Northern Dr N.
 Fargo, ND 58102

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.)

The district has decided to proceed with the welded pipe in lieu of vic fittings. The change order below is for the added cost associated with this change.

The original Contract Sum was	\$	<u>183,000.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>183,000.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>7,400.00</u>
The new Contract Sum including this Change Order will be	\$	<u>190,400.00</u>

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

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

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

DLR Group inc., a Minnesota corporation
 ARCHITECT *(Firm name)*

SIGNATURE

Donald H. Horkey, Vice President
 PRINTED NAME AND TITLE

September 12, 2023
 DATE

Burnn Boiler
 CONTRACTOR *(Firm name)*

SIGNATURE

Andrew Stearns Regional Manager
 PRINTED NAME AND TITLE

September 12, 2023
 DATE

Hastings Public Schools
 OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



AIA®

Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
 ISD #200 - District-Wide Security
 Improvements
 Multiple Schools / Sites
 Hastings, Minnesota 55033
 Commission No. 222037B

CONTRACT INFORMATION:
 Contract For: General Construction

 Date: November 28, 2022

CHANGE ORDER INFORMATION:
 Change Order Number: Two (2)

 Date: September 21, 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, Suite W2000
 Saint Paul, Minnesota 55101

CONTRACTOR: *(Name and address)*
 Pro-Tec Design, Inc.
 5929 Baker Road, Suite 400
 Minnetonka, Minnesota 55345

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.)

T&M S2 Audit/Programming. Add \$3,520.00

TOTAL CHANGE ORDER NO. 2 ADD \$3,520.00

The original Contract Sum was	\$ 86,300.00
The net change by previously authorized Change Orders	\$ 6,634.72
The Contract Sum prior to this Change Order was	\$ 92,934.72
The Contract Sum will be increased by this Change Order in the amount of	\$ 3,520.00
The new Contract Sum including this Change Order will be	\$ 96,454.72

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

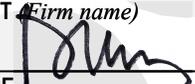
NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed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

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

Wold Architects and Engineers
 ARCHITECT *(Firm name)*

Pro-Tec Design, Inc.
 CONTRACTOR *(Firm name)*

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


 SIGNATURE


 SIGNATURE

SIGNATURE

DOUGLAS KAHL, PROJECT MANAGER
 PRINTED NAME AND TITLE

Jeff Wells, Project Manager
 PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

09/21/2023
 DATE

9/22/2023
 DATE

DATE

Time & Materials Proposal



Sold To: ISD #200 Hastings Public School District
Cameron Peterson
1000 11th St W
Hastings, MN 55033-2597

Phone:
Fax:
Email: cpeterson@isd200.org

Ship To: ISD #200 Hastings Public School District
Cameron Peterson
1000 11th St W
Hastings, MN 55033-2597

Phone:
Fax:
Email: cpeterson@isd200.org

CO - T&M S2 AUDIT/PROGRAMMING

The following time & material change order includes final programming of the S2 Access Control System. This proposal includes a total of (24) Programming hours. More or less hours may be needed to complete this programming. If additional hours are needed, they will be billed accordingly.

*This proposal does not cover any software upgrades.

Date	Quote Valid For
08/08/23	30 days

Quote #	Rep	Terms
PTDQ33189	Jim Olson	Net 30 days

Line	Qty	Description	Unit Price	Ext. Price
1		IMPLEMENTATION SERVICES		
2	4	PROJECT MANAGER- SCHEDULE, MOBILIZE, AND QC	\$130.00	\$520.00
3	24	INSTALLATION AND PROGRAMMING	\$125.00	\$3,000.00
Total				\$3,520.00

All applicable sales tax has been included.

Statement of Work

PTD & client to have a coordination call with client to discuss action plan.
 PTD to perform audit/ health check of the S2 access control system at the Middle School, Tilden, McCauliffe, Kennedy, & Pinecrest.
 PTD to work with client on punch list of items including:
 -Clean-up of multiple group that are confusing the system and not allowing the lockdown functions to work.
 PTD to finalize all programming once grouping parameters are cleaned up.
 *This proposal is a time & materials. Additional time may be needed to complete the programming.
 *This proposal does not cover any software upgrades.

Exclusions

OUTAGES: Customer understands that over the course of this project that there may be outages as work is being performed.
 STANDARD DOOR: Solution assumes a standard door deployment of a Card Reader, a Door Contact, an Electrified Lock, and a Rex.
 Deployments beyond this standard will be billed on a T&M basis.
 POWER: 110VAC power and connection needs shall be provided by owner.
 SUPPORT: Owner shall provide any technical assistance need during project. This includes IT staff providing access to workstations and

servers, and personnel to determine best cable-run routes.

PROGRAMMING: Owner shall program all system information including, but not limited to, cardholder name, access privileges, and other system information not stated in scope.

DOOR HARDWARE: All door hardware shall be provided and installed by others unless stated otherwise.

NEC/NFPA/IBC: Project shall follow all applicable building and fire codes. This may require the client to coordinate with associated trades not specified in this scope.

WORK HOURS: This bid assumes technicians shall have access during an 8hr shift and be able to work between the core hours of 6am and 4pm Monday through Friday. If after hours or weekend labor is required, a different rate shall apply.

PARTITIONS: If work is taking place in areas where partitions, negative air, or dust remediation is required, it shall be provided by others.

PERMITS: Work in special areas that requires local permits are to be provided by others.

PENETRATIONS, CORING, & SLEEVING: Where existing pathway does not exist or requires expansion, any firewall penetrations, sleeving, and concrete coring shall be provided by others.

DEMOLITION: Removal of cabling, where needed shall be done by others or can be quoted separately by request.

ELECTRICAL: Customer Shall provide an electrician to hardwire power if needed.

POWER SUPPLIES: Existing power supplies are assumed to be sufficient to carry expected additional project load. If power supplies are found to be inadequate PTD is not responsible for replacing them. A signed change order shall be required to remediate any issues found.

PATCHING: Any remediation, patching and painting of walls, replacement of ceiling tiles, or other surfaces shall be provided by others.

CABLE: All conduit, cable, wire mold, fiber, and junction/back boxes shall be provided and installed by sub.

FIRE: Customer shall provide a Fire vendor for any fire tie-ins or related work that is needed or required.

LIFTS: Provided by others

Thank you again for giving me the opportunity to provide you with this information. If you should need any further clarification or assistance, don't hesitate to contact me! To proceed with the proposal, please sign the Proposal Acceptance portion of the proposal and return to me.

Thank you,

Jim Olson
Fields Sales Representative
5929 Baker Rd. Suite 400
Minnetonka, MN 55345
Direct (763)-231-8605
Fax (763) 233-6855
Cell (612)-516-4372
Email jolson@pro-tecdesign.com

GENERAL NOTES

1. This quote is provided as an estimate or to establish an hourly rate for work to be performed.
2. Final billing will be dictated by total amount of hours worked and actual material used on the job.
3. Final invoice may be higher than amount shown on this proposal.

PROPOSAL ACCEPTANCE

CO - T&M S2 AUDIT/PROGRAMMING

ISD #200 Hastings Public School

Cameron Peterson
1000 11th St W
Hastings, MN 55033-2597

ISD #200 Hastings Public School District

Printed Name and Title: _____

Signature: _____ Date: _____

PO# / Reference # (optional): _____

Pro-Tec Design, Inc.

Printed Name and Title: _____ *Jim Olson* _____ *Fields Sales Representative*

Signature: _____ Date: _____

Standard Terms and Conditions

FINANCIAL

1. No provisions of this Proposal/Contract shall serve to void our rights under Mechanics' Lien Laws.
2. We do not accept back charges that have not been previously agreed to by us in writing.
3. Late payments of 60 days or more will bear interest at the standard prevailing commercial rate
4. Unless otherwise specified, you will be billed for 30% of the project total immediately after the receipt of an order. Prompt payment is required to order parts and cover other costs associated with project start-up.
5. Progress billings will be issued monthly and unless specified in a separate contract all payments are due net 30.
6. Nothing in this Proposal/Contract shall be construed to require us to continue performance of work if we do not receive timely payment for properly performed work and suitably stored materials.
7. We retain title to all equipment until installation is complete and all payments due Pro-Tec Design have been paid in full. We reserve the right to retake possession of the same or any part thereof at your cost if default is made by you in any payment. If customer fails to follow the payment schedule(s) above or if Pro-Tec Design anticipates Customer may be unable to perform hereunder, Pro-Tec Design may terminate this contract, defer, discontinue or suspend work, or demand adequate assurance of Customer's performance. If a Customer's account must be placed with an attorney for collection, whether a lawsuit is filed or otherwise, or if the services of an attorney are required to protect Pro-Tec Design's interest, Customer agrees to pay all collection costs, including reasonable attorney's fees.
8. Alterations or modifications of the original quotation or specifications, including changes in quantity, material, design or other features, must be communicated in writing by Customer to Pro-Tec Design and accepted by Pro-Tec Design in writing, it being understood any change may increase prices. Customer shall be liable for an reimburse Pro-Tec Design for any and all work in process at the time of Pro-Tec Design's receipt of notice of changes.

SITE CONDITIONS AND WORK PERFORMANCE

9. We are not responsible for protection of our work in place.
10. We will dispose of debris created by our work into Owner-furnished trash bins or container at the site.
11. You shall furnish and make available to us at the site reasonable storage and parking facilities, and convenient delivery access to our work.
12. You shall provide uncluttered and safe access for us to perform our work. The schedule of any other contractors involved in this project shall be made in consultation with us, and unless otherwise agreed to, shall provide time for us to perform our work on an 8-hour day, 40-hour week basis. This Proposal/Contract does not include provision for our being required to perform overtime work for any reasons unless otherwise stated. An additional charge to the contract shall be made for any mutually agreed upon overtime.
13. We are not responsible for delays or defaults that are occasioned by causes of any kind beyond our control, including but not limited to delays or defaults of Architects, the Owner, the Contractor, any Subcontractors, other third parties, civil disorders, labor disputes, and Acts of God. We shall be entitled to equitable adjustment for delays caused by any Architect, Engineer, Contractor, or Owner.
14. If any drawings, illustrations, or descriptive matter are furnished with this Proposal/Contract, they are approximate and submitted only to show the general style, arrangement, and dimensions of equipment offered.
15. All work will be done during standard business hours, Monday through Friday unless otherwise noted.

WARRANTY

16. No liquidated damages will be due.
17. THERE ARE NO WARRANTIES THAT EXTEND BEYOND PRO-TEC DESIGN'S STATED SPECIFICATIONS. PRO-TEC SPECIFICALLY EXCLUDES ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, IMPLIED WARRANTY OF FITNESS, IMPLIED WARRANTY OF DESIGN, AND ALL OTHER IMPLIED WARRANTIES. Customer's sole remedy in any action at law based hereunder (other than an action based on breach of warranty, which warranties are expressly excluded except as set forth herein) shall be limited to the repair or replacement of nonconforming goods or parts, or, at Pro-Tec Design's option, refund of the applicable quote. IN NO EVENT SHALL PRO-TEC DESIGN BE RESPONSIBLE FOR ANY CONSEQUENTIAL OR ECONOMIC DAMAGES OR LOSS, LOST PROFITS OR CONSEQUENTIAL DAMAGES FOR PERSONAL INJURY. CUSTOMER AGREES THAT THIS PROVISION IS CONSCIONABLE.
18. Pro-Tec Design will warranty the labor and materials covered under this quotation for one year from the date of first beneficial use of the system provided the Owner is current in their payments to Pro-Tec Design, Inc. Accounts that are not current shall not receive warranty work until said accounts are made current. Pro-Tec Design will respond during normal business hours Monday through Friday. Weekends, Holidays and after hours warranty support will be billable at standard overtime rates. Warranty does not include replacement or repair of equipment damaged by Misuse, Negligence, Over or Under Voltage, or "Acts of God" such as lightning or other weather related incidents. Warranty only covers the repair or replacement of any parts supplied by Pro-Tec and any labor and travel to and from the site to execute said repairs for one (1) year from the date the Owner has beneficial use of the system. No warranty is extended to not in contract (NIC) equipment. NIC equipment is defined as any equipment not supplied by Pro-Tec or existing equipment that is re-used. The troubleshooting, repair or replacement of NIC equipment will be provided by Pro-Tec at a time and materials basis.
19. Pro-Tec Design is not an insurer of Customer's risks and exposures, Pro-Tec shall not be liable for any failure to perform under this Agreement due to any "Act of God," "Force Majeure," of another cause beyond Pro-Tec Design's control. Pro-Tec Design shall not be liable for any loss or damage caused in whole or in part from negligence, fault, or wrongful act of Customer or of any third persons or parties. Services provided under this Agreement are for the sole benefit of the Customer and no rights are, or may be, conferred on any other party as a third-party beneficiary, by transfer or assignment, or otherwise. Pro-Tec Design's total liability is limited to the contract price; as matter of law, this limitation does not apply to fraud, willful injury, or willful violation of the law.

OTHER

20. This Proposal/Contract, including the provisions printed above and any specifications or other provisions attached hereto, when accepted by you and Pro-Tec Design shall constitute the Contract between us, and all prior representations or agreements not incorporated herein are superseded. Any terms or conditions contained in any Customer proposal/contract/purchase order are expressly rejected and shall not bind Pro-Tec Design or affect or invalidate any terms contained herein. Terms and conditions herein shall not be modified except upon Pro-Tec Design's express written agreement.
21. This Proposal/Contract shall be interpreted and governed by the laws of the State of Minnesota. Any disputes arising out of business conducted hereunder shall be venued in the district court of the State of Minnesota. In case of dispute, the prevailing party shall be awarded reasonable attorney's fees.
22. The design and/or intent of the items listed in this system specification is considered intellectual property and owned by Pro-Tec Design and will not be disclosed to any party other than those intended by Pro-Tec Design. Disclosure of this design/intent will subject the discloser to Consultant Fees equivalent of the above listed design/build quotation.
23. Customer agrees that during the term of this contract and for two years following termination, they will not directly or indirectly solicit for hire nor contract for services any employee who performs services hereunder without Pro-Tec Design's written consent
24. This proposal and any documents associated with it supersede any prior verbal or written information provided.

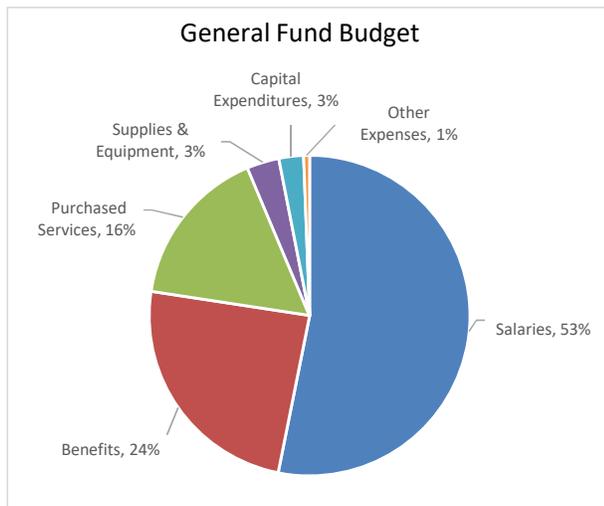
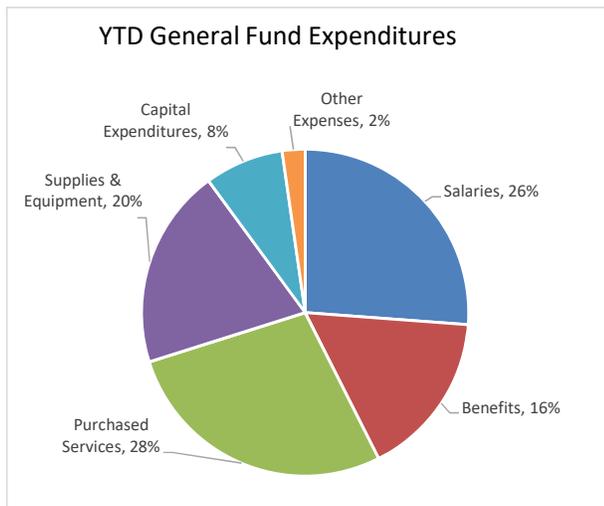
HASTINGS ISD # 200 BOARD REPORT FOR THE MONTH ENDING: August 2023

EXPENDITURE TOTALS

	FY 2024 Budget (ADP)	**Monthly Expenditures	Year-to-Date Expenditures	Remaining Balance	% Spent
General Fund (01)					
100 Salaries	33,635,354	557,335	849,291	32,786,063	3%
200 Benefits	15,353,849	257,233	532,279	14,821,569	3%
300 Purchased Services	10,277,717	172,118	894,362	9,383,355	9%
400 Supplies & Equipment	2,070,709	271,906	642,693	1,428,015	31%
500 Capital Expenditures	1,560,642	215,382	253,244	1,307,398	16%
800 Other Expenses	384,581	41,718	73,423	311,158	19%
	63,282,851	1,515,691	3,245,292	60,037,559	5%
Food Service Fund (02)	3,453,689	38,545	180,790	3,272,899	5%
Community Service Fund (04)	2,769,317	250,758	338,305	2,431,012	12%
Building Construction Fund (06)	4,700,000	244,686	556,951	4,143,049	12%
Debt Service Fund (07)	3,871,750	0	182,575	3,689,175	5%
Student Activities Fund (10)	250,000	14,236	25,048	224,952	10%
Deferred Accounts- Donations/Misc Fund (11)	640,619	46,878	46,878	593,741	7%
Scholarships Fund (12)	120,000	1,000	1,000	119,000	1%
Totals	\$79,088,226	\$2,111,794	\$4,576,840	\$74,511,386	

** 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	8/1/2023	8/31/2023	1,398,038	Pay dates 8/4 and 8/18 Bd. Share \$303,990
Liability Checks & Wires	8/1/2023	8/31/2023	1,022,298	
Total			\$2,420,336	

FINANCE DISBURSEMENTS

Checks & Wires	8/1/2023	8/31/2023	1,760,650
Total			\$1,760,650

SELF-FUNDED INSURANCE

	Revenue YTD	Expenses YTD	YTD Balance
Dental	115,787	156,045	(\$40,258)
Health	1,403,802	1,374,864	\$28,938

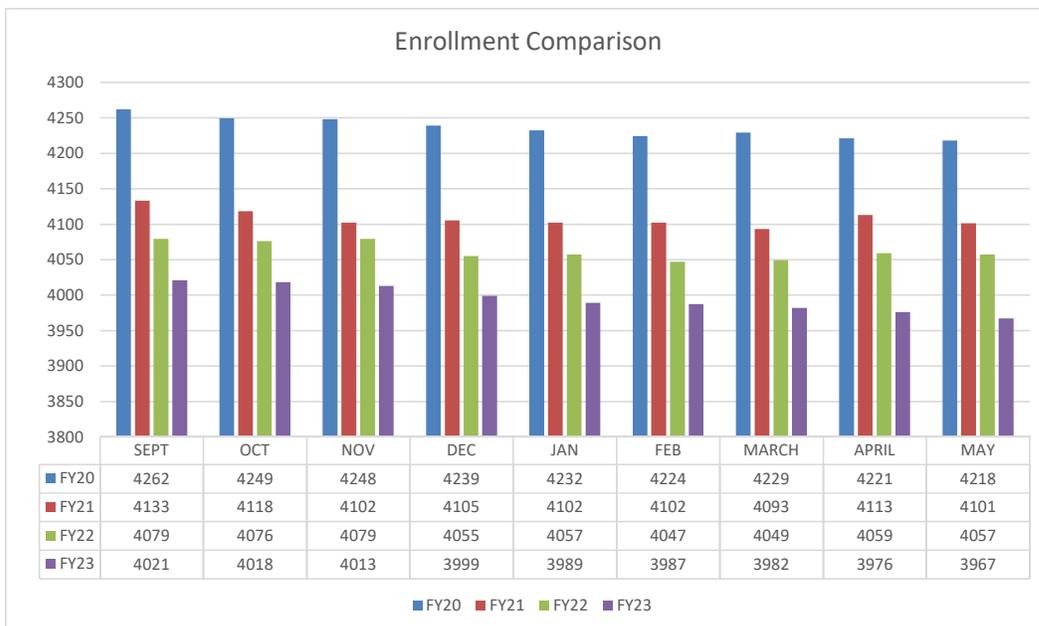
9/14/2023

ELECTRONIC FUND TRANSFERS

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
8/1/2023	MSDLAF General	MSDLAF AP	355,103.80	Accounts Payable
8/1/2023	MSDLAF Bond Proceeds	MSDLAF AP	4,731.26	Accounts Payable
8/3/2023	MSDLAF GeneralMAX	MSDLAF General	1,000,000.00	Exchange
8/4/2023	MSDLAF General	MSDLAF Flex	1,613.23	Payroll
8/4/2023	Merchants Bank	MSDLAF General	75,000.00	Local Receipts
8/4/2023	MSDLAF General	MSDLAF Payroll	1,200,696.63	Payroll
8/4/2023	MSDLAF General	MSDLAF Health Self Funded	24,500.00	Health Insurance
8/4/2023	MSDLAF General	MSDLAF AP	396,369.18	Accounts Payable
8/10/2023	MSDLAF General	MSDLAF AP	42,604.37	Accounts Payable
8/15/2023	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
8/15/2023	MSDLAF General	MSDLAF AP	215,356.14	Accounts Payable
8/17/2023	Vermillion Bank	MSDLAF General	4,331.56	Accounts Payable
8/18/2023	MSDLAF Health Self Funded	MSDLAF General	8,394.42	Health Insurance
8/18/2023	MSDLAF Dental Self Funded	MSDLAF General	169.40	Dental Insurance
8/18/2023	MSDLAF General	MSDLAF AP	20,879.13	Accounts Payable
8/18/2023	MSDLAF General	MSDLAF Flex	1,291.44	Payroll
8/18/2023	MSDLAF General	MSDLAF Payroll	1,170,759.37	Payroll
8/21/2023	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
8/22/2023	MSDLAF General	MSDLAF Payroll	1,452.01	Payroll
8/23/2023	MSDLAF General	MSDLAF Health Self Funded	20,550.00	Health Insurance
8/25/2023	MSDLAF General	MSDLAF AP	294,853.22	Accounts Payable
8/28/2023	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
8/29/2023	MSDLAF General	MSDLAF Health Self Funded	143,921.32	Health Insurance
8/29/2023	MSDLAF General	MSDLAF Dental Self Funded	17,721.08	Dental Insurance
8/30/2023	MSDLAF General	MSDLAF Flex	10,000.00	Exchange
8/31/2023	MSDLAF General	MSDLAF AP	780,715.31	Accounts Payable
8/31/2023	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
8/31/2023	MSDLAF General	MSDLAF Scholarship	10,112.00	Local Receipts
8/31/2023	MSDLAF General	MSDLAF Payroll	4,705.81	Payroll
			<u>\$5,955,830.68</u>	

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	Total District	3967		



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, 2024
Current Statement as of 8/31/2023

Crs Code	Activity Account	Balance 7/1/2023	Receipts	Disbursements	Subtotal (Less Interest)	Interest Earned	Balance 8/31/2023
601	Art Club	489.27	0.00	24.13	465.14	0.4886	465.63
608	AVID	3,024.06	0.00	144.72	2,879.34	3.0241	2,882.36
602	Band	1,033.95	0.00	0.00	1,033.95	1.0818	1,035.03
604	Baseball	242.36	0.00	0.00	242.36	0.2536	242.61
605	Basketball - Boys	2,249.20	0.00	0.00	2,249.20	2.3532	2,251.55
609	Choir Tour	546.42	0.00	0.00	546.42	0.5717	546.99
610	Cross Country Running	74.60	0.00	0.00	74.60	0.0780	74.68
613	Fellowship Christian Athletes (FCA)	826.02	0.00	35.76	790.26	0.8297	791.09
614	Football	1,450.41	0.00	0.00	1,450.41	1.5175	1,451.93
615	Gymnastics	2,531.20	0.00	0.00	2,531.20	2.6482	2,533.85
616	French Honor Society (FHS)	1,716.75	0.00	0.00	1,716.75	1.7961	1,718.55
622	Marching Band	20,178.35	19,811.23	16,222.21	23,767.37	24.6885	23,792.06
675	INTEREST EARNED	0.00	141.85	0.00	141.85	-	0.00
623	National Honor Society (NHS)	2,348.30	0.00	0.00	2,348.30	2.4569	2,350.76
625	Nordic Skiing	153.60	0.00	0.00	153.60	0.1607	153.76
626	Orchestra	271.96	0.00	0.00	271.96	0.2845	272.24
627	Outdoor Club	0.16	0.00	0.00	0.16	0.0002	0.16
618	Peer Helpers	37.19	0.00	0.00	37.19	0.0389	37.23
632	Show Choir	5,978.31	-108.00	0.00	5,870.31	6.1504	5,876.46
643	Soccer - Boys	286.99	0.00	0.00	286.99	0.3003	287.29
647	Spanish Club	11,260.05	0.00	0.00	11,260.05	11.7806	11,271.83
650	Student Council	59,545.20	0.00	3,014.20	56,531.00	59.3871	56,590.39
652	Tennis - Boys	3,190.68	0.00	27.77	3,162.91	3.3114	3,166.22
653	Tennis - Girls	243.27	0.00	0.00	243.27	0.2545	243.52
655	Thespians	601.44	0.00	49.88	551.56	0.5811	552.14
656	Track	9,549.31	0.00	0.00	9,549.31	9.9908	9,559.30
654	Ultimate Frisbee	417.68	0.00	87.42	330.26	0.3526	330.61
659	Wrestling	5,229.57	0.00	4,395.50	834.07	1.5288	835.60
665	Middle School Yearbook	1,557.83	0.00	1,046.59	511.24	0.6191	511.86
666	Middle School Student Council	5,086.25	0.00	0.00	5,086.25	5.3214	5,091.57
		140,120.38	19,845.08	25,048.18	134,917.28	141.8500	134,917.28

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

August 2023 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	19,000,000.00	0.00	0.00	19,000,000.00
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	486,000.00	0.00	0.00	486,000.00
HEALTH SELF FUNDED - 21	1,000,000.00	0.00	0.00	1,000,000.00
TOTALS	20,496,000.00	0.00	0.00	<u>20,496,000.00</u>

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	19,000,000.00	0.00	19,000,000.00
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	486,000.00	0.00	486,000.00
Term - MSDLAF - Health	1,000,000.00	0.00	1,000,000.00
TREASURER'S BALANCE	20,496,000.00	0.00	<u>20,496,000.00</u>

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

August 2023 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND- 01	11,575,151.10	6,863,069.56	(3,537,549.12)	14,900,671.54
FOOD SERVICE FUND - 02	958,018.30	4,839.26	(38,872.96)	923,984.60
COMMUNITY ED - 04	772,292.53	191,621.59	(266,228.37)	697,685.75
BUILDING CONSTRUCTION - 06	4,580,031.99	20,488.64	(134,616.02)	4,465,904.61
DEBT REDEMPTION - 07	17,964,891.36	76,002.50	0.00	18,040,893.86
STUDENT ACTIVITY FUND -10	139,985.90	9,167.75	(14,236.37)	134,917.28
DEFERRED ACCOUNTS - 11	654,024.64	45,730.26	(30,200.22)	669,554.68
SCHOLARSHIP - 12	254,146.68	11,272.78	(1,000.00)	264,419.46
TRUST - 18	61,683.64	0.00	72.29	61,755.93
DENTAL SELF FUNDED - 20	747,348.82	3,225.94	(59,466.17)	691,108.59
HEALTH SELF FUNDED -21	4,593,760.78	18,902.18	(675,882.37)	3,936,780.59
OPEB PERA/CE TRUST - 45	5,944,798.81	0.00	(531,087.00)	5,413,711.81
TOTALS	48,246,134.55	7,244,320.46	(5,289,066.31)	50,201,388.70

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	92,243.95	0.00	0.00	26.30	92,270.25
MSDLAF AP	1,194,532.36	(1,092,619.14)	0.00	15.24	101,928.46
MSDLAF Payroll	164,664.34	(63,027.82)	0.00	0.00	101,636.52
MSDLAF Scholarship	267,169.46	(2,750.00)	0.00	0.00	264,419.46
MSDLAF General	20,498,508.63	0.00	22,701.76	0.00	20,521,210.39
MSDLAF Flex	8,877.50	0.00	0.00	2,188.65	11,066.15
MSDLAF Dental Self Funded	704,021.36	(12,912.77)	0.00	0.00	691,108.59
MSDLAF Health Self Funded	4,077,072.61	(21,429.79)	0.00	(118,001.53)	3,937,641.29
MSDLAF Bond Proceeds	4,465,904.61	0.00	0.00	0.00	4,465,904.61
Vermillion Bank	137,406.78	(550.00)	0.00	0.00	136,856.78
MidAmerica - CE Trust	61,755.93	0.00	0.00	0.00	61,755.93
OPEB PERA/CE Trust Account	5,985,646.66	0.00	0.00	0.00	5,985,646.66
US Bank Escrow	13,829,943.61	0.00	0.00	0.00	13,829,943.61
TREASURER'S BALANCE	51,487,747.80	(1,193,289.52)	22,701.76	(115,771.34)	50,201,388.70

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MB	P402MB	103898		Wire	1	10229	MERCHANTS BANK FEES	C Corporation	No	Yes	No	08/25/2023	15.75
Bank Total: \$15.75													
USAP	P40215	103787		Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)	S Corporation	No	Yes	No	08/15/2023	2,829.76
USAP	P40215	103788		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	08/15/2023	18,136.13
USAP	P40215	103789		Wire	1	9935	ELEYO FEES	S Corporation	No	Yes	No	08/15/2023	4,796.49
USAP	P40204	103906		Wire	1	2976	SALES TAX (MN DEPT REVENUE)	Other	No	Yes	No	08/25/2023	196.00
USAP	P40204	103907		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	Yes	No	08/25/2023	9,249.06
USAP	P40230	103958		Wire	1	11575	ARBITERSPORTS LLC - WIRE	LLC - Partnership	No	No	No	08/31/2023	20,000.00
USAP	P40230	103959		Wire	1	3167	MSDLAF BANK FEES	Other	No	Yes	No	08/31/2023	132.64
USAP	P40230	103960		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	No	No	08/31/2023	600,717.50
USAP	P40201	103741	832360	Check	1	10142	ALLSTREAM	LLC - C Corp	Yes	Yes	No	08/03/2023	19,500.00
USAP	P40201	103745	832361	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	08/03/2023	14,921.96
USAP	P40201	103740	832362	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	08/03/2023	70.61
USAP	P40201	103739	832363	Check	1	8663	DEPT OF THE TREASURY	S Corporation	Yes	Yes	No	08/03/2023	2,591.05
USAP	P40201	103742	832364	Check	1	11657	ERLANDSON, ANGELA	Ind/Sole Proprietor	Yes	Yes	No	08/03/2023	4,256.25
USAP	P40201	103746	832365	Check	1	1444	GARDELL, CHRISTOPHER		Yes	Yes	No	08/03/2023	169.73
USAP	P40201	103753	832366	Check	1	4115	HANSON SPORTS	LLC - S Corp	Yes	Yes	No	08/03/2023	2,244.60
USAP	P40201	103743	832367	Check	1	11707	HERMIDA, ALEX		Yes	Yes	No	08/03/2023	114.04
USAP	P40201	103733	832368	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	Yes	No	08/03/2023	27,149.40
USAP	P40201	103734	832369	Check	1	1670	INVER HILLS COMMUNITY COLLEGE		Yes	No	No	08/03/2023	91,090.74
USAP	P40201	103747	832370	Check	1	1799	LAKESHORE LEARNING MATERIALS	S Corporation	Yes	Yes	No	08/03/2023	233.30
USAP	P40201	103754	832371	Check	1	9616	LATCH, CURTIS		Yes	Yes	No	08/03/2023	30.00
USAP	P40201	103735	832372	Check	1	1876	MALLOY, MONTAGUE, KARNOWSKI,	C Corporation	Yes	Yes	No	08/03/2023	6,605.00
USAP	P40201	103748	832373	Check	1	1942	MENARDS	S Corporation	Yes	Yes	No	08/03/2023	9.90
USAP	P40201	103736	832374	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	08/03/2023	179,311.73
USAP	P40201	103738	832375	Check	1	3917	MINNESOTA UI FUND	Other	Yes	Yes	No	08/03/2023	13,316.28
USAP	P40201	103749	832376	Check	1	2094	NINE EAGLES PROMOTIONS	S Corporation	Yes	Yes	No	08/03/2023	378.50
USAP	P40201	103737	832377	Check	1	2275	RENT & SAVE	S Corporation	Yes	Yes	No	08/03/2023	711.00
USAP	P40201	103752	832378	Check	1	2819	REPUBLIC SERVICES #923	C Corporation	Yes	Yes	No	08/03/2023	8,081.90
USAP	P40201	103732	832379	Check	1	11724	SQUIRES, WALDSPURGER & MACE P.A	C Corporation	Yes	Yes	No	08/03/2023	15,745.79
USAP	P40201	103750	832380	Check	1	2465	STATE SUPPLY CO INC	S Corporation	Yes	Yes	No	08/03/2023	488.03
USAP	P40201	103751	832381	Check	1	2548	T-MOBILE	C Corporation	Yes	Yes	No	08/03/2023	145.82
USAP	P40201	103744	832382	Check	1	11727	VERNIER SOFTWARE & TECHNOLOGY	LLC - Partnership	Yes	Yes	No	08/03/2023	9,203.55
USAP	P40202	103784	832383	Check	1	9856	ADVERTAPE INC	C Corporation	Yes	Yes	No	08/10/2023	91.28
USAP	P40202	103783	832384	Check	1	7911	CENTURYLINK	C Corporation	Yes	Yes	No	08/10/2023	89.40
USAP	P40202	103775	832385	Check	1	11719	CRYSTAL REGO	C Corporation	Yes	No	No	08/10/2023	106.70
USAP	P40202	103780	832386	Check	1	6745	CULLIGAN OF STILLWATER	S Corporation	Yes	Yes	No	08/10/2023	430.35
USAP	P40202	103771	832387	Check	1	10336	GEIB, JODY		Yes	Yes	No	08/10/2023	161.12

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USAP	P40202	103770	832388	832388	Check	1	9880	GUSTAFSON, JILL		Yes	No	No	08/10/2023	119.24
USAP	P40202	103785	832389	832389	Check	1	9880	GUSTAFSON, JILL		Yes	No	No	08/10/2023	24.63
USAP	P40202	103782	832390	832390	Check	1	7721	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	08/10/2023	53.29
USAP	P40202	103778	832391	832391	Check	1	2761	KAPLAN EARLY LEARNING CO	S Corporation	Yes	Yes	No	08/10/2023	149.44
USAP	P40202	103774	832392	832392	Check	1	11711	KOVACH, STEVE		Yes	Yes	No	08/10/2023	429.85
USAP	P40202	103769	832393	832393	Check	1	9776	LOFFLER COMPANIES	S Corporation	Yes	Yes	No	08/10/2023	27.04
USAP	P40202	103776	832394	832394	Check	1	1894	MASSP	Other	Yes	Yes	No	08/10/2023	5,118.00
USAP	P40202	103781	832395	832395	Check	1	7173	MEDICINE LAKE TOURS	S Corporation	Yes	Yes	No	08/10/2023	16,930.00
USAP	P40202	103777	832396	832396	Check	1	1946	MESPA	Other	Yes	Yes	No	08/10/2023	2,916.00
USAP	P40202	103768	832397	832397	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	08/10/2023	12,835.53
USAP	P40202	103773	832398	832398	Check	1	11196	SHRED IT USA - C/O STERICYCLE INC.	C Corporation	Yes	Yes	No	08/10/2023	1,445.10
USAP	P40202	103772	832399	832399	Check	1	11169	TECH ACADEMY	S Corporation	Yes	Yes	No	08/10/2023	864.00
USAP	P40202	103779	832400	832400	Check	1	5557	ULINE SHIPPING SUPPLIES	S Corporation	Yes	Yes	No	08/10/2023	813.40
USAP	P40215	103843	832401	832401	Check	1	5510	ACCELERATED TECHNOLOGIES LLC	Ind/Sole Proprietor	Yes	Yes	No	08/15/2023	330.00
USAP	P40215	103802	832402	832402	Check	1	11468	ANDERSON AUTOMATION LLC	Ind/Sole Proprietor	Yes	Yes	No	08/15/2023	6,958.35
USAP	P40215	103848	832403	832403	Check	1	7110	APPLE EDUCATION INC	C Corporation	Yes	Yes	No	08/15/2023	718.00
USAP	P40215	103796	832404	832404	Check	1	10919	ARVIG	S Corporation	Yes	Yes	No	08/15/2023	1,205.95
USAP	P40215	103792	832405	832405	Check	1	1087	ASCD	Other	Yes	Yes	No	08/15/2023	239.00
USAP	P40215	103795	832406	832406	Check	1	10912	ASSOC OF METROPOLITAN SCHOOL D	Other	Yes	Yes	No	08/15/2023	8,957.00
USAP	P40215	103797	832407	832407	Check	1	11208	AUTHORS UNBOUND AGENCY	S Corporation	Yes	Yes	No	08/15/2023	2,850.00
USAP	P40215	103841	832408	832408	Check	1	4794	BLACK DIRT THEATER	Other	Yes	Yes	No	08/15/2023	11,542.40
USAP	P40215	103849	832409	832409	Check	1	7120	BSN SPORTS LLC	C Corporation	Yes	Yes	No	08/15/2023	1,860.00
USAP	P40215	103803	832410	832410	Check	1	11560	CESO HR, LLC	LLC - S Corp	Yes	Yes	No	08/15/2023	5,361.03
USAP	P40215	103812	832411	832411	Check	1	1235	CITY OF HASTINGS	Other	Yes	Yes	No	08/15/2023	7,770.63
USAP	P40215	103836	832412	832412	Check	1	3399	DALCO	S Corporation	Yes	Yes	No	08/15/2023	12,941.77
USAP	P40215	103804	832413	832413	Check	1	11584	DASH SPORTS LLC	LLC - S Corp	Yes	Yes	No	08/15/2023	2,755.00
USAP	P40215	103855	832414	832414	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	08/15/2023	401.29
USAP	P40215	103856	832415	832415	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	08/15/2023	144.11
USAP	P40215	103791	832416	832416	Check	1	10860	DEPARTMENT OF TRANSPORTATION	Other	Yes	Yes	No	08/15/2023	743.00
USAP	P40215	103835	832417	832417	Check	1	3131	DIST OFFICE PETTY CASH FUND		Yes	Yes	No	08/15/2023	15.18
USAP	P40215	103846	832418	832418	Check	1	6558	DULAK, LYNN		Yes	Yes	No	08/15/2023	100.00
USAP	P40215	103813	832419	832419	Check	1	1358	EARL F ANDERSEN	LLC - S Corp	Yes	Yes	No	08/15/2023	2,707.70
USAP	P40215	103844	832420	832420	Check	1	6190	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	Yes	Yes	No	08/15/2023	533.82
USAP	P40215	103860	832421	832421	Check	1	9817	EMERGENCY OUTFITTERS INC	C Corporation	Yes	Yes	No	08/15/2023	2,766.00
USAP	P40215	103861	832422	832422	Check	1	9863	GENUINE PARTS COMPANY	C Corporation	Yes	Yes	No	08/15/2023	152.44
USAP	P40215	103814	832423	832423	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	Yes	No	08/15/2023	5,036.77
USAP	P40215	103815	832424	832424	Check	1	1483	GRAPHIC DESIGN INC	S Corporation	Yes	Yes	No	08/15/2023	963.00
USAP	P40215	103801	832425	832425	Check	1	11444	H2I GROUP	S Corporation	Yes	Yes	No	08/15/2023	3,752.00
USAP	P40215	103837	832426	832426	Check	1	3718	HASTINGS PARKS & RECREATION	Other	Yes	Yes	No	08/15/2023	202.43

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USAP	P40215	103817	832427	832427	Check	1	R1	HILLYARD / HUTCHINSON	C Corporation	Yes	Yes	No	08/15/2023	663.29
USAP	P40215	103816	832428	832428	Check	1	R1	HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	Yes	No	08/15/2023	9,005.52
USAP	P40215	103798	832429	832429	Check	1	R1	HLS OUTDOOR	C Corporation	Yes	Yes	No	08/15/2023	12.68
USAP	P40215	103857	832430	832430	Check	1	R3	HOMETOWN ACE HARDWARE	S Corporation	Yes	Yes	No	08/15/2023	998.55
USAP	P40215	103851	832431	832431	Check	1	R1	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	08/15/2023	57.44
USAP	P40215	103819	832432	832432	Check	1	R1	J.W. PEPPER & SON INC	S Corporation	Yes	Yes	No	08/15/2023	28.90
USAP	P40215	103809	832433	832433	Check	1	R3	KRISTIE WILLIAMS	S Corporation	Yes	Yes	No	08/15/2023	38.40
USAP	P40215	103859	832434	832434	Check	1	R1	LOFFLER COMPANIES	S Corporation	Yes	Yes	No	08/15/2023	587.00
USAP	P40215	103854	832435	832435	Check	1	R1	M JUDGE ELECTRIC LLC	Ind/Sole Proprietor	Yes	Yes	No	08/15/2023	889.00
USAP	P40215	103834	832436	832436	Check	1	R1	MASE	C Corporation	Yes	Yes	No	08/15/2023	599.00
USAP	P40215	103839	832437	832437	Check	1	R1	MASPA	Other	Yes	No	No	08/15/2023	260.00
USAP	P40215	103820	832438	832438	Check	1	R1	MENARDS	S Corporation	Yes	Yes	No	08/15/2023	783.63
USAP	P40215	103824	832439	832439	Check	1	R1	METRO EAST CONFERENCE	Other	Yes	Yes	No	08/15/2023	7,000.00
USAP	P40215	103799	832440	832440	Check	1	R1	MIDWEST MACHINERY CO	S Corporation	Yes	Yes	No	08/15/2023	41.98
USAP	P40215	103821	832441	832441	Check	1	R1	MINNESOTA PERA	Other	Yes	Yes	No	08/15/2023	1,202.31
USAP	P40215	103822	832442	832442	Check	1	R1	MINNESOTA SCHOOL BOARDS ASS'N.	Other	Yes	Yes	No	08/15/2023	12,542.00
USAP	P40215	103838	832443	832443	Check	1	R1	MIN DEPT OF LABOR & INDUSTRY	Other	Yes	Yes	No	08/15/2023	200.00
USAP	P40215	103790	832444	832444	Check	1	R4	MRI SOFTWARE LLC	LLC - Partnership	Yes	Yes	No	08/15/2023	10.00
USAP	P40215	103847	832445	832445	Check	1	R1	MULCAHY CO	S Corporation	Yes	Yes	No	08/15/2023	24,353.00
USAP	P40215	103852	832446	832446	Check	1	R1	NAC MECHANICAL & ELECTRICAL SERV	S Corporation	Yes	Yes	No	08/15/2023	1,080.22
USAP	P40215	103823	832447	832447	Check	1	R1	NARDINI FIRE EQUIPMENT	LLC - Partnership	Yes	Yes	No	08/15/2023	1,126.00
USAP	P40215	103825	832448	832448	Check	1	R1	ORKIN PEST CONTROL INC.	C Corporation	Yes	Yes	No	08/15/2023	387.25
USAP	P40215	103845	832449	832449	Check	1	R1	PAPCO	C Corporation	Yes	Yes	No	08/15/2023	1,355.00
USAP	P40215	103810	832450	832450	Check	1	R1	PASCH, WILLIAM	C Corporation	Yes	Yes	No	08/15/2023	881.83
USAP	P40215	103858	832451	832451	Check	1	R1	RATHER BEE CRAFTING	Ind/Sole Proprietor	Yes	No	No	08/15/2023	866.00
USAP	P40215	103850	832452	832452	Check	1	R1	REINDERS INC	C Corporation	Yes	Yes	No	08/15/2023	9,468.00
USAP	P40215	103826	832453	832453	Check	1	R1	RENT & SAVE	S Corporation	Yes	Yes	No	08/15/2023	711.00
USAP	P40215	103805	832454	832454	Check	1	R1	SAFEWAY DRIVING SCHOOL	C Corporation	Yes	Yes	No	08/15/2023	8,640.00
USAP	P40215	103832	832455	832455	Check	1	R2	SCHOLASTIC MAGAZINES	C Corporation	Yes	Yes	No	08/15/2023	9,767.02
USAP	P40215	103853	832456	832456	Check	1	R1	SCHOOL DATEBOOKS INC	S Corporation	Yes	Yes	No	08/15/2023	2,334.50
USAP	P40215	103833	832457	832457	Check	1	R1	SCHOOL SPECIALTY	C Corporation	Yes	Yes	No	08/15/2023	88.38
USAP	P40215	103794	832458	832458	Check	1	R1	SECURITAS TECHNOLOGY CORPORAT	C Corporation	Yes	Yes	No	08/15/2023	340.20
USAP	P40215	103808	832459	832459	Check	1	R2	SHELLEY JUNG	C Corporation	Yes	Yes	No	08/15/2023	49.45
USAP	P40215	103827	832460	832460	Check	1	R1	SHERWIN WILLIAMS CO	C Corporation	Yes	Yes	No	08/15/2023	308.79
USAP	P40215	103840	832461	832461	Check	1	R1	STEP SAVER INC	S Corporation	Yes	Yes	No	08/15/2023	48.30
USAP	P40215	103842	832462	832462	Check	1	R1	SUMMIT FIRE PROTECTION	C Corporation	Yes	Yes	No	08/15/2023	6,681.00
USAP	P40215	103828	832463	832463	Check	1	R1	SUPREME SCHOOL SUPPLY CO	S Corporation	Yes	Yes	No	08/15/2023	240.13
USAP	P40215	103793	832464	832464	Check	1	R1	SYMMETRY ENERGY SOLUTIONS	LLC - Partnership	Yes	Yes	No	08/15/2023	300.04
USAP	P40215	103806	832465	832465	Check	1	R1	TALISMAN HEALING ARTS LLC	Ind/Sole Proprietor	Yes	Yes	No	08/15/2023	141.50

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USAP	P40215	103829	832466	Check	1	2519	TEAM SPORTING GOODS	S Corporation	Yes	Yes	No	08/15/2023	4,794.43
USAP	P40215	103830	832467	Check	1	2522	TERRY'S HARDWARE	S Corporation	Yes	Yes	No	08/15/2023	372.27
USAP	P40215	103800	832468	Check	1	11378	THE JOURNAL	Ind/Sole Proprietor	Yes	Yes	No	08/15/2023	45.00
USAP	P40215	103818	832469	Check	1	1586	VALLEY PROMOTIONS-FLEET FEET	LLC - S Corp	Yes	Yes	No	08/15/2023	1,716.40
USAP	P40215	103807	832470	Check	1	11713	VAN METER INC.	S Corporation	Yes	Yes	No	08/15/2023	3,341.87
USAP	P40215	103811	832471	Check	1	11733	WOHNOUTKA, NANCY		Yes	Yes	No	08/15/2023	132.07
USAP	P40215	103831	832472	Check	1	2633	ZAYO GROUP HOLDINGS INC	C Corporation	Yes	Yes	No	08/15/2023	3,954.08
USAP	P40203	103868	832473	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	Yes	No	08/17/2023	773.11
USAP	P40203	103865	832474	Check	1	10245	CSTMN LLC	LLC - S Corp	Yes	Yes	No	08/17/2023	545.40
USAP	P40203	103874	832475	Check	1	9147	HEARTLAND BUSINESS SYSTEMS	LLC - S Corp	Yes	Yes	No	08/17/2023	1,161.68
USAP	P40203	103870	832476	Check	1	5254	HORIZON SOFTWARE INTERNATIONAL	C Corporation	Yes	Yes	No	08/17/2023	832.10
USAP	P40203	103872	832477	Check	1	7721	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	08/17/2023	876.04
USAP	P40203	103875	832478	Check	1	9459	KONICA MINOLTA/LOFFLER	C Corporation	Yes	Yes	No	08/17/2023	4,233.00
USAP	P40203	103873	832479	Check	1	8033	KUMMER, BRUCE		Yes	No	No	08/17/2023	20.00
USAP	P40203	103866	832480	Check	1	11391	LOEFFLER CONSTRUCTION & CONSUI	LLC - S Corp	Yes	Yes	No	08/17/2023	6,682.50
USAP	P40203	103867	832481	Check	1	11530	MOORE, CHRISTOPHER		Yes	No	No	08/17/2023	140.58
USAP	P40203	103871	832482	Check	1	6446	SCANTRON CORP.	C Corporation	Yes	Yes	No	08/17/2023	1,646.72
USAP	P40203	103869	832483	Check	1	4351	SCENARIO LEARNING LLC	LLC - C Corp	Yes	Yes	No	08/17/2023	3,968.00
USAP	P40204	103909	832484	Check	1	1012	ACCLAIM SERVICES, INC	C Corporation	Yes	No	No	08/25/2023	1,782.50
USAP	P40204	103932	832485	Check	1	5098	ADVANCED SPORTSWEAR	S Corporation	Yes	No	No	08/25/2023	3,386.00
USAP	P40204	103939	832486	Check	1	8681	CANVAS HEALTH	C Corporation	Yes	Yes	No	08/25/2023	5,707.02
USAP	P40204	103918	832487	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	No	No	08/25/2023	10,593.06
USAP	P40204	103930	832488	Check	1	3748	CENTERPOINT ENERGY	C Corporation	Yes	No	No	08/25/2023	3,206.94
USAP	P40204	103934	832489	Check	1	6932	CROONE, KIA		Yes	No	No	08/25/2023	145.76
USAP	P40204	103940	832490	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	Yes	No	08/25/2023	0.12
USAP	P40204	103920	832491	Check	1	1319	DEMCO	S Corporation	Yes	No	No	08/25/2023	266.27
USAP	P40204	103935	832492	Check	1	7322	FERGUSON ENTERPRISES	C Corporation	Yes	No	No	08/25/2023	79.99
USAP	P40204	103921	832493	Check	1	1483	GRAPHIC DESIGN INC	S Corporation	Yes	Yes	No	08/25/2023	679.00
USAP	P40204	103929	832494	Check	1	3030	GROTH MUSIC	S Corporation	Yes	Yes	No	08/25/2023	33.00
USAP	P40204	103917	832495	Check	1	11739	HABERKORN, KRISTYN		Yes	No	No	08/25/2023	130.86
USAP	P40204	103942	832496	Check	1	9641	HANSEY, JACLYN		Yes	Yes	No	08/25/2023	158.49
USAP	P40204	103923	832497	Check	1	1582	HILLYARD / HUTCHINSON	C Corporation	Yes	Yes	No	08/25/2023	664.32
USAP	P40204	103924	832498	Check	1	1845	HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	Yes	No	08/25/2023	16,595.00
USAP	P40204	103905	832499	Check	1	9319	IND SCHOOL DIST 622	Other	Yes	No	No	08/25/2023	6,375.46
USAP	P40204	103936	832500	Check	1	7721	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	Yes	No	08/25/2023	1,537.76
USAP	P40204	103899	832501	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	No	No	08/25/2023	43,600.09
USAP	P40204	103900	832502	Check	1	1670	INVER HILLS COMMUNITY COLLEGE		Yes	No	No	08/25/2023	91,815.60
USAP	P40204	103914	832503	Check	1	11573	JEFF DEHLER PUBLIC RELATIONS LLC	Ind/Sole Proprietor	Yes	No	No	08/25/2023	637.50
USAP	P40204	103910	832504	Check	1	10832	LIKES, CASEY		Yes	Yes	No	08/25/2023	50.89

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USAP	P40204	103943	832505	Check	1 9776	R1	LOFFLER COMPANIES	S Corporation	Yes	No	No	08/25/2023	2,850.00
USAP	P40204	103938	832506	Check	1 8342		M JUDGE ELECTRIC LLC	Ind/Sole Proprietor	Yes	No	No	08/25/2023	266.00
USAP	P40204	103925	832507	Check	1 1891	R1	MASBO	C Corporation	Yes	No	No	08/25/2023	25.00
USAP	P40204	103926	832508	Check	1 1919	R01	MCGRRAW HILL	C Corporation	Yes	Yes	No	08/25/2023	5,342.74
USAP	P40204	103903	832509	Check	1 7494		MIDWEST SPECIAL INSTRUMENTS	S Corporation	Yes	No	No	08/25/2023	869.00
USAP	P40204	103901	832510	Check	1 1977		MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	08/25/2023	17,082.90
USAP	P40204	103927	832511	Check	1 1977		MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	08/25/2023	6,401.00
USAP	P40204	103928	832512	Check	1 1982		MINNESOTA DEPT. OF HEALTH	Other	Yes	Yes	No	08/25/2023	140.00
USAP	P40204	103904	832513	Check	1 7883	R1	NAC MECHANICAL & ELECTRICAL SERV	S Corporation	Yes	No	No	08/25/2023	2,799.51
USAP	P40204	103937	832514	Check	1 7883	R1	NAC MECHANICAL & ELECTRICAL SERV	S Corporation	Yes	No	No	08/25/2023	32,347.30
USAP	P40204	103908	832515	Check	1 10019	R1	NCS PEARSON INC	C Corporation	Yes	No	No	08/25/2023	110.00
USAP	P40204	103933	832516	Check	1 6551	R1	NEW DOMINION SCHOOL/AUSTIN	Other	Yes	Yes	No	08/25/2023	368.84
USAP	P40204	103912	832517	Check	1 11308	R1	NICK SLACK SALES LLC	Ind/Sole Proprietor	Yes	Yes	No	08/25/2023	1,807.00
USAP	P40204	103913	832518	Check	1 11470		RONDEAU, NICHOLAS OR AMY	Other	Yes	No	No	08/25/2023	250.00
USAP	P40204	103941	832519	Check	1 9186		SEMBDA	Other	Yes	No	No	08/25/2023	126.00
USAP	P40204	103911	832520	Check	1 11169		TECH ACADEMY	S Corporation	Yes	No	No	08/25/2023	864.00
USAP	P40204	103922	832521	Check	1 1575		TESSIER-MORSE, HAILEN	S Corporation	Yes	No	No	08/25/2023	49.00
USAP	P40204	103915	832522	Check	1 11728		TOUCHMATH	LLC - Partnership	Yes	No	No	08/25/2023	3,672.24
USAP	P40204	103919	832523	Check	1 1280		UNITED RENTALS (NORTH AMERICA) II	C Corporation	Yes	Yes	No	08/25/2023	20,800.00
USAP	P40204	103931	832524	Check	1 4252	R1	VIKING ELECTRIC SUPPLY INC	C Corporation	Yes	Yes	No	08/25/2023	1,188.00
USAP	P40204	103916	832525	Check	1 11735		WENDY OR ANDREW CUSICK	C Corporation	Yes	Yes	No	08/25/2023	500.00
USAP	P40204	103902	832526	Check	1 6727		ZEH TEK INC	S Corporation	Yes	Yes	No	08/25/2023	104.00
USAP	P40230	103964	832527	Check	1 10886		ANDERSON, DAVE OR BREANNE	S Corporation	Yes	Yes	No	08/25/2023	500.00
USAP	P40230	104010	832528	Check	1 9390		BAUER BUILT TIRE	S Corporation	Yes	No	No	08/31/2023	526.96
USAP	P40230	103975	832529	Check	1 11716	R1	BRENDA SCHLOMKA	S Corporation	Yes	No	No	08/31/2023	175.00
USAP	P40230	104006	832530	Check	1 8681		CANVAS HEALTH	C Corporation	Yes	No	No	08/31/2023	9,166.67
USAP	P40230	103970	832531	Check	1 11510	R2	CARNEGIE LEARNING INC	C Corporation	Yes	No	No	08/31/2023	5,764.75
USAP	P40230	103999	832532	Check	1 7295		CENTURYLINK	C Corporation	Yes	No	No	08/31/2023	163.37
USAP	P40230	104001	832533	Check	1 7332		CENTURYLINK	C Corporation	Yes	No	No	08/31/2023	3,605.46
USAP	P40230	103993	832534	Check	1 3399	R1	DALCO	S Corporation	Yes	No	No	08/31/2023	41.44
USAP	P40230	103971	832535	Check	1 11584		DASH SPORTS LLC	LLC - S Corp	Yes	No	No	08/31/2023	3,131.00
USAP	P40230	104008	832536	Check	1 8840		DEFINITIVE TECHNOLOGY SOLUTIONS	S Corporation	Yes	No	No	08/31/2023	123.02
USAP	P40230	103976	832537	Check	1 1319		DEMCO	S Corporation	Yes	No	No	08/31/2023	403.64
USAP	P40230	103977	832538	Check	1 1330	R2	DIAMOND VOGEL PAINTS	C Corporation	Yes	No	No	08/31/2023	3,619.67
USAP	P40230	103973	832539	Check	1 11646		DLR GROUP INC.	S Corporation	Yes	No	No	08/31/2023	685.75
USAP	P40230	103997	832540	Check	1 6183	R1	ECSI	S Corporation	Yes	No	No	08/31/2023	3,728.84
USAP	P40230	104005	832541	Check	1 8331		ESTERBY, MATTHEW	S Corporation	Yes	No	No	08/31/2023	718.00
USAP	P40230	104007	832542	Check	1 8718		FOOD SERVICE PETTY CASH ACCOUN		Yes	No	No	08/31/2023	900.00
USAP	P40230	103962	832543	Check	1 10572		GENESIS TECHNOLOGIES, INC	C Corporation	Yes	No	No	08/31/2023	2,500.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USAP	P40230	103978	832544	Check	1		GRAINGER, W.W..	C Corporation	Yes	No	No	08/31/2023	2,894.52
USAP	P40230	103979	832545	Check	1		GRAPHIC DESIGN INC	S Corporation	Yes	No	No	08/31/2023	282.00
USAP	P40230	103967	832546	Check	1		HASTINGS CREAMERY LLC	Ind/Sole Proprietor	Yes	No	No	08/31/2023	11,100.00
USAP	P40230	103995	832547	Check	1		HASTINGS PARKS & RECREATION	Other	Yes	No	No	08/31/2023	80.00
USAP	P40230	103980	832548	Check	1		HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	No	No	08/31/2023	1,004.86
USAP	P40230	103981	832549	Check	1		HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	No	No	08/31/2023	1,806.15
USAP	P40230	104003	832550	Check	1	R3	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	08/31/2023	1,177.50
USAP	P40230	104002	832551	Check	1		JORGENSEN CONSTRUCTION INC	S Corporation	Yes	No	No	08/31/2023	14,158.83
USAP	P40230	104004	832552	Check	1		KIDCREATE STUDIO	LLC - S Corp	Yes	No	No	08/31/2023	702.00
USAP	P40230	103972	832553	Check	1		LVC COMPANIES INC	S Corporation	Yes	No	No	08/31/2023	1,870.00
USAP	P40230	103982	832554	Check	1	R01	MCGRAW HILL	C Corporation	Yes	No	No	08/31/2023	9,271.67
USAP	P40230	103983	832555	Check	1		MENARDS	S Corporation	Yes	No	No	08/31/2023	385.14
USAP	P40230	103992	832556	Check	1		MIDDLE SCHOOL PETTY CASH FUND		Yes	No	No	08/31/2023	397.50
USAP	P40230	103984	832557	Check	1		MINNESOTA COACHES INC	S Corporation	Yes	No	No	08/31/2023	9,141.25
USAP	P40230	103985	832558	Check	1		MINNESOTA DEPT. OF HEALTH	Other	Yes	No	No	08/31/2023	35.00
USAP	P40230	103998	832559	Check	1		MULCAHY CO	S Corporation	Yes	No	No	08/31/2023	37,336.00
USAP	P40230	103994	832560	Check	1		MUSIC THEATRE INTERNATIONAL	C Corporation	Yes	No	No	08/31/2023	1,165.00
USAP	P40230	103961	832561	Check	1		PETTY CASH - SPECIAL SERVICES		Yes	No	No	08/31/2023	100.00
USAP	P40230	103963	832562	Check	1		R.E. WAHLSTROM CONCRETE AND D/I/I	Ind/Sole Proprietor	Yes	No	No	08/31/2023	1,700.00
USAP	P40230	104000	832563	Check	1		REGENTS OF UNIVERSITY OF MN	Other	Yes	No	No	08/31/2023	1,500.00
USAP	P40230	103991	832564	Check	1		REPUBLIC SERVICES #923	C Corporation	Yes	No	No	08/31/2023	10,213.96
USAP	P40230	103969	832565	Check	1		ROBERTSON, SAM		Yes	No	No	08/31/2023	148.34
USAP	P40230	104011	832566	Check	1	R1	SAF-GARD SAFETY SHOE CO	S Corporation	Yes	No	No	08/31/2023	449.95
USAP	P40230	103986	832567	Check	1	R1	SCHOOL HEALTH CORPORATION	S Corporation	Yes	No	No	08/31/2023	3,465.64
USAP	P40230	103965	832568	Check	1	R1	SCREENCASIFY, LLC	LLC - C Corp	Yes	No	No	08/31/2023	5,984.00
USAP	P40230	103987	832569	Check	1		STATE CHEMICAL SOLUTIONS	S Corporation	Yes	No	No	08/31/2023	1,830.25
USAP	P40230	103966	832570	Check	1	R1	STORY ARK	Other	Yes	No	No	08/31/2023	1,275.00
USAP	P40230	103968	832571	Check	1		TECH ACADEMY	S Corporation	Yes	No	No	08/31/2023	2,124.00
USAP	P40230	103988	832572	Check	1	R1	T-MOBILE	C Corporation	Yes	No	No	08/31/2023	145.82
USAP	P40230	103989	832573	Check	1		TROPHIES PLUS	Ind/Sole Proprietor	Yes	No	No	08/31/2023	35.00
USAP	P40230	103996	832574	Check	1	R1	ULINE SHIPPING SUPPLIES	S Corporation	Yes	No	No	08/31/2023	159.08
USAP	P40230	104009	832575	Check	1		UNITED PROMOTIONS	Ind/Sole Proprietor	Yes	No	No	08/31/2023	1,327.14
USAP	P40230	103974	832576	Check	1		YOGA BY THERESA	LLC - S Corp	Yes	No	No	08/31/2023	96.00
USAP	P40230	103990	832577	Check	1		YOUTH FRONTIERS, INC.	C Corporation	Yes	No	No	08/31/2023	750.00

Bank Total: \$1,760,633.89

Report Total: \$1,760,649.64

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USPR	P241P3	103715		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	08/01/2023	23.48
USPR	P241P3	103716		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	08/01/2023	5,370.86
USPR	P241P3	103717		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	08/01/2023	27,734.49
USPR	P241P3	103718		Wire	1	3166	BREMER BANK FEES	Other	No	Yes	No	08/01/2023	319.40
USPR	P241P3	103719		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	08/01/2023	54.77
USPR	P242P1	103755		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	08/08/2023	50,296.55
USPR	P242P1	103756		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	08/08/2023	39,281.84
USPR	P242P1	103757		Wire	1	2016	MN TRA	Other	No	Yes	No	08/08/2023	134,233.00
USPR	P242P1	103758		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	08/08/2023	233,990.00
USPR	P242P1	103759		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	08/08/2023	27,466.12
USPR	P242P2	103944		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	No	No	08/29/2023	50,164.28
USPR	P242P2	103945		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	08/29/2023	39,162.84
USPR	P242P2	103946		Wire	1	2016	MN TRA	Other	No	Yes	No	08/29/2023	134,739.04
USPR	P242P2	103947		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	08/29/2023	232,062.46
USPR	P242P2	103948		Wire	1	3166	BREMER BANK FEES	Other	No	Yes	No	08/29/2023	196.20
USPR	P242P2	103949		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	08/29/2023	25,827.24
USPR	P241P2	103613	105580	Check	1	4539	HASTINGS PUBLIC SCHOOLS FOUNDA	Other	Yes	Yes	Yes	08/29/2023	(514.00)
USPR	P241P3	103720	105587	Check	1	10169	STANDARD INSURANCE COMPANY	C Corporation	Yes	Yes	Yes	08/01/2023	9,692.95
USPR	P241P3	103720	105587	Check	1	10169	STANDARD INSURANCE COMPANY	C Corporation	Yes	Yes	Yes	08/15/2023	(9,692.95)
USPR	P242P1	103760	105588	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	Yes	No	08/08/2023	133.00
USPR	P242P3	103761	105589	Check	1	7384	HIGH SCHOOL FACULTY SCHOLARSHII		Yes	Yes	No	08/08/2023	2.00
USPR	P241P4	103863	105590	Check	1	11734	THE HARTFORD	C Corporation	Yes	Yes	No	08/16/2023	9,692.95
USPR	P241P5	103864	105591	Check	1	11734	THE HARTFORD	C Corporation	Yes	Yes	No	08/16/2023	96.64
USPR	P242P2	103955	105592	Check	1	7384	HIGH SCHOOL FACULTY SCHOLARSHII		Yes	Yes	No	08/29/2023	56.00
USPR	P242P2	103952	105593	Check	1	1974	MINNESOTA CHILD SUPPORT PYMT C	Other	Yes	No	No	08/29/2023	133.00
USPR	P242P2	103953	105594	Check	1	2002	MINNESOTA TEAMSTERS LOCAL 320	Other	Yes	No	No	08/29/2023	1,915.50
USPR	P242P2	103954	105595	Check	1	2010	NCPEERS GROUP LIFE INS -157410	C Corporation	Yes	No	No	08/29/2023	48.00
USPR	P242P2	103951	105596	Check	1	11741	ST. CROIX VALLEY FOUNDATION	C Corporation	Yes	Yes	Yes	08/29/2023	1,032.00
USPR	P242P2	103951	105596	Check	1	11741	ST. CROIX VALLEY FOUNDATION	C Corporation	Yes	Yes	Yes	08/30/2023	(1,032.00)
USPR	P242P2	103950	105597	Check	1	11734	THE HARTFORD	C Corporation	Yes	No	No	08/29/2023	9,612.04
USPR	P242P2	103956	105598	Check	1	8906	WINGS FINANCIAL CREDIT UNION	C Corporation	Yes	No	No	08/29/2023	200.00

Bank Total: \$1,022,297.70

Report Total: \$1,022,297.70

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
USBP	P402B1	103721	1226	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	Yes	No	08/02/2023	37,100.00
USBP	P402B2	103883	1227	Check	1	11648	CAPITAL CITY GLASS INC	S Corporation	Yes	Yes	No	08/21/2023	6,083.80
USBP	P402B2	103885	1228	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	Yes	No	08/21/2023	17,410.00
USBP	P402B2	103888	1229	Check	1	7566	JORGENSON CONSTRUCTION INC	S Corporation	Yes	Yes	No	08/21/2023	860.50
USBP	P402B2	103882	1230	Check	1	11391	LOEFFLER CONSTRUCTION & CONSUI	LLC - S Corp	Yes	Yes	No	08/21/2023	948.35
USBP	P402B2	103884	1231	Check	1	11656	MAERTENS-BRENNY CONSTRUCTION	S Corporation	Yes	Yes	No	08/21/2023	30,700.00
USBP	P402B2	103886	1232	Check	1	1930	MCPHILLIPS BROS. ROOFING	C Corporation	Yes	Yes	No	08/21/2023	30,522.00
USBP	P402B2	103881	1233	Check	1	10533	MINNESOTA DEPT OF LABOR & INDUS	Other	Yes	Yes	No	08/21/2023	50.00
USBP	P402B2	103887	1234	Check	1	2663	WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	Yes	No	08/21/2023	10,941.37

Bank Total: \$134,616.02

Report Total: \$134,616.02

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
ACTV	P01ASB	103862		Wire	1 9557		BMO HARRIS BANK NA	C Corporation	No	Yes	No	08/16/2023	3,367.84
ACTV	P02AS1	103724	38149	Check	1 7337		GATEWAY MUSIC FESTIVALS & TOURS	S Corporation	Yes	Yes	No	08/03/2023	633.77
ACTV	P02AS1	103723	38150	Check	1 3030		GROTH MUSIC	S Corporation	Yes	Yes	No	08/03/2023	9.95
ACTV	P02AS1	103726	38151	Check	1 8694		KUMMER, CINDY		Yes	Yes	No	08/03/2023	1,367.10
ACTV	P02AS1	103725	38152	Check	1 8295		MATUZAK, JOEL	Ind/Sole Proprietor	Yes	Yes	No	08/03/2023	2,750.00
ACTV	P02AS1	103722	38153	Check	1 1977		MINNESOTA COACHES INC	S Corporation	Yes	Yes	No	08/03/2023	640.30
ACTV	P02AS1	103727	38154	Check	1 1483		GRAPHIC DESIGN INC	S Corporation	Yes	Yes	No	08/03/2023	593.00
ACTV	P02AS1	103728	38155	Check	1 9803	R1	TRIHAX ATHLETIC LLC	LLC - S Corp	Yes	Yes	No	08/03/2023	3,757.50
ACTV	P02AS4	103890	38156	Check	1 1360	R1	EASTVIEW HIGH SCHOOL MARCHING I	Other	Yes	No	No	08/25/2023	150.00
ACTV	P02AS4	103889	38157	Check	1 11497	R1	EDEN PRAIRIE BANDS	C Corporation	Yes	No	No	08/25/2023	200.00
ACTV	P02AS4	103891	38158	Check	1 2306	R2	ROSEMOUNT HIGH SCHOOL BAND	Other	Yes	No	No	08/25/2023	200.00
ACTV	P02AS4	103892	38159	Check	1 4182		WAHLSTROM, JOSH		Yes	Yes	No	08/25/2023	566.91

Bank Total: \$14,236.37

Report Total: \$14,236.37

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
SCH	P4022P	103957	304483	304483	Check	1	2579	UNIVERSITY OF MINNESOTA, TWIN CIT	Other	Yes	No	No	08/31/2023	1,000.00
Bank Total:														\$1,000.00
Report Total:														\$1,000.00

Sternau & Associates

11 South 12th Street
Minneapolis, MN 55403
612-338-5267

August 8, 2023

Superintendent-Hastings Public Schools
School District # 200
1000 West 11th St.
Hastings, MN, 55033

Dear Dr. Tamara Champa Superintendent-Hastings Public Schools

The following is intended to set forth an understanding of services to be provided School District #200, Hastings, Minnesota (the "District"), by Sternau & Associates (S&A) including their sub-contractors for the twelve-month period commencing September 1, 2023 and ending August 31, 2024.

Client Services

S&A will provide to all Employees and their immediate families of the District (the "Client"), a personal consultation and referral service with regard to personal, social, and other human service assist the clients in identifying both the problem(s) and the resource(s), both public and private, existing within the community, which provide services and/ or facilities to deal with the problem(s). S&A shall aid the clients in understanding differences among the service providers, such as location, cost, waiting lists, and eligibility for third party reimbursement. Selection of and contact with service provider shall be the responsibility of the client(s), for the experience of working with the service provider in order that the client(s) utilize the services in a productive way. Any counseling services over and above the assessment and referral become the financial responsibility of the individual.

S&A shall be Business Associates of the Hastings School District with regard to the Student Assistance Programs confidentiality policy.

S&A shall provide telephone consultation service between the hours of 8:00AM and 5:00PM, Monday through Friday, at Sternau & Associates facilities at 11 South 12th Street, phone (612)338-5267. These phones are answered 24 hours per day for emergency purposes. While clients may be encouraged to attend a meeting at S&A offices, arrangements shall be made to accommodate the client(s).

If, in the opinion of the S&A evaluator, circumstances warrant, the consultant may refer the client(s) for a second opinion. Charges for such opinion shall be the responsibility of the individual(s)

Additional Services:

S&A shall provide technical assistance to the District in the form of ongoing consultation relative to the operation and utilization of the client services provided hereunder, including training of the appropriate district personnel.

S&A shall be available to the District for technical assistance and consultation with respect to evaluation of the effectiveness of the client services to District employees to be provided by S&A hereunder. Toward that end, the District shall provide S&A with such data (or access thereto) as shall be selected by the District to assist S&A in making its evaluation. Such data may include, but shall not be limited to absenteeism, turnover, accidents, indemnity benefits and medical costs. All such information shall be held in complete confidence by S&A and shall be used only in conjunction with such evaluation.

S&A Shall provide the District with statistical report(s) demonstration utilization on a biannual basis. Such reports shall contain no names or other identifying information with respect to client(s), their families, or significant others.

S&A shall maintain client files for two years period of time on all clients from the District,

S&A shall provide a certificate of professional liability insurance before the terms of this contract will be executed.

Services provided by the district:

The District shall encourage use of S&A's client services through periodic mailings or by emails to District employees and their families, the cost of which will be borne by the District.

Confidentiality:

In all consultation between S&A and the District, no names or other identifying characteristics of any client to whom services are provided hereunder shall be revealed to the District unless the client gives written permission. Therefore, the District shall not seek such information without providing S&A with such written permission form from the client. All client information shall be held in the strictest confidence by S&A.

Fees and Expenses payable to S&A:

Fees for S&A's services hereunder shall be computed as follows:

- a. for all client evaluations and referrals as described in Paragraph A-1 above, in excess of three in any calendar month, \$90 per consultation. Additional visits will be the client's responsibility.

b. for all Client or District staff consultation, training, orientation, reports, evaluations or other services provided personally, other than those described in paragraph A-1 above, \$90 per hour per consultation.

c. Phone Consultation are to be billed at a rate of \$45. per hour.

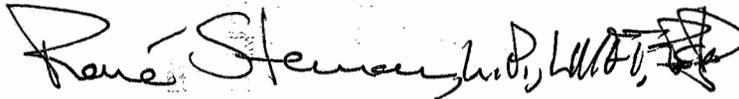
d. Charges shall be billed and payable on a monthly basis.

Termination during contract period:

This contract may be terminated by either party with thirty days written notice to the other.

On the anniversary date, August 31, 2024, the fee schedule outlined in this contract will be reviewed and updated according to current fee schedules. Please, indicate your agreement with the provisions set forth above by signing the enclosed copy of this letter and returning it to Sternau & Associates at the above address.

Very truly yours,



Rene Sternau, Licensed Psychologist
Licensed Marriage and Family Therapist
Sternau & Associates

Date 8-22-23

The undersigned is in agreement with the foregoing

Dr. Tamara Champa
Superintendent Hastings School District #200

Date

Appendix-11 School Sanctioned Trips Approval Form

Hastings ISD 200

Department/Staff Coordinating	Mark Cernohous
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Fund 10 & Account Name	11-130-260-000-369-578 \$4796.45 (Science Grant)
Fund 11 & Account Name	11 130 211 733 360 442 422 \$8000 (Bus Cost)

Purpose	Provide 8th grade students with an overnight, outdoor educational experience.
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Destination	Eagle Bluff Environmental Center
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Type(s) of Transportation	Coach Bus
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Dates	Depart	Date	Time	Return	Date	Time
		12-4-23,			12-6-23,	
		12-6-23			12-8-23	

Cost per student	\$70-85	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
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? Payment was fundraised \$'s	Required to stay in activity account because was earned as tax-exempt
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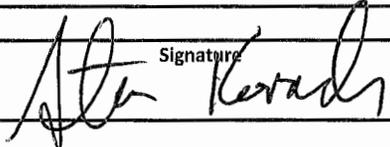
# Students participating	294 8th grade students (85% participation would be 250)
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# Chaperones needed	16 per half
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All chaperone fees are the responsibility of the chaperone

P-Card-Other Expenses	\$0	Purpose
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All receipts must be obtained and returned at the end of the trip

Principal Approved	Signature 	Date 9.19.23
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Superintendent Reviewed	Signature	Date
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Board Reviewed	Signature	Date
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RECOMMENDATION 2023-2024 MIDDLE SCHOOL ATHLETIC OFFICIAL RATES

September 27, 2023

Attached is the updated Middle School Athletics Officials' Pay Schedule for the 2023-2024 school year. With a few exceptions, these rates are derived from 85% of the Metro Officials Fee Structure. Administration recommends approval of the updated rates.

Submitted By: Cathy Moen, Director of Human Resources



**HASTINGS PUBLIC SCHOOLS
MIDDLE SCHOOL ATHLETICS
OFFICIALS PAY SCHEDULE 2023-2024**

POSITION	RATE
Cross Country	
Meet Manager	\$85
Baseball (1 official)	
Single Game	\$72
Two 5-inning games	\$104
Basketball (2 officials)	
Single Game	\$56
Double Header	\$81
Football	
3 Officials	\$69
2 Officials	\$75
1 Official	\$81
Soccer (1 official)	
Single Game	\$54
Double Header	\$97
Softball (1 official)	
Single Game	\$65
Two 5-inning games	\$92
Swim/Dive (based on negotiated rate)	
Meet 1 Official	\$79
Meet 2 Officials	\$89
Invitational (per hour)	\$44
Track and Field	
Starter	\$85
Clerk	\$64
Meet Manager	\$64
Event Manager	\$38
Volleyball (1 official)	
Single Match	\$47
Tournament Match	\$31
Wrestling (1 official)	
Single Match	\$56
Double Header	\$81
Tournaments (per hour)	\$23



Milk Escalator / De-Escalator Pricing Clause

The pricing quoted is based on the current month's (AUGUST 2023) Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and changes in over order premium charges.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes are based on UMMA announced class 1 Skim and Class 1 announced butterfat. Calculations to four decimal places.

- $\frac{1}{2}$ pint whole = $\left(\left[\frac{\text{Skim change} * 8.3205}{100}\right] + \left[\frac{\text{Butterfat change} * 0.2795}{16}\right]\right)$
- $\frac{1}{2}$ pint 2% = $\left(\left[\frac{\text{Skim change} * 8.4476}{100}\right] + \left[\frac{\text{Butterfat change} * 0.1724}{16}\right]\right)$
- $\frac{1}{2}$ pint 1% = $\left(\left[\frac{\text{Skim change} * 8.5338}{100}\right] + \left[\frac{\text{Butterfat change} * 0.0862}{16}\right]\right)$
- $\frac{1}{2}$ pint Skim = $\left(\left[\frac{\text{Skim change} * 8.61274}{100}\right] + \left[\frac{\text{Butterfat change} * 0.01726}{16}\right]\right)$

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products, and any other manufacturing and distribution related expenses. Supporting documentation will be supplied upon request.

FORCE MAJEURE

If either party's failure to comply with any obligation arising under this Agreement results from acts of God, governmental Laws, rules, regulations or order, strikes or other labor trouble, shortage of or inability to obtain raw materials, fuels power or transportation, or any other case beyond the reasonable control of the affected party (any of the foregoing, collectively "Force Majeure", such failure shall not be a breach of this Agreement or create any liability for damages.

All price changes will become effective on the 1st day of the month following the price announcement.

Thank you for the opportunity to bid on your business.

Sincerely,

Ron McNamara
Assistant Area Sales Manager
Prairie Farms Dairy Woodbury

AUGUST 2023 ESCALATOR/DE-ESCALATOR PRICE

Item Description	Pack	Prairie Farms	
		Bid Price	Total
White Skim	1/2 Pint	0.3250	
White 1%	1/2 Pint	0.3370	
Chocolate 1% LF	1/2 Pint	0.3640	
Lactose Free 1% LF	1/2 Pint	0.7900	

* Total Bid is based on estimated usages of all items bid by the distributor.

Signature: *Tom McBurness* Date: 8-21-23



Hastings Creamery LLC

1701 Vermillion St.

P.O. Box 217

Hastings, MN 55033

Phone: (651) 437-9414

Dear Valued Customer,

As a milk company that has been in operation since 1913 it is with regret that I am sending you this correspondence to inform you that Hastings Creamery, LLC ceased operations and will be closing the company as of 5:00 PM on August 18, 2023 "closing date". We are not taking any more orders and will make final delivery of the product that is available, for which the order was placed last week by COB as of the closing date.

It was our sincere effort to offer excellent customer service to our customers, and we hope we were successful in our endeavors. We shall audit our accounts in the next few weeks for any pending invoices and we shall get back to you.

We request you to contact us in case you need any explanation for any issue.

You were one of our valuable customers. We thank you for believing in us and being with us all these years.

Yours Sincerely,

Chris Opitz
Chief Executive Officer
Hastings Creamery LLC
Hastings, MN 55033

Resolution Determining the Existence of a Contracting Emergency

WHEREAS, the District has a contract with Hastings Creamery to provide milk and dairy products for the 2023-24 school year;

WHEREAS, in August 2023, Hastings Creamery closed and provided notice to the District that it will not be delivering any milk or dairy products to the District for the 2023-24 school year:

WHEREAS, given the timing of when Hastings Creamery provided notice of its closure to the District, the District did not have time to solicit bids for a new milk contract;

WHEREAS, District staff sought quotes from other milk suppliers to temporarily supply the District with milk to start the 2023-24 school year; and

WHEREAS, the District intends to go out for milk bids and then enter into a contract with the successful bidder for the remaining portion of the 2023-24 school year.

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

- 1) The School Board hereby determines, based on the facts contained herein, that an emergency circumstance exists with respect to providing milk and dairy products to start the 2023-24 school year whereby it is entitled to dispense with any and all public bidding and contracting requirements in State law, including but not limited to those set forth in Minn. Stat. Sections 123B.52 and 471.345.
- 2) The School Board hereby approves an agreement with Prairie Farms to provide milk and dairy products to the District through December 31, 2023.
- 3) District staff and consultants are authorized and directed to take all steps necessary to solicit bids in accordance with State law for milk and dairy products from January 1, 2024 through the remainder of the 2023-24 school year.

The motion for the adoption of this Resolution was duly seconded by
and upon vote being taken thereon, the following voted in favor the Resolution:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



621 LITERACY AND THE READ ACT

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by the Minnesota Department of Education (MDE).
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and
 - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading

instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the MDE Commissioner.

- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
 - 1. a summary of the school district's efforts to screen for dyslexia;
 - 2. the number of students universally screened for that reporting year;
 - 3. the number of students demonstrating characteristics of dyslexia for that year; and
 - 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.1118, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.1118.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular

classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 2. a process to notify and involve parents;
 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 5. identification of staff development needs, including a plan to meet those needs;
 6. the curricula used by school site and grade level;
 7. a statement of whether the school district has adopted a MTSS framework;
 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;

- b. students who demonstrate characteristics of dyslexia; and
 - c. students in grades 4 to 12 who are identified as not reading at grade level; and
 - 9. the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner of MDE using the template developed by the Commissioner beginning June 15, 2024.

VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
 - 1. intervention teachers working with students in kindergarten through grade 12;
 - 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 - 3. special education teachers;
 - 4. curriculum directors;
 - 5. instructional support staff who provide reading instruction; and
 - 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner of MDE may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
 - 1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 - 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 - 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 - 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 - 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

- 1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
- 2. evidence-based training using a training program approved by MDE;

3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.1118;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Legal References:

Minn. Stat. § 120B.1118 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References:

None

Policy Reviewed:

Policy Adopted:

Policy Revised:



406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted in electronic media, maintained in electronic media or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 code of Federal Regulations, Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.~~form by a school district acting as a healthcare provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.~~
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

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

expense reimbursement, in addition to salary;

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

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

items of data are public:

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

V. PRIVATE PERSONNEL DATA

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

employee assistance programs are private.

- D. Parking space leasing data is private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data ~~must~~ may be disseminated to labor organizations to the extent ~~the school district determines it is necessary for the labor organization to~~ conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the ~~its business~~ ~~or when ordered or authorized by the Commissioner of the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS.~~ Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a pre-petition screening team conducting an investigation of the employee under ~~Minnesota Statutes, section Minn. Stat. § 253B.07, subdivision Subd. 1;~~ or

3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
 - J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
 - K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
 1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

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

- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by [Minnesota Statutes, section Minn. Stat. § 122A.20, subdivision 2](#), and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with [Minnesota Statutes, section Minn. Stat. § 122A.20, Subd. 2](#).
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under [Minnesota Statutes Chapter Minn. Stat. Ch. 268](#).
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- O. The school district shall release to a requesting school district or charter school

private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in [Minnesota Statutes Chapter Minn. Stat. Ch. 13](#). Data that are released under this paragraph must not include data on the student.

- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under [Minnesota Statutes, section Minn. Stat. § 13.41, subdivision Subd. 5](#), and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the

necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under [Minnesota Statutes, section ~~Minn. Stat. §~~ 123B.03](#), a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by [Minnesota Statutes Chapter ~~Minn. Stat. Ch.~~ 13](#), or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

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

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

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

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

Cross References: ~~ISD 200MSBA/MASA Model~~ Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
~~ISD 200MSBA/MASA Model~~ Policy 515 (Protection and Privacy of Pupil Records)
~~MSBA Law Bulletin “I” (School Records – Privacy – Access to Data)MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)~~

Policy Reviewed: 08.02.2021
Policy Adopted: 08.25.2021
Policy Revised: 08.02.2021

Consent to Release Data – Request from an Individual

An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to

_____ before you sign it.
[entity contact person name and contact information]

I, _____, give my permission for _____
[name of individual data subject] [name of government entity]

to release data about me to _____ as described on this form.
[name of other entity or person]

1. The specific data I want _____ to release _____.
[name of government entity] [explanation of data]
2. I understand that I have asked _____ to release the data.
[name of government entity]
3. I understand that although the data are classified as private at _____, the
[name of government entity]
classification/treatment of the data at _____ depends on laws or
[name of other entity or person]
policies that apply to _____.
[name of other entity or person]

This authorization to release expires _____.
[date/time of expiration]

Individual data subject's signature _____ Date _____

Parent/guardian's signature [if needed] _____ Date _____



514.1FRM BULLYING REPORT FORM

Definition:

“Bullying” means intimidating, threatening, abusive, or harmful conduct that is objectively offensive and:

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

Reporting Part/Complainant: _____ **Grade:** _____ **Date:** _____

Name of alleged offender: _____ **Grade:** _____

Other Bystanders/witnesses: _____

If the alleged offense was toward another person, identify that person(s) _____

Describe the facts of the incident(s) as clearly as possible.

When did the offense take place?

Where did it occur?

Were any verbal statements such as threats, demands, requests, etc. made? Yes or No

Was there any physical contact involved? Yes or No

Has this happened before? Yes or no

If “Yes”, please describe what happened in that incident?

Who did you tell? _____ What action steps have taken place?

Complainant Signature: _____ **Date:** _____

Recorder’s Signature: _____ **Date:** _____

Office Use only:

Date discussed and setting: _____ Staff member taking action: _____

Action Plan: _____

Final Disposition: _____ Were parents notified? Yes or No

Who contacted them? _____ When? Date/Time: _____

What (if any) future follow-through is planned? _____

HR PERSONNEL REPORT

Board Meeting Date:

9/27/2023

RETIREMENT/RESIGNATION/TERMINATION

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE
Beissel, Roxanne	Resignation	Cook; 5.75 Hours / Day McAuliffe Elementary	Food Service	June 8, 2023
Shofner, Alex	Resignation	Cleaner; 4 Hours / Day Hastings Middle School	Custodian	September 12, 2023
Staus, Donna	Resignation	Cook; 5.75 Hours / Day McAuliffe Elementary	Food Service	June 8, 2023
Tandberg, Jennifer	Resignation	Special Education Teacher; 1.0 FTE Hastings High School	ED MN - Teachers	September 18, 2023
Tierney, Andrea	Resignation	Paraprofessional; 5.75 Hours / Day Kennedy Elementary	ED MN - ESP	September 8, 2023
Wisniewski, Felicia	Resignation	Paraprofessional; 5.75 Hours / Day Pinecrest Elementary	ED MN - ESP	June 8, 2023

HIRES / REHIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	EMPLOYEE GROUP	EFFECTIVE DATE
Allar, Cole	Custodian; 8 Hours / Day Hastings Middle School	\$19.79 / Hour	Custodian	September 14, 2023
Anderson, Mikah	Lunch / Recess Aide; 2.5 Hours / Day; 2 Days / Week Pinecrest Elementary	\$16.37 / Hour	N/A	September 7, 2023
Bafaro, Riley	Ext. Term Sub Teacher; 31-85 Days McAuliffe Elementary	\$240.42 / Day	N/A	October 26, 2023 - February 5, 2023 (Approximate Dates)
Berge, Robin	Paraprofessional; 5.75 Hours / Day Hastings Middle School	\$19.40 / Day	ED MN - ESP	August 28, 2023
Burgess-Champoux, Teri	Parent Educator; .4 FTE Tilden	\$50,784 Annually	ED MN - Teachers	September 27, 2023
Chapeau, Brenda	Paraprofessional; 5.75 Hours / Day Hastings Middle School	\$19.40 / Hour	ED MN - ESP	August 28, 2023
Dabruzzo, Heidi	Special Education Teacher; .5 FTE Kennedy Elementary	\$31,837.27 Annually	ED MN - Teachers	September 25, 2023
Dorschner, Devin	Paraprofessional; 5.75 Hours / Day Hastings Middle School	\$19.40 / Hour	ED MN - ESP	August 28, 2023
Flower, Tristin	Paraprofessional; 5.75 Hours / Day Hastings High School	\$19.40 / Hour	ED MN - ESP	September 19, 2023
Halbach, Nicole	Paraprofessional; 5.75 Hours / Day Hastings Middle School	\$19.40 / Hour	ED MN - ESP	August 28, 2023
Heitman, Cheryl	Kids Campus Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	September 11, 2023
Hodgson, Cassandra	Paraprofessional; 5.75 / Hour Pinecrest Elementary	\$19.40 / Hour	ED MN - ESP	September 19, 2023
Holler, Kathleen	Kids Campus Asst Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	September 11, 2023
Jones, Christine	Paraprofessional; 5.75 Hours / Day Hastings Middle School	\$19.40 / Hour	ED MN - ESP	August 28, 2023
Kane, Jennifer	Lunch / Recess Aide; 2.5 Hours / Day; 3 Days / Week Pinecrest Elementary	\$16.37 / Hour	N/A	September 25, 2023

Langley, Julie	Paraprofessional Sub; Hours Vary District Wide	\$19.40 / Hour	N/A	September 14, 2023
Lentz, Alexis	Kids Campus Assistant - Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	September 25, 2023
Lewis, Aaron	Ext. Term Sub Teacher; 31-85 Days McAuliffe Elementary	\$240.42 / Day	N/A	September 22, 2023 - December 22, 2023 (Approximate Dates)
Ludwig, Tammy	Administrative Assistant; 8 Hours / Day District Office	\$29.22 / Hour	Unaffiliated	September 13, 2023
Olson, Darlene	Floating Daily Sub; 8 Hours / Day Hastings High School	\$200 / Day	N/A	August 30, 2023 - June 6, 2024
Pugh, Melissa	Cook; 5.75 Hours / Day Hastings High School	\$16.37 / Hour	Food Service	August 30, 2023
Ramos, Maria	Lunch / Recess Aide; 2.5 Hours/ Day McAuliffe Elementary	\$16.37 / Hour	ED MN - ESP	September 18, 2023
Roach, Charlene	Cook; 6.25 Hours / Day Hastings High School	\$16.37 / Hour	Food Service	September 26, 2023
Rowan, Sophie	Kids Campus Sub; Hours Vary District Wide	\$15.30 / Hour	N/A	September 11, 2023
Sieben, Tracy	Kids Campus Asst; 2.5 Hours / Day District Wide	\$16.70 / Hour	N/A	August 29, 2023
Simms, Carter	Floating Daily Sub; 8 Hours / Day Pinecrest Elementary	\$200 / Day	N/A	August 28, 2023 - June 6, 2024
Sjoblom, Matt	Kids Campus Assistant; 1.75 Hours / Day District Wide	\$15.30 / Hour	N/A	September 12, 2023
Sjoblom, Matt	Paraprofessional; 5.75 Hours / Day Hastings Middle School	\$19.40 / Hour	ED MN - ESP	August 28, 2023
Sorenson, Katherine	Sub Nurse; Hours Vary District Wide	\$27.91 / Hour	N/A	September 25, 2023
Streeter, McKennan	Art Teacher; .6 FTE Hastings Middle School	\$44,237 Annually	ED MN - Teachers	September 5, 2023
Tamaro, Noah	Kids Campus Asst; 3 hours / Day District Wide	\$16.70 / Hour	N/A	August 28, 2023
Taylor, Mya	Early Childhood Asst Sub; Hours Vary Tilden	\$18.00 / Hour	N/A	September 11, 2023
Therault, Nicolette	Paraprofessional; 5.75 Hours / Day McAuliffe Elementary	\$19.40 / Hour	ED MN - ESP	August 28, 2023 - June 6, 2024
Warner, Marlee	Paraprofessional; 5.75 Hours / Day McAuliffe Elementary	\$19.40 / Hour	ED MN - ESP	August 28, 2023
Wilson, Victoria	Social Studies Teacher; .6 FTE Hastings Middle School	\$44,237 Annually	ED MN - Teachers	September 15, 2023
Wittgenstein, Sara	Paraprofessional; 5.75 Hours / Day Hastings High School	\$19.40 / Hour	ED MN - ESP	September 19, 2023

LEAVE APPROVAL

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Beard, Karen	Approve	Grade 3 Teacher; 1.0 FTE McAuliffe Elementary	ED MN - Teachers	October 26, 2023 - February 5, 2023 (Approximate Dates)
Sheehan, Cyndi	Approve	Social Worker; 1.0 FTE Hastings Middle School	ED MN - Teachers	September 27, 2023 - November 1, 2023 (Approximate Dates)

Zuzek, Aleaha	Approve	Grade 2 Teacher; 1.0 FTE McAuliffe Elementary	ED MN - Teachers	September 22, 2023 -December 22, 2023 (Approximate Dates)
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ASSIGNMENT CHANGES

NAME	FROM	TO	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Addyman, Scott	Grade 4 Teacher; 1.0 FTE Pinecrest Elementary	Assistant Principal Hastings Middle School	Principals	August 22, 2023
Anderson, Deb	School Age Care Asst Tilden	Paraprofessional; 6.25 Hours / Day McAuliffe Elementary	ED MN - ESP	August 23, 2023
Barry, April	Cook Assistant; 3 Hours / Day Hastings Middle School	Cook; 6.25 Hours / Day Hastings Middle School	Food Service	September 7, 2023
Becker, Tami	Cook; 5.75 Hours / Day Kennedy Elementary	Cook; 6.25 Hours / Day Kennedy Elementary	Food Service	September 5, 2023 - June 6, 2024
Berge, Robin	Paraprofessional; 5.75 Hours / Day Hastings Middle School	Paraprofessional; 6.25 Hours / Day Hastings Middle School	ED MN - ESP	September 21, 2023 - June 6, 2024
Beying, Juliann	Cook; 5.75 Hours / Day Pinecrest Elementary	Cook; 6.25 Hours / Day Pinecrest Elementary	Food Service	September 5, 2023 - June 6, 2024
Brentlinger, Christina	Paraprofessional Sub; Hours Vary District Wide	Paraprofessional; 6.25 Hours / Day Hastings Middle School	ED MN - ESP	September 25, 2023
Chapeau, Brenda	Paraprofessional; 5.75 Hours / Day Hastings Middle School	Paraprofessional; 6.25 Hours / Day Hastings Middle School	ED MN - ESP	September 21, 2023 - June 6, 2024
Charbonneau, Kori	Paraprofessional; 5.75 Hours / Day Kennedy Elementary	Student Support Specialist; 1.0 FTE Kennedy Elementary	ED MN - Teachers	August 24, 2023
Clark, Julie	Cook; 5.75 Hours / Day Hastings High School	Cook; 6.25 Hours / Day Hastings High School	Food Service	September 5, 2023 - June 6, 2024
Dorschner, Devin	Paraprofessional; 5.75 Hours / Day Hastings Middle School	Paraprofessional; 6.25 Hours / Day Hastings Middle School	ED MN - ESP	September 21, 2023 - June 6, 2024
Doty, Logan	Paraprofessional; 5.75 Hours / Day Kennedy Elementary	Paraprofessional; 6.25 Hours / Day Kennedy Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024
Engstrom, Val	Lead Cook; 7 Hours / Day Hastings Middle School	Lead Cook; 8 Hours / Day Hastings Middle School	Food Service	September 5, 2023 - June 6, 2024
Garcia-Carrasco, Becky	Administrative Assistant; 8 Hours / Day District Office	Student Accounting Specialist; 8 Hours / Day District Office	Unaffiliated	September 25, 2023
Geiken, Korean	Lead Cook; 7 Hours / Day Pinecrest Elementary	Lead Cook; 8 Hours / Day Pinecrest Elementary	Food Service	September 5, 2023 - June 6, 2024
Halbach, Nicole	Paraprofessional; 5.75 Hours / Day Hastings Middle School	Paraprofessional; 6.25 Hours / Day Hastings Middle School	ED MN - ESP	September 21, 2023 - June 6, 2024
Hammer, Patricia	Cook; 5.75 Hours / Day Hastings Middle School	Cook; 6.25 Hours / Day Hastings Middle School	Food Service	September 5, 2023 - June 6, 2024
Holmberg, Rebeka	Paraprofessional; 5.75 Hours / Day Hastings High School	Paraprofessional; 6.25 Hours / Day Hastings High School	ED MN - ESP	September 21, 2023 - June 6, 2024
Kirsch, Kama	Accounts Payable; 8 Hours / Day District Office	Admin Support Asst I; 8 Hours / Day Hastings Middle School	HESA	September 18, 2023
Klompenhower, Kristin	Paraprofessional; 5.75 Hours / Day McAuliffe Elementary	Paraprofessional; 6.25 Hours / Day McAuliffe Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024
Koller-Benson, Shala	Paraprofessional; 5.75 Hours / Day Hastings High School	Paraprofessional; 6.25 Hours / Day Hastings High School	ED MN - ESP	September 21, 2023 - June 6, 2024
Jones, Christine	Paraprofessional; 5.75 Hours / Day Hastings Middle School	Paraprofessional; 6.25 Hours / Day Hastings Middle School	ED MN - ESP	September 21, 2023 - June 6, 2024

Jorgenson, Ann	Paraprofessional; 5.75 Hours / Day McAuliffe Elementary	Paraprofessional; 6.25 Hours / Day McAuliffe Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024
Lester, Megan	Paraprofessional; 5.75 Hours / Day Tilden	Paraprofessional; 6.25 Hours / Day Tilden	ED MN - ESP	September 21, 2023 - June 6, 2024
Loahr, Suzanne	Cook; 5.75 Hours / Day Hastings Middle School	Cook; 6.25 Hours / Day Hastings Middle School	Food Service	September 5, 2023 - June 6, 2024
Mathern, Brittany	Paraprofessional; 5.75 Hours / Day McAuliffe Elementary	Paraprofessional; 6.25 Hours / Day McAuliffe Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024
McTague, Sarah	Paraprofessional; 5.75 Hours / Day McAuliffe Elementary	Paraprofessional; 6.25 Hours / Day McAuliffe Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024
Metz, Ashley	Paraprofessional; 5.75 Hours / Day Pinecrest Elementary	Paraprofessional; 6.25 Hours / Day Pinecrest Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024
Meza, Amanda	Paraprofessional; 5.75 Hours / Day Kennedy Elementary	Paraprofessional; 6.25 Hours / Day Kennedy Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024
Neisen, Renee	Cook; 5.75 Hours / Day Hastings High School	Cook; 6.25 Hours / Day Hastings High School	Food Service	September 5, 2023 - June 6, 2024
Niebur, Sara	Paraprofessional; 5.75 Hours / Day Hastings Middle School	Paraprofessional; 6.25 Hours / Day Hastings Middle School	ED MN - ESP	September 21, 2023 - June 6, 2024
Novalany, Renee	Paraprofessional; 5.75 Hours / Day Hastings Middle School	Paraprofessional; 6.25 Hours / Day Hastings Middle School	ED MN - ESP	September 21, 2023 - June 6, 2024
Oviatt, Jessica	Paraprofessional; 5.75 Hours / Day Hastings High School	Paraprofessional; 6.25 Hours / Day Hastings High School	ED MN - ESP	September 21, 2023 - June 6, 2024
Paananen, Breonna	Paraprofessional; 5.75 Hours / Day Pinecrest Elementary	Paraprofessional; 6.25 Hours / Day Pinecrest Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024
Partington, Donna	Cook; 5.75 Hours / Day Pinecrest Elementary	Cook; 6.25 Hours / Day Pinecrest Elementary	Food Service	September 5, 2023 - June 6, 2024
Peterson, Diane	Cook; 5.75 Hours / Day Hastings High School	Cook; 6.25 Hours / Day Hastings High School	Food Service	September 5, 2023 - June 6, 2024
Potthoff, Laurie	Cook; 5.75 Hours / Day Kennedy Elementary	Cook; 6.25 Hours / Day Kennedy Elementary	Food Service	September 5, 2023 - June 6, 2024
Pumphrey, Cindy	Cook; 5.75 Hours / Day Hastings High School	Cook; 6.25 Hours / Day Hastings High School	Food Service	September 5, 2023 - June 6, 2024
Ramos, Veronica	Cook; 5.75 Hours / Day Hastings Middle School	Cook; 6.25 Hours / Day Hastings Middle School	Food Service	September 5, 2023 - June 6, 2024
Rapp, Sara	Cook; 5.75 Hours / Day Hastings High School	Cook; 6.25 Hours / Day Hastings High School	Food Service	September 5, 2023 - June 6, 2024
Richards, Tayza	Cook; 5.75 Hours / Day Hastings High School	Food Service Sub; Hours Vary District Wide	N/A	September 12, 2023
Ruikka, Aaron	Paraprofessional; 5.75 Hours / Day Hastings High School	Paraprofessional; 6.25 Hours / Day Hastings High School	ED MN - ESP	September 21, 2023 - June 6, 2024
Schaeffer, Tori	Cook; 5.75 Hours / Day Pinecrest Elementary	Cook; 6.25 Hours / Day Pinecrest Elementary	Food Service	September 5, 2023 - June 6, 2024
Schumacher, Deb	Paraprofessional; 5.75 Hours / Day McAuliffe Elementary	Paraprofessional; 6.25 Hours / Day McAuliffe Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024
Schweich, Chris	Cook; 5.75 Hours / Day Hastings Middle School	Cook; 6.25 Hours / Day Hastings Middle School	Food Service	September 5, 2023 - June 6, 2024
Seeger, Michelle	Cook; 5.75 Hours / Day Kennedy Elementary	Cook; 6.25 Hours / Day Kennedy Elementary	Food Service	September 5, 2023 - June 6, 2024

Sieben, Tammie	Lead Cook; 7 Hours / Day Kennedy Elementary	Lead Cook; 8 Hours / Day Kennedy Elementary	Food Service	September 5, 2023 - June 6, 2024
Sjoblom, Matt	Paraprofessional; 5.75 Hours / Day Hastings Middle School	Paraprofessional; 6.25 Hours / Day Hastings Middle School	ED MN - ESP	September 21, 2023 - June 6, 2024
Smith, Chelsea	Paraprofessional; 5.75 Hours / Day Tilden	Paraprofessional; 6.25 Hours / Day Tilden	ED MN - ESP	September 21, 2023 - June 6, 2024
Smith, Tara	Paraprofessional; 5.75 Hours / Day Tilden	Paraprofessional; 6.25 Hours / Day Tilden	ED MN - ESP	September 21, 2023 - June 6, 2024
Teal, Christine	Paraprofessional; 5.75 Hours / Day Tilden	Paraprofessional; 6.25 Hours / Day Tilden	ED MN - ESP	September 21, 2023 - June 6, 2024
Therault, Nicolette	Paraprofessional; 5.75 Hours / Day McAuliffe Elementary	Paraprofessional; 6.25 Hours / Day McAuliffe Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024
Trembath, Linnzi	Paraprofessional; 5.75 Hours / Day McAuliffe Elementary	Paraprofessional; 6.25 Hours / Day McAuliffe Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024
Waller, Emily	Paraprofessional; 5.75 Hours / Day Hastings Middle School	Paraprofessional; 6.25 Hours / Day Hastings Middle School	ED MN - ESP	September 21, 2023 - June 6, 2024
Winkelman, Angela	Paraprofessional; 5.75 Hours / Day Hastings Middle School	Paraprofessional; 6.25 Hours / Day Hastings Middle School	ED MN - ESP	September 21, 2023 - June 6, 2024
Wolkerstorfer, Ruth	Paraprofessional; 5.75 Hours / Day Kennedy Elementary	Paraprofessional; 6.25 Hours / Day Kennedy Elementary	ED MN - ESP	September 21, 2023 - June 6, 2024

CHEF AGREEMENT

THIS AGREEMENT is made this 27th day of September, 2023 by and between Taher, Inc., a Minnesota corporation, with its principal place of business at 5570 Smetana Drive, Minnetonka, MN 55343 ("Taher") and Independent School District No. 200, Hastings, with its principal place of business at 1000 West 11th Street, Hastings, MN 55033 ("District").

WHEREAS, Taher maintains a food service business which provides many different services to its clients, including chef services; and

WHEREAS, the District would like to retain Taher for the purpose of providing chef services.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and for other valuable consideration, the sufficiency of which is acknowledged, the Parties agree as follows:

1. **Effective Date; Term.** This Agreement shall be effective as of July 1, 2023, and shall continue for a term of one year ending June 30, 2024.

2. **Scope of Work.** Taher shall provide the following services to the District, in an efficient manner consistent with the District's policies and applicable government regulations and upon the terms and conditions set forth in this Agreement:

The onsite Chef will provide the leadership for menu planning, recipes, grocery specifications, and procurement. The chef will prepare specialty menu items at serving times and rotate during the school year between buildings. The chef will report to the Districts Food Server Director, and will be trained and coached by Taher's Corporate Chefs. The Chef will have access to Taher's proprietary recipes, and will work with Taher's Corporate Registered Dietitian to monitor all menu item and recipes for full compliance to USDA requirements.

3. **Consideration and Terms of Payment.** Taher's compensation for services performed under this Agreement is \$125,000, billed monthly. For months without a full-time chef, the district will be billed at 75% of the agreed upon monthly amount. Accepted methods of payment are check payments. In order to receive payment from the District, Taher must satisfactorily complete services under this Agreement and submit an invoice to the District. Taher shall submit an invoice on a monthly basis, on or before the tenth (10th) day of each month, for the services Taher performed during the previous month pursuant to this Agreement. The District shall pay Taher within thirty (30) days following Taher's presentation to the District of such invoice. The District shall make its payment based on the hours recorded in the invoice, provided such hours are in accordance with the terms of this Agreement. The District is not responsible for deducting or withholding any amounts paid to Taher, including, but not limited to, federal or state taxes, FICA, or Medicare. There is no compensation to Taher or benefits other than those expressly described herein, including, but not limited to, paid vacation for Taher's employees, insurance or pension benefits, travel, meals, lodging, or any other compensation.

4. **Indemnity.** Each Party is solely responsible for the alleged acts and omissions of its own officers, employees, officials, agents, and representatives. To the extent permitted by law, Taher or its insurer will hold harmless and defend the District, its board members, administrators, employees, officers, attorneys, insurers, agents and representatives from any and all damages and claims arising by reason of any acts or omissions alleged to have been taken by Taher, its agents, or employees in performance of this Agreement. To the extent permitted by law, Taher or its insurer will indemnify and defend the District, its board members, administrators, employees, officers, attorneys, insurers, agents and representatives for any and all related liabilities, demands, claims, suits, losses, damages, cause of action, fines or judgments, including costs, attorney and witness fees, and incidental expenses, made against the District and arising by reason of any acts or omissions alleged to have been taken by Taher, its agents, or employees in performance of this Agreement. The District's liability is limited to its own negligence, and the District will not assume liability in excess of its insurance caps.

5. **Insurance.** Taher shall maintain, as a direct cost of operation, Worker's Compensation insurance as required by law; General Liability, including products liability, insurance with limits of \$2,000,000 for injury or death of any one person, \$5,000,000 for injury or death of two or more persons in any one occurrence; and \$500,000 for property damage for each occurrence; and Automobile Liability insurance with limits of \$1,000,000 for injury or death to any one person, \$3,000,000 for injury or death of two or more persons in any one occurrence; and \$500,000 property damage for each occurrence. At the District's request, Taher shall deliver to the District certificates evidencing such insurance.

6. **Laws; Licenses; Taxes.** Taher shall comply with all State and Federal statutes, rules, and regulations applicable to the services provided under this Agreement which now exist or which may be promulgated during the term of this Agreement. Taher shall pay, when due, all required employment taxes and income tax withholding, including all federal and state income tax on any monies paid pursuant to this Agreement. Taher acknowledges that Taher and its employees are not entitled to tax withholding, worker's compensation, unemployment compensation, or any employee benefits, statutory or otherwise. Taher will have no authorization, express or implied, to bind the District to any agreements, liability, or understanding except as expressly set forth herein. Taher will be solely responsible for the acts of Taher, its employees and agents.

7. **Independent Relationship.** Taher will perform services pursuant to this Agreement as an independent contractor and not as an employee of the District. Neither Taher nor any agent or employee of Taher will be or will be deemed to be an agent or employee of the District. Nothing in this Agreement may be construed to create an employment relationship, a partnership, a joint venture, or a joint enterprise between the District and Taher. The District does not have the right to control the procedures for accomplishing the contracted services. Taher is to set its own schedule, determine its own methods, furnish its own tools, and take care of its own expenses. Taher shall hold the District harmless from and against any such contributions, premiums and taxes described above and from all claims and liability pertaining to those or any other item for which Taher is responsible under this Agreement, and from all attorney's fees and other costs incurred by the District in contesting or defending against any responsibility therefore which is asserted against the District

8. **Data Privacy.** Any information Taher creates, collects, receives, stores, uses, or disseminates during the course of its performance of this Agreement, which concerns the personal, financial, or other affairs of the District, its Board, officers, employees or students shall be kept confidential by Taher and in conformance with any District data privacy policies and all state and federal laws relating to data privacy, including, without limitation, the Minnesota Government Data Practices Act, Minnesota Statute, Chapter 13. Taher shall comply with any applicable requirements as if it were a governmental entity, and Taher shall not disclose any data described herein. The remedies in Minnesota Statutes Section 13.08 apply to Taher. Taher shall report immediately to the District any requests from third parties for information related to this Agreement, and Taher shall not disclose such data. The District will respond to such data requests. All subcontracts, if allowed, will contain the same or similar data practices compliance requirements.

9. **Ownership of Material.** Taher expressly waives to the District any claim to copyright pertaining to all new materials, publications, and documents produced as a result of this Agreement and grants the District the exclusive right to and responsibility for their distribution, publication, copyrighting (when applicable) and all other matters relating to dissemination of the materials. Taher shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of Taher's obligations under this Agreement without prior written consent of the District.

10. **Worker Health, Safety, and Training.** Taher shall be solely responsible for the health and safety of its employees and/or self in connection with the work performed under this Agreement. Taher shall make arrangements to ensure the health and safety of all subagents and other persons who may perform work in connection with this Agreement. Taher shall ensure all personnel, subagents and/or self are properly trained and supervised and, when applicable, licensed or certified appropriate to the tasks performed under this Agreement. Taher shall comply with federal, state and local occupational safety and health standards, regulations, and rules promulgated pursuant to the Occupational Health and Safety Act that are applicable to the work performed by Taher. Taher shall develop and implement an emergency plan and procedures to follow in emergencies

11. **Termination.** The District and/or Taher may terminate this Agreement at any time without cause, upon thirty (30) days' written notice to the other Party. In the event of such termination, the District must make any remaining payments to Taher, calculated on a pro rata basis and pursuant to the terms of Section 3 of this Agreement. The District has no obligation to pay Taher for work performed or costs incurred after receipt of notice of termination, or for costs incurred by suppliers or subcontractors which reasonably could have been avoided. The District may terminate this Agreement in whole or in part for cause upon seven (7) days' written notice if Taher fails to comply with any material term or condition of this Agreement

12. **Disputes.** Any disputes which cannot be resolved by the parties negotiating in good faith within thirty days shall be finally determined by litigation in the state or federal court located in the county of Dakota, State of Minnesota. Waiver by either party of any term or condition of this Agreement will not constitute a waiver of any other terms or condition of this Agreement. If

either party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by the parties

13. **Assignment.** Taher shall not assign any obligations of this Agreement without the prior written consent of the District. Taher shall not subcontract or contract with another party or entity to perform services or provide goods under this Agreement without prior written consent of the District. In the event of any assignment or agreement to subcontract, Taher shall remain responsible for its performance and that of any assignee or subcontractor under this Agreement.

14. **Notice.** Any notice required by or pertaining to this Agreement shall be in writing and shall be deemed sufficiently given if delivered in person or sent by certified mail, return receipt requested, to the address of the parties set forth below: Taher: _____; the District: Director of Finance & Operations.

15. **Miscellaneous.** This Agreement contains the entire agreement between the parties pertaining to the subject matter hereof and supersedes any and all other oral, written, expressed or implied agreements between the parties pertaining to such subject matter. This Agreement shall only be changed by a written instrument signed by the party against whom enforcement of any waiver, change, modification or discharge is sought. No waiver of any term, condition or covenant of this Agreement by a party shall be deemed to be a waiver by such party of any subsequent breaches of the same or other terms, covenants or conditions of this Agreement. This Agreement shall be governed by and construed in conformance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates recorded by their signatures.

TAHER, INC.

By: Brian Taher
Its: CEO

Date: 9/26/23

INDEPENDENT SCHOOL DISTRICT NO. 200

Board Chair

Date: _____

Board Vice-Chair

Date: _____

Minnesota Department of Education
Levy Limitation and Certification Report
2023 Payable 2024

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

Date Printed: 9/27/23
Limits Updated: 9/27/23
Proposed Submitted: 9/27/23

LIMIT

PROPOSED

SUBTOTALS BY LEVY CATEGORY

- GENERAL - RMV VOTER
- GENERAL - RMV OTHER
- GENERAL - NTC VOTER
- GENERAL - NTC OTHER
- COMMUNITY SERVICE - NTC OTHER
- GENERAL DEBT - NTC VOTER
- GENERAL DEBT - NTC OTHER
- OPEB DEBT - NTC VOTER
- OPEB DEBT - NTC OTHER

The School Board has voted to certify the MAXIMUM levy authority.

After October 1st, the county auditor should consult the Minnesota Department of Education (MDE) website for the district's current levy limitation and use this amount for the Truth in Taxation notices.

SUBTOTALS BY FUND

- GENERAL FUND
- COMMUNITY SERVICES FUND
- GENERAL DEBT SERVICE FUND
- OPEB/PENSION DEBT SERVICE FUND

If there is a change to the district's levy limitation after October 1st, the county will be notified by MDE via email. Before finalizing tax computations for the Truth in Taxation notices, counties should double check the MDE website to be sure no changes have been made to the district's levy limitation that the county is not already aware of through this email process.

SUBTOTALS BY TAX BASE

- REFERENDUM MARKET VALUE
- NET TAX CAPACITY

SUBTOTALS BY TRUTH IN TAXATION CATEGORY

- VOTER APPROVED
- OTHER

TOTAL LEVY

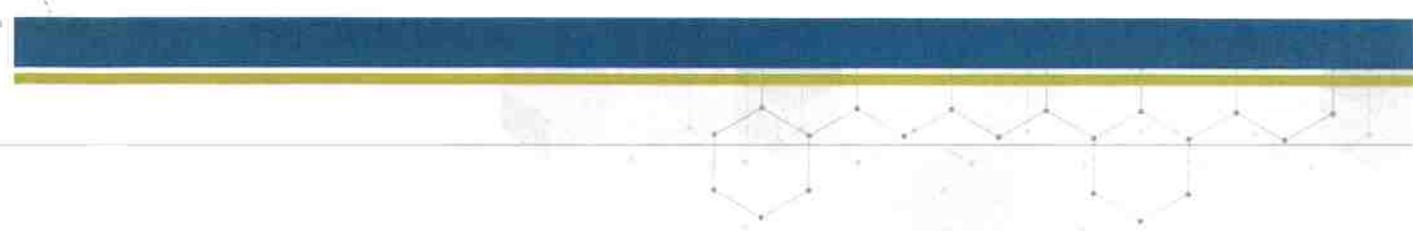
- TOTAL LEVY

The school district must submit the completed original of this form to the home county auditor by September 30, 2023. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 400 NE Stinson Blvd., Minneapolis, MN 55413, by October 7, 2023.

The certified levy listed above is the levy voted by the school board for taxes payable in 2024.

Signature of School Board Clerk

Date of Certification



Hastings Public Schools: ISD 200

SURVEY PROPOSAL

STAFF, STUDENTS, PARENTS

August 21, 2023



Contact:

Daren Sievers
262.644.4300
dsievers@schoolperceptions.com

Rob DeMeuse
262.299.7159
rdemeuse@schoolperceptions.com



SCH%L
PERCEPTIONS
Measuring what matters

262.644.4300 | schoolperceptions.com



Project Overview

Hastings Public Schools serves approximately 4,200 students in prekindergarten through 12th grade. The District is interested in surveying students, staff, and parents to quantify areas such as engagement, climate, culture, and overall satisfaction.

Meet Your Account Team

Daren Sievers will work with you to develop and deploy your survey staff, student, and/or parent surveys. Daren worked for the Slinger School District for the past 27 years in a variety of roles, including the last nine as Superintendent of Schools.



Under Daren's leadership, the Slinger School District consistently ranked in the top 10% in Wisconsin academically and in the bottom 10% in terms of spending on a cost-per-student basis. Daren has bachelor degrees in Business Management and Psychology and master's degrees in K-12 School Counseling, K-12 School Leadership, and District Administration.

Dr. Rob DeMeuse is the Research Director and a Project Manager. Rob will work with you to develop and deploy your surveys and regularly reviews each survey to ensure content is current with up-to-date research. He also works with districts to design and administer community surveys for both strategic planning and referendum preparation.



A proud product of rural Wisconsin, Rob earned his Ph.D. from the University of Wisconsin, where he researched school finance and the factors that influence school referenda. Prior to graduate school, Rob was a high school social studies teacher in Evansville, WI.

Cari Udermann is a Project Implementation Manager and will work with your district to coordinate survey administration. She attended St. Cloud State University and Syracuse University, earning degrees in Psychology and Nursing, respectively. Cari has worked in both the medical and education fields. While working in schools, she became aware of the importance a healthy school climate has on students' ability to learn.



About Us

School Perceptions LLC is a Wisconsin-based, independent educational research firm that works with school districts, regional service agencies, as well as state and national organizations. Over 10,000 schools have used School Perceptions to collect millions of survey responses from students, staff, parents, non-parents, and community stakeholders.

For 20 years, our mission has never changed: We help educational leaders gather, organize, and use data to make strategic decisions.

Why School Perceptions?

Over the past 20 years, School Perceptions has developed a reputation for excellence and reliability. We take great pride in the following elements of our work, which we believe uniquely position us to meet the needs of Hastings Public Schools.

- 1) **An objective and unbiased process:** Often, surveys designed and administrated by a district are perceived as biased by survey-takers. Consequently, results are questioned, trust is broken, and the entire process is undermined. By using an objective and independent firm like School Perceptions, your approach, data, and plans moving forward are viewed as credible.
- 2) **An emphasis on you:** Every school district has unique challenges. Therefore, we never treat a project with a cookie-cutter approach. We listen to you, we work with you, and we customize your project to meet your needs.
- 3) **Cost-effective:** No matter if your enrollment is 100, 1,000, or 10,000 students, our services are cost-effective. We understand the staffing and resource constraints schools face.
- 4) **Research-based and applicable:** The quality of our work will never waver. We combine extensive research reviews with our decades of experience to help you get accurate and valid data.
- 5) **Comparison data:** If 60% of your students report there is an adult they can talk to about a personal problem, is that good? Or do you have a problem? By using our benchmarks, we can provide question-level comparisons to similar schools. Rest assured, individual school names are never shared. Our software can also calculate longitudinal changes to quantify growth on a year-over-year basis.
- 6) **Proprietary survey software:** Our survey system is custom designed to meet school district's unique needs and is proven to be extremely user-friendly and reliable. We continually review security protocols to ensure that your data is always protected and backed up. Additionally, our system includes a survey access control system to ensure that an individual can only take the survey once. A paper version of the survey is also available for those without internet access.
- 7) **Ongoing support:** Gathering good data is only half of the challenge. Our team of experts will help you make sense of your data and develop a realistic plan of action.
- 8) **Dedication to service:** Technology and information specialists are available Monday-Friday, 8 am-5 pm CT. We also provide 24-hour, 365-days-per-year real-time monitoring of company servers. Our staff is dedicated and ready to help your team through each step of the process.

Process & Investment

Staff survey information can be used to quantify staff engagement and satisfaction and identify areas for improvement. Our research finds that engaged employees are more committed, have better job satisfaction, and “go the extra mile” for their employer. They will also act as an ambassador on your behalf. The survey would be developed and deployed during the 2023-24 academic year.

This School Perceptions Staff Survey collects data in these key areas:

- ✓ Communications
- ✓ Satisfaction
- ✓ Academics
- ✓ Engagement
- ✓ Support
- ✓ Experience



Project Management & Survey Design

- ✓ Definition of overall objectives
- ✓ Development of the project timeline with key milestones and assignments
- ✓ Assistance with survey promotion and communication materials

Survey Administration

- ✓ Securing staff email lists
- ✓ Survey programming utilizing the School Perceptions proprietary software system
- ✓ Survey distribution via email
- ✓ Follow-up reminders for non-responders
- ✓ Print-ready copy of the survey upon request
- ✓ Daily data backup and all software maintenance

Results Reporting

- ✓ Password-protected access for all raw data via the School Perceptions system
- ✓ Online reports, including full disaggregation capabilities

Investment: \$3,450

Parent survey information can be used to gauge overall satisfaction and identify areas for improvement. According to the US Department of Education, the act of conducting a survey is itself a parent-friendly message to parents that a school cares what they think. The survey would be developed and deployed during the 2023-24 academic year.

This School Perceptions Parent Survey provides insights into these key areas:

- ✓ Communications
- ✓ Sense of community
- ✓ Culture of educational excellence
- ✓ Safety and support
- ✓ Experience



Project Management & Survey Design

- ✓ Definition of overall objectives
- ✓ Development of the project timeline with key milestones and assignments
- ✓ Assistance with survey promotion and communication materials

Survey Administration

- ✓ Securing parent/guardian/caregiver email lists
- ✓ Survey programming utilizing the School Perceptions proprietary software system
- ✓ Survey distribution via email
- ✓ Follow-up reminders for non-responders
- ✓ Print-ready copy of the survey upon request
- ✓ Daily data backup and all software maintenance

Results Reporting

- ✓ Password-protected access for all raw data via the School Perceptions system
- ✓ Online reports, including full disaggregation capabilities

Investment: \$3,450

Student survey information can be used to target interventions with individual students as well as various subgroups. If used annually, the data will quantify growth throughout the students' careers. The survey would be developed and deployed for students in grades 4-12 in the 2023-24 school year.

This School Perceptions Student Survey collects data in these key areas:

- ✓ Connection
- ✓ Learning
- ✓ Environment
- ✓ Experience



Project Management & Survey Design

- ✓ Definition of overall objectives
- ✓ Development of the project timeline with key milestones and assignments
- ✓ Assistance with survey promotion and communication materials

Survey Administration

- ✓ Securing student email lists
- ✓ Survey programming utilizing the School Perceptions proprietary software system
- ✓ Survey distribution via email
- ✓ Follow-up reminders for non-responders
- ✓ Print-ready copy of the survey upon request
- ✓ Daily data backup and all software maintenance

Results Reporting

- ✓ Password-protected access for all raw data via the School Perceptions system
- ✓ Online reports, including full disaggregation capabilities

Investment: \$3,950

Student Data Load - \$500 (Optional)

- ✓ Load student demographic information (not visible during the survey but available for data analysis)
- ✓ Allow for disaggregation by targeted subgroups
- ✓ Allow for individual student identification by item

Additional Services

Pre-Survey

Survey Customization

Each survey cost includes two (2) hours for customization

School Perceptions can work with your team to develop survey content that addresses issues and challenges unique to your school. We will also facilitate approval with your board if needed. Additional customization time is \$85 per hour.

Evening Meetings & Site Visits

\$200 for virtual or \$800 + expenses for in-person

Our projects can be completed via online conferencing and phone. If requested, we can schedule evening meetings with your team and/or school board for planning or presentation services. Sites visits will be charged at \$800 per visit plus expenses. Evening virtual meetings will be charged \$200.

Survey Translation

\$95 per hour

School Perceptions can translate your survey to help ensure equitable access for your parents, students, and/or community members. The translated survey can be made available in a paper version and/or programmed online.

Prepaid Postage Envelopes/Data Entry

See below

School Perceptions has a business reply mailing permit and can provide these envelopes for \$0.05 each. This allows respondents who choose to fill out a paper version of the survey to return it directly to School Perceptions. Our data entry team will enter all responses and comments for surveys, which are mailed at a rate of \$1.80 per survey. You will also be charged for the return postage at the actual rate, currently \$0.61 for 1 ounce or less and \$0.76 for 2 ounces.

Additional Services (cont'd)

Post-Survey

Not only are we here to help you plan and gather your perceptions data, but we will also help you make sense of your results too.

Consulting Cost varies depending on the survey type and project scope.

School Perceptions partners with various associations and educational services agencies to help you make sense of your data and develop action plans.

Overall Reports \$600 per survey

We can produce reports of your quantitative results to help your leadership team, school board, and/or committee make sense of data. This report allows us to assist you in developing a realistic, data-driven plan of action.

Comment Reports \$95 per hour

Our team analyzes every comment in your survey and generates themes from these comments. These reports are an excellent complement to your quantitative data, provide additional nuance to your stakeholders' thoughts, and are highly effective at driving communications with staff, students, families, and your community. A major theme is identified as a result of having multiple participants referencing similar issues or concerns. (\$95 per hour; we will provide a cost estimate based on total comments collected before we begin.)

Comparison Reports \$350 per survey

We can produce a detailed comparison report (spreadsheet) for each item in the survey, which can be presented to your leadership team, school board, and/or committees.

Longitudinal Reports \$350 per survey

Implementing School Perceptions surveys year after year that uses the same questions allows you to build longitudinal data. Is the feedback from your stakeholders on the right track? Are there areas of concern? Have we improved? This spreadsheet report allows you to focus on trends, identify patterns of behavior, and see your growth or areas of need over time.

Additional Analyses \$95 per hour

School Perceptions can crosstab your data by subgroups and provide more in-depth data analysis.

Policies:

The School Perceptions Privacy Policy ensures that all email addresses provided will only be used for your district's contracted services. Our entire privacy policy can be found at www.schoolperceptions.com/files/SchoolPerceptionsPrivacystatement.pdf.

Data access is granted to the District's Custodian of Records with the ability to disaggregate all compiled data and authorize access to other district staff. Unless otherwise noted, School Perceptions will designate the Custodian of Records to be the signer of this proposal.

If this proposal is acceptable, please sign this page, scan, and email to sales@schoolperceptions.com.

Proposal Accepted: **Hastings Public Schools: ISD 200**



Signature: _____ Date: _____

Member _____, introduced the following resolution and moved for its adoption:

A RESOLUTION APPOINTING ELECTION JUDGES FOR THE NOVEMBER 7, 2023 SCHOOL DISTRICT GENERAL ELECTION.

BE IT RESOLVED by the School Board of Independent School District No. 200, State of Minnesota, as follows:

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general election on November 7, 2023 to act as such at the combined polling places listed on said exhibit.
2. The election judges appointed by the City of Rosemount for the municipal special elections in that city are also appointed as election judges of the School District's general election, to act as such at the individual city and township precincts located in the school district. Their names are incorporated in this resolution as though fully set forth herein.
3. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvas in the manner provided for the other school district elections.

EXHIBIT A

COMBINED POLLING PLACE

Hope Lutheran Church
Our Saviour's Lutheran Church
United Methodist Church
St. Phillips Lutheran Church
St. John's Lutheran Church

HEAD ELECTION JUDGES

Caroline Spurgeon and Mary Nehring
Mary Wright and Rick Smith
Kimberly Raco and Debbie Croker
Tom Corbin and Kari Kasel
Chelsea Piskor and Melissa Blackstad

ELECTION JUDGES

Caroline Spurgeon	Hope Lutheran Church	Kimberly Raco	United Methodist Church
Mary Nehring	Hope Lutheran Church	Debbie Croker	United Methodist Church
Lois Wroge	Hope Lutheran Church	Curtis Aaseng	United Methodist Church
Pam Osendorf	Hope Lutheran Church	Betty Hoeschen	United Methodist Church
Clare Poncin	Hope Lutheran Church	Terrence Flower	United Methodist Church
Mary Rother	Hope Lutheran Church	Krista Peterson	United Methodist Church
Elizabeth Gerald	Hope Lutheran Church	Cindy Kost	United Methodist Church
Twila Harder	Hope Lutheran Church	Lizzy Wright	United Methodist Church
Patricia Ficker	Hope Lutheran Church	Constance Housker	United Methodist Church
Patricia Halverson	Hope Lutheran Church	June Teeter	United Methodist Church

Mary Wright	Our Saviour's Lutheran Church
Rick Smith	Our Saviour's Lutheran Church
Barbara Morghon	Our Saviour's Lutheran Church
Richard Pearson	Our Saviour's Lutheran Church
Ruth Versaw	Our Saviour's Lutheran Church
Rose Davis	Our Saviour's Lutheran Church
Peggy Grundman	Our Saviour's Lutheran Church
Anne Anderson	Our Saviour's Lutheran Church
Gloria Berg	Our Saviour's Lutheran Church
Peggy Schoeppner	Our Saviour's Lutheran Church

Tom Cobin	St. Phillips Lutheran Church
Kari Kasel	St. Phillips Lutheran Church
Theresa Auge	St. Phillips Lutheran Church
Dale Franzen	St. Phillips Lutheran Church
Lu Amundson	St. Phillips Lutheran Church
Barbara Jorenby	St. Phillips Lutheran Church
Karin Grossman	St. Phillips Lutheran Church
Jennie Thomas	St. Phillips Lutheran Church
Jo Featherstone	St. Phillips Lutheran Church

Chelsea Piskor	St. John's Lutheran Church
Melissa Blackstad	St. John's Lutheran Church
Doreen Berg	St. John's Lutheran Church
Dennis Rickert	St. John's Lutheran Church
Valerie Katich	St. John's Lutheran Church
Susan Gesch	St. John's Lutheran Church
Anita Moline	St. John's Lutheran Church
Walter Popp	St. John's Lutheran Church
Janet Schultz	St. John's Lutheran Church
Gary Afdahl	St. John's Lutheran Church
Steven Anderson	St. John's Lutheran Church
Edwin Dahl	St. John's Lutheran Church
Amy Clark	St. John's Lutheran Church
Jenny McGoon	St. John's Lutheran Church

CITY OF ROSEMOUNT VOTERS:

For those voters residing in the Rosemount P-6, the school district general election will be held in conjunction with the municipal elections in that city and those voters will vote at their regular city polling place.

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.

Dated:

BY ORDER OF THE SCHOOL BOARD

/s/ _____
School District Clerk
Independent School District No. 200
(Hastings Public Schools)
State of Minnesota

Future Meetings

Date	Time	Description	Location
09/27/2023	6:00 PM	Regular Board Meeting	HMS Media Center
10/11/2023	6:00 PM	Special Board Meeting - Paraprofessional Contract Approval	HMS Media Center
10/11/2023	6:00:00 PM (immediately after the special meeting)	Board Work Session	HMS Media Center
10/23/2023	4:00 PM	Policy Committee	District Office Conference Room A
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